Founded in 1962, Greenfield Community College is one of the fifteen colleges which make up the Massachusetts Community College System. For twelve years, the College operated in an old school, a former factory building, and a remodeled warehouse in Greenfield center. Since the founding, the number of students in the day school grew from 125 to the present 1,300.

In 1974, the College moved several miles from the center of Greenfield to a handsome, modern facility, located on an 80-acre site. Twenty-three programs leading to an associate degree in areas as widely different as Graphic Design, Criminal Justice, and Recreation Leadership are available. The Division of Continuing Education and Community Services also offers a wide range of credit and non-credit courses as well as extensive evening and summer programs.

Many programs are designed to give students a choice between starting a career immediately after graduation or continuing their education at a four-year college or university. The Transfer Compact between the College, the University of Massachusetts, and the state colleges eases the transfer process for graduates who wish to continue their studies at state-supported institutions. Other Greenfield Community College graduates have attended colleges and universities all over the Commonwealth, throughout the United States, and in foreign countries.

With the experience of two decades behind it, Greenfield Community College knows how to help people who come to the campus willing to learn and to grow.

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.
Admissions Information

Usually, applicants for admission have a high school diploma or its recognized equivalent. Other interested individuals lacking these credentials are invited to discuss their candidacy with the Director of Admissions. The applicant must also satisfy the entrance requirements of the curriculum for which application is made.

General Information for Applicants

Applicants for admission should:

- obtain an admissions application from the College Admissions Office or High School Guidance Office.

- return completed application form to the Admissions Office with a $10.00 (non-refundable) application fee. Please make check or money order payable to Greenfield Community College. Applicants may apply to three Massachusetts Community Colleges for one $10.00 application fee. When an application fee has been paid to another Massachusetts Regional Community College, please indicate which one, and ask the college to send verification of payment to Greenfield Community College. For those students in financial need, application fee waivers are available from the Admissions office.

- have official transcripts sent directly to Greenfield Community College by all high school, college, and other post-secondary institutions attended.

- contact the Admissions Office to arrange an admissions interview.

Information for Advanced Placement of Students

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.

Information for 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.

Information for 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 no later than six months prior to the date of entrance.

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

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

TOEFL Program Director
Educational Testing Service
Princeton, New Jersey 08540
Foreign student applicants must also file the following:

- Medical Examination Record
- Declaration and Certification of Finances
- results of the Test of English as a Foreign Language (TOEFL).

Greenfield Community College is unable to offer financial assistance to foreign students under any federally funded financial aid programs. Foreign students should plan to have sufficient financial resources to meet college expenses. For additional information contact: Director of Admissions, tel. (413) 774-3131.

**Information for New England Regional Students**

Students who are legal residents of any New England state may be eligible for consideration under the New England Regional Student Program. A student accepted under this program pays the Massachusetts in-state tuition rate. Potential students are eligible for consideration if . . .

- a study program is not offered at an in-state institution.
- a study program is offered at both an in-state institution and at one of the Massachusetts Regional Community Colleges, and the latter is closer in traveling time to the student's residence.

**Information for Students without a High School Diploma**

The college offers preparatory classes through the Division of Continuing Education 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.

**Information for Veterans**

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, and 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. Veterans must submit Form DD214 to the Admissions Office.

For further information regarding application and procedures for veteran's programs, contact the Office of Veterans Affairs.
Tuition, Fees, and Expenses

Tuition and Fees Payment
In accordance with college policy, all charges for tuition and fees are due and payable approximately three weeks before class registration begins. Students are urged to make payment by mail. Bank checks or money orders should be made payable to Greenfield Community College. DO NOT MAIL CASH. Students may not attend classes until all tuition and fees are paid.

Financial Aid Awards (Scholarship, Loan, etc.)
Donors or recipients of awards should provide the Financial Aid Office with appropriate certification and terms of such awards.

Classification of Students
Students carrying 12 or more credit hours per semester are full-time students. Students carrying less than 12 credits per semester are part-time students. Students with special programs not fitting any curriculum pattern are Special Students regardless of their full-time or part-time status.

Certificate of Residency
To be entitled to the low tuition rate established for residents of Massachusetts, students must submit a Certificate of Residency obtainable from the Admissions Office.

PLEASE NOTE: The residency requirements are attached to the official application to the college. In general, one is considered a Massachusetts resident if he/she has been in continuous residence in Massachusetts for eighteen months immediately prior to the date of application to the college, and has established a domicile in Massachusetts. Massachusetts residents or students eligible under the New England Regional Student Program can take advantage of the in-state tuition charges.

Tuition Costs

<table>
<thead>
<tr>
<th></th>
<th>Part-time (1-11 credits)</th>
<th>Full-time (12 credits or more)</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-State Students</td>
<td>Fall $18.00/credit</td>
<td>$175.00</td>
</tr>
<tr>
<td></td>
<td>Spring $21.00/credit</td>
<td>$200.00</td>
</tr>
<tr>
<td>Out-of-State Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign Students</td>
<td>$60.00/credit</td>
<td>$717.50</td>
</tr>
</tbody>
</table>

PLEASE NOTE: Students beginning full-time study at Greenfield Community College are required to make a non-refundable advance tuition payment of $35.00. (This amount will be deducted from the total tuition payment for that semester.)

Tuition Refunds
A student who leaves the college for any reason before a semester is completed will be granted a refund of tuition (less the $35.00 advance tuition payment) using 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 and 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 for refunds)
Estimated College Expenses for Foreign Students Per Year

Expenses Description

Tuition $1,435.00
Institutional Materials Fee 34.00
Insurance 5.20
Student Activity Fee 40.00
Room Rent 650.00
Food 650.00
Books and Supplies 200.00
Clothing, Travel and Miscellaneous Expenses 450.00

TOTAL ESTIMATED ANNUAL COST $3,464.20

For additional information contact: Director of Admissions, (413) 774-3131.

Laboratory-Institutional Materials Fee

Each student will also be charged a materials fee of $1.00 per credit, maximum $17.00 per semester, which is non-refundable after the end of the first week of classes.

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 Senate. It supports the Student Senate and a range of cultural, social, and recreational activities for students. In addition, payment entitles each student to the student handbook and student identification card. Students enrolled part-time pay a fee of $10.00 per semester.

Graduation Fee

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

Estimated Personal Expenses per year

There are other expenses related to attendance at Greenfield Community College. They include the cost of books and supplies, room and board, transportation, clothing and laundry, and personal expenses. Costs for these items vary for each individual student.

The estimate provided below is a guide to assist students in planning how they will meet the cost of attending Greenfield Community College. All students should plan on meeting college costs well in advance of the opening of school.

Food (commuting students) $200.00
Room and Board (resident students) 1,500.00
Books and Supplies 200.00
(Art and Graphic Design majors 400.00)
Transportation 50.00 - 450.00

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. For those who do not drive, 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, the Student Activities Office offers assistance in finding housing.
Insurance Programs

Health and Accident Insurance
Every student is required to subscribe to the Student Accident Insurance Plan which is available for family or spouse coverage. Detailed costs and information will be included with the tuition and fee bill.

Liability Insurance
All nursing students must be covered by a Professional Liability Insurance plan approved by the college.

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

Financial Aid

Financial Aid Application Procedures
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 2857, Princeton, New Jersey 08541, or from the applicant's secondary school, or from the Greenfield Community College Financial Aid Office.

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.

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.

Financial Aid Programs
Greenfield Community College participates in three federal financial aid programs: the College Work-Study Program, the Supplemental Educational Opportunity Grant Program, and the National Direct Student Loan 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. These grants must equal awards to the student by other federally approved funds.
National Direct Student Loans are available to students who need financial assistance in meeting college expenses. The repayment period does not begin until after termination or completion of studies.

Other Financial Aid Programs

Basic Educational Opportunity Grant Program
All students are encouraged to apply for assistance under the Basic Educational Opportunity Grant Program. All grants are based on financial need. Applications may be obtained at secondary schools and Greenfield Community College. Students may apply for a BEOG by completing the Financial Aid Form (FAF) published by the College Scholarship Service. As indicated above, the FAF should be mailed to the College Scholarship Service in Princeton, New Jersey 08541. In addition, separate BEOG applications are available at Greenfield Community College. Completed applications should be mailed to BEOG Program, P.O. Box A, Iowa City, Iowa 52240.

Massachusetts Higher Education Loan Program
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.

Massachusetts State Scholarships
Students who are residents of Massachusetts are also eligible for the Massachusetts State Scholarships. The deadline date is February 15 of the year preceding college entrance. Applications are available from the applicant's secondary school. For the enrolled student applicants, the deadline is also February 15. Applications are available from the Greenfield Community College Financial Aid Office. For the 1979/1980 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 the Financial Aid Office.
Academic Information

Academic Programs
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 five major divisions of instruction. These include the Division of Behavioral Sciences, the Division of Business Administration, the Division of Humanities, the Division of Learning Resources, and the Division of Natural Sciences.

Academic Advisory Services
An important and vital part of the educational process is the academic advising available to students throughout their college careers.

Advising begins during the admissions process and continues with the assigned advisors who assist in orientation to the college and in registration. Advisors are also available throughout the academic year.

It is the responsibility of students to initiate and maintain close contact with their advisor.

Academic Grading
Reports of grades are issued to students after the end of the semester and at the end of the summer session. In the middle of each semester preliminary reports of academic deficiency are mailed to students. Plus and minus symbols may be used only for grades B and C; a minus symbol may be used for the grade of A. The following grades are used:

A - Excellent
B - Good
C - Satisfactory
D - Poor
F - Failing
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 the 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 drop/add period at the beginning of the semester.
Grade Point Averaging
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.

Graduation Requirements
To earn a 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 except those transferred from other institutions. No curriculum requires fewer than sixty credits, several require more. At least fifteen credits toward the degree must be completed at Greenfield Community College.

If a student wishes to complete a second Associate in Arts degree, they must complete 15 credit hours beyond the first A.A. degree.

Application for Graduation
Students eligible for graduation must submit an application for graduation and pay a graduation fee. Graduation applications are available in the Registrar’s office.

Academic Policies and Procedures

Academic Program Changes by a Student
Although a student indicates a curricular choice upon applying for admission, the college recognizes that changes in goals are common. A student considering such a change could consult with his/her academic advisor. Changes in curriculum emphasis require approval of the appropriate division chairperson.

Academic Standing
After one semester, any student who falls below a 1.00 cumulative GPA may be placed on PROBATION or be SUSPENDED or be DISMISSED from the college.

Any student who falls below a cumulative GPA of 2.00, but who achieves a cumulative GPA of 1.00 or above, may be placed under ACADEMIC REVIEW. At the end of the semester during which the student is under ACADEMIC REVIEW he/she must achieve a semester GPA of at least 2.00. Failure to do so will result in the student being placed on PROBATION, being SUSPENDED, or being DISMISSED. No student may be under ACADEMIC REVIEW more than twice. After two semesters under ACADEMIC REVIEW a student’s cumulative GPA must be 2.00 or better. Failure to achieve that cumulative GPA will result in PROBATION, SUSPENSION, or DISMISSAL.

After one semester on PROBATION, any student who fails to achieve a cumulative GPA of 2.00 would be subject to continuing PROBATION, SUSPENSION, or DISMISSAL.

ACADEMIC REVIEW and PROBATION usually involve a reduction of academic load and co-curricular activities. It may also require interviews for diagnosis of difficulties and checking student progress.

Any student on PROBATION or SUSPENSION would be deemed to be making “Unsatisfactory Academic Progress.”
Any student reinstated after SUSPENSION who continued to make "Unsatisfactory Academic Progress" would be subject to DISMISSAL from the college. Continuing "Unsatisfactory Academic Progress" following SUSPENSION remains the primary criterion for DISMISSAL.

Part-time students will not be evaluated for academic standing until they have completed a total of 15 credits. Subsequent evaluations of part-time students will be made on a proportional basis, with careful consideration of the number of credits attempted, and the grade point average earned in relation to total number of credits attempted and the cumulative grade point average.

The College recognizes that any of the above academic actions can be affected by unusual circumstances. Upon the request of a student, the College will review the circumstances of the academic action.

Attendance
Regular attendance is a normal expectation of a college education. If a student is excessively absent, he/she will be referred to the Registrar. Excessive absence may indicate some difficulty which the student is facing. Through counselors and advisors, the Office of Student Personnel Services will assist students in recognizing and solving such 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.

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 options are eligible.

Readmission to College
Previously matriculated students at Greenfield Community College, who have discontinued their enrollment, must file a Petition for Reinstatement with the admissions office.

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. Courses in which grades higher than D are earned may not be repeated for credit.

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

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

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.

Student Services

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

College Store
The College Store is operated under a Trust Fund 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 paperbacks and study guides geared to the college student. Special orders may be placed for specific books. Also available are shirts, jackets, charms, college mugs, stationery and other sundry items. Students are advised to attend classes before purchasing textbooks. No charging is permitted. The policy on refunds is as follows:

- Refunds are made for a period of two weeks after classes begin for the semester.
- Books must not be marked or damaged.
- Both the sales slip and an approved Petition for Course Change must be presented.

Policy on refunds does not apply to other merchandise.

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 present-
Dining Facilities
The College, during the day, provides a full meal service in its modern dining facilities, and vending machines supplement the service in the evening.

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 may be arranged through the resident manager of the food service organization.

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 available on campus about 4 hours a week.

The Health Service is open from 9:00 A.M. to 5:00 P.M. daily, and is equipped to handle most problems common to the student population. All records are confidential, and information is not released without permission of the student. All treatment in the Health Service is free of charge. Students who need laboratory studies or x-rays are referred to the local hospital. It is advisable to purchase some form of health insurance to cover additional hospital costs.

The Health Service includes a Wellness Resource Center, with a large selection of health-related materials. Students are encouraged to drop in to read materials or to view films about achieving and maintaining a high level of wellness.

The Learning Center
The Learning Center helps students to overcome academic deficiencies. Services include tutoring in academic subjects and basic skills, small group study sessions, reading and writing improvement and tutoring in special subject areas.

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.

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 six to eight months prior to graduating. Students may also use the Placement Office for help in finding part-time jobs.

Transferring Students
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 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.

Student Association
The Student Association of Greenfield Community College is the basic structure within which Student Senate and the Student Activities Program exist. All students who pay the student activities fee are considered to be members of the Association. Members may hold office, vote in elections, and participate in association programs.
**Student Senate**

The Student Senate, elected by members of the Student Association, approves student organization budgets and supervises expenditures with the consent of the College President. Its objectives are:

- to promote and support activities that enhance the life of the college community,
- to administer and allocate the funds of the Student Association in conjunction with the administration,
- to represent the students on and off the campus,
- to act with college officers in supervising the college activities program.

**Student Activities Program**

The Student Activities program is a vital part of the college community. The program assists student groups in planning and operating their programs, and encourages faculty to serve in the role of organizational advisors and participants.

Typical activities include intramural activities, varsity athletics, social activities, recreation activities, cultural programs, exhibits, workshops, lectures, films, tours, trips, and clubs.

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**Learning Resources**

The Learning Resources Division is an integral part of the college facilities. It consists of three major areas which include library services, media services, and television services.

Library services play an important role at the college. A collection of over 60,000 units of print and non-print material is housed in the library. In addition to a rich variety of books, periodicals, newspapers, films, filmstrips, slides, audio-video tapes, and phonodiscs, the library also offers an instructional media area, a periodical reading area, and a microform reading-printing area. A special room within the library holds the Archibald MacLeish Collection. Materials by and about the nationally prominent local poet are available for research or other scholarly pursuits.

Media services provide assistance in the design of instructional materials and also produce overhead transparencies, color slides, slide-tape presentations, dry mounting, laminating, audio tapes, slide duplication, and other teaching materials. Training for faculty, staff, and students in the production of mediated materials and the operation of audio-visual equipment is available on request. The Media Center controls, distributes, and services audio-visual equipment. The equipment, subject to lending policies and procedures, is available to students, faculty and staff.

Television services provide training for faculty, staff and students in developing video tape presentations, producing video programs, operating video equipment, and developing audio productions.

The Television Center controls, distributes, and services television equipment. The production facilities of the center include a fully equipped three camera color television studio and an audio recording studio.

The college is also connected to the local CATV network and regularly cablecasts student and college productions. Through a closed circuit television system, video playbacks can also be delivered to all instructional spaces on the campus.
Division of Continuing Education and Community Services

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

Continuing Education Program
The Evening Division, with its established broad ranged curriculum, offers basic courses required in Associate Degree programs as well as other courses for personal and professional enrichment. Instructors for these courses include day college faculty, professors from other colleges, and members of the surrounding community.

Since its inception in 1962, enrollment in the Continuing Education Division has expanded from 47 students to over 1,000 students per semester. These students range in age from 14 to 78 and share a wide variety of educational, social, and vocational experiences.

Credit and non-credit courses are offered during the day and evening hours in the fall and spring semesters, as well as during a special summer session.

In addition to credit courses, the Division also offers a wide range of non-credit community service workshops, lectures, conferences, community forums, and other special events.

The Division of Continuing Education is maintained at no expense to the Commonwealth. All faculty and staff salaries, supplies, printing costs, and related expenses are generated from tuition money.

While most of the courses offered through Continuing Education are held at the college, credit and non-credit courses may be scheduled off campus by request. The Division is also willing to design and offer any course not listed in the catalog to be held at any location, at any convenient time.

A Continuing Education catalog is available upon request.

Summer Session
Credit and non-credit courses are offered during a special summer session. For further information contact the Division of Continuing Education.
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.

Cooperative Education Programs

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 experience.
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 Humanities, Behavioral Sciences, and Natural Sciences.

Many professions require a strong liberal arts background before a student is accepted for more specialized education. 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. The Liberal Arts program at Greenfield Community College has been designed to fulfill the requirements of the Commonwealth Transfer Compact, page

The college currently offers five Liberal Arts programs. These include one General Liberal Arts program and four other concentrations dealing with American Studies, Business, Data Processing, and Math/Science.

Students choosing the Liberal Arts curriculum may wish to discuss vocational goals with the Director of Admissions or with their academic advisor.

Students planning to transfer to baccalaureate degree programs have the responsibility of familiarizing themselves with the requirements of potential transfer institutions.

Liberal Arts / General Program

The student entering this course of study needs a minimum of sixty credits for the Associate of Arts degree. Fifteen of the sixty credits must be earned at Greenfield Community College. No more than eighteen credits may be taken in any specific Liberal Arts subject, such as English or Chemistry.

All courses are to be selected in consultation with the student's faculty advisor.

First and Second Year

Core Requirements

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG English Composition, I, II, any option</td>
<td>6</td>
</tr>
<tr>
<td>SPE 101 Public Speaking, or SPE 121 Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Sci./Social Sci. electives</td>
<td>9</td>
</tr>
<tr>
<td>Humanities/Fine Arts electives</td>
<td>9</td>
</tr>
<tr>
<td>Natural Sciences/Math electives</td>
<td>9</td>
</tr>
</tbody>
</table>

Electives

The remaining twenty-four credits are electives. A maximum of twelve credits may be "X" coded, normally non-liberal arts courses.

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
</tr>
</tbody>
</table>

Total 60
**Liberal Arts / American Studies Concentration**

The Liberal Arts Concentration in American Studies is intended 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.

### First Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG English Composition I, any option</td>
<td>3</td>
</tr>
<tr>
<td>HIS 105 Hist. of the American People to 1865</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Public Speaking, or</td>
<td>3</td>
</tr>
<tr>
<td>SPE 121 Group Discussion</td>
<td></td>
</tr>
<tr>
<td>Nat. Sci. elective</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>15-16</td>
</tr>
</tbody>
</table>

### Spring Semester

| ENG English Composition II, any option | 3       |
| HIS 106 Hist. of the American People since 1865 | 3       |
| POL 101 American Politics            | 3       |
| Beh. Sci. elective                   | 3       |
| Nat. Sci. elective                   | 3-4     |
|                                    | 15-16   |

### Second Year

<table>
<thead>
<tr>
<th>Electives</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Studies electives (select from below)</td>
<td>12</td>
</tr>
<tr>
<td>ART 105 Hist. of Amer. Painting, 3 credits</td>
<td></td>
</tr>
<tr>
<td>ENG 203 Amer. Lit. I, 3 credits</td>
<td></td>
</tr>
<tr>
<td>ENG 204 Amer. Lit. II, 3 credits</td>
<td></td>
</tr>
<tr>
<td>ENG 217 Amer. Folklore, 3 credits</td>
<td></td>
</tr>
<tr>
<td>ENG 219 The Black in Amer. Hist., 3 credits</td>
<td></td>
</tr>
<tr>
<td>HIS 107 Minorities in Amer. Hist., 3 credits</td>
<td></td>
</tr>
<tr>
<td>HIS 109 American Foreign Policy, 3 credits</td>
<td></td>
</tr>
<tr>
<td>HIS 111 The Amer. Dream, 3 credits</td>
<td></td>
</tr>
<tr>
<td>HUM 231 Pioneer Valley Historical Resource Project I, 3 credits</td>
<td></td>
</tr>
<tr>
<td>Behavioral Science electives</td>
<td>3</td>
</tr>
<tr>
<td>(ANT 104, ANT 201, POL 203, SOC 201 recommended)</td>
<td></td>
</tr>
<tr>
<td>General electives</td>
<td>12</td>
</tr>
<tr>
<td>Natural Science elective</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>Total 30-31</td>
</tr>
</tbody>
</table>

**NOTE:** A student may take no more than 6 credits in the same discipline among the American Studies electives.
**Liberal Arts / Business Administration Concentration**

The Liberal Arts Concentration in Business Administration is designed to provide a student with the necessary courses for successful transfer to most four-year programs in Business Administration. The program combines specific liberal arts courses with particular emphasis on mathematics and specific business core courses. Through appropriate selection of elective courses a student should be able to complete the same program of study offered in the first two years at any four-year college or university offering majors in Business Administration.

**First Year**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 121 Intro. to Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>BUS 101 Prin. of Management</td>
<td>3</td>
</tr>
<tr>
<td>ECO 101 Prin. of Economics I (macro)</td>
<td>3</td>
</tr>
<tr>
<td>ENG English Composition I, any option</td>
<td>3</td>
</tr>
<tr>
<td>Math/Science elective¹</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>16-17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 122 Intro. to Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ECO 102 Prin. of Economics II (micro)</td>
<td>3</td>
</tr>
<tr>
<td>ENG English Composition II, any option</td>
<td>3</td>
</tr>
<tr>
<td>Humanities elective</td>
<td>3</td>
</tr>
<tr>
<td>Math/Science elective¹</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>16-17</td>
</tr>
</tbody>
</table>

**Second Year**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAT 101 Data Process. for Bus. and Man.</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Science elective</td>
<td>3</td>
</tr>
<tr>
<td>General elective</td>
<td>3</td>
</tr>
<tr>
<td>Humanities elective</td>
<td>3</td>
</tr>
<tr>
<td>Math/Science elective¹</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>15-16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPE 101 Public Speaking, or</td>
<td>3</td>
</tr>
<tr>
<td>SPE 121 Group Discussion</td>
<td></td>
</tr>
<tr>
<td>General electives</td>
<td>6</td>
</tr>
<tr>
<td>Humanities elective</td>
<td>3</td>
</tr>
<tr>
<td>Non-business elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

¹Math courses should be selected after consultation with your advisor and the four-year institution to which you wish to transfer. (Students expecting to transfer to the University of Massachusetts, School of Business Administration, must take two semesters of calculus for Business and Social Sciences and one semester of Statistics).
Liberal Arts / 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 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>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td></td>
</tr>
<tr>
<td>ENG English Composition I, any option</td>
<td>3</td>
</tr>
<tr>
<td>MAT 101 Fundamental Concepts of Math</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Science elective</td>
<td>3</td>
</tr>
<tr>
<td>Humanities elective</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
<tr>
<td>Spring Semester</td>
<td></td>
</tr>
<tr>
<td>DAT 101 Data Pro. for Bus. and Man., or</td>
<td>3</td>
</tr>
<tr>
<td>DAT 105 FORTRAN Programming</td>
<td></td>
</tr>
<tr>
<td>ENG English Composition II, any option</td>
<td>3</td>
</tr>
<tr>
<td>MAT 114 Probability and Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Science elective</td>
<td>3</td>
</tr>
<tr>
<td>Humanities elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

**Second Year**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td></td>
</tr>
<tr>
<td>DAT 103 Intr. to ANSI COBOL</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Science elective</td>
<td>3</td>
</tr>
<tr>
<td>General elective</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts elective</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science/Math elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
<tr>
<td>Spring Semester</td>
<td></td>
</tr>
<tr>
<td>DAT 201 Intro. to Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Public Speaking, or</td>
<td></td>
</tr>
<tr>
<td>SPE 121 Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td>General elective</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>
Liberal Arts / 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.

First and Second Year

Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 101-102 General Chemistry I, II</td>
<td>8</td>
</tr>
<tr>
<td>ENG English Composition I, II any options</td>
<td>6</td>
</tr>
<tr>
<td>MAT 101 Fundamental Concepts of Math and</td>
<td></td>
</tr>
<tr>
<td>MAT 108 Elementary Functions, or MAT</td>
<td>6-8</td>
</tr>
<tr>
<td>201-202 Calculus with Analytic Geometry I, II</td>
<td></td>
</tr>
<tr>
<td>PHY 101-102 General Physics I, II or</td>
<td></td>
</tr>
<tr>
<td>PHY 111-112 General Physics with</td>
<td>8</td>
</tr>
<tr>
<td>Calculus</td>
<td></td>
</tr>
<tr>
<td>SPE 101 Public Speaking, or SPE</td>
<td>3</td>
</tr>
<tr>
<td>121 Group Discussion</td>
<td></td>
</tr>
<tr>
<td>Behavioral Science electives</td>
<td>9</td>
</tr>
<tr>
<td>Humanities electives</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>49-51</td>
</tr>
</tbody>
</table>

Electives

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:

Biology

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

Chemistry

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 201 Organic Chemistry I, 4 credits</td>
<td></td>
</tr>
<tr>
<td>CHE 202 Organic Chemistry II, 4 credits</td>
<td></td>
</tr>
</tbody>
</table>

Earth Sciences

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAS 101 Physical Geology, 4 credits</td>
<td></td>
</tr>
<tr>
<td>EAS 102 Historical Geology, 4 credits</td>
<td></td>
</tr>
<tr>
<td>EAS 103 The Earth's Surface, 3 credits</td>
<td></td>
</tr>
<tr>
<td>EAS 104 Introduction to Oceanography, 4 credits</td>
<td></td>
</tr>
<tr>
<td>EAS 107 Geology of Our National Parks, 3 credits</td>
<td></td>
</tr>
<tr>
<td>EAS 201 Rocks and Minerals, 3 credits</td>
<td></td>
</tr>
</tbody>
</table>

Mathematics

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

Total 9-11 credits
Occupational Programs

Art

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

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; in some cases it may be advisable for a student to plan his/her program over a three year period.

This curriculum is approved by the Massachusetts Board of Regional Community Colleges under the title of “Fine Arts.”

Program Coordinator: T. Budge Hyde
### First Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
</tr>
<tr>
<td>ART 103 Art History I</td>
<td>3</td>
</tr>
<tr>
<td>ART 115 Sensory Phenomena I</td>
<td>1</td>
</tr>
<tr>
<td>ART 121 Design I</td>
<td>3</td>
</tr>
<tr>
<td>ART 131 Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ENG English Composition I, any option</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Science elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td>16</td>
</tr>
<tr>
<td>ART 104 Art History II</td>
<td>3</td>
</tr>
<tr>
<td>ART 116 Sensory Phenomena II</td>
<td>1</td>
</tr>
<tr>
<td>ART 122 Design II</td>
<td>3</td>
</tr>
<tr>
<td>ART 132 Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ENG English Composition II, any option, or ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Science elective</td>
<td>3</td>
</tr>
</tbody>
</table>

### Second Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
</tr>
<tr>
<td>ART 231 Life Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>Art Studio electives</td>
<td>6</td>
</tr>
<tr>
<td>General electives</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td>15</td>
</tr>
<tr>
<td>ART 232 Life Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>Art Studio electives</td>
<td>6</td>
</tr>
<tr>
<td>Liberal Arts electives</td>
<td>6</td>
</tr>
<tr>
<td><strong>The following are the Art Studio electives open to Art and Graphic Design majors:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
</tr>
<tr>
<td>ART 233 Printmaking I</td>
<td>3</td>
</tr>
<tr>
<td>ART 241 Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART 251 Photography I</td>
<td>3</td>
</tr>
<tr>
<td>ART 271 Graphic Design I</td>
<td>3</td>
</tr>
<tr>
<td>ART 295 Directed Study in Art</td>
<td>1-3</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td></td>
</tr>
<tr>
<td>ART 234 Printmaking II</td>
<td>1-3</td>
</tr>
<tr>
<td>ART 242 Painting II</td>
<td>3</td>
</tr>
<tr>
<td>ART 252 Photography II</td>
<td>3</td>
</tr>
<tr>
<td>ART 272 Graphic Design II</td>
<td>3</td>
</tr>
<tr>
<td>ART 261 Sculpture</td>
<td>3</td>
</tr>
<tr>
<td>ART 296 Directed Study in Art</td>
<td>1-3</td>
</tr>
</tbody>
</table>

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

It is understood that students must complete introductory level studios before taking advanced level studios.
### Graphic Design

The Graphic Design curriculum is for students interested in design and photography 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 the 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: T. Budge Hyde

### First Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
</tr>
<tr>
<td>ART 103 Art History I</td>
<td>3</td>
</tr>
<tr>
<td>ART 115 Sensory Phenomena I</td>
<td>1</td>
</tr>
<tr>
<td>ART 121 Design I</td>
<td>3</td>
</tr>
<tr>
<td>ART 131 Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ENG English Composition I, any option</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Science elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spring Semester</strong></td>
<td></td>
</tr>
<tr>
<td>ART 104 Art History II</td>
<td>3</td>
</tr>
<tr>
<td>ART 116 Sensory Phenomena II</td>
<td>1</td>
</tr>
<tr>
<td>ART 122 Design II</td>
<td>3</td>
</tr>
<tr>
<td>ART 132 Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ENG English Composition II, any option, or ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Science elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>
Second Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 271 Graphic Design I</td>
<td>3</td>
</tr>
<tr>
<td>Art Studio/Audio-visual electives</td>
<td>6</td>
</tr>
<tr>
<td>General elective</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 272 Graphic Design II</td>
<td>3</td>
</tr>
<tr>
<td>Art Studio/Audio-visual electives</td>
<td>6</td>
</tr>
<tr>
<td>Liberal Arts electives</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 231 Life Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 233 Printmaking I</td>
<td>3</td>
</tr>
<tr>
<td>ART 241 Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART 251 Photography I</td>
<td>3</td>
</tr>
<tr>
<td>ART 295 Directed Study in Art</td>
<td>1-3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 232 Life Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 234 Printmaking II</td>
<td>3</td>
</tr>
<tr>
<td>ART 242 Painting II</td>
<td>3</td>
</tr>
<tr>
<td>ART 252 Photography II</td>
<td>3</td>
</tr>
<tr>
<td>ART 296 Directed Study in Art</td>
<td>1-3</td>
</tr>
</tbody>
</table>

It is understood that students must complete introductory level studios before taking advanced level studios. Students may, with the permission of the Coordinator of the Art Curriculum, take an additional course each semester.
**Accounting Associate**

The Accounting Associate Program offers an occupational curriculum which prepares students to work at the paraprofessional 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 and 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.

Program Coordinator: Office, Division of Business Administration

### First Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td>ACC 121 Introduction to Accounting</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>BUS 101 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BUS 105 Mathematics for Business</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG English Composition I, any option</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Liberal Arts elective(^1)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td>ACC 122 Introduction to Accounting II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>DAT 101 Data Processing for Bus. and Mgt.</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SPE 101 Public Speaking, or SPE 121 Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Liberal Arts elective(^1)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

\(^1\)Students without a strong mathematics background should select a math course.

### Second Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td>ACC 201 Intermediate Accounting I(^2) or ACC 205 Cost Accounting I(^2)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BUS 155 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BUS 201 Financial Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ECO 101 Economics (macro)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Selected Curriculum elective(^2)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td>ACC 202 Intermediate Accounting II, or ACC 206 Cost Accounting II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BUS 156 Business Law II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BUS 235 Business Policy</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ECO 102 Economics (micro)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Selected Curriculum elective(^2)</td>
<td>3</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
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</tbody>
</table>

Management

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

### First Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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>BUS 105 Mathematics for Business</td>
<td>3</td>
</tr>
<tr>
<td>ACC 121 Introduction to Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ENG English Composition, any option</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 122 Introduction to Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ENG English Composition, any option, or ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Public Speaking, or SPE 121 Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Business Administration elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
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### Second Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BUS 155 Business Law I</td>
<td>3</td>
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<tr>
<td>BUS 201 Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>DAT 101 Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>ECO 101 Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>Business Administration elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 156 Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>ECO 102 Principles of Economics II</td>
<td>3</td>
</tr>
<tr>
<td>Business Administration elective</td>
<td>3</td>
</tr>
<tr>
<td>General elective</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

This curriculum is approved by the Massachusetts Board of Regional Community Colleges under the title of “Business Management.”

Program Coordinator: Office - Division of Business Administration
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

Fall Semester Credits
ACC 121 Introduction to Accounting I 4
BUS 101 Principles of Management 3
BUS 103 Introduction to Marketing 3
ENG English Composition I, any option 3
MAT 101 Fundamental Concepts of Mathematics 3 16

Spring Semester Credits
DAT 101 Data Processing for Bus. and Mgt. 3
ACC 122 Introduction to Accounting II 4
ENG English Composition II, any option, or ENG 123 Report Writing 3
MAT 114 Probability and Statistics 3
SPE 101 Public Speaking, or SPE 121 Group Discussion 3 16

Second Year

Fall Semester Credits
DAT 103 Introduction to ANSI COBOL 3
BUS 155 Business Law I 3
BUS 201 Financial Management 3
ECO 101 Principles of Economics I 3
General elective 3 15

Spring Semester Credits
DAT 201 Intro. to Systems Analysis and Design 3
BUS 156 Business Law II 3
ECO 102 Principles of Economics II 3
General electives 6 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

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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>BUS 105 Mathematics for Business</td>
<td>3</td>
</tr>
<tr>
<td>ACC 121 Introduction to Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ENG English Composition I, any option</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 211 Retail Merchandising</td>
<td>3</td>
</tr>
<tr>
<td>ACC 122 Introduction to Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ENG English Composition II, any option, or ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Public Speaking, or SPE 121 Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td>Business Administration elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>16</td>
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</tbody>
</table>

Second Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 155 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 213 Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>ECO 101 Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>General elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 156 Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 223 Marketing Problems</td>
<td>3</td>
</tr>
<tr>
<td>BUS 251 Cooperative Work</td>
<td>3</td>
</tr>
<tr>
<td>ECO 102 Principles of Economics</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>
Secretarial Science

The Secretarial Science curriculum is primarily an occupational program with executive secretarial, medical secretarial, legal secretarial, and general 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 45).

Program Coordinator: Earl Morgan

### Executive Secretary

#### First Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEC 101 Shorthand I&lt;sup&gt;1&lt;/sup&gt;</td>
<td>3</td>
</tr>
<tr>
<td>SEC Typewriting Development&lt;sup&gt;2&lt;/sup&gt;</td>
<td>3</td>
</tr>
<tr>
<td>ACC 111 Basic Accounting I&lt;sup&gt;3&lt;/sup&gt;</td>
<td>3</td>
</tr>
<tr>
<td>ENG English Composition I, any option</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Public Speaking, or SPE 121 Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>15</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEC 102 Shorthand II</td>
<td>3</td>
</tr>
<tr>
<td>SEC Typewriting Development&lt;sup&gt;2&lt;/sup&gt;</td>
<td>3</td>
</tr>
<tr>
<td>ACC 112 Basic Accounting II&lt;sup&gt;3&lt;/sup&gt;</td>
<td>3</td>
</tr>
<tr>
<td>ENG English Composition II, any option, or ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts elective</td>
<td><strong>6</strong></td>
</tr>
<tr>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

#### Second Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEC 201 Stenography</td>
<td>3</td>
</tr>
<tr>
<td>SEC 203 Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BUS 123 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts elective (PSY 101 recommended)</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEC 202 Transcription</td>
<td>3</td>
</tr>
<tr>
<td>SEC 205 Principles of Word Processing</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><strong>3</strong></td>
</tr>
<tr>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

1 Level determined by evaluation.

2 Two semesters typewriting required—minimum level, Typewriting Development III.

3 ACC 121 or 122 recommended for transfer students or students with advance placement determined by evaluation.
### General Secretarial

#### First Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td>SEC Typwriting Development¹ ²</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ACC 111 Basic Accounting I³</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG English Composition I, any option</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SPE 101 Public Speaking, or SPE 121 Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Liberal Arts elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td>SEC Typwriting Development</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ACC 112 Basic Accounting II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG English Composition II, any option</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Liberal Arts elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>General elective</td>
<td>3</td>
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<tr>
<td></td>
<td></td>
<td>15</td>
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</tbody>
</table>

#### Second Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td>SEC 203 Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BUS 123 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Liberal Arts electives</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>General elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td>SEC 205 Principles of Word Processing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SEC 209 Secretarial Procedures</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SEC 226 Executive Office Internship</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BUS 153 Survey of Business Law</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>General elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

¹ Level determined by evaluation

² Two semesters typwriting required—minimum level, Typewriting Development III.

³ ACC 121 or 122 recommended for transfer students or students with advance placement determined by evaluation.
<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Legal Secretarial</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>First Year</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fall Semester</strong></td>
<td>SEC Typewriting Development(^1)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SEC 101 Shorthand I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ACC 111 Basic Accounting I(^2)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG English Composition, any option</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SPE 101 Public Speaking, or SPE 121 Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SEC Typewriting Development(^1)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SEC 102 Shorthand II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ACC 112 Basic Accounting II(^2)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BUS 153 Survey of Business Law</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG English Composition II, any option, or ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Liberal Arts elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>18</td>
</tr>
<tr>
<td><strong>Second Year</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fall Semester</strong></td>
<td>SEC 202 Transcription</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SEC 203 Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SEC 241 Legal Terminology and Procedures I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BUS 123 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Liberal Arts elective</td>
<td>3</td>
</tr>
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<td></td>
<td></td>
<td>15</td>
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<tr>
<td><strong>Spring Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SEC 205 Principles of Word Processing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SEC 242 Legal Terminology and Procedures II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SEC 246 Legal Office Internship</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Liberal Arts electives</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

\(^1\) Level determined by evaluation.

\(^2\) Two semesters typewriting required—minimum level, Typewriting Development II.

\(^3\) ACC 121 or 122 recommended for transfer students or students with advance placement determined by evaluation.
Medical Secretarial

<table>
<thead>
<tr>
<th>First Year</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
</tr>
<tr>
<td>SEC Typewriting Development 1  2</td>
<td>3</td>
</tr>
<tr>
<td>SEC 101 Shorthand I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 111 Basic Accounting I  3</td>
<td>3</td>
</tr>
<tr>
<td>ENG English Composition I, any option</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Public Speaking, or</td>
<td>3</td>
</tr>
<tr>
<td>SPE 121 Group Discussion</td>
<td></td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td></td>
</tr>
<tr>
<td>SEC Typewriting Development I  2</td>
<td>3</td>
</tr>
<tr>
<td>SEC 102 Shorthand II</td>
<td>3</td>
</tr>
<tr>
<td>ACC 112 Basic Accounting II  3</td>
<td>3</td>
</tr>
<tr>
<td>BIO 105 Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>ENG English Composition II, any option, or</td>
<td></td>
</tr>
<tr>
<td>ENG 123 Report Writing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>16</td>
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</table>

<table>
<thead>
<tr>
<th>Second Year</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall 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>SEC 231 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>SEC 233 Medical Sec. Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BUS 123 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>18</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td></td>
</tr>
<tr>
<td>SEC 205 Principles of Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>SEC 232 Medical Machine Trans.</td>
<td>3</td>
</tr>
<tr>
<td>SEC 236 Medical Office Internship</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts electives</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

1 Level determined by evaluation.

2 Two semesters typewriting required—minimum level, Typewriting Development III.

3 ACC 121 and 122 recommended for transfer students or students with advance placement determined by evaluation.
Criminal Justice

The curriculum in Criminal Justice leads to the degree of Associate in Science. It is designed to present a broad education in the operations, functions, and objectives of the Criminal Justice system and its component parts. It examines the

**First Year**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 101 Intro. to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 103 Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>ENG English Composition I, any option</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>POL 101 American Government</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 105 Police Process</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 121 Criminology</td>
<td>3</td>
</tr>
<tr>
<td>ENG English Composition II, any option, or</td>
<td>3</td>
</tr>
<tr>
<td>ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Public Speaking, or SPE 121 Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
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</tbody>
</table>

**Second Year**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 109 Corrections Process</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 215 Field Experience Practicum(^1)</td>
<td>3</td>
</tr>
<tr>
<td>SOC 201 Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>CRJ elective(^3)</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts elective(^2)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 107 Adjudication Process</td>
<td>3</td>
</tr>
<tr>
<td>CRJ electives(^3)</td>
<td>6</td>
</tr>
<tr>
<td>General elective</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts elective(^2)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

\(^1\) CRJ 215 and one CRJ elective will be taken during either the first or second semester of the second year, with two CRJ electives taken during the alternate semester.

\(^2\) Liberal Arts electives must include 6 credits from the Natural Sciences and/or Humanities.

\(^3\) Criminal Justice electives may include any two of the following: CRJ 113, CRJ 115, CRJ 117, CRJ 201, CRJ 203, CRJ 205, CRJ 207, CRJ 209, CRJ 211.
Early Childhood Education

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

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

First Year

**Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 101 Intro. to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 115 Field Exp. in Early Childhood Education I</td>
<td>3</td>
</tr>
<tr>
<td>ENG English Composition I, any option</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology, or SOC 101 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science/Math elective</td>
<td>3-4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15-16</strong></td>
</tr>
</tbody>
</table>

**Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 116 Field Exp. in Early Childhood Education II</td>
<td>3</td>
</tr>
<tr>
<td>ECE 201 Early Childhood Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>ENG English Composition II, any option</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology, or SOC 101 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

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 13 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 to complete the program in a two and one-half year period or to take some courses during the intervening summer session.

Program Coordinator: Nancy Winter

Second Year

**Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 103 Creative Exp. in Art, Music, and Drama for the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>ECE 202 Science, Math, and Social Studies for the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>ECE 215 Field Exp. in Early Childhood Ed. III, or ECE 216 Field Exp. in Early Childhood Ed. IV</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Public Speaking, or SPE 121 Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 203 Survey of Current Learning Programs</td>
<td>3</td>
</tr>
<tr>
<td>ECE 205 Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>ECE 216 Field Exp. in Early Childhood Ed. IV, or General elective</td>
<td>6</td>
</tr>
<tr>
<td>ENG 241 Children's Literature</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

1 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 in the following semester.
**Engineering**

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. The program meets the Commonwealth Transfer Compact guideline and awards the degree of Associate in Science.

Program Coordinator: David Bartlett

### First Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
</tr>
<tr>
<td>GRA 101 Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>CIV 103 Engineering Orientation</td>
<td>1</td>
</tr>
<tr>
<td>ENG English Composition I, any option</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts elective(^1)</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics elective(^2)</td>
<td>3</td>
</tr>
<tr>
<td>Physics elective</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>17</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td></td>
</tr>
<tr>
<td>GRA 106 Drafting for Engrs.</td>
<td>3</td>
</tr>
<tr>
<td>DAT 105 Fortran</td>
<td>3</td>
</tr>
<tr>
<td>ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>Math elective</td>
<td>3</td>
</tr>
<tr>
<td>Physics elective</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>16</td>
</tr>
</tbody>
</table>

### Second Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
</tr>
<tr>
<td>Engr. or Science elective</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts elective(^1)</td>
<td>9</td>
</tr>
<tr>
<td>Math elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td></td>
</tr>
<tr>
<td>SPE 101 Public Speaking, or SPE 121 Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td>Engr. or Science electives</td>
<td>6</td>
</tr>
<tr>
<td>Liberal Arts elective(^1)</td>
<td>3</td>
</tr>
<tr>
<td>Math/Sci./Engr. elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

\(^1\) Liberal Arts electives must include six hours of Humanities and nine hours of Behavioral Sciences.

\(^2\) MAT 103 level as a minimum.
Civil Engineering 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 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.

This curriculum is approved by the Massachusetts Board of Regional Community Colleges under the title of "Civil Engineering."

Program Coordinator: David Bartlett

First Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIV 101 Surveying I</td>
<td>3</td>
</tr>
<tr>
<td>CIV 103 Engineering Orientation</td>
<td>1</td>
</tr>
<tr>
<td>ENG English Composition I, any option</td>
<td>3</td>
</tr>
<tr>
<td>GRA 101 Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>MAT 103 Applied Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Public Speaking, or</td>
<td>3</td>
</tr>
<tr>
<td>SPE 121 Group Discussion</td>
<td></td>
</tr>
</tbody>
</table>

| Total                                              | 16      |

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIV 102 Surveying II</td>
<td>3</td>
</tr>
<tr>
<td>DAT 103 Fortran Programming</td>
<td>3</td>
</tr>
<tr>
<td>ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>GRA 102 Civil and Architectural Drafting</td>
<td>2</td>
</tr>
<tr>
<td>MAT 104 Applied Mathematics II</td>
<td>3</td>
</tr>
<tr>
<td>PHY 103 Introductory Physics I</td>
<td>4</td>
</tr>
</tbody>
</table>

| Total                                              | 18      |

Second Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIV 205 Statics</td>
<td>3</td>
</tr>
<tr>
<td>PHY 104 Introductory Physics II</td>
<td>4</td>
</tr>
<tr>
<td>Math elective</td>
<td>3</td>
</tr>
<tr>
<td>General electives</td>
<td>6</td>
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</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIV 203 Soil Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>CIV 206 Mechanics of Materials</td>
<td>4</td>
</tr>
<tr>
<td>CIV 215 Construction Estimating</td>
<td>2</td>
</tr>
<tr>
<td>General electives</td>
<td>9</td>
</tr>
</tbody>
</table>

| Total                                              | 18      |

1 GRA 101 Engineering Drawing may be waived for students presenting sufficient background to qualify for GRA 102 Civil and Architectural Drafting.

2 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.

3 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 advisor deem appropriate. Another technical elective is suggested.
Industrial Engineering 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.

This curriculum is approved by the Massachusetts Board of Regional Community Colleges under the title of "Industrial Technology."

Program Coordinator: David Bartlett

First Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 101 Introduction to Management</td>
<td>3</td>
</tr>
<tr>
<td>CIV 103 Engineering Orientation</td>
<td>1</td>
</tr>
<tr>
<td>ENG English Composition I, any option</td>
<td>3</td>
</tr>
<tr>
<td>GRA 101 Engineering Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 103 Applied Math I</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Public Speaking, or SPE 121 Group Discussion</td>
<td>3</td>
</tr>
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<td></td>
<td>16</td>
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</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IND 101 Machine Processes</td>
<td>3</td>
</tr>
<tr>
<td>DAT 105 Fortran Programming</td>
<td>3</td>
</tr>
<tr>
<td>ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>GRA 104 Drafting for Industry</td>
<td>2</td>
</tr>
<tr>
<td>MAT 104 Applied Math II</td>
<td>3</td>
</tr>
<tr>
<td>PHY 103 Introductory Physics I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>18</td>
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</table>

Second Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IND 201 Productivity Management</td>
<td>3</td>
</tr>
<tr>
<td>IND 203 Quality Control</td>
<td>3</td>
</tr>
<tr>
<td>CIV 205 Statics</td>
<td>3</td>
</tr>
<tr>
<td>MAT 207 Applied Math III</td>
<td>3</td>
</tr>
<tr>
<td>PHY 104 Introductory Physics II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IND 107 Contracts and Specifications</td>
<td>3</td>
</tr>
<tr>
<td>IND 204 Facilities Engineering, or</td>
<td></td>
</tr>
<tr>
<td>IND 206 Thermodynamics</td>
<td>3</td>
</tr>
<tr>
<td>IND 207 Strength of Materials</td>
<td>3</td>
</tr>
<tr>
<td>Business elective</td>
<td>3</td>
</tr>
<tr>
<td>(ECO 101, BUS 115, or BUS 203)</td>
<td></td>
</tr>
<tr>
<td>Humanities/Behavioral Science electives</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>

1 Qualified student may be placed in more advanced math courses.
Fire Science 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 firefighters 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 45).

This curriculum is approved by the Massachusetts Board of Regional Community Colleges under the title of "Fire Protection and Safety Technology."

Program Coordinator: Carleton Stinchfield

First Year

**Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FST 101 Introduction to Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td>FST 103 Fundamentals of Fire Prevention</td>
<td>3</td>
</tr>
<tr>
<td>CHE 105 Basic Principles of Chemistry, or</td>
<td>3</td>
</tr>
<tr>
<td>SCE 101 Physical Science I</td>
<td></td>
</tr>
<tr>
<td>ENG English Composition I, any option</td>
<td>3</td>
</tr>
<tr>
<td>MAT 103 Applied Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

**Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FST 107 Fire Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>FST 109 Hazardous Materials</td>
<td>3</td>
</tr>
<tr>
<td>ENG English Composition II, any option, or</td>
<td>3</td>
</tr>
<tr>
<td>ENG 123 Report Writing</td>
<td></td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>FST elective'</td>
<td>3</td>
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<td></td>
<td>15</td>
</tr>
</tbody>
</table>

Second Year

**Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>FST 111 Building Construction</td>
<td>3</td>
</tr>
<tr>
<td>FST 201 Fire Protection Systems and Equipment I</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Public Speaking, or</td>
<td>3</td>
</tr>
<tr>
<td>SPE 121 Group Discussion</td>
<td></td>
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<tr>
<td>FST elective'</td>
<td>3</td>
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<tr>
<td>General elective</td>
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**Spring Semester**

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

' FST electives consist of all courses designated FST not specifically required in the curriculum.
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 and/or training. Students completing the program should be prepared for positions as media technicians in 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 E. C. Howland

First Year

Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVM 101 Introduction to Audiovisual Media</td>
<td>3</td>
</tr>
<tr>
<td>ENG English Composition I, any option</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Science elective</td>
<td>3</td>
</tr>
<tr>
<td>(PSY 101 recommended)</td>
<td></td>
</tr>
<tr>
<td>Liberal Arts elective</td>
<td>3</td>
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<tr>
<td>General elective</td>
<td>3</td>
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</table>

Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVM 103 Production of Audiovisual Materials</td>
<td>3</td>
</tr>
<tr>
<td>AVM 109 Television Production</td>
<td>3</td>
</tr>
<tr>
<td>ENG English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>(ENG 116 recommended)</td>
<td></td>
</tr>
<tr>
<td>Behavioral Science elective</td>
<td>3</td>
</tr>
<tr>
<td>(SOC 101 recommended)</td>
<td></td>
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<tr>
<td>Liberal Arts elective</td>
<td>3</td>
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<td>15</td>
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</table>

Second Year

Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVM 205 Photography and Graphics in Education</td>
<td>3</td>
</tr>
<tr>
<td>AVM 215 Audiovisual Technology</td>
<td>3</td>
</tr>
<tr>
<td>ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>LIB 101 Library Resources and Reference Materials</td>
<td>3</td>
</tr>
<tr>
<td>General elective</td>
<td>3</td>
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<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVM 217 Media Systems Design</td>
<td>6</td>
</tr>
<tr>
<td>SPE 101 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Science elective</td>
<td>3</td>
</tr>
<tr>
<td>General elective</td>
<td>3</td>
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<td>15</td>
</tr>
</tbody>
</table>
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 class-

room and laboratory work in the College, the Nursing curriculum provides clinical experience at Franklin County Public Hospital, Franklin Nursing Home, Farren Memorial Hospital, Cooley Dickinson Hospital, Northampton State Hospital, and Belchertown State School.

Acting Program Coordinator: Carolyn S. Bradley, R.N.

First Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
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</tr>
<tr>
<td>NUR 101 Fundamentals of Nursing</td>
<td>6</td>
</tr>
<tr>
<td>BIO 105 Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>ENG English Composition I, any option</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>16</td>
</tr>
<tr>
<td>Spring Semester</td>
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</tr>
<tr>
<td>NUR 102 Family Centered Nursing</td>
<td>8</td>
</tr>
<tr>
<td>BIO 106 Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>ENG English Composition II, any option</td>
<td>3</td>
</tr>
<tr>
<td>PSY 203 Child Psychology</td>
<td>3</td>
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</table>

Second Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td></td>
</tr>
<tr>
<td>NUR 201 Physical and Mental Illness I</td>
<td>8</td>
</tr>
<tr>
<td>NUR 203 Psychiatric-Mental Health</td>
<td>4</td>
</tr>
<tr>
<td>BIO 205 Microbiology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>16</td>
</tr>
<tr>
<td>Spring Semester</td>
<td></td>
</tr>
<tr>
<td>NUR 202 Physical and Mental Illness II</td>
<td>9</td>
</tr>
<tr>
<td>NUR 204 Trends in Nursing</td>
<td>2</td>
</tr>
<tr>
<td>SOC 101 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Humanities elective</td>
<td>3</td>
</tr>
<tr>
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<td>17</td>
</tr>
</tbody>
</table>
Recreation Leadership

The Recreation Leadership program is a leadership development program in recreation and human services. The program 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 transfer to baccalaureate degree programs, majoring in 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.

**NOTE:** The Recreation Leadership program is under revision and courses are subject to change.

Program Coordinator: Tom Foster

<table>
<thead>
<tr>
<th>First Year</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td></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>ENG English Composition I, any option</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology, or SOC 101 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Leisure Education elective</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>16</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td></td>
</tr>
<tr>
<td>REC 103 Social Recreation</td>
<td>3</td>
</tr>
<tr>
<td>REC 116 Field Work II</td>
<td>2</td>
</tr>
<tr>
<td>REC 123 Music</td>
<td>1</td>
</tr>
<tr>
<td>REC 125 Creative Drama</td>
<td>1</td>
</tr>
<tr>
<td>REC 129 Survival</td>
<td>1</td>
</tr>
<tr>
<td>ENG English Composition II, any option</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology, or SOC 101 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Leisure Education electives</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>16</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Year</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
</tr>
<tr>
<td>REC 107 Recreational Sports</td>
<td>3</td>
</tr>
<tr>
<td>REC 111 Environmental Recreation</td>
<td>3</td>
</tr>
<tr>
<td>REC 215 Field Work III</td>
<td>2</td>
</tr>
<tr>
<td>Humanities elective</td>
<td>3</td>
</tr>
<tr>
<td>Leisure Education electives</td>
<td>3</td>
</tr>
<tr>
<td>Science/Math elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>17</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td></td>
</tr>
<tr>
<td>REC 201 Supervision of Recreation Services</td>
<td>2</td>
</tr>
<tr>
<td>REC 203 Trends and Issues</td>
<td>2</td>
</tr>
<tr>
<td>REC 216 Field Work IV</td>
<td>2</td>
</tr>
<tr>
<td>Behavioral Science elective</td>
<td>3</td>
</tr>
<tr>
<td>Humanities elective</td>
<td>3</td>
</tr>
<tr>
<td>Leisure Education electives</td>
<td>4</td>
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<td></td>
<td>16</td>
</tr>
</tbody>
</table>

**NOTE:** Leisure Education electives shall be selected from each of the following areas: Aquatics, Outing Sports, and Individual and/or Dual Sports.
Certificate Programs

Fire Science Technology Certificate Program

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 place of CHE 105.

Program Coordinator: Carleton Stinchfield

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 105 Basic Principles of Chemistry</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>
<td>3</td>
</tr>
<tr>
<td>FST 107 Fire Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>FST 109 Hazardous Materials</td>
<td>3</td>
</tr>
<tr>
<td>FST 111 Building Construction</td>
<td>3</td>
</tr>
<tr>
<td>FST 201 Fire Protection Systems and Equipment I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 103 Applied Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>FST elective</td>
<td>3</td>
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<td>27</td>
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</tbody>
</table>

Office Assistant Certificate Program

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.

Program Coordinator: Earl Morgan

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEC Typewriting¹</td>
<td>3</td>
</tr>
<tr>
<td>SEC 203 Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ACC 111 Basic Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 123 Business Communications I</td>
<td>3</td>
</tr>
<tr>
<td>ENG English Composition I, any option</td>
<td>3</td>
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<td>15</td>
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</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEC Typewriting¹</td>
<td>3</td>
</tr>
<tr>
<td>ACC 112 Basic Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 153 Survey of Business Law²</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Public Speaking, or</td>
<td>3</td>
</tr>
<tr>
<td>SPE 121 Group Discussion</td>
<td>3</td>
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</tbody>
</table>

¹ Typing course entry level to be determined by placement testing.
² Students desiring shorthand will omit BUS 123 and BUS 153.
Advising Code for the Liberal Arts Program

Each course offered for credit has been given an advising code which appears in parenthesis at the end of the course titles. This code should be used in the selection of appropriate courses which meet Liberal Arts Program, Occupational Program, and/or Massachusetts Transfer Compact requirements.

Code
A - These courses may be used as Liberal Arts elective credit in any program or core elective credit in any other program.
C - These courses may be used as Liberal Arts elective credit in any program or core credit in any program.
L - These courses may be used as Liberal Arts elective credit in any program.
X - A maximum of 12 credits may be selected from this category to be used as elective credit in the Liberal Arts program. 1-4 of these credits may be in Leisure Education courses.
H - Humanities/Fine Arts courses.
N - Mathematics/Natural Science courses.
B - Behavioral Science/Social Science courses.
E - These courses may be used as English course requirements unless otherwise specified by program requirements.
S - These courses may be used as core requirements in Speech.

Course Descriptions

The courses described in the following pages include all those offered for college credit and some non-credit courses.

Courses numbered 000-099 do not carry college credit. Those courses numbered 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 to be taken as a two-semester sequence, they are numbered consecutively, with the second semester portion given an even number. Courses which are normally complete one semester units are given odd numbers.

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 withholding procedures.
Prereq: ACC 111

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 for 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 for a corporation.
Prereq: ACC 121

ACC 201 Intermediate Accounting I (X) 3 credits
Introduction to accounting postulates, principles, and contemporary financial statements, practices, and forms. A theoretical framework
for current accounting practices; valuation problems of working capital elements.
Prereq: ACC 122

ACC 202 Intermediate Accounting II (X) 3 credits
Income tax allocation procedures, non-current assets and liabilities valuation; measurements of stockholder equities, legal factors governing accounting for the corporation; treasury stock transactions; stock options; retained earnings distribution; book value and earnings per share; special accounting problems involved in accounting changes, error corrections, and accounting for inflation.
Prereq: ACC 201

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 122

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 103 Introduction to Physical Anthropology (B, C) 3 credits
The human species' place in nature from an evolutionary and ecological perspective; the interaction between biology, culture, and environment in shaping human evolution and human adaptive patterns; the significance of racial classifications and modern theories of variation.
Prereq: None

ANT 104 Introduction to Cultural Anthropology (B, C) 3 credits
The comparative study of contemporary human populations; analysis of variations in social and political organizations, economic systems, religion, myth and ritual; the dynamics of culture change and the role of the anthropologist.
Prereq: None

ANT 201 North American Indians (B, C) 3 credits
Historical, cultural, and ecological perspective on Indian tribes north of Mexico with emphasis on variations in procurement strategies, settlement patterns, social organization and belief systems; contemporary problems of assimilation and adjustment among Indian Americans as a result of contact with non-Indian society.
Prereq: ANT 101 or ANT 104 or permission of the instructor.

Art

ART 101 An Introduction to the Visual Arts (H, C) 3 credits
Such phenomena as the elements and principles of art, media and technique, style, and the role 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 pre-history through the Gothic period studies in traditional chronology. Emphasis on development of visual awareness, understanding change in aesthetics and style, casual factors, and the role of the artist. Field trips required.
Prereq: None

ART 104 Art History II (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) 3 credits
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) 3 credits
Continuation of principles and practices introduced in ART 111. Not available for credit to students majoring in Art.
Prereq: ART 111 or permission of the instructor.

ART 115 Sensory Phenomena I (H, L) 1 credit
Examination of non-object making aspects and aesthetics of art production. Exploration of communication methods and modes with emphasis on individual involvement. Required of art and graphic design majors; available to others only by permission of the instructor. Evaluated on a credit-no credit basis.
Prereq: None

ART 116 Sensory Phenomena II (H, L) 1 credit
Continues exploration of communication methods and modes. Required of art and graphic
ART 121 Design I (H, L) 3 credits
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) 3 credits
The articulation of structure, space, and form as they relate to content. Students encouraged to develop personal directions within specified areas such as letterforms or the multiple image.
Prereq: ART 121 or permission of the instructor.

ART 131 Drawing I (H, L) 3 credits
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) 3 credits
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 215 Options in Career Development (H, L) 1 credit
Exploration of career opportunities for art and graphic design students. Includes field trips to work places, guest speakers, on-the-job training, resume writing, portfolio presentation, job-search techniques and job interview skills. Pass/Fail.
Prereq: None

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

ART 232 Life Drawing II (H, L) 3 credits
Drawing, painting and three-dimensional work from the model. Emphasis on the model in motion. Some work from the landscape as a life form.
Prereq: ART 231 or permission of the instructor.

ART 233 Printmaking I (H, L) 3 credits
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) 3 credits
Exploration and perfection of the print as an aesthetic form. Advanced study of one of the graphic media with emphasis on the concepts and techniques of color printing. An introduction to 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 the 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: None

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 film 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 205 Photography and Graphics 3 credits in Education (X)
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 I (X) 3 credits
Work experience, supervised by 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 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 organ systems and evolutionary relationships. Laboratory required.
Prereq: None

BIO 102 Botany (N, C) 4 credits
Structure, function, and the 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
BIO 105 Anatomy and Physiology I (N, C) 4 credits
Mammalian anatomy and physiology with emphasis on anatomy. Laboratory required.
Prereq: High School chemistry required.

BIO 106 Anatomy and Physiology II (N, C) 4 credits
Mammalian anatomy and physiology with emphasis on physiology. Laboratory required.
Prereq: High School chemistry and BIO 105

BIO 107 Basic Biology I (N, C) 4 credits
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 instructions: Lecture and/or audio-tutorial. Laboratory required.
Prereq: None

BIO 108 Basic Biology II (N, C) 4 credits
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 audio-tutorial. Laboratory required.
Prereq: None

BIO 111 Basic Horticulture (N, C) 3 credits
Theory and practice of plant propagation and cultivation, including care of house plants and preparation of gardens.
Prereq: None

BIO 112 Woodlot Management (N, L) 3 credits
Thinning, weeding, planting, and harvesting trees in a woodlot for insurance of reaping the greatest, long-term profits from it in regards to firewood, lumber, Christmas trees, maple sugar, game, recreation, and aesthetics.
Prereq: None

BIO 203 Genetics (N, C) 3 credits
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.

BIO 205 Microbiology (N, C) 4 credits
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, BIO 105, or BIO 108

BIO 207 Histology (N, C) 4 credits
The study of normal human cells, organs, and tissues. Includes the detailed structure regenerative ability, diagnostic features, and function correlations. Laboratory required.
Prereq: BIO 106 or permission of the instructor.

BUS 101 Principles of Management (A) 3 credits
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 the functions of management.
Prereq: None

BUS 103 Introduction to Marketing (A) 3 credits
The distribution of goods and services from producer to consumer. Structure of marketing institutions, pricing determination and policies; consumer and industrial marketing, market research; legislation affecting marketing.
Prereq: None

BUS 105 Mathematics for Business (X) 3 credits
Designed to meet the needs of business students. Aims to provide the mathematical back-ground for success in the study of finance, accounting, and other business subjects.
Prereq: None

BUS 107 Introduction to Personal Income Taxes (A) 3 credits
Designed to acquaint the student with the Federal Income Tax System and its voluntary compliance approach. Emphasis is on the basic concepts of income recognition, deductible business and non-business expenses, and the preparation of typical non-business income tax returns.
Prereq: None

BUS 115 Labor-Management Relations (A) 3 credits
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) 3 credits
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) 3 credits
Development of the American Banking System, basic banking functions, operations, and special banking services.
Prereq: None

BUS 123 Business Communications (X) 3 credits
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) 3 credits
Contracts, sales, bailments; negotiable instruments; agency; partnerships and corporations; insurance. Emphasizes day-to-day problems of the business office.
Prereq: None

BUS 155 **Business Law I (A)** 3 credits
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)** 3 credits
Operation of the law in the business and commercial field with emphasis on the day-to-day problems of the business manager. Laws of partnerships, corporations, insurance, personal property and bankruptcy.
Prereq: BUS 155 or permission of the instructor.

BUS 201 **Financial Management (X)** 3 credits
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 growing 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 122 or permission of the instructor.

BUS 203 **Personnel Management (A)** 3 credits
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)** 3 credits
Price lines, advertising, and the quantitative approach to retailing.
Prereq: BUS 103 or permission of the instructor.

BUS 213 **Salesmanship (X)** 3 credits
A practical approach to salesmanship and sales promotion at various levels of distribution with emphasis on retail selling. Actual sales presentations are made and video-taped for analysis by the student and instructor.
Prereq: BUS 103 or permission of the instructor.

BUS 223 **Marketing Problems (X)** 3 credits
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 student in a business major program.

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 credit
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, behavior 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

Civil Engineering

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 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 111 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 213 Engineering Hydraulics (X) 3 credits
Fluid statics and dynamics. Measuring devices; open and closed flow; hydraulic machinery; pipe networks.
Prereq: MAT 104 and PHY 103, or equivalents, or permission of the instructor.

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.
Criminal Justice

CRJ 101 Introduction to Criminal Justice (A) 3 credits
Agencies and processes involved in the criminal justice system including the legislature, the police, the prosecutor, the public defender, the courts, and corrections. An analysis of the roles and problems of the criminal justice system in a democratic society with an emphasis upon intercomponent relations and checks and balances.
Prereq: None

CRJ 103 Criminal Law (A) 3 credits
The legal definition of crime and defenses; purposes and functions of the substantive criminal law; historical foundations; the limits of the criminal law.
Prereq: None

CRJ 105 Police Process (X) 3 credits
Social and historical settings of the police; police role and career; police discretion; police values and culture; police organization and control.
Prereq: CRJ 101 or permission of the instructor.

CRJ 107 Adjudication Process (X) 3 credits
Role and structure of prosecution, public defense, and the courts; basic elements of the substantive criminal law; procedural law and its relation to constitutional guarantees.
Prereq: CRJ 101 and CRJ 103, or permission of the instructor.

CRJ 109 Corrections Process (X) 3 credits
Post conviction correction process; the development of correctional philosophy; theory and practice; a description of institutional operation, programming, and management; community based corrections; probation and parole.
Prereq: CRJ 101 or permission of the instructor.

CRJ 113 Juvenile Justice Process (A) 3 credits
Definitions of delinquent behavior; contributing social problems; adolescence as a subculture; the adjudication process of juveniles; philosophy and practice; treatment procedures.
Prereq: CRJ 101 or permission of the instructor.

CRJ 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

CRJ 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: CRJ 101 and CRJ 115, or permission of the instructor.

CRJ 121 Criminology (A) 3 credits
Deviant behavior as it relates to the definition of crime; crime statistics; theories of crime causation; crime typologies.
Prereq: None

CRJ 201 Analysis of Police Operations (X) 3 credits
Problems of police organization and management; the allocation of police resources; information systems; community relations concerns; determinants of police policy.
Prereq: CRJ 101 and CRJ 103, or permission of the instructor.

CRJ 203 Criminal Investigation (X) 3 credits
Fundamentals of investigation; crime scene search and recording; collection and preservation of physical evidence; scientific aids; modus operandi; sources of information; interview and interrogation; follow-up and case preparation.
Prereq: CRJ 101 or permission of the instructor.

CRJ 205 Criminal Evidence and Procedure (X) 3 credits
Constitutional and procedural considerations effecting arrest, search and seizure, post-conviction treatment; origin, development, philosophy, constitutional basis of evidence; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies; utilizes the case study approach.
Prereq: CRJ 101 or permission of the instructor.

CRJ 207 Police Standards and Goals (X) 3 credits
Standards designed for efficient police operation and administration. Emphasis on those programs that have a proven record of effectiveness in procedural areas.
Prereq: CRJ 101 and CRJ 103, or permission of the instructor.

CRJ 209 Criminal Justice Standards and Goals (X) 3 credits
Elements of the criminal justice system relative to the necessity for interaction and cooperation among elements and with the communities they serve. The standards and recommendations advocated for improving the system are explored in depth.
Prereq: CRJ 101 and CRJ 103, or permission of the instructor.

CRJ 211 Current Issues in Criminal Justice (X) 3 credits
A review of current administrative and operational concerns of the components of the criminal justice system which are influencing both
the system itself and the quality of justice being rendered to the public.

Prereq: None

CRJ 215 Field Experience (X) 3 credits
A required supervised field experience with an approved agency within the criminal justice system. The integration of classroom theory with practical experience.
Prereq: None

Data Processing

DAT 101 Data Processing for Business and Management (A) 3 credits
Introduction to the application of computers to business. Topics covered include: information processing, data processing systems, computer concepts, programming, data storage and retrieval techniques, data management, timesharing, and multiprogramming. Presentation and solution of selected problems common to the business environment using the BASIC programming language.
Prereq: ACC 121, BUS 101, and knowledge of Basic Algebra recommended.

DAT 103 Introduction to ANSI COBOL (A) 3 credits
A detailed study of the computer programming language most widely used in the business environment. Problem analysis, flowcharting, source coding, and documentation techniques are learned through "hands on" use of interactive terminals.
Prereq: DAT 101 or 105 recommended.

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

DAT 201 Business Systems Analysis and Design (X) 3 credits
This course examines the most common business computer applications, including payroll, invoicing, accounts receivable, order entry, and inventory control. Students will become aware of the procedural considerations of inputs to the application, file processing, report generation, program maintenance requirements, and the managerial implications of a processing application. Case studies will serve to illustrate the specific methods used in developing a systems project.
Prereq: Second year Business major having completed DAT 101, or permission of the instructor.

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 Chairperson having jurisdiction over the subject field. Approval of a 295 project requires the prior completion of a 295 project in the same general subject field.
Prereq: Approval of the appropriate Division Chairperson.

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 developmental needs of young children. Attention to physical environment, recording and reporting progress, and administration.
Prereq: None

ECE 103 Creative Experiences in Art, 3 credits
Music, and Drama for the Young Child (X)
The methods, materials, and content 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 that 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, or permission of the instructor.

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

ECE 203 Survey of Current Early Childhood Learning Programs (X) 3 credits
Contemporary early childhood practices and issues are reviewed as they are being used throughout the world. Social, cultural, and tech-
nological changes of the 20th century are discussed.
Prereq: ECE 202

ECE 205 Human Growth and Development (X)
A survey of the physical, psychological, and social development of children from birth through death. Framework for the study of the individual's cumulative, integrative growth experience. Theories of development and their applications.
Prereq: PSY 101, or permission of the instructor.

ECE 215 Field Experience in Early Childhood Education III (X)
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)
Work experience with extensive responsibility for program planning and classroom management.
Prereq: ECE 215 or permission of the program coordinator and approval of the Chairperson 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. Evolution of the Greenfield area landscape. 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, biological 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. Laboratory and field trips required. Credit will be granted for EAS 104 or EAS 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 EAS 105, but not for both.
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 Principals 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 Principals 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
The individual living in this complex world; determination of personal goals and values, planning and budgets. An examination of the choices available to the consumer and the need to recognize a consumer trap. 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, organizations, programs, and pupil population in the contemporary school. Field work required.
Prereq: None

EDU 111 **Introduction to Special Education** (L) 3 credits
Overview of developmental, physical and behavioral disabilities; basic principles of intervention techniques; overview of legislation (Chap. 766) and its implications for the young child.
Prereq: None

EDU 113 **Screening and Assessment** 3 credits
Techniques for Young Children (X)
Principles of screening and assessment to assist in identification of young children with special needs; descriptions of a variety of assessment and evaluation techniques (medical, intellectual/cognitive, perceptual, motor and educational). Discussion of the intervention process, including individual program planning and evaluation.
Prereq: None

EDU 115 **Family, School, and Community Interaction** (X) 3 credits
Analysis of changing roles of parents and families in today’s society. Focus on communication skills, communicating with parents, and types of parental participation in education. Examination of child advocacy, current legislative issues and types of community resources for teachers of young children.
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

**English 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; students 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: Purposes and Techniques of Prose** (E) 3 credits
An analytic approach to the study of expository writing for students who feel confident of their compositional skills. Readings provide models for writing assignments, but the subjects are chosen by the student.
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

**English 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: Literature and Creative Writing** (E) 3 credits
Examination of the creative modes of writing: 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: Literature and Film** (E) 3 credits
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 Frost.
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 the Reconstruction. Emphasis on the growth of 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 theatre 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 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 have lived.
Prereq: ENG 112, 114, or 116

ENG 241  Survey of Children's Literature (H, C)  3 credits
Wide reading of classic and current children's literature, including the history and development of the various genre. Criteria for judging children's books. Classroom techniques in storytelling and related activities. Required of students majoring in Early Childhood Education.
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 poetical 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

ENG 251 Grammar and Editing (H, C) 3 credits
Study of functional grammar, punctuation, and syntax; organization of sentences, paragraphs and papers; orthography; definition; etymology; logic and semantics; editing skills; the philosophy of language.
Prereq: ENG 112, 114, or 116, or permission of the instructor.

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 102 Conservation of Natural Resources (N, L) 3 credits
An examination of the use and abuse of the world's natural resources and the societal implications of their availability.
Prereq: None

ENV 106 Principles of Urban and Rural Landscaping (N, L) 3 credits
An introduction to the basics of landscape design and plant materials and their application to man in urban and rural 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.
Prereq: None

ENV 109 Historic Preservation (N, L) 3 credits
An analytical survey of the need, methods, and mechanisms of preservation and restorative techniques of the natural and man-made environments in urban and rural settings. 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 as 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 hydraulic laws and formulas as applied to fire science. Application of formulas and mental calculations to hydraulic problems; water supply problems; underwriters' requirements for pumps.
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 Prevention Systems & 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 the 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 8-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. Lecture, 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 202 or permission of the instructor.

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 to 1500 3 credits (H, C)
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 since 1500 3 credits (H, C)
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 3 credits (H, C)
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 3 credits (H, C)
Reconstruction; industrialism and triumphant capitalism; the capitalist model of society; business and the Protestant ethic; labor populism and dissent; imperial expansion and the 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

HIS 107 Minorities in American History (H, C)
The role of Indians, Blacks, Chicanos, immigrants, religious minorities and women in the course of American History. Definition of minority groups and problems; roots of prejudice; comparative political, social and economic positions of American minorities; their participation in and reaction to the American social problem; movements for social change; an appraisal of change, and contemporary scene.
Prereq: None

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

HIS 111 The American Dream 3 credits (H, C)
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 3 credits (H, C)
Emphasizes patterns and 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

Humanities

HUM 101 Humanities in the Western World I 3 credits (H, C)
Illustrates the relationships among the literature, music, visual art, history, and ideas of the Western World. Concentrates on the Classical World, the Middle Ages, and the Renaissance.
Prereq: None

HUM 102 Humanities in the Western World II 3 credits (H, C)
Continuation of HUM 101. This course concentrates on the Baroque, Romantic, and Modern periods.
Prereq: None

Industrial Engineering

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

IND 107 Contracts and Specifications 3 credits (X)
Basic principles of contract law and their application to industrial situations. Specifications relating to materials and workmanship, and the basic concept of estimating costs.
Prereq: None

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
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
Advanced techniques of rescue and water safety. Stresses practical application. Course leads to American National Red Cross certification in Advanced Life Saving.
Prereq: Successful completion of American National Red Cross competency test.

LED 105 Water Safety Instructor (X) 1 credit
Designed to train and certify American National Red Cross Water Safety Instructors. Provides students with the knowledge, judgement, and teaching skills for training others in swimming, rescue and water safety.
Prereq: Successful completion of LED 103, or a current American National Red Cross Advanced Life Saving Certificate.

LED 107 Flat Water Tandem Canoeing (X) 1 credit
Skills and strategies of modern flat water canoeing; emphasis on safety and skills development in tandem paddling. Approved for American National Red Cross Basic Canoeing certification.
Prereq: None

LED 108 Flat Water Solo Canoeing (X) 1 credit
Skills and strategies of modern flat water canoeing; emphasis on safety and skills development while solo paddling.
Prereq: Successful completion of LED 107 or its equivalent.

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

LED 110 Basic White Water Canoeing 1 credit
Advanced skills and strategies of modern white water canoeing. Emphasis on safety, skills development, and fun in tandem paddling in Class II and Class 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; provides people with the knowledge, judgement, and teaching skills for training others in basic flat water canoeing.
Prereq: Successful completion of LED 107 or LED 108, and permission of the instructor.

LED 112 American Canoe Association 3 credits
White Water Canoeing Instructor (X)
Designed to train and certify American Canoe Association (ACA) instructors in flat water and white water open canoeing. Such people are considered to have the knowledge, judgement, and teaching methodologies necessary for training others in basic flat water and white water open canoeing skills. Specifically designed for educators and recreation leaders who have the responsibility for providing safe and effective canoeing programs.
Prereq: Permission of the instructor.

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; provides the knowledge, judgement, and teaching skills for training others in basic sailing.
Prereq: Successful completion of LED 113 or a current American National Red Cross Basic Sailing Certificate.

LED 117 Aquatic Games & Contests 1 credit (X)
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: American National Red Cross Swimmer Certification.

LED 119 Boating (X) 1 credit
Skills of rowing and outboard motor use; emphasis on safety, skills 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 121 Solo White Water Canoeing 1 credit
Skills and strategies of modern river canoeing; emphasis on safety, skills development and fun while paddling solo.
Prereq: Successful completion of LED 109 and 110 and permission of the instructor.

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/Advent Programming (X) 1 credit
An introduction to the 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 rope courses, initiative problems, rock climbing, river crossing, solo experience, and group problem solving.
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, skills, and techniques of lightweight bicycling and touring. Direct experience laboratory sessions will focus upon the selection of equipment, care and maintenance of equipment, bicycling skills and techniques, physical conditioning, lightweight bicycle touring (camping), and personal first aid 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 skier. Includes equipment selection, pre-skiing preparation, skills 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, skills and techniques of cross country skiing and ski touring. Laboratory sessions stress consumer ski equipment, physical conditioning, care and repair of equipment, waxing, style and technique, 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 the 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 activities and outdoor leadership, as well as concerns for environmental awareness and understanding. Laboratory sessions will take place in the back country of Franklin County, and there will be a four-day backpacking trip to the White Mountain National Forest in New Hampshire.
Prereq: None

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

LED 143 Orienteering (X) 1 credit
Provides the student with the skills of map reading and compass use. Hands-on training emphasized. Introduction to orienteering as a sport.
Prereq: None

LED 145 Homesteading Skills (X) 1 credit
Methods for meeting the basic human needs of food, shelter, and energy. Focus will be on activities such as making yogurt and cheese, cider pressing, trail shelter construction, wood as home fuel, and household crafts.
Prereq: None
LED 151 Archery (X)  1 credit
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
Provides the student with practice in the basic skills and techniques of recreational badminton. Emphasis on rules, terminology and strategy used in singles and doubles play.
Prereq: None

LED 157 Aerobics (X)  1 credit
Provides the student with the opportunity to increase his/her resistance to fatigue in a controlled situation.
Prereq: Permission of the instructor.

LED 158 Advanced Aerobics (X)  1 credit
Provides the student with the opportunity to increase his/her resistance to fatigue in a controlled situation. The student experiences the effect of progressive resistance training and isometric, isotonic, and isokinetic muscle loading. The student learns the principles of diet and weight control, as well as exercises to increase flexibility, strength and cardio-respiratory endurance.
Prereq: LED 157 and permission of the instructor.

LED 161 Golf (X)  1 credit
Provides the beginner with the opportunity to practice the basic skills of recreational golf. Students will advance at their own pace. Golf etiquette and strategy will be explained.
Prereq: None

LED 163 Sports, Fitness, and Fun (X) 2 credits
Enables students to improve and maintain their general level of physical fitness through active participation in a variety of games, activities, and exercises.
Prereq: None

LED 165 Tennis (X)  1 credit
Basic tennis instruction, emphasis upon the proper development of different strokes. Rules and strategies of singles and doubles will be covered.
Prereq: None

LED 166 Advanced Tennis (X)  1 credit
Advanced tennis instruction, emphasis upon individual practice and refinement of skills. Control and strategic use of slice and topspin.
Prereq: LED 165 or permission of the instructor.

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

LED 173 Bowling (X)  1 credit
Provides a knowledge and understanding of the history of bowling, its present status and its value as a life-time sport. Develops the skills and techniques needed to bowl with proficiency and enjoyment.
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 with numerous lesser known sports. Emphasis on adapting sports to varying capabilities and degrees of health.
Prereq: None

LED 177 Volleyball (X)  1 credit
Provides the student with the opportunity to learn the basic skills and techniques necessary to play modern power volleyball. Strategies of team play are emphasized.
Prereq: None

LED 178 Advanced Volleyball (X)  1 credit
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 advanced skills.
Prereq: LED 177 or permission of the instructor.

LED 191 Dance (X)  2 credits
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

LED 193 Contemporary Food Experiences (X)  1 credit
The basic principles and preparation techniques of natural foods. An activity oriented approach which will focus upon eating patterns, nutrition and consumerism. Class activities will range from food planning and preparation to utilization of the community as a learning resource.
Prereq: None

LED 199 Creative Drama (X)  2 credits
Prepares recreation leaders to direct informal creative dramatics, for all age groups. Includes improvisation, pantomime, storytelling, charades, dramatic games, and acting combined with other art forms.
Prereq: None

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. Stresses practical experience in researching and locating different types of materials.
Prereq: None
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; spe-
cial topics from modern algebra.
Prereq: 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 appli-
cations. Slide rule.
Prereq: 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 trigono-
metric functions, complex numbers and polar forms, graphical and algebraic solutions of
equations, determinants, topics from analytic geometry, quadratic equations.
Prereq: 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.
Prereq: None

MAT 106 Algebra and Coordinate Geometry II (N, C) 3 credits
A continuation of MAT 105. Topics include simultaneous equations, graphs, radicals, and
quadratic equations.
Prereq: 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. Inverse and composition of functions. Polynomial, rational, circular, exponen-
tial, and logarithmic functions. Topics from analytic geometry.
Prereq: 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 oper-
ations of arithmetic: the set of integers; the set of rational numbers; the set of real numbers; sen-
tences in one and two variables; metric and non-metric geometry; coordinate geometry;
and an introduction to statistics. Designed primarily for prospective elementary school
teachers.
Prereq: 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.
Prereq: 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 proba-

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.
Prereq: 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 func-
tions; techniques of integration; functions of several variables.
Prereq: MAT 151

MAT 201 Calculus with Analytic Geometry I (N, C) 4 credits
Limits and continuity. The derivative of algebraic functions. Applications of the deriva-
Prereq: MAT 106 or the equivalent.

MAT 202 Calculus with Analytic Geometry II (N, C) 4 credits
Inverse functions and their derivatives. Transcendental functions: logarithmic, exponential,
Prereq: MAT 201
MAT 203 Multivariate Calculus (N, C) 4 credits
Prereq: MAT 202

MAT 205 Elementary Linear Algebra 3 credits (N, C)
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 3 credits (H, C)
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 3 credits (H, C)
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
Prereq: MUS 107

MUS 111 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: None

MUS 113 Orchestra (H, L) 1 credit per semester (maximum 4 credits)
Performance of instrumental music from the various style periods, including jazz idioms.

Study and performance of symphonic literature of various styles and periods. Available as an elective to qualified non-music majors. Open to community members by permission of instructor.
Prereq: Permission of the instructor.

MUS 115, 116, Applied Music 2 credits per semester
(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 required; for MUS 215, MUS 116 required; for MUS 216, MUS 215 required.

MUS 117, 118, Class Piano 1 credit per semester
(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 117, permission of full-time music faculty; for MUS 118, MUS 117 required; for MUS 217, MUS 118 required; for MUS 218, MUS 217 required.

MUS 123 Instrumental Ensemble (H, L) 1 credit per semester (4 credits maximum)
Study and performance of chamber music literature for orchestral instruments. Literature includes duos, trios, quartets from the various historical periods.
Prereq: Permission of the instructor.
MUS 133 Band (H, L) 1 credit per semester (maximum 4 credits)

Study and performance of music arranged and scored for band instruments. Music covers various styles—jazz, dixieland, popular, and rock. Includes some improvisation.
Prereq: Permission of the instructor.

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 102 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

NUR 201 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 102

NUR 202 Physical and Mental Illness II (X) 9 credits

A continuation of the scope and direction as described in NUR 201. Theoretical and clinical applications center on rendering nursing care to patients having multiple and/or more complex nursing needs. Clinical experience required.
Prereq: NUR 201

NUR 203 Psychiatric-Mental Health 4 credits Nursing (X)

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 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 102

NUR 204 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 102, NUR 201, NUR 203

Philosophy

PHI 101 Logic and Scientific Method 3 credits (H, C)

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 3 credits (H, C)

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

PHY 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* 4 credits (N, C)
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; AC 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 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 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 revolts.
Prereq: None

**Psychology**

PSY 101 *Principles of Psychology* (B, C) 3 credits
Introduction to the principles and the study of behavior. Considers such topics as perception, motivation, learning, personality study and appraisal, and the dynamics of maladaptive behavior.
Prereq: None

PSY 201 *Theories of Personality* (B, C) 3 credits
An examination of the three major schools of psychology and their related personality theories. Psychodynamic, behavioristic, and humanistic theory will be viewed through the works of Freud, Jung, Skinner, Rogers and Maslow.
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, sociocultural and psychodynamic perspectives.
Prereq: PSY 101
Recreation Leadership

**REC 101 Introduction to Recreation** (A) 3 credits

Considers the growing field of recreation and human services, 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) 1 credit

Prepares students to conduct social play. Organizational approaches, leadership techniques and activity skills for planning and directing social recreation activities. Includes pre-party games, ice breakers, mixers, active games, 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, demonstrations 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 recreational program areas applied to a variety of settings. Analysis of program objectives. Development of leadership skills.

Prereq: None

**REC 111 Environmental Recreation** (X) 3 credits

The meaning and significance of Environmental Recreation in contemporary society. Deals with the needs of different age groups and special populations. Emphasizes planning, organizing, conducting, and evaluating programs and activities in the areas of outdoor recreation, outdoor education, and environmental education. Special concern for practical activities and experiences in the out-of-doors. Provides laboratory experiences, field trips, and leadership practice in the areas of nature-oriented activities, outing sports and environmental education. Field trips and outings in the Connecticut River Valley and Central New England.

Prereq: None

**REC 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

**REC 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

**REC 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 in cardiopulmonary resuscitation.

Prereq: None

**REC 120 Emergency Care** (X) 1 credit

Diagnosis and treatment of emergencies common to winter sports. Includes cardiopulmonary resuscitation with American National Red Cross certification.

Prereq: None

**REC 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 recreational settings.
Prereq: None

REC 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 recreation programs.
Prereq: None

REC 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 attitudes in solving survival problems. Required for Recreation majors.
Prereq: None

REC 131 Introduction to Therapeutic Recreation (X) 2 credits
Philosophy and principles of therapeutic recreation programming. Development of skills in applying principles to practical situations.
Prereq: None

REC 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 205 Trends and Issues (X) 2 credits
Seminar in contemporary trends and issues in recreation and human services. Survey of 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; pretranscription 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 3 credits (X)
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 3 credits (X)
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 3 credits (X)
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 3 credits (X)
Improvement of the 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 102

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, or permission of the instructor.

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 (X) 3 credits
Word roots, prefixes, suffixes, combining forms, and abbreviations used in medicine. Spelling, pronunciation, definitions, and the analyzing of components of medical terms common to the medical and allied health disciplines.
Prereq: BIO 105, SEC 111, or permission of the instructor.

SEC 232 Medical Machine Transcription (X) 3 credits
Prereq: SEC 113 and SEC 231, or permission of the instructor.

SEC 233 Medical Secretarial Procedures (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: SEC 113, or permission of the instructor.

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 102, SEC 113, BUS 153

SEC 242 Legal Terminology and Procedures II (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 Secretary program.
Prereq: SEC 201, 203, 241, or permission of the instructor.

Sociology

SOC 101 Principles of Sociology (B,C) 3 credits
An introduction to the study of society through basic concepts and methodology. Examines culture, social systems, institutions, status, role, norms, interaction, deviance, small groups, and social stratification.
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, mar-
riage, child raising, and marital dissolution. Contemporary trends and the future of the family in society.
Prereq: SOC 101

SOC 207 Sociology of Law (B, C) 3 credits
The history of law with cross-cultural comparisons. The administration of justice, courts, lawyers, and the police from a sociological perspective. The impact of the legal system on the rest of 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
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 conversation 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.

**Speech/Theatre**

SPE 101 Public Speaking (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 selections.
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 movement, 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 3 credits (H, L)
Intensive training in theatrical production, rehearsal and performance. Registration in advance required.
Prereq: Permission of the instructor.

SPE 121 Group Discussion 3 credits
Communicating in small groups. The discussant as speaker and listener, causes and cures of communication breakdown, development of skills in effective communication and problem solving.
Prereq: None

SPE 133 College Theatre Workshop 1 credit (S, H, L) per semester, maximum 4 credits
Practical experience in acting, house management, public relations, publicity, shop, and production 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.
Prereq: SPE 101 and permission of the instructor.

SPE 203 Argumentation and Debate 3 credits (H, L)
An introduction to the essential elements of debate with emphasis on preparation and presentation.
Prereq: SPE 101
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M.A., Columbia University
Ph.D., Syracuse University

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M.M.Ed., University of Connecticut

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B.M., Virginia State College

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B.A., M.A.T., Smith College

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B.A., University of Massachusetts, Boston
M.A., University of Massachusetts, Amherst

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B.S., M.F.A., University of Massachusetts

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M.M., New England Conservatory of Music

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M.A., Tufts University

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Secretary, Division of Learning Resources

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B.S., St. Anselm's College

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B.S.C.E., M.S.C.E., University of Massachusetts

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B.S.N., California State College, San Bernardino
P.H.N., California State University, Los Angeles

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M.A.T., Smith College

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M.E.D., Bridgewater State College
M.A., Ohio State University

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B.A., Elmhurst College

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Sc.M., Brown University

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M.A., University of Southern California

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M.S., University of Maryland
CAGS, University of Connecticut

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M.A., Syracuse University

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Ph.D., Massachusetts Institute of Technology

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M.Ed., East Stroudsburg State College

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M.S., Ph.D., University of Massachusetts

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M.S., Northeastern University

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B.S., Syracuse University

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B.S., Boston University

Joan M. Merrigan
B.S., Boston College

Jean B. Waite
B.S., University of Vermont
Office of Administrative Services

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

Martha Merkwell
Secretary to Dean of Administration

Business Office

Henry G. Boucher, Jr.
B.A., M.B.A., University of Massachusetts
Business Manager

Virginia Callaghan
Principal Bookkeeper

Dorothy Mullins
Senior Bookkeeper

Raymonde Pollard
Senior Bookkeeper

June Richardson
Junior Accountant

Jeffrey Wallace
Personnel Clerk

Auxiliary Services

John R. Evans
Director of Auxiliary Services

College Store:
Elizabeth Roseware
Senior Bookkeeper

Carolyn Sautter
Clerk

Lonnie Togneri
Book Buyer

Computer Center:
Frank Mirabito
B.S., University of Massachusetts
Director of Computer Center

Sylvia Carey
Computer Programmer/Analyst

Sandra Haughey
Computer Operator

Vanessa Sweeney
Secretary, Computer Center

Maintenance

Joseph Audette
A.S., Stockbridge, University of Massachusetts
Motor Equipment Repairman

Rita Babits
Switchboard Operator

Jean Call
Duplicating Services Technician

Hubert Carignan
A.S., Greenfield Community College
Storekeeper

Charles Carlos
Custodian

Sterling Clark
Plant Operations

Perry Cole
AV/TV Repair Technician

Wayne Collier
Electrician

Huibert Denison
Custodian

James Franklin
Refereeing Technician

Michael Gallant
B.A., University of Massachusetts
Custodian

Donald Galvin
Groundskeeper

Michael Jenkins
B.A., University of Massachusetts
Custodian

John A. Markwell, Jr.
A.A., Greenfield Community College
Working Foreman, Maintenance

George E. McLaughlin
Director of Security and Safety

Phyllis Meyer
Switchboard Operator

Harold Parent
Painter

Joseph Pielka
Custodian

John Pride
Institutional Maintenance Foreman

A.A., A.S., Greenfield Community College
B.S., University of Massachusetts

Robert Roberge
Head Custodian

Phyllis Schenpp
Custodian

Timothy Shippee
Custodian

A.A., Greenfield Community College

William Symanski
Head Groundskeeper

Wayne Thibault
Master Electrician

Allan Urkell
Mechanical Handyman

James Williams
Mail Clerk

Robert Wyman
Custodian
### Academic Calendar 1979-80

#### Fall Semester

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>August 28</td>
<td>Reporting Day</td>
</tr>
<tr>
<td>Wednesday-Friday</td>
<td>August 29-31</td>
<td>Registration/Orientation (schedule to be announced)</td>
</tr>
<tr>
<td>Monday</td>
<td>September 3</td>
<td>Labor Day - No Classes</td>
</tr>
<tr>
<td>Tuesday</td>
<td>September 4</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Wednesday-Tuesday</td>
<td>September 5-11</td>
<td>Add Classes Period</td>
</tr>
<tr>
<td>Monday</td>
<td>October 8</td>
<td>Columbus Day - No Classes</td>
</tr>
<tr>
<td>Wednesday</td>
<td>October 17</td>
<td>Staff Development Day - No Classes</td>
</tr>
<tr>
<td>Monday</td>
<td>November 12</td>
<td>Veteran's Day - No Classes</td>
</tr>
<tr>
<td>Wednesday</td>
<td>November 21</td>
<td>Thanksgiving Recess begins after last class</td>
</tr>
<tr>
<td>Monday</td>
<td>November 26</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>Monday-Friday</td>
<td>November 26-30</td>
<td>Registration for Spring Semester—Occupational Programs</td>
</tr>
<tr>
<td>Monday-Friday</td>
<td>December 3-7</td>
<td>Registration for Spring Semester—Liberal Arts Programs</td>
</tr>
<tr>
<td>Monday</td>
<td>December 17</td>
<td>Classes End</td>
</tr>
<tr>
<td>Tuesday-Friday</td>
<td>December 18-21</td>
<td>Exams</td>
</tr>
<tr>
<td>Thursday</td>
<td>December 27</td>
<td>Grades due in Registrar's Office</td>
</tr>
</tbody>
</table>

#### Spring Semester

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>January 16</td>
<td>Registration for new students—Occupational Programs</td>
</tr>
<tr>
<td>Thursday</td>
<td>January 17</td>
<td>Registration for new students—Liberal Arts Programs</td>
</tr>
<tr>
<td>Friday</td>
<td>January 18</td>
<td>Registration - Open</td>
</tr>
<tr>
<td>Monday</td>
<td>January 21</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Tuesday-Monday</td>
<td>January 22-28</td>
<td>Add Classes Period</td>
</tr>
<tr>
<td>Monday</td>
<td>February 18</td>
<td>Washington's Birthday - No Classes</td>
</tr>
<tr>
<td>Friday</td>
<td>March 14</td>
<td>Spring Recess begins after last class</td>
</tr>
<tr>
<td>Monday</td>
<td>March 24</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>Monday</td>
<td>April 21</td>
<td>Patriot's Day - No Classes</td>
</tr>
<tr>
<td>Date TBA</td>
<td>May 15-21</td>
<td>Returning Student Registration for Fall 1980</td>
</tr>
<tr>
<td>Thursday-Wednesday</td>
<td>May 15-21</td>
<td>Exam Week</td>
</tr>
<tr>
<td>Friday</td>
<td>May 23</td>
<td>Final Grades due to Registrar</td>
</tr>
<tr>
<td>Sunday</td>
<td>June 1</td>
<td>Commencement</td>
</tr>
<tr>
<td>Date TBA</td>
<td></td>
<td>Registration for new students</td>
</tr>
</tbody>
</table>

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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 Robert Mernissi, Affirmative Action Officer, Greenfield Community College.