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Recreational Leadership
Secretarial Science
Executive
Medical
Legal
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Photo credits: Dennis Horan, Christopher James, Chris Perry, Arthur Shaw, Frank Simons.
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THE COLLEGE

Location
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 has enjoyed continuous growth and orderly development through the past 15 years.

Philosophy
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.

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 its region and from other sections of the Commonwealth. Out-of-state students are welcome where there is room to accommodate them.

Accreditation
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.

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 on a hillside and has five levels in the core area which houses executive offices, the College Library, Computer Center, Media 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.

Five Student Parking Lots with a capacity of 1083 automobiles are provided free of charge. The only requirement is that your car be parked properly; i.e., in Parking Spaces between painted lines and NOT in Safety Zones. Out-of-state vehicles must be registered with the Student Personnel Office.
Functionalism

Malinowski

Pilcher Brown

1. Universal Functionalism
2. Indispensability
Application Procedure

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.

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

- Obtain application blank from the College Admissions Office.
- Complete application and return it to the Admissions Office with $10.00 fee made payable to Greenfield Community College.

Applicants may apply to three community colleges for one $10.00 application fee. The applicant must request that the first choice college notify the other two.

- 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.

In some cases applicants may be admitted on condition. Such admission requires the removal of academic deficiencies usually through taking additional pre-college work such as remedial courses offered at the College during the school year.

A student denied admission to a degree program in the day division may, however, register for courses in the evening division where satisfactory achievement may qualify the applicant for admission to a full-time program in the day division.

An applicant may wish to take one or more courses for vocational improvement or personal enrichment but not work toward a degree. If admitted, such a person is classified as a special student with whom the College will work out a program to meet individual needs.

Foreign Students

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

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

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

TOEFL Program Director
Educational Testing Service
Princeton, New Jersey 08540

Instructions for Foreign Student Applicants

- Complete and return an application and scholastic record with your $10.00 application fee.
  Make checks or money orders payable to Greenfield Community College.
- Have your doctor complete and return the enclosed Medical Examination Record to the Admissions Office.
- Complete a Declaration and Certification of Finances form and return with your application for admission.
- Take the Test of English as a Foreign Language (TOEFL) and have your scores sent to Greenfield Community College.

Greenfield Community College is unable to offer financial assistance to foreign students under any federally funded financial aid programs.

You should plan to have sufficient financial resources to meet the following expenses:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (full-time)</td>
<td>$882.00</td>
</tr>
<tr>
<td>Institutional Materials Fee</td>
<td>34.00</td>
</tr>
<tr>
<td>Room Rent (estimated)</td>
<td>650.00</td>
</tr>
<tr>
<td>Food (estimated)</td>
<td>650.00</td>
</tr>
<tr>
<td>Student Activities Fee (full-time)</td>
<td>40.00</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>200.00</td>
</tr>
<tr>
<td>Clothing, Travel and Miscellaneous Expenses</td>
<td>450.00</td>
</tr>
</tbody>
</table>

TOTAL ESTIMATED ANNUAL COST                    2,906.60
TUITION

Tuition Costs

<table>
<thead>
<tr>
<th></th>
<th>Part-Time</th>
<th>Full-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Per Semester</td>
<td>Per Semester</td>
</tr>
<tr>
<td></td>
<td>(1-11 Credits)</td>
<td>(12 credits or more)</td>
</tr>
<tr>
<td>In-State</td>
<td>$16.00/ credit ($150.00 max.)</td>
<td>$150.00</td>
</tr>
<tr>
<td>Out-of-State</td>
<td>$37.00/ credit ($441.00 max.)</td>
<td>$441.00</td>
</tr>
<tr>
<td>Foreign</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE: Students attending for the first time are required to make a non-refundable advance deposit of $35.00.

Special Out-of-State Tuition Rate

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:

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

FEES SCHEDULE

Graduation Fee

A $20.00 fee must be paid at the time of application before the degree is awarded. This authorized fee covers the expense of graduation, including the diploma, cap, gown, and various commencement activities.

INSURANCE PROGRAMS

Health Insurance (Non-refundable)

Every student is required to subscribe to the Student Accident Insurance Plan at a basic charge. Students are strongly urged to take advantage of the Supplemental 24-hour Accident and Sickness Medical Plan at an additional cost. Options are available under the latter program for family coverage. Detailed costs and information will be mailed with tuition and fee bill.

Liability Insurance

All nursing students must be covered by a group professional liability insurance plan purchased through the College.

Life Insurance

Applications are available for life insurance sponsored by the Commonwealth Division of Savings Bank Life Insurance.

Laboratory-Institutional Materials Fee

A laboratory-institutional materials fee is charged at an estimated rate of $17.00 maximum per semester.

Student Activities Fee (Non-refundable)

This non-refundable 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.

Transcripts

A charge of $1.00 is made for each transcript copy beyond the first.
Other Expenses per Year (Estimated)

There are other expenses related to attendance at Greenfield Community College, including the costs of books and supplies, room and board, transportation, clothing and laundry, and personal expenses. Since the College does not charge the student for these items, it is not possible to list the definite costs involved. Costs for these items may vary for each individual student.

The estimates provided below are shown as a guide to assist students in planning how they will meet the cost of attending Greenfield Community College. All students should plan how they will meet college costs well in advance of the opening of school.

Food (commuting students)\(^*\) $200.00
Room & Board (resident students)\(^*\) $1,300.00
Books & Supplies $200.00
(Art & Graphic Design Majors only) $490.00
Transportation $50-250.00

\(^*\)Greenfield Community College has no college housing facilities. Students must make their own housing arrangements. See Page 9 for information on finding housing.

Tuition and Fees Payment

- **By Direct Payment:**

  In accordance with college policy, all charges for tuition and fees are due and payable approximately 21 days prior to the date of registration for each semester. To that end, bills are rendered in advance. For your convenience you are urged to make remittance by mail. Bank checks or money orders should be made payable to “Greenfield Community College”. DO NOT MAIL CASH. Students may not register until all charges are paid.

- **By Financial Aid Awards (Scholarship, Loan, etc.):**

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

Refunds

A student who leaves the College for any reason before a semester is completed will be granted a pro rate refund of tuition (less the $35.00 advance non-refundable deposit) per the following schedule:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Refundable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before classes begin</td>
<td>100 per cent</td>
</tr>
<tr>
<td>During 1st week of classes</td>
<td>90 per cent</td>
</tr>
<tr>
<td>During 2nd-3rd week of classes</td>
<td>70 per cent</td>
</tr>
<tr>
<td>During 4th week of classes</td>
<td>50 per cent</td>
</tr>
<tr>
<td>After four weeks of classes</td>
<td>NONE</td>
</tr>
</tbody>
</table>

(Please allow at least 4 weeks processing time.)

NOTE: Refunds are first applied to reimburse scholarships, loans or other outstanding obligations to the College.

Exceptions:

- A student who makes an advance payment and then, for any reason, does not attend any part of the next semester or term at the College will be given a full refund of tuition. The $10.00 application fee payment required of new students is not refundable nor is the Student Activities Fee or the advance tuition deposit of $35.00 required from all new students at the time of registration.

- A student who is involuntarily called into active 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.
ACADEMIC STANDING

Dean’s List
Inclusion on the Dean’s List requires a GPA for the semester of at least 3.5 with no grade lower than C. Only full-time students carrying a program of at least twelve credits over and above any credit-no credit course option are eligible.

Probation
Probation usually involves a compulsory reduction of academic load and co-curricular activities and interviews for diagnosis of difficulties and for checking on recovery. A student on probation more than once may be subject to suspension or dismissal. The criteria for academic probation is a cumulative GPA below 1.65 at the end of the first semester of the first year and 2.00 thereafter or an excessive number of W or F grades.

Suspension
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
Dismissal is the involuntary separation of the student from all divisions of the College. A student may not petition for readmission earlier than one year from the effective date of dismissal. Criteria for academic dismissal are a cumulative GPA below 1.25 and/or continuing poor academic performance (i.e., probation status for more than one semester or an excessive number of W or F grades).

Appeal Process
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.

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. Excessive absence is usually a symptom of a related problem. Through counselors and advisors, the Office of Student Personnel Services will assist students in recognizing and solving these problems.

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

Classification of Students
Students carrying 12 or more 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.

Credit by Evaluation
Greenfield Community College recognizes that a College degree is more than the sum total of courses taken and examinations passed. The College grants academic credit for a wide range of educational experience, including transfer of credit from accredited or recognized institutions of higher education; credit awarded on the basis of selected College Level Subject Examinations; credit awarded from successful performance on subject examinations created by appropriate faculty; credit awarded on the basis of unique life and work experiences which lend themselves to evaluation; credit granted for courses taken in the military through the United States Armed Forces Institute or other recognized educational programs.

Advanced placement in specific subjects may be granted based on performance on College Board Advanced Placement Examinations administered to high school seniors and/or the General Examination of the College Level Examination Program.
Degree Requirements

To earn the degree, a student must complete the course requirements of the curriculum and achieve a cumulative grade point average of at least 2.00 for all courses taken at the College. No curriculum requires fewer than sixty credits; several require more. At least fifteen credits toward the degree must be completed at Greenfield Community College.

Grades

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

A — Excellent
B — Good
C — Satisfactory
D — Poor
F — Failing

Modifying plus and minus symbols may be used only for grades B and C; a modifying minus symbol may be used for the grade of A.

P — Satisfactory work in a non-credit course
INC — Incomplete

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 it is replaced by an F.

W — Withdrawn
AUD — Audit (not registered for credit)
CR — Credit (credit-no credit option)
NCR — No credit (credit-no credit option)

CR-NCR (credit-no credit) is an option available to a student carrying a program of 12 credits or more. With approval of the student’s advisor, a qualified student may elect to take one course per semester on a CR-NCR basis. This option may be exercised in addition to courses which are graded exclusively on a CR-NCR basis (e.g., Leisure Education courses) provided that at least 9 credits are carried on a graded (A, B, C, D, F) basis.

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

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

A — 4.00
B — 3.00
C — 2.00
D — 1.00
F — 0.00

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.

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/her academic advisor. Changes in curricular emphasis require approval of the appropriate division director.

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 dropped within the first twenty-five class days of a semester is not recorded on the official record. With the approval of the instructor and the student’s academic advisor, a course dropped between the 26th and 45th class day will appear on the official transcript with the grade of W. 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 45 day deadline date; however, withdrawal from a course beyond the 45th class day requires approval of the division director having jurisdiction over the course and only upon recommendation of the student’s academic advisor.
Repeating a Course

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.

Residency

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

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

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

B. The status of residence of any student 18 years of age or older shall be . . . determined from . . . (the) answers to the questions as applied to himself.

C. Even if answers to . . . (questions) are affirmative, “residence” of the parent or guardian (or student if 18 or over) must have been effective for two months immediately prior to the beginning of any semester for the student to be classified as a resident of Massachusetts.

Waiver

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

Withdrawal from College

Failing to attend class or merely giving notice to instructors will not be considered official withdrawal and may result in failing grades for all courses. To withdraw from the College, the student must file an Application for 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 all student throughout his/her College career.

It begins during the admissions process, continues with the assigned advisors who assist in orientation to the College and in registration, and is available throughout the academic year.

It is the student’s responsibility — and to his/her distinct advantage — to initiate and maintain close contact with his/her 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 accept personal checks in the amount of the purchase only. A maximum personal check of $5.00 will be accepted by The College Store for cash upon presenting College ID. 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 3:00 P.M. every day during the academic year. Evening School and special occasion hours will be posted in the lobby outside the College Store.

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

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

The policy on refunds is as follows:

- If you discontinue a class for which you have already purchased books, a refund will be made under the following regulations.
- Books must not be marked or damaged.
- 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 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.

Students enrolled on at least a half-time basis in the Nursing curriculum at Greenfield Community College are eligible to apply for assistance under the federally funded Nursing Student Loan or Nursing Student Scholarship Programs. Applicants must submit a Financial Aid Form (FAF) and a Greenfield Community College Financial Aid Application.

All applicants for aid are required to submit the Financial Aid Form (FAF) to the College Scholarship Service. The FAF 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 applied for admission to the College.

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 B, Iowa City, Iowa 52240.

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

Students who are residents of Massachusetts are encouraged to apply for Massachusetts State Scholarships. For entering freshmen, the deadline date is February 15 of the year preceding College entrance. Applications are available from the applicant’s secondary school. For upper-class applicants, the deadline is February 15. Applications are available from the Greenfield Community College Financial Aid Office. For the 1978/1979 academic year, Massachusetts State Scholarship applicants are required to submit only one application form which is a special version of the Financial Aid Form (FAF). This application form is available at high school guidance offices and at College financial aid offices.

For all types of Financial Aid, early application by interested students is encouraged. Inquiries regarding financial aid should be made to the Director of Financial Aid at Greenfield Community College.
Food Service

The College provides a full meal service in its 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 organization in advance.

Food is available during the day in the dining room, and vending machines supplement the service in the evening.

GED (General Educational Development) Program

The College offers preparatory classes both days and evenings which will enable non-high school graduates to obtain a high school equivalency certificate recognized both by employers and institutions of higher learning.

Testing is available for a nominal fee at the College by appointment.

Health Service

The staff of the 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 P.M. daily and is equipped to handle most problems common to the student 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; however, there are not full laboratory facilities, and students who need laboratory studies or X-rays are referred to the local hospital. Students are strongly advised to purchase student health insurance. This policy covers most common problems. Unless covered by another health plan, students are urged to invest in the student medical plan before starting 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

Media Services

The Media Center is centrally located on the second floor of the Core in Rooms C214 and C215. Media services include the distribution and maintenance of all media 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 media materials.

The Media Center is open daily from 9:00 A.M. to 5:00 P.M. except Saturdays, Sundays, and holidays, and until 10:00 P.M. Mondays through Thursdays when classes are in session.

Library Services

A collection of over 60,000 units of print and non-print material is housed in a magnificent library with a panoramic view of the Green River Valley. In addition to a rich variety of books, periodicals, newspapers, films, filmstrips, slides, audio-tapes and phonodiscs, the Library also offers beautifully designed areas for specialized services such as an Instructional Media Area (IMA), a calculator room, a special periodical reading area, and a micro-film reading-printing room.

The Archibald MacLeish collection is housed in a special room within the Library. Materials by and about the nationally prominent local poet are available for research or other scholarly pursuits.

The Library is open 6 days a week when classes are in session. The daily hours are posted.
Television Services

The Television Service is conveniently located on the second floor in the College’s Core area in Rooms C202, C203, and C250. 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 current facilities include a fully equipped 4-camera color television system, ½” 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 9:00 A.M. to 5:00 P.M., and until 10 P.M. Mondays through Thursdays when classes are in session.

Two important additions will improve our capabilities in the near future: (1) the installation of a multi-channel closed circuit distribution system broadcasting to 45 instructional stations throughout the campus and a capacity of originating from many of these stations; (2) a greatly expanded originating capability over the local CATV network.

The Learning Center

The Learning Center exists to help students in need of assistance in overcoming academic deficiencies. Its services include support in academic subjects and basic skills, small group study sessions, reading and writing improvement and tutoring in special subject areas. The Learning Center is located on the second floor of the Core in the Special Services office. No appointment is necessary for an initial interview, and all services are free of charge to students.

Personal Counseling Services

The Counseling Center staff assists students in exploring their growth potential and any personal concerns encountered while in College. All meetings are strictly confidential and at the student's convenience; no appointment is necessary for an initial interview. For further information, visit Special Services on the second level in the Core section of the campus.

Placement Services

The Placement Office, with the cooperation of the faculty, assists graduating students and alumni seeking appropriate full-time employment and/or training.

Students are urged to consult the Placement Office 6 to 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 Student Activities program assists 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 and clubs.

The Student Association

The Student Association of Greenfield Community College is the basic structure within which Student Government and the Student Activities program exist.

The Association is operated by means of a constitution which has been approved by the Student Government. Through the constitution, the students have a means of organizing activities and programs to meet their 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:

- Promoting and supporting activities that enhance the needs of the College community.
- Administering and allocating the funds of the Student Association in conjunction with the administration.
- Representing the student body on and off campus.
- 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 Coordinator 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 divisions.

Dependents of deceased or 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 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.

Information regarding application and procedures for these programs is available from the Office of Veterans’ Affairs.

PROGRAMS

The Commonwealth Transfer Compact

The Massachusetts 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:

- 6 hours of English-communication
- 9 hours of behavioral-social sciences
- 9 hours of humanities-fine arts
- 9 hours of mathematics-sciences
- 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.

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 up-grading or personal enrichment.

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 Services

The Division of Behavioral Sciences encompasses the traditional liberal arts disciplines ordinarily associated with the study of human behavior. The Division also has the following vocationally oriented programs: Recreation Leadership, 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 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.

Division of Business Administration

The Division of Business Administration takes a pragmatic approach to the preparation of students for the world of work.

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

Division of Continuing Education & Community Services

The Division of Continuing Education and Community Services is concerned with identifying unrealized community potential and current community needs, drawing together resources in the College and in the community, and creating appropriate educational programs.

Community services programs may include but need not be limited to non-credit courses, lectures, panels, concerts, workshops, seminars, conferences, coordinative activities, and consultative services. Community members and groups are invited to discuss specific needs and interests. Charges vary with the type and scope of program offered.

Evening and summer courses for college credit are also offered through the Division of Continuing Education and Community Services. It is possible to complete a degree program through evening and summer courses, but in such cases the formal admission procedure for degree candidates applies. Specific information concerning the above programs may be obtained from the office of The Division of Continuing Education and Community Services.

Division of Humanities

The Division of Humanities offers a variety of opportunities to study Literature, Language, History, Art, Philosophy, Music, Speech and Theatre.

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 Learning Resources

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

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

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

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

COOPERATIVE EDUCATION

A component in many of the programs at Greenfield Community College, cooperative education is a systematic method of delivering educational services to students by combining academic instruction with community based, supervised on-the-job learning experiences.

There are a variety of terms used to designate the cooperative method of learning at Greenfield Community College: field experience, field work, cooperative work experience, and internship. The student receives academic credit for satisfactory completion of the learning experiences.

ACADEMIC PROGRAMS

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 Programs
- General Program requirements
- American Studies Concentration (Subject to MBRCC approval)
- Data Processing Concentration
- Math/Science Concentration

Career and Transfer Programs
- Accounting
- Associate Art
- Civil Engineering Technology
- Early Childhood Education
- Engineering
- Fire Science Technology
- Graphic Design
- Industrial Engineering Technology
- Law Enforcement
- Management
- Management/Data Processing
- Marketing
- Media Technology
- Nursing
- Recreation Leadership
- Secretarial Science
- Executive
- Medical
- Legal

Certificate Programs
- Fire Science Technology
- Office Assistant

The liberal arts curriculum leads to the degree of Associate in Arts (A.A.); all other curriculums lead to the degree of Associate in Science (A.S.). No curriculum option allows fewer than twenty credits in liberal arts courses; most require more.
LIBERAL ARTS

The Liberal Arts curriculum is an organized program of general education 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 11 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 now under consideration. A list of potential Liberal Arts program concentrations appears below. It is anticipated that selected programs from this list will be effective by September 1977. For additional information contact the Office of Admissions.

American Studies
Art
Behavioral Sciences (Psychology, Sociology)
Broadcasting
Business Administration
Civil Engineering
English
Environmental Science
History
Human Services
Journalism
Music
Outdoor Education
Pre-Dental
Pre-Engineering
Pre-Medical
Pre-Veterinarian
Speech-Theatre

A student choosing the Liberal Arts curriculum may wish to discuss his vocational goals with the Director of Admissions or with his/her 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 PROGRAM:

The student needs a minimum of sixty credits for the Associate in Arts degree, of which at least 15 credits must be earned at Greenfield Community College. No more than 18 credits may be taken in any specific liberal arts subject (e.g., English, Chemistry, Art, Psychology, Economics, etc.)

There is a 36 credit core requirement, distributed as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English (Eng. Comp. I and II)</td>
<td>6</td>
</tr>
<tr>
<td>Humanities — Fine Arts</td>
<td>9</td>
</tr>
<tr>
<td>Behavioral — Social Sciences</td>
<td>9</td>
</tr>
<tr>
<td>Natural Sciences/Math</td>
<td>9</td>
</tr>
<tr>
<td>Speech (Spe. 101 or 121)</td>
<td>3</td>
</tr>
</tbody>
</table>

The remaining 24 credits are electives. A maximum of 12 credits may be "x" coded normally non-liberal arts courses.

All courses are to be selected in consultation with the student's faculty advisor and must comply with the requirements and limitations delineated in the advising definitions found on Page 37.

Deviation from the requirements requires recommendation of the appropriate Division Director and approval by the Dean of Faculty.
LIBERAL ARTS PROGRAM:
AMERICAN STUDIES CONCENTRATION

(subject to approval by the Massachusetts Board of Regional Community Colleges)

The Liberal Arts Concentration in American Studies is designed to meet the basic requirements of the Liberal Arts program for the Associate in Arts Degree and the transfer compact with four-year institutions. Its intent is to provide a concentration in American culture for those planning to pursue such socially oriented professions as teaching, public service, social service, law, advertising, public relations, journalism, library science and ministry. A student electing this Liberal Arts concentration should expect to transfer to a four-year institution in order to meet the educational requirements of such professions.

The major emphasis within the American Studies concentration is on American literature, history and government. In addition to certain required courses, students may select a number of electives in these and other areas of study.

American Studies Concentration

FIRST YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eng. I (any option)</td>
<td>3</td>
</tr>
<tr>
<td>His. 105</td>
<td>3</td>
</tr>
<tr>
<td>Soc. 101</td>
<td>3</td>
</tr>
<tr>
<td>Spe. 101 or 121</td>
<td>3</td>
</tr>
<tr>
<td>Nat. Sci. Elective</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>15-16</td>
</tr>
<tr>
<td>Eng. II (any option)</td>
<td>3</td>
</tr>
<tr>
<td>His. 106</td>
<td>3</td>
</tr>
<tr>
<td>Pol. 101</td>
<td>3</td>
</tr>
<tr>
<td>Beh. Sci. Elective</td>
<td>3</td>
</tr>
<tr>
<td>Nat. Sci. Elective</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>15-16</td>
</tr>
</tbody>
</table>

SECOND YEAR

30-31 credits to be distributed in the following way:

<table>
<thead>
<tr>
<th>Options</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English options</td>
<td>9</td>
</tr>
<tr>
<td>History/Political Science options</td>
<td>9</td>
</tr>
<tr>
<td>Math or Natural Science electives</td>
<td>3-4</td>
</tr>
<tr>
<td>Behavioral Science electives</td>
<td>3</td>
</tr>
<tr>
<td>General electives</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>30-31</td>
</tr>
</tbody>
</table>

English options — 9 credits

American Literature I -Eng. 203
American Literature II -Eng. 204
Black in American Lit. -Eng. 219
American Folklore -Eng. 217

History/Political Science options — 9 credits

The American Dream -His. 111
American Foreign Policy -His. 109
American Civil Liberties -Pol. 203
International Politics -Pol. 105
LIBERAL ARTS PROGRAM:
DATA PROCESSING CONCENTRATION

The Data Processing Concentration within the Liberal Arts Program is primarily a transfer program for those students who select the Liberal Arts major for a broad, general education, yet want an exposure to technical training in Business Data Processing. The graduate earns the degree of Associate in Arts.

FIRST YEAR

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Semester</td>
<td></td>
</tr>
<tr>
<td>ENG</td>
<td>3</td>
</tr>
<tr>
<td>MAT 101</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAT 101</td>
<td>3</td>
</tr>
<tr>
<td>*DAT 105</td>
<td>3</td>
</tr>
<tr>
<td>ENG</td>
<td>3</td>
</tr>
<tr>
<td>MAT 114</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

*Scientifically oriented.

SECOND YEAR

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Semester</td>
<td></td>
</tr>
<tr>
<td>General</td>
<td>3</td>
</tr>
<tr>
<td>DAT 103</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral</td>
<td>3</td>
</tr>
<tr>
<td>Natural</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAT 201</td>
<td>3</td>
</tr>
<tr>
<td>ENG 123</td>
<td>3</td>
</tr>
<tr>
<td>General</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101</td>
<td>3</td>
</tr>
<tr>
<td>SPE 121</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>
LIBERAL ARTS PROGRAM —
MATH/SCIENCE CONCENTRATION

This concentration is designed for the student who plans to transfer to a four year degree program with a major in mathematics or one of the sciences. It is consistent with the first two years of a university program and allows the student to transfer into a four year degree program without loss of time and/or academic credit.

1. **Core Requirements:**
   
<table>
<thead>
<tr>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition I, II</td>
<td>6</td>
</tr>
<tr>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 — Oral Communication, or SPE 121 — Group Discussion</td>
<td></td>
</tr>
<tr>
<td>Humanities Electives</td>
<td>9</td>
</tr>
<tr>
<td>Behavioral Science Electives</td>
<td>9</td>
</tr>
<tr>
<td>Chemistry</td>
<td>8</td>
</tr>
<tr>
<td>CHE 101-102: General Chemistry I, II</td>
<td>8</td>
</tr>
<tr>
<td>Physics</td>
<td></td>
</tr>
<tr>
<td>PHY 101-102: General Physics  I, II</td>
<td>6-8</td>
</tr>
<tr>
<td>MAT 101 — Fundamental Concepts of Mathematics</td>
<td></td>
</tr>
<tr>
<td>MAT 108 — Elementary Functions</td>
<td></td>
</tr>
<tr>
<td>MAT 201-202: Calculus with Analytic Geometry I, II</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
</tr>
</tbody>
</table>

2. **Elective Choice:**

The remaining 9-11 credits should be selected as appropriate to the area of interest for the four year degree, in consultation with the student’s advisor, from the following list of courses:

<table>
<thead>
<tr>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 101 Zoology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 102 Botany</td>
<td>4</td>
</tr>
<tr>
<td>BIO 105 Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 106 Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIO 107 Basic Biology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 108 Basic Biology II</td>
<td>4</td>
</tr>
<tr>
<td>BIO 205 Microbiology</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 201 Organic Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHE 202 Organic Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>EAS 101 Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>EAS 102 Historical Geology</td>
<td>4</td>
</tr>
<tr>
<td>EAS 103 The Earth’s Surface</td>
<td>3</td>
</tr>
<tr>
<td>EAS 104 Introduction to Oceanography</td>
<td>4</td>
</tr>
<tr>
<td>EAS 107 Geology of Our National Parks</td>
<td>3</td>
</tr>
<tr>
<td>EAS 201 Rocks and Minerals</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 112 Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MAT 114 Probability and Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MAT 201 Calculus with Analytic Geometry I</td>
<td></td>
</tr>
<tr>
<td>MAT 202 Calculus with Analytic Geometry II</td>
<td></td>
</tr>
<tr>
<td>MAT 203 Multivariate Calculus</td>
<td>4</td>
</tr>
<tr>
<td>MAT 205 Elementary Linear Algebra</td>
<td>3</td>
</tr>
</tbody>
</table>
CAREER PROGRAMS

ACCOUNTING ASSOCIATE

Program Coordinator:
Office, Division of Business Administration

The Accounting Associate Program offers an occupational curriculum which prepares students to work at the para-professional level in industry, retail enterprises, or public accounting offices. The graduate earns the degree of Associate in Science and should be qualified for entry level positions such as accounts payable clerk, accounts receivable clerk, inventory manager, cost accounting clerk, junior accountant in public accounting firms, motel or restaurant full charge bookkeeper. Although the curriculum is designed for employment immediately following graduation, transfer to a baccalaureate degree program in accounting or a related field is an option for some students.

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 121</td>
<td>4</td>
<td>ACC 122</td>
<td>4</td>
</tr>
<tr>
<td>BUS 101</td>
<td>3</td>
<td>DAT 101</td>
<td>3</td>
</tr>
<tr>
<td>BUS 105</td>
<td>3</td>
<td>ENG 123</td>
<td>3</td>
</tr>
<tr>
<td>ENG English Composition I (any option)</td>
<td>3</td>
<td>ENG Liberal Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
<td>3</td>
<td>SPE 101 Oral Communication OR</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

SECOND YEAR

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 155</td>
<td>3</td>
</tr>
<tr>
<td>BUS 201</td>
<td>3</td>
</tr>
<tr>
<td>ECO 101</td>
<td>3</td>
</tr>
<tr>
<td>ACC 201</td>
<td>3</td>
</tr>
<tr>
<td>ACC 205</td>
<td>3</td>
</tr>
<tr>
<td>Elective *</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 156</td>
<td>3</td>
</tr>
<tr>
<td>BUS 235</td>
<td>3</td>
</tr>
<tr>
<td>ECO 102</td>
<td>3</td>
</tr>
<tr>
<td>ACC 202</td>
<td>3</td>
</tr>
<tr>
<td>ACC 206</td>
<td>3</td>
</tr>
<tr>
<td>Elective *</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

*Electives (pick one for each semester)
ACC 201 Intermediate Accounting I 3
ACC 205 Cost Accounting I 3
DAT 103 Intro. to ANSI COBOL 3
DAT 201 Intro. To Systems Analysis and Design 3
DAT 203 Information Systems 3
ACC 202 Intermediate Accounting II 3
ACC 206 Cost Accounting II 3
BUS 107 Intro. to Personal Income Taxes 3
MAT 114 Probability and Statistics 3

NOTE: Six hours must be completed in either Intermediate Accounting or Cost Accounting. Students without a strong math background should select a math course.
Approved by the Massachusetts Board of Regional Community Colleges under the title of “Fine Arts.”

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

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

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

Program Coordinator:
Budge Hyde

**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></td>
</tr>
<tr>
<td>Behavioral Science Elective</td>
<td>3</td>
<td>or ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>ART 103 Art History I</td>
<td>3</td>
<td>Behavioral Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>ART 121 Design I</td>
<td>3</td>
<td>ART 104 Art History II</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 115 Sensory Phenomena I</td>
<td>1</td>
<td>ART 132 Drawing II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>16</strong></td>
<td>ART 116 Sensory Phenomena II</td>
<td>1</td>
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<table>
<thead>
<tr>
<th>SECOND YEAR</th>
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<th></th>
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</thead>
<tbody>
<tr>
<td>1st Semester</td>
<td></td>
<td>2nd Semester</td>
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</tr>
<tr>
<td>ART 231 Life Drawing I</td>
<td>3</td>
<td>ART 232 Life Drawing II</td>
<td>3</td>
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<tr>
<td>Art Studio Electives</td>
<td>6</td>
<td>Art Studio Electives</td>
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<td>Liberal Arts Elective</td>
<td>3</td>
<td>Liberal Arts Electives</td>
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<td>General Elective</td>
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<tr>
<td></td>
<td><strong>15</strong></td>
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</tbody>
</table>

Note: Students may, with the permission of the Coordinator of the Art curriculum, take an additional course each semester.

The following are the studio electives open to Art and Graphic Design majors:

| ART 241 Painting I                       | 3       | ART 242 Painting II                   | 3       |
| ART 251 Photography I                    | 3       | ART 252 Photography II                | 3       |
| ART 271 Graphic Design I                 | 3       | ART 272 Graphic Design II             | 3       |
| ART 233 Printmaking I                    | 3       | ART 234 Printmaking II                | 3       |
| ART 295 Directed Study in Art            | 1-3     | ART 296 Directed Study in Art         | 1-3     |
|                                          |         | ART 261 Sculpture                     | 3       |

Note: It is understood that students may not take the advanced level studios without first completing those at the introductory level.
CIVIL ENGINEERING TECHNOLOGY

Approved by the Massachusetts Board of Regional Community Colleges under the title of “Civil Technology.”

Civil engineering is the broadest branch of engineering and is involved in the planning, design and construction of all types of structures, *land*, *sea* and *air* transportation systems; and systems to protect and improve the environment.

The Civil Engineering Technology Curriculum at Greenfield Community College prepares the student to work as a technician on a civil engineering team with such projects as highways, dams, airports, harbor facilities, water purification systems, sewage and industrial waste treatment plants, pipelines, bridges, buildings, railroads and rapid transit systems. The tools of the civil engineering technician include the slide rule, calculator, drafting board, surveying instruments, and computer.

Graduates of this program receive the Associate in Science degree.

For some students, transfer to a baccalaureate degree program in civil engineering is feasible.

Program Coordinator:
David Bartlett

**FIRST YEAR**

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credits</th>
<th>2nd Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG  English Composition I (any option)</td>
<td>3</td>
<td>ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>SPE  Speech Elective (101) or (121)</td>
<td>3</td>
<td>PHY 103 Introductory Physics I</td>
<td>4</td>
</tr>
<tr>
<td>MAT 103  Applied Mathematics I</td>
<td>3</td>
<td>MAT 104 Applied Mathematics II</td>
<td>3</td>
</tr>
<tr>
<td>CIV 101 Surveying I</td>
<td>3</td>
<td>CIV 102 Surveying II</td>
<td>3</td>
</tr>
<tr>
<td>CIV 103 Engineering Orientation</td>
<td>1</td>
<td>GRA 102 Civil and Architectural Drafting</td>
<td>2</td>
</tr>
<tr>
<td>GRA 101 Engineering Drawing ***</td>
<td>3</td>
<td>DAT 105 Fortran Programming</td>
<td>3</td>
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**SUMMER PROGRAM**

CIV 200  Field Experience in Civil Engineering Technology (Recommended)

**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>Math Elective*</td>
<td>3</td>
<td>CIV 203 Soil Mechanics</td>
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<tr>
<td>CIV 205 Statics</td>
<td>3</td>
<td>CIV 215 Construction Estimating</td>
<td>2</td>
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<tr>
<td>PHY 104 Introductory Physics II</td>
<td>4</td>
<td>CIV 206 Mechanics of Materials</td>
<td>4</td>
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<tr>
<td>Electives**</td>
<td>6</td>
<td>Electives**</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td></td>
<td>18</td>
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</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 313). The remaining three hours are a general elective, to be used for any course that the student and his advisor deem appropriate. Another technical elective is suggested.

***GRA 101 Engineering Drawing may be waived for students presenting sufficient background to qualify for GRA 102, Civil and Architectural Drafting.
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 will insure the student practical training and the opportunity to apply classroom work in the field.

NOTE: A student planning to transfer to one of the Massachusetts public colleges or universities to pursue a baccalaureate program should take advantage of the Commonwealth Transfer Compact (see page 11 for details). To satisfy Compact requirements, it will be necessary to take six liberal arts credits in addition to those stipulated. 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.

Program Coordinator:
Nancy Winter

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th></th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECE 101 Introduction to Early Childhood Education</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE 115 Field Experience in Early Childhood Education I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENG English Composition I (any option)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology OR</td>
<td>3</td>
<td></td>
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<tr>
<td>SOC 101 Principles of Sociology</td>
<td>3</td>
<td></td>
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<tr>
<td>Natural Science Math Elective</td>
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<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ECE 201 Early Childhood Curriculum</td>
<td>3</td>
<td></td>
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<tr>
<td>ECE 116 Field Experience in Early Childhood Education II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENG English Composition II (any option)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology OR</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SOC 101 Principles of Sociology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
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<tr>
<td><strong>Total</strong></td>
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<table>
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<tr>
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<th>Credits</th>
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<tbody>
<tr>
<td>1st Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECE 202 Science, Math and Social Studies for the Young Child</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE 215 Field Experience in Early Childhood Education II OR</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE 216 Field Experience in Early Childhood IV*</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE 103 Creative Experiences in Art, Music and Drama for the Young Child</td>
<td>3</td>
<td></td>
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<tr>
<td>SPE 101 Oral Communication OR</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SPE 121 Group Discussion</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
<td>3</td>
<td></td>
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<tr>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>2nd Semester</th>
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<tbody>
<tr>
<td>ECE 216 Field Experience in Early Childhood Education IV OR</td>
<td>6</td>
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</tr>
<tr>
<td>General Elective*</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE 203 Survey of Current Learning Programs</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE 205 Human Growth and Development</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENG 241 Children’s Literature</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

*Students may petition or be chosen to enter ECE 216 before completing ECE 215. Students who do this will substitute a general elective for ECE 216.
ENGGINEERING

The Engineering curriculum is primarily a transfer program, but it may also serve some occupational needs. It includes a solid science-engineering fundamentals base and offers considerable flexibility in overall program design. Students may select engineering courses in any area of their choosing, insofar as these courses are available, and apply them toward this degree. The program meets the Commonwealth Transfer Compact guide line and awards the degree of Associate in Science.

Program Coordinator:
David Bartlett

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>English Comp I</td>
<td>3</td>
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<tr>
<td>**Math Elective</td>
<td>3</td>
</tr>
<tr>
<td>CIV 103 Engr. Orient.</td>
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</tr>
<tr>
<td>GRA 101 Engr. Draw.</td>
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</tr>
<tr>
<td>*Liberal Arts Elective</td>
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<tr>
<td>PHY 101 General Physics</td>
<td>4</td>
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<tr>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>2nd Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>Math Elective</td>
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<tr>
<td>DAT 105 Fortran</td>
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<tr>
<td>PHY 102 Gen. Physics II</td>
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</tr>
<tr>
<td>GRA 106 Drafting for Engrs.</td>
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<table>
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<td>*Liberal Arts Electives</td>
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<tr>
<td>Engr/Science Elective</td>
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<table>
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<th>4th Semester</th>
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<tbody>
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<td>Math/Science/Engr. Elect.</td>
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<td>SPE 101 Oral Communc.</td>
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<tr>
<td>Engr/Science Electives</td>
<td>6</td>
</tr>
<tr>
<td>*Liberal Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
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</tbody>
</table>

+ MAT 103 level as a minimum

*Liberal Arts electives must include six hours of Humanities and nine hours of Behavioral Sciences.

**MAT 103 Level as a minimum.
FIRE SCIENCE TECHNOLOGY

Approved by the Massachusetts Board of Regional Community Colleges under the title of “Fire Protection and Safety Technology.”

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

A Fire Science Technology Certificate program is offered for the benefit of students wishing to obtain maximum technical training in fire science in a minimum of time. (See page 35.)

Program Coordinator:
Carleton Stinchfield

FIRST YEAR

1st Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 103 Applied Mathematics I</td>
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<tr>
<td>CHE 105 Basic Principles of Chemistry OR</td>
<td></td>
</tr>
<tr>
<td>SCI 101 Physical Science I</td>
<td>3</td>
</tr>
<tr>
<td>FST 101 Introduction to Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td>FST 103 Fundamentals of Fire Prevention</td>
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2nd Semester

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>ENG 103 Applied Mathematics II (any option) OR</td>
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<tr>
<td>ENG 123 Report Writing</td>
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</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>FST Elective</td>
<td>3</td>
</tr>
<tr>
<td>FST 107 Fire Hydraulics</td>
<td>3</td>
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<tr>
<td>FST 109 Hazardous Materials</td>
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<tr>
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SECOND YEAR

1st Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SPE 101 Oral Communication OR</td>
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</tr>
<tr>
<td>SPE 121 Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td>FST 201 Fire Protection Systems and Equipment I</td>
<td>3</td>
</tr>
<tr>
<td>FST 111 Building Construction</td>
<td>3</td>
</tr>
<tr>
<td>FST Elective</td>
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<tr>
<td>General Elective</td>
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<td><strong>Total</strong></td>
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2nd Semester

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

FST Electives consist of all courses designated FST not specifically required in the curriculum. General elective courses may be selected from any field, including FST.
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/her program for a three-year period.

Program Coordinator:
Budge Hyde

### 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></td>
</tr>
<tr>
<td>Behavioral Science Elective</td>
<td>3</td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>ART 121 Design I</td>
<td>3</td>
<td>ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>ART 131 Drawing I</td>
<td>3</td>
<td>Behavioral Science Elective</td>
<td>3</td>
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<tr>
<td>ART 103 Art History I</td>
<td>3</td>
<td>ART 122 Design II</td>
<td>3</td>
</tr>
<tr>
<td>ART 115 Sensory Phenomena I</td>
<td>1</td>
<td>ART 132 Drawing II</td>
<td>3</td>
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<tr>
<td></td>
<td>16</td>
<td>ART 104 Art History II</td>
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<tr>
<td></td>
<td></td>
<td>ART 116 Sensory Phenomena II</td>
<td>1</td>
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### SECOND YEAR

<table>
<thead>
<tr>
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<th>Credits</th>
<th>2nd Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ART 271 Graphic Design I</td>
<td>3</td>
<td>ART 272 Graphic Design II</td>
<td>3</td>
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<tr>
<td>Art Studio and/or Audiovisual Electives</td>
<td>6</td>
<td>Art Studio and/or Audiovisual Electives</td>
<td>6</td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
<td>3</td>
<td>Liberal Arts Electives</td>
<td>6</td>
</tr>
<tr>
<td>General Elective</td>
<td>3</td>
<td></td>
<td>15</td>
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<td></td>
<td>15</td>
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</tr>
</tbody>
</table>

It is understood that students may not take the advanced level studios without 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>1st Semester</th>
<th>Credits</th>
<th>2nd Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ART 241 Painting I</td>
<td>3</td>
<td>ART 242 Painting II</td>
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<tr>
<td>ART 251 Photography I</td>
<td>3</td>
<td>ART 252 Photography II</td>
<td>3</td>
</tr>
<tr>
<td>ART 231 Life Drawing I</td>
<td>3</td>
<td>ART 232 Life Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 233 Printmaking I</td>
<td>3</td>
<td>ART 234 Printmaking II</td>
<td>3</td>
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<tr>
<td>ART 295 Directed Study in Art</td>
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<td>ART 296 Directed Study in Art</td>
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INDUSTRIAL ENGINEERING TECHNOLOGY

Approved by the Massachusetts Board of Regional Community Colleges under the title of "Industrial Technology."

Industrial Engineering Technology is an occupational program preparing students to work principally, though not exclusively, in manufacturing industries. The graduate earns the degree of Associate in Science and should be qualified for entry level positions in areas such as drafting and design, industrial technology, maintenance engineering, quality control, production control, purchasing, and manufacturing supervision. For some students, transfer to a baccalaureate degree program in industrial or mechanical engineering is feasible. Industrial Engineering Technology courses are at present available only in the evening through the Division of Continuing Education; however, students in this program may take liberal arts and some of the other specialized courses in either the day or evening programs.

Program Coordinator:
David Bartlett

**FIRST YEAR**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>1st Semester</td>
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<tr>
<td>ENG 103 English Composition I (any option)</td>
<td>3</td>
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<tr>
<td>SPE 101 Oral Communication OR</td>
<td></td>
</tr>
<tr>
<td>SPE 121 Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td>*MAT 103 Applied Math I</td>
<td>3</td>
</tr>
<tr>
<td>GRA 101 Engineering Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 101 Introduction to Management</td>
<td>3</td>
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<tr>
<td>CIV 103 Engineering Orientation</td>
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<tbody>
<tr>
<td>ENG 123 Report writing</td>
<td>3</td>
</tr>
<tr>
<td>PHY 103 Introductory Physics I</td>
<td>4</td>
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<tr>
<td>*MAT 104 Applied Math II</td>
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<tr>
<td>GRA 104 Drafting for Industry</td>
<td>2</td>
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<tr>
<td>IND 101 Machine Processes</td>
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<tr>
<td>DAT 105 Fortran Programming</td>
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**SECOND YEAR**

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<td>1st Semester</td>
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<tr>
<td>PHY 104 Introductory Physics II</td>
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<tr>
<td>*MAT 207 Applied Math III</td>
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<td>CIV 205 Statistics</td>
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<td>IND 201 Productivity Management</td>
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<td>IND 203 Quality Control</td>
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<tbody>
<tr>
<td>Business Elective (ECO 101, BUS 115, or BUS 203)</td>
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<tr>
<td>IND 204 Facilities Engineering OR</td>
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<tr>
<td>IND 206 Thermodynamics</td>
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<tr>
<td>Humanities-Behavioral Science Electives (2)</td>
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<tr>
<td>IND 107 Contracts and Specifications</td>
<td>3</td>
</tr>
<tr>
<td>IND 207 Strength of Materials</td>
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<td><strong>Total:</strong></td>
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*Qualified student may be placed in more advanced math courses.*
The curriculum in Law Enforcement leads to the degree of Associate in Science. It is designed to prepare high school graduates for careers in law enforcement, and to provide officers in service the opportunity for professional development and advancement. Graduates of this program are prepared for a number of careers in local and state police agencies, as well as law enforcement work in private industry.

Program Coordinator:
Gerard Richard

FIRST YEAR

<table>
<thead>
<tr>
<th>1st Semester</th>
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</thead>
<tbody>
<tr>
<td>ENG English Composition I (any option)</td>
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</tr>
<tr>
<td>SOC 101 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>POL 101 American Government</td>
<td>3</td>
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<tr>
<td>LAW 101 Introduction to Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>LAW 103 Criminal Law</td>
<td>3</td>
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<tr>
<td>2nd Semester</td>
<td>Credits</td>
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<tr>
<td>ENG English Composition II (any option)</td>
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<tr>
<td>OR</td>
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<tr>
<td>ENG 123 Report Writing</td>
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<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
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<tr>
<td>LAW 105 Criminal Evidence</td>
<td>3</td>
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<tr>
<td>LAW 113 Juvenile Procedures</td>
<td>3</td>
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<tr>
<td>SPE 101 Introduction to Speech OR</td>
<td></td>
</tr>
<tr>
<td>SPE 121 Group Discussion</td>
<td>3</td>
</tr>
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SUMMER

LAW 200 Field Experience in Law Enforcement

SECOND YEAR

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<td>LAW 109 Criminal Investigation</td>
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<td>SOC 201 Social Problems</td>
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<td>Liberal Arts Elective</td>
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<tr>
<td>Law Enforcement Elective</td>
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<td></td>
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<tr>
<td>2nd Semester</td>
<td>Credits</td>
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<tr>
<td>LAW 203 Administration of Justice</td>
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<td>General Elective</td>
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<td>Liberal Arts Elective</td>
<td>3</td>
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<tr>
<td>Law Enforcement Electives</td>
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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.
Approved by the Massachusetts Board of Regional Community Colleges under the title of "Business 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.

**Program Coordinator:**

Office — Division of Business Administration

**FIRST YEAR**

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG English Composition I (Any Option)</td>
<td>3</td>
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<tr>
<td>ACC 121 Introduction to Accounting I</td>
<td>4</td>
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<tr>
<td>BUS 101 Principles of Management</td>
<td>3</td>
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<tr>
<td>BUS 103 Introduction to Marketing</td>
<td>3</td>
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<tr>
<td>BUS 105 Mathematics for Business</td>
<td>3</td>
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<th>Credits</th>
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<tbody>
<tr>
<td>ENG English Composition II (any option)</td>
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<tr>
<td>OR</td>
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<tr>
<td>ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>ACC 122 Introduction to Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>Business Administration Elective</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Oral Communications OR</td>
<td></td>
</tr>
<tr>
<td>SPE 121 Group Discussion</td>
<td>3</td>
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**SECOND YEAR**

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECO 101 Principles of Economics I</td>
<td>3</td>
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<tr>
<td>BUS 155 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 201 Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>DAT 101 Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>Business Administration Elective</td>
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<table>
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<th>Credits</th>
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<tbody>
<tr>
<td>ECO 102 Principles of Economics II</td>
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<tr>
<td>BUS 156 Business Law II</td>
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<tr>
<td>Elective</td>
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<td>Business Administration Elective</td>
<td>3</td>
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<tr>
<td>Liberal Arts Elective</td>
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<td></td>
<td><strong>15</strong></td>
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</table>
MANAGEMENT/DATA PROCESSING

The concentration in Business Data Processing is an option available to Management students. The graduate earns the degree of Associate in Science and should be qualified for entry level management training programs with or without data processing applications. However, this concentration is directed primarily toward transfer to appropriate baccalaureate degree programs.

Program Coordinator:
Office — Division of Business Administration

FIRST YEAR

1st Semester  Credits
ENG  English Composition I (any option)  3
ACC 121  Introduction to Accounting I  4
BUS 101  Principles of Management  3
BUS 103  Introduction to Marketing  3
MAT 101  Fundamental Concepts of Mathematics  3

16

2nd Semester  Credits
ENG  English Composition II (any option)  
  OR
ENG 123  Report Writing  3
ACC 122  Introduction to Accounting II  4
DAT 101  Data Processing for Business and Management  3
MAT 114  Probability and Statistics  3
SPE 101  Oral Communications OR  
SPE 121  Group Discussion  3

16

SECOND YEAR

1st Semester  Credits
BUS 155  Business Law I  3
BUS 201  Financial Management  3
DAT 103  Introduction to ANSI COBOL  3
ECO 101  Principles of Economics I  3
General Elective  3

15

2nd Semester  Credits
BUS 156  Business Law II  3
DAT 201  Introduction to Systems Analysis and Design  3
ECO 102  Principles of Economics II  3
General Elective  3
General Elective  3

15
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 organization. The curriculum is also suitable for students wishing to continue work toward a bachelor's degree with a major in marketing.

Program Coordinator:
Office — Division of Business Administration

**FIRST YEAR**

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<th>Credits</th>
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<tbody>
<tr>
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<td></td>
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<tr>
<td>ACC 121 Introduction to Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>BUS 101 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 103 Introduction to Marketing</td>
<td>3</td>
</tr>
<tr>
<td>ENG English Composition I (any option)</td>
<td>3</td>
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<tr>
<td>BUS 105 Mathematics for Business</td>
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<tbody>
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<tr>
<td>ACC 122 Introduction to Accounting II</td>
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<tr>
<td>Business Administration Elective</td>
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<tr>
<td>BUS 211 Retail Merchandising</td>
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<tr>
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<td>OR</td>
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<td>ENG 123 Report Writing</td>
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<tr>
<td>SPE 101 or 121</td>
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**SECOND YEAR**

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<tbody>
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<tr>
<td>ECO 101 Principles of Economics I</td>
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<tr>
<td>BUS 213 Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>BUS 155 Business Law I</td>
<td>3</td>
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<tr>
<td>PSY 101 Principles of Psychology</td>
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<tr>
<td>ECO 102 Principles of Economics</td>
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<tr>
<td>BUS 156 Business Law II</td>
<td>3</td>
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<tr>
<td>BUS 223 Marketing Problems</td>
<td>3</td>
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<tr>
<td>BUS 251 Cooperative Work</td>
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<td>SOC 101 Principles of Sociology</td>
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MEDIA TECHNOLOGY

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

Program Coordinator:
Margaret Howland

**FIRST YEAR**

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<tbody>
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<td>ENG 101 English Composition I (any option)</td>
<td>3</td>
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<tr>
<td>Behavioral Science Elective</td>
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<tr>
<td>(PSY 101 Principles of Psychology recommended)</td>
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<td>Liberal Arts Elective</td>
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<tr>
<td>AVM 101 Introduction to Audiovisual Media</td>
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<tr>
<td>Elective (ART III Introduction to Studio I recommended)</td>
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<tbody>
<tr>
<td>*ENG 102 English Composition II (any option)</td>
<td>3</td>
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<td>Behavioral Science Elective</td>
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<td>(SOC 101 Principles of Sociology recommended)</td>
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<tr>
<td>Liberal Arts Elective</td>
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<tr>
<td>AVM 103 Production of AV Materials</td>
<td>3</td>
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<tr>
<td>AVM 109 Television Production</td>
<td>3</td>
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**SECOND YEAR**

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<tbody>
<tr>
<td>LIB 101 Library Resources and Reference Materials</td>
<td>3</td>
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<tr>
<td>ENG 123 Report Writing</td>
<td>3</td>
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<td>General Elective</td>
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<tr>
<td>AVM 215 Audiovisual Technology</td>
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<tr>
<td>AVM 205 Photography and Graphics in Education</td>
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<tbody>
<tr>
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<td>3</td>
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<td>Behavioral Science Elective</td>
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<td>(PSY 211 Psychology of Education recommended)</td>
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<tr>
<td>AVM 217 Media Systems Design</td>
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*ENG 116 recommended*
NURSING

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

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.

Program Coordinator:  
William Peters

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
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<th>Credits</th>
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<td>1st Semester</td>
<td>NUR 101</td>
<td>Fundamentals of Nursing</td>
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<td></td>
<td>BIO 105</td>
<td>Anatomy and Physiology I</td>
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<td></td>
<td>ENG</td>
<td>English Composition I</td>
</tr>
<tr>
<td></td>
<td>(Any Option)</td>
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<tr>
<td></td>
<td>PSY 101</td>
<td>Principles of Psychology</td>
</tr>
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<tr>
<td>2nd Semester</td>
<td>NUR 209</td>
<td>Family-Centered Nursing</td>
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<tr>
<td></td>
<td>BIO 106</td>
<td>Anatomy and Physiology II</td>
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<tr>
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<td>ENG</td>
<td>English Composition II</td>
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<td>PSY 203</td>
<td>Child Psychology</td>
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<tbody>
<tr>
<td>1st Semester</td>
<td>NUR 103</td>
<td>Physical and Mental Illness I</td>
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<tr>
<td></td>
<td>BIO 205</td>
<td>Microbiology</td>
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<td>NUR 207</td>
<td>Psychiatric-Mental Health Nursing</td>
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<td>2nd Semester</td>
<td>NUR 203</td>
<td>Physical and Mental Illness II</td>
</tr>
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<td></td>
<td>NUR 205</td>
<td>Trends in Nursing</td>
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<td></td>
<td>SOC 101</td>
<td>Principles of Sociology</td>
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<td>Humanities Elective</td>
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RECREATION LEADERSHIP

Approved by the Massachusetts Board of Regional Community Colleges under the title “Recreational Leadership.”

The curriculum in Recreation Leadership leads to the degree of Associate in Science. It is designed to prepare students for employment in a variety of public and private agencies as recreation leaders and supervisors. Students desiring to be executives and administrators in leisure and human service agencies may, upon completing the requirements of this curriculum, transfer to baccalaureate degree programs where they may elect to major in fields such as recreation administration, therapeutic recreation, outdoor education, social work, counseling, physical education, special education, commercial recreation and certain health professions.

Students majoring in Recreation Leadership may elect either the Community Recreation Emphasis or the Environmental Recreation Emphasis. Both emphases provide students with the skills and attitudes required to promote positive growth within a community.

RECREATION LEADERSHIP CURRICULUM

Program Coordinator: Tom Foster

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>2nd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Semester</td>
<td>Credits</td>
</tr>
<tr>
<td>English Composition I (any option)</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Principles of Sociology OR</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>REC 101 Introduction to Recreation</td>
<td>3</td>
</tr>
<tr>
<td>REC 109 Program Planning</td>
<td>2</td>
</tr>
<tr>
<td>REC 115 Field Work I</td>
<td>2</td>
</tr>
<tr>
<td>REC 119 First Aid</td>
<td>1</td>
</tr>
<tr>
<td>REC 121 Arts and Crafts</td>
<td>1</td>
</tr>
<tr>
<td>Elective</td>
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</tr>
<tr>
<td><strong>Total Credits</strong></td>
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SECOND YEAR

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credits</th>
<th>2nd Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities Elective</td>
<td>3</td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Science/Math Elective</td>
<td>3</td>
<td>Behavioral Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>REC 107 Recreational Sports</td>
<td>3</td>
<td>REC 201 Supervision of Rec Services</td>
<td>2</td>
</tr>
<tr>
<td>REC 111 Environmental Recreation</td>
<td>3</td>
<td>REC 203 Trends and Issues</td>
<td>2</td>
</tr>
<tr>
<td>REC 215 Field Work III</td>
<td>2</td>
<td>REC 216 Field Work IV</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
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<td>Electives</td>
<td>4</td>
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<tr>
<td><strong>Total Credits</strong></td>
<td><strong>17</strong></td>
<td><strong>Total Credits</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

TOTAL: 65 credits

NOTE: Leisure Education Electives shall be selected from each of the following areas: Aquatics, Outing Sports, and Individual and/or Dual Sports.
SECRETARIAL SCIENCE

The Secretarial Science curriculum is primarily an occupational program with executive secretarial, medical secretarial, and legal secretarial options. Successful completion results in the awarding of the Associate in Science degree. These curriculum options are designed to prepare students for positions entailing executive-level secretarial responsibilities. Career opportunities exist in business and professional offices, educational institutions, hospitals, and other public and private agencies. Opportunities also exist for transfer to baccalaureate degree programs in secretarial science and business education. An office Assistant Certificate program is offered to students wishing to obtain maximum secretarial training in a minimum time (see page 35).

Program Coordinator:
Shirley Evans

**FIRST YEAR**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st Semester</strong></td>
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</tr>
<tr>
<td>ENG English Composition I (any option)</td>
<td>3</td>
</tr>
<tr>
<td>Typewriting Development (1, 2)</td>
<td>3</td>
</tr>
<tr>
<td>ACC 111 Basic Accounting I (3)</td>
<td>3</td>
</tr>
<tr>
<td>SEC 101 Shorthand (2)</td>
<td>3</td>
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<tr>
<td>Liberal Arts Elective (4)</td>
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<tr>
<td><strong>Total</strong></td>
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<table>
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<th>Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>2nd Semester</strong></td>
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</tr>
<tr>
<td>ENG English Composition II (any option) OR</td>
<td></td>
</tr>
<tr>
<td>ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>Typewriting Development (1, 2)</td>
<td>3</td>
</tr>
<tr>
<td>ACC 112 Basic Accounting II (3)</td>
<td>3</td>
</tr>
<tr>
<td>SEC 102 Shorthand II</td>
<td>3</td>
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<tr>
<td>Liberal Arts Elective (4, 5,)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15-18</strong></td>
</tr>
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</table>

1-Two semesters typewriting required—minimum level, Typewriting Dev. III.
2-Level determined by evaluation.
3-ACC 121 or 122 recommended for transfer students or students with advance placement determined by evaluation.
4-SPE 101 or SPE 121 required.
5-BIO 105 required for Medical secretarial students.
6-BUS 153 required as an additional course for Legal secretarial students.

**SECOND YEAR**

**EXECUTIVE SECRETARIAL**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>1st Semester</strong></td>
<td></td>
</tr>
<tr>
<td>SEC 201 Stenography</td>
<td>3</td>
</tr>
<tr>
<td>SEC 203 Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BUS 123 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td>6</td>
</tr>
<tr>
<td>(PSY 101 Principles of Psychology recommended)</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td><strong>2nd Semester</strong></td>
<td></td>
</tr>
<tr>
<td>SEC 202 Transcription</td>
<td>3</td>
</tr>
<tr>
<td>SEC 209 Secretarial Procedures</td>
<td>3</td>
</tr>
<tr>
<td>SEC 226 Executive Office Internship</td>
<td>3</td>
</tr>
<tr>
<td>BUS 153 Survey of Business Law</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
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*NOTE: Statement for Office Assistant Cert. Program*
### MEDICAL SECRETARY

<table>
<thead>
<tr>
<th>1st Semester</th>
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<tbody>
<tr>
<td>SEC 201</td>
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</tr>
<tr>
<td>Stenography</td>
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</tr>
<tr>
<td>SEC 203</td>
<td>3</td>
</tr>
<tr>
<td>Office Procedures</td>
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</tr>
<tr>
<td>SEC 231</td>
<td>3</td>
</tr>
<tr>
<td>Medical Term &amp; Dict.</td>
<td></td>
</tr>
<tr>
<td>SEC 233</td>
<td>3</td>
</tr>
<tr>
<td>Medical Sec. Procedures I</td>
<td></td>
</tr>
<tr>
<td>BUS 123</td>
<td>3</td>
</tr>
<tr>
<td>Business Communications</td>
<td></td>
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<tr>
<td>Liberal Arts Elective</td>
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<table>
<thead>
<tr>
<th>2nd Semester</th>
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<tbody>
<tr>
<td>SEC 232</td>
<td>4</td>
</tr>
<tr>
<td>Medical Term. &amp; Trans.</td>
<td></td>
</tr>
<tr>
<td>SEC 234</td>
<td>3</td>
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<tr>
<td>Med. Sec. Pro. II</td>
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</tr>
<tr>
<td>SEC 236</td>
<td>3</td>
</tr>
<tr>
<td>Medical Office Internship</td>
<td></td>
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<tr>
<td>Liberal Arts Electives</td>
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</tbody>
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### LEGAL SECRETARY

<table>
<thead>
<tr>
<th>1st Semester</th>
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</thead>
<tbody>
<tr>
<td>SEC 201</td>
<td>3</td>
</tr>
<tr>
<td>Stenography</td>
<td></td>
</tr>
<tr>
<td>SEC 203</td>
<td>3</td>
</tr>
<tr>
<td>Office Procedures</td>
<td></td>
</tr>
<tr>
<td>SEC 241</td>
<td>3</td>
</tr>
<tr>
<td>Legal Term. and Pro. I</td>
<td></td>
</tr>
<tr>
<td>BUS 123</td>
<td>3</td>
</tr>
<tr>
<td>Business Communications</td>
<td></td>
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<tr>
<td>Liberal Arts Elective</td>
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<table>
<thead>
<tr>
<th>2nd Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SEC 202</td>
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<tr>
<td>Transcription</td>
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</tr>
<tr>
<td>SEC 242</td>
<td>3</td>
</tr>
<tr>
<td>Legal Term and Pro. II</td>
<td></td>
</tr>
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<td>SEC 246</td>
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<tr>
<td>Legal Office Internship</td>
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</tr>
<tr>
<td>Liberal Arts Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

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15

15
CERTIFICATE PROGRAMS

FIRE SCIENCE TECHNOLOGY CERTIFICATE PROGRAM

Program Coordinator:
Carleton Stinchfield

The Division of Natural Sciences offers a Fire Science Technology Certificate Program for the benefit of those students wishing to obtain maximum technical training in fire protection, fire prevention, and hazardous materials handling in a minimum of time.

The courses required are offered through the Division of Continuing Education and Community Services on a rotating basis. MAT 103 may be taken in the day division also. CHE 103 or CHE 101 may be taken in the day division in lieu of CHE 105.

FST CERTIFICATE PROGRAM — required courses:

FST 101 Introduction to Fire Protection 3
FST 103 Fundamentals of Fire Prevention 3
FST 107 Fire Hydraulics 3
FST 109 Hazardous Materials 3
FST 111 Building Construction 3
FST 201 Fire Protection Systems & Equipment I 3
MAT 103 Applied Mathematics I 3
CHE 105 Basic Principles of Chemistry 3
FST Elective 3

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OFFICE ASSISTANT CERTIFICATE PROGRAM

Program Coordinator:
Shirley Evans

One-Year Certificate Program

The Division of Business Administration offers a one-year Office Assistant Certificate Program 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.

OFFICE ASSISTANT

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credits</th>
<th>2nd Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>3</td>
<td>SPE 101</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Oral Communications</td>
<td></td>
</tr>
<tr>
<td>ACC 111</td>
<td>3</td>
<td>SPE 121</td>
<td>3</td>
</tr>
<tr>
<td>BUS 123</td>
<td>3</td>
<td>Group Discussion</td>
<td></td>
</tr>
<tr>
<td>PSY 101</td>
<td>3</td>
<td>Typewriting (1)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>ACC 112</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Basic Accounting II</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>SEC 203</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Office Procedures</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>BUS 153</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Survey of Business Law I (2)</td>
<td></td>
</tr>
</tbody>
</table>

1 - Typing course entry level to be determined by placement testing.
2 - Students desiring shorthand will omit BUS 123 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 000-009 do not carry collegiate credit. Those numbered courses 100-199 are normally introductory level or first year courses. Those numbered 200-299 are intermediate to advanced in academic level. If two courses are normally to be taken as a two-semester sequence, they are numbered consecutively, with the second semester portion given an even number (e.g., ENG 101, ENG 102). Courses which are normally complete one-semester units are given odd numbers (e.g., SEC 113).

Note: Most courses are available 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 BEHAVIORAL SCIENCES

Anthropology
Early Childhood Education
Education
Law Enforcement
Leisure Education
Political Science
Psychology
Recreation Leadership
Sociology

DIVISION OF BUSINESS ADMINISTRATION

Accounting
Business
Data Processing
Economics
Secretarial Science

DIVISION OF CONTINUING
EDUCATION AND COMMUNITY SERVICES

Evening and summer courses in all fields, including home-based television courses.

DIVISION OF HUMANITIES

Art
English
French
History
Humanities
Journalism
Music
Philosophy
Spanish
Speech and Theater

DIVISION OF LEARNING RESOURCES

Audiovisual Media
Library Science
DIVISION OF NATURAL SCIENCES

Biology
Chemistry
Civil Engineering Technology
Earth Science
Environmental Science
Fire Science Technology
Graphics
Industrial Engineering Technology
Mathematics
Nursing
Physics
Science

ADVISING CODES

Each course offered for credit has been assigned an advising code which appears in parenthesis at the end of the course title. This code should be used in the selection of appropriate courses which meet — liberal arts, occupational program and/or Massachusetts Transfer Compact requirements as defined below:

CODE  DEFINITIONS
A  These courses may be used in partial satisfaction of Liberal Arts elective credit in the Liberal Arts Program, but NOT Liberal Arts elective credit in any other program.
L  These courses may be used in partial satisfaction of Liberal Arts elective credit in any program, but NOT core requirements in the Liberal Arts Program.
C  These courses may be used in partial satisfaction of either Liberal Arts elective credit in any program or core requirements in the Liberal Arts Program.
X  These are non-Liberal Arts courses. However, a maximum of 12 credits may be selected from this category to be used in partial satisfaction of elective credit in the Liberal Arts Program; up to 4 of these credits may be in Leisure Education courses.
H  Liberal Arts courses — Humanities-Fine Arts group.
N  Liberal Arts courses — Mathematics-Natural Sciences group.
B  Liberal Arts courses — Behavioral-Social Sciences group.
E  These courses may be used in partial satisfaction of the College English requirement unless otherwise specified by particular program requirements.
S  These courses may be used in satisfaction of the Liberal Arts program core requirement in speech.

ACCOUNTING

ACC 111  Basic Accounting I (X)  3 credits
Prereq: None

ACC 112  Basic Accounting II (X)  3 credits
Preparing and interpreting financial reports; keeping records; forms and documents common to business; social security and income tax procedures.
Prereq: ACC 103.

ACC 121  Introduction to Accounting I (X)  4 credits
Business transactions and their relationship to financial statements; procedures and techniques of recording business transactions, consideration of end-of-period adjustments; determination of periodic income and financial condition; preparation of work sheet and financial statements; analysis of basic elements of the balance sheet, completion of practical exercise in a sole proprietorship.
Prereq: None.
ACC 122  Introduction to Accounting II (X)  4 credits
    Accounting for partnerships and corporations, introduction to managerial accounting the manufacturing concern; analysis of financial statements; preparation of funds statements and cash flow analysis. Completion of practical exercise on a corporation.
    Prereq: ACC 101.

ACC 201  Intermediate Accounting I (X)  3 credits
    Introduction to accounting postulates, principles, and contemporary financial statements practices and forms. A theoretical framework of current accounting practices; valuation problems of working capital elements; income tax allocation procedures, noncurrent assets and liabilities valuation.
    Prereq: ACC 102.

ACC 202  Intermediate Accounting II (X)  3 credits
    Measurement of stockholder’s equities, legal factors governing accounting for the corporation receiving special emphasis; treasury stock transaction; stock options; retained earnings appropriations and earnings distribution. Use of financial data for management decision-making; other selected topics.

ACC 205  Cost Accounting I (X)  3 credits
    Basic purposes, practices and procedures of accumulating costs and allocating them to products. Includes accounting for material, labor and manufacturing overhead under a job order and process cost system.
    Prereq: ACC 102.

ACC 206  Cost Accounting II (X)  3 credits
    Continues examination of basic concepts of cost accounting. Uses tools such as standard costs, budgets, and profitability analysis to explore ways in which information generated by a cost accounting system is utilized by management to control and analyze operations.
    Prereq: ACC 205.

ANTHROPOLOGY

ANT 101  Introduction to Anthropology (B, C)  3 credits
    Theory and method in relation to pre-history, evolution and the nature of culture. Concentration on cross societal comparisons, technology and economics, social and political organization, art, religion and ideology.
    Prereq: None.

ART

ART 101  An Introduction to the Visual Arts (H, C)  3 credits
    Such phenomena as the elements and principals of art, media and technique, style, and the roll of the artist in society are studied as a means of understanding art. Field trips required. Not available for credit to art majors.
    Prereq: None.

ART 103  Art History I (H, C)  3 credits
    Vocabulary of art introduced through the study of contemporary art forms. Art of prehistory through the Gothic period studied in traditional chronology. Emphasis on development of visual awareness, understanding change in aesthetics and style, causal factors, and the role of the artist. Field trips required.
    Prereq: none.

ART 104  Art History (H, C)  3 credits
    History of Western art from the early Renaissance to the present.
    Prereq: ART 103 or permission of the instructor.
ART 111 Introduction to Studio I (H, C)  
Drawing and painting in a variety of media, developing basic understanding of physical and aesthetic properties. Development of a personal style of expression emphasized. Not available to students majoring in Art. 
Prereq: None.

ART 112 Introduction to Studio II (H, C)  
Drawing and painting in a variety of media, developing basic understanding of physical and aesthetic properties. Development of a personal style of expression emphasized. Not available to students majoring in Art. 
Prereq: ART 111 or permission of the instructor.

ART 115 Sensory Phenomena I (H, L)  
Examination of non-object making aspects and aesthetics of art production. Exploration of communication methods and modes with emphasis on individual involvement. Required of art and graphic design majors; available to others only by permission of the instructor. Evaluated on a credit-no credit basis. 
Prereq: None.

ART 116 Sensory Phenomena II (H, L)  
Continues exploration of communication methods and modes. Required of art and graphic design majors; available to others only by permission of the instructor. Evaluated on a credit-no credit basis. 
Prereq: ART 115 or permission of the instructor.

ART 121 Design I (H, L)  
An investigation into the nature of two-dimensional order. Specific problems with field, line, shape, negative space, value, texture and color. 
Prereq: None.

ART 122 Design II (H, L)  
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. 
Prereq: ART 121 or permission of the instructor.

ART 131 Drawing I (H, L)  
Drawing materials and techniques. Work from studio models, setups, and location landscapes. Elements of proportion, composition, and perspective. 
Prereq: None.

ART 132 Drawing II (H, L)  
Continued work from studio models, setups, and landscapes. Drawing of the human figure. Relationship of drawing to other artistic disciplines. 
Prereq: ART 131 or permission of the instructor.

ART 231 Life Drawing I (H, L)  
Drawing, painting and 3-dimensional modeling and construction from the live model and other life forms. Exploration of skeletal structure. Qualities of various media and techniques. 
Prereq: Second year standing as an art major or permission of the instructor.

ART 232 Life Drawing II (H, L)  
Drawing, painting, and three-dimensional work from the model. Emphasis on the model in motion. Some work from the landscape as a life form. 
Prereq: ART 231 or permission of the instructor.

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

ART 234 Printmaking II (H, L)  
Exploration and perfection of the print as an aesthetic form. Advanced study of one of the graphic media with emphasis on the concepts and techniques of color printing. An introduction to silkscreen and photoprint making. Prereq: ART 233 or permission of the instructor.
ART 241 Painting I (H, L) 3 credits
An introduction to the technique of oil painting, composition and construction. Emphasis on the properties of the materials and approaches to representational and non-representational forms. Prereq: ART 121 and ART 131 or permission of the instructor.

ART 242 Painting II (H, L) 3 credits
A continuation of the disciplines of painting in oils and acrylic. Expression through exploration of the continuing problems of painting. Work from the model and a variety of sources. Prereq: ART 241 or permission of the instructor.

ART 251 Photography I (H, L) 3 credits
Designed to allow students to express themselves with light. Basic camera operation, processing, printing, photographic history and aesthetics. Emphasis on individual expression and fine print quality. Students will provide their own cameras, film, paper and processing equipment. Darkroom, finishing equipment furnished. Prereq: ART 121 & ART 131 or permission of the instructor.

ART 252 Photography II (H, L) 3 credits
Emphasis on the quality and range possibilities in the print. Personal explorations in the medium encouraged in such fields as advertising, commercial portraiture, photo-journalism, and fine art. Prereq: ART 251 or permission of the instructor.

ART 261 Sculpture (H, L) 3 credits
An exploration of the fundamentals of form and space using the figure as a point of reference. Demonstration and work in the techniques of modeling, carving, construction and casting using plaster, clay and wax. Individualized projects to meet the particular needs of each class. Prereq: ART 121 and ART 131 or permission of the instructor.

ART 271 Graphic Design I (X) 3 credits
Examination of graphic design with emphasis on underlying philosophies. The artist-designer role in advertising design and illustration. Problems in creative investigation, layout, illustration and lettering. Prereq: ART 122 and ART 132 or permission of the instructor.

ART 272 Graphic Design II (X) 3 credits
Significant problems in graphic design, requiring practical solutions with aesthetic integrity. Psychological and sociological factors in the mass market; their relevance to problems in advertising design. Prereq: ART 271 or permission of the instructor.

AUDIOVISUAL MEDIA

AVM 101 Introduction to Audiovisual Media (A) 3 credits
Designed to acquaint and familiarize the student with characteristics, applications, and implications of media and its related equipment. Emphasis will be placed upon mastering audiovisual equipment for traditional and innovative instructional uses. Prereq: None.

AVM 103 Production of Audiovisual Materials (X) 3 credits
Basic production techniques including graphic materials, still pictures, transparencies, audio tapes, motion pictures, and video tapes. Laboratory required. Prereq: AVM 101 or permission of the instructor.

AVM 105 Filmmaking (X) 3 credits
Basic concepts of film production. Films of all types analyzed to understand the makeup of film. Emphasis on the making of instructional films in the SUPER 8 format both silent and sound. Individual projects in developing the single-concept film. Prereq: None.

AVM 109 Television Production (X) 3 credits
Studio television production, including on-and-off camera functions. Emphasis on program direction and equipment operation. Prereq: None
AVM 111 Audio Workshop (X) 3 credits
Theory and practices of audio materials production. Writing audio programs for tapes, records, and radio.
Prereq: AVM 101 or permission of the instructor.

AVM 201 Technology in Education (X) 3 credits
Reviews the history of technological contribution to education, examines current developments in instructional systems and new educational media. Topics to be discussed include behavioral objectives and educational media, programmed instruction, computer-assisted instruction, school plant design.
Prereq: AVM 101 or permission of the instructor.

AVM 205 Photography and Graphics in Education (X) 3 credits
Photography and graphics used in the production of a variety of media including single concept motion picture and video tapes for use by education, business and industry.
Prereq: AVM 103 or permission of the instructor.

AVM 209 Advanced Television Production (X) 3 credits
Producing, directing and performing in television programs. Creating for the video medium. Emphasis on special effect: the creative use of lighting, scenery, and make-up. The student is encouraged to produce an original project.
Prereq: AVM 109 or equivalent.

AVM 215 Audiovisual Technology (X) 3 credits
Theory and practice in the electronics related to media, maintenance and care of equipment. Prereq: AVM 101 or permission of the instructor.

AVM 217 Media Systems Design (X) 6 credits
Problems in the design of media facilities, distribution and retrieval systems, maintenance, purchase of equipment and materials, in-service education. Field experience and/or laboratory required.
Prereq: Media Technology majors.

AVM 297 Cooperative Work Experience in Media II (X) 3 credits
Work experience, supervised by the media technology faculty in cooperation with appropriate institutions and agencies. Available only to students in the media technology program.
Prereq: AVM 101, AVM 103 and AVM 109.

AVM 298 Cooperative Work Experience in Media II (X) 3 credits
Work experience, supervised by the media technology faculty in cooperation with appropriate institutions and agencies. Available only to students in the media technology program.
Prereq: AVM 297 may be taken concurrently.
N.B. When AVM 298 is taken concurrently with AVM 297, only 3 additional credits may be taken in that semester without approval of the Director of the Division of Learning Resources.

BIOLOGY

BIO 101 Zoology (N, C) 4 credits
The animal kingdom, with emphasis on comparative structure and function of the organism systems and evolutionary relationships. Laboratory required.
Prereq: None.

BIO 102 Botany (N, C) 4 credits
Structure, function, and inheritance of seed-bearing plants. Classification of major plant types and some basic plant ecology. Laboratory required.
Prereq: None.

BIO 103 Natural Science (N, C) 3 credits
Environmental studies with emphasis on weather, plants, and the ecology of forest, field and stream. Laboratory required.
Prereq: None.

BIO 104 Natural Science (N, C) 3 credits
Environmental studies with emphasis on life zones, climate, entomology, parasitology and conservation. Laboratory required.
Prereq: None.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 105</td>
<td>Anatomy &amp; Physiology I (N, C)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Mammalian anatomy and physiology with emphasis on anatomy. Laboratory required. Prereq: High school chemistry required.</td>
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<tr>
<td>BIO 106</td>
<td>Anatomy &amp; Physiology II (N, C)</td>
<td>4</td>
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<tr>
<td></td>
<td>Mammalian anatomy and physiology with emphasis on physiology. Laboratory required. Prereq: High school chemistry and BIO 105.</td>
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</tr>
<tr>
<td>BIO 107</td>
<td>Basic Biology I (N, C)</td>
<td>4</td>
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<tr>
<td></td>
<td>Basic biological concepts in the areas of chemical and cellular basis of life, and the various life forms and their interrelationships. Selected study in such subjects as birth control, pollution, and origins of life. Choice of instruction: lecture and/or audiotutorial. Laboratory required. Prereq: None.</td>
<td></td>
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<tr>
<td>BIO 108</td>
<td>Basic Biology II (N, C)</td>
<td>4</td>
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<tr>
<td></td>
<td>Basic biological concepts in the areas of structure and function of organ systems and distribution of genes. Selected study in such subjects as drugs, ecology, and sex selection of offspring. Choice of instruction: lecture and/or audiotutorial. Laboratory required. Prereq: None.</td>
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</tr>
<tr>
<td>BIO 111</td>
<td>Basic Horticulture (N, C)</td>
<td>3</td>
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<tr>
<td></td>
<td>Theory and practice of plant propagation and cultivation, including care of house plants and preparation of gardens. Prereq: None.</td>
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<tr>
<td>BIO 203</td>
<td>Genetics (N, C)</td>
<td>3</td>
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<tr>
<td></td>
<td>Fundamental principles of genetics, including the nature and action of genes. Experimental genetics, bacterial genetics, genetic aspects of evolution, application of genetics. Prereq: One year of college introductory Biology.</td>
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<tr>
<td>BIO 205</td>
<td>Microbiology (N, C)</td>
<td>4</td>
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<tr>
<td></td>
<td>Introduction to the biology of micro-organisms with emphasis on the properties of micro-organisms and their relation to disease. Laboratory required. Prereq: BIO 101 or BIO 105.</td>
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<tr>
<td>BIO 207</td>
<td>Histology (N, C)</td>
<td>4</td>
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<tr>
<td></td>
<td>The study of normal human cells, organs and tissues. Includes the detailed structure regenerative ability, diagnostic features and functional correlations. Laboratory required. Prereq: BIO 106 or permission of the instructor.</td>
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</tbody>
</table>

**BUSINESS**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BUS 101</td>
<td>Principles of Management (A)</td>
<td>3</td>
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<tr>
<td></td>
<td>Fundamentals of the management of organizations. Establishes historical and environmental perspectives and introduces students to the process of management, including decision making and the role of the individual. Emphasis on functions of management. Prereq: None.</td>
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</tr>
<tr>
<td>BUS 103</td>
<td>Introduction to Marketing (A)</td>
<td>3</td>
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<tr>
<td></td>
<td>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. Prereq: None.</td>
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<tr>
<td>BUS 105</td>
<td>Mathematics for Business (X)</td>
<td>3</td>
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<tr>
<td></td>
<td>Designed to meet the needs of business students. Aims to provide the mathematical background for success in the study of finance, accounting, and other business subjects. Prereq: None.</td>
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<tr>
<td>BUS 107</td>
<td>Introduction to Personal Income Taxes (A)</td>
<td>3</td>
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<tr>
<td></td>
<td>Designed to acquaint the student with the Federal Income Tax System and its voluntary compliance approach. Emphasis is on basic concepts of income recognition, deductible business and non-business expenses, and preparation of typical non-business income tax returns. Prereq: None.</td>
<td></td>
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</tbody>
</table>
BUS 115  Labor-Management Relations (A)  
History and growth of the American labor movement; union policies and practices; collective bargaining and union security; and state and federal labor legislation.  
Prereq: None.

BUS 119  Principles of Real Estate (X)  
Surveys the principles and practices of real estate. Designed for those who want to know more about the field for personal knowledge or for possible employment. Of help to those who intend to take a state real estate examination. Includes the legal, financial, brokerage, marketing and other important aspects of the real estate business.  
Prereq: None.

BUS 121  Fundamentals of Banking (A)  
Development of the American banking system, basic banking functions, operations, and special banking services.  
Prereq: None.

BUS 123  Business Communications (X)  
Principles of effective writing as applied to various business letters. Oral communication with stress on telephone techniques.  
Prereq: None.

BUS 153  Survey of Business Law (A)  
Contracts; sales; bailments; negotiable instruments; agency; partnerships and corporations; insurance. Emphasizes day-to-day problems of business office.  
Prereq: None.

BUS 155  Business Law I (A)  
An introduction to the law as it pertains to transactions in the business and commercial field. Laws of contracts, social forces and legal rights, agency and commercial paper.  
Prereq: None.

BUS 156  Business Law II (A)  
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, personal property and bankruptcy.  
Prereq: BUS 155 or permission of the instructor.

BUS 201  Financial Management (X)  
Survey course in the broad area of business finance. Integrated with the overall administration of the firm and viewed from the place of the financial manager of a going concern; financial problems of planning and directing the use of capital; evaluating management’s use of capital, and taking remedial action in managing the capital.  
Prereq: ACC 102 or permission of the instructor.

BUS 203  Personnel Management (A)  
Personnel management, with practical emphasis on the major tasks of recruiting, training, maintaining, and using an effective work force.  
Prereq: BUS 101.

BUS 211  Retail Merchandising (X)  
Price lines, advertising and the quantitative approach to retailing.  
Prereq: BUS 103 or permission of the instructor.

BUS 213  Salesmanship (X)  
A practical approach to salesmanship and sales promotion at various levels of distribution with emphasis on retail selling.  
Prereq: BUS 103 or permission of the instructor.

BUS 223  Marketing Problems (X)  
A course designed as a capstone to the program. Emphasizes statistics applied to marketing; practical application of primary and secondary data and projects related to the student’s individual work experiences.  
Prereq: BUS 211, BUS 213.
BUS 235 Business Policy (X) 3 credits
Ties together topics in law, finance, marketing and related business subjects by having students apply them to case problems. Develops policy and strategy using basic managerial functions of planning, organizing, staffing, directing, and controlling.
Prereq: Second year business program major.

BUS 251 Cooperative Work Experience in Marketing I (X) 3 credits
Supervised employment in the various channels of distribution combined with a seminar coordinating the employment situation with educational experience.
Prereq: Completion of one academic year in the marketing program.

BUS 252 Cooperative Work Experience in Marketing II (X) 3 credits
Supervised employment in the various channels of distribution combined with a seminar coordinating the employment situation with educational experience.
Prereq: BUS 251

CHEMISTRY

CHE 001 Chemical Calculations Workshop 0 credits
Applications of elementary mathematics to chemical calculations.
Prereq: CHE 101 concurrently.

CHE 101 General Chemistry I (N, C) 4 credits
Interrelated theoretical and descriptive topics of chemistry including nature of matter, atomic and molecular structure, chemical bonding, nomenclature, chemistry of oxygen, oxidation-reduction, chemistry of hydrogen, the gaseous state, the liquid state, the solid state, water, and the periodic properties of the elements. Laboratory required.
Prereq: High School Algebra II or equivalent; or CHE 001 concurrently.

CHE 102 General Chemistry II (N, C) 4 credits
Interrelated descriptive and theoretical topics of chemistry including the chemical families, chemical energy, chemical kinetics, chemical equilibrium acids and bases, electrochemical cells, nuclear phenomena, transition elements, organic chemistry, chemistry of life, and natural resources. Includes qualitative analysis. Laboratory required.
Prereq: CHE 101, or CHE 103 with permission of the instructor.

CHE 103 Introductory Chemistry (N, C) 4 credits
A survey course for students interested in chemistry as an elective or for students requiring chemistry background in related fields other than premedical, physical science or chemical engineering. Includes a study of matter, atomic and molecular structure, properties of families of elements and their characteristic compounds, hydrogen, oxygen, water, acids and bases, behaviour of gases, liquids and solids, mixtures, chemical reactions, and introductory organic chemistry. Laboratory required.
Upon completion, qualified students may take CHE 102.
Prereq: None.

CHE 105 Basic Principles of Chemistry (N, C) 3 credits
A survey course for students interested in the basics of chemistry from a descriptive point of view. Includes matter, properties of families of elements and their characteristic compounds, mixtures, acids and bases, chemical reactions, introductory biochemistry. Could be the basis for course work in selected technical areas, but not intended as a substitute for CHE 101-102 General Chemistry or CHE 103 Introductory Chemistry.
Prereq: None.

CHE 106 Chemistry of Air and Water (N, L) 3 credits
Physical, chemical and biological characteristics of substances found in air and water; methods of field and laboratory analysis and purification treatments. Laboratory required.
Prereq: None.

CHE 201 Organic Chemistry I (N, C) 4 credits
Introduction to the chemistry of carbon compounds. Survey of methods used to characterize molecular structures and establish mechanisms of reaction. Systematic study of aliphatic and aromatic hydrocarbons and classes of compounds with the various functional groups. Laboratory required.
Prereq: CHE 102.
CHE 202  Organic Chemistry II (N, C)  4 credits
Comprehensive survey of amines, amides, nitro compounds, and other nitrogen bearing organic compounds. Study of the relation of optical activity to molecular structure. Examination of various classes of natural products and introduction to biochemistry. Study of photosynthetic processes, polymers and polymerization. Laboratory required.
Prereq: CHE 201.

CIV 101  Surveying I (X)  3 credits
Elements of plane surveying. Taping, theory and use of instruments. Leveling, traversing and computation. Laboratory required.
Prereq: MAT 103 may be taken concurrently; or equivalent.

CIV 102  Surveying II (X)  3 credits
Stadia, topographic surveying, mapping, instrument adjustment, photogrammetry, simple curves, office computations using topographic maps.
Prereq: CIV 101, MAT 104 may be taken concurrently.

CIV 103  Engineering Orientation (X)  1 credit
An introduction to the field of engineering. The work of the technician and his relationship to the engineer. Typical engineering projects.
Prereq: None.

CIV 200  Field Experience in Civil Engineering Technology (X)  0 credit
A recommended summer placement program. Work experience in cooperation with appropriate agencies in the field.
Prereq: Completion of one academic year in the Civil Engineering Technology curriculum.

CIV 201  Surveying III (X)  3 credits
Construction surveys, property surveys, astronomical work, office work to plot data and make computations. Laboratory required.
Prereq: CIV 102.

CIV 203  Soil Mechanics (X)  3 credits
Engineering properties and uses of soils; stability, consolidation, permeability, testing procedures. Elementary design of footings and retaining walls.
Prereq: CIV 206 may be taken concurrently.

CIV 205  Statics (X)  3 credits
Prereq: PHY 101 or 103; MAT 104 or equivalent.

CIV 206  Mechanics of Materials (X)  4 credits
Axial and shear stress and strain. Torsion, bending, shear and moment diagrams. Deflection, columns, connections, indeterminate beams. Credit will be granted for CIV 206 or IND 207, but not for both. Laboratory required.
Prereq: CIV 205.

CIV 207  Transportation Engineering (X)  3 credits
Highway economics, location, curves, earthwork. Sight distances, drainage, pavements, airports and railroads. Laboratory required.
Prereq: CIV 102.

CIV 209  Structural Design (X)  3 credits
Analysis and design of determinate and indeterminate structures. Steel and concrete design theory, formulas, codes.
Prereq: CIV 206 may be taken concurrently.

CIV 211  Introduction to Water and Wastewater Technology (X)  3 credits
Fundamental concepts of the technology of municipal water supply and wastewater disposal. Water supply: sources, treatment systems and distribution. Wastewater disposal: sewer and treatment plant components and functions. Domestic systems; land disposal techniques; practical hydraulics.
Prereq: None.
CIV 215  Construction Estimating (X)  2 credits
Estimating quantities and costs for labor, materials, and equipment. Basic concepts of overhead and profit and their relationship to project costs. Construction contracts and specifications.
Prereq: Completion of one academic year in the Civil Engineering Technology curriculum or permission of the instructor.

DATA PROCESSING

DAT 101  Data Processing for Business and Management (A)  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.
Prereq: None.

DAT 103  Introduction to ANSI COBOL (A)  3 credits
Detailed study of commercial business-oriented language (ANSi COBOL).
Prereq: None.

DAT 105  Fortran Programming (A)  3 credits
Prereq: Understanding of Basic Algebra recommended.

DAT 201  Introduction to Systems Analysis and Design (X)  3 credits
Development of systems, procedures and designs; their application to a 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.
Prereq: DAT 101, 103, or permission of the instructor.

DAT 202  Advanced Computer and Programming Systems (X)  3 credits
Basic concepts of machine language, monitor systems, compilers. Introduction to sort-merge programs and system macros.
Prereq: DAT 201.

DIRECTED STUDY

DS 295 & 296 (L)  1 to 3 credits each
Projects for advanced individual study by special arrangement with the instructor and approval of the division director having jurisdiction over the subject field. Approval of a 296 project requires the prior completion of a 295 project in the same general subject field.
Prereq: Approval of the appropriate division director.

EARLY CHILDHOOD EDUCATION

ECE 101  Introduction to Early Childhood Education (A)  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.
Prereq: None.

ECE 103  Creative Experiences in Art, Music and Drama for the Young Child (X)  3 credits
The methods, materials and contents of early childhood education and their relationship to the art, music and drama components of the curriculum.
Prereq: ECE major or permission of the instructor.

ECE 115  Field Experience in Early Childhood Education I (X)  3 credits
Work experience supervised by the Early Childhood Education faculty in cooperation with appropriate agencies in the field.
Prereq: Early Childhood Education major.
ECE 116  Field Experience in Early Childhood Education II (X)  3 credits
Work experience with limited responsibility for planning classroom activities in various developmental areas.
Prereq: ECE 115.

ECE 201  Early Childhood Curriculum (X)  3 credits
Organization of curriculum including the research, theory, methods, and materials necessary in a classroom of young children. Emphasis on reading readiness and language skills.
Prereq: ECE 101.

ECE 202  Science, Mathematics and Social Studies for the Young Child (X)  3 credits
The methods, materials and content of early childhood education and their relationship to the science, mathematics and social studies components of the curriculum.
Prereq: ECE 201 or permission of the instructor.

ECE 203  Survey of Current Early Childhood Learning Programs (X)  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.
Prereq: ECE 202.

ECE 205  Human Growth and Development (X)  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.
Prereq: ECE 215.

ECE 215  Field Experience in Early Childhood Education III (X)  3 credits
Work experience with limited responsibility for program planning in early childhood settings.
Prereq: ECE 116.

ECE 216  Field Experience in Early Childhood Education IV (X)  6 credits
Work experience with extensive responsibility for program planning and classroom management.
Prereq: ECE 215 or permission of the program coordinator and approval of the director of the Division of Behavioral Sciences.

EARTH SCIENCE

EAS 101  Physical Geology (N, C)  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.
Prereq: None.

EAS 102  Historical Geology (N, C)  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.
Prereq: None.

EAS 103  The Earth’s Surface (N, C)  3 credits
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.
Prereq: None.

EAS 104  Introduction to Oceanography (N, C)  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 ocean basins, physical and chemical nature of sea water, origin and movement of water masses, importance of the oceans to man and life on earth, and the problem of pollution. Laboratory and field trips required. Credit will be granted for EAS 104 or 105, but not for both.
Prereq: None.
EAS 105  Survey of Oceanography (N, C)  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 ecosystem, origin of sea water and ocean basins, coastal zones, mineral and fishery resources. Field trips. No laboratory.
Credit will be granted for EAS 104 or 105, but not for both.
Prereq: None.

EAS 107  Geology of our National Parks (N, C)  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.
Prereq: None.

EAS 201  Rocks and Minerals (N, C)  3 credits
An introduction to rocks and minerals based on their broad physical, chemical, and biological characteristics. Laboratory and field trips required.
Prereq: EAS 101.

ECONOMICS

ECO 101  Principles of Economics I (Macro) (B, C)  3 credits
Economic processes in the United States. Emphasis on the vital problems of our economy and the technical tools of economic analysis. Unemployment; business cycles; economic growth at home and in under-developed countries; the banking system; monetary and fiscal policies.
Prereq: None.

ECO 102  Principles of Economics II (Micro) (B, C)  3 credits
Economics of the firm and resource allocation. Monopolies; agricultural problems; labor unions; social control of industry; poverty; international trade; the economic system of USSR; pollution.
Prereq. None.

ECO 107  Consumer Economics (L)  3 credits
Deals with personal money management, including the avoidance of excessive debt. Promotes understanding of principles of production, consumption and credit to aid in developing effective consumers. Topics include: wise buying, credit, advertising, housing, insurance, investing and the high costs of living and dying.
Prereq: None.

EDUCATION

EDU 101  Principles of Education (L)  4 credits
Overview of education. Aims, organization, programs and pupil population in the contemporary school. Field work required.
Prereq: None.

ENGLISH

ENG 100  Basic Communication Skills (X)  3 credits
Intensive study of the structure of the sentence, paragraph, and essay through analysis of language. Emphasis on understanding of reading and writing, developing vocabulary, and examining language history. For students who need to build language skills, admission to English Composition I is contingent upon successful completion of this course. NOTE: This course does not satisfy the composition requirements at the college.
Prereq: None.

Freshman Composition I.
Study of various aspects of reading and writing expository prose, including clear and effective organization of ideas, convincing expression of ideas in writing, and analysis of prose samples. Three options are available; student may receive credit for only one:
ENG 101  English Composition I: Structures for Composition (E)  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.
Prereq: None.

ENG 103  English Composition I: Ideas for Exposition (E)  3 credits
An idea-centered approach to the study of expository writing for students who feel confident of their basic compositional skill. Writing assignments from such themes as ethics, political action, race relations, religious outlooks, etc.
Prereq: None.

ENG 105  English Composition I: The Impact of Language (E)  3 credits
Creative and persuasive approach to writing, with an emphasis on the use of the written language for the expression of personal ideas and feelings.
Prereq: None.

Freshman Composition II.
Study of the imaginative and symbolic use of language. Emphasis on development of critical standards and written responses to fiction, poetry and drama. Three options are available; student may receive credit for only one:

ENG 112  English Composition II: Exploring Literature (E)  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 analysis.
Prereq: ENG 101, 103, or 105.

ENG 114  English Composition II: Introduction to Literature through Creative Writing (E)
Experimentation in the creative use of language in short fiction, poetry, drama and song. Writing assignments include creative experiments and literary analysis.
Prereq: ENG 101, 103 or 105 and permission of the instructor.

ENG 116  English Composition II: Introduction to Literature through Contemporary Media (E)
Study of film as well as short stories, poetry, and drama. Some exploration of other media, including song and television. Film critiques as well as critical evaluation of written works.
Prereq: ENG 101, 103 or 105.

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

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

ENG 202  Western Literature II (H, C)  3 credits
Reading and critical analysis of selected literary masterpieces from Shakespeare to Frosi.
Prereq: ENG 201 or permission of the instructor.

ENG 203  American Literature I (H, C)  3 credits
Critical study of significant achievements in American literature from the Puritan period through the period of Reconstruction. Emphasis of the growth on an American literature, its modes and purposes.
Prereq: ENG 112, 114, or 116.

ENG 204  American Literature II (H, C)  3 credits
Critical study of significant achievements in American literature from the late 19th century to the present. Emphasis on literary modes and thought as they reflect the modern society.
Prereq: ENG 203 or permission of the instructor.
ENG 205  English Literature I (H, C)  3 credits
Readings in English literature from the Anglo-Saxon period to the late 17th century. Major emphasis on Chaucer and Shakespeare.
Prereq: ENG 112, 114, or 116.

ENG 206  English Literature II (H, C)  3 credits
Readings in English literature from the late 17th century to the present.
Prereq: ENG 205 or permission of the instructor.

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

ENG 209  Modern Drama (H, C)  3 credits
Selected works by major playwrights since Ibsen.
Prereq: ENG 112, 114, or 116.

ENG 211  Modern Novel (H, C)  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.
Prereq: ENG 112, 114, or 116.

ENG 217  American Folklore (H, C)  3 credits
An introduction to the materials and methods of the study of American folklore with emphasis on its appreciation, on its relevance to the development of literature, and its relationship to life styles. Folklore and folk literature of southern Appalachia serve as models for study.
Prereq: ENG 112, 114, or 116.

ENG 219  The Black in American Literature (H, C)  3 credits
Achievement in literature of black Americans with some attention to the characterization of the Negro in the works of white writers.
Prereq: ENG 112, 114, or 116.

ENG 221  Shakespeare (H, C)  3 credits
A selected group of plays by Shakespeare, approached by theme, with consideration of contemporary presentations or adaptations. Field trips to film and-or theater performances.
Prereq: ENG 112, 114, or 116.

ENG 225  Modern Satirical Fiction (H, C)  3 credits
An introduction to absurdist and political satire in fiction drawing on works by Hemingway, Nathaniel West, William Melvin Kelley, Ralph Ellison and T. S. Eliot. Ultimate focus on novels by Kurt Vonnegut, Jr. and Flannery O'Connor, aiming towards an analysis of their differing literary responses to the contemporary world.
Prereq: ENG 112, 114, or 116.

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

ENG 237  Literature of Love (H, C)  3 credits
Poems, plays and novels which treat the subject of love, approached from historical and critical perspectives.
Prereq: ENG 112, 114, or 116.

ENG 239  The Quest: Man's Search for Meaning (H, C)  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.
Prereq: ENG 112, 114, or 116.
ENG 241  Survey of Children's Literature (H, L)  3 credits
Wide reading of classic and current children’s literature, including the history and development of the various genre. Criteria for judging children’s books. Classroom techniques in story-telling and related activities. Required of students majoring in Early Childhood Education.
Prereq: ENG 112, 114 or 116.

ENG 243  Modern Poetry (H, C)  3 credits
Forms, methods, and ideas of 20th century American and British poets. In-depth study of a few major innovators, together with a broader survey of recent poetic work.
Prereq: ENG 112, 114, or 116.

ENG 245  Science Fiction (H, C)  3 credits
Examination of the genre of fiction based on projections into a future world, space travel, and other scientific or pseudo-scientific insights. Critical standards for evaluation, and the relation of science fiction to the mainstream of the novel.
Prereq: ENG 112, 114 or 116.

ENG 247  Woman as Hero (H, C)  3 credits
A study of poems, plays, short stories, and novels by and about women, specifically dealing with the following areas of concern: growing up as a female; female sexuality; female identity; female creativity; and the search for wholeness.
Prereq: ENG 112, 114, or 116.

ENVIRONMENTAL SCIENCE

ENV 101  Environmental Design (N, L)  3 credits
History of designed human environments; aesthetic considerations of physical and natural environments; application of design principles to utilization of physical and plant materials in planning environments. Laboratory and field trips required.
Prereq: None.

ENV 107  Principles of Land Use (N, L)  3 credits
Historical and legal aspects of land ownership, property rights and land use; urban geography; ecological and social considerations influencing community and regional planning. Laboratory and field trips required.
Prereq: None.

FIRE SCIENCE TECHNOLOGY

FST 101  Introduction to Fire Protection (X)  3 credits
Philosophy and history of fire protection: history of loss of life and property by fire. Municipal fire defenses; organization and function of federal, state, county and private fire protection agencies. Professional fire protection career opportunities.
Prereq: None.

FST 103  Fundamentals of Fire Prevention (X)  3 credits
Organization and function of fire prevention. Organization; inspection; 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.
Prereq: None.

FST 105  Organization and Management of Fire Departments (X)  3 credits
The fire administrator’s responsibility for the total community fire problem. Insurance and fire defenses; personnel and equipment; water supply; departmental functions; administrative problems.
Prereq: None.

FST 107  Fire Hydraulics (X)  3 credits
Basic mathematics pertaining to hydraulics laws and formulas as applied to fire science. Application of formulas and mental calculations to hydraulic problems; water supply problems; underwriters' requirements for pumps.
Prereq: MAT 103
FST 109  Hazardous Materials (X)  3 credits
Review of basic chemistry. Storage and handling of hazardous materials. Laws, standards and fire fighting practices within extreme fire hazard areas.
Prereq: FST 101 and FST 103 or equivalent.

FST 111  Building Construction (X)  3 credits
Exploration of building construction and design with emphasis on fire protection concerns. Review of statutory and suggested guidelines, local, state and national.
Prereq: None.

FST 201  Fire Protection Systems & Equipment I (X)  3 credits
Basic plant organization for fire safety and inspection in domestic, industrial and public enterprises; introduction to protection systems.
Prereq: FST 109.

FST 202  Fire Protection Systems and Equipment II (X)  3 credits
Advanced considerations in plant organization for fire safety and inspection; standard and specialized protection systems. Case studies and problems.
Prereq: FST 201.

FST 203  Fire Fighting Tactics (X)  3 credits
Review of fire chemistry, equipment and manpower. Basic fire fighting tactics and strategy; methods of attack; pre-planning fire problems. Fire situations for analysis and study.
Prereq: FST 101, FST 103, and FST 107.

FST 205  Legal Aspects of Fire Administration (X)  3 credits
Fire and arson laws and origin of fires. Locating witnesses, conducting investigations, libel and slander, arson motives, interviewing witnesses, interrogating suspects, criminal confessions, searching the fire scene, evidence and photography; methods of establishing the corpus delicti in an arson fire.
Prereq: FST 101 and FST 103.

FST 207  Fire Codes and Ordinances (X)  3 credits
National, state and local laws and ordinances which influence the field of fire protection. Emphasis on local situations.
Prereq: FST 101 and FST 103.

FST 261  Emergency Medical Technology (X)  4 credits
An 81 hour course in the emergency primary care of injuries, acute illnesses, birth, and people under stress. Rescue extraction, transportation, communications; legal implications; anatomy and physiology. Lectures, slides, demonstrations and practice.
Prereq: None.

FRENCH

FRE 101  Elementary French I (H, C)  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.
Prereq: None.

FRE 102  Elementary French II (H, C)  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.
Prereq: FRE 101 or equivalent.

FRE 201  Intermediate French I (H, C)  3 credits
Refinement of written and conversational skills through selected readings in literature.
Prereq: FRE 102 or permission of the instructor.

FRE 202  Intermediate French II (H, C)  3 credits
Study of chosen representative literary works from French literature. Outside readings and reports required.
Prereq: FRE 201 or permission of the instructor.
IND 201  Productivity Management (X)  3 credits
Industrial organization, job evaluation. Production control functions. Scheduling and dispatching. Time and motion study.
Prereq: IND 101.

IND 203  Quality Control (X)  3 credits
Scheduling, Inventory control. Statistical concepts. Sampling.
Prereq: IND 101.

IND 204  Facilities Engineering (X)  3 credits
Plant layout. Heating; ventilating; air conditioning; safety; OSHA Regulations; materials handling; maintenance.
Prereq: IND 101, 201.

IND 206  Thermodynamics (X)  3 credits
Heat theory and equipment; gas laws; first and second laws of thermodynamics; heat exchangers; Rankine and Carnot cycles.
Prereq: MAT 207 or equivalent.

IND 207  Strength of Materials (X)  3 credits
Axial and shear stress and strain. Torsion; bending, shear and moment diagrams, deflections, columns, connections, indeterminate beams. Credit will be granted for IND 207 or CIV 206, but not for both.
Prereq: CIV 205.

JOURNALISM

JOU 101  Introduction to Journalism (H, C)  3 credits
Journalism in print, radio, television. History, major trends, communication theory, ethics. Laboratory practice includes gathering and writing news; editing; copy reading; headlining.
Prereq: ENG 101, 103, or 105 or permission of the instructor.

JOU 103  Journalism Workshop (H, C)  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.
Prereq: One or more of the following: JOU 101, ART 121, ART 151, ART 171, BUS 101, BUS 103 and permission of the instructor.

LAW ENFORCEMENT

LAW 101  Introduction to Law Enforcement (A)  3 credits
History, development, and philosophy of law enforcement in democratic society; introduction to agencies involved in the administration of criminal justice; career orientation.
Prereq: None.

LAW 103  Criminal Law (A)  3 credits
Local, state and federal laws; their development, application, and enforcement.
Prereq: None.

LAW 105  Criminal Evidence (X)  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.
Prereq: LAW 101 or permission of the instructor.

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

LAW 109  Criminal Investigation (X)  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.
Prereq: LAW 101 or permission of the instructor.
LAW 113  Juvenile Procedures (X)  3 credits
Organization, functions, and jurisdiction of juvenile agencies; processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures.
Prereq: LAW 101 or permission of the instructor.

LAW 115  Introduction to Security (X)  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.
Prereq: None.

LAW 117  Principles of Loss Prevention (X)  3 credits
Functional operations of various specialized areas of security such as theft and risk control, security surveys, and loss prevention in proprietary and governmental institutions.
Prereq: LAW 101 or LAW 115 or permission of the instructor.

LAW 121  Law and Society (A)  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.
Prereq: None.

LAW 200  Field Experience in Law Enforcement (X)  0 credits
Supervised field experience with an approved law enforcement agency. (May be waived for students with professional law enforcement experience.)
Prereq: Completion of one academic year in the Law Enforcement curriculum or permission of the instructor.

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

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

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

LAW 207  Security Administration (X)  3 credits
Organization, administration, 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.
Prereq: LAW 115 or permission of the instructor.

LEISURE EDUCATION
All LED Courses Are Graded On A Credit/No Credit Basis.

LED 101  Swimming (X)  1 credit
The art of swimming; emphasis on skill development and complementary water safety techniques. Course is available to all students, regardless of their present swimming ability. Approved for American National Red Cross certification.
Prereq: None.

LED 103  Advanced Life Saving (X)  1 credit
The fundamentals of rescue and water safety including the practical application thereof. Course leads to American National Red Cross certification in Advanced Life Saving.
Prereq: Swimming skills test.
FRE 251  French Composition and Conversation (H, C)  3 credits
Refinement of writing and speaking skills on an advanced level. Written and oral assignments required weekly.
Prereq: FRE 202 or equivalent and permission of the instructor.

GRAPHICS

GRA 101  Engineering Drawing (X)  3 credits
Introduction to drafting techniques. Orthographic projection and isometric drawing; use of engineering standards and handbooks, dimensioning, sectional views; oblique and perspective systems drafting; skill in freehand sketching.
Prereq: None.

GRA 102  Civil and Architectural Drafting (X)  2 credits
Introduction to descriptive geometry. Spatial visualization, surface development and intersection. Structural drafting with emphasis on the project approach toward making working drawings and detail drawings connected with the design and construction of engineering structures using steel, reinforced concrete and timber. Map symbols and plotting, directly related to actual surveying field work.
Prereq: GRA 101 and MAT 103 or equivalent; CIV 102 concurrently, or permission of the instructor.

GRA 104  Drafting for Industry (X)  2 credits
Emphasis on working drawings, including dimensioning and tolerances. Introduction to auxiliary views, piping and welding drawings, descriptive geometry.
Prereq: GRA 101.

GRA 106  Drafting for Engineers (X)  3 credits
Introduction to descriptive geometry; auxiliary views; surface developments and intersections; graphical methods for engineering communication; design and communications drawing in specialized fields.
Prereq: GRA 101 or equivalent.

HISTORY

HIS 101  Western Civilization I (H, C)  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 the religion; the individual in history; the transition to modern modes of life and thought.
Prereq: None.

HIS 102  Western Civilization II (H, C)  3 credits
Analysis of ideas, attitudes and development that have shaped the structure of modern western societies. Protestantism and the rise of capitalism; the state system; nationalism and the struggle for power; scientific revolution; democratic theory; industrial society and the lower classes; imperialism; war and revolution.
Prereq: None.

HIS 105  History of the American People to 1865 (H, C)  3 credits
 Economic, social and cultural development of the American people prior to the Civil War. Utopianism; the Revolutionary Era; the development of national consciousness; consensus and conflicts; constitutionalism; the roots of American Foreign policy; race relations; slavery and war.
Prereq: None.

HIS 106  History of the American People Since 1865 (H, C)  3 credits
Reconstruction; industrialism; and triumphant capitalism; the capitalist model of society; business and Protestant ethic; labor populism and dissent; imperial expansion and progressive politics; crisis in the American Dream — the Great Depression and the New Deal; minorities and change; the roots of contemporary American foreign policy to Vietnam.
Prereq: None.

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HIS 109  The Course of American Foreign Policy (H, C)  3 credits
The ideas, economic interests, and political considerations affecting the formulation of American foreign policy. Origins and assumptions of American diplomatic principles; overseas expansionism; moral idealism; the pursuit of national self-interests; development of and responses to America as a world power.
Prereq: None.

HIS 111  The American Dream: Promises and Practices (H, C)  3 credits
A comparison of traditional goals and ideals — liberty, equality, individual rights; rugged individualism; unlimited opportunity; democracy; education; change; progress — the basis of the American Dream, with realities of the past and present and the responses and reactions of Americans to their ideals.
Prereq: None.

HIS 113  The Evolution of Modern Asian Society (H, C)  3 credits
Emphasizes patterns of social change in the 19th and 20th centuries. Topics include: Chinese society and the Revolution; Indian nationalism; roots of conflict in Indo-China; the modernization of Japan.
Prereq: None.

HIS 201  Modern Europe from Waterloo to Serajevo (H, C)  3 credits
Special attention to the rise of socialism; the impact of Karl Marx, the growth of nationalism and imperialism; and the effect of the scientific revolution of the principal countries of Europe.
Prereq: 2 semesters of college history or permission of the instructor.

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

HUMANITIES

HUM 101  Humanities in the Western World: Romanticism and Classicism (H, C)  3 credits
An attempt to illustrate the relationships among literature, music, visual art, and history. Emphasis is on defining the characteristics of the two predominant Western: Responses to life: romanticism and classicism.
Prereq: None.

HUM 102  Humanities in the Western World: A General Overview (H, C)  3 credits
Purpose is the same as that of HUM 101. Emphasis is on relating historical changes in the various art forms to the changing patterns of our culture.
Prereq: None.

HUM 103  Introduction to the Philosophy & History of Science (H, C)  3 credits
Designed to provide an understanding of the basic ideas and attitudes which contributed to major scientific advancements and to follow their sequential development from ancient to modern times. Approach will be essentially humanistic.
Prereq: None.

INDUSTRIAL ENGINEERING

IND 101  Machine Processes (X)  3 credits
Prereq: None.

IND 107  Contracts and Specifications  3 credits
Basic principles of contract law and their application to industrial situations. Specifications relating to materials and workmanship, and the basic concepts of estimating costs.
Prereq: None.
LED 105 Water Safety Instructor (X) 1 credit
Designed to train and certify American National Red Cross Water Safety instructors; such people are considered to have knowledge, judgment, and teaching skill for training others in swimming, rescue and water safety.
Prereq: Successful completion of LED 103 or a current ANRC Advanced Life Saving Certificate.

LED 107 Basic Flatwater Canoeing (X) 1 credit
Skills and strategies of modern flatwater canoeing; emphasis on safety and skill development in both tandem and solo paddling. Approved for American National Red Cross Basic Canoeing certification.
Prereq: None.

LED 109 Basic White Water Canoeing (X) 1 credit
Skills and strategies of modern river canoeing; emphasis on safety, skill development and fun in tandem paddling.
Prereq: None.

LED 110 Advanced White Water Canoeing 1 credit
Advanced skills and strategies of modern white water canoeing. Emphasis on safety, skill development and fun in advanced and solo canoeing technique in Class II and III rivers.
Prereq: LED 109 and permission of the instructor.

LED 111 Canoeing Instructor (X) 1 credit
Designed to train and certify American National Red Cross Canoeing Instructors; such people are considered to have knowledge, judgment, and teaching skill for training others in basic flatwater canoeing.
Prereq: Successful completion of LED 107 or LED 109.

LED 113 Basic Sailing (X) 1 credit
Designed to teach the fundamentals of recreational sailing, with an emphasis on safety and enjoyment of the sport. Approved for American National Red Cross certification in Basic Sailing.
Prereq: None.

LED 115 Sailing Instructor (X) 1 credit
Designed to train and certify American National Red Cross Sailing Instructors; such people are considered to have knowledge, judgment and teaching skill for training others in basic sailing.
Prereq: Successful completion of LED 113 or a current ANRC Basic Sailing Certificate.

LED 117 Aquatic Games and Contests (X) 1 credit
Aquatic games and contests, categorized and presented consistent with the respective swimming ability groups; emphasis on expansion and development of fundamental skills through fun.
Prereq: ANRC Swimmer Certification.

LED 119 Boating (X) 1 credit
Skills of rowing and outboard motor use; emphasis on safety, skill development and enjoyment in the use of rowboats and small motorboats. Course is taught in conjunction with the LED sailing courses (LED 113, 115).
Prereq: None.

LED 125 Nature Interpretation (X) 1 credit
An introduction to the interpretation of the natural and cultural environment, including specific leadership techniques and related methods and materials of nature interpretation. A problem centered course with direct experience in the field.
Prereq: None.

LED 127 Outdoor Challenge/Adventure Education (X) 1 credit
An introduction to basic challenge/adventure outdoor activities. Focus on physical, mental and social challenge as a vehicle to individual confidence, group cooperation and environmental understanding. Activities and experiences include the philosophy of challenge/adventure as well as experiential learning through ropes courses, initiative problems, rock climbing, river crossing, solo experience and group problem solving.
Prereq: None.
LED 129 Field Archery (X) 1 credit
Field Archery provides the student with the opportunity to learn the basic skills and techniques involved in field archery. Emphasis on skill development and safety. Introduction to bow hunting.
Prereq: None.

LED 131 Basic Rock Climbing (X) 1 credit
An introduction to the philosophy, skills and techniques of basic rock climbing. Laboratory sessions will stress the activities of bouldering, top-roping climbing and rappelling. Participants will gain adequate experience to use the sport of rock climbing as a leisure time activity.
Prereq: None.

LED 133 Bicycle Touring (X) 1 credit
Introduction to bicycling and bicycle touring. Focus upon the philosophy, skill and technique of lightweight bicycling and touring. Direct experience laboratory sessions will focus upon selection of equipment, care and maintenance, bicycling skill and technique, physical conditioning, lightweight bicycle touring (camping) and personal first aid and safety. Participants must provide their own equipment.
Prereq: None.

LED 135 Alpine Skiing (X) 1 credit
The challenge adventure activity of alpine skiing for the beginner through intermediate skilled skier. Includes equipment selection, pre-skiing preparation, skill development and refinement and the psychological obstacles which must be overcome to master the sport.
Prereq: None.

LED 137 Cross Country Skiing (X) 1 credit
Beginning, intermediate and advanced instruction in the philosophy, skill and technique of cross country skiing and ski touring. Skill laboratory sessions stress consumer ski equipment; physical conditioning; care and repair of equipment; waxing; style and technique; and winter personal safety and first aid.
Prereq: None.

LED 139 Hiking and Backpacking (X) 1 credit
An introduction to the basic skills and techniques of hiking and backpacking. Focus will be upon proper use and selection of backpacking equipment, camp cookery, first aid and safety, tool craft, orienteering (map and compass), and wilderness survival. The course will stress skills for personal leisure activity and outdoor leadership, as well as concerns for environmental awareness and understanding. In the field labs will take place in the back country of Franklin County and a four-day backpacking trip to the White Mountain National Forest in New Hampshire.
Prereq: None.

LED 141 Winter Camping (X) 1 credit
The challenge adventure activity of winter camping for the beginning cold weather wilderness traveler. Deals with the techniques of exploring and living in the white wilderness.
Prereq: None.

LED 151 Archery (X) 1 credit
Archery provides the student with the opportunity to learn the basic skills and techniques involved in recreational archery. Emphasis on skill development and safety. Introduction to field archery, competition and bow hunting.
Prereq: None.

LED 155 Badminton (X) 1 credit
Badminton provides the student practice in the basic skills and techniques essential to play recreational badminton. Emphasis on rules, terminology and strategy used during singles and doubles play.
Prereq: None.

LED 157 Conditioning (X) 1 credit
Conditioning provides the student with the opportunity to increase his-her resistance to fatigue in a controlled situation. Emphasis is placed upon an understanding of anaerobic, aerobic and interval training programs. The student physically experiences the effect of progressive resistance training and isometric, isotonic, and isokinetic muscle loading.
Prereq: None.
LED 158 Advanced Conditioning (X) 1 credit
Advanced conditioning provides the student with the opportunity to increase his-her resistance to fatigue in a controlled situation. The student physically experiences the effect of progressive resistance training and isometric, isotonic, and isokinetic muscle loading. The student is required to demonstrate an understanding of diet and weight control, correctly design and demonstrate an exercise program to increase: flexibility, strength and cardio-respiratory endurance.
Prereq: LED 157 or permission of the instructor.

LED 161 Golf (X) 1 credit
Golf provides the beginner with the opportunity to practice his-her basic skills of recreational golf. Emphasis on the full swing, long and short iron and the pitch and run. Students will advance at their own pace. Golf etiquette and strategy will be explained.
Prereq: None.

LED 165 Tennis (X) 1 credit
Basic tennis instruction, emphasis upon development of stroke production, forehand, backhand, serve, volley, lob, and overhead. Rules and strategy of singles and doubles will be covered.
Prereq: None.

LED 166 Advanced Tennis (X) 1 credit
Advanced tennis instruction, emphasis upon individual practice, a high level of skill development in the forehand, backhand, serve, volley, half volley, lob, and overhead. Control and strategic use of slice and top spin.
Prereq: LED 165 or permission of the instructor.

LED 167 Karate (X) 1 credit
A basic introduction to Korean Martial Arts. Emphasis on physical fitness, basic blocking techniques, kicking and self-defense.
Prereq: None.

LED 173 Bowling (X) 1 credit
To acquire knowledge and understanding of the history of bowling, its present status and its value as a life-time sport. To develop skills and techniques necessary to bowl with a reasonable level or proficiency.
Prereq: None.

LED 175 Low Organized Sports (X) 1 credit
Designed to acquaint the student with a variety of team sport modifications as well as numerous lesser known sports. Emphasis on adaptability to varying capabilities and degrees of health.
Prereq: None.

LED 177 Volleyball (X) 1 credit
Volleyball provides the student with the opportunity to learn the basic skills and techniques necessary to play modern, power volleyball. Emphasis is placed upon a high development of skill and an understanding of strategy and team play.
Prereq: None.

LED 178 Advanced Volleyball (X) 1 credit
Advanced volleyball provides the student with the opportunity to develop a high degree of proficiency in the basic skills of power volleyball. Emphasis is placed upon the understanding of the 6-1 offense and defense and the evaluation of the skills needed to play at this advanced level.
Prereq: LED 177 or permission of the instructor.

LIBRARY SCIENCE

LIB 101 Library Resources and Reference Materials (A) 3 credits
The nature and extent 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.
Prereq: None.

LIB 103 Introduction to Library Technical Services (L) 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.
Prereq: None.
Mathematics

MAT 101 Fundamental Concepts of Mathematics (N, C) 3 credits
The basic principles and notation of modern mathematics. Logic and set terminology, the development of number systems including natural numbers, integers, rationals, reals, and complex numbers; an introduction to relations and functions; equations and inequalities; special topics from modern algebra.
Prerequisite: Successful completion of at least two years of college preparatory secondary school mathematics, or MAT 106 or equivalent.

MAT 103 Applied Mathematics I (N, C) 3 credits
Applied mathematics with emphasis on developing general mathematical understanding and problem-solving skills. Basic algebraic operations, exponents, graphs, exponential equations, logarithms, solution of linear equations, and right triangle trigonometry with applications. Slide rule.
Prerequisite: Successful completion of at least two years of college preparatory secondary school mathematics or MAT 106 or equivalent.

MAT 104 Applied Mathematics II (N, C) 3 credits
Applied mathematics with emphasis on developing general mathematical understanding and problem-solving skills. Oblique triangle trigonometry and vectors, graphs of trigonometric functions, complex numbers and polar forms, graphical and algebraic solutions of equations, determinants, topics from analytic geometry, quadratic equations.
Prerequisite: MAT 103 or equivalent.

MAT 105 Algebra and Coordinate Geometry I (N, C) 3 credits
The most elementary college level mathematics course. Modern notation and language of algebra. Signed numbers, exponents and radicals, factoring, and fundamental operations with rational expressions. First degree and quadratic equations, with applications to the physical and social sciences.
Prerequisite: None.

MAT 106 Algebra and Coordinate Geometry II (N, C) 3 credits
A continuation of MAT 105. Topics include simultaneous equations, graphs, radicals, quadratic equations, and trigonometry.
Prerequisite: MAT 105 or permission of the instructor.

MAT 108 Elementary Functions (N, C) 3 credits
Preparation for calculus and physical sciences. The principles and properties of functions and their graphs. Inverses and composition of functions. Polynomial, rational, circular, exponential and logarithmic functions. Topics from analytic geometry.
Prerequisite: MAT 101.

MAT 110 Contemporary Mathematics (N, C) 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 non-metric geometry; coordinate geometry; and an introduction to statistics. Designed primarily for prospective elementary school teachers.
Prerequisite: MAT 101.

MAT 112 Finite Mathematics (N, C) 3 credits
Techniques in modern mathematics that can be used to make the best decision. Topics include matrix algebra, logic, game theory, and linear programming. Emphasis on applications of mathematics to real life situations in which various choices of action are possible.
Prerequisite: MAT 101 or equivalent.

MAT 114 Probability and Statistics (N, C) 3 credits
The organization, presentation, and interpretation of data; measures of central tendency and dispersion; probability theory; distribution of measurements; binomial and normal probability distributions; statistical inference and hypothesis testing; linear regression and correlation.
Prerequisite: MAT 101 or equivalent.

MAT 131 Mathematics: A Human Endeavor (N, C) 3 credits
For non-mathematics majors to appreciate, understand, use and enjoy mathematics. The flavor of mathematics, its history, paradoxes, recreations and logic. The role of mathematics in a technological world.
Prerequisite: None.
MAT 151  Calculus for the Managerial and Social Sciences I (N, C)  3 credits
An intuitive introduction to some of the basic tools and methods of calculus. Models and applications from business, economics, and the social sciences. Functions and their graphs, limits and continuity, and the derivative with applications.
Prereq: Competence with algebra.

MAT 152  Calculus for the Managerial and Social Sciences II (N, C)  4 credits
Anti-derivatives and the definite integral with applications; logarithmic and exponential functions; techniques of integration; functions of several variables.
Prereq: MAT 151.

MAT 201  Calculus with Analytic Geometry I (N, C)  4 credits
Prereq: MAT 108 or equivalent.

MAT 202  Calculus with Analytic Geometry II (N, C)  4 credits
Prereq: MAT 201.

MAT 203  Multivariate Calculus (N, C)  4 credits
Prereq: MAT 202.

MAT 205  Elementary Linear Algebra (N, C)  3 credits
Prereq: MAT 202 or permission of the instructor.

MAT 207  Applied Mathematics III (N, C)  3 credits
Basic applied concepts of analytical geometry and calculus with emphasis on general mathematical understanding and problem-solving skills. Differentiation and integration. Practical rather than theoretical orientation.
Prereq: MAT 104 or equivalent.

MUSIC

MUS 101  An Introduction to Music (H, C)  3 credits
Examination of the major forms of music including the folk song, the symphony, and the opera. Concentration on contemporary forms with tracing of historical foundations.
Prereq: None.

MUS 103  Fundamentals of Music (H, C)  3 credits
Elementary theory for the student with little or no musical background. Music structure and the handling of musical materials. Includes notation, scales, melody construction, elementary theoretical concepts.
Prereq: None.

MUS 105  Music Literature I (H, C)  3 credits
Masterpieces of western music from the rococo, classical, romantic, and contemporary eras. Representative works from each period analyzed.
Prereq: MUS 101 or permission of the instructor.

MUS 106  Music Literature II (H, C)  3 credits
Masterpieces of western music from the medieval, Renaissance and baroque eras. Representative works from each period analyzed.
Prereq: MUS 101 or permission of the instructor.
MUS 107  Music Theory I (H, C) 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.
Prereq: MUS 103 or permission of the instructor.

MUS 108  Music Theory II (H, C) 3 credits
Dominant seventh and extended chords in root, position and inversions. Modulation to closely related keys. Harmonic analysis of great composers' works. Keyboard harmony and ear training.
Prereq: MUS 107.

MUS 111, 112, 211, 212  Chorus (H, L) 1 credit per semester (maximum 4 credits)
Performance of choral works from the various style periods, folk music, and popular repertoire. Choral techniques. Required of the potential music major whose performance field is voice, keyboard or guitar. Available as an elective to qualified non-music majors. Also open for participation, without credit, to qualified members of the College staff and the community.
Prereq: For MUS 111, Permission of the instructor; for MUS 112, MUS 111, for MUS 211, MUS 112; for MUS 212, MUS 211.

MUS 113, 114, 213, 214  Instrumental Ensemble (H, L) 1 credit per semester (maximum 4 credits)
Performance of instrumental music from the various style periods, including jazz idioms. Required of the potential music major whose performance field is instrumental. Available as an elective to qualified non-music majors. Also open for participation without credit to qualified members of the College staff and of the community.
Prereq: For MUS 113, permission of the instructor; for MUS 114, MUS 113; for MUS 213, MUS 114; for MUS 214, MUS 213.

MUS 115, 116, 215, 216  Applied Music (H, L) 2 credits per semester (maximum 8 credits)
Individual instruction on the major instrument or voice. Includes technique, interpretation of literature and sight-reading. A final jury examination required each semester. Required of the potential music major. Open on a limited basis to non-music majors with previous training. Applied music fee charged in addition to regular College tuition and fees.
Prereq: For MUS 115, permission of full-time music faculty; for MUS 116, MUS 115; for MUS 215, MUS 116; for MUS 216, MUS 215.

MUS 117, 118, 217, 218  Class Piano (H, L) 1 credit per semester (maximum 4 credits)
Fundamentals of piano technique. Includes basic scales, melodic harmonization, transposition and sight-reading. Required of potential music majors who lack keyboard proficiency. Open to non-music majors on a space-available basis.
Prereq: For MUS 117, permission of full-time music faculty; for MUS 118, MUS 117; for MUS 217, MUS 118; for MUS 218, MUS 217.

NURSING

NUR 101  Fundamentals of Nursing (X) 6 credits
Foundation for technical nursing practice. Emphasis on the formulation of a personal philosophy of nursing, the scope and direction of nursing as an applied science, and the concept of interpersonal relations in the problem-solving approach as evidenced in the basic nursing skills and techniques applied to patients. Clinical experience required.
Prereq: None.

NUR 103  Physical and Mental Illness I (X) 8 credits
Content material presented in relation to broad concepts of major health problems progressing from simple to complex, healthy to unhealthy, and providing close correlation between theory and clinical practice. A comprehensive background of information upon which to develop knowledge and skills necessary to give nursing care to individual patient and his/her illness. Effect of physical and psychological problems on the health and nursing needs of selected individuals in all age groups as a base for integration and pathophysiology, pharmacology, nutrition, and interpersonal relations into a developing framework of knowledge and skill needed to give thoughtful and competent patient care at the beginning level. Clinical experience required.
Prereq: NUR 101.
NUR 203  Physical and Mental Illness II (X)  9 credits
A continuation of the scope and direction as described in NUR 103. Theoretical and clinical applications center on rendering nursing care to patients having multiple and-or more complex nursing needs. Clinical experience required.
Prereq: NUR 103

NUR 205  Historical and Professional Trends (X)  2 credits
Historical development and social impact of the profession of nursing. Current problems and trends in nursing service and nursing education. Social legislation affecting health; professional organizations; licensure; positions available to the associate degree graduate.
Prereq: NUR 101.

NUR 207  Psychiatric-Mental Health Nursing (X)  4 credits
Designed to develop the basic understandings and abilities of the behavioral concepts in psychiatric-mental health nursing. Opportunity to gain understanding of own behavior as well as to provide therapeutic nursing care in the management of interpersonal relationships with patients. A theoretical framework of mental health, etiology, prevention and treatment of mental illness, theories, philosophies and modern trends in the care of the mentally ill in our society. Clinical experience required.
Prereq: NUR 101.

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

PHILOSOHY

PHI 101  Logic and Scientific Method (H, C)  3 credits
Traditional logic; the deductive process of reasoning and method of knowing and handling the material of science; the inductive process.
Prereq: None.

PHI 103  Introduction to Philosophy (H, C)  3 credits
The course introduces the student to the major, classical philosophical problems through a thematic approach. Emphasis will be placed on active, informal discussion of contemporary issues.
Prereq: None.

PHI 105  Ethics (H, C)  3 credits
Moral and value systems; special attention to modern ethical thought. Method will be philosophical rather than descriptive or behavioral.
Prereq: None.

PHYSICS

PYS 101  General Physics I (N, C)  4 credits
A non-calculus study of mechanics, heat, and sound for students without a calculus background, but who anticipate continued study in the fields of science, mathematics, engineering, or related fields. Laboratory required.
Prereq: Trigonometry; concurrent math or permission of the instructor.

PHY 102  General Physics II (N, C)  4 credits
A continuation of PHY 101, non-calculus treatment of the fields of light, electricity and magnetism, and atomic and nuclear physics with some topics from modern physics. Laboratory required.
Prereq: PHY 101; concurrent math or permission of the instructor.

PHY 103  Introductory Physics I (N, C)  4 credits
An introductory course dealing with principles of mechanics, heat, and sound. Primarily for students interested in applied fields and technology. Satisfies most requirements where only one semester or one year of physics is required — fields such as medical technology, X-ray technology, civil engineering technology. Laboratory required.
Prereq: MAT 103; MAT 104 concurrently, or permission of the instructor.
PHY 104  Introductory Physics II (N, C)  4 credits
   A continuation of Introductory Physics dealing with principles of light, electricity, and magnetism, and selected topics from nuclear and atomic physics. Laboratory required.
   Prereq: PHY 103.

PHY 105  Introductory Electronics (N, C)  4 credits
   Principles underlying much of today's instrumentation: control circuits, and communication devices. Topics include: electrical nature of matter; current; voltage; sources of e.m.f.; resistance; work, power and energy; series, parallel, and series-parallel resistive circuits; capacitance; magnetism; inductance; reactance; A.C. current; impedance; and electrical measurements. Laboratory required.
   Prereq: High school mathematics through Algebra I recommended.

PHY 111  General Physics I with Calculus (N, C)  4 credits
   A calculus-based physics course intended primarily for those students who are preparing for careers in science, mathematics, or engineering. Includes mechanics, heat and sound. Laboratory required.
   Prereq: MAT 201 may be taken concurrently or permission of the instructor.

PHY 112  General Physics II with Calculus (N, C)  4 credits
   A continuation of PHY 111 covering the fields of light, electricity and magnetism, nuclear and atomic physics, and selected topics from modern physics. Laboratory required.
   Prereq: PHY 111; MAT 202 may be taken concurrently or permission of the instructor.

POLITICAL SCIENCE

POL 101  American Politics (B, C)  3 credits
   American governmental and political systems; federal-state relations; the Supreme Court and the Constitution; the role of the President; functions of Congress; contemporary problems.
   Prereq: None.

POL 103  Comparative Politics (B, C)  3 credits
   Political institutions and processes in Great Britain, France, Germany, and the U.S.S.R. Selective comparisons with non-European political systems.
   Prereq: None.

POL 105  International Politics (B, C)  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.
   Prereq: None.

POL 201  Government and Politics of the Soviet Union (B, C)  3 credits
   Emergence and development of the Soviet system; pre-communist Russian history; Marxism-Leninism; the Soviet system under leaders from Lenin to the present; Soviet foreign policy.
   Prereq: POL 103 or permission of the instructor.

POL 203  American Civil Liberties (B, C)  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.
   Prereq: None.

PSYCHOLOGY

PSY 101  Principles of Psychology (B, C)  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.
   Prereq: None.

PSY 201  Psychology of Adjustment (B, C)  3 credits
   Motivation, frustration and conflict, varieties of adjustive behavior, and community facilities for mental health and counseling. Emphasis on the dynamics of the healthy personality.
   Prereq: PSY 101.
PSY 203  Child Psychology (B, C)  3 credits
Understanding maturation stages, socialization and personality development in children; special attention to the influencing and modification of behavior.
Prereq: PSY 101.

PSY 205  Adolescent Psychology (B, C)  3 credits
Principles of pre-adolescent and adolescent development, examined from biological, socio-cultural and psychodynamic perspectives.
Prereq: None.

PSY 207  Psychology of the Exceptional Child (B, C)  3 credits
Understanding the nature of physical, psychological and intellectual handicaps. Needs assessment, diagnostic procedures and remedial approaches. Levels and degrees of impairment, as well as special needs of the gifted child are also discussed.
Prereq: PSY 101.

PSY 209  Abnormal Psychology (B, C)  3 credits
Dynamics and symptomatology consistent with major organic and non-organic based problem behaviors including psychoses, neuroses, personality disorders, retardation, and brain damage.
Prereq: PSY 101 or the permission of the instructor.

PSY 211  Psychology of Education (B, C)  3 credits
Psychological principles and concepts related to educational settings; special emphasis in the areas of scientific method, learning, psychological testing, measurement and development.
Prereq: PSY 101 or permission of the instructor.

PSY 221  Environmental Psychology (B, C)  3 credits
Introduction to a new and expanding field of psychology which looks at the relationship of the built and natural environments to human behavior. Explores environmental awareness, research methods, environmental determinants of human behavior, small group ecology, large group ecology, architectural design, social-ecological design, future environments. Group projects and field trips required.
Prereq: PSY 101.

RECREATION LEADERSHIP

REC 101  Introduction to Recreation (A)  3 credits
Considers the entire growing field of recreation including its history, philosophy, and principles as related to the use of leisure: recreation as a social force. Especially designed to create an awareness of career opportunities in the profession of recreation.
Prereq: None.

REC 103  Social Recreation (X)  3 credits
Prepares students to conduct social play. Organization, leadership techniques and activity skills for planning and directing social recreation activities. Includes pre-party games; ice breakers; mixers; active, quiet and nonsense games; stunts; and tricks. Emphasis on program planning as related to seasonal activities.
Prereq: None.

REC 107  Recreational Sports (X)  3 credits
Participation, demonstration and lectures acquaint students with a variety of sports and games applicable to a recreation setting. Emphasis on organizing and conducting a community sports program. Includes teaching techniques utilized in recreational sports.
Prereq: None.

REC 109  Program Planning (X)  2 credits
Principles and methods of program development. Emphasis on gaining a thorough understanding and working knowledge of all recreation program areas as applied to a variety of settings. Analysis of program objectives. Development of leadership skills.
Prereq: None.
RECO 111 Environmental Recreation (X) 3 credits

Analyze the meaning and significance of Environmental Recreation in contemporary society, with concern for a variety of age groups and special populations. Emphasis upon the planning, organizing, conducting and evaluating programs and activities in the areas of outdoor recreation, outdoor education, and environmental education. Special concern for the practical activities and experiences in the out-of-doors through laboratories, field trips, and leadership practice in the areas of nature-oriented activities, outing sports, and environmental education. Environmental awareness and action through an ecological approach will be inherent in the course. A variety of field trips and outings in the Connecticut River Valley and central New England area are significant components of the course.
Prereq: None.

RECO 115 Field Work I (X) 2 credits

Experience in planning, organizing, conducting, and evaluating recreation programs in a local agency. Settings change each semester.
Prereq: None.

RECO 116 Field Work II (X) 2 credits

Experience in planning, organizing, conducting, and evaluating recreation programs in a local agency. Settings change each semester.
Prereq: None.

RECO 119 First Aid (X) 1 credit

Diagnosis and treatment of emergency needs of the human body. Approved for American National Red Cross certification in standard first aid and personal safety as well as cardiopulmonary resuscitation.
Prereq: None.

RECO 121 Arts and Crafts (X) 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.
Prereq: None.

RECO 123 Music (X) 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.
Prereq: None.

RECO 125 Creative Drama (X) 1 credit

Prepares recreation leaders to direct informal creative dramatics, for all age groups. Includes improvisation, pantomine, storytelling, charades, dramatic games, and acting combined with other art forms.
Prereq: None.

RECO 127 Dance (X) 1 credit

Designed to provide the opportunity to increase basic dance skills. Introduction to basic rhythms, creative dance, movement education, song plays, folk, square, and round dances.
Prereq: None.

RECO 129 Survival (X) 1 credit

An introduction to the basic techniques and methods of human survival in city, suburbs and backlands. Direct experience laboratories will focus upon the interaction of weather, terrain, body limitations and personal attitude in solving survival problems. Required for Recreation majors.
Prereq: None.

RECO 131 Introduction to Therapeutic Recreation 2 credits

Philosophy and principles of therapeutic recreation programming. Development of skills in applying principles to practical situations.

RECO 201 Supervision of Recreation Services (X) 2 credits

The study of effective supervision within a work environment with an emphasis on the human relation problems typically encountered in providing recreation services.
Prereq: None.
REC 203  Trends and Issues (X)  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.
Prereq: REC 101.

REC 215  Field Work III (X)  2 credits
Experience in planning, organizing, conducting, and evaluating recreation programs in a local agency. Settings change each semester.
Prereq: None.

REC 216  Field Work IV (X)  2 credits
Experience in planning, organizing, conducting, and evaluating recreation programs in a local agency. Settings change each semester.
Prereq: None.

SCIENCE

SCI 101  Physical Science I (N, C)  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.
Prereq: High school algebra recommended but not required.

SCI 102  Physical Science II (N, C)  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 sociological influences of science in our modern culture. No laboratory.
Prereq: High school algebra recommended but not required.

SECRETARIAL SCIENCE

SEC 101  Shorthand I (X)  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.
Prereq: None.

SEC 102  Shorthand II (X)  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.
Prereq: SEC 101 or equivalent.

SEC 111  Typewriting Development I (X)  3 credits
The keyboard; accuracy and speed; parts of the machine and preventive maintenance; centering horizontal and vertical typing; business letters. Laboratory required.
Prereq: None.

SEC 113  Typewriting Development II (X)  3 credits
Skill building through daily accuracy and speed drills; timed writings. Business letters and forms; tabulations; manuscripts; rough drafts. Laboratory required.
Prereq: SEC 111 or permission of the instructor.

SEC 115  Typewriting Development III (X)  3 credits
Daily accuracy and speed drills; timed writings. Technical, statistical, professional, governmental and executive typing. Laboratory required.
Prereq: SEC 113 or permission of the instructor.

SEC 117  Typewriting Development IV (X)  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. Laboratory required.
Prereq: SEC 115 or permission of the instructor.
SEC 201  Stenography (X) 3 credits
Prereq: SEC 102 and SEC 113.

SEC 202  Transcription (X) 3 credits
Advanced stenography. Shorthand transcription for mailability.
Prereq: SEC 201.

SEC 203  Office Procedures (X) 3 credits
Operations and functions of business machines, office reprographics, and records management. Student completes projects on adding machines, calculators, duplicators, transcribers, and specialized typewriter.
Prereq: SEC 113.

SEC 205  Principles of Word Processing (X) 3 credits
Reinforces foundational language arts skills. Improves speed and efficiency in machine transcription. Introduces magnetic keyboarding to the transcription process.
Prereq: SEC 203.

SEC 209  Secretarial Procedures (X) 3 credits
Integration of secretarial skills, human relations, ethics, communications, records management; business reports. Career development and professional status. Available only to students in the Secretarial program.
Prereq: SEC 201 and 203.

SEC 226  Executive Office Internship (X) 3 credits
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.
Prereq: SEC 201, SEC 203 or permission of the instructor.

SEC 231  Medical Terminology and Dictation (X) 3 credits
Roots, prefixes, suffixes, and abbreviations used in medicine. Shorthand outlines, spelling, pronunciation, and definitions of most-used medical words common to the medical field. Dictation primarily from appropriate medical-related materials.
Prereq: BIO 105; SEC 102 and 113 or permission of the instructor.

SEC 232  Medical Terminology and Transcription (X) 4 credits
Prereq: SEC 231.

SEC 233  Medical Secretarial Procedures I (X) 3 credits
Introduction to professional conduct, ethics, human relations, and office management as they apply to the duties of the medical secretary. Typing medical forms.
Prereq: BIO 105, SEC 102 and 113 or permission of the instructor.

SEC 234  Medical Secretarial Procedures II (X) 3 credits
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.
Prereq: SEC 233.

SEC 236  Medical Office Internship (X) 3 credits
A work-experience program for qualified students in selected medical offices in the community or neighboring areas in order to observe and obtain on-the-job experience in an office environment. Available only to students in the medical secretarial program.
Prereq: SEC 201, 203, 231 or permission of the instructor.

SEC 241  Legal Terminology and Procedures I (X) 3 credits
Spelling, pronunciation, and definition of legal terms. Dictation from a wide variety of legal materials. Preparation of legal correspondence, testimony, case reports and documents used in business and formal court procedures.
Prereq: SEC 113, SEC 201.
SEC 242  Legal Terminology and Procedures (X)  3 credits
Continuation of the technical legal vocabulary and the various procedures concerning the law.
Typing of legal and office forms and letters. Background information concerning law theory and
practice.
Prereq: SEC 241.

SEC 246  Legal Office Internship (X)  3 credits
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.
Prereq: SEC 201, 203, 241 or permission of the instructor.

SPEECH/THEATRE

SPE 101  Oral Communication (S, H, L)  3 credits
Principles and practice, stressing the concept of speaker-listener interaction. Participation in a
variety of speech situations. Includes informative and persuasive speaking.
Prereq: None.

SPE 103  Introduction to The Theatre (H, L)  3 credits
Play reading and analysis, drama criticism, theatre history, forms of drama and the process of
play production studied with the aim of increasing appreciation of the theatre and enjoyment of
the dramatic experience. Field trips to plays and theatres.
Prereq: None.

SPE 105  Oral Interpretation of Literatures (H, L)  3 credits
Oral interpretation of the poem, essay, short story, and play; emphasis on literary analysis as
the foundation of performance. Workshop method: small group preparation of individual selec-
tions.
Prereq: None.

SPE 111  Fundamentals of Acting and Directing (H, L)  3 credits
Introduction to the arts of acting and directing with emphasis on characterization and move-
ment, using the techniques of improvisation and script analysis. Theatrical involvement includes
monologues, duet scenes, and one act plays.
Prereq: None.

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

SPE 121  Group Discussion (S, H, L)  3 credits
Principles of group discussion; with emphasis on the role of the discussant as a speaker and
listener. Deals with contemporary issues and problems.
Prereq: None.

SPE 131  Introduction to Scenography (H, L)  3 credits
Introduction to the art of theatrical design with emphasis on design concepts in scenery, lights,
and costumes. Will include projects in drafting, rendering, and sewing.
Prereq: None.

SPE 133  College Theatre Workshop (H, L)  1 credit
per semester (maximum 4 credits)
Practical experience in acting, house management, public relations, publicity, shop, and pro-
duction crews. No more than one credit may be earned in any given semester. Work on the
major production for the semester is required.
Prereq: None.

SPE 201  Persuasive Speaking (H, L)  3 credits
The art of persuasion. Emphasis on the roles of semantics, propaganda, human motivation,
proof, evidence, ethics. Workshop tools may include mock trial and debate.
Prereq: SPE 101 and permission of the instructor.
SOCIOLGY

SOC 101 Principles of Sociology (B, C) 3 credits
An introduction to the study of society through basic concepts and methodology emphasizing culture, social systems, institutions, status, role, norms, interaction, deviance, small groups, and social stratification areas of sociological research.
Prereq: None.

SOC 105 Sociology of Work (B, C) 4 credits
The historical and cultural development of work with emphasis on economic and social cycles developed through the process of socialization and stratification. The importance of understanding these cycles in determining individual career patterns. To include vocational testing and counseling plus field work.
Prereq: None.

SOC 201 Social Problems (B, C) 3 credits
Major types of deviant behavior in American society; description, theories of causation, and ramifications for the future.
Prereq: SOC 101.

SOC 203 Sociology of the Family (B, C) 3 credits
Historical background and cross-cultural factors. Attention to the cycle of courtship, marriage, child raising, and marital dissolution. Contemporary trends and the future of the family in society.
Prereq: SOC 101.

SPANISH

SPA 101 Elementary Spanish I (H, C) 3 credits
Introduction of the language through conversation followed by a systematic study of practical grammar and phonetics. Readings correlated with what is learned through conversation. For beginners and students who have not successfully completed one year of high school Spanish. Laboratory required.
Prereq: None.

SPA 102 Elementary Spanish II (H, C) 3 credits
Continued development of basic language skills through conversation, study of grammar and phonetics, and correlated readings. Laboratory required.
Prereq: SPA 101 or equivalent.

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

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

SPA 251 Spanish Composition and Conversation (H, C) 3 credits
Refinement of writing and speaking skills on an advanced level. Written and oral assignments required weekly.
Prereq: SPA 202, or equivalent, or permission of the instructor.
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William R. Sweeney
B.A., M.A., Columbia University

Elizabeth W. Van Guider
B.A., M.A., University of Massachusetts

E. Douglas Webster
A.B., Hamilton College
M.A., Columbia University
Ph.D., Syracuse University

English, Speech-Drama
Speech
Coordinator, Art
Art
English
English
Art
Philosophy, Journalism, English
History
Music
Political Science
Art
English
English
History

ADJUNCT FACULTY (HUMANITIES)

Anne C. Bortn
B.M., Westminster Choir College
M.M., Westminster Choir College

Lenore B. Glaser
B.S., Western Connecticut State College
M.M.Ed., University of Connecticut

Marietta Kincannon
B.M., Virginia State College

Robert W. Kulp, Jr.
B.M. Ed., University of Lowell
M.M.Ed., University of Lowell

Phyllis Nahman
B.A., M.Ed., University of Massachusetts

Carolyn Nims
A.A., Greenfield Community College
B.A., M.A.T., Smith College

Robin Stone
B.M., Eastman School of Music
M.M., New England Conservatory of Music

Music
Music
Music
Music
English
English
Music
DIVISION OF LEARNING RESOURCES

Margaret E. C. Howland
B.A., Hofstra University
M.S.L.S., Southern Connecticut State College

Marilyn R. Golosh
Gloria L. C. Ku
B.A., National Taiwan Cheng-Kung University
M.S.L.S., Atlanta University

John Lewis
B.S., University of Wisconsin
M.S.L., Western Michigan University
M.A., Arizona State University

Grace Johnson
Jo-Ann I. Williams

Robert R. Tracy
B.S.E., Westfield State College
M.Ed., University of Massachusetts

McDonald K. Dennier
A.S., Springfield Technical Community College

James A. Roth
B.S., Michigan State University
M.S., Michigan State University

Frank Simons
B.A., University of California, Berkeley

Susan J. Markwell
A.A., Greenfield Community College

Director, Division of Learning Resources
Library Science

Secretary, Division of Learning Resources
Technical Services Librarian: Library Science

Reader Services Librarian

Senior Library Assistant
Junior Library Assistant

Director of T. V. Services; Media Technology

Television Production Technician

Director of Media Services; Media Technology

Media Production Technician

Media Assistant

DIVISION OF NATURAL SCIENCES

Warren I. Johansson
B.S., M.S., Ph.D.,
University of Massachusetts

Crickett G. Spooner

Eleanor M. Maynard

Jean A. Ball
A.S., Greenfield Community College
B.S., St. Anselm's College

David C. Baritett, P.E.
A.E.E.E., Worcester Junior College
B.S.C.E., M.S.C.E., University of Massachusetts

Robert J. CoV en
B.S., University of Pennsylvania
M.A.T., Smith College

David A. Harvey
B.A., Taylor University
M.Ed., Bridgewater State College
M.A., Ohio State University

Allan H. Hawk
B.S., U.S. Naval Academy
B.S., M.S., Webb Institute of Naval Architecture

Patricia Jenkins
B.S., Westfield State College

Peter R. Letson
M.A., Hofstra University
Sc.M., Brown University

Richard D. Little
B.A., Clark University
M.S., University of Southern California

Donald P. Oberacker
B.S., Utah State University
M.S., University of Maryland
C.A.G.S., University of Connecticut

Ariene J. Parker, R.N.
B.S., University of Massachusetts
School of Nursing

Ricardo E. Pavoni
B.S., University of Massachusetts
M.S., Stanford University

Edwin C. Peck
B.A., Colgate University
M.A., Syracuse University

Director, Division of Natural Sciences;
Earth Science

Secretary, Division of Natural Sciences
Secretary, Nursing Program

Coordinator, Engineering Technologies

Mathematics

Physics

Engineering Technologies and
Mathematics

Laboratory Technician

Mathematics

Earth Science

Biology

Nursing

Engineering Technologies

Professor Emeritus in Mathematics
Shirley Pemantel  
B.S. St. Anselm's College  
M.S., University of Massachusetts  

William R. Peters, R.N.  
B.S., Boston University  
M.S., Wayne State University  

Ira H. Rubenzahl  
B.A., Princeton University  
Ph.D., Massachusetts Institute of Technology  

Gertrude P. Sheaffer, M.T. (A.S.C.P.)  
B.S., Lycoming College  
M.Ed., East Stroudsburg State College  

Ronald E. Smith  
A.S., Greenfield Community College  

Peter C. Steve  
B.S., University of Rhode Island  
M.S., Ph.D., University of Massachusetts  

Carleton P. Stinchfield  
B.A., Colby College  
M.S., Northeastern University  

Toby B. Sutton  
B.A., University of California  
M.S.T., Cornell University  

**ADJUNCT FACULTY (NATURAL SCIENCES)**

Jane Y. Lunt  
B.S., Syracuse University School of Nursing  

Doris H. Matte  
B.S., Boston University School of Nursing  

Joan M. Merrigan  
B.S., Boston College School of Nursing  

Jean B. Waite  
B.S., University of Vermont  

**OFFICE OF STUDENT SERVICES**

Clement J. Gainty  
A.B. St. Mary's Seminary College  
S.T.B. St. Mary's University  

Helene A. Wegzynski  

**GENERAL SERVICES**

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

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

Jerry H. Sears  
A.A., Greenfield Community College  
B.F.A., University of Massachusetts  

Sally A. Sears  
B.A., Western Michigan University  
M.Ed., University of Massachusetts  

Kathleen Cleary  
Jane Filkins  
Beryl R. Holloway  
Diane Verrier  

**STUDENT ACTIVITIES**

Merryl Sackin  
B.S., Montclair State College  
Sharon E. Fiske  

Nursing  
Coordinator, Nursing  
Physics & Mathematics  
Biology  
Laboratory Technician  
Biology  
Chemistry  
Biology  
Nursing  
Nursing  
Nursing  
Dean of Students  
Secretary to the Dean of Students  
Director of Admissions & Records  
Director of Financial Aid  
Assistant Director of Admissions and Records  
Coordinator of Placement and Transfer  
Secretary, Admissions  
Secretary, Admissions & Records  
Secretary, Office of Student Services  
Secretary, Records  
Director, Student Activities  
Secretary, Student Activities  

75
HEALTH SERVICES

Nancy L. Buchanan  
R.N., Massachusetts General Hospital  
Certificate in College Health  
Nursing, University of Massachusetts

William R. Buchanan, M.D.  
B.A., Yale University  
M.D., Harvard Medical School  
Massachusetts General Hospital

John S. Follett, M.D.  
B.S., LaSalle University  
M.D., University of Colorado

Irene Knapp  
R.N., Worcester City Hospital

June Miller

Director, College Health Services

Medical Director of Health Services

Visiting Physician

Assistant Nurse

Secretary, Health Services

SPECIAL SERVICES

David Patrick  
B.A., Brooklyn College  
M.S., Long Island University

Eleanor J. Goodman  
B.S., University of Utah  
M.Ed., University of Massachusetts

Amy Chin-Shong  
B.S., Columbia University  
M.A., Teachers College  
M.A., Hunter's College, CUNY

Robert M. Yacubian  
B.S., B.A., Babson College  
M.Ed., University of Massachusetts

Phillip Robinowitz  
B.A., Harvard College  
M.A.T., Harvard College

Elaine Brooks

Laurie Ogusuere

Director of Counseling and Special Services

Counselor

Counselor, Coordinator, The Learning Center

Career Counselor

Counselor, The Learning Center

Secretary, Special Services

Secretary, Special Services

ATHLETICS

John Palmer  
B.S., Norwich University  
M.Ed., Norwich University

Director of Athletics

OFFICE OF ADMINISTRATIVE SERVICES

Awaiting Appointment  
Martha Markwell  
Jeffrey Wallace

Henry G. Boucher, Jr.  
B.A., M.B.A., University of Massachusetts  
Virginia Callaghan  
Dorothy Mullins  
Raymonde Pollard  
June Richardson

Charles E. Carter  
B.S.C.E., Duke University  
M.B.A., American International College

Joseph Audette  
A.S., Stockbridge, University of Massachusetts

Rita Babits  
Jean Call

Roland Campbell  
Hubert Cartigan  
A.S., Greenfield Community College

Sterling Clark  
Perry Cole  
Wayne Collier  
Hubert Denison

Awaiting Appointment

Dean of Administration  
Secretary to Dean of Administration  
Personnel Clerk

Senior Bookkeeper  
Clerk, Business Office  
Senior Bookkeeper  
Principal Bookkeeper

Director of Physical Plant  
Groundskeeper  
Switchboard Operator  
Duplicating Services Technician  
Carpenter  
Storekeeper

Plant Operator  
AV/TV Repair Technician  
Electrician  
Custodian
James Franklin  
A.S., Wentworth Inst.  
Michael Gallant  
B.A., University of Massachusetts  
Donald Galvin  
Donald Grogan  
Michael Jenkins  
B.A., University of Massachusetts  
John Manzini  
John A. Markwell, Jr.  
A.A., Greenfield Community College  
George McLaughlin  
Phyllis Meyer  
Harold Pasent  
John Pride  
A.A., A.S., Greenfield Community College  
B.S., University of Massachusetts  
Robert Roberge  
Phyllis Schempf  
Timothy Shippee  
A.A., Greenfield Community College  
William Szymanski  
Wayne Thibeault  
Allan Urickel  
James Williams  
Robert Wyman  

John R. Evans  
Elizabeth Rosewarne  
Carolyn Sautter  
Lonnie Togneri  

Frank Mirabello  
B.S., University of Massachusetts  
Sylvia Carey  
Sandra Hughhey  
Vanessa Sweeney  

Refrigeration Technician  
Custodian  
Groundskeeper  
Custodian  
Custodian  
Working Foreman, Maintenance  
Safety & Security Officer  
Switchboard Operator  
Painter  
Institutional Maintenance Foreman  

Head Custodian  
Custodian  
Custodian  
Head Groundskeeper  
Master Electrician  
Mechanical Handyman  
Mail Clerk  
Custodian  

Director of Auxiliary Services  
Bookkeeper, College Store  
Clerk, College Store  
Clerk, College Store  

Director of Computer Center  
Computer Programmer/Analyst  
Computer Programmer  
Secretary, Computer Center
Admissions Information 1
- Application Procedure
- Foreign Students
- Tuition
- Tuition Costs
- Special Out-of-State Tuition Rate
- Fees Schedule
- Graduation Fee
- Insurance Programs
- Health
- Liability
- Life
- Laboratory/Institutional Materials Fees
- Student Activities Fees
- Transcripts
- Other Expenses Per Year (Estimated)
- Tuition and Fees Payment
- Direct Payment
- Financial Aid Awards
- Refunds

Policies and Procedures 4
- Academic Standing
  - Dean's List
  - Probation
  - Suspension
  - Dismissal
  - Appeal Process
- Attendance
- Classification of Students
- Credit by Examination
- Degree Requirements
- Grades
- Program Changes
- Repeating a Course
- Residency
- Waiver
- Withdrawal from College

Services 6
- Advisory Services
- Career Counseling
- Check Cashing Service
- College Store
- Financial Aid
- Food Services
- GED (General Educational Development) Program
- Health Service
- Housing and Transportation
- Learning Resources
- Learning Center
- Personal Counseling Services
- Placement Services
- Student Activities Program
- Student Association
- Transfer
- Veterans' Affairs

Programs 10
- The Commonwealth Transfer Compact
- Division of Behavioral Sciences
- Division of Business Administration
- Division of Continuing Education and Community Services
- Division of Humanities
- Division of Learning Resources
- Division of Natural Sciences
- Cooperative Education
- Academic Programs
  - Liberal Arts
  - General Program
    - American Studies Concentration (subject to MBRCC approval)
    - Data Processing Concentration
    - Math/Science Concentration
Career Programs
  Accounting Associate
  Art
  Civil Engineering Technology
  Early Childhood Education
  Engineering
  Fire Science Technology
  Graphic Design
  Industrial Engineering Technology
  Law Enforcement
  Management
  Management/Data Processing
  Marketing
  Media Technology
  Nursing
  Recreational Leadership
  Secretarial Science
  Executive
  Medical
  Legal
Certificate Programs
  Fire Science Technology
  Office Assistant

Course Descriptions 3:5
  Advising Codes
  Accounting
  Anthropology
  Art
  Audiospatial Media
  Biology
  Business
  Chemistry
  Civil Engineering
  Data Processing
  Directed Study
  Early Childhood Education
  Earth Science
  Economics
  Education
  English
  Environmental Science
  Fire Science Technology
  French
  Graphics
  History
  Humanities
  Industrial Engineering
  Journalism
  Law Enforcement
  Leisure Education
  Library Science
  Mathematics
  Music
  Nursing
  Philosophy
  Physics
  Political Science
  Psychology
  Recreation Leadership
  Science
  Secretarial Science
  Sociology
  Spanish
  Speech/Theatre

Personnel 70
  Office of the President
  Greenfield Community College Advisory Board
  Massachusetts Board of Regional Community Colleges
  Office of Academic Affairs
  Division of Behavioral Sciences
  Division of Business Administration
  Division of Continuing Education and Community Services
  Division of Humanities
  Division of Learning Resources
  Division of Natural Sciences
  Office of Student Services
  General Services
  Student Activities
  Special Services
  Office of Administrative Services
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Greenfield Community College is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of handicap status in its educational programs, activities, or employment policies, as required by Section 504, Rehabilitation Act of 1973, as amended. Further, it is the policy of Greenfield Community College not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. Greenfield Community College is in compliance with the Civil Rights Act of 1964, admitting students without regard to race, color, or national origin. Inquiries regarding compliance with Section 504, Rehabilitation Act of 1973, as amended, Title IX of 1972 Education Amendments, and the Civil Rights Act of 1964, may be directed to Affirmative Action Officer, Greenfield Community College, Greenfield, MA.