GREENFIELD COMMUNITY COLLEGE

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 1974 of 1300 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.

Greenfield Community College is in compliance with the Civil Rights Act of 1964 and admits students without regard to race, color, or national origin.

THE FACILITIES

Greenfield Community College occupied its new campus in August, 1974. Located on 80 acres in Greenfield Meadows, the $16.5 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 area which houses executive offices, the college library, computer center, AV center, TV center, college store and cafeteria. The north and south academic wings contain six faculty-student modules which serve as gathering and focal points for college activities. Exterior multilevel courtyards give students charming surroundings in which to relax during warm weather.

The present construction was built to accommodate 1500-2000 students. Plans for future construction include physical education facilities and an auditorium.

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

FALL SEMESTER

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"This catalog is a prospectus and in no way constitutes a contract with students and is subject to revision without prior notice."
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.
- 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.
- Following receipt of all records the applicant's credentials will be evaluated and the applicant notified by mail of the decision.

Policies and Procedures

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: transfers 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 by the United States Armed Forces Institute or other recognized educational programs.

Expenses
Application Fee
A $10.00 non-refundable fee must accompany applications for admission.

Graduation Fee
A $15.00 fee must be paid at the time of application before the degree is awarded. This authorized fee has been set by the Board of Trustees and covers the expense of graduation, including the diploma, cap, gown and other commencement activities.

Insurance Program
Every student is required to subscribe to the Student Accident Insurance Plan at a basic charge of $2.00 per year. Students are strongly urged to take advantage of the Supplemental 24-hour Accident and Sickness Medical Plan at an additional cost of $27.50 per year. Options are available under the 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.

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 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 credit hours are full-time students.
Students carrying less than 12 credits are part-time students.
Students with special programs not fitting any curricular pattern are Special Students regardless of their full-time or part-time status.
Laboratory Fees
For certain courses where the student regularly uses consumable or breakable materials (i.e., paint, paper, film, chemicals, test tubes, etc.) a laboratory fee is charged. The usual fee for such a course is $5 payable with tuition.

Student Activities Fee
This nonrefundable fee of $20.00 per semester 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 and recreational activities for students. In addition, payment entitles each student to the student handbook, newspaper and student identification card. Students enrolled part-time (fewer than 12 credits) pay a fee of $10.00 per semester.

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 $26.00 per credit hour or equivalent.

In accordance with College policy, all charges for tuition, fees due and payable approximately 21 days prior to the date of registration for each semester. Bills will be rendered in advance and payment may 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 due date for billing. Fee bills are prepared. Known scholarships are shown on the fee bills. If such amounts are not deducted from the total deductions may not be made from the bill until satisfactory evidence has been presented to the Financial Officer of the College by the donor.

GRADUATION
Reports of grades are issued to students after the end of the semester and at the end of the summer session. At the approximate midpoint in each semester preliminary reports of academic deficiency are mailed to students. The following grades are used:
A — Excellent
B — Good
C — Satisfactory
D — Poor
F — Failing
S — Satisfactory work in a non-credit course
INC — Incomplete
W — Withdrawn
AUD — Audit (not registered for credit)
CR — Credit (credit-no credit option)
NCR — Credit (no credit option)
(Changing 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 replaced by an F.
CR-NCR (credit-no credit option) is an option available for one course each semester with approval of the student advisor; it has no effect on the grade point average. Credit is equivalent to a grade of "C" or better.
A student electing the CR-NCR option must pass the course to receive credit. 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.
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>
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<tbody>
<tr>
<td>A</td>
<td>4.00</td>
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<tr>
<td>B</td>
<td>3.00</td>
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<tr>
<td>C</td>
<td>2.00</td>
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<tr>
<td>D</td>
<td>1.00</td>
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<tr>
<td>F</td>
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</tbody>
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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.

A course in which a student earns the grade of D or F may be repeated once. The new grade, if higher, replaces the old grade for purposes of computing the cumulative grade point average. Courses in which grades higher than D are earned may not be repeated for credit.
Inclusion on the Dean’s List requires a GPA for the semester of at least 3.0, 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 1.55 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 1.55 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 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 average. 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>
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<tr>
<td>During 1st week of classes</td>
<td>90 per cent</td>
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<tr>
<td>During 2nd-3rd weeks of classes</td>
<td>70 per cent</td>
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<td>During 4th week of classes</td>
<td>50 per cent</td>
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<td>After four weeks of classes</td>
<td>None</td>
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Refunds are first applied to reimburse scholarship or loan funds, and any remaining amount is refunded to the student.

Exceptions:
A student who makes an advance payment and then, for any reason, does not attend any part of the next semester or term at the College will be given a full refund of tuition. The $10.00 application fee payment, required of new students, is not refundable, nor is the Student Services 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.

Domicile is determined by the answers to questions contained in a "Request for Certification of Residence for Tuition Purposes" form available from the College. College officials will determine the domicile of his parents or legal guardian."

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 state grant 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."

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

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

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.

CHECK CASHING SERVICE
The College store will cash students' personal checks up to ten dollars. A College ID must be presented. There is no charge for this service, however, there is a $5.00 charge for returned checks that are cashed at the Store.

COLLEGE STORE
Located in the Core to the left of the front entrance, the College store is operated under a Trust Fund the purpose of which is to engage in the sale of books, general supplies, and equipment, and such merchandising and service operations necessary to serve the needs of the students, the faculty and the College.

The store is open from 9:00 A.M. to 5:00 P.M. every day during the academic year, and from 10:00 A.M. to 6:00 P.M. Monday through Thursday evenings during the first two weeks of the semester.

A complete line of supplies and required texts is carried, along with an extensive display of current paperbacks and study guides geared to the College student. Special orders may be placed for specific books. Also available are shirts, jackets, charms, college rings, stationery and other sundry items.

Students should plan to spend approximately $85.00 for books and supplies for the first semester and about $45.00 in the second semester. Students are advised to attend classes before purchasing textbooks. No charging is permitted.

The policy of the College is as follows:
If you discontinue a class for which you have already purchased books, a refund will be made under the following regulations:
1. Refunds are made for a period of two weeks after classes begin for the semester.
2. Books must not be marked or damaged.
3. You must present both the sales slip and an approved "petition for course change."

Refunds do not apply to any other merchandise in the store.

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, state Employment Offices, and Greenfield Community College. Completed applications should be mailed to Basic Educational Opportunity Grant Program, P.O. Box 2284, Washington, D.C., 20013.

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 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.

FOODSERVICE
The College provides a full meal service in their new, modern dining facilities located in the Core of the campus to the right of the front door.

A full breakfast menu, hot entrees, sandwiches, hot and cold drinks, and a daily dinner special are featured at attractive prices. Special group dinners or luncheons can be provided by contacting the Resident Manager of the Food Service Organizations in advance.

Food is available at all times during the day from 7:00 A.M. to 7:00 P.M. in the Dining Room and vending machines supplement the service at other hours.

GED (GENERAL EDUCATIONAL DEVELOPMENT) PROGRAM
The College offers free preparatory classes both days and evenings which will enable non-high school graduates to obtain a high school equivalency certificate recognized by both employers and institutions of higher learning. Testing is available for a nominal fee at the College by appointment.

HEALTH SERVICE
The staff of the G.C.C. Health Service is composed of one full-time College Health Nurse Practitioner, one part-time registered nurse and two part-time physicians. The physicians are available on campus about 4 hours a week. The Health Service is open from 9:00 A.M. to 5:00 P.M. daily and is equipped to handle most problems common to the college population. All records are confidential and information is not shared with anyone without permission of the student. All treatment in the Health Service is free; but we do not have full laboratory facilities and students who need laboratory studies or x-rays are referred to the local hospital. We strongly advise students to purchase the Student Health Insurance. This policy is designed for college students and covers most common problems. If you are not covered by another health plan, invest in the Student Medical Plan before you start college.
HOUSING AND TRANSPORTATION
Greenfield Community College does not provide dormitory facilities since it is an institution designed primarily to serve the commuting student.
Ample, well-lighted parking space has been provided on campus and there is regular bus service from Court Square in the center of Greenfield scheduled to meet class hours at the College.
For those students who find it inconvenient to commute from home, the Student Activities Office (located in C133), offers assistance in finding local housing. Students are required to notify the Student Personnel Office of any change of permanent or local address.

LEARNING RESOURCES
Audiovisual Services
The AV Center is centrally located on the second floor of the Core in Rooms C214 and C215. Audiovisual services include the distribution and maintenance of all AV equipment, consultation in the design of instructional materials and the production of overhead transparencies, slides, slide-tape presentations, audio-tapes, and other teaching aids. The Center also provides in-service training for faculty and staff in the production of AV materials. The Audiovisual Center is open every day of the year except Saturdays, Sundays, and Holidays from 9 A.M. to 5 P.M., and until 10 P.M. Mondays through Thursdays when classes are in session.

Library Services
A collection of over 40,000 units of print and non-print material is housed in a magnificent new Library with a panoramic view of the Connecticut Valley. In addition to a rich variety of books, periodicals, newspapers, films, filmstrips, slides, audio-tapes and phonodiscs, the Library offers beautifully designed areas for specialized services such as a sound-proof listening room, a sunken periodical reading room, and a microfilm reading-printing area. The Archibald MacLeish collection is housed in a special room within the Library. Materials are by and about the prominent local poet are available for research or other scholarly pursuits.
The Library is open every day of the week and the daily hours are posted.

Television Services
The Television Center is conveniently located on the second floor in the college’s core area in rooms C202, C203 and C206. Television services include the distribution of all television equipment and aid in planning and producing video tape presentations. The Center also provides training for students, faculty and staff in the production and use of video tape equipment. The present facilities include a fully equipped black and white television studio, 1/2" and 1" video tape recorders and players, large classroom monitors, and portable video tape recording equipment.
The Television Center is open every day of the year except Saturdays, Sundays, and Holidays from 9 A.M. to 5 P.M., and until 10 P.M. Mondays through Thursdays when classes are in session.

Three important additions will improve our capabilities in the near future: first is the installation of a four camera color television system to augment our present black and white equipment; second is the installation of a multi-channel closed circuit distribution system broadcasting to 45 instructional stations throughout the campus and capable of originating from many of these stations; third is a greatly expanded originating capability over the local CATV network.

THE LEARNING SKILLS PROJECT
The Learning Skills Project 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. These services are available to all students on a walk-in basis. The Learning Skills Project is located on the second floor of the Core in the Special Services offices.

PERSONAL COUNSELING SERVICES
The Counseling Center staff is prepared to assist students in exploring their growth potential in addition to any personal concerns they may be facing while in school. All dealings are strictly confidential and at the student's convenience. No appointments are necessary. For further information, refer to the Counseling Center brochure or contact Special Services on the second level in the Core section of the campus.

PLACEMENT SERVICES
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.

STUDENT ACTIVITIES PROGRAM
The Student Activities program is a vital part of the College community. The program encourages students to take responsibility for their own activities. The function of the Student Activities program is to assist student groups in planning and operating their programs. The faculty is encouraged to serve in the role of organizational advisors and participants at various activities.
Typical activities include intramural activities, varsity athletics, social activities, recreation activities, cultural programs, exhibits, workshops, lectures, films, tours, trips, clubs and College publications.

THE STUDENT ASSOCIATION
The Student Association of Greenfield Community College is the basic structure within which Student Government and the Student Activities program exists.
The Association is operated by means of a constitution which has been approved by the Student Government. Through the constitution, the students of Greenfield have a means of organizing activities and programs to meet students interests and talents. All students who pay the student fee are considered to be members of the association. Members may hold office, vote in elections and participate in association programs.
The Student Government, elected by members of the student association, approves student organization budgets and supervises expenditures with the consent of the College president. Its objectives are:
1. promoting and supporting activities that enhance the needs of the College community.
2. administering and allocating the funds
of the student association in conjunction with the administration.
3. representing the student body on and off campus.
4. acting with College officers in supervision of the College activities program.

TRANSFER
The Student Personnel Office assists students in formulating and completing transfer plans. Students who may be considering transferring to a four-year institution are encouraged to consult with their advisor and/or the transfer officer early in their college career to discuss transfer plans. Application forms and information about many Massachusetts four-year institutions are available in the Student Personnel Office. Questions about transfer procedures should be referred to the Director of Transfer, Student Personnel Office.

VETERANS' AFFAIRS
The College is approved by the Veterans Administration for attendance by veterans eligible for VA Educational Assistance or the VA Rehabilitation Program. This applies to the Day, Evening or Summer Division. Dependents of deceased or totally disabled veterans, whose death or disability is service connected, are also eligible for receipt of VA Educational Assistance.
The Commonwealth of Massachusetts provides for tuition exemption for Vietnam Era veterans, at state supported institutions of higher education, for veterans with creditable service to the Commonwealth, i.e., a resident of Massachusetts at the time of entry into active service. This applies only to students who are attending Day Division Classes.
The Commonwealth also provides for reimbursement to children of deceased Massachusetts veterans who died as a result of war service.
Information regarding application and procedures for these programs is available from the Office of Veterans' Affairs.

THE COMMONWEALTH
The Commonwealth Board of Regional Community Colleges, of which Greenfield Community College is a member, has endorsed the Commonwealth Transfer Compact, a policy enacted in May, 1974, for the purpose of facilitating student mobility in Massachusetts public higher education. The Compact guarantees that a student who fulfills the course distribution requirement as stipulated in the Compact and holds an A.A. or A.S. degree from a Massachusetts community college, and who subsequently transfers to a four-year public institution in Massachusetts will be awarded: (1) at least 60 semester hours of work toward a baccalaureate degree and (2) at least 33 credit hours toward fulfillment of the general education (core) requirement for the baccalaureate degree. Further, the associate degree holder who is accepted for transfer under the Compact will be subject to no special requirements beyond those specified as major department and/or graduation requirements for students who originally enrolled in the four-year institution as freshmen.
An associate degree which is transferable as a unit under this policy is defined as the equivalent of at least 60 hours of undergraduate college-level study, including:
(a) 6 hours of English-communication
(b) 9 hours of behavioral-social sciences
(c) 9 hours of humanities-fine arts
(d) 9 hours of mathematics-sciences
(e) the remaining credits to be on a college level.

It should be noted that the earning of an A.A. or A.S. degree does not guarantee acceptance to any four-year state institution, but does guarantee the transfer of credits as outlined above should the student be accepted for transfer.
For further information and clarification of the Commonwealth Transfer Compact, contact the Director of Transfer and Placement, Student Personnel Office.

TRANSFER COMPACT

A student admitted to the College 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. Persons of post-high school age may wish to take credit or non-credit courses, either during the day or evening for purposes of occupational upgrading or personal enrichment.
The College recently began to offer a variety of leisure education courses. The goal of the new leisure education program is to provide opportunities for developing skills necessary to promote and maintain physical fitness. As it grows the program will consist of diversified course offerings — many of them unusual — and may include such activities as scuba diving, angling, field archery, camping, rock climbing, orienteering, kayaking, cycling, and karate. Some of the traditional life-time sports will also be offered such as archery, bowling, golf, tennis, volleyball and swimming.
Until permanent college facilities are completed, the program will rely heavily upon nearby community resources.
Curriculums and course offerings of the College are implemented through six 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. 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.
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 associate degree programs in:

- Liberal Arts
- Law Enforcement
- Management
- Marketing
- Media Technology
- Nursing
- Recreation Leadership
- Secretarial Science

require more. In addition, the College offers a one-year certificate program in Office Assistant. In the future other certificate programs may be made available.

Division of Humanities

The Division of Humanities offers a variety of opportunities to study literature, language, history, art, philosophy, music, speech and theater. In addition to providing the basis for advanced study in these subjects, the Division offers associate degree programs in Art and Graphic Design. Course work in music and speech is supplemented by opportunities to participate in choral, instrumental, and theatrical experiences. As befits its title, the Division is dedicated not only to academic competence, but also to guiding the student to an appreciation of his relationship to the rest of the Family of Man.

Division of Natural Sciences

This Division offers 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 Civil Engineering Technology, Environmental Science, Fire Science, and Nursing.

Science majors and other students planning transfer will find a variety of basic courses in Biological, Earth and Physical Sciences.
ART CURRICULUM

1st Semester
ENG English Composition I (any option) 3
Behavioral Science Elective 3
ART 103 Art History I 3
ART 121 Design I 3
ART 131 Drawing I 3
ART 115 Sensory Phenomena I 3

1st Semester
ART 231 Life Drawing I 3
Art Studio Electives 6
Liberal Arts Elective 3
General Elective 2

SECOND YEAR

Credits
2nd Semester
ENG English Composition II (any option) 3
or ENG 123 Report Writing 3
Behavioral Science Elective 3
ART 104 Art History II 3
ART 122 Design II 3
ART 132 Drawing II 3
ART 116 Sensory Phenomena II 3

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 241 Painting I 3
ART 251 Photography I 3
ART 271 Graphic Design I 3
ART 233 Printmaking I 3
ART 285 Directed Study in Art 3

BUSINESS DATA PROCESSING CURRICULUM

1st Semester
DAT 101 Data Processing for Business and Management 3
ACC 101 Intro. to Accounting I 3
ENG English Composition I (any option) 3
MAT 101 Fund. Concepts of Math or BUS 101 Principles of Management 3

2nd Semester
DAT 103 Intro. to ANSI COBOL 3
ACC 102 Intro. to Accounting II 3
ENG 123 Report Writing 3
MAT 114 Probability and Statistics or Liberal Arts Elective 3
Liberal Arts Elective 3

SECOND YEAR

1st Semester
DAT 201 Intro. to Systems Analysis and Design 3
ECO 101 Principles of Economics I 3
BUS 105 Business Law I 3
Elective 3

2nd Semester
DAT 202 Advanced Computer and Programming Systems 3
ECO 102 Principles of Economics II 3
SPE 101 Oral Communication or SPE 121 Group Discussion 3
Elective 3
Elective 3

NOTE: 1. It is desirable that students take both MAT 101 and MAT 114, particularly if they plan to transfer to a four-year program.

2. Students wishing a concentration in data processing and accounting should plan to take ACC 201 and ACC 202 (Intermediate Accounting I and II). This concentration is highly recommended.

BUSINESS DATA PROCESSING

The Business Data Processing 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: in programming, 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.

[Image of people in a classroom setting]
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>2nd Semester</th>
<th>Credits</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 123 English Composition I (any option)</td>
<td>ENG 123 Report Writing</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>PHY 103 Introductory Physics I</td>
<td>PHY 103 Introductory Physics I</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>MAT 104 Technical Mathematics I</td>
<td>MAT 104 Technical Mathematics I</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>CIV 101 Surveying I</td>
<td>CIV 102 Surveying II</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>CIV 103 Engineering Orientation</td>
<td>CIV 102 Civil and Architectural Drafting</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>GRA 101 Engineering Drawing</td>
<td>DAT 105 Fortran Programming</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

SUMMER PROGRAM

CIV 200 Field Experience in Civil Engineering Technology (Recommended)

SECOND YEAR

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

FIRST YEAR

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>Credits</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 123 English Composition I (any option)</td>
<td>ENG 123 Report Writing</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>PSY 203 Child Psychology or PSY 205 Adolescent</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Principles of Sociology</td>
<td>SOC 201 Social Problems</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>MHT 101 Principles of Mental Health</td>
<td>MHT 105 Instruments of Human Relations</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>MHT 103 Intro. to Mental Health</td>
<td>MHT 116 Mental Health Practicum I</td>
<td>15</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Liberal Arts Elective</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>15</td>
<td>3</td>
</tr>
</tbody>
</table>

SECOND YEAR

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>Credits</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 201 Social Problems</td>
<td>MHT 216 Internship in Mental Health Technology</td>
<td>3</td>
<td>7</td>
</tr>
<tr>
<td>or PSY 203 Child Psychology</td>
<td>MHT 221 Mental Health Seminar</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>or PSY 205 Adolescent Psychology</td>
<td>Elective</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>MHT 107 Community Mental Health Resources</td>
<td>Elective</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>MHT 109 Health Problems</td>
<td>Elective</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>MHT 215 Mental Health Practicum II</td>
<td>Elective</td>
<td>4</td>
<td>3</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 113 Transactional Analysis for Mental Health Technologists not required but recommended.

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.
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>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Semester</td>
<td>ECE 101 Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ECE 115 Field Experience in Early Childhood Education I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG English Composition I (any option)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PSY 101 Principles of Psychology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SOC 101 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Natural Science Elective</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15-16</td>
</tr>
</tbody>
</table>

Second Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Semester</td>
<td>ECE 216 Field Experience in Early Childhood Education IV</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>ECE 203 Survey of Current Learning Programs</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ECE 205 Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG 241 Children’s Literature</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

NOTE: A student planning to transfer to one of the Massachusetts public colleges or universities to pursue a bachelor's degree should take advantage of the Commonwealth Transfer Compact (see pages for details). To satisfy Competency requirements, it will be necessary to take six liberal arts credits in addition to those stipulated above. In some cases it may be advisable for the potential transfer student to plan for completion of the program in a two and one-half year period or to take some courses during the intervening summer session.

ENVIRONMENTAL SCIENCE CURRICULUM

First Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Semester</td>
<td>ENG 101 English Composition I: Structures in Composition</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EAS 101 Physical Geology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENV 101 Environmental Design</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BIO 103 Natural Science I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENV 105 Cartography</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

Second Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Semester</td>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENV 108 Principles of Land Use II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16</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.
**FIRE SCIENCE TECHNOLOGY CURRICULUM**

Fire Science Technology courses are available in the Evening Division only.

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credits</th>
<th>2nd Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 103 English Composition I (any option)</td>
<td>3</td>
<td>ENG 123 English Composition II (any option)</td>
<td>3</td>
</tr>
<tr>
<td>MAT 103 Technical Mathematics I or CHE 103 Basic Principles of Chemistry</td>
<td>3</td>
<td>ENGR 201 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SCI 101 Physical Science I or FST 101 Fundamentals of Fire Prevention</td>
<td>3</td>
<td>FST Elective</td>
<td>3</td>
</tr>
<tr>
<td>FST 101 Introduction to Fire Protection</td>
<td>3</td>
<td>FST 107 Fire Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td></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 or SPE 121 Group Discussion</td>
<td>3</td>
<td>SOC 101 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>FST 201 Fire Protection Systems and Equipment</td>
<td>3</td>
<td>Liberal Arts Elective</td>
<td>6</td>
</tr>
<tr>
<td>FST 111 Building Construction</td>
<td>3</td>
<td>FST Elective</td>
<td>6</td>
</tr>
<tr>
<td>FST Elective</td>
<td>3</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
<td></td>
<td>15</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.

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**GRAPHIC DESIGN CURRICULUM**

**FIRST YEAR**

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credits</th>
<th>2nd Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 103 English Composition I (any option) or Behavioral Science Elective</td>
<td>3</td>
<td>ENG 123 English Composition II (any option) or ENGR 201 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ART 121 Design I</td>
<td>3</td>
<td>Behavioral Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>ART 131 Drawing I</td>
<td>3</td>
<td>ART 122 Design II</td>
<td>3</td>
</tr>
<tr>
<td>ART 103 Art History I</td>
<td>3</td>
<td>ART 122 Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 115 Sensory Phenomena I</td>
<td>3</td>
<td>ART 104 Art History II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>ART 118 Sensory Phenomena II</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>ART 271 Graphic Design I</td>
<td>3</td>
<td>ART 272 Graphic Design II</td>
<td>3</td>
</tr>
<tr>
<td>Art Studio or Audiovisual Media Elective</td>
<td>3</td>
<td>Art Studio and/or Audiovisual Media electives</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
<td>6</td>
<td>Liberal Arts Electives</td>
<td>6</td>
</tr>
<tr>
<td>General Elective</td>
<td>3</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

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>
<th>ART 241 Painting I</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ART 251 Photography</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ART 231 Life Drawing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ART 233 Printmaking</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ART 285 Directed Study in Art</td>
<td>1-3</td>
</tr>
<tr>
<td></td>
<td>ART 242 Painting II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ART 222 Photography II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ART 232 Life Drawing II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ART 234 Printmaking II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ART 261 Sculpture</td>
<td>3</td>
</tr>
</tbody>
</table>

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**GRAPHIC DESIGN**

The Graphic Design Curriculum is for students interested in design and photography and who wish to channel their creative talents into an occupation. The curriculum will broaden and refine the talents needed to enter the job market or to form the basis for advanced study. Experience in the graphic design program will prepare the individual to face abstract problems and interpret those problems into creative and practical solutions. The student will become familiar with the tools of advertising and develop skills in typography, illustration, layout, mechanical work, 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.
LAW ENFORCEMENT CURRICULUM

FIRST YEAR

First Semester
- ENG English Composition I (any option)
- SOC 101 Principles of Sociology
- POL 101 American Government
- LAW 101 Introduction to Law Enforcement
- LAW 103 Criminal Law

Second Semester
- ENG English Composition II (any option) or ENG 123 Report Writing
- PSY 101 Principles of Psychology
- LAW 105 Criminal Evidence
- LAW 113 Juvenile Procedures
- SPE 101 Introduction to Speech or SPE 121 Group Discussion

SUMMER

LAW 290 FIELD EXPERIENCE IN LAW ENFORCEMENT

SECOND YEAR

First Semester
- LAW 107 Police Procedures
- LAW 109 Criminal Investigation
- SOC 201 Social Problems
- Liberal Arts Elective
- Law Enforcement Elective

Second Semester
- LAW 203 Administration of Justice
- General Elective
- Liberal Arts Elective
- Law Enforcement Electives

All students are required to obtain American Red Cross Certification in First Aid. Liberal Arts electives must include 6 credits chosen from the Natural Sciences and/or Humanities.

LAW electives may include three of the following: LAW 115, LAW 117, LAW 121, LAW 201, LAW 205, LAW 207, LAW 209.

LIBERAL ARTS

The liberal arts curriculum is an organized program of general education leading to the degree of Associate in Arts and 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 are a few examples. Most students choosing a liberal arts curriculum plan to transfer to a baccalaureate degree program. To this end the Liberal Arts Program has been designed to fulfill the requirements of the Commonwealth Transfer Compact (see page — for more detailed information).

The College currently offers a general Liberal Arts Program and a Liberal Arts Program with a concentration in data processing. Concentrations in other fields of study are under consideration. 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.

LIBERAL ARTS: GENERAL PROGRAM

The student needs a minimum of sixty credits for the Associate in Arts degree of which at least 30 credits must be earned at Greenfield Community College. There is a 36 credit core requirement, distributed as follows:

- English 6 credits
- Humanities 9 credits
- Behavioral Sciences 9 credits
- Natural Sciences 9 credits
- Speech 3 credits

(Eng. Comp. I and II) (Spec. 10 or 121)

Courses are to be selected in consultation with the student’s faculty advisor, in accordance with the requirements below. Deviation from the requirements requires recommendation of the appropriate Division Chairman and approval by the Dean of Faculty.

1. No more than 18 credits may be taken in any specific liberal arts subject (e.g., English, Chemistry, Art, Psychology, Economics, etc.)

2. The following specific occupational or specialized courses may be used as liberal arts elective:
   - AVY 101, LIB 101, ECE 101, LAW 101, 103, and 121; MHT 101, REC 101; DAT 101, 103, 105; ENV 101; BUS 101, 103, 115, 133, 155, 156 and 203.

3. In addition to No. 2 above, a maximum of 6 credits may be selected from the following occupational or specialized subjects which are not normally included for credit in a liberal arts program:

   Of these 6 credits, up to 2 may be in Leisure Education courses.

LIBERAL ARTS: DATA PROCESSING CONCENTRATION

First Year

First Semester
- DAT 101 Data Processing for Business & Management
- OR DAT 105 FORTRAN Programming
- English Composition I (any option)
- MAT 101 Fundamental Concepts of Mathematics
- Humanities Elective
- Behavioral Science Elective

Second Semester
- DAT 103 Introduction to ANSI COBOL
- English Composition II (any option)
- MAT 114 Probability and Statistics
- Humanities Elective
- ACC 101 Principles of Accounting

Second Year

First Semester
- DAT 201 Intro. to Systems Analysis & Design
- Eng 123 Report Writing
- Behavioral Science Elective
- MAT 112 Finite Mathematics
- Liberal Arts Elective

Second Semester
- DAT 202 Advanced Computer and Programming Systems
- English Elective
- Behavioral Science Elective
- SPE 101 Oral Communication
- Liberal Arts Elective

For those students who want to major in liberal arts in order to obtain a broad, general education, yet want some technical training in order to secure a position in business, industry, or in one of the technical-scientific fields, the Division of Business Administration offers a Liberal Arts Major with a Data Processing Concentration. This is an excellent transfer program for students desiring to major, at a senior institution, in Business Administration (especially in Accounting), Economics, or Computer Science. At the same time, the student can remain in Liberal Arts after transfer.
**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 English Composition I (any option)</td>
<td>3</td>
<td>ENG English Composition II (any option)</td>
<td>3</td>
</tr>
<tr>
<td>ACC 101 Introduction to Accounting I</td>
<td>3</td>
<td>or ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 101 Principles of Management</td>
<td>3</td>
<td>ACC 102 Introduction to Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 103 Introduction to Marketing</td>
<td>3</td>
<td>Business Administration Elective</td>
<td>3</td>
</tr>
<tr>
<td>BUS 105 Mathematics for Business</td>
<td>15</td>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SPE 101 or 121</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 Principles of Economics I</td>
<td>3</td>
<td>ECO 102 Principles of Economics II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 155 Business Law I</td>
<td>3</td>
<td>BUS 156 Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 201 Financial Management</td>
<td>3</td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>DAT 101 Data Processing</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></td>
</tr>
</tbody>
</table>

Students desiring to transfer this program to a four-year institution should take on additional three semester hours credit in addition to the sixty semester hours shown above.

**MARKETING CURRICULUM**

**FIRST YEAR**

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credits</th>
<th>2nd Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 101 Introduction to Accounting I</td>
<td>3</td>
<td>ECO 101 Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 101 Principles of Management</td>
<td>3</td>
<td>BUS 155 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 103 Introduction to Marketing</td>
<td>3</td>
<td>BUS 211 Retail Merchandising</td>
<td>3</td>
</tr>
<tr>
<td>(any option)</td>
<td></td>
<td>ENG English Composition II (any option)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 105 Mathematics for Business</td>
<td>3</td>
<td>SPE 101 or 121</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
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</table>

**SECOND YEAR**

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

**MANAGEMENT**

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

**MARKETING**

The Marketing curriculum is designed for those interested in pursuing careers in marketing and merchandising after earning the Associate in Science degree. 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.
MEDIA TECHNOLOGY CURRICULUM

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.

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 118 English Composition I (any option)</td>
<td>3</td>
<td>ENG 118 English Composition II (any option)</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>(PSY 101 Principles of Psychology recommended)</td>
<td></td>
<td>(SOC 101 Principles of Sociology recommended)</td>
<td></td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
<td>3</td>
<td>Liberal Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>AVM 101 Introduction to Audiovisual Media</td>
<td>3</td>
<td>AVM 205 Introduction To Educational Media</td>
<td>3</td>
</tr>
<tr>
<td>Elective (ART 111 Introduction To Studio 1 recommended.)</td>
<td>3</td>
<td>AVM 103 Production of AV Materials</td>
<td>3</td>
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SECOND YEAR

<table>
<thead>
<tr>
<th>Credits</th>
<th>2nd Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENGL 120 Report Writing</td>
<td>3</td>
<td>ENL 120 Report Writing</td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
<td>3</td>
<td>Liberal Arts Elective</td>
</tr>
<tr>
<td>Behavioral Science Elective</td>
<td>3</td>
<td>Behavioral Science Elective</td>
</tr>
<tr>
<td>(PSY 211 Psychology of Education recommended)</td>
<td></td>
<td>(PSY 211 Psychology of Education recommended)</td>
</tr>
<tr>
<td>AVM 217 Media Systems Design</td>
<td>6</td>
<td>AVM 217 Media Systems Design</td>
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</tbody>
</table>

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 118 English Composition I (any option)</td>
<td>3</td>
<td>ENG 118 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>
<td></td>
<td>17</td>
<td></td>
<td>18</td>
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</table>

SECOND YEAR

<table>
<thead>
<tr>
<th>Credits</th>
<th>2nd Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 203 Physical &amp; Mental Illness II</td>
<td>9</td>
<td>NUR 203 Physical &amp; Mental Illness II</td>
</tr>
<tr>
<td>NUR 205 Trends in Nursing</td>
<td>3</td>
<td>NUR 205 Trends in Nursing</td>
</tr>
<tr>
<td>BIO 205 Microbiology</td>
<td>4</td>
<td>SOC 101 Principles of Sociology</td>
</tr>
<tr>
<td>PSY 201 Psychology of Adjustment</td>
<td>3</td>
<td>Humanities Elective</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td></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.

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, Parren 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.
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 recreationists.

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

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RECREATIONAL LEADERSHIP CURRICULUM

**FIRST YEAR**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>3</td>
<td>SOC 101</td>
<td>3</td>
</tr>
<tr>
<td>SOC 121</td>
<td>3</td>
<td>REC 101</td>
<td>3</td>
</tr>
<tr>
<td>REC 103</td>
<td>3</td>
<td>REC 115</td>
<td>2</td>
</tr>
<tr>
<td>REC 109</td>
<td>3</td>
<td>REC 200</td>
<td>15</td>
</tr>
</tbody>
</table>

**SUMMER**

<table>
<thead>
<tr>
<th>REC 200</th>
<th>Field Experience in Recreation Leadership</th>
</tr>
</thead>
</table>

**SECOND YEAR**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPE 121</td>
<td>3</td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>REC 111</td>
<td>3</td>
<td>Behavioral Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>REC 127</td>
<td>1</td>
<td>REC 203</td>
<td>3</td>
</tr>
<tr>
<td>REC 215</td>
<td>2</td>
<td>REC 216</td>
<td>2</td>
</tr>
<tr>
<td>Natural Science Elective</td>
<td>16</td>
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</tbody>
</table>

**SECRETARIAL SCIENCE CURRICULUM**

**First Year**

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credits</th>
<th>2nd Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Typewriting Development 1,2</td>
<td>3</td>
<td>Typewriting Development 1,2</td>
<td>3</td>
</tr>
<tr>
<td>SEC 103 Sec. Acctg I</td>
<td>3</td>
<td>SEC 104 Sec. Acctg II</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Principles of Sociology</td>
<td>3</td>
<td>SOC 102 Shorthand II</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
<td>4</td>
<td>Liberal Arts Elective</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

1. Two semesters typewriting required minimum level, Typewriting Dev. III
2. Level determined by evaluation.
3. ACC 102 and 103 recommended for transfer students or students with advance placement determination by evaluation.
4. SPE 101 or SPE 121 required. BIO 105 required of Medical Secretaries in the second semester. BUS 153 required of Legal Secretaries in the second semester.

**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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<td>SEC 203 Office Procedures</td>
<td>3</td>
<td>SEC 222 Exec. Office Internship</td>
<td>3</td>
</tr>
<tr>
<td>SEC 119 Business Communications</td>
<td>3</td>
<td>BUS 153 Survey of Business Law</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td>6</td>
<td>Liberal Arts Elective</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
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**MEDICAL SECRETARY**

<table>
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<tbody>
<tr>
<td>SEC 201 Stenography</td>
<td>3</td>
</tr>
<tr>
<td>SEC 203 Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>SEC 223 Med. Term. &amp; Dict.</td>
<td>3</td>
</tr>
<tr>
<td>SEC 233 Med. Sec. Procedures</td>
<td>3</td>
</tr>
<tr>
<td>SEC 119 Bus. Communications</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
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</tbody>
</table>

**LEGAL SECRETARIAL**

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEC 201 Stenography</td>
<td>3</td>
</tr>
<tr>
<td>SEC 203 Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>SEC 241 Legal Term. and Pro. I</td>
<td>3</td>
</tr>
<tr>
<td>SEC 119 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
<td>15</td>
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</tbody>
</table>

**EXECUTIVE SECRETARIAL**

<table>
<thead>
<tr>
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<td>SEC 201 Stenography</td>
<td>3</td>
</tr>
<tr>
<td>SEC 203 Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>SEC 223 Med. Term. &amp; Dict.</td>
<td>3</td>
</tr>
<tr>
<td>SEC 233 Med. Sec. Procedures</td>
<td>3</td>
</tr>
<tr>
<td>SEC 119 Bus. Communications</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
<td>18</td>
</tr>
</tbody>
</table>

**OFFICE ASSISTANT**

One-Year Certificate Program

The Division of Business Administration offers a one-year Office Assistant Certificate for the benefit of those students wishing to obtain the maximum office skills in a minimum of time. This program is especially designed for the student who desires to enter the employment market as quickly as possible. The program is offered with a shorthand option so that the student may elect to take two semesters of Gregg shorthand or one semester of Business Communications and one semester of Business Law.

**FIRST SEMESTER**

| ENG 101 English Composition | 3 |
| Typewriting | 3 |
| SEC 103 Secretarial Accounting I | 3 |
| SEC 119 Business Communications | 3 |
| SEC 101 Principles of Psychology | 3 |
| **Total** | **15** |

**SECOND SEMESTER**

| SPE 101 Oral Communication | 3 |
| Typewriting | 3 |
| SEC 104 Secretarial Accounting II | 3 |
| SEC 203 Office Procedures | 3 |
| BUS 153 Survey of Business Law | 3 |
| **Total** | **15** |

**FOOTNOTES**

1. Typing course entry level to be determined by placement testing.
2. Students desiring shorthand will omit SEC 119 and BUS 153.
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 000-099 do not carry collegiate credit. Those numbered courses 100-199 are normally introductory 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., SJC 113).

Note: Most courses are available during the day; several may be offered only in the Evening or Summer. Some courses are included in the academic schedule every semester; others are offered each academic year. A few may be offered less frequently.

Courses are offered through the following academic administrative units:

Division of Natural Sciences
- Biology
- Chemistry
- Civil Engineering
- Earth Science
- Environmental Science
- Fire Science Technology
- Graphics
- Mathematics
- Nursing
- Physics
- Science

Office of Leisure Education and Athletics
- Leisure Education

Division of Behavioral Science
- Anthropology
- Early Childhood Education
- Education
- Law Enforcement
- Mental Health Technology
- Political Science
- Psychology
- Recreation Leadership
- Sociology

Division of Business Administration
- Accounting
- Business
- Data Processing
- Economics
- Secretarial Science

Division of Continuing Education
- Evening and Summer courses in all fields

Division of Humanities
- Art
- English
- French
- History
- Journalism
- Music
- Philosophy
- Spanish
- Speech and Theater
- Division of Learning Resources
- Audiovisual Media
- Library Science

ACCOUNTING

ACC 101 Introduction to Accounting I 3

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

Accounting for partnerships and corporations; introduction to cost accounting—the manufacturing concerns; 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

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

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

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

Theory and method in relation to pre-history, evolution and the nature of culture. Concentration on cross-cultural comparisons, technology and economics, social and political organization, art, religion and ideology.

ART

ART 101 Introduction to Art 3

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

Specialized vocabulary of art introduced through the study of contemporary art forms. Art from prehistoric through Gothic periods considered in traditional chronology. Emphasis on development of visual awareness, the understanding of changes in aesthetics and style, causal factors, and the role of the artist. Field trips to museums required.

ART 104 Art History II 3

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. Development of personal style of expression emphasized. Not available to students majoring in Art.

ART 112 Introduction to Studio II 3 credits
Continuation of principles and practices introduced in Art 111. Exploration in a variety of materials and techniques including pencil, charcoal, ink, chalk, paint, clay, wax and plaster. Individual expression and style emphasized.
Prerequisite: Art 111 or permission of the instructor.

ART 115 Sensory Phenomena I 3 credits
Examination of non-object making concepts 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 3 credits
Continuation of 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.
Prerequisite: Art 121 or permission of the instructor.

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

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

ART 231 Life Drawing I 3 credits
Drawing, painting and three-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 modeling and construction of 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, lithography and intaglio. Graphs 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
BIO 102 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 Mathematics for Business 3 credits
A college laboratory course for business students. Aims to provide the mathematical background for success in the study of finance, marketing, accounting, and other business fields.

BUS 115 Labor-Management Relations 3 credits
History and growth of the American labor movement; union policies and practices; labor-management conflict; 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 enable the student planning to take the examination for licensing as a real estate broker or salesperson.

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

BUS 123 Survey of Business Law 3 credits
Topics which will enable the student to understand the laws affecting business enterprises: sales, responsibilities and liabilities; negotiable instruments; agency; partnerships and corporations; insurance. Emphasizes day-to-day problems of business offices.

BUS 125 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 127 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.

Prerequisites: BUS 105 or permission of the instructor.

BUS 201 Financial Management 3 credits
Survey course in the broad area of business finance. Integrated with the overall administration of the firm and viewed from the point of view of the financial manager of a given concern. Financial problems of planning and directing the use of capital; evaluating management's use of capital, and taking remedial action on management capital. Prerequisites: ACC 101 and ACC 102 or permission of the instructor.

BUS 202 Personnel Management 3 credits
Personnel management with practical emphasis on the major tasks of recruiting, training, maintaining and using an effective work force.

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

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.

Prerequisites: ACC 102 or permission of the instructor.

BUS 211 Retail Merchandising 3 credits
Price lines, advertising and the quantitative approach.

Prerequisites: BUS 103 or permission of the instructor.

BUS 212 Salesmanship 3 credits
A practical approach to salesmanship and sales promotion with emphasis on retail selling. Prerequisites: 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 property related to the student's individual work experiences.

Prerequisites: BUS 211, BUS 213.

BUS 225 Cooperative Work 3 credits
Experience I 3 credits
Supervised employment in the various channels of distribution combined with a seminar in the employment situation with educational experience. Prerequisite: Completion of one academic year in the Marketing curriculum.

Experience II 3 credits
Cooperative Work
CIV 102 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 105 Civil Engineering Fundamentals 3 credits
A course for non-engineering majors, including related topics in mathematics, drafting, and surveying, taught in an integrated mode. Provides a basis for understanding of subsequent work involving plans, maps, and associated computations. Not available for credit to students majoring in Civil Engineering Technology. Laboratory required.

CIV 107 Contracts and Specifications 2 credits

CIV 200 Field Experience in Civil Engineering Technology 3 credits
A recommended 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 survey, introduction to property surveying, triangulation, astronomical work. Office work in plotting data and making computations.
Prerequisite: CIV 102

CIV 202 Topographical and Land Surveying 6 credits
Projects including boundary surveys, topographic mapping and mapping, construction surveys, grades and slopes, photogrammetry, and astronomical work. Office work as required to plot data and make computations. Summer session only.
Prerequisite: 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
Prerequisites: PHY 101 or PHY 103, and MAT 104 or equivalent.

CIV 206 Mechanics of Materials 4 credits
Prerequisite: CIV 205.

CIV 207 Transportation Engineering 4 credits
Prerequisite: CIV 102

CIV 209 Structural Design 3 credits
Analysis and design of indeterminate and determinate 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 for Business and Management 3 credits
Introduction to the application of electronic computers to business. Major areas covered: systems, punched cards, essentials of computers, computer programming, programming languages, time sharing. Presentation and solution of selected problems common to the business community using a programming language.

DAT 103 Introduction to ANSI COBOL 3 credits
Detailed study of the commercial business-oriented language (ANSI COBOL)

DAT 106 Fortran Programming 3 credits
Prerequisite: Understanding of basic algebra recommended.

DAT 201 Introduction to Systems Analysis and Design 3 credits
Development of systems, procedures and designs; their application to business data processing environment. Latest techniques in billing, order entry, inventory control, and other systems presented within the context of system flow-charts and case studies.
Prerequisite: DAT 101 or DAT 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: DAT 201.

DIRECTED STUDY

Directed Study 296 & 299 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 285 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 development 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.
Prereq: ECE Majors only or permission of instructor.

ECE 115 Field Experience in Early Childhood Education I 3 credits
Work experience supervised by the Early Childhood Education faculty in cooperation with the appropriate institutions in the field.
Prereq: ECE Majors only or permission of instructor.

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 201 or permission of instructor.

ECE 223 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 225.
ECE 216 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.
Prerequisite: Permission of the instructor.
Course work or experience in Earth of Environmental Science or Engineering is desirable.
EAS 104 Introduction to Oceanography 4 credits
The nature of the ocean realm — its physical, chemical, biologic, and geologic characteristics and importance. Topics to be discussed: origin and characteristics of water masses, importance of the oceans to man and life on earth, and the problem of pollution. Laboratory and field trips required.
Credit will be granted for EAS 104 or 105 but not both.
EAS 105 Surveys of Oceanography 3 credits
Introduction to ocean science. Deals with how the oceans affect man and the earth, and how man is affecting the oceans. Topics include: Ocean life and ecosystems, origin of sea water and ocean basins, coastal zones, mineral and fishery resources. Field trips, no laboratory.
Credit will be granted for EAS 164 or 105, but not for both.
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 underdeveloped countries; the banking system; monetary and fiscal policies.
ECO 102 Principles of Economics II 3 credits
Economics of the firm and resource allocation: monopoly; 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 consumption, saving, and credit. Emphasis on 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 the aims, 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 reading, study habits include note-taking, use of library facilities, and adjustment of reading approach to type of material.
ENG 101 English Composition I 3 credits
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: Introduction to 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, 105, 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.
Prer: ENG 101, 103 or 105.
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
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
Reading and critical analysis of American literature from the Colonial period to the present.
Prerequisite: ENG 203 or permission of the instructor.
ENG 205 American Literature I 3 credits
Reading and critical analysis of American literature from the Colonial period to the present.
Prerequisite: ENG 203 or permission of the instructor.
ENG 206 English Literature II 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 207 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 The Black in Am. Lit. 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 228 Men and War 3 credits
Literature dealing with war that leads us to reflect 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 film. Focus on the 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 evaluating children's books. Classroom techniques in storytelling and related activities. Required of students majoring in Early Childhood Education.
Prerequisite: ENG 112, 114, or 116.

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.
Prerequisite: ENV 103.

ENV 103 Air and Water Quality 3 credits
Physical, chemical and biological characteristics of substances found in air and water;

ENV 105 CARTOGRAPHY 3 credits
Develop skills and methods to collect, measure and delineate environmental data for the preparation of base maps, models, block diagrams, transects, and related renderings. Lab and field trips required.

ENV 106 AERIAL PHOTO INTERPRETATION 3 credits
Reading and analysis of oblique and vertical prints to determine content, scale, and environmental information. Preparation of map indicators to indicate land use or selected ecological features. Lab and field trips required.
Prerequisite: ENV 105 or GRA 101 or permission of instructor.

ENV 107 Principles of Land Use I 3 credits
Historical and legal aspects of land use, ownership and regional developments; organization and future regional planning; ecological factors influencing site development; schematic representation of land use as maps. Laboratory and field trips required.
Prerequisite: 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, 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 administration'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 108 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 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 190 Fire Protection Systems and Equipment II 3 credits
Basic plant organization for fire safety and inspection in domestic, industrial and public enterprises; introduction to protection systems.
Prerequisite: FST 109.
FST 201 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 projects.
Prerequisite: FST 201.

FST 203 Fire Fighting Tactics and Strategy 3 credits
Review of fire chemistry, equipment and manpower. Basic fire fighting tactics and strategies, including situation, decision and firefighting procedures. Fire situations for analysis and study.
Prerequisite: FST 101, FST 103, and FST 107.
FST 301 Legal Aspects of Fire Administration 3 credits
Fire and arson laws and origin of fires. Locating witnesses, conducting investigations, depositions of arsonists, arson motives, interviewing witnesses, interrogating suspects, criminal confessions, searching the fire scene, evidence and photography; methods of establishing the corpus delicti in an arson fire.
Prerequisite: FST 101 and FST 103.
FST 207 Fire Codes and Ordinances 3 credits
National, state and local laws and ordinances which influence the field of fire protection. Emphasis on local situations.
Prerequisite: FST 101 and FST 103.

FST 201 Emergency Medical Technology 4 credits
An 81-hour course in the emergency primary care of patients with injuries, acute illnesses, birth, and people under stress. Rescue extraction, transportation, communications; legal implications; anatomy and physiology. Lectures, slides, demonstrations and practice.

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 3 credits
Introduction to drafting techniques. Orthographic projection and isometric drawing; use of engineering standards and handbooks, dimensioning, section views; orthographic and projective systems, skill in free-hand sketching.
GRA 102 Civil and Architectural Drafting 3 credits
Introduction to descriptive geometry. Spatial visualization, surface development and intersection. Emphasis on project approach toward making working drawings and detail drawings connected with the design and construction of engineering structures using steel, reinforced concrete and timber. Map symbols and plotting directly related to actual surveying field work.
Prerequisite: GRA 101 and MAT 103 or equivalents, CIV 102 concurrently.

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 trends, 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 revolution; 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 tenets; implications for the evolution of contemporary societies.
HIS 105 History of the American People— to 1883 3 credits
Economic, social and cultural development of the American people; 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 1863 3 credits
Reconstruction; industrialism, and the development of American Capitalism; the Capitalist model of society; business and Protestant ethic; labor populism and dissent; imperial expansion and progressive politics; crisis in the American Dream; collapse of 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 government and the effect on 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 development of international relations; diplomatic principles; overseas expansion; moral idealism; the pursuit of national self-interests; development of and responses to alliances.
HIS 111 The American Dream: Promises and Pratices 3 credits
A comparison of traditional goals and ideals— liberty, equality, individual rights, rugged individualism, unlimited opportunity, democracy, education, change, progress— the work of the American Dream, with realities of the past and present and the responses and reactions of Americans to their ideals.

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

INT 104 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 105 Humanities in the Western World: A General Overview 3 credits
An interdisciplinary course exploring 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
A modernization process and a comparative study of specific traditional cultures undergoing modernization. Integration of the perspectives of anthropology, sociology, history and political science in examining cultural change.
Prerequisites: HIS 102 and SOC 101 or ANT 103 or permission of the instructor.

JOURNALISM
JOU 101 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.
Prerequisite: ENG 101, 103, or 105 or permission of the instructor.
JOU 202 Journalism Workshop 3 credits
A workshop in newspaper production bringing together students with skills in journalism, graphic arts, management and marketing. Students will produce the college newspaper—writing, designing, selling advertising, and managing.
Prerequisite: One or more of the following: JOU 101, ART 121, ART 122, BUS 101, BUS 103, and/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 102 Criminal Law 3 credits
Local, state and federal laws; their development, and organization.

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 115 Introduction to Security 3 credits
Historical, philosophical and legal bases of security, role of security and the security individual in modern society; the concept of professionalism. A survey of the administrative, personnel and physical aspects of the security field.

LAW 117 Principles of Loss Prevention 3 credits
Functional operations of various specialized areas of loss prevention such as theft control, security surveys, and loss prevention is proprietary and governmental institutions. Prerequisites: LAW 101 or LAW 115 or permission of 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 of 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. Prerequisites: LAW 101 and LAW 103 or permission of the instructor.

LAW 203 Administration of Justice 3 credits
Reform in court systems procedures from incident to final disposition; principles of constitutional, federal, state, and civil laws as they apply to and affect law enforcement. Prerequisites: 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, and community involvement. Prerequisite: LAW 201 or permission of the instructor.

LAW 207 Security Administration 3 credits
Organization and management of security and plant protection units. Policy and decision making, personnel and budgeting. Programs in business, industry and government, including retailing, transportation, and public and private institutions.

LAW 209 Current Issues in Security 3 credits
An analysis of special problem areas such as security education and training, community relations, white-collar crimes, theft control, shoplifting. Prer: LAW 115 or permission of instructor.

LEISURE EDUCATION

LED 101 CoEd Angling 4 credits
LED 102 CoEd Archery 4 credits
LED 103 CoEd Badminton 4 credits
LED 104 M Basketball 4 credits
LED 105 M Basketball 4 credits
LED 106 W Basketball 4 credits
LED 107 CoEd Billiards 4 credits
LED 108 CoEd Camping, summer 4 credits
LED 109 CoEd Camping, winter 4 credits
LED 110 CoEd Canoeing, basic 4 credits
LED 111 CoEd Climbing, rock & fly 4 credits
LED 112 M-W Conditioning, women 4 credits

LED 113 CoEd Cycling 4 credits
LED 114 CoEd Dance 4 credits
LED 115 CoEd Field archery 4 credits
LED 116 W Field hockey 4 credits
LED 117 CoEd Flying, gliding 4 credits
LED 118 CoEd Golf 4 credits
LED 119 CoEd Hiking 4 credits
LED 120 M Hockey 4 credits
LED 121 CoEd Horseback riding 4 credits
LED 122 CoEd Hunting & safety 4 credits
LED 123 CoEd Jogging 4 credits
LED 124 CoEd Judo 4 credits
LED 125 CoEd Karate 4 credits
LED 126 CoEd Kayaking 4 credits
LED 127 CoEd Mountaineering, summer 4 credits
LED 128 CoEd Mountaineering, winter 4 credits
LED 129 CoEd Orienteering 4 credits
LED 130 CoEd Rock climbing 4 credits
LED 131 CoEd Rock climbing 4 credits
LED 132 CoEd Scuba diving 4 credits
LED 133 CoEd Self defense 4 credits
LED 134 CoEd Skating 4 credits
LED 135 CoEd Skiing, basic alpine 4 credits
LED 136 CoEd Skiing, basic X-country 4 credits
LED 137 CoEd Skiing, Nordic 4 credits
LED 138 CoEd Sky diving 4 credits
LED 139 CoEd Snowboarding 4 credits

LED 140 CoEd Snowmobile operation 4 credits
LED 141 CoEd Soccer 4 credits
LED 142 CoEd Softball 4 credits
LED 143 CoEd Swimming, beginning 4 credits
LED 144 CoEd Swimming, W.S.I. 4 credits
LED 145 CoEd Tennis 4 credits
LED 146 M Touch football 4 credits
LED 147 CoEd Volleyball 4 credits
LED 148 M Weightlifting 4 credits
LED 210 CoEd Canoeing, advanced 4 credits
LED 235 CoEd Skiing, advanced alpine 4 credits
LED 242 CoEd Swimming, advanced 4 credits

LIBRARY SCIENCE

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

LIBRARY SCIENCE

LIB 102 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. Stress 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 methods of solution of equations and inequalities; series and sequences, topics from modern algebra.

MAT 104 Technical Mathematics II 3 credits
Applications of 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.

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
Irationalal numbers, quadratic equations involving two variables; factor theorems with synthetic division; inequalities; numerical trigonometry; periodic functions; graphs; permutations, combinations, and elementary probability theory.

MAT 107 Math Methods in the Modern World 3 credits
Inductive and deductive reasoning, mathematical sequences, functions and graphs including conic sections and other mathematical curves. Exponents, logarithms and permutations, combinations, and probability. An introduction to elements of statistics and elements of topology.

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.

MAT 109 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. Designed primarily for prospective elementary school teachers. 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 112 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**


**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 202.

**MAT 301 Elementary Linear Algebra 3 credits**

Vector spaces and subspaces, bases and dimension. Algebra of matrices. Linear transformations. Determinants. Applications to linear systems. Prerequisite: MAT 202 or permission of the instructor.

**MAT 307 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 theories. Emphasis on communication and discussion of observational experiences. Prerequisite: MAT 103 or permission of the instructor.

**MHT 103 Introduction to Mental Health Technology 3 credits**

Preparation for Practicum. Survey of mental health field with emphasis on ethics, confidentiality, and employment opportunities. Field trips required.

**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. 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 116 Mental Health Practicum I 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 103 or permission of the instructor.

**MHT 215 Mental Health Practicum II 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 216 concurrently recommended.

**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. Syntactical development on contemporary forms with tracing of historical foundations. Prerequisite: MUSIC 101.

**MUS 103 Fundamentals of Music 3 credits**

Elementary theory for the student with little or no musical background. Music structure problems solving as evidenced in the basic music skills and techniques applied to patients. Clinical laboratory required.

**NUK 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 clinical environment.

**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 clinical environment.

**MUS 105 Music Literature I 3 credits**

Masterpieces of Western music from the Baroque, Classical, Romantic and Contemporary eras. Representative works from each period analyzed. Prerequisite: MUS 101 or permission of the instructor.

**MUS 106 Music Literature II 3 credits**

Masterpieces of Western music from the Medieval, Renaissance and Baroque eras. Representative works from each period analyzed. Prerequisite: MUS 101 or permission of the instructor.

**MUS 107 Music Theory I 3 credits**

Basic chordal structures, voice leading, inversions, figured bass, harmonic progressions and non-harmonic tones. Harmonic analysis of great composers' works. Keyboard harmony and ear training. Prerequisite: MUS 103 or permission of the instructor.

**MUS 108 Music Theory II 3 credits**


**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 133 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.
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 patients and their illness. Effect of physical and mental illness on the health and nursing needs of the individual and the role of the individual 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 202 Nursing and Mental Illness I 3 credits
A continuation of the scope and direction as described in NUR 101. Theoretical and clinical applications center on patients having multiple and/or more complex nursing needs. Clinical laboratory required.

Prerequisite: NUR 101
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.

Prerequisite: NUR 101
NUR 206 Family-Centered Nursing 3 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 and individual needs as the framework for study. Normal aspects stressed, but adaptations made to include common complications. Child care class required.

Prerequisite: NUR 101
PHILOPH
PHI 101 Logic and Scientific Method 2 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; ethics; selected readings in classical and contemporary philosophers.

PHI 105 Ethics: The New Morality 3 credits
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 3 credits
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 4 credits
Non-calculus treatment of mechanics and heat. Vectors, velocity and acceleration, force and motion, work, power, energy, torque, rotation of rigid bodies, momentum, uniform circular motion, vibratory motion, hydrotastics, fluids in motion, temperature, heat phenomena, heat transfer, molecular kinetic theory, thermodynamics. Laboratory required.

Prerequisite: MAT 108 Concurrently or permission of instructor.
PHY 102 General Physics II 4 credits
Sound, light, electricity, magnetism. Wave motion, sound waves and acoustics, electromagnetic waves, light and illumination, reflection and refraction of light, lenses, optical instruments, dispersion, spectra, color, interference, diffraction, polarization; electric charges and fields, electrostatic potential, electric current, D.C. circuits, magnetic fields, forces and torques in magnetic fields, magnetism and diamagnetism, susceptibility, capacitance, transformers, A.C. series circuits, conduction in gases, introduction to electronics. Laboratory required.

Prerequisite: PHY 101
PHY 103 Introductory Physics I 4 credits
For non-science majors, including those planning to enter the technical fields of employment. Mechanics and heat. Application of methods and principles of physics to the field of engineering and other technology. Laboratory required.

Prerequisite: High school mathematics through Algebra II or equivalent; MAT 103 concurrently.
PHY 104 Introductory Physics II 4 credits
Electricity and magnetism, sound, light and topics from modern physics. Laboratory required.

Prerequisites: PHY 103; MAT 104 concurrently.
PHY 105 Introductory Electronics 4 credits
Underlying much of today's instrumentation, control circuits, and communications devices. Laboratory required.

Prerequisite: PHY 104. High school mathematics through Algebra I recommended.

POLITICAL SCIENCE
POL 101 American Politics I 3 credits
American governmental and political systems; Federal-State relations; the role and powers of Congress; 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 105 International Politics 3 credits
Traditional principles of international relations and emerging new problems from a political perspective—population, environment, energy, natural resources, economic interdependence, rapid technological change. Provides a global context for dealing with new and developing international considerations.

POL 101 Government and Politics of the Soviet Union 3 credits
Emergence and development of the Soviet system; Russia-Czarist Russian History; Marxism-Leninism; the Soviet system under leaders from Lenin to the present; Soviet foreign policy.

POL 103 Political Science 3 credits
Prerequisite: POL 103 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.

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 adjustment, family 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
direct experience in the field.
Prerequisite: REC 101

REC 115 Field Work I 2 credits
Experience in planning, organizing, conducting, and evaluating recreation programs in a local agency. Settings change each semester.

REC 116 Field Work II 2 credits
Experience in planning, organizing, conducting, and evaluating recreation programs in a local agency. Settings change each semester. Prerequisite: REC 115

REC 115 First Aid and Survival 1 credit
Diagnosis and treatment of all emergency needs of the human body. The American Red Cross outline is used.

REC 121 Arts and Crafts 1 credit
Basic skills and teaching techniques that enable the recreation leader to provide creative craft experiences for participants in camps, playgrounds, clubs and other recreation settings.
Prerequisite: REC 101

REC 123 Music 1 credit
Prepares recreation leaders to direct music activities including song leading and rhythm bands. Includes learning effective ways of organizing and conducting music projects in the recreation programs.

REC 125 Creative Drama 1 credit
Prepares recreation leaders to direct informal creative dramatics, chiefly for children. Includes improvisation, pantomime, storytelling, charades, dramatic games, and acting combined with other art forms.
Prerequisite: REC 101

REC 127 Dance 1 credit
Basic skills, teaching techniques, materials and program organization of dance in recreation settings. May include folk, square or creative dancing.

REC 200 Field Experience in Recreation Leadership No credit
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 2 credits
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 223 Trends and Issues 2 credits
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 225 Field Work III 2 credits
Experience in planning, organizing, conducting, and evaluating recreation programs in a local agency. Settings change each semester.
Prerequisite: REC 116

REC 226 Field Work IV 2 credits
Experience in planning, organizing, conducting, and evaluating recreation programs in a local agency. Settings change each semester.
Prerequisite: REC 225

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 0 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 keyboards, accuracy and speed drills; timed writings. Business letters and forms; tabulation; manuscripts; rough drafts.
Prerequisite: SEC 111 or permission of the instructor.

SEC 112 Typewriting Development II 3 credits
Skill building through daily accuracy and speed drills; timed writings. Business letters and forms; tabulatics; manuscripts; rough drafts.
Prerequisite: SEC 112 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 117 or permission of the instructor.

SEC 119 Business Communications 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 90 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 offices, machines, office reprints, and records management. Student completes projects on adding machines, calculators, duplicators, transcribers, and specialized typewriters.
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>SEC 209</td>
<td>Secretarial Procedures</td>
<td>3</td>
<td>Interpersonal skills, human relations, ethics, communications, records management, business reports, career development, and professional status. Available only to students in the Secretarial program. Prerequisite: SEC 201 and SEC 203.</td>
</tr>
<tr>
<td>SEC 225</td>
<td>Executive Office Internship</td>
<td>3</td>
<td>A work-experience program for qualified students in selected offices in the community to observe and work. Available only to students in the Secretarial program. Prerequisite: SEC 201, SEC 202, or permission of the instructor.</td>
</tr>
<tr>
<td>SEC 231</td>
<td>Medical Terminology and Dictation</td>
<td>3</td>
<td>Readings, prefixes, suffixes, and abbreviations used in medicine. Short-hand outlines, spelling, pronunciation, and definitions of medical words common to the medical field. Dictation primarily from appropriate medical-related materials. Prerequisite: BIO 105; SEC 102 and 113 or permission of instructor.</td>
</tr>
<tr>
<td>SEC 253</td>
<td>Medical Secretarial Procedures I</td>
<td>3</td>
<td>Introduction to professional conduct, ethics, human relations, and office management as they apply to the duties of the medical secretary. Typing medical forms. Prerequisites: BIO 155; SEC 102 and 113 or permission of the instructor.</td>
</tr>
<tr>
<td>SEC 255</td>
<td>Medical Secretarial Procedures II</td>
<td>3</td>
<td>An in-depth consideration of professional conduct, ethics, and human relations; office management; legal implications; medical, financial, and insurance records as they apply to the duties of the medical secretary. Typing medical forms. Prerequisite: SEC 253.</td>
</tr>
<tr>
<td>SEC 286</td>
<td>Medical Office Internship</td>
<td>3</td>
<td>A work-experience program for qualified students in selected medical offices in the community or neighboring areas to observe and work. Available only to students in the Medical Secretarial program. Prerequisites: SEC 201, 203, 231 or permission of the instructor.</td>
</tr>
<tr>
<td>SEC 241</td>
<td>Legal Terminology and Procedures</td>
<td>3</td>
<td>Spelling, pronunciation, and definition of legal terms, basic legal terminology, 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.</td>
</tr>
<tr>
<td>SEC 246</td>
<td>Legal Office Internship</td>
<td>3</td>
<td>A work-experience program for qualified students in selected legal offices in the community to observe and obtain on-the-job experience in an office environment. Available only to students in the Legal Secretarial program. Prerequisites: SEC 201, 203, 241 or permission of the instructor.</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Principles of Sociology</td>
<td>3</td>
<td>An introduction to the study of society through the use of basic concepts and methodology emphasizing culture, social system, institutions, status, role, norm, deviance, small group, and social stratification areas of sociological research.</td>
</tr>
<tr>
<td>SOC 105</td>
<td>Sociology of Work</td>
<td>4</td>
<td>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.</td>
</tr>
<tr>
<td>SPA 101</td>
<td>Elementary Spanish I</td>
<td>3</td>
<td>Introduction of the language through conversational exercises followed by a systematic study of practical grammar and phonetics. Readings correlated with what is learned through conversation. For beginners and students who have not successfully completed one year of High School Spanish. Laboratory required.</td>
</tr>
<tr>
<td>SPA 102</td>
<td>Elementary Spanish II</td>
<td>3</td>
<td>Continued development of basic language skills through conversation, study of grammar and phonetics, and correlated readings. Laboratory required. Prerequisite: SPA 101 or equivalent.</td>
</tr>
<tr>
<td>SPA 201</td>
<td>Intermediate Spanish I</td>
<td>3</td>
<td>Refinement of written and conversational skills, through selected readings in literature. Prerequisite: SPA 103 or permission of the instructor.</td>
</tr>
<tr>
<td>SPA 202</td>
<td>Intermediate Spanish II</td>
<td>3</td>
<td>Further development of conversational and technical fluency. Continued consideration of Spanish literature to provide increased awareness of Spanish culture. Prerequisite: SPA 201 or permission of the instructor.</td>
</tr>
<tr>
<td>SPA 221</td>
<td>Spanish Composition and Conversation</td>
<td>3</td>
<td>Refinement of writing and speaking skills on an advanced level. Written and oral assignments required weekly. Prerequisite: Spanish 202 or equivalent or permission of instructor.</td>
</tr>
<tr>
<td>SPE 101</td>
<td>Oral Communication</td>
<td>3</td>
<td>Principles and practice, stressing the concept of speaker-listener interaction. Participation in a variety of speech situations. Includes informative and persuasive speaking, discussion, and group leadership.</td>
</tr>
<tr>
<td>SPE 103</td>
<td>Introduction to the Theatre</td>
<td>3</td>
<td>A basic study of the processes involved in producing and enjoying the theatre experience. Study of acting and directing with emphasis on characterization and movement, using the techniques of improvisation and script analysis. Theatrical involvement includes monologues, duet scenes, and one act plays. Prerequisite: None.</td>
</tr>
<tr>
<td>SPE 111</td>
<td>Fundamentals of Acting</td>
<td>3</td>
<td>Introduction to the arts of acting and directing with emphasis on characterization and movement, using the techniques of improvisation and script analysis. Theatrical involvement includes monologues, duet scenes, and one act plays. Prerequisite: None.</td>
</tr>
<tr>
<td>SPE 115</td>
<td>Summer Theatre Workshop</td>
<td>3</td>
<td>Intensive training in theatrical production, rehearsal, and performance. Registration in advance required. Prerequisite: Permission of the instructor.</td>
</tr>
<tr>
<td>SPE 121</td>
<td>Group Discussion</td>
<td>3</td>
<td>Principles of group discussion with emphasis on the role of the discussant as a speaker and listener. Deals with contemporary issues and problems.</td>
</tr>
<tr>
<td>SPE 131</td>
<td>Introduction to Scenography</td>
<td>3</td>
<td>Introduction to the art of theatrical design with emphasis or design concepts in scenery, lights, and costumes. Will include projects in drafting, rendering, and sewing.</td>
</tr>
</tbody>
</table>