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Background

Greenfield Community College is one of thirteen community colleges operating under the authority of the Massachusetts Board of Regional Community Colleges and supported by the Commonwealth of Massachusetts.

It is served by an advisory board of regional residents appointed by the Governor and receives additional financial assistance and support from the Greenfield Community College Foundation, Inc.

For the most part the College serves commuting students from Franklin County, northern Hampshire County and nearby areas lying to the east and west.

However, students from other parts of the Commonwealth and from other states and countries are welcome and attend in significant numbers.

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

Opening in September 1962 with 125 students in the day division, the College had an enrollment by September 1970 of 1,100 day students, and has since enjoyed continuous growth and development in its services to the surrounding community.

It occupies three buildings: a remodeled public school, a remodeled factory and a remodeled warehouse. A permanent $12,000,000 campus is now in the construction stage and should be ready for occupancy by the Fall of 1973.
Purposes

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

It seeks to serve the educational, occupational and cultural needs of the community around it by providing high quality educational opportunities at low cost, and is designed for high school graduates and adults of all ages.

Practice

The College implements its purposes and philosophy by:

- Providing a variety of educational opportunities.
- Providing transfer and career programs leading to the degree of associate in arts or associate in science.
- Providing students in all degree programs with the necessary core in liberal arts to ensure them an education rather than merely training.
- Providing a program of continuing education with or without college credit, primarily through the evening division.
- Providing non-credit community service workshops responsive to the needs and interests of the community.
- Making use of the human and physical resources of the region and offering its own resources and services to that region.
- Offering a variety of co-curricular activities for students and cultural events for students and the community.
- Involving students in College committee work and planning.
- Attracting to its faculty professional men and women whose primary interest is in teaching and working closely with students in and out of the classroom.

The Physical Plant

The College currently occupies three buildings which, although not originally designed for higher education, have been adapted to meet the College’s growing needs.

- The Main Building on Federal Street houses administrative offices, classrooms, laboratories, an auditorium and the College’s library.
- The South Building houses classrooms, faculty offices and a faculty lounge.
- The West Building houses more classrooms and offices, computer center, art studio, reading skills center, audiovisual center, snack bar, college store and maintenance facilities.
Learning Resources

The Division of Library Services develops a spirit of inquiry among the students rather than placing emphasis upon the acquisition of information. On this basis, the collection has built upon a foundation of fine landmark works, limited only by the ingenuity of the faculty, staff and students in requesting material.

The Library is located on the second floor of the Main Building; a general reading room houses the main collection of well over 14,000 volumes, 23 motion picture films, 196 filmstrips, and 551 phonograph records, in addition to filmstrip viewers, transcribers and cassette recorders.

The reference room contains about 1,500 non-circulating books and 317 periodicals in the form of current issues, bound back-issues and a retrospective collection on microfilm, as well as nine newspapers, microfilm readers and a listening station for audiotapes.

The audio laboratory is a combination of versatile and sophisticated electronic learning components and is extensively used in the teaching of modern foreign languages and stenographic skills.

The Division of Audiovisual Services supports the entire instructional program by providing a variety of audiovisual materials and equipment. The Audiovisual Center distributes and maintains equipment, consults in the design of instructional materials, produces overhead transparencies, 2x2 slides, slide-tape presentations, audiotapes, videotapes and other teaching aids. The Center also provides for instruction in the production of audiovisual materials and in-service training to the faculty and staff. Its facilities include a TV studio.

The Reading and Learning Skills Center

The Reading and Learning Skills Center is staffed by a full-time faculty member who is available to diagnose problems, counsel students and provide instruction. Programs are available for those experiencing difficulty and for those who simply want to improve their reading speed and study habits. Because effective reading and learning skills are so important to academic success, students are encouraged to avail themselves of the Center's services.
Admissions

Degree Programs

Applicants for admission to a degree program are required to:

- Have a high school diploma or its recognized equivalent.
- Satisfy the special entrance requirements of the curriculum for which application is made.

Decisions on admission take into consideration high school records and previous college records, if any, the recommendation of the high school and the applicant’s record of service to school or community.

The procedure for admission to a degree program is as follows:

- Obtain application blank and recommendation form from the College Admissions Office.
- Complete application and return it to the Admissions Office with $10.00 fee.
- Request high school and college, if any, to forward official transcript of student records which also should include any standard test scores.
- Schedule a personal interview with the Director of Admissions.

Following the personal interview the applicant’s credentials will be evaluated and the applicant notified by mail of the decision.

In certain cases applicants may be admitted on probation. Such admission may involve a curtailed academic program. But, 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 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 such as remedial courses offered at the College.

A student denied admission to a degree program in the day division 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 his vocational improvement or personal enrichment but not work toward a degree. If admitted, such a person is classified as a special student with whom the College will work out a program to meet his individual needs. A person applying as a special student is required to complete the application form and to schedule a conference with the Director of Admissions.

From time to time or on a continuing basis, the College may offer organized programs not leading to a degree but designed to provide needed educational services, especially in vocational fields. Such programs are generally less than two years in length and may enable the student to earn a certificate of completion. Requirements for admission vary from program to program.
Evening and Summer Programs

The College offers courses in the evening and during the summer for all 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 become overenrolled.

Courses may be taken with or without college credit. It is possible for students to complete a degree program through the evening and summer programs, 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 students.

Community Service

The Division of Community Services is concerned with identifying unrealized community potential and unmet community needs, drawing together resources in the College and in the community, and creating appropriate educational programs. These programs may include, but need not be limited to, non-credit courses, lectures, panels, concerts, workshops, seminars, conferences, coordinative activities, and consultative services. Any resources available within the College may be utilized in community services. Further, the personal, financial, and physical resources of the community may be marshalled to enhance the learning experience. Specific individual service functions include vocational and educational counseling. General Educational Development Testing for a high school equivalency diploma is also available through the Division of Community Services.

Community members and groups are invited to discuss specific needs and interests.
Financial Information

The student is advised to have a definite plan for meeting expenses of the first year before entering. The first year costs are usually greater than those of the second year and during the first year there is also less opportunity to earn money.

The following estimate of the year's expenses includes only those items which are strictly college related and does not include amounts for clothing, laundry and travel.

Tuition for residents of Massachusetts is $200 per year and for out-of-state students $500 (see exception under Tuition for Full-time Students).

<table>
<thead>
<tr>
<th>Massachusetts Residents</th>
<th>Local &amp; Commuting Individuals</th>
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</thead>
<tbody>
<tr>
<td>Tuition (full-time)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Food</td>
<td>150.00</td>
</tr>
<tr>
<td>Student Activities Fee (full-time)</td>
<td>25.00</td>
</tr>
<tr>
<td>Books, stationery, laboratory and other supplies</td>
<td>150.00</td>
</tr>
<tr>
<td>Student Accident Insurance</td>
<td>2.50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$527.50</strong></td>
</tr>
</tbody>
</table>

Beyond Commuting Distance

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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<tbody>
<tr>
<td>Tuition</td>
<td>$200.00</td>
</tr>
<tr>
<td>Room Rent</td>
<td>500.00</td>
</tr>
<tr>
<td>Food</td>
<td>500.00</td>
</tr>
<tr>
<td>Student Activities Fee (full-time)</td>
<td>25.00</td>
</tr>
<tr>
<td>Books, stationery, laboratory and other supplies</td>
<td>150.00</td>
</tr>
<tr>
<td>Student Accident Insurance</td>
<td>2.50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,377.50</strong></td>
</tr>
</tbody>
</table>

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

Fees are subject to change without notice.

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: An agreement among the New England states has made it possible to admit a quota of out-of-state New England residents for study in 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.

OTHER FEES AND PAYMENTS

Student Activities Fee — $25.00/Year (Non-refundable)
This fee, authorized by the Massachusetts Board of Regional Community Colleges, provides each student with the student newspaper and magazine, student government, class and other social and physical activities, and 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 in the day division must pay a Student Activities Fee of $15.00 per year, non-refundable.

Evening and Summer Division Students
Registration Fee (non-refundable) per semester $ 3.00
Tuition — per semester hour 20.00

Miscellaneous Fees
Liability Insurance for Nursing Students $ 5.00
Graduation Fee, including cap and gown rental 15.00
Transcripts of Records (first transcript free) each 1.00
Field trips costs are paid by the students involved.

The College Store is operated on a cash-and-carry basis and sells textbooks, supplies, a variety of paperbacks, and gifts and novelties.

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.
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.

Refunds

A student who leaves the College for any reason before a semester is completed will be granted a pro rata refund of tuition within the following time limits:

<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>
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Refunds are first applied to reimburse scholarship or loan funds, and any remaining amount is refunded to the student.

Exceptions:
- 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 fee 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 right to a refund.

There are two distinct programs which may be of interest to veterans.

Tuition Exemption

Under existing Commonwealth Law, veterans with creditable Vietnam Service are eligible for exemption from tuition payment at state-supported institutions of higher education. Within the Community College system, this exemption applies only to Day Division programs and courses, and not to Evening, Summer or Community Service programs or courses.

Veterans Administration Educational Benefits

The College is approved by the VA for the purposes of this program. Students may receive educational benefits payments in all divisions of the college, i.e. Day, Evening, or Summer.

In addition, students may attend Greenfield Community College under the provisions of the VA Rehabilitation Program and the War Orphans (Children of Deceased Veterans) Program.

Information regarding application and procedures for these programs is available from the Office of Student Personnel Services.
Student Personnel Services

COUNSELING, GUIDANCE AND 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 advisors who assist 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 advisors.

In addition to assistance rendered by the counseling/advising teams, individual guidance and counseling services are available by appointment at the Counseling Center. Present and prospective students are invited to discuss questions or problems of any nature. Conferences with professional personnel are, of course, confidential.

FINANCIAL AID AND 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 Director of Financial Aid and Placement assists students in finding positions.

The College stands ready to assist students in resolving financial problems. The National Defense Loan Program, Educational 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 Director of Financial Aid and Placement for further information about these and any other aid programs.

HOUSING

As an institution primarily designed to serve the commuting student, the College does not provide dormitory facilities. However, as some students find it inconvenient to commute from home on a daily basis, the Office of Student Personnel Services offers assistance to students in need of local housing.

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 AND ATHLETICS

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.

The College has an athletic program for both men and women students. In the fall soccer is offered, during the winter months basketball for both men and women, and in the spring baseball for the men and softball for the women. During both fall and spring golf and tennis are offered in competition with other community colleges.

In addition, intramural athletic activities are arranged from time to time.
Academic Regulations

CLASSIFICATION OF STUDENTS

Students carrying 12 or more hours of work are considered full-time students for purposes of reporting. Students carrying less than 12 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 17). The Committee on Academic Standards evaluates applications for transfer of credit from other collegiate institutions.

ATTENDANCE

Regular attendance is a normal expectation. Cases of excessive absence may be referred by instructors to the Office of the Registrar 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; however, all students are responsible for meeting the requirements of the courses and curriculums in which they are enrolled.

TRANSFER

The Student Personnel Office assists students in formulating and completing transfer plans. Students are encouraged to consult with their advisor and/or the transfer officer early in their college career to discuss transfer plans. While no transfer from Greenfield Community College to a senior institution is automatic, many community college students transfer to a variety of senior institutions and complete four year programs successfully.

PROGRAM CHANGES

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

On occasion, there are valid reasons for withdrawing from and/or adding courses after the beginning of the semester.

Course Changes: The necessary form for initiating a course change may be secured in 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.

Withdrawal From A Course: Within the first twenty-five class days of the semester, a course may be dropped with the approval of the advisor and the instructors concerned. Beyond this point, the approval of the Dean of Faculty is required; in any event, withdrawal must be completed by the time of pre-registration for the following semester, or two weeks prior to the last day of classes for the semester, whichever comes later. In unusual cases, the student may make a request in writing to the Dean of Faculty for a waiver. A grade of W will be recorded on the official record. The W grade has no influence upon the cumulative index of the student.
GRADES

Reports of grades are issued to students after the end of the semester and at the end of the summer session. At the approximate mid-point in each semester preliminary reports of academic deficiency are mailed to students.

The following grades are used:

- A — Outstanding
- B — Superior
- C — Satisfactory
- D — Poor
- F — Failing
- P — Satisfactory work in a non-credit course
- INC — Incomplete
- W — Withdrawn
- AUD — Audit (not registered for credit)
- CR — Credit (credit/no credit option)
- NCR — No credit (credit/no credit option)

Modifying plus and minus symbols may be used only for grades A, B and C.

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.

CR/NCR (credit/no credit) is an option available for one course each semester with approval of the student's advisor; it has no effect on the grade point index.

ACADEMIC STANDING

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

- A = 4.00
- B = 3.00
- C = 2.00
- D = 1.00
- F = 0.00

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. 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. The criteria 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 the office.

**Student Responsibility**

The Massachusetts Board of Regional Community Colleges has adopted the following policy regarding conduct at Massachusetts Community Colleges:

**CONDUCT AT COMMUNITY COLLEGES**

Policy Adopted by the
Massachusetts Board of Regional Community Colleges
April 11, 1969

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, faculty members, staff and students are encouraged in a sustained and independent search for knowledge.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus and in the larger community. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community—students, faculty and staff members.

Each college will respect and will defend the right of its members to lawful exercises of free speech and assembly in behalf of causes, whether popular or unpopular. These rights are properly exercised only when due regard for the rights of others is assured, and actions denying the right of others to move or speak freely, whether or not such interference is their motive, lie outside Constitutional guarantees and the obligation of the College to defend them. Therefore, if in the judgment of the President or his designee, persons attempt to interfere with the freedom of movement or
speech of members or guests of the College community, or the orderly operation of the College, the President of the College or his designee is authorized to:

a. advise such persons of the impropriety of their activity and request immediate desistance from such activity;
b. if such persons fail to desist, call the appropriate authority to remove those so interfering;
c. suspend temporarily such members of the College community who have participated in such interference and persist in such activity;
d. grant as soon as reasonably possible a hearing before an appropriate committee to any person appealing such suspension; following such a hearing, the committee will make a recommendation to the President;
e. taking into account the committee's recommendation, the President will determine his disposition of the case.

Any person who involves himself in the willful destruction of the College or personal property will, in addition, be answerable to charges filed with the civil authority.

The student is asked to sign, together with his parent or guardian if he is a minor, the following statement which also appears in the admissions application:

In consideration of the undertakings by the Admissions Office to process this form, the undersigned agree that the Greenfield Community College through its Director of Admissions, for official purposes as defined by the said Director, may disclose any part or all thereof to such person or persons as it deems advisable, together with all information, or material of any kind received by the Admissions Office from any source or prepared by anyone at its request, provided, however, that all such information shall otherwise be treated as completely confidential and shall not be disclosed to anyone including the candidate and his family, its agents or representatives.

In consideration of the admission of the undersigned to the Greenfield Community College he agrees to be bound by the rules and regulations of the College and to be responsible to the College for any infraction thereof. (Said rules are published annually in the College Catalogue and Student Handbook.)

Your signature: ........................................... Date ..................................

Parents' or Guardians' Signature if applicant is a minor.

........................................................ Date .................................
Father

........................................................ Date .................................
Mother
WAIVER

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

The Academic Program

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

The College also offers programs through its Evening and Summer Divisions and through the Division of Community Services for interested persons of post-high school age.

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: Humanities, Behavioral Sciences, Natural Sciences, and Business Administration.

CURRICULUM

The College's curriculum is dynamic with options continually being evaluated, and when needed, revised. New curricular possibilities are always under investigation so that the College may meet the needs of the region and society.

The community college mission includes the provision of programs for students desiring transfer to the upper division of a baccalaureate degree program, and programs designed to prepare students for a variety of career positions in which an associate degree is necessary or desirable — the technician and para-professional.
Greenfield Community College is now offering programs in:

Liberal Arts
Management
Marketing
Secretarial Science
Recreation Leadership
Nursing
Art
Graphic Design

Civil Engineering Technology
Law Enforcement
Fire Science Technology
Media Technology
Community Mental Health Technology
Computer Science Technology
Environmental Science

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.
LIBERAL ARTS

The liberal arts curriculum is an organized program of general education which includes studies in the humanities, the behavioral sciences, and natural sciences.

Many professions require a strong liberal arts background before a student is accepted for more specialized education, whether at the undergraduate or graduate level: law, medicine, economics, education, journalism, to mention a few.

Most students choosing a liberal arts curriculum plan to transfer to a baccalaureate degree program. However, others may be able to accomplish their personal and vocational objectives with the Associates of Arts degree program offered by the College. A student choosing liberal arts curriculum may wish to discuss his vocational goals with the Director of Admissions or with his academic advisor.

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 environmental 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.

Required Core Program:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>12</td>
</tr>
<tr>
<td>Behavioral Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Natural Sciences or Mathematics</td>
<td>6</td>
</tr>
<tr>
<td>Total</td>
<td>30</td>
</tr>
</tbody>
</table>

A minimum of sixty credits is required for graduation. Courses beyond the core requirements are to be selected in consultation with student's academic advisor.

Students planning to transfer to baccalaureate degree programs have the responsibility of familiarizing themselves with the requirements of potential transfer institutions.
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 one or two liberal arts courses 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.
**NURSING CURRICULUM DESCRIPTION**

**FIRST YEAR**

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credits</th>
<th>2nd Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 105 Anatomy &amp; Physiology I</td>
<td>4</td>
<td>BIO 106 Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIO 205 Microbiology</td>
<td>4</td>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>NUR 101 Fundamentals of Nursing</td>
<td>6</td>
<td>NUR 103 Physical &amp; Mental Illness I</td>
<td>8</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
<td>PSY 203 Child Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or PSY 205 Adolescent Psychology</td>
<td></td>
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<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>17</td>
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<td>18</td>
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</table>

**SECOND YEAR**

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credits</th>
<th>2nd Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG 102 English Composition II</td>
<td>3</td>
<td>NUR 204 Physical &amp; Mental Illness III</td>
<td>2</td>
</tr>
<tr>
<td>NUR 203 Physical &amp; Mental Illness II</td>
<td>7</td>
<td>NUR 209 Family Centered Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NUR 207 Psychiatric Nursing</td>
<td>3</td>
<td>NUR 205 History &amp; Professional Trends in Nursing</td>
<td>2</td>
</tr>
<tr>
<td>PSY 201 Psychology of Adjustment</td>
<td>3</td>
<td>SOC 101 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>16</td>
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<td>16</td>
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</tbody>
</table>

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.
ART

The Art curriculum provides the first two years of professional art training. This curriculum is intended as a transfer program offering the degree of Associate in Science at the end of two years, and leading in a four year institution to the degree of Bachelor of Fine Arts in art or the degree of Bachelor of Science in art education.

Ours is a preprofessional program intended to lay the groundwork that will ultimately produce a functioning, creative artist or teacher.

Students may choose to take Introduction to Psychology (PSY 101) and Introduction to Sociology (SOC 101) in the summer session between their first and second years in order to lighten their academic work during their first year. This will still enable the student to complete his program in two years; however, in some cases it may be advisable for a student to plan his program over a three year period.

Liberal Arts electives should be chosen from the Humanities and/or Behavioral Sciences.
## ART CURRICULUM

### 1st Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>3</td>
<td>ENG 102</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>3</td>
<td>SOC 101</td>
<td>3</td>
</tr>
<tr>
<td>ART 103</td>
<td>3</td>
<td>ART 104</td>
<td>3</td>
</tr>
<tr>
<td>ART 115</td>
<td>1</td>
<td>ART 116</td>
<td>3</td>
</tr>
<tr>
<td>ART 121</td>
<td>3</td>
<td>ART 122</td>
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</tr>
<tr>
<td>ART 131</td>
<td>3</td>
<td>ART 132</td>
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</table>

### 2nd Semester

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>*</td>
<td></td>
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</table>

### Credits

16

### 2nd Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SPE 101</td>
<td>3</td>
<td>ART 232</td>
<td>3</td>
</tr>
<tr>
<td>ART 231</td>
<td>3</td>
<td>Art Studio Electives</td>
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</tr>
<tr>
<td>*</td>
<td></td>
<td>*</td>
<td></td>
</tr>
</tbody>
</table>

### Credits

15

### Note:

Students may, with the permission of the Coordinator of the Art curriculum, take an additional course each semester. At least one of the Studio Electives must be in Painting. The following are the Studio electives open to Art students:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 151</td>
<td>3</td>
<td>ART 152</td>
<td>3</td>
</tr>
<tr>
<td>ART 255</td>
<td>3</td>
<td>ART 256</td>
<td>3</td>
</tr>
<tr>
<td>ART 163</td>
<td>3</td>
<td>ART 164</td>
<td>3</td>
</tr>
<tr>
<td>ART 263</td>
<td>3</td>
<td>ART 264</td>
<td>3</td>
</tr>
<tr>
<td>ART 141</td>
<td>3</td>
<td>ART 142</td>
<td>3</td>
</tr>
<tr>
<td>ART 242</td>
<td>3</td>
<td>ART 242</td>
<td>3</td>
</tr>
<tr>
<td>ART 233</td>
<td>3</td>
<td>ART 234</td>
<td>3</td>
</tr>
</tbody>
</table>

### Note:

It is understood that students may not take the advanced level studios without first completing those at the introductory level.

*Liberal Arts courses.
GRAPHIC DESIGN

The typical student in the Graphic Design curriculum has an interest in the commercial applications of art and photography but has not necessarily developed his creative talent. The curriculum is designed to sharpen his abilities and interests and prepare him for direct entry into the job market. He will have sufficient experience with the tools, processes, and techniques to allow him to move into the field of graphic design or advertising. The base that the program will provide should enable graduates to deal with any aspect of these growing fields. This would include illustration, type, layout, mechanicals, photography and printing production.

Students may choose to take some of the required or elective Liberal Arts courses in the intervening Summer Session if it seems desirable to lighten course load during the first year. In some cases, it may be advisable for a student to plan his program for a three-year period.
# GRAPHIC DESIGN CURRICULUM

## FIRST YEAR

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credits</th>
<th>2nd Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Composition</td>
<td>3</td>
<td>ENG 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
<td>SOC 101 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>ART 121 Design I</td>
<td>3</td>
<td>ART 172 Graphic Design II</td>
<td>3</td>
</tr>
<tr>
<td>ART 171 Graphic Design I</td>
<td>3</td>
<td>ART 122 Design II or</td>
<td></td>
</tr>
<tr>
<td>ART 131 Drawing I</td>
<td>3</td>
<td>ART 151 Photography I</td>
<td>3</td>
</tr>
<tr>
<td>ART 115 Art Techniques I</td>
<td>0</td>
<td>ART 132 Drawing II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>ART 116 Art Techniques II</td>
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</tr>
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</table>

## SECOND YEAR

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credits</th>
<th>2nd Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPE 101 Oral Communication</td>
<td>3</td>
<td>ART 272 Graphic Design IV</td>
<td>3</td>
</tr>
<tr>
<td>ART 271 Graphic Design III</td>
<td>3</td>
<td>ART or Audiovisual Media Electives</td>
<td>6</td>
</tr>
<tr>
<td>ART 151 Photography I or</td>
<td>3</td>
<td>Liberal Arts Electives</td>
<td>6</td>
</tr>
<tr>
<td>ART 152 Photography II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ART or Audiovisual Media Elective</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
<td>3</td>
<td></td>
<td></td>
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<td>15</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>
MANAGEMENT

The Management curriculum is suitable for students planning to begin careers after earning the degree of Associate in Science, and for students wishing to transfer to appropriate baccalaureate degree programs. Those utilizing the Management curriculum as an occupational program may look forward to middle-level management, positions in business and public organizations.
## MANAGEMENT CURRICULUM

### FIRST YEAR

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credits</th>
<th>2nd Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>3</td>
<td>English Composition I</td>
<td></td>
</tr>
<tr>
<td>SPE 101</td>
<td>3</td>
<td>Oral Communication</td>
<td></td>
</tr>
<tr>
<td>ACC 101</td>
<td>3</td>
<td>Introduction to Accounting I</td>
<td></td>
</tr>
<tr>
<td>BUS 101</td>
<td>3</td>
<td>Principles of Management</td>
<td></td>
</tr>
<tr>
<td>BUS 103</td>
<td>1</td>
<td>Introduction to Marketing</td>
<td></td>
</tr>
<tr>
<td>BUS 105</td>
<td>1</td>
<td>Business Mathematics</td>
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</tr>
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### SECOND YEAR

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credits</th>
<th>2nd Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 101</td>
<td>3</td>
<td>Principles of Economics I</td>
<td></td>
</tr>
<tr>
<td>BUS 155</td>
<td>3</td>
<td>Business Law I</td>
<td></td>
</tr>
<tr>
<td>BUS 201</td>
<td>3</td>
<td>Introduction to Finance</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td>Business Administration Elective</td>
<td>3</td>
<td>Business Administration Elective</td>
<td></td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>SOC 101 Principles of Sociology</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>
MARKETING

The Marketing curriculum is designed as a two year program for those interested in pursuing careers in marketing and merchandising. Graduates may qualify for mid-management positions in retailing, wholesaling and industrial organizations. The curriculum is also suitable for students wishing to continue work toward a bachelor's degree with a major in marketing.
### Marketing Curriculum

**First Year**

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credits</th>
<th>2nd Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 101 Introduction to Accounting I</td>
<td>3</td>
<td>ACC 102 Introduction to Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 101 Principles of Management</td>
<td>3</td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>BUS 103 Introduction to Marketing</td>
<td>3</td>
<td>BUS 211 Retail Merchandising</td>
<td>3</td>
</tr>
<tr>
<td>*ENG 101 English Composition I</td>
<td>3</td>
<td>*ENG 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>*SPE 101 Oral Communication</td>
<td>3</td>
<td>*PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>BUS 105 Business Mathematics</td>
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<td></td>
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</table>

**Second Year**

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credits</th>
<th>2nd Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 101 Principles of Economics I</td>
<td>3</td>
<td>ECO 102 Principles of Economics II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 212 Salesmanship</td>
<td>3</td>
<td>BUS 156 Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 155 Business Law I</td>
<td>3</td>
<td>BUS 223 Marketing Problems</td>
<td>3</td>
</tr>
<tr>
<td>†BUS 251 Cooperative Work Experience</td>
<td>3</td>
<td>†BUS 252 Cooperative Work</td>
<td>3</td>
</tr>
<tr>
<td>*SOC 101 Principles of Sociology</td>
<td>3</td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

*Liberal Arts courses. All others are occupational and/or related courses.

†With approval, another course may be substituted for one semester of cooperative work.
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.
## SECRETARIAL SCIENCE CURRICULUM

### FIRST YEAR

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credits</th>
<th>2nd Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
<td>ENG 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>*Typewriting</td>
<td>3</td>
<td>*Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>SEC 103 Secretarial Accounting I</td>
<td>3</td>
<td>SEC 104 Secretarial Accounting II</td>
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<tr>
<td>*Shorthand</td>
<td>0-3</td>
<td>Shorthand 102</td>
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</tr>
<tr>
<td>†Liberal Arts Electives</td>
<td>3-6</td>
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<td>15-18</td>
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</table>

*Level determined by evaluation.
†SPE 101 Oral Communication required. BIO 105 required of Medical Secretarial students in the second semester.

### SECOND YEAR

#### Executive Secretarial

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credits</th>
<th>2nd Semester</th>
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<tbody>
<tr>
<td>SEC 201 Stenography I</td>
<td>4</td>
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<tr>
<td>SEC 203 Office Procedures</td>
<td>3</td>
<td>SEC 117 Business Correspondence</td>
<td>3</td>
</tr>
<tr>
<td>SEC 211 Production Skills</td>
<td>3</td>
<td>SEC 209 Secretarial Procedures</td>
<td>6</td>
</tr>
<tr>
<td>Behavioral Science Elective</td>
<td>3</td>
<td>BUS 153 Survey of Business Law</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
<td>3</td>
<td></td>
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<td>16</td>
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#### Medical Secretarial

<table>
<thead>
<tr>
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<th>Credits</th>
<th>2nd Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SEC 201 Stenography I</td>
<td>4</td>
<td>SEC 202 Stenography II</td>
<td>2</td>
</tr>
<tr>
<td>SEC 203 Office Procedures</td>
<td>3</td>
<td>SEC 117 Business Correspondence</td>
<td>3</td>
</tr>
<tr>
<td>SEC 231 Medical Terminology and Transcription I</td>
<td>3</td>
<td>SEC 232 Medical Terminology and Transcription II</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
<td>SEC 224 Medical Secretarial Procedures</td>
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<tr>
<td>Liberal Arts Elective</td>
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<td>Liberal Arts Elective</td>
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#### Legal Secretarial

<table>
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<th>Credits</th>
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<td>SEC 201 Stenography I</td>
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<td>SEC 202 Stenography II</td>
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<td>SEC 203 Office Procedures</td>
<td>3</td>
<td>SEC 117 Business Correspondence</td>
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<tr>
<td>SEC 211 Production Skills</td>
<td>3</td>
<td>SEC 241 Legal Secretarial Procedures</td>
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<tr>
<td>POL 101 American Government</td>
<td>3</td>
<td>BUS 153 Survey of Business Law</td>
<td>3</td>
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</table>

### Credits

16 & 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.
## CIVIL ENGINEERING TECHNOLOGY CURRICULUM

### FIRST YEAR

<table>
<thead>
<tr>
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<th>Credits</th>
<th>2nd Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
<td>ENG 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PHY 103 Introduction Physics I</td>
<td>4</td>
<td>PHY 104 Introductory Physics II</td>
<td>4</td>
</tr>
<tr>
<td>MAT 103 Technical Mathematics I</td>
<td>3</td>
<td>MAT 104 Technical Mathematics II</td>
<td>3</td>
</tr>
<tr>
<td>CIV 101 Surveying I</td>
<td>3</td>
<td>CIV 102 Surveying II</td>
<td>3</td>
</tr>
<tr>
<td>CIV 103 Engineering Orientation</td>
<td>1</td>
<td>GRA 102 Civil and Architectural Drafting</td>
<td>3</td>
</tr>
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<td>GRA 101 Engineering Drawing</td>
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### SUMMER PROGRAM

CIV 200 Field Experience in Civil Engineering Technology

### SECOND YEAR

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<th>Credits</th>
<th>2nd Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 115 Report Writing</td>
<td>3</td>
<td>SPE 101 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>CIV 205 Statics</td>
<td>3</td>
<td>CIV 203 Soil Mechanics</td>
<td>3</td>
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<tr>
<td>COM 105 Fortran Programming</td>
<td>3</td>
<td>CIV 107 Contracts and Specifications</td>
<td>2</td>
</tr>
<tr>
<td>Technical Elective</td>
<td>3</td>
<td>CIV 206 Mechanics of Materials</td>
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<tr>
<td>Liberal Arts Electives</td>
<td>6</td>
<td>Technical Elective</td>
<td>3</td>
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<tr>
<td></td>
<td>18</td>
<td>Liberal Arts Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

The requirement of GRA 101 — Engineering Drawing may be waived for students presenting evidence of sufficient background to qualify for admission to GRA 102 — Civil and Architectural Drafting.

SURVEYING OPTION: Surveying III and Transportation Engineering.

GENERAL CIVIL TECHNOLOGY OPTION: Structural Design and Surveying III or Transportation Engineering.

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).

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.
COMPUTER SCIENCE TECHNOLOGY

The Computer Science Technology curriculum is an occupational program leading to the Associate in Science degree. The student completing this program should be prepared to enter the computer field in any of several areas: as a programmer, in systems analysis, in systems supervision and management. The student should be thoroughly familiar with basic capabilities and limitations of modern data processing systems and able to make effective use of them. Students have ample opportunity to process fully a number of programs which they write in several scientific and commercial languages. These programs utilize the College’s IBM 1130 computing system.
# COMPUTER SCIENCE TECHNOLOGY CURRICULUM

## FIRST YEAR

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credits</th>
<th>2nd Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MAT 101 Fundamentals of Mathematics I</td>
<td>3</td>
<td>MAT 108 Elementary Functions</td>
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<tr>
<td>COM 101 Data Processing Systems</td>
<td>3</td>
<td>COM 103 Business Programming Language</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
<td>ENG 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Oral Communication</td>
<td>3</td>
<td>ENG 115 Report Writing</td>
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<td>Liberal Arts Elective</td>
<td>3</td>
<td>Liberal Arts Elective</td>
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## SECOND YEAR

<table>
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<th>Credits</th>
<th>2nd Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACC 101 Introduction to Accounting I</td>
<td>3</td>
<td>ACC 102 Introduction to Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>COM 105 Fortran Programming</td>
<td>3</td>
<td></td>
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</tr>
<tr>
<td>MAT 112 Probability and Statistics</td>
<td>3</td>
<td>BUS 101 Principles of Management</td>
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<td>Elective</td>
<td>3</td>
<td>Liberal Arts Elective</td>
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</table>

In place of Fundamentals of Mathematics, qualified students may take Introductory Calculus.

Physics or higher math is suggested but not required for the elective in the second year.
ENVIRONMENTAL SCIENCE

The Environmental Science curriculum leads to the degree of Associate in Science, and prepares technicians for careers in land use planning. Emphasis is placed on laboratory and field work intended to develop the imagination, mental and manual skills necessary for assembly, analysis and presentation of interdisciplinary information applicable to the wise use of land.

Employment opportunities may be found at municipal, county, state and federal levels as well as with private industry.

Although primarily designed as a career program, one may plan to transfer to a baccalaureate program.
ENVIRONMENTAL SCIENCE CURRICULUM

FIRST YEAR

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credits</th>
<th>2nd Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
<td>SPE 101 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>EA5 101 Physical Geology</td>
<td>4</td>
<td>BIO 104 Natural Science II</td>
<td>3</td>
</tr>
<tr>
<td>ENV 101 Environmental Design</td>
<td>3</td>
<td>ENV 102 Cartography—Photo Interpretation</td>
<td>4</td>
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<tr>
<td>BIO 103 Natural Science I</td>
<td>3</td>
<td>ENV 103 Air and Water Quality</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
<td>Elective</td>
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Related Summer Employment Recommended

SECOND YEAR

<table>
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<th>Credits</th>
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<tbody>
<tr>
<td>BIO 109 Ecological Methods I</td>
<td>3</td>
<td>BIO 110 Ecological Methods II</td>
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<tr>
<td>REC 111 Outdoor Recreation</td>
<td>3</td>
<td>ENG 115 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Principles of Sociology</td>
<td>3</td>
<td>ENV 105 Principles of Land Use II</td>
<td>4</td>
</tr>
<tr>
<td>ENV 104 Principles of Land Use I</td>
<td>3</td>
<td>Science Elective</td>
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<td>Elective</td>
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</tbody>
</table>

|                       |         |                               | 16      |
MEDIA TECHNOLOGY

The Media Technology curriculum is designed for those with an interest in audiovisual communication or for persons currently employed by educational institutions, business, or industry involved with the dissemination of information or with training. Students completing the program should be prepared for positions as media technicians for educational institutions, business, and industry, and should be able to continue their education in the field of media beyond the Associate Degree level.
# MEDIA TECHNOLOGY CURRICULUM

## FIRST YEAR

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credits</th>
<th>2nd Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
<td>ENG 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
<td>SOC 101 Principles of Sociology</td>
<td>3</td>
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<tr>
<td>Liberal Arts Elective</td>
<td>3</td>
<td>Liberal Arts Elective</td>
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</tr>
<tr>
<td>AVM 101 Introduction to Audiovisual Media</td>
<td>3</td>
<td>AVM 205 Photography and Graphics in Education</td>
<td>3</td>
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<tr>
<td>ART 171 Graphic Design I</td>
<td>3</td>
<td>PSY 211 Psychology of Education</td>
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## SECOND YEAR

<table>
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<th>Credits</th>
<th>2nd Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PHY 105 Introductory Electronics</td>
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<td>ENG 115 Report Writing</td>
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</tr>
<tr>
<td>SPE 101 Oral Communication</td>
<td>3</td>
<td>Liberal Arts Elective</td>
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<tr>
<td>Liberal Arts Elective</td>
<td>3</td>
<td>AVM 203 Introduction to Educational Broadcasting</td>
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<td>AVM 201 Technology in Education</td>
<td>3</td>
<td>AVM 217 Media Systems Design</td>
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<tr>
<td>AVM 103 Production of Audiovisual Materials</td>
<td>3</td>
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39
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.

The curriculum is flexible enough to permit a student to specialize in environmental recreation, senior citizen recreation, or community recreation. Exposure to programs and activities in these specialized areas is primarily through field work experience programs.
# Recreation Leadership Curriculum

## First Year

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>ENG 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology or SOC 101 Principles of Sociology</td>
<td>SOC 101 Principles of Sociology or PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>REC 101 Introduction to Recreation</td>
<td>REC 107 Sports and Games</td>
<td>3</td>
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<tr>
<td>REC 103 Social Recreation</td>
<td>REC 109 Program Planning</td>
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<tr>
<td>REC 105 Aquatic Sports</td>
<td>REC 121 Arts and Crafts</td>
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<td>REC 115 Field Work I</td>
<td>REC 125 Creative Drama</td>
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<td>REC 123 Music</td>
<td>REC 116 Field Work II</td>
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## Summer

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<th>Credits</th>
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<tbody>
<tr>
<td>REC 200 Summer Field Experience</td>
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## Second Year

<table>
<thead>
<tr>
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<th>2nd Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SPE 101 Oral Communication or Psychology Elective</td>
<td>Oral Communication</td>
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<tr>
<td>ENG 115 Report Writing or Humanities Elective</td>
<td>Humanities Elective</td>
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<tr>
<td>REC 111 Outdoor Recreation</td>
<td>Elective</td>
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<td>REC 127 Dance</td>
<td>REC 201 Supervision of Recreation Services</td>
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<td>REC 205 Group Leadership</td>
<td>REC 203 Trends and Issues</td>
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<td>REC 215 Field Work III</td>
<td>REC 216 Field Work IV</td>
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COMMUNITY MENTAL HEALTH TECHNOLOGY

The Community Mental Health Technology curriculum is intended to prepare people for employment at the preprofessional or technical level in mental health and allied community agencies. Specifically, a graduate of the program will be prepared to function as: a liaison between (a) therapist and client, (b) client and community, (c) family and client, therapist, and/or community; a model of a normal person in (a) half-way houses, (b) day care centers, (c) night care centers, or (d) in-patient facilities providing contact between society and patients.
# Community Mental Health Technology Curriculum

## FIRST YEAR

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credits</th>
<th>2nd Semester</th>
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<tbody>
<tr>
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<tr>
<td>PSY 101</td>
<td>3</td>
<td>PSY 203</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>3</td>
<td>PSY 205</td>
<td>3</td>
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<tr>
<td>BIO 105</td>
<td>4</td>
<td>SOC 201</td>
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<td>MHT 101</td>
<td>3</td>
<td>Professional Ethics</td>
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<td>MHT 115</td>
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<td>MHT 105</td>
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### SUMMER

MHT 200 Field Experience in Mental Health Technology

## SECOND YEAR

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<tr>
<td>SOC 201</td>
<td>3</td>
<td>Internship in Mental Health</td>
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<td>or PSY 203</td>
<td>3</td>
<td>Technology</td>
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<tr>
<td>or PSY 205</td>
<td>3</td>
<td>MHT 217</td>
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<tr>
<td>Adolescent</td>
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<td>Pre-Professional Identification</td>
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<tr>
<td>Psychology</td>
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<td>MHT 221</td>
<td>3</td>
</tr>
<tr>
<td>MHT 107</td>
<td>3</td>
<td>Mental Health Seminar</td>
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<td>Community Mental Health Resources</td>
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<td>MHT 109</td>
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<td>Health Problems</td>
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<td>MHT 215</td>
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<tr>
<td>Mental Health Practicum III</td>
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<td>Elective</td>
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</tbody>
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### Notes

*Liberal Arts courses. Electives may be devoted to courses providing occupationally related experiences (recreation leadership, art, secretarial science, etc.) and/or to additional liberal arts courses. All other courses are occupational.
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, although students in this program may take liberal arts courses in either the day or evening division.
# FIRE SCIENCE TECHNOLOGY CURRICULUM (Tentative)

Fire Science Technology courses available only in the Evening Division

## FIRST YEAR

<table>
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<tr>
<th>1st Semester</th>
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<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
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<tr>
<td>MAT 103 Technical Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>CHE 103 Introduction to Chemistry</td>
<td>4</td>
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<tr>
<td>FST 101 Introduction to Fire Protection</td>
<td>3</td>
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<tr>
<td>FST 103 Fundamentals of Fire Prevention</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>ENG 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PSY 103 Applied Psychology</td>
<td>3</td>
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<tr>
<td>FST 105 Organization and Management of Fire Departments</td>
<td>3</td>
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<td>FST 107 Fire Hydraulics</td>
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<tr>
<td>FST 109 Hazardous Materials</td>
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| **TOTAL**                     | **15**  |

## SUMMER

**FST 200** Field Experience in Fire Science Technology

## SECOND YEAR

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SPE 101 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>FST 201 Fire Protection Systems and Equipment I</td>
<td>3</td>
</tr>
<tr>
<td>FST 203 Fire Fighting Tactics and Strategy</td>
<td>3</td>
</tr>
<tr>
<td>FST 205 Legal Aspects of Fire Administration</td>
<td>3</td>
</tr>
<tr>
<td>*Liberal Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 101 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>ENG 115 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>FST 202 Fire Protection Systems and Equipment II</td>
<td>3</td>
</tr>
<tr>
<td>FST 207 Fire Codes and Ordinances</td>
<td>3</td>
</tr>
<tr>
<td>*Liberal Arts Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

| **TOTAL**                     | **15**  |

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

Law Enforcement courses available only in the Evening Division

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credits</th>
<th>2nd Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
<td>ENG 115 Report writing</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Principles of Sociology</td>
<td>3</td>
<td>PSY 103 Applied Psychology</td>
<td>3</td>
</tr>
<tr>
<td>POL 101 American Government</td>
<td>3</td>
<td>(or PSY 101 Principles of Psychology)</td>
<td></td>
</tr>
<tr>
<td>LAW 101 Introduction to Law</td>
<td>3</td>
<td>LAW 105 Criminal Evidence</td>
<td>3</td>
</tr>
<tr>
<td>Enforcement</td>
<td></td>
<td>LAW 107 Patrol Procedures</td>
<td>3</td>
</tr>
<tr>
<td>LAW 103 Criminal Law</td>
<td>3</td>
<td>Liberal Arts Elective</td>
<td>3</td>
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<tr>
<td></td>
<td>15</td>
<td></td>
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</tbody>
</table>

SUMMER

LAW 200 Field Experience in Law Enforcement

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credits</th>
<th>2nd Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPE 101 Oral Communication</td>
<td>3</td>
<td>LAW 203 Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>LAW 109 Criminal Investigation</td>
<td>3</td>
<td>LAW 113 Juvenile Procedures</td>
<td>3</td>
</tr>
<tr>
<td>LAW 111 Traffic Procedures</td>
<td>3</td>
<td>LAW 115 Firearms</td>
<td>1</td>
</tr>
<tr>
<td>LAW 201 Police Organization and</td>
<td>3</td>
<td>LAW 117 Defensive Tactics</td>
<td>1</td>
</tr>
<tr>
<td>Administration</td>
<td></td>
<td>LAW 205 Professional Trends and</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Responsibilities in Law Enforcement</td>
<td></td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
<td>3-4</td>
<td>LAW 207 Criminalistics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15-16</td>
<td>*Liberal Arts Elective</td>
<td></td>
</tr>
</tbody>
</table>

All students are required to obtain American Red Cross Certificate in first aid and life saving.

Liberal Arts electives must include 6 credits chosen from the natural sciences and/or the humanities.
Course Descriptions

The courses described in the following pages include all those offered for college credit and, additionally, some non-credit courses for students who either before or after admission to the College, are found to have academic deficiencies.

Courses numbered 000-009 do not carry collegiate credit. Those numbered courses 100-199 are normally introductory level or first year 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). Detailed course descriptions, together with prerequisites and other requirements, are available on request.

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 each academic year. A few may be offered less frequently. The following list gives the subject codes for general areas covered:

Accounting
Anthropology
Art
Audiovisual Media
Biology
Business and Management
Chemistry
Civil Engineering Technology
Computer Science
Earth Science
Early Childhood Education
Education
Economics
English
Environmental Design
French
Fire Science Technology
Graphics
ACC  History
ANT  Interdisciplinary Courses
ART  Law Enforcement
AVM  Library Science
BIO  Mathematics
BUS  Mental Health Technology
CHE  Music
CIV  Nursing
COM  Philosophy
EAS  Physics
ECE  Political Science
EDU  Psychology
ECO  Recreation Leadership
ENG  Secretarial Science
ENV  Sociology
FRE  Spanish
FST  Speech and Theater
GRA  }

HIS
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SOC
SPA
SPE
### DIVISION OF HUMANITIES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 101</td>
<td>Introduction to Art</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Art 103</td>
<td>Art History I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>History of art from ancient times through the Gothic period. Emphasis on the backgrounds of Western culture and reasons for the creation of art.</td>
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</tr>
<tr>
<td>Art 104</td>
<td>Art History II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>History of Western art from the early Renaissance to the present. Prerequisite: ART 103 or permission of the instructor.</td>
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</tr>
<tr>
<td>Art 115</td>
<td>Art Techniques I</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Experience with basic techniques of the artist. Photography and printmaking are stressed.</td>
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</tr>
<tr>
<td>Art 116</td>
<td>Art Techniques II</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Extension of ART 115, stressing techniques of painting and sculpture. Prerequisite ART 115.</td>
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</tr>
<tr>
<td>Art 121</td>
<td>Design I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Integrated study of basic color and design principles. Includes letter forms and the scientific and artistic aspects of color. Emphasis on two-dimensional design.</td>
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<tr>
<td>Art 122</td>
<td>Design II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Art 131</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Drawing materials and techniques. Work from studio models, setups, and location landscapes. Elements of proportion, composition, and perspective.</td>
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</tr>
<tr>
<td>Art 132</td>
<td>Drawing II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>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 instructor.</td>
<td></td>
</tr>
<tr>
<td>Art 141</td>
<td>PAINTING I</td>
<td>3</td>
</tr>
<tr>
<td>Art 142</td>
<td>Painting II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Art 151</td>
<td>Photography I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>
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 171 Graphic Design I 3 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.

Art 172 Graphic Design II 3 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 171.

Art 231 Life Drawing 3 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 3 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.

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.

Art 241 Painting III 3 credits
Abstract, non-objective and representational painting 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 255  Photographic Project I  3 Credits
Work in depth in one of the following areas: Advertising, industry, photo-
journalism, portrait and figure, education, photography for television, the
print as expression.

ART 256  Photographic Project II  3 Credits
Work in depth in one of the areas not chosen for concentration in Art 225.

Art 271 Graphic Design III  3 credits
Research and analysis of contemporary graphic design through a project
involving a complete advertising, TV, and corporate image campaign for a
specific type of client.
Prerequisite: ART 172.

Art 272 Graphic Design IV  3 credits
Exploration and development of individual talents and interests culminating
in the creation of a student portfolio.
Prerequisite: ART 271.

Art 295 Directed Study in Art  1-3 credits
Projects for advanced individual study by special arrangements with the
instructor and approval of the Dean of Faculty.
Prerequisite: Second year standing as an Art major.

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.

AVM 111 Audio Workshop  3 credits
Theory and practices of audio materials production. Writing audio programs
for tapes, records, and radio.
Prerequisite: AVM 101 or permission of the instructor.

AVM 201 Technology and Education  3 Credits
Systems approach to education, to include individualized instruction, pro-
grammed instruction and computer assisted instruction.

AVM 203 Introduction to Educational Broadcasting  3 Credits
Basic television and radio production. An introduction to portable videotape
units and work in radio programming.

AVM 205 Photography and Graphics in Education  3 Credits
Photography and graphics used in the production of slides, filmstrips and
single concept motion picture films for use by education, business and in-
dustry.
Prerequisite: AVM 101 or permission of the instructor.
AVM 215 Audiovisual Technology 3 credits
Theory and practice in the electronics related to media, maintenance and care of equipment.
Prerequisite: AVM 101 or permission of the instructor.

AVM 207 Educational Television 3 credits
Basic television production. Creative processes involved in giving videogenic forms to simple program ideas. Studio and control room operations and practice.
Prerequisite: AVM 101 or permission of the instructor.

AVM 217 Media Systems Design 3 Credits
Problems in the design of media facilities, distribution and retrieval systems, maintenance, purchase of equipment and materials, in-service education.

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.
Prerequisite: ENG 101.

ENG 113 Introduction To Journalism 3 credits
Journalism in print, radio, television. History, major trends, communication 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 Report 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  
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  
Literary aims and achievements in American from the Colonial period to the late nineteenth century. Some attention to English literary influences.  
Prerequisite: ENG 102

ENG 204 American Literature II  
Literary aims and achievements in America from the Colonial period to the present.  
Prerequisite: ENG 203 or permission of the instructor.

ENG 205 English Literature I  
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  
Readings in English literature from the late seventeenth century to the present.  
Prerequisite: ENG 205 or permission of the instructor.

ENG 207 Creative Writing  
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  
Selected works by major playwrights since Ibsen.  
Prerequisite: ENG 102 or permission of the instructor.

ENG 211 Modern Novel  
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 102 or permission of the instructor.

ENG 213 Comparative Literature and Modern Man  
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  
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.

ENG 295 Directed Study in English  
Projects for advanced individual study by special arrangement with the instructor and approval of the Dean of Faculty.
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.

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 United States 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 United States 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. Prerequisite: HIS 103 or permission of the instructor.
HIS 105 The Modern Orient 3 credits
An examination of the political, diplomatic and cultural development of China, Japan, India and Southeast Asia, from the Opium Wars to recent times. Emphasis will be given to the position of these states in the westernized world of the 19th and 20th centuries. Background in Western Civilization desirable.

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. Prerequisites: 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. Prerequisites: 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.

LIB 101 Information Sources and Materials 3 credits
An introductory course in fundamental reference sources, their content, organization and use, including: bibliographical method and search techniques, preparation of undergraduate research papers, classification and the use of the card catalog, periodicals and their indexes, and special materials.

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 113 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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHI 101</td>
<td>Logic and Scientific Method</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Traditional logic; the deductive process of reasoning and the method of knowing and handling the material of science; the inductive process.</td>
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</tr>
<tr>
<td>PHI 103</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>The meaning and method of philosophy; problems of knowledge and belief; the mind-body problem values. Selected readings of classical and contemporary philosophers.</td>
<td></td>
</tr>
<tr>
<td>PHI 105</td>
<td>Ethics: The New Morality</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Moral and value systems; special attention to modern ethical and moral thought. Method will be philosophical rather than descriptive or behavioral.</td>
<td></td>
</tr>
<tr>
<td>SPA 101</td>
<td>Elementary Spanish I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>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.</td>
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</tr>
<tr>
<td>SPA 102</td>
<td>Elementary Spanish II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Continued development of basic language skills through conversation, study of grammar and phonetics, and correlated readings. Laboratory required. Prerequisite: SPA 101 or equivalent.</td>
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<tr>
<td>SPA 201</td>
<td>Intermediate Spanish I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Refinement of written and conversational skills, through selected readings in literature. Prerequisite: SPA 102 or permission of the instructor.</td>
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</tr>
<tr>
<td>SPA 202</td>
<td>Intermediate Spanish II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>SPA 251</td>
<td>Spanish Composition and Conversation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Refinement of writing and speaking skills on an advanced level. Written and oral assignments required weekly. Prerequisite: Spanish 202 or equivalent or permission of instructor.</td>
<td></td>
</tr>
<tr>
<td>SPA 295</td>
<td>Directed Study in Spanish</td>
<td>1-3</td>
</tr>
<tr>
<td></td>
<td>Projects for advanced individual study by special arrangement with the instructor and approval of the Dean of Faculty. Prerequisite: SPA 202 or equivalent.</td>
<td></td>
</tr>
<tr>
<td>SPE 101</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>SPE 103</td>
<td>Introduction to The Theatre</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>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.</td>
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</tr>
</tbody>
</table>
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.

DIVISION OF BEHAVIORAL SCIENCE

ANT 101 Introduction to Anthropology  3 credits
Theory and method in relation to pre-history, evolution and the nature of culture. Concentration on cross societal comparisons, technology and economics, social and political organization, art, religion and ideology.

ECE 101 Introduction to Early Childhood Education  3 credits
Purposes of early childhood education and the role of the teacher. Considers the development of young children and how they learn. Implications for planning and conducting the early childhood curriculum.

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

ECE 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

ECE 216 Field Experience in Early Childhood Education IV 3 credits
Field Work
Prerequisite: ECE 215

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.

EDU 101 Principles of Education 4 credits
Overview of education. Aim, organization, programs and pupil population in the contemporary school. Field work required.

EDU 103 Philosophy of Education 3 Credits
Historical and philosophical points of view of ancient and modern philosophers in relation to education.

LAW 101 Introduction to Law Enforcement 3 credits
History, development, and philosophy of law enforcement in democratic society; introduction to agencies involved in the administration of criminal justice; career orientation.

LAW 103 Criminal Law 3 credits
Local, state and federal laws; their development, application, and enforcement.

LAW 105 Criminal Evidence 3 credits
Criminal evidence for police; types of evidence; criminal procedure in various courts; arrest, search, and seizure; collection of evidence; discretion and related topics.
Prerequisite: LAW 101

LAW 107 Patrol Procedures 3 credits
Responsibilities, techniques, and methods of police patrol.
Prerequisite: LAW 101

LAW 109 Criminal Investigation 3 credits
Fundamentals of criminal investigation; theory and history; crime scene to courtroom with emphasis on techniques appropriate to specific crimes.
Prerequisite: LAW 101

LAW 111 Traffic Procedures 3 credits
History, development, economics of the modern transportation system; agencies involved in traffic administration and control; police traffic engineering, education, and enforcement.
Prerequisite: LAW 101
LAW 113 Juvenile Procedures  3 credits
Organization, functions, and jurisdiction of juvenile agencies; processing and
detention of juveniles; juvenile case disposition; juvenile statutes and court
procedures.
Prerequisite: LAW 101

LAW 115 Firearms  1 credit
Moral aspects, legal provisions, safety precautions, and restrictions covering
the use of firearms; firing of the sidearm 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 cur-
riculum.

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.
Prerequisites: LAW 101 and LAW 103.

LAW 203 Administration of Justice  3 credits
Review of court systems procedures from incident to final disposition; prin-
ciples of constitutional, federal, state, and civil laws as they apply to and
affect law enforcement.
Prerequisites: LAW 101 and LAW 103.

LAW 205 Professional Trends and Responsibilities in Law Enforcement  3 credits
Ethical standards; current police problems; public information; human rela-
tions.
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 crimi-
nalistics to the extent supported by existing or available facilities.
Prerequisites: LAW 105 and LAW 109.

MHT 101 Principles of Mental Health  3 credits
Introduction to mental health concepts and psychiatric therapies. Emphasis
on communication and discussion of observational experiences.
MHT 103 Professional Ethics 1 credit
Ethical responsibilities to patients, staff, and agency. Within the context of professional ethics generally, emphasis placed on particular requirements in the area of mental health and allied fields.

MHT 105 Instruments of Human Relations 4 credits
Understanding of human relations through case analysis, interview and psychotherapy. Prerequisite: MHT 101 or permission of the instructor.

MHT 107 Community Mental Health Resources 3 credits
Function, structure, and funding of private and public community agencies.

MHT 109 Health Problems 1 credit
Veneral disease information; uses of first aid; psychotherapeutic drugs. Consideration of health problems as they relate to mental health.

MHT 111 Emerging Psycho-Social Institutions 3 Credits
Recently developed transitional structures. Types to be considered include halfway houses, sheltered workshops, concept houses, specialized social clubs, and emergency services.

MHT 115 Mental Health Practicum I 1 credit
Observation in selected community agencies. Emphasis on understanding people under stress.

MHT 116 Mental Health Practicum II 2 credits
Field work in community agencies or institutions selected from: (1) mental hospitals, (2) general hospitals, (3) children’s agencies, (4) social service agencies, (5) courts. Prerequisite: MHT 115 or permission of the instructor.

MHT 200 Field Experience in Mental Health Technology 6 credits
A required summer placement program. Work experience supervised by the Community Mental Health Technology faculty in cooperation with selected agencies in the field. Prerequisite: Completion of one academic year or its equivalent in the Community Mental Health Technology curriculum.

MHT 215 Mental Health Practicum III 4 credits
Advanced field work in selected community agencies. Prerequisite: MHT 116 or permission of the instructor.

MHT 216 Internship in Mental Health Technology 7 credits
Intensive supervised work experience in one selected agency. Prerequisite: MHT 215; MHT 221 concurrently recommended.

MHT 217 Pre-professional Identification 1 Credit
Exploration of employment opportunities. Preparation for professional role. Prerequisite: MHT 216 concurrently or permission of the instructor.
MHT 221 Mental Health Seminar 3 credits
Group dynamics and sensitivity training.
Prerequisite: MHT 215; MHT 216 concurrently, or permission of the instructor.

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 adaptive behavior, and community facilities for mental health and counseling. Emphasis on the dynamics of the healthy personality.
Prerequisite: PSY 101

PSY 203 Child Psychology 3 credits
Understanding maturation stages, socialization and personality development in children; special attention to the influencing and modification of behavior.
Prerequisite: PSY 101

PSY 205 Adolescent Psychology 3 credits
Principles of pre-adolescent and adolescent development, examined from biological, socio-cultural and psychodynamic perspectives.
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.
Prerequisites: 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 growth field of recreation including its history, philoso-
phy, 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 sea-
sonal 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 swim-
ing, 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 program. Includes teaching techniques
utilized in recreational sports.

REC 109  Program Planning  3 credits
Principles and techniques of program development. Understanding compre-
hensive programming for a variety of settings with a thorough analysis of
all program areas as related to basic objectives and leadership.

REC 111  Outdoor Recreation  3 credits
History, development and economic significance of outdoor recreation activi-
ties 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. Setting change each semester.

REC 121  Arts and Crafts  1 credit
Basic skills and teaching techniques that enable the recreation leader to pro-
vide 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 programs.

REC 125 Creative Drama 1 credit
Prepares recreation leaders to direct informal creative dramatics, chiefly for children. Includes improvisation, pantomime, storytelling, 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 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 Trends and Issues 2 credits
A survey of national trends in provision of leisure services to all people, including related problems of the inner city and the use of indigenous leaders.

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 basis concepts—culture, social system, institutions, status, role, norms, interaction, and deviance. Not available to students taking SOC 103.
SOC 103 Area Centered Introductory Sociology 3 credits
An in-depth introduction to selected topics in Sociology which includes three student selected areas of study lasting five weeks each for one semester. The three choices to be made from the following nine areas: Theory and Method, Socialization and Society, Anthropology and Culture, Social Institutions, Social Structure and Social Control, Population and Ecology, Social Psychology, Collective Behavior and Social Changes, Major Trends and Problems. Not available to students taking SOC 101.

SOC 104 Area Centered Introductory Sociology II 3 credits
Continuation of SOC 103. Three areas of study chosen from the six remaining options.
Prerequisite: SOC 103

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.

DIVISION OF NATURAL SCIENCES

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

BIO 102 Botany 4 credits
Study of plants. Spore and seed producing types, their evolution and phylogeny, classification, physiology and anatomy. Above to be accomplished via either an auritorial tutorial approach or standard lecture lab.

BIO 103 Natural Science I 3 credits
Environmental studies with emphasis on weather, climate and the ecology of forest, field and stream. Laboratory and field trips required.

BIO 104 Natural Science II 3 credits
Environmental studies with emphasis on life zones, evolution, geology and conservation. Laboratory and field trips required.
Prerequisite: BIO 103 or permission of the instructor.
BIO 105 **Anatomy and Physiology I**  
Mammalian anatomy and physiology with emphasis on anatomy. No prerequisites.

BIO 106 **Anatomy and Physiology II**  
Mammalian anatomy and physiology with emphasis on physiology.

BIO 107 **Man in The Biosphere I**  
*The Evolution of Man to his dominating position of influence on this planet. Life and its origin(s), human variation and selection, evolution, human sexuality, population crisis.*

BIO 108 **Man in The Biosphere II**  
Repercussions to Man’s rise to a position of controlling influence on life on this planet. *Food crisis, pollution, transplants of human organs, territorial instinct, drugs, human survival.*

BIO 109 **Ecological Methods I**  
A broad ecological approach stressing the interdependence of soil, aquatic environments. Field methods include sampling, collecting, identifying and pre-serving of botanical and zoological specimens.

BIO 110 **Ecological Methods II**  
A continuation of BIO 109, with emphasis on terrestrial environments, including individual ecological studies of assigned areas.  
Prerequisite: BIO 109

BIO 203 **Genetics**  
Fundamental principles of genetics including the nature of genes. Experimental genetics, bacterial genetics, genetic aspects of evolution, application of genetics.  
Prerequisite: BIO 101 and 102 or one year of another introductory biology sequence.

BIO 205 **Microbiology**  
Introduction to the biology of micro-organisms with emphasis on the properties of micro-organisms and their relation to disease.  
Prerequisite: BIO 101 — A year of BIO 105 and 106 or permission of the instructor.

BIO 207 **Histology**  
The study of normal human cells, organs and tissues. This includes the detailed structure, regenerative ability, diagnostic features and functional correlations.  
Prerequisite: BIO 106 or permission of the instructor.

BIO 295 **Directed Study in Biology**  
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
Interrelated theoretical and descriptive topics of chemistry including nature of matter, atomic and molecular structure, chemical bonding, nomenclature, chemistry of oxygen, oxidation-reduction, chemistry of hydrogen, the gaseous state, the liquid state, the solid state, water, and the periodic properties of the elements. Laboratory required.
Prerequisites: High school mathematics through Algebra I or equivalent.

CHE 102  General Chemistry II  4 credits
Interrelated descriptive and theoretical topics of chemistry including the oxygen family, the nitrogen family, the carbon family, the boron family, chemical energy, chemical kinetics, chemical equilibrium, electrochemical cells, nuclear phenomena, transition elements, organic chemistry, chemistry of life, and natural resources. Laboratory required; includes qualitative analysis.
Prerequisite: CHE 101

CHE 103  Introductory Chemistry I  4 credits
For non-physical science majors, especially nursing and technology. Interrelated descriptive and theoretical topics of chemistry including nature of matter, atomic and molecular structure, chemical bonding, nomenclature, chemistry of oxygen, oxidation-reduction, chemistry of hydrogen, the gaseous state, the liquid state, the solid state, water, and the periodic properties of the elements. Laboratory required.
Prerequisite: High school mathematics through Algebra I or equivalent.

CHE 104  Introductory Chemistry II  4 credits
For non-physical science majors, especially nursing and technology. Interrelated descriptive and theoretical topics of chemistry with emphasis on the descriptive including chemical energy, chemical kinetics and equilibrium, solutions, the families or groups of elements, organic chemistry, chemistry of life, radioactivity, and natural resources. Laboratory required; includes qualitative analysis.
Prerequisite: CHE 103

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.
Prerequisites: MAT 103 concurrently, or equivalent; CIV 101.

CIV 103  Engineering Orientation  1 credit
An introduction to the field of civil engineering. The work of the technician; his relationship to the engineer. Typical engineering projects.

CIV 107  Contracts and Specifications  2 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
Construction surveys, introduction to property surveys, triangulation, astro-
nomical work. Office work in plotting data and making computations.
Laboratory required.
Prerequisite: CIV 102

CIV 202  Topographic and Land Surveying  6 credits
Projects including boundary surveys, topographic surveying and mapping,
construction surveys, grades and slopes, photogrammetry, and astronomical
work. Office work as required to plot data and make computations. Summer
session only.
Prerequisites: CIV 102; MAT 104.

CIV 203  Soil Mechanics  3 credits
Engineering properties and uses of soils. Stability, consolidation, permeability.
Prerequisite: EAS 101 or EAS 103 recommended.

CIV 205  Statics  3 credits
Components and resultants of forces: concurrent and non-current force
systems. Free-body diagrams. Couples and moments, centroids, moment of
inertia, friction. Distributed loads.
Prerequisites: PHY 101 or PHY 103, and MAT 104 or equivalent.

CIV 206  Mechanics of Materials  4 credits
Deflection, columns, connections, indeterminate beams. Materials testing and
stress analysis. Laboratory required.
Prerequisite: CIV 205.

CIV 207  Transportation Engineering  3 credits
Highway economics, location, curves, earthwork. Sign distances. Drainage,
pavements. Airports and railroads. Laboratory required.
Prerequisite: CIV 102.

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  Data Processing Systems  3 credits
Evolution of data processing; development of a data processing system using
card punch, sorter, verifier, accounting machine reproducer and collater;
introduction to computer programming, using the RPG language.

COM 103  Business Programming  3 Credits
Detailed study of commercial business oriented language (COBOL).
COM 105  Fortran Programming  3 credits
Prerequisite: Understanding of basic algebra recommended.

COM 201  Systems Development and Design  3 credits
Effective use of data processing equipment in meeting the needs of business. The approach requirements of the systems, development of the solution, data and system control, evaluation and finalizing of the system, and system implementation.
Prerequisites: COM 101 or COM 103, or permission of instructor.

COM 202  Advanced Computer and Programming Systems  3 credits
Basic concepts of machine language, monitor systems, compliers. Introduction to sort/merge programs and system macros. Classroom project: Building a classroom compiler.
Prerequisite: COM 201

EAS 101  Physical Geology  4 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  4 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  The Earth’s Surface  3 credits
Study of the origin and development of the earth’s surface (geomorphology). Geologic processes and their resulting land forms will be investigated. Lunar and planetary processes considered. Glaciation and the resulting sand and gravel deposits around Greenfield. Laboratory and field trips required.

EAS 104  Introduction to Oceanography  3 credits
The nature of the ocean realm—its physical, chemical biologic, and geologic characteristics and importance. Topics to be discussed: Origin and Characteristics of Ocean Basins, Physical and Chemical Nature of Sea Water, Origin and Movement of Water Masses, Importance of the Oceans to Man and Life on Earth, and the Problem of Pollution. Arranged field trips.

ENV 101  Environmental Design  3 credits
History of designed human environments; aesthetic preservation of physical environments; basic natural resource inventory procedure.

ENV 102  Cartography and Photo-Interpretation  4 credits
Instrumentation and methodology employed in making measurements, preparation of base maps from established maps and aerial photos with emphasis on environmental interpretations.
ENV 103 Air and Water Quality 3 credits
Physical, chemical and biological characteristics of substances found in air and water; methods of field and laboratory analysis; purification treatments.

ENV 104 Principles of Land Use I 3 credits
Historical and legal aspects of land use, ownership and regional developments; contemporary and future regional planning; ecological factors influencing site development; schematic representation of land use as maps.
Prerequisites: ENV 101, ENV 102

ENV 105 Principles of Land Use II 3 credits
One or more individual student field assignments involving the application of the student's training and imagination toward solving land use problems.
Prerequisite: ENV 104

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 metal 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.
Prerequisites: FST 101 and FST 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. Prerequisites: 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. Prerequisites: 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 Civil and Architectural Drafting  3 credits
Introduction to descriptive geometry. Spatial visualization, surface development and intersection, graphic mathematics. Structural drafting with emphasis on the project approach toward making working drawings and detail drawings connected with the design and construction of engineering structures using steel, reinforced concrete, and timber. Prerequisites: GRA 101 or equivalent; MAT 103.

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 3 credits
The basic principles and notation of modern mathematics. Logic and set terminology; the development of number systems including the integers, rationals, reals, and complex numbers; an introduction to relations and functions; equations and inequalities; special topics from modern algebra. Prerequisite: Successful completion of at least two years of college preparatory secondary school mathematics.

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. Prerequisite: Successful completion of at least two years of college preparatory secondary school mathematics, including trigonometry (circular functions).

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 108 Elementary Functions 3 credits
The basic principles of relations and functions that should give a strong foundation for calculus and engineering mathematics. The topics include: Plane coordinate systems, relations, functions in general, polynomial and rational functions, circular functions, inverse functions, exponential and logarithmic functions; Mathematical Induction may be included in the course. Prerequisite: MAT 101

MAT 112 Probability and Statistics 3 credits
The summary, organization, and presentation of data; measures of central tendency and dispersion; probability theory; distributions of measurements; binomial and normal probability distributions; statistical inference; linear regression and correlation. Prerequisite: MAT 101; MAT 106 recommended.

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.
MAT 202  Introductory Calculus II  3 credits
Algebraic and transcendental functions with their derivative 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

MAT 205  Elementary Linear Algebra  3 credits
The course in elementary linear algebra will include the following topics: Vectors, the R^n concept, scalar product, vector product, inverses, determinants.
Prerequisite: MAT 202 or permission of instructor.

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 Historical and Professional Trends in Nursing 2 credits
Historical development and social impact of the profession of nursing. Cur-
rent 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
The basic understanding and abilities of the behavioral concepts in psychia-
tric nursing. The theoretical and clinical experiences are planned to provide
the students with the opportunity to gain understanding of his own behavior,
to improve skills in working with others, and to become increasingly therapeu-
tic in the management of interpersonal relationships with all patients.

NUR 209 Family Centered Nursing 6 credits
Deals with the family group. Emphasis on the health needs of the mother
during the maternity cycle; the care of the newborn; problems common to
infants, mother, father and siblings are considered. Laboratory required.

PSY 101 General Physics I 4 credits
Non-calculus treatment of mechanics and heat. Vectors, velocity and accelera-
tion, 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.

PSY 102 General Physics II 4 credits
Sound, light, electricity, magnetism. Wave motion, sound waves and acous-
tics, 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, conduc-
tion in gases, introduction to electronics. Laboratory required.
Prerequisite: PHY 101

PHY 103 Introductory Physics I 4 credits
For non-science majors, including those planning to enter the technical fields
of employment. Mechanics and heat. Applications of methods and principles
of physics to the field of engineering and other technology. Laboratory
required.
Prerequisites: High school mathematics through Algebra II or equivalent;
MAT 103 concurrently.
PHY 104 Introductory Physics II
Electricity and magnetism, sound, light and topics from modern physics. Laboratory required.
Prerequisite: PHY 103; MAT 104 concurrently.

PHY 105 Introductory Electronics
Principles underlying much of today’s instrumentation, control circuits, and communication devices. Laboratory required.
Prerequisite: High school mathematics through Algebra I recommended.

DIVISION OF BUSINESS ADMINISTRATION

ACC 101 Introduction to Accounting I
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
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
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
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
The use of quantitative data for management decision-making; analysis and interpretation of financial data; accounting and managerial control and planning.
Prerequisite: ACC 102 and permission of instructor.

BUS 101 Principles of Management
Analysis of the management process through care problems and the presentation of management principles with the systems approach emphasized. The student is introduced to quantitative decision-making.
<table>
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<th>Course Code</th>
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<tbody>
<tr>
<td>BUS 103</td>
<td>Introduction to Marketing</td>
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<td>BUS 115</td>
<td>Labor-Management Relations</td>
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<td>BUS 119</td>
<td>Principles of Real Estate</td>
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<td>BUS 153</td>
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<td>Federal Income Tax Procedures</td>
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<tr>
<td>BUS 211</td>
<td>Retail Merchandising</td>
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</tr>
</tbody>
</table>

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.

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

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 for licensing as a real estate broker or salesman.

Contracts; sales; bailments; negotiable instruments; agency; partnerships and corporations; insurance. Emphasizes day-to-day problems of business offices.

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.

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.

Survey course in the broad area of business finance. Integrated with the overall 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.

A course covering the tools of personnel management, with principal emphasis on the major tasks of recruiting, training, maintaining and using an effective work force.

Designed to have personal and professional value. Preparation of Federal Income tax returns for individuals, partnerships, and corporations.

Price lines, advertising and the quantitative approach to retailing.
BUS 212 Salesmanship 3 credits
A practical approach to salesmanship and sales promotion at various levels of
distribution with emphasis on retail selling.

BUS 223 Marketing Problems 3 credits
A course designed as a capstone to the program. It will emphasize statistics
applied to marketing; practical application of primary and secondary data
and projects related to the student’s individual work experiences.
Prerequisites: BUS 103, BUS 211, BUS 212

BUS 251 Cooperative Work Experience I 3 credits
Supervised employment in the various channels of distribution combined with
a seminar activity coordinating the employment situation with educational
experience.
Prerequisite: Enrollment in the marketing program. BUS 103, BUS 211. Mar-
keting majors must take BUS 251 in the fall of the second year.

BUS 252 Cooperative Work Experience II 3 credits
A continuation of BUS 251.

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 prob-
lems; 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 or its
equivalent who do not pass an evaluation. 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 train-
ing including attention to spelling, grammar, and punctuation.

SEC 102 Shorthand II 3 credits
Review of Gregg Shorthand, Diamond Jubilee Series, with emphasis on vocab-
ulary building and speed building through dictation. Minimal standards set
at 60 wpm for three minutes.
Prerequisite: SEC 101 or equivalent.
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 111 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
Writing business letters and reports. Principles of effective writing; words and sentences as tools in letter construction; papers, design style.

SEC 201 Stenography I 4 credits
A combination of advanced shorthand and advanced typing. Diction for speed building; transcription training for mailability with minimal standards set at 80 wpm for five minutes. Prerequisite: SEC 102 or 113

SEC 202 Stenography II 2 credits
Advanced stenography. Minimal standards set at 100 wpm for five minutes, transcribed mailability. Prerequisite: SEC 201

SEC 203 Office Procedures 3 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 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. Prerequisites: SEC 201 and 203; available only to students in the Executive Secretarial program.
SEC 211 Production Skills  
Improvement of office typing ability by simulating some of the challenges presented in an actual office setting. Supplementary dictation through use of listening laboratory. 
Prerequisite: SEC 102, SEC 113 or permission of instructor.

SEC 224 Medical Secretarial Procedures  
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  
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: BIO 105

SEC 232 Medical Terminology and Transcription II  
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 231

SEC 241 Legal Secretarial Procedures  
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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North New Salem

Ramon Folta
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Amherst

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Greenfield

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Northampton

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Athol

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Amherst

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Greenfield

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Greenfield

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Amherst

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South Deerfield

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  Greenfield
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M.Ed., Springfield College

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JO-ANN WILLIAMS  
Library Assistant
Calendar 1971-72

Fall Semester
Tuesday, Sept. 7—Friday, Sept. 10—Meetings/Orientation/Final Registration
Monday, Sept. 13—Classes begin
Monday, Oct. 11—Columbus Day holiday—no classes
Monday, Oct. 25—Veterans Day holiday—no classes
Tuesday, Nov. 23—Thanksgiving recess begins after last class
Monday, Nov. 29—Classes resume
Tuesday, Dec. 7—No classes—Preregistration for spring semester
Tuesday, Dec. 14—December recess begins after last class
Monday, Jan. 3—Classes resume
Friday, Jan. 14—Classes end
Monday, Jan. 17—Wednesday, Jan. 19—Reading period
Thursday, Jan. 20—Wednesday, Jan. 26—Exam period

Spring Semester
Thursday, Feb. 3—Final Registration
Monday, Feb. 7—Classes begin
Monday, Feb. 21—Washington’s Birthday holiday—no classes
Friday, Mar. 24—Spring recess begins after last class
Monday, Apr. 3—Classes resume
Monday, Apr. 17—Patriots’ Day holiday—no classes
Tuesday, May 9—No classes—Preregistration for fall semester
Tuesday, May 23—Classes end
Wednesday, May 24—Friday, May 26—Reading period
Monday, May 29—Memorial Day holiday
Tuesday, May 30—Monday, June 5—Exam period
Sunday, June 11—Commencement