GREENFIELD COMMUNITY COLLEGE
1974-1975
GREENFIELD, MASSACHUSETTS 01301
(413) 774 - 3131
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.
Greenfield Community College is in compliance with the Civil Rights Act of 1964 and admits students without regard to race, color or national origin.
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Greenfield Community College is accredited by the New England Association of Schools and Colleges.
CALENDAR

Because of the uncertainties involved in our move to the new campus, we are not able to publish a calendar in this catalog.

It is anticipated that classes will begin on Monday, September 30, 1974 in the new campus. Students will be notified of the exact time and date.

A calendar will be published in the fall for the college year.
THE COLLEGE

Greenfield Community College is ideally located in the beautiful and historic Pioneer Valley of Western Massachusetts. It is one of fifteen community colleges operating under the authority of the Massachusetts Board of Regional Community Colleges and supported by the Commonwealth of Massachusetts.

Opening in September 1962 with 125 students, the college had an enrollment by September 1973 of 1395 students and has enjoyed continuous growth and orderly development in the years between.

The college offers a comprehensive program of studies and related supporting services in an atmosphere of trust, freedom, and responsibility. The services of the college are available to students of varying ages, both full and part-time. The instruction makes use of many strategies, recognizing that students learn in various ways.

The college is dedicated to offering quality education at the lowest possible cost to students in our region and from other sections of the Commonwealth. Out-of-state students are welcome where we have room to accommodate them.

Greenfield Community College is accredited by the New England Association of Schools and Colleges. It is served by an Advisory Board of regional residents appointed by the Governor and receives additional financial support from the Greenfield Community College Foundation, Inc.
POLICIES
AND
PROCEDURES
ADMISSIONS

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 made payable to Greenfield Community College.
- 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 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 during the school year or by participating in the College Preparatory Lab for six weeks during the summer.

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.

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.

ATTENDANCE

Regular attendance is a normal expectation and an integral part of a college education. If a student is excessively absent, he will be referred to the Registrar and could be withdrawn from the course. Excessive absence is usually a symptom of a related problem. Through counselors and advisors, the Office of Student Personnel Services will assist students in recognizing and solving these problems.

Students presently on the Dean's List have the privilege of attending classes at their own discretion; however, all students are responsible for meeting the requirements of the courses and curriculums in which they are enrolled.
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.

CREDIT BY EVALUATION

Greenfield Community College recognizes that a college degree is more than the sum total of courses taken and examinations passed. The College grants academic credit for a wide range of educational experience, including: transfer of credit from accredited or recognized institutions of higher education, and credit awarded on the basis of College Board Advanced Placement examinations, or selected College Level Examination Program tests, as well as subject examinations created by appropriate faculty and programs. Credit may also be awarded on the basis of unique life and work experiences which lend themselves to evaluation. Credit may also be granted for courses taken in the military through the United States Armed Forces Institute.

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.

EXPENSES

Application Fee

A $10.00 non-refundable fee must accompany applications for admission to matriculated status.

Graduation Fee

A $15.00 fee must be paid at the time of application before the degree is awarded. This charge covers the expense of graduation including the diploma, cap and gown.

Insurance Program

Every student is required to subscribe to the Student Accident Insurance Plan at a basic charge of $2.25 per year. Students may take advantage of a Supplemental 24-hour Accident and Sickness Insurance option at an additional cost of $27.50 per year. Options are also available under this latter program for family coverage. In addition, a life insurance program sponsored by the Commonwealth Division of Savings Bank Life Insurance is available.

All nursing students must be covered by a group professional liability insurance plan purchased through the College at the cost of $6.00 annually.
Laboratory Fees

For certain courses where the student regularly uses consumable or breakable materials (i.e., paint, paper, film, chemicals, test tubes, etc.) a Scheduled of Laboratory Fees has been developed. The fees range up to $5 per course. The Schedule of Laboratory Fees is available at registration.

Student Activities Fee

This non-refundable fee of $35.00 is authorized by the Massachusetts Board of Regional Community Colleges as recommended by the Student Government. It supports student government, and an extensive and varied range of cultural, social, recreational, and athletic activities for students. In addition, payment entitles each student to the student handbook, college newspaper, yearbook and an identification card. For students enrolled less than full-time, the fee is reduced to $17.50.

Transcripts

A charge of $1.00 is made for each transcript copy beyond the first.

Tuition

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

The following estimate of a year’s expenses include only those items which are college related and does not include amounts for clothing, laundry and travel. More descriptive information on the listed items is shown elsewhere. Amounts shown are those in effect at the time of publication and are subject to change without notice.

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (residents of Massachusetts)</td>
<td>$300.00</td>
</tr>
<tr>
<td>Student Activities Fee</td>
<td>35.00</td>
</tr>
<tr>
<td>Student Accident Insurance</td>
<td>2.25</td>
</tr>
<tr>
<td>Food (commuting students)</td>
<td>200.00</td>
</tr>
<tr>
<td>Books, stationery, and other supplies</td>
<td>150.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$687.25</strong></td>
</tr>
</tbody>
</table>

The non-resident tuition charges are $600 per year. NOTE: 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.
Part-time students enrolled in the day division of the College for a total of nine credit hours or less are charged at a tuition rate of $16 per credit hour, to a maximum of $150 per semester. Students enrolled in 10 credits or more are charged at the full-time rate, as determined by their residence status.

Students who enroll in the Evening or Summer programs of the College are charged a non-refundable registration fee of $3.00 per semester, and tuition at the rate of $20.00 per credit hour or equivalent.

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.

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.

FOREIGN STUDENTS

A limited number of foreign students may be admitted to the College each year on a selective basis. These students are required to apply for admission no later than six months prior to the date of entrance. Prior to the admissions decision, foreign students must submit a satisfactory medical report.

Foreign students whose native language is other than English will be required to take the Test of English as a Foreign Language (TOEFL) and obtain a score of 550 or better.

Inquiries concerning this program, including the schedule of test dates, should be directed to:

Donald J. Malcolm, TOEFL Program Director
Educational Testing Service
Princeton, New Jersey 08540

Instructions for Foreign Student Applicants

1. Complete and return the enclosed application and scholastic record with your $10.00 application fee. Make checks or money orders payable to Greenfield Community College.

2. Have your doctor complete and return the enclosed Medical Examination Record to the Admissions Office.

3. Complete the enclosed Declaration and Certification of Finances form and return with your application for admission.

4. Take the Test of English as a Foreign Language (TOEFL) and have your scores sent to Greenfield Community College.
Greenfield Community College is unable to offer financial assistance to foreign students. You should plan to have sufficient financial resources to meet the following expenses:

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (full-time)</td>
<td>$600.00</td>
</tr>
<tr>
<td>Room Rent (estimated)</td>
<td>650.00</td>
</tr>
<tr>
<td>Food (estimated)</td>
<td>650.00</td>
</tr>
<tr>
<td>Student Activities Fee (full time)</td>
<td>35.00</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>200.00</td>
</tr>
<tr>
<td>Student Accident Insurance</td>
<td>2.25</td>
</tr>
<tr>
<td>Clothing, Travel, and Miscellaneous Expenses</td>
<td>450.00</td>
</tr>
<tr>
<td><strong>Total Estimated Cost</strong></td>
<td><strong>$2587.25</strong></td>
</tr>
</tbody>
</table>

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
- 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. Credit is equivalent to a grade of “C” or better.

A student electing the CR/NCR option makes that commitment at the time of registration. A change from that status is treated as a regular course change and must be processed within the first five class days of a semester.

A grade of F will not be computed in a student’s Grade Point Average.

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Each student’s GPA is computed on both a semester and cumulative basis. Only the cumulative GPA 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 GPA 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 GPA below 1.65 at the end of the first semester of the first year and 2.00 thereafter or an excessive number of W or F grades.

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 GPA below 1.50 and/or continuing poor academic performance (i.e., probation status for more than one semester or an excessive number of W or F grades).

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 GPA below 1.25 and/or continuing poor academic performance (i.e., probation status for more than one semester or an excessive number of W or F grades).

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.

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 appropriate Division Chairman.

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

Withdrawal From a Course: With the approval of the instructor and the student’s academic advisor, a course may be dropped as late as two weeks after the date for submission of Preliminary Reports of Academic Deficiency (mid-semester grades). A course dropped within the first twenty-five class days of a semester is not recorded on the official record. After that date, a grade of W is recorded; this grade has no influence on the student’s cumulative grade point index. When extenuating circumstances can be demonstrated, it may be possible to drop a course after the deadline date; however, withdrawal from a course beyond two weeks after the date for submission of Preliminary Reports of Academic Deficiency requires approval of the division chairman having jurisdiction over the course and only upon recommendation of the student’s academic advisor.
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>
</tbody>
</table>

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.

RESIDENCY

As a state institution, Greenfield Community College offers the privilege of in-state tuition to all full-time students entering from the Commonwealth. Eligibility for enrollment under the low residential rate is determined in accordance with policy established by the Massachusetts Board of Regional Community Colleges. At present, that policy reads, in part, as follows:

"The regional community colleges in Massachusetts exist for use by residents of the Commonwealth, but a fully qualified non-resident may be admitted when doing so does not deny admission to a well-qualified Massachusetts resident. The non-resident will pay a higher tuition fee as set by the Board."

A. "The status of residence of any student under 18 years of age shall be determined by the domicile of his parents or legal guardian." Domicile is determined by the answers to questions contained in a "Request for Certification of Residence for Tuition Purposes" form available from the College.

B. "The status of residence of any student 18 years of age or older shall be... determined from... (the) answers to the questions as applied to himself."
C. "Even if answers to the . . . questions) are affirmative, 'residence'
of the parent or guardian (or student if 18 or over) must have
been effective for the two months immediately prior to the begin-
ning of any semester for the student to be classified as a resident
of Massachusetts."

WAIVER

In the event that a student feels there are unusual or extenuating cir-
cumstances 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.

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 With-
drawal from College. Appropriate forms are available in the Office of Student
Personnel Services; completed forms must be submitted to that office.
SERVICES
ADVISORY SERVICES

An important and vital part of the educational process is the academic advising 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.

AUDIO-VISUAL SERVICES

Audio-visual services are available from 9 A.M. to 5 P.M. during the day, and evenings by appointment. The services include the distribution and maintenance of all A-V equipment, consultation in the design of instructional materials and the production of overhead transparencies, slides, slide-tape presentations, audio-tapes, video-tapes and other teaching aids. Another important service provides in-service training for faculty and staff in the production of A-V materials.

Facilities include storage and distribution areas for nearly 300 pieces of sophisticated production, sound, photographic, and motion picture equipment, and a fully equipped TV studio and control room.

CAREER COUNSELING

The Career Counselor will help students identify career and educational goals. Interests and abilities are measured and used as a basis for counseling. In addition, career materials are provided for exploration. These services will also be helpful to those who are uncertain about course choices.

COLLEGE STORE

The College Store is operated under a Trust Fund, authorized by the Board of Regional Community Colleges, the Greenfield Community College-College Store Trust Fund.

The purpose of the College Store is to engage in the sale of books, general supplies, and equipment, and such merchandising and service operation compatible with the needs of the students, the faculty and the College.

The store is open from 9:00 a.m. to 3:00 p.m. every day during the academic year, and from 6:30 p.m. to 8:00 p.m. Monday through Thursday evenings during the first two weeks of summer semester.

COMMUNITY SERVICES

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 Colleges may be utilized in community services. Further, the personal, financial, and physical resources of the community may be marshalled to enhance the learning experience.

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

Charges for programs offered by this Division vary with the type and scope of program. Specific information should be requested from the Office of Community Services.

FINANCIAL AID

Greenfield Community College participates in three federal financial aid programs: the National Direct Student Loan Program, the Supplemental Educational Opportunity Grant Program, and the College Work Study Program.

Students who are enrolled at least half-time and who need financial help are eligible. Financial aid awards are based on financial need and the amount of federal funds available.

The College Work Study Program provides an opportunity for eligible students to work at the College. The program is designed to assist students in paying their college expenses. In selecting students for the College Work Study Program, preference is given to those students with greatest financial need.

Supplemental Educational Opportunity Grants are available to a limited number of students with exceptional financial need. National Direct Student Loans are available to students who need financial assistance in meeting college expenses.

All applicants for aid are required to submit the Parent’s Confidential Statement (PCS) form to the College Scholarship Service. The PCS may be obtained from the College Scholarship Service, P. O. Box 176, Princeton, New Jersey 08540, from the applicant’s secondary school or from Greenfield Community College.

In addition, each applicant must submit a Greenfield Community College Financial Aid Application which may be obtained from the College Financial Aid Office after the student has been accepted.

Many students will be eligible for assistance under the Basic Educational Opportunity Grant Program. All Grants are based on financial need. A special application form is required. These applications may be obtained at secondary schools, post offices, state employment offices or county extension agents’ offices. Completed applications should be mailed to Basic Grants, Box B, Iowa City, Iowa 52240.

Students who are residents of Massachusetts are also eligible for the Massachusetts Higher Education Loan Program. Application for these Student HELP Loans is made directly to a bank in the student’s home community.

Students who are residents of Massachusetts are encouraged to apply for Massachusetts State Scholarships. For entering freshmen, the deadline date
is December 1 of the year preceding college entrance. Applications are available from the applicant’s secondary school. For upperclass applicants, the deadline is March 15. Applications are available from the Greenfield Community College Financial Aid Office. All applicants must request that a copy of the Parent’s Confidential Statement be sent to the Board of Higher Education Scholarship Office.

Inquiries regarding financial aid should be made to the Director of Financial Aid at Greenfield Community College.

FOOD SERVICES

At least one meal a day will be served in the college cafeteria.

HEALTH SERVICES

The Health Service is totally concerned for the individual needs of every student enrolled at the College. It utilizes all resources available on campus as well as community agencies, organizations, and institutions to assist in meeting these needs. The Service contributes to the educational process by helping students to recognize their problems, make choices, maintain their own health, and progress toward their personal and educational goals.

Good health — social and mental adjustment as well as physical fitness — is essential to both learning and efficiency. The initial indication of personal problems is often detected when a student complains of physical symptoms.

Care rendered on campus by Health Service staff is provided without charge to students enrolled at the College. The provision for care off-campus can be arranged by the Health Service, but the cost of the care is the responsibility of the student. A supplementary insurance program is available to provide for most off-campus medical care.

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.

LIBRARY SERVICES

The Library’s main circulating collection is composed of well over 25,000 books and 750 college catalogs. In addition, a growing collection of films, filmstrips, government documents and phonodiscs is available.
The reference collection contains more than 2,000 volumes of specialized, non-circulating reference books, 480 periodicals in the form of current issues, bound back-issues or microfilm, newspapers, and a Free Exchange Library of popular paperback novels.

Library services are available from 7:30 A.M. to 10 P.M. when College is in session and include an excellent card catalog, interlibrary loans, microform readers, reserves and bibliographic services of all kinds.

PERSONAL COUNSELING SERVICES

The Counseling Center staff is equipped to handle most personal problems encountered by students. All meetings are strictly confidential and at the student's convenience. No appointments are necessary. For further information, refer to the Counseling Center brochure.

PLACEMENT

The Placement Office with the cooperation of the faculty will assist graduating students and alumni seek appropriate full-time employment and/or training.

Students are urged to utilize the Placement Office 6-8 months prior to graduating.

PROJECT 75

Project 75 is designed to help students who are in need of assistance in overcoming academic deficiencies. Its services include tutoring in academic subjects, basic skills remediation, small group study sessions, reading remediation and improvement, writing improvement and study skills instruction.

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.

STUDENT ACTIVITIES

The Student Activities program is a vital part of the College community at Greenfield. The program encourages students to take responsibility for their own activities. Students and faculty of all ages, abilities, interests and backgrounds are essential parts of our program. The educational value of co-curricular activities is important to each individual student. All students and faculty are encouraged to contribute and participate in activities which stress leadership training, service to the College and community, social, recreational and cultural experiences. The program is designed to allow members of the College community to participate commensurate with their abilities and interests.

The Student Activities Office’s function is to assist student groups in
planning and operating their program. The faculty is encouraged to serve in
the role of organizational advisors and participants at various activities.

Typical student activities include: Intramural activities, varsity athletics,
social activities, recreational activities, workshops, student volunteer services,
student clubs and organizations, and college publications.

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 organiza-
tion budgets and supervises expenditures. Its objectives are:

1. Promoting and supporting activities that enhance the needs of the
College community.

2. Administering and allocating the funds of Student Government in
conjunction with the Administration.

3. Representing the student body on and off campus.

4. Acting with College officers in the supervision of the College activities
program.

TRANSFER

The Student Personnel Office assists students in formulating and com-
pleting 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 vari-
ety of senior institutions and complete four year programs successfully.

VETERANS' ASSISTANCE

The College is approved by the VA for the purpose of this program. Stu-
dents may receive educational benefits payments in all divisions of the Col-
lege, 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 Veterans Affairs.

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. For further
information on veterans, tuition exemption, contact the Office of Veterans
Affairs.
PROGRAMS
THE PROGRAMS

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 for credit through its Evening and Summer Divisions and non-credit courses through the Division of Community Services for persons of post-high school age.

Curriculums and course offerings of the College are implemented through five major divisions of instruction, each designed to unite related academic fields—both theoretical and applied.

The Division of Behavioral Sciences

The Division of Behavioral Sciences encompasses the traditional liberal arts disciplines ordinarily associated with the study of human behavior; individual and societal. The Division also has within its context the following vocationally oriented programs: Recreation Leadership, Mental Health Technology, Early Childhood Education and Law Enforcement. One of the unique bases for these programs is a human behavioral focus which allies them with the liberal arts disciplines in the Division. In all its course work and its ancillary functions the Division attempts to work toward the goal of the students’ understanding of themselves and the world around them.

Division of Business Administration

The Division of Business Administration takes a very pragmatic approach to the training of students for the world of work. There are programs to meet the needs of all who express an interest in entering business. The Division offers transfer programs, as well as occupational programs, in Accounting, Management, Marketing, Data Processing, and three specialized programs in Legal, Medical, and Executive Secretarial. Each of the programs in the Division culminates in the Associate of Science degree. The faculty of the Division of Business Administration works closely with business, industry, community, and senior institutions of higher learning to assure that its students will receive the best business education possible.

Division of Humanities

The Humanities Division offers a large selection of courses designed to provide the basis for a number of liberal arts majors and for general education in vocationally oriented majors. Two-year courses in art and graphic design lead to the associate degree. Students in music and speech courses have additional opportunities to participate in choral work and the college theatre.
Division of Learning Resources

The role of the Division of Learning Resources is threefold: (1) to provide an organized and accessible collection of print and non-print materials to meet institutional, instructional and individual needs, (2) to provide a staff qualified, concerned and involved in serving the needs of students, faculty and community, (3) to encourage innovation, learning and community service by providing facilities and resources which will make these possible.

Two service departments function within the Division of Learning Resources, the Library and the Audiovisual Center. In addition, the Division offers courses in Audiovisual Media and Library Science leading to an Associate in Science degree in Media Technology.

Division of Natural Sciences

This Division's curriculums include courses in the Sciences, Mathematics, Engineering, Environmental Science, Fire Science, and Nursing. Specialized curriculums of a technical nature leading to an Associate in Science degree include those of Engineering, Environmental Science, Fire Science and Nursing.

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.

To this end, Greenfield Community College now offers programs in:

Art
Civil Engineering Technology
Community Mental Health Technology
Data Processing Technology
Early Childhood Education
Environmental Science
Fire Science Technology
Graphic Design

Liberal Arts
Law Enforcement
Management
Marketing
Media Technology
Nursing
Recreation Leadership
Secretarial 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.
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.
### ART 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 English Composition I (any option)</td>
<td>3</td>
<td>ENG English Composition II (any option) or ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Science Elective</td>
<td>3</td>
<td>Behavioral Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>ART 103 Art History I</td>
<td>3</td>
<td>ART 104 Art History II</td>
<td>3</td>
</tr>
<tr>
<td>ART 121 Design I</td>
<td>3</td>
<td>ART 122 Design II</td>
<td>3</td>
</tr>
<tr>
<td>ART 131 Drawing I</td>
<td>3</td>
<td>ART 132 Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 115 Sensory Phenomena I</td>
<td>0</td>
<td>ART 116 Sensory Phenomena II</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
<td><strong>Total</strong></td>
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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>ART 231 Life Drawing I</td>
<td>3</td>
<td>ART 232 Life Drawing II</td>
<td>3</td>
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<tr>
<td>Art Studio Electives</td>
<td>6</td>
<td>Art Studio Electives</td>
<td>6</td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
<td>3</td>
<td>Liberal Arts Electives</td>
<td>6</td>
</tr>
<tr>
<td>General Elective</td>
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<td><strong>Total</strong></td>
<td><strong>15</strong></td>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Note: Students may, with the permission of the Coordinator of the Art curriculum, take an additional course each semester. The following are the studio electives open to Art and Graphic Design majors:

| ART 141 Painting I | 3 | ART 142 Painting II | 3 |
| ART 151 Photography I | 3 | ART 152 Photography II | 3 |
| ART 171 Graphic Design I | 3 | ART 172 Graphic Design II | 3 |
| ART 233 Printmaking I | 3 | ART 234 Printmaking II | 3 |
| ART 295 Directed Study in Art | 1-3 | ART 296 Directed Study in Art | 1-3 |

Note: It is understood that students may not take the advanced level studios without first completing those at the introductory level.
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>
<th>1st Semester</th>
<th>Credits</th>
<th>2nd Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG English Composition I (any option)</td>
<td>3</td>
<td>ENG 123 Report writing</td>
<td>3</td>
</tr>
<tr>
<td>SPE Speech Elective (101) or 121</td>
<td>3</td>
<td>PHY 103 Introductory Physics I</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>2</td>
</tr>
<tr>
<td>†GRA 101 Engineering Drawing</td>
<td>3</td>
<td>COM 105 Fortran Programming</td>
<td>3</td>
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<td></td>
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## SUMMER PROGRAM

CIV 200 Field Experience in Civil Engineering Technology

## SECOND YEAR

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credits</th>
<th>2nd Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Math Elective</td>
<td>3</td>
<td>CIV 203 Soil Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>CIV 205 Statics</td>
<td>3</td>
<td>CIV 107 Contracts and Specifications</td>
<td>2</td>
</tr>
<tr>
<td>PHY 104 Introductory Physics II</td>
<td>4</td>
<td>CIV 206 Mechanics of Materials</td>
<td>4</td>
</tr>
<tr>
<td>**Electives</td>
<td>6</td>
<td>**Electives</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>

*Math elective must be calculus level. In place of MAT 103-104, qualified students may take MAT 201-202. These students may substitute a general elective for the math elective.

**Six hours of the second year electives must be chosen from the Humanities/Behavioral Sciences. Another six hours of these electives must be technical electives (CIV 201, CIV 207, CIV 209, CIV 211, CIV 213). The remaining three hours are a general elective, to be used for any course that the student and his advisor see fit.

†GRA 101 Engineering Drawing may be waived for students presenting sufficient background to qualify for GRA 102, Civil and Architectural Drafting.
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>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG</td>
<td>3</td>
<td>English Composition II (any option) or ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>3</td>
<td>Child Psychology or PSY 205 Adolescent Psychology</td>
<td></td>
</tr>
<tr>
<td>SOC 101</td>
<td>3</td>
<td>or SOC 201 Social Problems</td>
<td></td>
</tr>
<tr>
<td>MHT 101</td>
<td>3</td>
<td>MHT 103 Professional Ethics</td>
<td>1</td>
</tr>
<tr>
<td>MHT 115</td>
<td>1</td>
<td>MHT 105 Instruments of Human Relations</td>
<td>4</td>
</tr>
<tr>
<td>MHT 109</td>
<td>3</td>
<td>MHT 116 Mental Health Practicum II</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Liberal Arts Elective</td>
<td>3</td>
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<td></td>
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<td></td>
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SUMMER

MHT 200 Field Experience in Mental Health Technology

SECOND YEAR

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credits</th>
<th>2nd Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 201 or SOC 205</td>
<td>3</td>
<td>MHT 216 Internship in Mental Health Technology</td>
<td>7</td>
</tr>
<tr>
<td>or PSY 101 or PSY 105</td>
<td></td>
<td>MHT 217 Pre-Professional Identification</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MHT 221 Mental Health Seminar</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>MHT 107</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MHT 109</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MHT 215 or MHT 109</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>16</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Electives may be devoted to courses providing occupationally related experiences (recreation leadership, art, secretarial science, etc.) and/or to additional liberal arts courses.

MHT 109 Required of all MHT students. Available to qualified first year students with permission of instructor.

MHT 113 Transactional Analysis for Mental Health Technologists not required but recommended.
DATA PROCESSING TECHNOLOGY

The Data Processing 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 write and process a number of programs which utilize the College's computer system.
## DATA PROCESSING TECHNOLOGY 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>MAT 101</td>
<td>3</td>
<td>MAT 108</td>
<td>3</td>
</tr>
<tr>
<td>Fundamental Concepts of Mathematics I</td>
<td></td>
<td>DAT 103</td>
<td>3</td>
</tr>
<tr>
<td>DAT 101</td>
<td>3</td>
<td>Elementary Functions</td>
<td></td>
</tr>
<tr>
<td>Data Processing Systems</td>
<td></td>
<td>Business Programming Language</td>
<td></td>
</tr>
<tr>
<td>ENG</td>
<td>3</td>
<td>English Composition II (any option)</td>
<td>3</td>
</tr>
<tr>
<td>English Composition I (any option)</td>
<td></td>
<td>ENG 123</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101</td>
<td>3</td>
<td>Report Writing</td>
<td></td>
</tr>
<tr>
<td>Oral Communication</td>
<td></td>
<td>Liberal Arts Elective</td>
<td></td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
<td></td>
<td></td>
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<tr>
<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>ACC 101</td>
<td>3</td>
<td>ACC 102</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Accounting I</td>
<td></td>
<td>Introduction to Accounting II</td>
<td></td>
</tr>
<tr>
<td>DAT 201</td>
<td>3</td>
<td>DAT 202</td>
<td>3</td>
</tr>
<tr>
<td>Systems Development and Design</td>
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<td>Advanced Computer and Programming</td>
<td></td>
</tr>
<tr>
<td>DAT 105</td>
<td>3</td>
<td>Systems</td>
<td></td>
</tr>
<tr>
<td>Fortran Programming</td>
<td></td>
<td>BUS 101</td>
<td>3</td>
</tr>
<tr>
<td>MAT 112</td>
<td>3</td>
<td>Principles of Management</td>
<td></td>
</tr>
<tr>
<td>Probability and Statistics</td>
<td></td>
<td>Liberal Arts Elective</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
<td>Elective</td>
<td></td>
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<td>15</td>
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</tr>
</tbody>
</table>

In place of Fundamental Concepts of Mathematics, qualified students may take Introductory Calculus. Physics or higher math is suggested but not required for the elective in the second year.
EARLY CHILDHOOD EDUCATION

This curriculum trains child care workers for employment in nursery schools, private kindergartens, health care agencies, institutions and other organizations and agencies offering child care services. It also provides the foundation for further study in early childhood education.

The field work component in each semester of study will insure the student practical training and the opportunity to apply classroom work in the field.
# Early Childhood Education Curriculum

## First Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 101 Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 115 Field Experiences in Early Childhood Education I</td>
<td>2</td>
</tr>
<tr>
<td>ENG English Composition I (Any option)</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology or SOC 101 Introduction to Sociology Natural Science Elective</td>
<td>3-4</td>
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<td></td>
<td><strong>14-15</strong></td>
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## Second Semester

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 201 Early Childhood Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>ECE 116 Field Experiences in Early Childhood Education II</td>
<td>3</td>
</tr>
<tr>
<td>ENG English Composition II (Any option)</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology or SOC 101 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Oral Communication or SPE 121 Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>15</strong></td>
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</tbody>
</table>

## First Semester

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ECE 202 Science, Math and Social Studies for the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>ECE 215 Field Experiences in Early Childhood Education III</td>
<td>3</td>
</tr>
<tr>
<td>ECE 103 Creative Experiences in Art, Drama &amp; Music for the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>PSY 203 Child Psychology or SOC 203 Sociology of the Family General Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
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</table>

## Second Semester

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 216 Field Experiences in Early Childhood Education I</td>
<td>6</td>
</tr>
<tr>
<td>ECE 203 Survey of Current Learning Programs</td>
<td>3</td>
</tr>
<tr>
<td>ECE 205 Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>ENG 241 Survey of Children’s Literature or PSY 203 Child Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 203 Sociology of the Family</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>18</strong> 35</td>
</tr>
</tbody>
</table>
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>
</tr>
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<tbody>
<tr>
<td>ENG</td>
<td>3</td>
<td>ENG 123</td>
<td>3</td>
</tr>
<tr>
<td>(any option)</td>
<td></td>
<td>Report Writing</td>
<td></td>
</tr>
<tr>
<td>EAS 101</td>
<td>4</td>
<td>BIO 104</td>
<td>3</td>
</tr>
<tr>
<td>Physical Geology</td>
<td></td>
<td>Natural Science II</td>
<td></td>
</tr>
<tr>
<td>ENV 101</td>
<td>3</td>
<td>ENV 105</td>
<td>3</td>
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<tr>
<td>Environmental Design</td>
<td></td>
<td>Cartography and Photo Interpretation</td>
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</tr>
<tr>
<td>BIO 103</td>
<td>3</td>
<td>ENV 103</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science I</td>
<td></td>
<td>Air and Water Quality</td>
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<tr>
<td>PSY 101</td>
<td>3</td>
<td>Elective</td>
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<tr>
<td>Principles of Psychology</td>
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#### SECOND YEAR

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<th>1st Semester</th>
<th>Credits</th>
<th>2nd Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIO 109</td>
<td>3</td>
<td>BIO 110</td>
<td>3</td>
</tr>
<tr>
<td>Ecological Methods I</td>
<td></td>
<td>Ecological Methods II</td>
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<tr>
<td>REC 111</td>
<td>3</td>
<td>SPE 101</td>
<td>3</td>
</tr>
<tr>
<td>Environmental Recreation</td>
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<td>Oral Communication</td>
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<tr>
<td>SOC 101</td>
<td>3</td>
<td>ENV 108</td>
<td>3</td>
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<tr>
<td>Principles of Sociology</td>
<td></td>
<td>Principles of Land Use II</td>
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<tr>
<td>ENV 107</td>
<td>3</td>
<td>Science Elective</td>
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<tr>
<td>Principles of Land Use I</td>
<td></td>
<td>Elective</td>
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<tr>
<td>Elective</td>
<td>3</td>
<td>Elective</td>
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</tr>
</tbody>
</table>
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 are available in the Evening Division only.

<table>
<thead>
<tr>
<th>Credits</th>
<th>ENG</th>
<th>English Composition I (any option)</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MAT 103</td>
<td>Technical Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CHE 105</td>
<td>Basic Principles of Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>SCI 101</td>
<td>Physical Science I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>FST 101</td>
<td>Introduction to Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>FST 103</td>
<td>Fundamentals of Fire Prevention</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credits</th>
<th>ENG</th>
<th>English Composition II (Any option)</th>
<th>or</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ENG 123</td>
<td>Report Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PSY 101</td>
<td>Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>FST</td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>FST 107</td>
<td>Fire Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>FST 109</td>
<td>Hazardous Materials</td>
<td>3</td>
</tr>
<tr>
<td></td>
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<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Credits</th>
<th>SPE 101</th>
<th>Oral Communication</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>or</td>
<td>SPE 121</td>
<td>Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>FST 201</td>
<td>Fire Protection Systems and Equipment I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>FST 211</td>
<td>Building Construction</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>FST</td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>FST</td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credits</th>
<th>SOC 101</th>
<th>Principles of Sociology</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Liberal Arts Elective</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FST</td>
<td>Elective</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

FST Electives consist of all courses designated FST not specifically required in the curriculum.

Elective courses may consist of any course, including FST 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>
</tr>
</thead>
<tbody>
<tr>
<td>ENG English Composition I (any option)</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>ART 121 Design I</td>
<td>3</td>
</tr>
<tr>
<td>ART 131 Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 103 Art History I</td>
<td>3</td>
</tr>
<tr>
<td>ART 115 Sensory Phenomena I</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG English Composition II (any option)</td>
<td></td>
</tr>
<tr>
<td>or ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>ART 122 Design II</td>
<td>3</td>
</tr>
<tr>
<td>ART 132 Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 104 Art History II</td>
<td>3</td>
</tr>
<tr>
<td>ART 116 Sensory Phenomena II</td>
<td>0</td>
</tr>
</tbody>
</table>

| Credits | 15 |

## Second Year

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 171 Graphic Design I</td>
<td>3</td>
</tr>
<tr>
<td>Art Studio or Audiovisual Media Elective</td>
<td>6</td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>General Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 172 Graphic Design II</td>
<td>3</td>
</tr>
<tr>
<td>Art Studio and/or Audiovisual Media electives</td>
<td>6</td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

| Credits | 15 |

It is understood that students may not take the advanced level studios without first completing those at the introductory level. Students may, with the permission of the Coordinator of the Art Curriculum, take an additional course each semester. The following are the studio electives open to Art and Graphic Design majors:

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 141 Painting I</td>
</tr>
<tr>
<td>ART 151 Photography I</td>
</tr>
<tr>
<td>ART 231 Life Drawing I</td>
</tr>
<tr>
<td>ART 233 Printmaking I</td>
</tr>
<tr>
<td>ART 295 Directed Study in Art</td>
</tr>
</tbody>
</table>

| ART 142 Painting II | 3       |
| ART 152 Photography II | 3       |
| ART 232 Life Drawing II | 3       |
| ART 234 Printmaking II | 3       |
| ART 296 Directed Study in Art | 1-3    |
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.
# LAW ENFORCEMENT 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</td>
<td>3</td>
<td>ENG English Composition II (any option) or ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Principles of Sociology</td>
<td>3</td>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>POL 101 American Government</td>
<td>3</td>
<td>LAW 105 Criminal Evidence</td>
<td>3</td>
</tr>
<tr>
<td>POL 101 Introduction to Law</td>
<td></td>
<td>LAW 107 Police Procedures</td>
<td>3</td>
</tr>
<tr>
<td>LAW 101 Enforcement</td>
<td>3</td>
<td>LAW 121 Law and Society</td>
<td>3</td>
</tr>
<tr>
<td>LAW 103 Criminal Law</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>15</td>
<td></td>
<td>15</td>
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</tbody>
</table>

## SUMMER

<table>
<thead>
<tr>
<th></th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 200 Field Experience in Law Enforcement</td>
<td>15</td>
</tr>
</tbody>
</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>LAW 203 Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>SPE 121 Group Discussion</td>
<td>3</td>
<td>LAW 113 Juvenile Procedures</td>
<td>3</td>
</tr>
<tr>
<td>LAW 109 Criminal Investigation</td>
<td>3</td>
<td>LAW 205 Current Issues in Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>SOC 201 Social Problems</td>
<td>3</td>
<td>General Electives</td>
<td>3</td>
</tr>
<tr>
<td>LAW 201 Police Organization and Administration</td>
<td>3</td>
<td>* Liberal Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>* Liberal Arts Elective</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>15</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

All students are required to obtain American Red Cross Certificates in first aid.  
* Liberal Arts electives must be selected from the natural sciences and/or the humanities.
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, and 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 in Arts degree program offered by the College. A student choosing the liberal arts curriculum may wish to discuss his vocational goals with the Director of Admissions or with his academic advisor.

Students planning to transfer to baccalaureate degree programs have the responsibility of familiarizing themselves with the requirements of potential transfer institutions.
Requirements of the Liberal Arts Program—Associate in Arts Degree (A.A.)

The student needs a minimum of sixty credits for the degree of which at least 30 credits must be earned at Greenfield Community College.

There is a 30 credit core requirement, distributed as follows:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>12 credits</td>
</tr>
<tr>
<td>(including Eng. Comp. I and II)</td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>6 credits</td>
</tr>
<tr>
<td>Behavioral Sciences</td>
<td>6 credits</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>6 credits</td>
</tr>
</tbody>
</table>

Courses are to be selected in consultation with the student's faculty advisor, in accordance with the guidelines below. These are not intended to be prescriptive; but deviation from the guidelines normally requires recommendation of the appropriate division chairman and approval by the Dean of Faculty.

1. Except for courses taken in satisfaction of the core requirement, no more than 18 credits may be taken in any specific subject (e.g. English, Chemistry, Art, Psychology, Economics, etc.).

2. Courses from the following occupational or specialized fields may not ordinarily be used as Liberal Arts electives:


   In addition, the following courses may not ordinarily be used as Liberal Arts electives:

   MAT 103 and 104; PHY 103 and 104; ART 171 and 172.

3. The following specific courses from occupational or specialized fields may be used as Liberal Arts electives:

   AVM 101; LIB 101; ECE 101; LAW 101 and 103; MHT 101 and 111; REC 101; COM 101 and 105; ENV 101; BUS 101, 103, 115, 153, 155, 156 and 203.

4. The restrictions in #2 above notwithstanding, 6 credits may be taken in any subjects.

5. The Dean of Faculty has jurisdiction over all degree requirements, and any departure from curriculum requirements will need a waiver from the Dean of Faculty.
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</td>
<td>3</td>
<td>ENG English Composition II (any option)</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101</td>
<td>3</td>
<td>English Composition II (any option)</td>
<td></td>
</tr>
<tr>
<td>ACC 101</td>
<td>3</td>
<td>or ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 101</td>
<td>3</td>
<td>Liberal Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>BUS 103</td>
<td>3</td>
<td>ACC 102 Introduction to Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 105</td>
<td>1</td>
<td>Business Administration Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
</tbody>
</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</td>
<td>3</td>
<td>ECO 102 Principles of Economics II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 155</td>
<td>3</td>
<td>BUS 156 Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 201</td>
<td>3</td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
<td>Business Administration Elective</td>
<td>3</td>
</tr>
<tr>
<td>Business Administration Elective</td>
<td>3</td>
<td>SOC 101 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</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</td>
<td>3</td>
<td>ACC 102</td>
<td>3</td>
</tr>
<tr>
<td>BUS 101</td>
<td>3</td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>BUS 103</td>
<td>3</td>
<td>BUS 211</td>
<td>3</td>
</tr>
<tr>
<td>ENG</td>
<td>3</td>
<td>ENG</td>
<td>3</td>
</tr>
<tr>
<td>(any option)</td>
<td></td>
<td>English Composition II (any option)</td>
<td></td>
</tr>
<tr>
<td>SPE 101</td>
<td>3</td>
<td>PSY 101</td>
<td>3</td>
</tr>
<tr>
<td>BUS 105</td>
<td>1</td>
<td>Principles of Psychology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>16</td>
<td></td>
<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</td>
<td>3</td>
<td>ECO 102</td>
<td>3</td>
</tr>
<tr>
<td>BUS 212</td>
<td>3</td>
<td>BUS 156</td>
<td>3</td>
</tr>
<tr>
<td>BUS 155</td>
<td>3</td>
<td>BUS 223</td>
<td>3</td>
</tr>
<tr>
<td>†BUSB 251</td>
<td>3</td>
<td>†BUSB 252</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>3</td>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td></td>
<td>15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

†With approval, another course may be substituted for one semester of cooperative work.
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 in Science degree.
### MEDIA TECHNOLOGY CURRICULUM

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>(PSY 101 Principles of Psychology recommended)</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>AVM 101 Introduction to Audiovisual Media</td>
<td>3</td>
</tr>
<tr>
<td>Elective (Art 171 Graphic Design I recommended)</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>*ENG</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>(SOC 101 Principles of Sociology recommended)</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>AVM 205 Photography and Graphics in Education</td>
<td>3</td>
</tr>
<tr>
<td>AVM 203 Introduction to Educational Broadcasting</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

### SECOND YEAR

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIB 101 Library Resources and Reference Materials</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>AVM 215 Audiovisual Technology</td>
<td>3</td>
</tr>
<tr>
<td>AVM 103 Production of Audiovisual Materials</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>ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>(PSY 211 Psychology of Education recommended)</td>
<td>3</td>
</tr>
<tr>
<td>AVM 217 Media Systems Design</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

*ENG 116 recommended.*
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, Farren Memorial Hospital and at other selected health agencies.

Students may elect 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.
NURSING 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>NUR 101 Fundamentals of Nursing</td>
<td>7</td>
<td>NUR 209 Family-Centered Nursing</td>
<td>8</td>
</tr>
<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>ENG English Composition I (any option)</td>
<td>3</td>
<td>ENG English Composition II (any option)</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
<td>PSY 203 Child Psychology</td>
<td>3</td>
</tr>
<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>NUR 103 Physical &amp; Mental Illness I</td>
<td>9</td>
<td>NUR 203 Physical &amp; Mental Illness II</td>
<td>9</td>
</tr>
<tr>
<td>BIO 205 Microbiology</td>
<td>4</td>
<td>NUR 205 Trends in Nursing</td>
<td>3</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>16</td>
<td>Humanities Elective</td>
<td>3</td>
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<td></td>
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<td>18</td>
</tr>
</tbody>
</table>

In some cases it may be advisable for a student to plan for completion of the program in a three year period or to take some courses during the intervening summer session.
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>Credits</th>
<th>2nd Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG</td>
<td>English Composition I (any option)</td>
<td>3</td>
<td>ENG</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Principles of Psychology or Sociometry</td>
<td>3</td>
<td>SOC 101</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Principles of Sociology</td>
<td>3</td>
<td>PSY 101</td>
</tr>
<tr>
<td>REC 101</td>
<td>Introduction to Recreation</td>
<td>3</td>
<td>REC 107</td>
</tr>
<tr>
<td>REC 103</td>
<td>Social Recreation</td>
<td>3</td>
<td>REC 109</td>
</tr>
<tr>
<td>REC 105</td>
<td>Aquatic Sports</td>
<td>2</td>
<td>REC 121</td>
</tr>
<tr>
<td>REC 115</td>
<td>Field Work I</td>
<td>1</td>
<td>REC 125</td>
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<tr>
<td>REC 123</td>
<td>Music</td>
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<td>REC 116</td>
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**Total Credits:** 16

#### SUMMER

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>REC 200</td>
<td>Field Experience in Recreation Leadership</td>
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#### 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>SPE 101</td>
<td>Oral Communication or Group Discussion</td>
<td>3</td>
<td>SPE 101</td>
</tr>
<tr>
<td>SPE 121</td>
<td>Group Discussion or Psychology Elective</td>
<td>3</td>
<td>SPE 121</td>
</tr>
<tr>
<td>BIO 103</td>
<td>Natural Science I</td>
<td>3</td>
<td>REC 201</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
<td>REC 203</td>
<td>Trends and Issues</td>
</tr>
<tr>
<td>REC 111</td>
<td>Environmental Recreation</td>
<td>3</td>
<td>REC 216</td>
</tr>
<tr>
<td>REC 127</td>
<td>Dance</td>
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</tr>
<tr>
<td>REC 205</td>
<td>Group Leadership</td>
<td>3</td>
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<tr>
<td>REC 215</td>
<td>Field Work III</td>
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</tr>
</tbody>
</table>

**Total Credits:** 16
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 English Composition I (any option)</td>
<td>3</td>
<td>ENG English Composition II (any option) or ENG 123 Report Writing</td>
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<tr>
<td>&quot;Typewriting Development&quot;</td>
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<td>&quot;Typewriting Development&quot;</td>
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<tr>
<td>SEC 103 Secretarial Accounting I</td>
<td>3</td>
<td>SEC 104 Secretarial Accounting II</td>
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<tr>
<td>&quot;Shorthand&quot;</td>
<td>0-3</td>
<td>SEC 102 Shorthand II</td>
<td>3</td>
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<tr>
<td>Liberal Arts Elective</td>
<td>3</td>
<td>&quot;Liberal Arts Elective&quot;</td>
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<td><strong>Total</strong></td>
<td><strong>15</strong></td>
<td><strong>Total</strong></td>
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*Two semesters typewriting required—minimum level, Typewriting Development III.*

*Level determined by evaluation.

"ACC 101 and 102 recommended for transfer students or students with advance placement determined by evaluation.

"SPE 101 or SPE 121 required. BIO 105 required of Medical Secretarial students in the second semester. BUS 163 required of Legal Secretarial students in the second semester.

### EXECUTIVE SECRETARIAL

#### 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>SEC 201 Stenography</td>
<td>3</td>
<td>SEC 202 Transcription</td>
<td>3</td>
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<tr>
<td>SEC 203 Office Procedures</td>
<td>3</td>
<td>SEC 209 Secretarial Procedures</td>
<td>6</td>
</tr>
<tr>
<td>SEC 119 Business Correspondence</td>
<td>3</td>
<td>BUS 123 Survey of Business Law</td>
<td>3</td>
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<tr>
<td>Liberal Arts Elective</td>
<td>1</td>
<td>&quot;Liberal Arts Elective&quot;</td>
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<tr>
<td>(PSY 101 Principles of Psychology recommended)</td>
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<td>(PSY 101 Recommended)</td>
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### MEDICAL SECRETARIAL

#### SECOND YEAR

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<th>1st Semester</th>
<th>Credits</th>
<th>2nd Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SEC 201 Stenography</td>
<td>3</td>
<td>SEC 202 Transcription</td>
<td>3</td>
</tr>
<tr>
<td>SEC 203 Office Procedures</td>
<td>3</td>
<td>SEC 209 Secretarial Procedures</td>
<td>6</td>
</tr>
<tr>
<td>SEC 231 Medical Terminology and Procedures I</td>
<td>3</td>
<td>SEC 222 Medical Terminology and Procedures II</td>
<td>3</td>
</tr>
<tr>
<td>SEC 119 Business Correspondence</td>
<td>3</td>
<td>Liberal Arts Elective</td>
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<tr>
<td>Liberal Arts Elective</td>
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<td></td>
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<tr>
<td>(PSY 101 Recommended)</td>
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### LEGAL SECRETARIAL

#### SECOND YEAR

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credits</th>
<th>2nd Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEC 201 Stenography</td>
<td>3</td>
<td>SEC 202 Transcription</td>
<td>3</td>
</tr>
<tr>
<td>SEC 203 Office Procedures</td>
<td>3</td>
<td>SEC 209 Secretarial Procedures</td>
<td>6</td>
</tr>
<tr>
<td>SEC 241 Legal Terminology and Procedures I</td>
<td>3</td>
<td>SEC 242 Legal Terminology and Procedures II</td>
<td>3</td>
</tr>
<tr>
<td>SEC 119 Business Correspondence</td>
<td>3</td>
<td>&quot;Liberal Arts Elective&quot;</td>
<td>6</td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>(PSY 101 Recommended)</td>
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<td><strong>15</strong></td>
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<td><strong>18</strong></td>
</tr>
</tbody>
</table>
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.

Information about these programs may be obtained from the Dean of Faculty's office.
COURSE DESCRIPTIONS
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. Those 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).

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.
ACCOUNTING

ACC 101 Introduction to Accounting I 3 credits
Business transactions and their relationship to financial statements; procedures and techniques of recording business transactions; consideration of end-of-period adjustments; determination of periodic income and of basic elements of the balance sheet. Completion of practical exercise on a single proprietorship.

ACC 102 Introduction to Accounting II 3 credits
Accounting for partnerships and corporations; introduction to cost accounting—the manufacturing concern; budget preparation; corporate income and property taxes; analysis of financial statements. Completion of practical exercise on a corporation.
Prerequisite: ACC 101

ACC 201 Intermediate Accounting I 3 credits
Introduction to accounting postulates, principles, and contemporary financial statements practices; valuation problems of working capital elements; income tax allocation procedures; noncurrent assets and liabilities valuation.
Prerequisite: ACC 102

ACC 202 Intermediate Accounting II 3 credits
Measurement of stockholders’ equities, legal factors governing accounting for the corporation receiving special emphasis; treasury stock transactions; stock options; retained earnings appropriations and earnings distribution. Use of financial data for management decision-making; other selected topics.
Prerequisite: ACC 201

ACC 203 Managerial Accounting 3 credits
The use of quantitative data for management decision-making; analysis and interpretation of financial data; accounting and managerial control and planning.
Prerequisite: ACC 102 and permission of instructor.

ANTHROPOLOGY

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.

ART

ART 101 Introduction to Art 3 credits
Exploration of the expressive significance of visual art and its evolution in painting, sculpture, and architecture; includes the relation of the arts to one another, and the place of the artist in society. Emphasis on modern movements. Not available for credit to students majoring in art.

ART 103 Art History I 3 credits
History of art from ancient times through the Gothic period. Emphasis on the backgrounds of Western culture and reasons for the creation of art.
ART 104 Art History II  
3 credits
History of Western art from the early Renaissance to the present.
Prerequisite: ART 103 or permission of the instructor.

ART 111 Introduction to Studio I  
3 credits
Drawing and painting in a variety of media, developing basic understanding of physical and aesthetic properties. Individual choice of media emphasizing development of personal style of expression. Not available for credit to students majoring in art.

ART 112 Introduction to Studio II  
3 credits
Continuation of principles and practices introduced in ART 111. Experience with printmaking, sculpture and varieties of mixed media expression.
Not available for credit to students majoring in Art.
Prerequisite: ART 111 or permission of the instructor.

ART 115 Sensory Phenomena I  
No credit
Examination of non-object making aspects and aesthetics of art production.
Exploration of communication methods and modes with emphasis on individual involvement.
Required of art and graphic design majors; available to others only by permission of the instructor.

ART 116 Sensory Phenomena II  
No credit
Continues exploration of communication methods and modes. Required of art and graphic design majors; available to others only by permission of the instructor.
Prerequisite: ART 115 or permission of the instructor

ART 121 Design I  
3 credits
An investigation into the nature of two-dimensional order. Specific problems with field, line, shape, negative space, value, texture, color.

ART 122 Design II  
3 credits
The articulation of structure, space, and form as they relate to content. Students encouraged to develop personal directions within specified areas such as letterforms or the multiple image.

ART 131 Drawing I  
3 credits
Drawing materials and techniques. Work from studio models, setups, and location landscapes. Elements of proportion, composition, and perspective.
Prerequisite: ART 121

ART 132 Drawing II  
3 credits
Continued work from studio models, setups, and landscapes. Drawing of the human figure. Relationship of drawing to other artistic disciplines.
Prerequisite: ART 131 or permission of instructor.

ART 141 Painting I  
3 credits
Introduction to technique of oil painting; composition and design elements; building canvases. Emphasis on the properties of the materials rather than the technique of illusion-making.
Prerequisites: ART 121 and 131 or permission of the instructor.
ART 142  Painting II  3 credits
Continuation of disciplines of painting in oils and acrylics. Work from the model and a variety of sources.
Prerequisite: ART 141

ART 151  Photography I  3 credits
Technical and aesthetic aspects of camera operation, exposure, negative development, printing, and enlarging. Emphasis on sound craftsmanship, personal selection, arrangement, and discovery of forms necessary to sensitive photographic expression.
Prerequisite: ART 121 and 131 or permission of the instructor.

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 I  3 credits
Drawing, painting and 3-dimensional modeling and construction from the live model and other life forms. Exploration of skeletal structure. Qualities of various media and techniques.
Prerequisite: Second year standing as an art major or permission of the instructor.

ART 232  Life Drawing II  3 credits
Drawing, painting, and three-dimensional work from the model. Emphasis on the model in motion. Some work from the landscape as a life form.
Prerequisite: ART 231

ART 233  Printmaking I  3 credits
An introduction to the materials, techniques, and aesthetic considerations peculiar to each of the graphic media: woodcut, silk-screen, lithography and intaglio. Graphics as an independent creative form of expression from drawing to finished print. Prints pulled both in black and white and color.
Prerequisite: Second year standing as an art major or permission of the instructor.

ART 234  Printmaking II  3 credits
Exploration and perfection of the print as an aesthetic form. Advanced study of one of the graphic media with emphasis on the concepts and techniques of color printing. An introduction to photoprintmaking.
Prerequisite: ART 233.
AUDIO-VISUAL MEDIA

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.
Prerequisite: AVM 101 or permission of the instructor.

AVM 203  Introduction to Educational Broadcasting  3 Credits
Basic television and radio production. An introduction to portable videotape
units and work in radio programming.
Prerequisite: AVM 101 or permission of the instructor.

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 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 prac-
tice.
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 217  Media Systems Design  6 credits
Problems in the design of media facilities, distribution and retrieval systems,
maintenance, purchase of equipment and materials, in-service education.
Field experience and/or laboratory required.
Prerequisite: Second year standing as a Media Technology major.

BIOLOGY

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 founda-
tions of human physiology and anatomy. Laboratory required.
BIO 102  Botany  4 credits
Study of plants. Spore and seed producing types, their evolution and phylogeny, classification, physiology and anatomy. Laboratory required.

BIO 103  Natural Science I  3 credits
Environmental studies with emphasis on weather, climate and the ecology of forest, field and stream. 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  4 credits
Mammalian anatomy and physiology with emphasis on anatomy. Laboratory required.

BIO 106  Anatomy and Physiology II  4 credits
Mammalian anatomy and physiology with emphasis on physiology. Laboratory required. Prerequisite: BIO 105

BIO 107  Man in The Biosphere I  4 credits
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. Laboratory required.

BIO 108  Man in The Biosphere II  4 credits
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. Laboratory required.

BIO 109  Ecological Methods I  3 credits
A broad ecological approach stressing the soil and aquatic environments. Field methods include sampling, collecting, identifying and preserving of botanical and zoological specimens. Laboratory and field trips required.

BIO 110  Ecological Methods II  3 credits
A broad ecological approach with emphasis on terrestrial environments. Includes individual projects. Laboratory and field trips required. Prerequisite: BIO 109

BIO 203  Genetics  3 credits
Fundamental principles of genetics including the nature of genes. Experimental genetics, bacterial genetics, genetic aspects of evolution, application of genetics. Prerequisite: BIO 101 and 102 or one year of another introductory biology sequence.
BIO 205 Microbiology 4 credits
Introduction to the biology of micro-organisms with emphasis on the properties of micro-organisms and their relation to disease. Laboratory required.
Prerequisites: BIO 101, 105 and 106 or permission of the instructor.

BIO 207 Histology 4 credits
The study of normal human cells, organs and tissues. This includes the detailed structure, regenerative ability, diagnostic features and functional correlations. Laboratory required.
Prerequisite: BIO 106 or permission of the instructor.

BUSINESS

BUS 101 Principles of Management 3 credits
Analysis of the management process through case problems and the presentation of management principles with the systems approach emphasized. Introduction to quantitative decision-making.

BUS 103 Introduction to Marketing 3 credits
The distribution of goods and services from producer to consumer. Structure of marketing institutions; price-determination and policies; consumer and industrial marketing; market research; legislation affecting marketing.

BUS 105 Business Mathematics 1 credit
Applying fundamental principles of mathematics to everyday business situations: discount, mark-up, depreciation, interest and payrolls.

BUS 115 Labor-Management Relations 3 credits
History and growth of the American labor movement; union policies and practices; collective bargaining and union security; state and federal labor legislation.

BUS 119 Principles of Real Estate 3 credits
Comprehensive survey of real estate practices. Legal and economic factors which influence market values. Special attention to topics which will assist the student planning to take the examination for licensing as a real estate broker or salesman.

BUS 121 Fundamentals of Banking 3 credits
Development of the American banking system, basic banking functions, operations and special banking services.

BUS 153 Survey of Business Law 3 credits
Contracts; sales; bailments; negotiable instruments; agency; partnerships and corporations; insurance. Emphasizes day-to-day problems of business offices.

BUS 155 Business Law I 3 credits
Operation of the law in the business and commercial field with emphasis on the day-to-day problems of the business manager. Laws of contracts, agency, and commercial paper.
BUS 156  Business Law II  3 credits
Operation of the law in the business and commercial field with emphasis on
the day-to-day problems of the business manager. Laws of partnerships,
corporations, insurance, and personal property.
Prerequisite: BUS 155 or permission of the instructor.

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

BUS 203  Personnel Management  3 credits
Personnel management, with practical emphasis on the major tasks of re-
recruiting, training, maintaining and using an effective work force.
Prerequisite: BUS 101

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

BUS 211  Retail Merchandising  3 credits
Price lines, advertising and the quantitative approach to retailing.
Prerequisite: BUS 103 or permission of the instructor.

BUS 212  Salesmanship  3 credits
A practical approach to salesmanship and sales promotion at various levels
of distribution with emphasis on retail selling.
Prerequisite: BUS 103 or permission of the instructor.

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 211, BUS 213.

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: Completion of one academic year in the Marketing curriculum.

BUS 252  Cooperative Work Experience II  3 credits
A continuation of supervised employment combined with seminar activity.
Prerequisite: BUS 251
CHEMISTRY

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 II 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. Includes qualitative analysis. Laboratory required.
Prerequisite: CHE 101 or CHE 103 with permission of the instructor.

CHE 103  Introductory Chemistry  4 credits
A survey course for students interested in chemistry as an elective or for students requiring chemistry background in related fields other than pre-medical, physical science or chemical engineering.
Includes a study of matter, atomic and molecular structure, properties of families of elements and their characteristic compounds, hydrogen, oxygen, water, acids and bases, behavior of gases, liquids and solids, mixtures, chemical reactions and introductory organic chemistry. Laboratory required.
Qualified students may take CHE 102 to complete a full year.

CHE 105  Basic Principles of Chemistry  3 credits
A survey course for students interested in the basics of chemistry from a descriptive point of view. Includes matter, properties of families of elements and their characteristic compounds, mixtures, acids and bases, chemical reactions, introductory organic chemistry and introductory biochemistry. Could be the basis for course work in selected technical areas, but not intended as a substitute for CHE 101-102 General Chemistry or CHE 103 Introductory Chemistry.

CHE 201  Organic Chemistry I  4 credits
Introduction to the chemistry of carbon compounds. Survey of methods used to characterize molecular structures and establish mechanisms of reaction. Systematic study of aliphatic and aromatic hydrocarbons and classes of compounds with the various functional groups. Laboratory required.
Prerequisites: CHE 101-102 or CHE 103-102 with permission of instructor.

CHE 202  Organic Chemistry II  4 credits
Comprehensive survey of amines, amides, nitro compounds, and other nitrogen bearing organic compounds. Study of the relation of optical activity to molecular structure. Examination of various classes of natural products and introduction to biochemistry. Study of photosynthetic processes. Laboratory required.
Prerequisite: CHE 201.
CIVIL ENGINEERING TECHNOLOGY

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
Staria, topographic surveying, mapping, instrument adjustment, photogrammetry, simple curves. Laboratory required. Prerequisites: MAT 104 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 agencies 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, astronomical 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: CIV 206 or concurrently.

CIV 205  Statics  3 credits
Components and resultants of forces: concurrent and non-concurrent 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
Axial and shear stress and strain. Torsion. Flexure. 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. Sight 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.

CIV 211 Water and Sanitary Engineering 3 credits
Introduction to hydraulics: hydrology, fluid dynamics, hydraulic structures and machinery. Water supply: sources, distribution and treatment systems. Sanitary engineering: sewer and plant design principles, domestic systems.
Prerequisites: MAT 103 and PHY 103 or permission of the instructor; ENV 103 recommended.

CIV 213 Engineering Hydraulics 3 credits
Prerequisites: MAT 104 and PHY 103 or equivalents or permission of instructor.

DATA PROCESSING

DAT 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.

DAT 103 Business Programming 3 credits
Detailed study of commercial business oriented language (COBOL).

DAT 105 Fortran Programming 3 credits
Prerequisite: Understanding of basic algebra recommended.

DAT 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.

DAT 202 Advanced Computer and Programming Systems 3 credits
Basic concepts of machine language, monitor systems, compilers. Introduction to sort/merge programs and system macros.
Prerequisite: COM 201
DIRECTED STUDY

Directed Study 295 & 296  1 to 3 credits each
Projects for advanced individual study by special arrangement with the instructor and approval of the division chairman having jurisdiction over the subject field. Approval of a 296 project requires the prior completion of a 295 project in the same general subject field.

EARLY CHILDHOOD EDUCATION

ECE 101  Introduction to Early Childhood Education  3 credits
Purposes of early childhood education and the role of the teacher. Considers the developmental needs of young children. Attention to physical environment, recording and reporting progress, and administration.

ECE 103  Creative Experiences in Art, Music and Drama for the Young Child  3 credits
The method, materials and contents of early childhood education and their relationship to the art, music and drama components of the curriculum.

ECE 115  Field Experience in Early Childhood Education I  2 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  Early Childhood Curriculum  3 credits
Organization of curriculum including the research, theory, methods, and materials necessary in a classroom of young children with emphasis on reading readiness and language skills.
Prerequisite: ECE 101

ECE 202  Science, Math and Social Studies for the Young Child  3 credits
The methods, materials and contents of early childhood education and their relationship to the science, math and social studies components of the curriculum.
Prerequisite: ECE 202 or permission of instructor.

ECE 203  Survey of Current Early Childhood Learning Programs  3 credits
Contemporary nursery school and elementary practices and issues are reviewed as they are being used throughout the world. Social, cultural and technological changes of the 20th century are discussed.
Prerequisite: ECE 202.

ECE 205  Human Growth and Development  3 credits
A survey of the physical, psychological and social development of children from birth through adolescence. Framework for the study of the child's cumulative, integrative growth experience. Theories of development and their applications.
Prerequisite: ECE 215 and enrollment in ECE program.
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  6 credits
Field Work
Prerequisite: ECE 215

EARTH SCIENCE

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.

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. Laboratory and field trips required.

EAS 105  Descriptive Oceanology  3 credits
Introduction to the study of ocean science. Deals with physical oceanography and the interaction between the physical and biotic aspects of the total marine environment.

EAS 107  Geology of our National Parks  3 credits
Geographical settings of our national parks and geological processes which carved out or built up their outstanding landforms. Current environmental hazards and pressures.
Laboratory and field trips required

EAS 201  Rocks and Minerals  3 credits
An introduction to the study of rocks and minerals based on their broad physical, chemical and biological characteristics.
Laboratory and field trips required.
Prerequisite: EAS 101.
ECONOMICS

Courses in Economics may be used as general electives or to fulfill requirements in the Behavioral Sciences. See listings under Division of Business Administration.

ECO 101 Principles of Economics I 3 credits
Economic processes in the United States. Emphasis on the vital problems of our economy and the technical tools of economic analysis. Unemployment; business cycles; economic growth at home and in under-developed countries; the banking system; monetary and fiscal policies.

ECO 102 Principles of Economics II 3 credits
Economics of the firm and resource allocation. Monopolies; agricultural problems; labor unions; social control of industry; international trade; economic system of the USSR.
Prerequisite: ECO 101 or permission of the instructor.

ECO 107 Consumer Economics 3 credits
Deals with personal money management, including the avoidance of excessive debt. Promotes understanding of principles of production, consumption and credit to aid in developing effective consumers. Topics include: wise buying, credit, advertising, housing, insurance, investing and the high costs of living and dying.

EDUCATION

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.

ENGLISH

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: Structures in Composition 3 credits
Introductory study of expository writing from the point of view of structures for the organization of material. Chronological and logical structures with emphasis on patterns of development appropriate to papers and examinations for various college courses.
ENG 103 English Composition I: Ideas for Exposition 3 credits
An idea-centered approach to the study of expository writing for students who feel confident of their basic compositional skills. Writing assignments from such themes as ethics, political action, race relations, religious outlooks, etc.

ENG 105 English Composition I:
Investigating the Impact of Language 3 credits
Creative and persuasive approach to writing, with an intensive study and practice in use of language for expression of ideas and feelings. Critical analysis and composition focus on commercial, political, philosophical, and poetic modes of expression.

ENG 112 English Composition II: Exploring Literature 3 credits
Prose fiction, poetry, and drama with emphasis on the literary expression of ideas, particularly the relation of technique to theme. Writing assignments allowing a range of experience from experimental literary creations to formal analyses.
Prerequisite: ENG 101, 103, or 105

ENG 114 English Composition II:
Introduction to Creative Writing 3 credits
The creative use of language in fiction, poetry, drama, film, and song. Models for exercises in writing from readings, films, and drama.
Prerequisites: ENG 101, 103, or 105 and permission of the instructor.

ENG 116 English Composition II:
Exploring Contemporary Media 3 credits
The study of imaginative works in film and song as well as short stories, poetry and drama. Emphasis on film as an approach to literature with parallel studies in the literature of newspapers and magazines.

ENG 121 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, 103, or 105 or permission of the instructor.

ENG 123 Report Writing 3 credits
Intensive study and practice in the writing of reports related to specific technical and service occupations. Emphasis on persuasive techniques, including graphics, for project proposals.
Prerequisite: ENG 101, 103, or 105

ENG 201 Western Literature I 3 credits
Reading and critical analysis of selected literary masterpieces from Homer to Shakespeare.
Prerequisite: ENG 112, 114, or 116

ENG 202 Western Literature II 3 credits
Reading and critical analysis of selected literary masterpieces from Shakespeare to Frost.
Prerequisite: ENG 201 or permission of the instructor.
ENG 203  American Literature I  3 credits
Literary aims and achievements in America from the Colonial period to the late Nineteenth Century. Some attention to English literary influences.
Prerequisite: ENG 112, 114, or 116

ENG 204  American Literature II  3 credits
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  3 credits
Readings in English literature from the Anglo-Saxon period to the late Seventeenth Century. Major emphasis on Chaucer and Shakespeare.
Prerequisite: ENG 112, 114, or 116

ENG 206  English Literature II  3 credits
Readings in English literature from the late Seventeenth Century to the present.
Prerequisite: ENG 205 or permission of the instructor.

ENG 207  Advanced Creative Writing  3 credits
Techniques and approaches in narrative, lyric, and dramatic forms of writing. Intensive practice.
Prerequisite: ENG 114 or permission of the instructor.

ENG 209  Modern Drama  3 credits
Selected works by major playwrights since Ibsen.
Prerequisite: ENG 112, 114, or 116

ENG 211  Modern Novel  3 credits
Themes and methods of novelists of the modern western world. Exploration of such typically modern themes as alienation and the failure of communication. Attention given to modern experiments in point of view, structure, and style.
Prerequisite: ENG 112, 114, or 116

ENG 213  Comparative Literature and Modern Man  3 credits
Twentieth-century man's ideas about his own nature illustrated by important contributions to American, English, and Continental literature.
Prerequisite: ENG 112, 114, or 116

ENG 215  Comparative Literature and The Modern World  3 credits
The nature of the modern world as viewed by important Twentieth-Century contributors to American, English, and Continental literature.
Prerequisite: ENG 112, 114, or 116

ENG 217  American Folklore  3 credits
Introduction to American folklore, with emphasis on its appreciation and its relevance to the development of American literature.
Prerequisite: ENG 112, 114, or 116

ENG 219  Afro-American Literature  3 credits
Achievement in literature of black Americans with some attention to the characterization of the Negro in the works of white writers.
Prerequisite: ENG 112, 114, or 116
ENG 221  Shakespeare for Non-English Majors  3 credits
A selected group of plays by Shakespeare. Approach by theme, with consideration of contemporary presentations or adaptations of Shakespeare. Field trips to film and theater performances.
Prerequisite: ENG 112, 114, or 116

ENG 223  Comedy  3 credits
Successful dramatic comedies from Aristophanes through modern theatre and cinema read and/or viewed to discover the source of the humor in the language, characterization, and plot.
Prerequisite: ENG 112, 114, or 116

ENG 225  Modern Satirical Fiction  3 credits
Bitterly satirical fiction of the absurd in twentieth century America. The evolving literary style, often called “black comedy,” which turns on philosophical and humorous points at variance with the established tradition.
Prerequisite: ENG 112, 114, or 116

ENG 227  Detective and Mystery Fiction  3 credits
Investigation of the two main types of detective or mystery fiction from the Eighteenth Century to the present: the tale of horror whose ancestor is the gothic romance; the tale of ratiocination whose antecedents include some of Poe’s short works.
Prerequisite: ENG 112, 114, or 116

ENG 229  Men and War  3 credits
Representative literature that leads to or reflects the reactions of the Twentieth Century toward modern warfare.
Prerequisite: ENG 112, 114, or 116

ENG 231  Introduction to Fiction  3 credits
The short story and the novel. Emphasis given to contemporary work, but always in reference to the traditions of prose fiction and the forms and styles that have served as models or examples for contemporary writers.
Prerequisite: ENG 112, 114, or 116

ENG 233  Introduction to Drama and Poetry  3 credits
Plays and poems as literary forms. Emphasis given to modern works, but always in reference to a given literary tradition and the forms and styles that have served as models for contemporary writers.
Prerequisite: ENG 112, 114, or 116

ENG 235  Study of Electronic Media  3 credits
Contemporary vehicles of communication, especially television and films. Focus on an investigation of media and an analysis of their impact, purpose, and aesthetic consideration.
Prerequisite: ENG 112, or 114, or 116.

ENG 237  Literature of Love  3 credits
Poems, plays, and novels which treat the subject of love, approached from historical and critical perspectives.
Prerequisite: ENG 112, 114, or 116.
ENG 239  Man’s Search for Meaning  3 credits
The Ulysses theme as it has appeared in several works of literature. Emphasis on the ways various authors have approached the theme, both because of their individual identities and because of the times and cultures in which they lived. Prerequisite: ENG 112, 114, or 116

ENG 241  Survey of Children’s Literature  3 credits
Wide reading of classic and current children’s literature, including the history and development of the various genre. Criteria for judging children’s books. Classroom techniques in storytelling and related activities. Required of students majoring in Early Childhood Education. Prerequisite: ENG 112, 114, or 116.

ENVIRONMENTAL DESIGN

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

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. Laboratory required.

ENV 105  Cartography and Photo-Interpretation  3 credits
Instrumentation and methodology employed in making measurements, preparation of base maps from established maps and aerial photos with emphasis on environmental interpretations. Laboratory required.

ENV 107  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. Laboratory and field trips required. Prerequisites: ENV 101 and ENV 105

ENV 108  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. Laboratory and field trips required. Prerequisite: ENV 107

FIRE SCIENCE TECHNOLOGY

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 111  Building Construction  3 credits
Exploration of building construction and design with emphasis on fire protection concerns. Review of statutory and suggested guidelines, local, state and national.

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.
FRENCH

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.

GRAPHICS

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  2 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.

HISTORY

HIS 101 Western Civilization — I  3 credits
The major ideas, institutions and developments of Western Civilization from ancient times to the Renaissance. Themes include the nature of man, relationship of the individual to society, relationship of man to his universe, role of religion, the individual in history, the transition to modern modes of life and thought.
HIS 102 Western Civilization — II 3 credits
Analysis of ideas, attitudes and development that have shaped the structure of modern western societies. Protestantism and the rise of Capitalism; the state system, nationalism and the struggle for power; scientific revilution; democratic theory; industrial society and the lower classes; imperialism, war and revolution.

HIS 104 Capitalism, Socialism and Fascism 3 credits
A comparative historical investigation into the nature of Capitalism, Socialism, and Fascism in modern western societies. The comparative historical situations in which these social systems have emerged; their ideologies, appeals, economic and social philosophies, and their tensions; implications for the evolution of contemporary societies.

HIS 105 History of the American People—to 1865 3 credits
Economic, social and cultural development of the American people prior to the Civil War. Utopianism; the Revolutionary Era; the development of national consciousness; consensus and conflict; constitutionalism; the roots of American foreign policy; race relations; slavery and war.

HIS 106 History of the American People—since 1865 3 credits
Reconstruction, industrialism, and triumphant Capitalism; the Capitalist model of society; business and Protestant ethic; labor populism and dissent; imperial expansion and progressive politics; crisis in the American Dream—the Great Depression and the New Deal; minorities and change; the roots of contemporary American foreign policy to Vietnam.

HIS 107 Minorities in American History 3 credits
The role of Indians, Blacks, Chicanos, immigrants, religious minorities and women in the course of American History. Definition of minority groups and problems; roots of prejudice; comparative political, social and economic positions of American minorities, their participation in and reaction to the American social system; movements for social change; an appraisal of change; the contemporary scene.

HIS 109 The Course of American Foreign Policy 3 credits
The ideas, economic interests, and political considerations affecting the formulation of American foreign policy. Origins and assumptions of American diplomatic principles; overseas expansionism; moral idealism; the pursuit of national self-interests; development of and responses to America as a world power.

HIS 111 The American Dream: Promises and Practices 3 credits
A comparison of traditional goals and ideals—liberty, equality, individual rights, rugged individualism, unlimited opportunity, democracy, education, change, progress—the basis of the American Dream, with realities of the past and present and the responses and reactions of Americans to their ideals.

HIS 113 The Evolution of Modern Asian Societies
Emphasizes patterns of social change in the Nineteenth and Twentieth Centuries. Topics include: Chinese society and the Revolution; Indian nationalism; roots of conflict in Indo-China; the modernization of Japan.
HIS 201  Modern Europe from Waterloo to Sarajevo  3 credits
Special attention to the rise of socialism, the impact of Karl Marx, the growth
of nationalism and imperialism, and the effect of the scientific revolution on
the principal countries of Europe.
Prerequisite: 2 semesters of college history or permission of instructor.

HIS 202  Europe Since 1914  3 credits
A consideration of the important events which have created today's world.
Includes an overview of Fascism, the U.S.S.R., World War II, the Cold
War and Europe's involvement with the Western Hemisphere and the Near
and Far East.
Prerequisite: 2 semesters of college history or permission of instructor.

INTERDISCIPLINARY COURSES

INT 101  Race Relations  3 credits
Social, economic and political aspects of racial and ethnic problems in the
United States, with briefer consideration of similar problems in Africa and
Asia.

INT 103  Humanities in the Western World:
Romanticism and Classicism  3 credits
An interdisciplinary course illustrating the relationships among literature,
music, visual arts, and history. Emphasis is on defining the characteristics
of the two predominant Western responses to life: Romanticism and
Classicism.
Prerequisite: Permission of instructor.

INT 104  Humanities in the Western World:
A General Overview  3 credits
An interdisciplinary course illustrating the relationships among literature,
music, visual arts, and history. Emphasis is on tracing the responses of
various art forms to the changing patterns of our culture.
Prerequisite: INT 103 recommended; permission of instructor.

INT 201  Cultures in Transition  3 credits
The modernization process and a comparative study of specific traditional
cultures undergoing modernization. Integration of the perspectives of anthro-
pology, sociology, history and political science in examining cultural change.
Prerequisites: HIS 102 and SOC 101 or ANT 101 or permission of the
instructor.

LAW ENFORCEMENT

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 or permission of the instructor.

LAW 107 Police Procedures 3 credits
Organization and function of line operations in law enforcement including patrol, traffic and other specialized operations.
Prerequisite: LAW 101 or permission of the instructor.

LAW 109 Criminal Investigation 3 credits
Fundamentals of criminal investigation; theory and history; crime scene to courtroom. Emphasis on techniques appropriate to specific crimes and the collection, identification, preservation and transportation of physical evidence.
Prerequisite: LAW 101 or permission of the instructor.

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 or permission of the instructor.

LAW 121 Law and Society 3 credits
Factors involved in the area of human relations and its effects upon the police and society. Emphasis on sociological interaction between different societal levels or groups and the law.

LAW 200 Field Experience in Law Enforcement No credit
Supervised field experience with an approved law enforcement agency. (May be waived for students with professional law enforcement experience.)
Prerequisite: completion of one academic year in the Law Enforcement curriculum or permission of the instructor.

LAW 201 Police Organization and Administration 3 credits
Principles of organization and management as applied to law enforcement agencies; introduction to concepts of organizational behavior.
Prerequisite: LAW 101 and LAW 103 or permission of the instructor.

LAW 203 Administration of Justice 3 credits
Review of court systems procedures from incident to final disposition; principles of constitutional, federal, state, and civil laws as they apply to and affect law enforcement.
Prerequisite: LAW 101 and LAW 103 or permission of the instructor.

LAW 205 Current Issues in Law Enforcement 3 credits
Social impact of law enforcement considered. Current problems, trends, and issues in law enforcement. Topics include ethical standards, public information, human relations, court decisions.
Prerequisite: LAW 201 or permission of the instructor.
LIBRARY SCIENCE

LIB 101 Library Resources and Reference Materials 3 credits
The nature and extent of library resources with emphasis upon fundamental reference sources, their content, organization and use. Stresses practical experience in researching and locating different types of materials.

LIB 103 Introduction to Library Technical Services 3 credits
Basic techniques in acquisition, cataloging, classifying, mechanical preparation and physical upkeep of library materials both print and non-print. Stresses practical experience in preparing and processing different types of materials.

MATHEMATICS

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.

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 105 Algebra and Coordinate Geometry I 3 credits
Modern approach to notation and language of algebra; positive and negative integers with laws of signs for four fundamental operations; laws and theory of exponents; factoring; four fundamental operations with rational numbers; solution of first degree equations in one variable; solution of quadratic equations; simultaneous equations.

MAT 106 Algebra and Coordinate Geometry II 3 credits
Irrational numbers, quadratic equations involving two variables; factor theorem with synthetic division; inequalities; numerical trigonometry; periodic functions; graphs; permutations, combinations, and elementary probability theory.
Prerequisite: Math 105 or permission of the instructor.
MAT 108  Elementary Functions  3 credits
The basic principles of relations and functions. Topics include: plane coordinate systems, relations, functions in general, polynomial and rational functions, circular functions, inverse functions, exponential and logarithmic functions. Prerequisite: MAT 101.

MAT 110  Contemporary Mathematics  3 credits
Number systems and number theory; the theory of sets as it applies to the four basic operations of arithmetic; the set of integers; the set of rational numbers, the set of real numbers; sentences in one and two variables; metric and nonmetric geometry; coordinate geometry; and an introduction to statistics. Prerequisite: MAT 101 recommended.

MAT 112  Finite Mathematics  3 credits
Combinatorics and tree diagrams as applied to probability. Conditional probability. A careful study of several probability processes, including independent trials and Markov Chains. Matrix algebra with applications to probability. Prerequisite: MAT 101.

MAT 114  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, quadratic, and circular functions. Limit theorems. Differentiation of algebraic and transcendental functions. Inverse functions, exponentials, and logarithms. Applications of the derivative. Prerequisite: MAT 108 or equivalent.

MAT 202  Introductory Calculus II  3 credits
Integration of algebraic and transcendental functions. The Fundamental Theorem. Techniques of integration. Improper integrals. Applications of integration: areas, volumes, moments. 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
Prerequisite: MAT 202 or permission of the instructor.

MAT 207 Technical Mathematics III 3 credits
Basic applied concepts of analytical geometry and calculus for the industrial and engineering technologies. Differentiation, integration, numerical methods. Practical rather than theoretical orientation.
Prerequisite: MAT 104 or equivalent.

MENTAL HEALTH TECHNOLOGY

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 3 credits
An overview of the health problems of our culture with focus on their relationship to community mental health. Includes a survey of bodily functions with emphasis on the nervous system.
Prerequisite: Second year standing as a Mental Health Technology major or permission of the instructor.

MHT 113 Transactional Analysis for Mental Health Technologists 3 credits
Tools and techniques of Transactional Analysis including scripts, game theory, structural analysis and analysis of transactions at a level of intervention appropriate to Mental Health Technology.

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    No credit
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.

MUSIC

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 also be taken as a co-curricular activity without credit.

MUS 113 Instrumental Ensemble    2 credits
Open to all qualified students. Provides a variety of experiences with instrumental music, emphasizing the fundamentals of sight reading, tone production and interpretation. Instrumental ensemble may also be taken by qualified students, faculty and staff as a co-curricular activity without credit.
NURSING

NUR 101 Fundamentals of Nursing 7 credits
Foundation for technical nursing practice. Emphasis on the formulation of a personal philosophy of nursing, the scope and direction of nursing as an applied science, and the concept of interpersonal relations in the problem-solving approach as evidenced in the basic nursing skills and techniques applied to patients. Clinical laboratory required.

NUR 103 Physical and Mental Illness I 9 credits
Content material presented in relation to broad concepts of major health problems progressing from simple to complex, healthy to unhealthy, and providing close correlation between theory and clinical practice. A comprehensive background of information upon which to develop knowledge and skills necessary to give nursing care to individual patient and his illness. Effect of physical and mental illness on the health and nursing needs of selected individuals in all age groups as a base for integration of pharmacology, nutrition, interpersonal relations, and mental health concepts into a developing framework of knowledge and skill needed to give thoughtful and competent patient care at the beginning level. Clinical laboratory required.
Prerequisite: NUR 101

NUR 203 Physical and Mental Illness II 9 credits
A continuation of the scope and direction as described in NUR 103. Theoretical and clinical applications center on rendering nursing care to patients having multiple and/or more complex nursing needs. Clinical laboratory required.
Prerequisite: NUR 103

NUR 205 Historical and Professional Trends in Nursing 3 credits
Historical development and social impact of the profession of nursing. Current problems and trends in nursing service and nursing education. Social legislation affecting health; professional organizations; licensure; positions available to the associate degree graduate.

NUR 209 Family-Centered Nursing 8 credits
Introduction to the role of the nurse in maternal and child care. Physiological, psychological, and religious factors involved in the care of mothers and children. Family unit serves as the framework for study. Normal aspects stressed, but adaptations made to include common complications. Clinical laboratory required.
Prerequisite: NUR 101

PHILOSOPHY

PHI 101 Logic and Scientific Method 3 credits
Traditional logic; the deductive process of reasoning and the method of knowing and handling the material of science; the inductive process.

PHI 103 Introduction to Philosophy 3 credits
The meaning and method of philosophy; problems of knowledge and belief; the mind-body problem values. Selected readings of classical and contemporary philosophers.
PHI 105 Ethics: The New Morality
Moral and value systems; special attention to modern ethical and moral thought. Method will be philosophical rather than descriptive or behavioral.

PHI 107 Utopias: Social Ideals and Communal Experiments
The Utopian idea as it has developed and persisted in the history of man, from the Greeks to our own time.

PHYSICS

PHY 101 General Physics I
Non-calculus treatment of mechanics and heat. Vectors, velocity and acceleration, force and motion, work, power, energy, torque, rotation of rigid bodies, momentum, uniform circular motion, vibratory motion, hydrostatics, fluids in motion, temperature, heat phenomena, heat transfer, molecular kinetic theory, thermodynamics. Laboratory required. Prerequisite: MAT 102 or equivalent.

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

PHY 103 Introductory Physics I
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. Prerequisites: 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.

POLITICAL SCIENCE

POL 101 American Politics
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 102 Comparative Politics** 3 credits  
Political institutions and processes in Great Britain, France, Germany, and the U.S.S.R. Selective comparisons with non-European political systems.

**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.  
Prerequisite: POL 102 or permission of instructor.

**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

**PSYCHOLOGY**

**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 209 Abnormal Psychology** 3 credits  
Dynamics and symptomatology consistent with major organic and non-organic based problem behaviors including psychoses, neuroses, personality disorders, retardation, and brain damage.  
Prerequisite: PSY 101.
PSY 211  Psychology of Education  3 credits
Psychological principles and concepts related to educational settings; special emphasis in the areas of scientific method, learning, psychological testing, measurement and development.
Prerequisite: PSY 101 or permission of the instructor.

RECREATION

REC 101  Introduction to Recreation  3 credits
Considers the entire growth field of recreation including its history, philosophy, and principles as related to the use of leisure; recreation as a social force. Especially designed to create an awareness of career opportunities in the field of recreation.

REC 103  Social Recreation  3 credits
Prepares students to conduct social play. Organization, leadership techniques and activity skills for planning and directing social recreation activities. Includes pre-party games; ice breakers; mixers; active, quiet, and nonsense games; stunts; and tricks. Emphasis on program planning as related to seasonal activities.

REC 105  Aquatic Sports  2 credits
Basic skills, knowledge and teaching techniques for a variety of aquatic sports applicable to a recreation program. May include aquatic games, recreational swimming, skin and scuba diving, fly and bait casting, canoeing and sailing.
Prerequisite: Swimming proficiency test.

REC 107  Recreational Sports  3 credits
Participation, demonstration and lectures acquaint students with a variety of sports and games applicable to a recreation program. Emphasis on organizing and conducting a community sports program. Includes teaching techniques utilized in recreational sports.
Prerequisite: REC 101

REC 109  Program Planning  3 credits
Principles and techniques of program development. Understanding comprehensive programming for a variety of settings with a thorough analysis of all program areas as related to basic objectives and leadership.
Prerequisite: REC 101

REC 111  Environmental Recreation  3 credits
Develops an understanding and appreciation of a wide range of outdoor recreation concepts and activities as well as the proper use of natural resources. Laboratory and field trips include camping and hiking, nature oriented activities and environmental education.
Prerequisite: REC 101 or permission of the instructor.

REC 113  Nature Interpretation  3 credits
An introduction to the interpretation of the natural and man-made environment, including specific leadership techniques and related methods and materials of nature interpretation. A problem centered course with direct experience in the field.
Prerequisite: REC 111
REC 115 Field Work I  
Experience in planning, organizing, conducting, and evaluating recreation programs in a local agency. Settings change each semester.

REC 116 Field Work II  
Experience in planning, organizing, conducting, and evaluating recreation programs in a local agency. Settings change each semester.  
Prerequisite: REC 115

REC 121 Arts and Crafts  
Basic skills and teaching techniques that enable the recreation leader to provide creative craft experiences for participants in camps, playgrounds, clubs and other recreation settings.  
Prerequisite: REC 101

REC 123 Music  
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  
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.  
Prerequisite: REC 101

REC 127 Dance  
Basic skills, teaching techniques, materials and program organization of dance in recreation settings. May include folk, square, social or creative dancing.

REC 200 Field Experience in Recreation Leadership  
Field experience with an approved recreation agency. Placement by faculty.  
Prerequisite: Second year standing as a Recreation Leadership major.

REC 201 Supervision of Recreation Services  
The investigation, analysis, and application of both theoretical and practical research in the field of employee supervision with emphasis on recreation services.  
Prerequisite: REC 101

REC 203 Trends and Issues  
Seminar in contemporary trends and issues in recreation. Survey of particular problems includes: urban and rural recreation, social change, changing concepts in recreation, and public relations.  
Prerequisite: REC 101

REC 205 Group Leadership  
An analysis of group dynamics and leadership processes with application to leadership techniques.  
Prerequisite: REC 101
REC 215  Field Work III  1 credit
Experience in planning, organizing, conducting, and evaluating recreation programs in a local agency. Settings change each semester.
Prerequisite: REC 116

REC 216  Field Work IV  1 credit
Experience in planning, organizing, conducting, and evaluating recreation programs in a local agency. Settings change each semester.
Prerequisite: REC 215

SCIENCE

SCI 101  Physical Science I  3 credits
A fused treatment of the major principles normally dealt with in chemistry and physics. Covers the broad areas of matter, matter in motion, energy and its transformations, interactions of matter and energy. No laboratory.
High School algebra recommended but not required.

SCI 102  Physical Science II  3 credits
A fused treatment of the major principles normally dealt with in chemistry and physics. Emphasis upon modern developments and their impact upon society. Includes the philosophical and social influences of science in our modern culture. No laboratory.
High School algebra recommended but not required.

SECRETARIAL SCIENCE

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 training including attention to spelling, grammar, and punctuation.

SEC 102  Shorthand II  3 credits
Review of Gregg Shorthand, Diamond Jubilee Series, with emphasis on vocabulary building and speed building through dictation. Minimal standards set at 60 wpm for three minutes.
Prerequisite: SEC 101 or equivalent.

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 Typewriting Development I 3 credits
The keyboard; accuracy and speed; parts of the machine and preventive maintenance; centering horizontal and vertical typing; business letters.

SEC 113 Typewriting Development II 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 Typewriting Development III 3 credits
Daily accuracy and speed drills; timed writings. Technical, statistical, professional, governmental and executive typing.
Prerequisite: SEC 113 or permission of the instructor.

SEC 117 Typewriting Development IV 3 credits
Improvement of office typing ability by simulating some of the challenges presented in an actual office setting. Production skills and decision making are stressed.
Prerequisite: SEC 115 or permission of the instructor.

SEC 119 Business Communication 3 credits
Principles of effective writing as applied to various business letters. Oral communication with stress on telephone techniques.

SEC 201 Stenography 3 credits
A combination of advanced shorthand and typing. Dictation for speed building with minimal standards set at 80 wpm for five minutes.
Prerequisite: SEC 102 or 113.

SEC 202 Transcription 3 credits
Advanced stenography. Machine and shorthand transcription for mailability.
Prerequisite: SEC 201.

SEC 203 Office Procedures 3 credits
Operations and functions of business machines and records management. Student completes projects on ten-key adding machine, electronic calculator, full keyboard adding machine, rotary calculator, key driven calculator, spirit and ink duplicators, and proportional spacing typewriter.
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. Available only to students in the Secretarial program.
Prerequisite: SEC 201 and SEC 203.

SEC 231 Medical Terminology and Procedures I 3 credits
Roots, prefixes and suffixes used in medicine. The building of medical words, their spelling, pronunciation and definition. Typing medical forms. An understanding of professional conduct, ethics and human relationships; office management; legal implications; medical, financial, and insurance records as they apply to the duties of the medical secretary.
Prerequisites: BIO 105; SEC 102 and 113 or permission of the instructor.
SEC 232  Medical Terminology and Procedures II  3 credits
Structural analysis of medical terms. Extension of medical vocabulary and medical typing. An introduction to the routines of a doctor’s office: making appointments; keeping patients’ records up to date; typing numerous forms for insurance companies, government offices, and other agencies; handling doctor’s correspondence; keeping financial records; ordering supplies and equipment; etc.
Prerequisite: SEC 231.

SEC 241  Legal Terminology and Procedures I  3 credits
Spelling, pronunciation, and definition of legal terms. Dictation from a wide variety of legal material. Preparation of legal correspondence, testimony, case reports and documents used in business and formal court procedures.
Prerequisites: SEC 102, SEC 113, SEC 201.

SEC 242  Legal Terminology and Procedures II  3 credits
Continuation of the technical legal vocabulary and the various procedures concerning the law. Typing of legal and office forms and letters. Background information concerning law theory and practice.
Prerequisite: SEC 241.

SOCIOLOGY

SOC 101  Principles of Sociology  3 credits
An introduction to the study of society through basic concepts and methodology emphasizing culture, social system, institutions, status, role, norms, interaction, deviance, small group, and social stratification areas of sociological research. Not available to students taking SOC 103.

SOC 105  Sociology of Work  3 credits
The historical and cultural development of work with emphasis on economic and social cycles developed through the process of socialization and stratification. The importance of understanding these cycles in determining individual career patterns. To include vocational testing and counseling plus field work.

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

SPANISH

SPA 101  Elementary Spanish I  3 credits
Introduction of the language through conversation followed by a systematic study of practical grammar and phonetics. Readings correlated with what is learned through conversation. For beginners and students who have not successfully completed one year of High School Spanish. Laboratory required.
SPA 102  Elementary Spanish II  3 credits
Continued development of basic language skills through conversation, study of grammar and phonetics, and correlated readings. Laboratory required.
Prerequisite: SPA 101 or equivalent.

SPA 201  Intermediate Spanish I  3 credits
Refinement of written and conversational skills, through selected readings in literature.
Prerequisite: SPA 102 or permission of the instructor.

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

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

SPEECH AND THEATER

SPE 101  Oral Communication  3 credits
Principles and practice, stressing the concept of speaker-listener interaction. Participation in a variety of speech situations. Includes informative and persuasive speaking, discussion and group leadership.

SPE 103  Introduction to The Theatre  3 credits
Play reading and analysis, drama criticism, theatre history, forms of drama, and the process of play production studied with the aim of increasing appreciation of the theatre and enjoyment of the dramatic experience. Field trips to plays and theatres.

SPE 105  Oral Interpretation of Literature  3 credits
Oral interpretation of the poem, essay, short story and play; emphasis on literary analysis as the foundation of performance. Workshop method: small group preparation of individual selections.

SPE 111  College Theatre Workshop  3 credits
Acting, directing, or other involvement in one-act plays required of all participants.
Prerequisite: Permission of the instructor

SPE 115  Summer Theatre Workshop  3 credits
Intensive training in theatrical production, rehearsal and performance. Registration in advance required.
Prerequisite: Permission of the instructor.

SPE 121  Group Discussion  3 credits
Principles of group discussion with emphasis on the role of the discussant as a speaker and listener. Deals with contemporary issues and problems.

SPE 201  Persuasive Speaking  3 credits
The art of persuasion. Emphasis on the roles of semantics, propaganda, human motivation, proof, evidence, ethics. Workshop tools may include mock trial and debate.
Prerequisite: SPE 101 and permission of instructor.
PERSONNEL
ADMINISTRATION, FACULTY AND STAFF *

Lewis O. Turner
B.A., Lynchburg College
M.Ed., Ed.D., University of Virginia

President

Luella B. McLaughlin

Secretary to the President

Ethel M. Case
B.A., Brooklyn College
M.A., Columbia University
M.P.A., University of Michigan

Director of Community Services

Raelee W. Cohen
Secretary to the Director of Community Services

Philip R. Day, Jr.
B.A., University of Maine
M.Ed., State University of N.Y. at Buffalo

Assistant to the President

Jerry Sears
E.E.A. Regional Occupational Resource Developer
A.A., Greenfield Community College
B.F.A., University of Massachusetts

Arthur W. Shaw
Director of Communications; Journalism
A.A., B.S. in J.O., M.Div., Boston University

Barbara Meader
Secretary to the Director of Communications

Donald W. Brown
B.S., M.Ed., Springfield College

Acting Dean of Students

Elaine Budrewicz

Director of Admissions

Sharon Fiske

Secretary, Office of Admissions

James A. Barnshaw
B.A., Colgate University
M.D., State University of New York
Upstate Medical Center

Secretary to the Dean of Students

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R.N., Massachusetts General Hospital

Nurse Associate

Margaret A. Campbell
B.A., Drew University
M.Ed., Springfield College

Director of Financial Aid

Transfer Officer

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M.Ed., Springfield College

Counselor

Eleanor J. Goodman
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M.E., University of Massachusetts

Counselor

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A.A., Greenfield Community College
B.S. in B.A., Suffolk University

Director of Student Activities

Cheryl Desmond
Secretary to the Director of Student Activities
A.S., Greenfield Community College

Thomas J. King
B.B.A., University of Houston
A.S., Greenfield Community College

Director of Veterans’ Services

* As of April 1, 1974.
Elaine Brooks                     Secretary, Office of Veterans' Services
Mark L. Stuart                   Registrar
   B.S., Long Island University
   M.Ed., Springfield College
Robert Yacubian                  Director of Career Counseling and Placement
   B.S., B.A., Babson College
   M.Ed., University of Massachusetts
Frances Callaghan                Secretary, Office of Student Personnel Services
Beryl Holloway                   Secretary, Office of Student Personnel Services
Jean Shippee                     Secretary, Office of Student Personnel Services
   A.S., Greenfield Community College
Patricia Sysko                   Secretary, Office of Student Personnel Services
   A.S., Greenfield Community College

Robert W. Gailey                 Dean of Administration
   B.S., University of New Hampshire
   M.Ed., University of Massachusetts
Martha Massey                    Secretary to the Dean of Administration
   Business Manager
Henry G. Boucher, Jr.            Senior Bookkeeper
   B.A., M.B.A., University of Massachusetts
   Senior Bookkeeper
Virginia Callaghan               Secretary, Business Office
Dorothy Mullins                  Principal Bookkeeper
June Richardson                  Director of Physical Plant
   B.S.C.E., Duke University
   M.B.A., American International College
Jean Call                        Duplicating Services Technician
Hubert Carignan                  Storekeeper
Sterling Clark                   Electrician
Hulbert G. Denison               Custodian
George Fournier                  Plumber
Donald Grogan                    Custodian
John Markwell, Jr.               Maintenance Foreman
   A.S., Greenfield Community College
Phyllis M. Meyer                 Switchboard Operator
John W. Pride, Jr.               Maintenance Mechanic
Robert Roberge                   Custodian
Timothy Shippee                  Custodian
Allen Urkel                      Custodian
James Williams                   Mail and Supplies Clerk
Frank Mirabello                  Director of the Computer Center
   A.S., Greenfield Community College
Lida Krol                        Secretary to Director of Computer Center
Sylvia M. Carey                  Computer Programmer
Sandra Haughney                  Computer Center
Patricia Martin                  Computer Programmer
   A.S., Greenfield Community College
John R. Evans  Director of Auxiliary Services
Elizabeth M. Rosewarne  College Store Bookkeeper
Lonnie Togneri  Clerk Bookstore

Jacob B. Padgug  Dean of Faculty
  B.A., M.A., New York University
  Ed.D., Columbia University
Elizabeth T. Ballou  Secretary to the Dean of Faculty
Robert J. Welsh  Assistant to Dean of Faculty; Management
  B.S., M.S., Ed.D., Syracuse University
Ruth Gillett  Secretary, Office of Dean of Faculty

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  M.A., Columbia University
  Ph.D., Syracuse University
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Bernard Drabeck  Coordinator, English
  A.B., College of Holy Cross
  M.A., Ph.D., University of Massachusetts
Peter H. Dudley  Art
  B.F.A., Rhode Island School of Design
  M.F.A., University of Massachusetts
Helen E. Ellis  English
  B.A., University of Massachusetts
  M.A.T., Smith College
  Ph.D., University of Massachusetts
Saul Greenblatt  Speech
  B.S., Emerson College
  M.S., Emerson College
T. Budge Hyde  Coordinator, Art
  B.F.A., University of Utah
  M.F.A., University of Cincinnati
Christopher P. James  Art
  B.F.A., Massachusetts College of Art
  M.A.T., Rhode Island School of Design
George H. Johnston  Speech and Theatre
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  M.A., University of Massachusetts
Grace E. Mayberry  Music
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  M.M., University of Massachusetts
Joan S. Osborne  History
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M.F.A., University of Massachusetts

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M.A., Middlebury College

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A.S., Fisher Junior College  
B.A., University of Massachusetts  
M.A., Mount Holyoke College

Charles W. Roberts  
B.A., Drew University  
M.A., Appalachian State University

Saul Sherter  
B.A., Northeastern University  
M.A., Boston University

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B.S., Webb Institute of Naval Architecture  
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Art

English

Art

English

History

Art

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THE FACILITIES

Greenfield Community College will occupy its new campus in September, 1974.

Located on 80 acres in Greenfield Meadows, the $16\frac{1}{2}$ million facility was designed by Ernest J. Kump Associates and constructed by Daniel O'Connell Sons, Inc.

The building is terraced up a hillside and has five levels in the core building which houses executive offices, the college library, computer center, college store and cafeteria. The north and south academic wings contain six faculty-student centers which will serve as gathering and focal points for many college activities. Exterior multilevel courtyards will give students charming surroundings in which to relax during warm weather.

The first phase of construction will accommodate 1500 students. Plans for future construction include physical education facilities and an auditorium.

Ample parking space has been provided and there will be regular bus service from Court Square in the center of Greenfield scheduled to meet class hours at the college.