## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>The College</td>
<td>2</td>
</tr>
<tr>
<td>General Information</td>
<td>4</td>
</tr>
<tr>
<td>Tuition, Fees, and Expenses</td>
<td>8</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>10</td>
</tr>
<tr>
<td>Academic Policies and Procedures</td>
<td>14</td>
</tr>
<tr>
<td>Student Services</td>
<td>24</td>
</tr>
<tr>
<td>Division of Continuing Education and Community Service</td>
<td>27</td>
</tr>
<tr>
<td>Academic Programs</td>
<td>28</td>
</tr>
<tr>
<td>Liberal Arts Programs</td>
<td>30</td>
</tr>
<tr>
<td>Career Programs</td>
<td>41</td>
</tr>
<tr>
<td>Certificate Programs</td>
<td>58</td>
</tr>
<tr>
<td>Learning Assistance Programs</td>
<td>66</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>68</td>
</tr>
<tr>
<td>Personnel</td>
<td>135</td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>148</td>
</tr>
<tr>
<td>Index</td>
<td>150</td>
</tr>
</tbody>
</table>
Mission

The mission of Greenfield Community College incorporates the policies of the Board of Regents of Higher Education to provide associate degree programs, enrichment opportunities, and community services in response to the needs of the community. Beyond that, the College believes that its developmental studies, tutoring, and counseling components are essential in fulfilling its open admissions policy and its goal of academic excellence available to all students. In all its activities, the College endeavors to maintain a standard of excellence in designing and implementing its educational programs and services.

The College's identity is defined by a real connection and responsiveness to the community in which it has grown and to which it is dedicated. In all phases of its operation, the College strives to maintain a positive and humane environment within the institution itself and in its relations with the community it serves.

History

Founded in 1962, Greenfield Community College is one of 29 institutions which make up the Massachusetts Public Higher Education System. For twelve years, the College operated in an old school, a former factory building, and a remodeled warehouse in the center of Greenfield. In 1974, the College moved to a handsome, modern facility, located on 80 acres. Since its founding, the number of day students has grown from 125 to approximately 1500, and the Continuing Education program serves more than 1700.

Accreditation

Greenfield Community College is accredited by the New England Association of Schools and Colleges. It is governed by a board of trustees of regional residents appointed by the Governor and the Massachusetts Board of Regents.
Admissions

Applicants for admission should:

• Obtain an admission application from the College Admissions Office or high school guidance office.

• Return completed application form, and non-refundable application fee, to the Admissions Office. Please make check or money order payable to Greenfield Community College. Applicants may apply to three Massachusetts Community Colleges for one application fee. When an application fee has been paid to another Massachusetts 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 may be requested from the Admissions Office. The application fees are:

- Massachusetts Residents $10.00
- Out-of-State and International Students $35.00

• Have official transcripts sent directly to the Admissions Office by all high school, college, and other post-secondary institutions attended.

• Contact the Admissions Office to arrange an interview.

• Transfer students must forward a certified financial aid transcript from previous post-secondary institutions or colleges.

• International student applicants must also file the following prior to the admissions decision:

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

Readmission to College

Previously matriculated day students at Greenfield Community College, who have discontinued their enrollment, must file a Petition for Reinstatement with the Admissions Office. A $10.00 non-refundable fee will be required.
Admission Requirements

- Applicants for admission to Greenfield Community College usually have a high school diploma or high school equivalency diploma, but other interested individuals should discuss their candidacy with the Director of Admissions.

- The College does not require entrance examinations such as the SAT's or ACT's.

- With the exception of the Nursing Program and the Outdoor Leadership Program, applicants are generally admitted to the program of their first choice on a space available basis.

- Applicants for admission to the Nursing Program must have completed college preparatory high school chemistry or college chemistry and other science courses with a grade of “C” or better within recent years.

- Non-Massachusetts residents are admitted to the College providing their acceptance does not deny admission to a qualified Massachusetts resident.

College Immunization Law

Greenfield Community College, in response to the College Immunization Law, Chapter 76, Section 15C, of the Commonwealth of Massachusetts, has adopted the following immunization policy: All students, under the age of 30, who are admitted to Greenfield Community College will be required to present evidence that they are immunized against measles, mumps, rubella, diphtheria, and tetanus in order to register for classes. Medical and religious exemptions are allowed.

International Students

A limited number of international 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 planned entrance.

Greenfield Community College does not provide housing on campus. However, students may contact the Student Activities Office at the College for assistance in locating housing.

Greenfield Community College is unable to offer financial assistance to international students under any federally funded financial aid program. International students should plan to have sufficient financial resources to meet college expenses.

Estimated College Expenses
for International Students Per Year

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$5,030.00</td>
</tr>
<tr>
<td>Room and Board (food)</td>
<td>2,688.00</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>400.00</td>
</tr>
<tr>
<td>Medical Care and Insurance</td>
<td>549.00</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>667.00</td>
</tr>
<tr>
<td>Transportation (after arrival in U.S.)</td>
<td>453.00</td>
</tr>
<tr>
<td>TOTAL EXPENSES</td>
<td>$9,787.00</td>
</tr>
</tbody>
</table>

Cost for items such as books and supplies, housing, food, medical care, and personal expenses may vary for each individual student.
Prospective students whose native language is other than English are required to submit their scores on the Test of English as a Foreign Language (TOEFL) to the Director of Admissions. Applicants who score less than 550 may be requested to do one or more of the following:

1. To repeat the TOEFL examination to raise their score.
2. To take an examination administered by the College prior to receiving further consideration for admission.
3. To submit additional evidence of English proficiency.

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

TOEFL Program Director
Educational Testing Service
Princeton, New Jersey 08540

English as a Foreign Language

All students for whom English is a foreign language, both international students and U.S. residents, must take a standardized placement examination administered by the College. Students who prove their proficiency in English by their scores on this examination will not be required to enroll in English as a Foreign Language. Those students whose test scores indicate a need for English-language study will be required to enroll in the appropriate course level and are limited in their enrollment in other courses as follows:

- **EFL 101** — Beginning Level—may enroll in other courses only on an audit basis with EFL instructor’s permission.
- **EFL 111**
- **EFL 102** — Advanced Beginners’ Level—may enroll in appropriate HUD and LED courses, or may audit other courses with EFL instructor’s permission.
- **EFL 112**
- **EFL 103** — Intermediate Level—may take 100-level courses; more advanced courses require advisor’s permission.
- **EFL 113**
- **EFL 104** — Advanced Level—may enroll in 100- and 101-level courses for credit on recommendation of academic advisor(s).
- **EFL 114**

Advanced Placement

Advanced placement in specific subjects may be granted based on performance on College Board Advanced Placement Examinations administered to high school seniors.

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 general and subject examinations of CLEP, 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. There is a $20.00 non-refundable fee for in-house testing.
General Education Development Test (GED)

Greenfield Community College is an official GED testing center. Non-high school graduates wishing to receive the High School Equivalency Certificate should contact the GED office at the College for details. Testing is available during day and evening hours.

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 a 25% tuition surcharge of the applicable in-state tuition rate. Potential students are eligible for consideration if:

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

Veterans

The College is approved by the Veterans Administration for attendance by veterans eligible for veterans' educational assistance benefits. Certain dependents of deceased or disabled veterans may also be eligible for receipt of VA Educational Assistance.

The Commonwealth of Massachusetts provides for tuition exemption at state supported institutions of higher education for eligible Vietnam Era Veterans enrolled in day, evening, or summer classes.

Veterans must submit a copy of Form DD 214 to the Office of Veterans Affairs. For further information regarding application and procedures for veterans' programs, contact the Office of Veterans Affairs at the College.

Sexual Harassment

Sexual harassment of a student, an employee, or any other person in the College is unacceptable, impermissible, and intolerable. The Community Colleges of Massachusetts Affirmative Action Plan is available in the Library and from the Affirmative Action Officer. Any person who believes he/she has been the subject of such harassment should consult with the Affirmative Action Officer or a person of their choice to obtain counseling concerning their rights under the law and the effective means of informally resolving grievances.

Affirmative Action

Affirmative action and equal opportunity shall apply to all segments of the College which believes in positive steps to assure that the law as well as the spirit of the law are promoted. The Community Colleges of Massachusetts Affirmative Action Plan is available in the Library and from the Affirmative Action Officer who is available for consultation regarding the plan or for any person who believes he/she has been the subject of any such discrimination.
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 classes begin. 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 Obligations

The College requires that all financial obligations be satisfied on time. Failure to do so will result in one or more of the following actions: withholding of college transcripts and financial aid transcripts; imposition of collection service charges; denial of other college services.

Financial Aid Awards from Private Sources

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 graded credit hours per semester are full-time students. Students carrying less than 12 credits per semester are part-time students.

Certificate of Residency

To qualify for the Massachusetts in-state tuition rate, students must submit a Statement of Residency. In general, one is considered a Massachusetts resident if he/she has been in continuous residence in Massachusetts for six months immediately prior to the date of application to the College and has established a domicile in Massachusetts.

Tuition Costs

<table>
<thead>
<tr>
<th></th>
<th>Part-Time (1-11 Credits)</th>
<th>Full-Time (12 or more Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Massachusetts Residents</td>
<td>$29.50/credit</td>
<td>$354.00/semester</td>
</tr>
<tr>
<td>Out-of-State Residents</td>
<td>$100.00/credit</td>
<td>$1200.00/semester</td>
</tr>
<tr>
<td>NEBHE</td>
<td>$36.88/credit</td>
<td>$442.50/semester</td>
</tr>
<tr>
<td>Foreign Students</td>
<td>Not applicable</td>
<td>$2515.00/semester</td>
</tr>
</tbody>
</table>

NOTE: All fees are quoted per fee structure as of February 1987 and are subject to change.
Tuition Refunds

A student who leaves the College for any reason before a semester is completed will be granted a refund of tuition as follows:

<table>
<thead>
<tr>
<th>Amount Refundable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before classes begin</td>
</tr>
<tr>
<td>During 1st and 2nd week of classes</td>
</tr>
<tr>
<td>After two weeks of classes</td>
</tr>
</tbody>
</table>

NOTE: Please allow at least four weeks processing time for refunds.

Insurance Programs

Health and Accident Insurance

Students are required to purchase the 24-hour accident insurance plan if they cannot show proof of other insurance coverage. In addition, students may purchase the Massachusetts Community College 24-hour illness coverage for themselves, spouse, or children.

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.

College Services Fee (non-refundable)

All students are required to pay a college services fee of $10.00 per semester plus $5.00 per credit.

Late Registration Fee (non-refundable)

A $10.00 non-refundable fee will be charged for registering after classes begin.

Student Activities Fee (non-refundable)

This non-refundable fee of $35.00 per semester is authorized by the Board of Trustees 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 $17.50 per semester.

Estimated Student Expenses

In addition to tuition and fees, students must plan to meet additional expenses related to college attendance. Those expenses include the cost of books and supplies, room and board, transportation, recreation, laundry, clothing, grooming aids, and medical costs.
While these additional costs may vary a great deal from student to student, the estimates below may assist students in planning to meet the costs of attendance at Greenfield Community College.

<table>
<thead>
<tr>
<th></th>
<th>Living with Parents</th>
<th>Living Off-Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books and Supplies</td>
<td>$310</td>
<td>$310</td>
</tr>
<tr>
<td>Room</td>
<td>$475</td>
<td>$973</td>
</tr>
<tr>
<td>Board</td>
<td>$625</td>
<td>$1,582</td>
</tr>
<tr>
<td>Transportation</td>
<td>$431</td>
<td>$431</td>
</tr>
<tr>
<td>Personal</td>
<td>$634</td>
<td>$634</td>
</tr>
<tr>
<td>Medical</td>
<td>$521</td>
<td>$521</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td><strong>$2,996</strong></td>
<td><strong>$4,451</strong></td>
</tr>
</tbody>
</table>

**Housing and Transportation**

Greenfield Community College does not provide dormitory facilities since it is an institution designed primarily to serve the commuting student. The College does not assume responsibility for placing students in housing accommodations. A housing information booklet is available upon request each June in the Student Activities Office. It is also suggested that students check the local newspapers and ad board next to the Student Activities Office for available local accommodations.

Ample, well-lighted, free 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.

**Financial Aid**

In an effort to enable all students to attend the College, regardless of financial resources, Greenfield Community College offers assistance to students with demonstrated financial need. The financial aid offers typically consist of a combination of assistance from three sources. Grants and scholarships from various federal, state, and local sources do not need to be repaid. Loans backed by federal, state, or private sources must be repaid usually at long-term, low-interest rates. College Work Study provides on-campus and off-campus employment which enables the student to earn money toward college educational expenses.

**Financial Aid Programs**

Greenfield Community College participates in all of the major federal and state financial aid programs, including the following:

**Pell Grant Program**

Formerly called the Basic Educational Opportunity Grant Program, this program is a federal entitlement program which provides grants to students with demonstrated financial need. In order to receive consideration for other types of financial aid at Greenfield Community College, students must apply for a Pell Grant, using either a College Scholarship Service form or a Pell Grant application form. Both forms may be obtained from a high school guidance office or from the Financial Aid Office at the College.
Supplemental Educational Opportunity Grant Program (SEOG)

This federal, campus-based program provides exceptionally needy students with grants that do not require repayment. Recipients are determined by the College based on students’ financial resources, the cost of education, and the funds available to the College.

College Work Study Program (CWS)

As a way of assisting students in meeting college expenses, this program, using federal and state funds obtained by the College, enables the College to offer part-time, on-campus and off-campus employment to students with demonstrated financial need. Students will earn money while gaining employment experience.

Perkins Student Loan Program (Perkins)

Using federal and state funds obtained by the College, this program allows the College to make low-interest, deferred-payment loans to students with demonstrated financial need. Students begin repayment following graduation or completion of studies.

Nursing Student Loan Program (NSL)

This program, using federal and state funds obtained by the College, enables the College to offer low-interest, deferred-payment loans to nursing students with demonstrated financial need.

Guaranteed Student Loan Program (GSL)

This program enables students with financial need to obtain low-interest, deferred-payment loans through banks or other lending agencies. Students obtain applications from the bank or lending agency itself. In Massachusetts this program is called the Higher Education Loan Program (HELP) and is administered by the Massachusetts Higher Educational Assistance Corporation.

Massachusetts State Scholarship Program (Full-time)

This state program offers scholarships to students who are Massachusetts residents who have demonstrated financial need and are full-time students. In order to receive full consideration, students must submit the Massachusetts Financial Aid Form (MFAF) by May 1 of the year in which the academic year begins. Forms are available in high school guidance offices and the Financial Aid Office at the College.

Massachusetts State Scholarship (Part-time)

This state scholarship program has been made available to colleges in order to provide grant assistance to students studying a minimum of three credits and a maximum of eleven credits. Aid is based on financial need. Students must submit a Financial Aid Form.

Massachusetts Tuition Waiver Program

The Massachusetts Board of Regents of Higher Education has established this program under which Massachusetts public institutions of higher education may offer a limited number of tuition waivers to students who have demonstrated financial need. These awards may waive tuition charged by the Day Division only. This program does not apply to the Division of Continuing Education.
Adult Learner Program

This state-funded grant program is designed for Massachusetts AFDC recipients. Aid is based on need. A Financial Aid Form must be on file in the College Financial Aid Office.

Massachusetts Institutional Grant

A grant funded by the state has been established to supplement other aid programs available through the College. Awards are based on need. A Financial Aid Form must be on file with the College Financial Aid Office.

Applicants should be aware that all programs are subject to changes in regulations and procedures.

Application Procedures for Financial Aid

In order to receive consideration for financial aid awarded by the College, including the SEOG, CWS, CSL, Perkins, NSL, and tuition waiver programs, applicants must submit:

• a Financial Aid Form (FAF) or Massachusetts Financial Aid Form (MAFAF), which may be obtained from high school guidance offices or the Financial Aid Office at the College. The Greenfield Community College code number is 3420 and must be included on the form. Applicants are encouraged to use this form to apply for a Pell Grant as well. Send the completed form, with appropriate payment enclosed, to the College Scholarship Service in Princeton, New Jersey.

• Student Aid Reports (SAR) from the Pell Grant Program are mailed directly to students from the Pell Grant Processor and, once received, must be submitted to the College Financial Aid Office. Students may apply for a Pell Grant using either a College Scholarship Service form (FAF or MFAF) or a Pell Grant application form, both of which may be obtained from high school guidance offices and the Financial Aid Office at the College.

• Verification of all income would include a copy of the IRS income tax return for the calendar year preceding the academic year for which the student is enrolled. Verification of untaxed income such as Social Security or Welfare benefits must also be submitted. The verification data must be submitted to the Financial Aid Office at the College. If the applicant is a dependent, verification of the parent’s or guardian’s income is required.

To receive full consideration for all available financial aid, applicants should submit their materials by March 1 to ensure receipt by the College by April 15 of the year in which the academic year begins. Processing by the College Scholarship Service and the Pell Grant Program takes approximately six weeks. The Financial Aid Office at the College will make every effort to notify applicants by early June whether or not they will receive financial aid. Guaranteed Student Loan applications cannot be processed until the student’s financial aid award has been signed and returned to the Financial Aid Office.

Financial aid recipients usually receive their award disbursement, except in the case of the College Work Study Program, by the middle of each semester. Students must plan accordingly to ensure that they have adequate financial resources until their awards are distributed.

In order to receive financial assistance from any of the federal financial aid programs, students must be enrolled at the College in a degree or certificate program. Pell Grant amounts
vary depending upon whether one is enrolled full-time (12 credits or more), three-quarter time (9-11 credits), or half-time (6-8 credits).

In addition, to remain eligible for financial aid, students must maintain satisfactory academic progress. To do so, students may not be placed on academic probation or suspension and must earn a minimum number of credits during each semester of attendance, based on their enrollment status in each semester. A copy of the complete "Standards of Satisfactory Academic Progress for Students Receiving Title IV Financial Aid" may be found in the Student Handbook or may be obtained from the Financial Aid Office at the College.
Academic Policies and Procedures

When we admit you to the College, we normally expect that you will undertake an organized program of courses that will enable you to earn a certificate or an associate degree. You also may want to take credit or non-credit courses, during either the day or the evening to enhance your occupational skills or enrich your personal life, without pursuing a degree or certificate. In addition, if you currently are enrolled in one of the area high schools, you may be eligible to take credit courses that will help fulfill your high school graduation requirements, while earning credit toward a college degree. To do so, you will need the written approval of your principal.

Placement Testing

All students are required to take Placement Tests before enrolling in courses. These tests assess reading/writing and mathematics skills. The purpose of the tests is to enable a student and an advisor to select courses that match the student’s skill level. The only exceptions to required testing are made for: 1) students who can demonstrate that they have successfully completed college work in English Composition and in Algebra and Coordinate Geometry, or 2) non-matriculated students who are taking personal enrichment courses only. These students must obtain instructor or Division Chair approval first, however.

Advisory Services

A faculty member will serve as your academic advisor throughout your time at the College. While an advisor is assigned to you initially, you may change advisors at any time. You should maintain close contact with your advisor and rely on your advisor for guidance in selecting courses and making career plans. Obtaining good advice early can help to avoid problems later. You may find assistance with academic and other issues through the Learning Center as well.

Attendance

We expect you to attend class regularly. Absences may jeopardize your academic status at the College and lower your grades. Individual instructors and program coordinators have the authority to establish attendance standards appropriate for their courses, and they should inform you in writing of those standards at the beginning of the courses.

Religious Absences

We recognize that from time to time your religious beliefs may cause you to miss class or other college activities and that you should not suffer any adverse academic effects as a result. The General Laws of Massachusetts, Chapter 151C, Section 2B, provide you with certain rights in this regard, as follows:

Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or
prejudicial effects shall result to any student because of his availing himself of the provision of this section.

Changes of Major Program of Study

We realize that, as a normal part of adult development, your academic interests and career goals may change after we have admitted you to the College. If you consider a change of major, you should consult with your advisor first. You then may change your major by submitting a change of major form to the Registrar’s Office, after obtaining the approval of the appropriate division chair. Some programs may not accept new students for the spring semester.

Credit Overload

You may undertake a course load of more than 18 credits only with the approval of your advisor and your advisor's division chair and provided that you are in good academic standing with the College.

Adding a Course

You may add courses through the first week of the semester with the approval of your advisor. You may add courses after this time only with the approval of the instructor, the appropriate division chair, and the Dean of Student Affairs, in addition to the approval of your advisor. You must use a drop/add form to add courses, and the form must be submitted to and processed by the Registrar's Office before the change becomes official.

Dropping a Course

You may drop a course through the first two-thirds of the course or first fifty days of the semester. If you drop a course during the first third of the course or first twenty-five days of the semester, no record of the course will appear on your record. If you drop a course during the second third of the course or second twenty-five days of the semester, you will receive a grade of "W" for the course. You may not drop a course during the last third of the course or last twenty-five days of the semester, and you will receive a grade for the course assigned by the instructor.

If you want to drop a course, you should consult with your advisor, complete a drop/add form and submit the form to the Registrar's Office for processing, before the change becomes official. If you simply stop attending class or only tell your instructor that you are dropping the course, the change will not occur and you may jeopardize your eligibility for tuition refunds, financial aid, and future enrollment at the College.

Withdrawal from the College

You may withdraw from the College anytime throughout the semester. If you withdraw during the first twenty-five days of the semester, no record of the courses in which you were enrolled will appear on your record. If you withdraw after the twenty-fifth day of the semester, you will receive grades of "W" for all courses in which you were enrolled.

If you find it necessary to consider withdrawing from the College, you should consult with your advisor and your instructors first. Then to withdraw officially, you must submit a completed withdrawal form to the Registrar’s Office and fulfill all of your financial and property obligations to the College. As with dropping a course, if you simply stop attending class or only tell your
Instructors that you are withdrawing, the withdrawal will not become official and you may jeopardize your eligibility for tuition refunds, financial aid, and future enrollment at the College.

Medical Withdrawal

If you need to withdraw from the College for health reasons, you may request a medical withdrawal by discussing your situation with the Director of Health Services. A medical withdrawal requires the recommendation of the Director of Health Services and the approval of the Dean of Student Affairs, who may consult with divisional counselors or the Director of Learning Assistance Programs.

Grading

We will mail a complete transcript of your academic record here at the College to you at the end of each semester. The transcript is printed on special paper, and we refer to it as a grade report. In addition, in the middle of each semester we will mail preliminary reports of academic deficiency to you for each course in which you are earning grades of “D” or “F.” In our grading system, plus and minus symbols may be used only for grades of “B” and “C,” while a minus symbol may be used for the grade of “A.” Listed below are all the grading symbols that we use.

A— Excellent
B— Good
C— Satisfactory
D— Poor
F— Failing
IN— 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 IN must be removed within four weeks of the beginning of the next semester or it is replaced by an “F” or “NC” (for courses graded CR/NC).

W— Withdrawn

“W” indicates that a student has withdrawn officially from a course or from the College. Withdrawal from the College requires the submission of a completed withdrawal form and fulfillment of all financial and property obligations to the College.

AU— Audit (not registered for credit or a grade)

Audit may be selected at the time of registration. Changes to or from an audit status are treated as adding a course and must be processed prior to the end of the add period at the beginning of the semester.

CR— Credit (credit/no credit option)
NC— No Credit (credit/no credit option)

Students may elect to take one course each semester on a CR/NC (credit/no credit) basis, in addition to courses normally graded CR/NC, provided that at least nine credits of coursework are taken on a graded (A, B, C, D, F) basis. Students must perform work of “C” quality or better to earn credit (CR). This option must be selected at the time of registration. Students should be advised that courses taken on a CR/NC basis often are not transferable to other institutions.
NG— No Grade Submitted
NG is assigned temporarily by the Registrar to indicate that no grade was received from the instructor.

Grade Point Average

At the end of each semester or after any grade change, we calculate your semester and cumulative grade point averages. These averages provide a general indication of the quality of your academic performance, based on one semester and on all of the courses that you have taken at the College.

To calculate a grade point average (GPA), we convert all letter grades to numbers, which we call grade points, as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A+</td>
<td>3.65</td>
</tr>
<tr>
<td>A-</td>
<td>3.00</td>
</tr>
<tr>
<td>B</td>
<td>2.65</td>
</tr>
<tr>
<td>B+</td>
<td>2.35</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C+</td>
<td>1.65</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Once the letter grades have been converted to grade points, we multiply the grade points by the number of credits for each course, resulting in what we call quality points. We then total all of the quality points and divide the sum by the total number of credits, resulting in the grade point average.

In calculating a grade point average, we use only the grades listed above with corresponding grade points. No other grades affect the grade point average in any way.

Repeating a Course

You may repeat any course, but you may not earn credit twice for the same course. When you repeat a course, your latest grade replaces the previous grade in the calculation of your grade point average.

You may substitute options available under English Composition I (ENG 101, 103, 105) for each other when you repeat English Composition I. Similarly, you may substitute options available under English Composition II (ENG 112, 114, 116) for each other when you repeat English Composition II.

Dean’s List

The Dean’s List recognizes students with superior academic achievement. To be included on the Dean’s List, you must earn a GPA for the semester of at least 3.50 at the end of the semester, with no incomplete grades and no grade lower than a “C” for that semester and a cumulative GPA of at least 2.00. In addition, if you are a day division student you must carry at least twelve credits of graded coursework to be eligible for the Dean’s List. If you are a matriculated continuing education student, you must have previously completed at least six credits of graded coursework and you must carry at least six credits of graded coursework during the semester to be eligible for the Dean’s List.

Academic Standing

We place prime importance on your academic success. We base our academic standing decisions on our desire to assure both the College’s academic integrity and your achievement within prescribed standards. The categories of academic standing follow.
<table>
<thead>
<tr>
<th>Category</th>
<th>Standard</th>
<th>Actions Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean's List</td>
<td>A semester GPA of at least 3.50 at the end of the semester with no incomplete grades and no grade lower than a &quot;C&quot; for that semester and a cumulative GPA of 2.00 or higher.</td>
<td>Placed on Dean's List for the semester.</td>
</tr>
<tr>
<td>Normal Progress</td>
<td>Both a cumulative GPA and a semester GPA of 2.00 or above.</td>
<td>No action taken.</td>
</tr>
<tr>
<td>Academic Review</td>
<td>Either a cumulative GPA or a semester GPA under 2.00 at the end of the semester, or both under 2.00 and not previously on review. Placed on Academic Review. Reduction of academic load and/or co-curricular activities expected. Diagnostic interview in Learning Center required.</td>
<td></td>
</tr>
<tr>
<td>Academic Probation</td>
<td>Both a cumulative GPA and a semester GPA for the current semester under 2.00 and student on Review for one semester.</td>
<td>Placed on Academic Probation. NOT ELIGIBLE FOR FINANCIAL AID. Other actions same as Review.</td>
</tr>
<tr>
<td>Academic Suspension</td>
<td>Both a cumulative GPA and a semester GPA under 2.00 and a cumulative GPA lower than the previous semester.</td>
<td>Precluded from enrollment for one full semester, fall or spring (if previously on Probation); otherwise, placed on Probation.</td>
</tr>
<tr>
<td>Academic Dismissal</td>
<td>Both a cumulative GPA and a semester GPA under 2.00 and a cumulative GPA lower than the previous semester and previously suspended.</td>
<td>Precluded from future enrollment.</td>
</tr>
</tbody>
</table>

**NOTE:** For financial aid purposes, Probation, Suspension, and Dismissal constitute "unsatisfactory academic progress."

We recognize that any of the academic standing actions described above may be affected by unusual circumstances. You may request that the Dean of Student Affairs review your individual circumstances to determine if they warrant additional action.

**New Start Policy**

If you have not attended the College for more than two academic years and you were on probation, suspension, or dismissal at the time that you discontinued your attendance, you may be readmitted to the College on academic review for the first semester of your return, but thereafter normal academic progress standards will apply. Such readmission will be at the discretion of the Dean of Student Affairs.

**Waiver of Academic Policy**

If you think that unusual or extenuating circumstances justify an exemption from an academic policy, requirement, or regulation, you may request a waiver using the appropriate
form, which you may obtain in the Registrar’s Office. Your request should be initiated by your advisor and must gain the approval of the appropriate program coordinator and division chair and, finally, the Dean of Academic Affairs. Your request will be considered on its individual merit.

Petition to Review Academic Record

If you are currently enrolled, you may petition the Transcript Review Committee to review your academic record for the purpose of seeking relief from past poor academic performance. The Transcript Review Committee requires that you have completed at least twelve credits of coursework since the semester for which you seek relief before you submit your petition. You may obtain petition forms and additional information from the Registrar’s Office.

Graduation Requirements

To earn an associate degree, you must complete the course requirements of the curriculum, achieve a cumulative grade point average of at least 2.00 for all courses taken at the College, and be in good standing with the College. All associate degree programs require at least sixty credits of coursework, and several require more. You must complete at least fifteen credits of coursework at Greenfield Community College.

If you wish to earn additional associate degrees, you must:

a. meet all specific requirements of each degree program;
b. complete at least fifteen credits of coursework beyond the previous degree awarded; and
c. of those fifteen additional credits, at least twelve must be completed at the College.

You normally must fulfill the degree requirements stipulated in the catalogue at the time you matriculate with the College. If the requirements change while you are enrolled as a matriculated student, you may elect to fulfill any requirements that are in effect during your period of enrollment.

To graduate “with honors,” you must earn a cumulative grade point average of at least 3.50 and complete at least thirty credits of coursework at Greenfield Community College.

Application for Graduation

To be considered for graduation, you must submit a graduation application to the Student Activities Office by mid-February. You may obtain a graduation application from the Registrar’s Office beginning in November. We formally award degrees only once each year, following the close of the spring semester.

The Family Educational Rights and Privacy Act of 1974

You are accorded certain rights regarding the privacy of information that we maintain about you. Those rights are explained in the College policy which follows.

Greenfield Community College, in compliance with the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, its subsequent amendments and pursuant regulations, has established this policy to inform students of their rights under this Act and to enumerate its basic provisions. The purpose of the Act is to protect the confidentiality of student education records and to allow students access to their own education records. Students are informed of their rights under this Act through the
College Catalogue and Student Handbook, published annually and available upon request at the Registrar’s Office.

**Right to Inspect and Review Education Records**

Pursuant to the Act, Greenfield Community College permits students to inspect and review their education records filed after January 1, 1975. Students will be denied access to recommendations written since January 1, 1975, if they have waived their right to examine them. Requests may be made in person and in writing provided that satisfactory identification accompanies such requests. Request forms are available at the offices where the education records are located.

The College will fulfill such requests within a reasonable period of time, usually two (2) work days, but no more than forty-five days after the request has been made. The College official responsible for the records or his/her designee will be present during the inspection and review to provide explanations and interpretations of the records.

A Student may obtain a copy of his/her educational record upon request only when failure to provide the copies would prevent the student from inspecting and reviewing his/her record or whenever the College discloses his/her educational record, without the student’s consent, to other schools or school systems in which the student seeks or intends to enroll, subject to the conditions enumerated in the statute, or whenever the College must and does obtain consent to disclose his/her educational record. An exception to the right to access is the Parents Confidential Statements of their finances, which will not be released without the informed consent of the parent.

The following list identifies the types and locations of the education records which students may request to review and inspect:

<table>
<thead>
<tr>
<th>Type</th>
<th>Office</th>
<th>Room</th>
<th>Responsible Official</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td>Registrar's</td>
<td>C234</td>
<td>Registrar</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Financial Aid</td>
<td>C235</td>
<td>Financial Aid Director</td>
</tr>
<tr>
<td>Health</td>
<td>Health Services</td>
<td>C123</td>
<td>Health Services Director</td>
</tr>
<tr>
<td>Veterans</td>
<td>Veterans Affairs</td>
<td>C226</td>
<td>Veterans Affairs Officer</td>
</tr>
<tr>
<td>Security</td>
<td>Security Services</td>
<td>C 10</td>
<td>Campus Police Chief</td>
</tr>
</tbody>
</table>

**Statement of Policy**

Throughout public higher education in the Commonwealth an associate degree from any community college signatory to the Commonwealth Transfer Compact will be honored as a unit and construed as: (1) completion of at least 60 hours of work toward a baccalaureate degree, and (2) completion of at least 33 credit hours toward fulfillment of the general education requirements for the baccalaureate degree. Further, all associate degree holders 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 receiving institution as freshmen. Signatory institutions of public higher education in the Commonwealth of Massachusetts will honor this policy and adhere to the definition of an associate degree transferable as a unit (contingent upon acceptance for admission) toward a baccalaureate degree as the equivalent of 60 credit hours of undergraduate college-level study, including:

a) 6 hours of English/communication (E or S advising code),
b) 9 hours of behavioral/social science (BC advising code),
c) 9 hours of humanities/fine arts (HC advising code),
d) 9 hours of mathematics/sciences (NC advising code), and
e) the remaining credits to be on a college level.

**The Learning Center**

The Learning Center helps students to improve academic and personal skills. Programs include tutoring in academic subjects and basic skills, reading and writing improvement, tutoring in special subject areas, and the teaching of study skills. An appointment can be made for tutoring and/or counseling. All programs are free of charge to students.

**Disclosure of Personally Identifiable Information**

Greenfield Community College will not disclose personally identifiable information from the education records of a student, except as permitted pursuant to the Act and applicable regulations. Personally identifiable information may be disclosed to College officials, including faculty, administrators, counselors, and secretaries, who have a legitimate educational interest in the record, without the prior written consent of the student.

In compliance with the Act, the College designates certain categories of personally identifiable information as "directory information" which may be disclosed by the College without the prior written consent of students. The categories of directory information which may be disclosed are the student's:

a. name,
b. address,
c. telephone number,
d. date of birth,
e. place of birth,
f. major field of study,
g. participation in officially recognized activities and sports,
h. weight and height when a member of an athletic team,
i. dates of attendance,
j. degrees and awards received, and
k. most recent previously attended educational agency or institution.

No personally identifiable information other than directory information will be disclosed by the College without the student's written consent or a court subpoena. In the event of a subpoena, the student will be informed that a subpoena has been issued.

Any student may request that the College not disclose any or all of the above personally identifiable information identified as directory information without the student's prior written consent. The student must notify the Registrar's Office in writing within the first fourteen (14) days of each semester. Forms for this purpose are available in the Registrar's Office. Requests for non-disclosure will be honored for only one (1) academic semester. All requests for non-disclosure filed in any academic semester shall expire on the first day of the next academic semester and must be renewed if the student desires further non-disclosure.

The College will not disclose any or all directory information to recruiters, publishers, or marketing agencies without the prior written consent of the student.

**Record of Requests and Disclosures**

The College maintains a record of individuals, agencies, and organizations that have requested or obtained access to education records who are not covered under the
exceptions to the consent requirement. This record of access and requests for access is maintained with the education records of the student and indicates the specific legitimate interest that such an individual, agency, or organization has in obtaining this information. Students may inspect the record of requests and disclosures by written request.

**Correction of Education Records**

Students may request that the College amend the content of their education records on the grounds that the records are inaccurate, misleading, or otherwise in violation of the privacy or other rights of students. Such requests must be directed in writing to the official responsible for maintaining the specific education records. The official will determine whether or not to amend the education records within a reasonable period of time of the request and notify the students of the decision. If the official denies the request to amend, the student will be advised of the right to a hearing to appeal the decision.

The College, upon request, will provide an opportunity for a hearing for a student to challenge the content of the education record to insure the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students. If, as a result of a hearing, the College decides to amend the education record, it will do so accordingly and notify the student in writing. If, as a result of the hearing, however, the College determines that the education record should not be amended, it will inform the student, in writing, of his/her right to place in the education record a statement commenting upon the information in the education record and/or setting forth any reasons for disagreeing with the decision of the College.

**Complaint Procedure**

A student who believes that the College has violated rights accorded to him/her by the Family Educational Rights and Privacy Act of 1974, as amended, and pursuant regulations may submit a complaint in writing to:

The Family Educational Rights and Privacy Act Office (FERPA)
Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202

The Office will notify the student that the complaint has been received. The notification to the College will include the substance of the alleged violation and the College will be given an opportunity to submit a written response. The Office will investigate the complaint and provide written notification of its findings to the student and the College.

**Transcripts**

You may request official transcripts of your academic record for yourself or for other colleges or employers by completing a transcript request form in the Student Services Office. You also may request a transcript by writing a letter in which you clearly identify yourself and where you would like the transcript to be sent. In any case, we need to have your written authorization to release a transcript. We cannot accept telephone requests. We provide you with one free transcript and we charge you $2.00 for each subsequent transcript. Please allow us at least one day to process your request.

**Commonwealth Transfer Compact**

The Commonwealth Transfer Compact is an agreement among the public colleges in the
Commonwealth of Massachusetts which ensures the transferability of credits from the community colleges to the state colleges and universities. Greenfield Community College is a signatory to the Compact. A condensed form of the Statement of Policy, which outlines the conditions of the Compact, follows.

**Statement of Policy**

Throughout public higher education in the Commonwealth an associate degree from any community college signatory to the Commonwealth Transfer Compact will be honored as a unit and construed as: (1) completion of at least 60 hours of work toward a baccalaureate degree, and (2) completion of at least 33 credit hours toward fulfillment of the general education requirements for the baccalaureate degree. Further, all associate degree holders 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 receiving institution as freshmen. Signatory institutions of public higher education in the Commonwealth of Massachusetts will honor this policy and adhere to the definition of an associate degree transferable as a unit (contingent upon acceptance for admission) toward a baccalaureate degree as the equivalent of 60 credit hours of undergraduate college-level study, including:

a) 6 hours of English/communication (E or S advising code),
b) 9 hours of behavioral/social science (BC advising code),
c) 9 hours of humanities/fine arts (HC advising code),
d) 9 hours of mathematics/sciences (NC advising code), and
e) the remaining credits to be on a college level.

While the Transfer Compact ensures the transferability of credits, it does not ensure admission to the receiving school. In addition, the Compact applies only if all conditions of the compact have been met before you enroll at the receiving school. For further information and clarification of the Commonwealth Transfer Compact, you may contact the Coordinator of Transfer in the Student Services Office.
Student Services

Career Counseling

The Career Counselors help 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 open every day during the academic year. Evening school and special occasion hours will be posted in the lobby outside the College Store.

Supplies, required texts, paperbacks, and study guides are carried. Students are advised to attend classes before purchasing textbooks.

NO CHARGING IS PERMITTED. The policy on refunds 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.

The 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 presentation of College I.D. There is no charge for this service; however, there is a $5.00 charge for returned checks that are cashed at the College Store.

Dining Facilities

The Cafeteria is open Monday through Friday 7:30 am to 3:00 pm. It is also open evenings Monday through Thursday 5:00 pm to 9:00 pm during the academic year. The Cafeteria offers a full breakfast menu, hot entrees, sandwiches, and hot and cold drinks. There is a daily dinner special offered each day at attractive prices. Special group dinners, luncheons, or coffee hours 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 four hours per week.

The Health Service is open from 8:30 am to 4:30 pm 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 a local hospital. It is advisable to purchase some form of health insurance to cover these hospital costs. There is a Massachusetts
Community College Accident and Sickness Insurance Plan for students.

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 improve academic and personal skills. Programs include tutoring in academic subjects and basic skills, reading and writing improvement, tutoring in special subject areas, and the teaching of study skills. An appointment can be made for tutoring and/or counseling. All programs are free of charge to students.

Personal and Career Counseling

The Counseling staff assists students in exploring their learning potential and any personal and career concerns encountered while in college. All meetings are strictly confidential and at the student’s convenience.

Placement Office

The Placement Office, a component of Student Services, is primarily structured to enable Greenfield Community College students and graduates to secure full and part-time job placement. The Placement Office also is prepared to assist clients in identifying their marketable job skills, in preparing their credential and resume files, and in developing their job interview techniques.

Athletics and Intramurals

Greenfield Community College offers varsity intercollegiate programs in cross-country, basketball, volleyball, baseball, soccer, and golf for men; and volleyball, soccer, cross-country, basketball, softball, and golf for women. Toboggan/luke is a coed sport. Intramurals are offered in many different areas such as bowling, soccer, golf, softball, basketball, wrestling, volleyball, road races, frisbee sports, and chess.

In order for students to participate in the varsity programs, they must be carrying twelve credits during the semester they participate, and have passed twelve credits with a 1.75 grade point average the previous semester.

Performing Arts

The Theatre and Music departments both offer opportunities for student performance. The College choir performs both within the College and the community several times each year. At least one major theatre production is presented each semester. Participation in all theatre events is open to all members of the College community.

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 fees 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.

**Student Handbook**

A Student Handbook is published yearly. Students are expected to read it and will be held responsible for the policies and regulations included in it. There is also valuable information on services available.

**Transferring Students**

Students who may be considering transfer to a four-year institution are encouraged to consult with their advisor and the Transfer Coordinator early in their college career to discuss transfer plans. Application forms and information about many four-year institutions are available in the Student Services Office. Questions about transfer procedures should be referred to the Coordinator of Transfer in the Student Services Office.

**Library/Learning Resource Center (L/LRC)**

The Library plays an important role in the learning process at Greenfield Community College. A collection of nearly 65,000 units of print and non-print material is available in the L/LRC. In addition to a rich variety of books, periodicals, newspapers, and sound discs, the L/LRC also has facilities for language practice, microform reading, typing, and photocopying. Reader services include individualized library instruction on request, as well as information, reference, and reserve services. Four important special collections are also available for enrichment: The Archibald MacLeish Collection, the State Data Center Collection (Census), the Pioneer Valley Resource Center, and the Yankee-Rowe Local Public Document Collection.
Media Center

The Media Center is responsible for meeting the growing educational communication needs of the College. It provides instruction in the planning and production of audio and visual materials as well as instruction in the operation of media-related equipment. In addition, the Media Center provides services in three broad areas. First, the Media Center acts as the educational film and video rental agency for the College. Second, the Media Center produces instructional material of a graphic, photographic, video, audio, or combined nature. Third, the Media Center houses and circulates a wide variety of media equipment. This equipment, subject to the Center’s lending policies and procedures, is available to faculty, staff, and students.

CONTINUING EDUCATION/COMMUNITY SERVICE

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

The Division of Continuing Education, with its 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.

Credit and non-credit courses are offered during the day and evening hours in the fall, spring, and summer sessions. In addition to credit courses, DCE offers a wide range of non-credit community service workshops, lectures, conferences, community forums, and other special events. Continuing Education and Community Service programs are provided and maintained “at no expense to the Commonwealth.”

While most of the courses offered through the Division of Continuing Education are held at the College, some are scheduled at Franklin County Technical School in Turners Falls. Credit and non-credit courses may be scheduled at other off-campus locations by request. Continuing Education is also willing to design and offer any course not listed in the catalogue to be held at any location, at any convenient time. Contract programs for area business and industry are frequently provided, meeting the needs of employer and employee alike.

A Division of Continuing Education catalogue is available upon request.
We believe our mission as a community college includes providing programs that enable you to transfer to baccalaureate degree programs and programs that prepare you to enter a variety of occupational fields upon completion. Several programs serve both purposes, depending upon your interests and the elective courses that you choose to take. Our offerings consist of associate degree programs, which require at least sixty credits of coursework, and certificate programs, which require up to thirty-five credits of coursework. We have listed all of our programs below and more detailed descriptions of the programs and their requirements follow.

### Associate of Arts Degree

<table>
<thead>
<tr>
<th>Liberal Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>You may focus your study in one of the following areas, although your diploma will read simply “Liberal Arts”:</td>
</tr>
<tr>
<td>- American Studies</td>
</tr>
<tr>
<td>- Art</td>
</tr>
<tr>
<td>- Classical Humanities</td>
</tr>
<tr>
<td>- Data Processing</td>
</tr>
<tr>
<td>- Food Science</td>
</tr>
<tr>
<td>- Human Ecology</td>
</tr>
<tr>
<td>- Math-Science</td>
</tr>
<tr>
<td>- Natural Resources</td>
</tr>
<tr>
<td>- Pioneer Valley Studies</td>
</tr>
<tr>
<td>- Business Administration Transfer</td>
</tr>
</tbody>
</table>

### Associate in Science Degree

<table>
<thead>
<tr>
<th>Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
</tr>
<tr>
<td>Computer Information Systems</td>
</tr>
<tr>
<td>Criminal Justice</td>
</tr>
<tr>
<td>Early Childhood Education</td>
</tr>
<tr>
<td>Engineering Science</td>
</tr>
<tr>
<td>Fire Science Technology</td>
</tr>
<tr>
<td>Industrial Technology</td>
</tr>
<tr>
<td>Graphic Design</td>
</tr>
<tr>
<td>Management</td>
</tr>
<tr>
<td>Marketing</td>
</tr>
<tr>
<td>Media Communication</td>
</tr>
<tr>
<td>Nursing</td>
</tr>
<tr>
<td>Office Administration</td>
</tr>
<tr>
<td>Recreation and Leisure Services</td>
</tr>
</tbody>
</table>

### Certificate Programs*

<table>
<thead>
<tr>
<th>Computer Aided Drafting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Science Technology</td>
</tr>
<tr>
<td>Graphic Communications</td>
</tr>
<tr>
<td>Licensure for Early Childhood Educators</td>
</tr>
<tr>
<td>Office Assistant*</td>
</tr>
<tr>
<td>Outdoor Leadership*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Advanced Outdoor Leadership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Fitness</td>
</tr>
<tr>
<td>Physical Science Technician</td>
</tr>
<tr>
<td>Pioneer Valley Studies*</td>
</tr>
<tr>
<td>Studio Arts</td>
</tr>
<tr>
<td>Word Processing</td>
</tr>
</tbody>
</table>

*Certificate programs approved by the Massachusetts Board of Regents of Higher Education.

All programs approved by the Greenfield Community College Board of Trustees and all degree programs approved by the Massachusetts Board of Regents of Higher Education.
LIBERAL ARTS PROGRAMS

The Liberal Arts Programs consist of a broad range of general studies, including the humanities, behavioral sciences, and natural sciences, with options to focus on more specialized fields of interest, and lead to the Associate of Arts degree. Many professions, including law, medicine, economics, education, and journalism, require a strong liberal arts background for admission to baccalaureate and graduate schools. We have designed the programs to provide a foundation of liberal studies that will enable you to transfer to baccalaureate degree programs at other institutions. To facilitate transfer to Massachusetts public colleges and universities, our Liberal Arts Programs fulfill the requirements of the Commonwealth Transfer Compact. If you are considering transfer to another institution, we urge you to contact our Coordinator of Transfer at your earliest opportunity.

Cooperative Education

Cooperative education is a component of some programs offered by the College. By cooperative education we mean a systematic method of combining academic instruction with community-based, supervised, on-the-job learning experiences. You earn academic credit for satisfactory completion of these experiences, which may be referred to using a variety of terms, including field experience, cooperative work experience, and internship.

Liberal Arts/General Program

To earn the Associate of Arts degree in the General Liberal Arts Program, a student must complete a minimum of 60 semester credits. At least 15 semester credits must be completed in residence at Greenfield Community College. The specific Liberal Arts degree requirements follow.

Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition I (ENG 101, 103, or 105)</td>
<td>3</td>
</tr>
<tr>
<td>English Composition II (ENG 112, 114, or 116)</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication (SPE 101)</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Sciences Core:</td>
<td>9</td>
</tr>
<tr>
<td>a) Select two courses from the following list:</td>
<td></td>
</tr>
<tr>
<td>ANT 103 or 104, ECO 101 or 102, HEC 101,</td>
<td></td>
</tr>
<tr>
<td>POL 101, PSY 101, or SOC 101.</td>
<td></td>
</tr>
<tr>
<td>b) Select any additional course coded (BC)</td>
<td></td>
</tr>
<tr>
<td>Humanities Core:</td>
<td>9</td>
</tr>
<tr>
<td>One three-credit course from each of the following categories:</td>
<td></td>
</tr>
<tr>
<td>a) History (HIS 101, 102, 105 or 107, 106 or 108, 113)</td>
<td></td>
</tr>
<tr>
<td>b) Literature (ENG 201, 202, 203, 204, 205, 206, 219, 225, 247, 248, 253, 259, 260)</td>
<td></td>
</tr>
<tr>
<td>c) Any additional course coded (HC)</td>
<td></td>
</tr>
<tr>
<td>Science/Math Core:</td>
<td>9</td>
</tr>
<tr>
<td>One three-credit course from each of the following categories:</td>
<td></td>
</tr>
<tr>
<td>a) Math - any MAT course coded (NC)</td>
<td></td>
</tr>
</tbody>
</table>
b) Science - any science course (BIO, CHE, GEO, PHY, or SCI) coded (NC)
c) Any additional course coded (NC)

Electives (See 1, 2, and 3 below) 24
TOTAL 60

1) A Liberal Arts elective can be satisfied by the successful completion of any course coded (BC), (HC), (NC), (BL), (HL), (NL), and (L). No more than 18 credits may be taken in any specific subject, such as Chemistry, Psychology, etc., with the exception of English. In English, no more than 18 credits may be taken beyond English Composition II.
2) A Liberal Arts elective can also be satisfied by completing courses designed for career programs and coded (A) or (X). No more than 12 credits may be taken in (X) coded courses, and a maximum of 4 of those 12 credits can be in Leisure Education (LED) courses.
3) A General Elective may be satisfied by the successful completion of any course offered by the College, regardless of code, but subject to the limitations of 1 and 2 above.

**Liberal Arts/American Studies Option**

The Liberal Arts option in American Studies provides a comprehensive overview of American culture for those planning to pursue such professions as teaching, public service, social service, law, advertising, public relations, journalism, library science, and the ministry. The major emphasis is on American literature, history, and government. A student electing this option should expect to transfer to a bachelor degree program in order to meet the educational requirements of such professions.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 203 and ENG 204 American Literature I and II</td>
<td>6</td>
</tr>
<tr>
<td>SPE 101 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>HIS 105 History of the American People to 1865</td>
<td>3</td>
</tr>
<tr>
<td>HIS 106 History of the American People since 1865</td>
<td>3</td>
</tr>
<tr>
<td>POL 101 American Politics</td>
<td>3</td>
</tr>
<tr>
<td>*Behavioral Science Core</td>
<td>6</td>
</tr>
<tr>
<td>*Science/Math Core</td>
<td>9-12</td>
</tr>
</tbody>
</table>

**Elective Choice**

- American Studies - any 2 courses from the list below 6
- General Electives - any 5 courses 15

TOTAL 60-63

**American Studies Electives**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 105 Valley/American Art &amp; Architecture I</td>
<td>3</td>
</tr>
<tr>
<td>ART 106 Valley/American Art &amp; Architecture II</td>
<td>3</td>
</tr>
<tr>
<td>ECO 109 Valley Economic &amp; Industrial Development</td>
<td>3</td>
</tr>
<tr>
<td>ENG 219 The Black in American Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 253 Valley American Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 257 MacLeish Seminar</td>
<td>3</td>
</tr>
<tr>
<td>FLK 217 American Folklore</td>
<td>3</td>
</tr>
</tbody>
</table>
FLK 219 Valley Folklife 3
GEO 103 Valley Geology 3
HIS 217 Valley/American Ethnic Experience 3
HUM 119 Women in the Pioneer Valley 3
JOU 201 Mass Media in America 3
MUS 102 The American Experience in Music 3
POL 203 American Civil Liberties 3
POL 205 American Foreign Policy 3
THE 125 The American Musical Theatre 3
Appropriate Directed Study (295 or 296) 3

*See Liberal Arts/General Program for specific requirements.

Program Coordinator: Dr. Joan S. Ibish

Liberal Arts/Art Option

The Liberal Arts option in Art emphasizes art history, art appreciation, and studio skills for non-art majors who plan to pursue careers in education, museum or exhibit curatorship, gallery operation, or other fields in which an understanding of art is essential.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>ART 103 or 104 Art History I or II</td>
<td>3</td>
</tr>
<tr>
<td>*Behavioral Science Core</td>
<td>9</td>
</tr>
<tr>
<td>*Humanities Core</td>
<td>6</td>
</tr>
<tr>
<td>*Science/Math Core</td>
<td>9-12</td>
</tr>
</tbody>
</table>

*Elective Choice

Art Electives (choose 2 courses from Group I and 2 courses from Group II below)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Elective</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
<td>9</td>
</tr>
</tbody>
</table>

TOTAL 60-63

Group I (Select 2):

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 111 Introduction to Studio or</td>
<td>3</td>
</tr>
<tr>
<td>ART 121 Two-Dimensional Design</td>
<td></td>
</tr>
<tr>
<td>ART 117 Introduction to Drawing or</td>
<td>3</td>
</tr>
<tr>
<td>ART 131 Drawing I</td>
<td></td>
</tr>
<tr>
<td>ART 151 Introduction to Photography</td>
<td>3</td>
</tr>
</tbody>
</table>

Group II (Select 2):

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 118 Fundamentals of Drawing: Perspective</td>
<td>3</td>
</tr>
<tr>
<td>ART 119 Fundamentals of Drawing: Anatomy &amp; Structure</td>
<td>3</td>
</tr>
<tr>
<td>ART 122 Design and Color</td>
<td>3</td>
</tr>
<tr>
<td>ART 152 Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 231 Figure Drawing</td>
<td>3</td>
</tr>
</tbody>
</table>
ART 233 Printmaking I 3
ART 241 Painting I 3
ART 251 Photography I 3
ART 270 Graphic Art Production 3

NOTE: No more than 18 credits total may be taken in Art.

*See Liberal Arts/General Program for specific requirements.

Program Coordinator: T. Budge Hyde

---

**Business Administration Transfer Program**

This Associate of Arts degree program 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 liberal arts courses (mathematics is emphasized) with a core of business administration 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 of four-year colleges or universities offering majors in Business Administration.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Details</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>ACC 121 Introduction to Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACC 122 Introduction to Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>BUS 111 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 205 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>DAT 113 Introduction to Business Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>ECO 101 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 102 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>*Humanities Core</td>
<td>9</td>
</tr>
<tr>
<td>*Science/Math Core (See 1 below)</td>
<td>9-12</td>
</tr>
<tr>
<td>Elective Choice (See 2 below)</td>
<td>9</td>
</tr>
<tr>
<td><strong>TOTAL 62-65</strong></td>
<td></td>
</tr>
</tbody>
</table>

1) Math courses to be chosen after consultation with faculty advisor and in consideration of the requirements of the transfer institution. Students expecting to transfer to the University of Massachusetts School of Business Administration must take MAT 151 Applied Calculus I and MAT 152 Applied Calculus II. The Science course must bear an advising code of (NC). Many transfer institutions require a laboratory science.

2) To be chosen in consultation with the faculty advisor and in consideration of the requirements of the transfer institution. No more than 12 credits bearing an (X) advising code may be applied toward this degree. Many transfer institutions require ACC 203 Managerial Accounting.

*See Liberal Arts/General Program for specific requirements/distribution.

**Currently approved by the Massachusetts Board of Regents as Liberal Arts/Business.

Program Coordinator: Dr. Robert J. Welsh
Liberal Arts
Classical Humanities Option

This option parallels, as nearly as possible (and especially for students interested in majoring in English, history, philosophy, political science, journalism, etc.), the typical course of study of the first two years of smaller (usually private) liberal arts colleges. Students contemplating transfer to such colleges are urged to contact their academic advisor and the transfer officer as soon as possible.

### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>(Recommended: ENG 112)</td>
<td></td>
</tr>
<tr>
<td>ENG 201 Western Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 202 Western Literature II</td>
<td>3</td>
</tr>
<tr>
<td>HIS 101 Western Civilization to 1500 A.D.</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102 Western Civilization since 1500 A.D.</td>
<td>3</td>
</tr>
<tr>
<td>HUM 201 Humanities in the Western World I</td>
<td>3</td>
</tr>
<tr>
<td>HUM 202 Humanities in the Western World II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>*Science/Math Core</td>
<td>9-12</td>
</tr>
<tr>
<td>(Recommended: lab science plus MAT 107 or higher)</td>
<td></td>
</tr>
<tr>
<td>*Behavioral Science Core</td>
<td>9</td>
</tr>
<tr>
<td>*Electives (Recommended: 2 or more from each group below)</td>
<td>15</td>
</tr>
<tr>
<td><strong>TOTAL 60-63</strong></td>
<td></td>
</tr>
</tbody>
</table>

### GROUP I (Select 2 or more):

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 103 Art History I</td>
<td>3</td>
</tr>
<tr>
<td>ART 104 Art History II</td>
<td>3</td>
</tr>
<tr>
<td>MUS 101 An Introduction to Music</td>
<td>3</td>
</tr>
<tr>
<td>MUS 105 Music Literature I</td>
<td>3</td>
</tr>
<tr>
<td>MUS 106 Music Literature II</td>
<td>3</td>
</tr>
<tr>
<td>THE 107 History of the Dance</td>
<td>3</td>
</tr>
</tbody>
</table>

### Group II (Select 2 or more):

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 259 Survey of Western Drama I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 260 Survey of Western Drama II</td>
<td>3</td>
</tr>
<tr>
<td>PHI 101 Logic and Scientific Method</td>
<td>3</td>
</tr>
<tr>
<td>PHI 103 Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>POL 103 Comparative Politics</td>
<td>3</td>
</tr>
<tr>
<td>*Foreign Languages</td>
<td></td>
</tr>
</tbody>
</table>

*See Liberal Arts/General Program for specific requirements.*

**Program Coordinator:**

Dr. Joan S. Ibish
Liberal Arts/Data Processing Option

The Data Processing option within the Liberal Arts Program is designed for those students who want the Liberal Arts major for general education. This program will provide a basic knowledge of computers and data processing helpful to students who might utilize computer logic and information processing in their principal courses of study. The graduate earns the Associate of Arts degree.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>MAT 107 Fundamental Concepts of Mathematics (or higher level math course)</td>
<td>3-4</td>
</tr>
<tr>
<td>MAT 114 Probability and Statistics</td>
<td>3</td>
</tr>
<tr>
<td>ADM 106 Keyboarding for Information Processing</td>
<td>1</td>
</tr>
<tr>
<td>DAT 111 Introduction to Computers, or</td>
<td>3</td>
</tr>
<tr>
<td>DAT 113 Introduction to Business Information Systems, or</td>
<td></td>
</tr>
<tr>
<td>DAT 115 Programming Principles and Concepts</td>
<td></td>
</tr>
<tr>
<td>DAT 141 Programming in BASIC, or</td>
<td>3</td>
</tr>
<tr>
<td>DAT 143 Introduction to ANSI COBOL, or</td>
<td></td>
</tr>
<tr>
<td>DAT 145 FORTRAN Programming, or</td>
<td></td>
</tr>
<tr>
<td>DAT 147 PASCAL Programming</td>
<td></td>
</tr>
<tr>
<td>DAT Electives (5 credits chosen from available courses)</td>
<td>5</td>
</tr>
<tr>
<td>*Behavioral Science Core</td>
<td>9</td>
</tr>
<tr>
<td>*Humanities Core</td>
<td>9</td>
</tr>
<tr>
<td>*Science Core</td>
<td>3-4</td>
</tr>
</tbody>
</table>

**Elective Choice**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Elective</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
<td>6</td>
</tr>
</tbody>
</table>

**TOTAL 60-62**

Students planning to transfer to a four-year computer science major should take MAT 201 Calculus I, MAT 202 Calculus II, PHY 111 General Physics with Calculus I, PHY 112 General Physics with Calculus II, DAT 211 Assembly and Machine Languages, CHE 111 General Chemistry I and CHE 112 General Chemistry II may be required.

*See Liberal Arts/General Program for specific requirements.

Program Coordinator: Carleton P. Stinchfield

Liberal Arts/Food Science Option

This option is designed for the student who plans to transfer to a four-year degree program with a major in Food Science or Food Science Engineering. 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. Some students may wish to modify this program slightly to allow transfer into a major in Nutrition.
**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>BIO 101 Zoology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 205 Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>CHE 111 General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHE 112 General Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>CHE 201 Organic Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHE 202 Organic Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>MAT 201 Calculus with Analytic Geometry I</td>
<td>4</td>
</tr>
<tr>
<td>MAT 202 Calculus with Analytic Geometry II</td>
<td>4</td>
</tr>
<tr>
<td>PHY 101 General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 102 General Physics II</td>
<td>4</td>
</tr>
<tr>
<td>*Behavioral Science Core</td>
<td>9</td>
</tr>
<tr>
<td>*Humanities Core</td>
<td>9</td>
</tr>
<tr>
<td><strong>TOTAL 67</strong></td>
<td></td>
</tr>
</tbody>
</table>

*See Liberal Arts/General Program for specific requirements.

**Program Coordinator:** Gertrude P. Sheaffer, M.T. (ASCP)

---

**Liberal Arts/Human Ecology Option**

The Liberal Arts/Human Ecology Option is a synthesis of the behavioral and natural sciences. This program is designed to develop understanding of the ecological perspective and emphasizes the application of science and technology in resolving current problems critical to our future. Project TEME, an acronym for Totally Enclosed Modular Environments, is an integral part of this curriculum, combining principles of ecology and effective group process with computer-integrated simulations and community eco-action projects to provide students with a career-oriented, hands-on learning experience. This option offers courses necessary for successful transfer to four-year institutions with programs in Human Ecology and related areas of study.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Core</td>
<td>9</td>
</tr>
<tr>
<td><em>(including 3 credits in History and 3 credits in Literature)</em></td>
<td></td>
</tr>
<tr>
<td>MAT (any appropriate level coded NC)</td>
<td>3</td>
</tr>
<tr>
<td>BIO (any 4-credit option coded NC)</td>
<td>4</td>
</tr>
<tr>
<td>GEO or CHE (any option coded NC)</td>
<td>3-4</td>
</tr>
<tr>
<td>SCI 104 Energy: Issues and Principles</td>
<td>3</td>
</tr>
<tr>
<td>ANT 103 Introduction to Physical Anthropology, or</td>
<td>3</td>
</tr>
<tr>
<td>ANT 104 Introduction to Cultural Anthropology</td>
<td></td>
</tr>
<tr>
<td>HEC 101 Human Ecology: Problems and Solutions</td>
<td>3</td>
</tr>
<tr>
<td>HEC 111 Applied Human Ecology: Project TEME</td>
<td>3</td>
</tr>
<tr>
<td>HEC 251 Small Group Ecology: Project TEME Planning and Development</td>
<td>3</td>
</tr>
<tr>
<td>HEC 252 Small Group Ecology: Project TEME implementation</td>
<td>6</td>
</tr>
</tbody>
</table>
PSY 101 Principles of Psychology 3
PSY 221 Environmental Psychology 3
SOC 101 Principles of Sociology 3
Any Liberal Arts or General Electives 2-4

TOTAL 60-63

Program Coordinators:
Daniel F. LaRose
Gregory C. Vouros

Liberal Arts/Math/Science Option

This option 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. The student should consult with his/her advisor about choosing appropriate courses.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>MAT 107, 108, 201, 202 (at least 2)</td>
<td>6-8</td>
</tr>
<tr>
<td>*Behavioral Science Core</td>
<td>9</td>
</tr>
<tr>
<td>*Humanities Core</td>
<td>9</td>
</tr>
<tr>
<td>Select at least 8 credits from 2 or more subject areas:</td>
<td>16</td>
</tr>
<tr>
<td>BIO 101 Zoology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 102 Botany</td>
<td>4</td>
</tr>
<tr>
<td>CHE 111 General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHE 112 General Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>GEO 101 Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>GEO 102 Historical Geology</td>
<td>4</td>
</tr>
<tr>
<td>PHY 101 General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 102 General Physics II</td>
<td>4</td>
</tr>
<tr>
<td>PHY 111 General Physics I with Calculus</td>
<td>4</td>
</tr>
<tr>
<td>PHY 112 General Physics II with Calculus</td>
<td>4</td>
</tr>
<tr>
<td>MAT 201 Calculus with Analytic Geometry I</td>
<td>4</td>
</tr>
<tr>
<td>MAT 202 Calculus with Analytic Geometry II</td>
<td>4</td>
</tr>
<tr>
<td>MAT 203 Multivariate Calculus</td>
<td>4</td>
</tr>
<tr>
<td>MAT 204 Elementary Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>MAT 205 Elementary Linear Algebra</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 103 Ecology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 104 Natural History</td>
<td>4</td>
</tr>
<tr>
<td>BIO 105 Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 106 Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIO 111 Basic Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>BIO 114 Foundations of Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 130 Human Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>BIO 205 Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>CHE 201 Organic Chemistry I</td>
<td>4</td>
</tr>
</tbody>
</table>
CHE 202 Organic Chemistry II  
DAT 111 Introduction to Computers  
DAT 145 FORTRAN Programming  
DAT 147 PASCAL Programming  
GEO 103 Valley Geology  
GEO 104 Introduction to Oceanography  
GEO 106 Survey of Geology  
GEO 107 Geology of Our National Parks  
MAT 112 Finite Mathematics  
MAT 114 Probability and Statistics  
Any course with EGR, ELT, or SCI prefix  

TOTAL 60-62

*See Liberal Arts/General Program for specific requirements

Program Coordinator: Carleton P. Stinchfield

Liberal Arts/Natural Resources

This option is designed for the student who plans to transfer to a four-year program with a major in natural resources, agriculture, land use planning, landscaping, horticulture, forestry, wood technology, or wildlife management. 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 or academic credit. The student should consult with the advisor about choosing the most appropriate courses.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>BIO 103 Ecology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 104 Natural History</td>
<td>4</td>
</tr>
<tr>
<td>ECO 102 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENV 107 Land Use</td>
<td>3</td>
</tr>
<tr>
<td>GEO 102 Historical Geology</td>
<td>4</td>
</tr>
<tr>
<td>MAT 107 Fundamental Concepts of Mathematics (or higher level)</td>
<td>3</td>
</tr>
<tr>
<td>MAT 151 Applied Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>SCI 104 Energy: Issues and Principles</td>
<td>3</td>
</tr>
<tr>
<td>*Behavioral Science Core - Elective</td>
<td>6</td>
</tr>
<tr>
<td>**Humanities Core - Literature</td>
<td>3</td>
</tr>
<tr>
<td>**Humanities Core - History</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Core - Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

***Concentration electives to be selected from the list below

TOTAL 64-69

*See Liberal Arts/General Program for specific requirements. Some four-year programs may require additional behavioral science courses, such as:

- ANT 104 Introduction to Cultural Anthropology,
- ECO 101 Principles of Microeconomics,
- POL 101 American Politics

**See specific requirements in Literature and History as currently in force for Liberal Arts/General Program.
**Concentration Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGR 101 Agriculture</td>
<td>3</td>
</tr>
<tr>
<td>AGR 103 Equine Management</td>
<td>3</td>
</tr>
<tr>
<td>BIO 101 Zoology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 102 Botany</td>
<td>4</td>
</tr>
<tr>
<td>BIO 111 Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>BIO 112 Woodlot Management</td>
<td>3</td>
</tr>
<tr>
<td>CHE 106 Chemistry of Air and Water</td>
<td>3</td>
</tr>
<tr>
<td>CHE 111 General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHE 112 General Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>ENV 106 Landscaping</td>
<td>3</td>
</tr>
<tr>
<td>GEO 101 Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>GEO 103 Valley Geology</td>
<td>3</td>
</tr>
<tr>
<td>GEO 104 Oceanography</td>
<td>4</td>
</tr>
<tr>
<td>MAT 201 Calculus with Analytic Geometry I</td>
<td>4</td>
</tr>
<tr>
<td>MAT 202 Calculus with Analytic Geometry II</td>
<td>4</td>
</tr>
<tr>
<td>PHY 101 General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 102 General Physics II</td>
<td>4</td>
</tr>
</tbody>
</table>

Some four-year programs may require selected entry level sciences, such as:
- BIO 101 Zoology
- BIO 102 Botany
- CHE 111 General Chemistry I
- CHE 112 General Chemistry II
- GEO 101 Physical Geology
- PHY 101 General Physics I, or
- PHY 102 General Physics II

Coordinator: Carleton P. Stinchfield

---

**Liberal Arts/Pioneer Valley Studies**

The Pioneer Valley Studies Program examines the culture, history, and environment of the Pioneer Valley in the national context. Students will learn to recognize cultural artifacts and become familiar with the rich natural and historical resources of the region. Designed for persons planning to pursue careers in teaching, public service, museum and library studies, journalism, and art organizations, the program leads to an Associate of Arts degree and meets the requirements of the Commonwealth Transfer Compact.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>ART 105 Valley/American Art and Architecture I, or</td>
<td>3</td>
</tr>
<tr>
<td>ART 106 Valley/American Art and Architecture II</td>
<td>3</td>
</tr>
<tr>
<td>ECO 111 Valley Contemporary Economic Issues</td>
<td>3</td>
</tr>
<tr>
<td>ENG 203 American Literature I, or</td>
<td>3</td>
</tr>
<tr>
<td>ENG 204 American Literature II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 253 Valley/American Literature</td>
<td>3</td>
</tr>
<tr>
<td>GEO 103 Valley Geology</td>
<td>3</td>
</tr>
<tr>
<td>HIS 107 Valley/American History I</td>
<td>3</td>
</tr>
</tbody>
</table>
**Elective Choice**

General Electives 9
Valley Studies Electives (chosen from below or from alternatives above) 60

**Valley Studies Electives**

ECO 109 Valley Industrial and Economic Development 3
ENG 125 Interviewing and Transcribing 3
ENG 257 MacLeish Seminar 3
FLK 219 Valley Folklife 3
HIS 217 Valley/American Ethnic Experience 3
HUM 117 History of Pioneer Valley Education 3
HUM 119 Women in the Valley 3
HUM 231 Valley Research Project 3

*NOTE: No more than 18 credits may be taken in one discipline toward the completion of the Associate of Arts degree.*

*See Liberal Arts/General Program for specific requirements.*

Program Coordinator: Dr. Bernard A. Drabeck
The Career Programs consist of specialized education, which may include studies in humanities, behavioral science, and natural science, in addition to studies in specific occupational fields, and lead to the Associate of Science degree. We have designed the programs to prepare you for employment in a variety of career areas, as well as, in many cases, to enable you to transfer to baccalaureate degree programs at other institutions. You should work closely with your academic advisor in selecting your courses and, if you are considering transfer to another school, you should contact our Coordinator of Transfer as early as possible.

Most career programs require some elective coursework in liberal arts. In making your liberal arts course selections, you should keep in mind the following guidelines.

1. You may satisfy a general elective by completing any credit course offered by the College, regardless of advising code.
2. You may satisfy a liberal arts elective by completing any credit course offered by the College with any advising code other than “A” or “X.”
3. You may satisfy an elective from a specific subject area by completing any credit course offered by the College as defined below.

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Advising Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities elective</td>
<td>HC or HL</td>
</tr>
<tr>
<td>Behavioral Science elective</td>
<td>BC or BL</td>
</tr>
<tr>
<td>Math/Science elective</td>
<td>NC or NL</td>
</tr>
</tbody>
</table>

Please note: Some electives in particular career programs are footnoted and specific courses are suggested.
Accounting Associate

The Accounting Associate program is an occupational curriculum which prepares students to work at the para-professional level in industry, retail and wholesale enterprises, or public accounting offices. The graduate earns the degree of Associate of 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.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 121 Introduction to Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACC 122 Introduction to Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ACC 203 Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 205 Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ADM 106 Keyboarding for Information Processing</td>
<td>1</td>
</tr>
<tr>
<td>BUS 105 Mathematics for Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 111 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 155 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 156 Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 205 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>DAT 113 Introduction to Business Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>ECO 101 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 102 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 123 Report Writing, or</td>
<td></td>
</tr>
<tr>
<td>ENC 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives**

- Business Elective (any 3 credits with a prefix of ACC, ADM, BUS, or DAT) 3
- Liberal Arts Electives (any 6 credits in courses with advising code other than "A" or "X") 6
- Program Electives (any 6 credits in courses from the list below) 6

**TOTAL 63**

**Program Elective Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 207 Financial Accounting Systems and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ACC 251 Cooperative Work Experience in Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUS 107 Introduction to Federal Income Taxes</td>
<td>3</td>
</tr>
<tr>
<td>DAT 201 Business Systems Analysis and Design</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Coordinator: Dr. Robert J. Welsh

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 of 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 pre-professional program intended to lay the groundwork that will ultimately produce a functioning, creative artist, teacher, or professional in a variety of art-related jobs. Students who wish to complete the program in two years may fulfill some academic requirements during the summer session.

### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 103 Art History I</td>
<td>3</td>
</tr>
<tr>
<td>ART 104 Art History II</td>
<td>3</td>
</tr>
<tr>
<td>ART 118 Fundamentals of Drawing: Perspective</td>
<td>3</td>
</tr>
<tr>
<td>ART 119 Fundamentals of Drawing: Anatomy &amp; Structure</td>
<td>3</td>
</tr>
<tr>
<td>ART 121 Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 122 Design and Color</td>
<td>3</td>
</tr>
<tr>
<td>ART 131 Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 132 Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 231 Figure Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 232 Drawing Problems</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HUD 113 Job Search Training</td>
<td>1</td>
</tr>
</tbody>
</table>

### Electives

- Behavioral Science Elective: 3 credits
- Humanities Elective: 3 credits
- General Elective: 3 credits
- Liberal Arts Electives: 6 credits
- Art Studio Electives (12 credits from the list below): 12 credits

**TOTAL 64 credits**

### Art Studio Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 151 Introduction to Photography</td>
<td>3</td>
</tr>
<tr>
<td>ART 233 Printmaking I</td>
<td>3</td>
</tr>
<tr>
<td>ART 234 Printmaking II</td>
<td>3</td>
</tr>
<tr>
<td>ART 241 Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART 242 Painting II</td>
<td>3</td>
</tr>
<tr>
<td>ART 251 Photography I</td>
<td>3</td>
</tr>
<tr>
<td>ART 252 Photography II</td>
<td>3</td>
</tr>
<tr>
<td>ART 270 Graphic Art Production</td>
<td>3</td>
</tr>
<tr>
<td>ART 271 Graphic Design I</td>
<td>3</td>
</tr>
<tr>
<td>ART 272 Graphic Design II</td>
<td>3</td>
</tr>
<tr>
<td>ART 295 Directed Study in Art</td>
<td>1-3</td>
</tr>
<tr>
<td>ART 296 Directed Study in Art</td>
<td>1-3</td>
</tr>
<tr>
<td>ART 297 Cooperative Placement in Art</td>
<td>1-6</td>
</tr>
<tr>
<td>ART 298 Cooperative Placement in Art</td>
<td>1-6</td>
</tr>
</tbody>
</table>

*It is understood that students must complete foundation level studios before taking advanced level studios.*

Program Coordinator: T. Budge Hyde
# Computer Information Systems

This program is designed for the student who plans to transfer to a four-year degree program with a major in Computer Information Systems or Business Data Processing. The program is consistent with the first two years of the model curriculum for Computer Information Systems Education as published by Data Processing Management Association, and will allow for transfer to most Computer Information Systems programs without loss of time and/or academic credit.

## Major Core

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM 106</td>
<td>Keyboarding for Information Processing</td>
<td>1</td>
</tr>
<tr>
<td>DAT 115</td>
<td>Programming Principles and Concepts</td>
<td>3</td>
</tr>
<tr>
<td>DAT 141</td>
<td>Programming in BASIC</td>
<td>3</td>
</tr>
<tr>
<td>DAT 143</td>
<td>Introduction to ANSI COBOL</td>
<td>3</td>
</tr>
<tr>
<td>DAT 201</td>
<td>Systems Analysis and Design</td>
<td>3</td>
</tr>
</tbody>
</table>

## Business Core

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 121</td>
<td>Introduction to Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACC 122</td>
<td>Introduction to Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ACC 205</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUS 105</td>
<td>Introduction to Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 111</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 155</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 156</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 205</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
</tbody>
</table>

## Liberal Arts

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 101</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 102</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MAT 151</td>
<td>Applied Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MAT 152</td>
<td>Applied Calculus II</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>*General Elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 64

*Those using this program as a preparation for transfer should select a course which meets a requirement of the specific four-year institution to which transfer is planned. Your advisor or Division Chairperson should be consulted in making this selection.

Program Coordinator: Robert S. Schilling, Jr.

---

# 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 police, the courts, and corrections. Graduates of this program are prepared for entry into a number of different baccalaureate programs or for certain careers within the criminal justice system.
**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 101 Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 103 Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 105 Police Process</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 107 Adjudication Process</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 109 Corrections Process</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 121 Criminology</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II, or</td>
<td></td>
</tr>
<tr>
<td>ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>POL 101 American Government</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 213 Psychology of Interpersonal Behavior</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 201 Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Oral Communication, or</td>
<td></td>
</tr>
<tr>
<td>SPE 121 Group Discussion: Problem Solving</td>
<td>3</td>
</tr>
<tr>
<td>*General Elective</td>
<td>3</td>
</tr>
<tr>
<td>*Natural Science/Humanities Electives</td>
<td>6</td>
</tr>
<tr>
<td>CRJ Electives (9 credits from the list below)</td>
<td>9</td>
</tr>
<tr>
<td><strong>TOTAL 60</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Criminal Justice Electives (any 3 of the following):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 113 Juvenile Justice Process</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 115 Introduction to Security</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 117 Principles of Loss Prevention</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 203 Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 211 Current Issues in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td><strong>CRJ 215 Field Experience Practicum</strong></td>
<td>3</td>
</tr>
<tr>
<td>CRJ 217 White Collar Organized Crime</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 219 Issues in Constitutional Law</td>
<td>3</td>
</tr>
</tbody>
</table>

*Students who wish to take advantage of the Commonwealth Transfer Compact will have to select their electives with those requirements in mind.

**Select with the assistance of the program advisors.

Program Coordinator: Edward J. Kane

---

**Early Childhood Education**

This curriculum prepares students for professional employment in early childhood settings and for positions as aides in elementary schools and social service agencies. It also provides the foundation for further study in early childhood education, elementary education, special education, and other human service curricula.

The field work component of the program provides direct experience in different early childhood settings and assures the acquisition of practical skills. Students graduating from this program are qualified to serve as assistant teachers in early childhood classrooms and, upon completion of a required period of experience, can be licensed as head teachers.

A student planning to transfer to one of the Massachusetts public colleges or universities to
pursue a bachelor’s degree should take advantage of the Commonwealth Transfer Compact. To satisfy Compact requirements, it will be necessary to take three liberal arts courses in addition to those stipulated below. In some areas, it may be advisable for the potential transfer student to plan for completion of the program in a two and one-half year period or to take courses during the intervening summer session.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 101 Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU 102 Preparicum in Early Childhood Education (lab required)</td>
<td>3</td>
</tr>
<tr>
<td>EDU 103 Creative Experiences in Art, Music, Drama, and Dance</td>
<td>3</td>
</tr>
<tr>
<td>EDU 201 Early Childhood Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>EDU 205 Philosophy of Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU 261 Establishing &amp; Maintaining a Safe, Healthy Environment (lab required)</td>
<td>2</td>
</tr>
<tr>
<td>EDU 262 Advancing Physical and Intellectual Competence (lab required)</td>
<td>2</td>
</tr>
<tr>
<td>EDU 263 Providing for Social and Emotional Development (lab required)</td>
<td>2</td>
</tr>
<tr>
<td>EDU 264 Establishing Positive Family Relationships (lab required)</td>
<td>2</td>
</tr>
<tr>
<td>EDU 265 Program Management (lab required)</td>
<td>2</td>
</tr>
<tr>
<td>EDU 266 Maintaining Professionalism (lab required)</td>
<td>2</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 241 Survey of Children’s Literature, or</td>
<td></td>
</tr>
<tr>
<td>FLK 218 Story Telling</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 217 Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Principles of Sociology, or</td>
<td></td>
</tr>
<tr>
<td>ANT 104 Introduction to Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>EDU Elective</td>
<td>3</td>
</tr>
<tr>
<td>General Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>Science/Math Elective</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL 60-61**

**Education Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 111 Introduction to Special Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU 115 Family, School and Community Interaction</td>
<td>3</td>
</tr>
<tr>
<td>EDU 119 Contemporary Parenting</td>
<td>3</td>
</tr>
<tr>
<td>EDU 121 Reading and Language Arts</td>
<td>3</td>
</tr>
<tr>
<td>EDU 123 Educating the Infant and Toddler</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Coordinator: Nancy Winter

**Engineering Science**

The Engineering Science curriculum is primarily a transfer program, and includes a solid base in mathematics, science, and engineering fundamentals. It offers considerable flexibility in overall
program design, whereby students may select engineering courses appropriate to several different engineering majors. Special requirements apply to students enrolled in Dual-Admissions Program with the College of Engineering, University of Massachusetts/Amherst. The program awards the degree of Associate in Science.

Greenfield Community College will be participating with the College of Engineering, University of Massachusetts/Amherst, Dual-Admissions Program. Students who apply to, and are accepted by UMass/Amherst, may choose to begin their studies at GCC. This program will apply to majors in: Electrical Engineering, Mechanical Engineering, and Civil Engineering. Students enrolled at GCC under the UMass Dual-Admissions Program will be required to follow a prescribed curriculum within the structure listed below with possible minor adjustments.

### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 111 General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHE 112 General Chemistry II, or Technical Elective*</td>
<td>3-4</td>
</tr>
<tr>
<td>DAT 146 FORTRAN Survey for Programmers</td>
<td>1</td>
</tr>
<tr>
<td>DAT 147 Pascal Programming</td>
<td>3</td>
</tr>
<tr>
<td>ECO 101 Principles of Macroeconomics, or</td>
<td>3</td>
</tr>
<tr>
<td>ECO 102 Principles of Microeconomics</td>
<td></td>
</tr>
<tr>
<td>EGR 103 Engineering Orientation</td>
<td>1</td>
</tr>
<tr>
<td>EGR 107 Engineering Graphics I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>MAT 201 Calculus with Analytic Geometry I</td>
<td>4</td>
</tr>
<tr>
<td>MAT 202 Calculus with Analytic Geometry II</td>
<td>4</td>
</tr>
<tr>
<td>MAT 203 Multivariate Calculus</td>
<td>4</td>
</tr>
<tr>
<td>MAT 204 Elementary Differential Equations, or</td>
<td>4</td>
</tr>
<tr>
<td>MAT 205 Elementary Linear Algebra</td>
<td>3-4</td>
</tr>
<tr>
<td>PHY 111 General Physics I with Calculus</td>
<td>4</td>
</tr>
<tr>
<td>PHY 112 General Physics II with Calculus</td>
<td>4</td>
</tr>
</tbody>
</table>

### Electives

**Liberal Arts Electives (BC or HC advising code)  **

- Concentration Electives (choose from the list below)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6</td>
</tr>
<tr>
<td>TOTAL 65-70</td>
<td></td>
</tr>
</tbody>
</table>

*MAT 204, MAT 205, EGR 200 series, CHE 200 series

**Students in the UMass Dual-Admissions Program must have one ART or MUS course, and one HIS course.

Concentration Electives: Students must select one of the following engineering majors and fulfill the concentration electives for that major. Special circumstances may warrant some variations.

### Electives

#### Electrical Engineering

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGR 211 Circuit Analysis I</td>
<td>4</td>
</tr>
<tr>
<td>EGR 212 Circuit Analysis II</td>
<td>4</td>
</tr>
<tr>
<td>ELT 201 Digital Circuit Theory</td>
<td>3</td>
</tr>
<tr>
<td>EGR 214 Digital Electronics</td>
<td>3</td>
</tr>
</tbody>
</table>
Civil Engineering
EGR 205 Statics 3
EGR 206 Mechanics of Materials 3
EGR 208 Thermodynamics 3
CIV 101 Surveying I, or
Biological Science Elective (approved by advisor) 3-4

Mechanical Engineering
EGR 205 Statics 3
EGR 206 Mechanics of Materials 3
EGR 208 Thermodynamics 3
MAT 205 Linear Algebra, or
Biological Science Elective (approved by advisor) 3-4

Chemical Engineering
(Note: NOT included in UMass Dual-Admissions Program)
CHE 201 Organic Chemistry I 4
CHE 202 Organic Chemistry II 4
EGR 208 Thermodynamics 3
Concentration Elective (approved by advisor) 3-4

Program Coordinator: Dr. Lee A. Webster

Fire Science Technology
The Fire Science Technology curriculum provides technical and legal training in various aspects of fire prevention, fire protection, and hazardous material 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 divisions. This curriculum is approved by the Massachusetts Board of Regents under the title of "Fire Protection and Safety Technology."

Required Courses
CHE 105 Basic Principles of Chemistry, or
SCI 101 Physical Science I 3
ENG 101, 103, or 105 English Composition I
ENG 112, 114, or 116 English Composition II, or
ENG 125 Report Writing
FST 101 Introduction to Fire Protection 3
FST 103 Fundamentals of Fire Prevention 3
FST 109 Hazardous Materials 3
FST 111 Building Construction 3
FST 113 Fire Hydraulics with Applied Math 4
FST 201 Fire Protection Systems and Equipment I 3
PSY 101 Principles of Psychology 3
SOC 101 Principles of Sociology 3
SPE 101 Oral Communication 3
**Electives**

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FST Electives</td>
<td>14</td>
</tr>
<tr>
<td>General Elective</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td>6</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>

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

Program Coordinator: Carleton P. Stinchfield

---

**Graphic Design**

The Graphic Design curriculum is for students interested in careers in the Graphic Design field. The curriculum is intended to broaden and refine talents needed to enter the job market or to form the basis for advanced study. 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 who wish to complete the program in two years may fulfill some academic requirements during the summer session.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 103</td>
<td>Art History I</td>
<td>3</td>
</tr>
<tr>
<td>ART 104</td>
<td>Art History II</td>
<td>3</td>
</tr>
<tr>
<td>ART 118</td>
<td>Fundamentals of Drawing: Perspective</td>
<td>3</td>
</tr>
<tr>
<td>ART 119</td>
<td>Fundamentals of Drawing: Anatomy and Structure</td>
<td>3</td>
</tr>
<tr>
<td>ART 121</td>
<td>Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 122</td>
<td>Design and Color</td>
<td>3</td>
</tr>
<tr>
<td>ART 131</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 132</td>
<td>Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 271</td>
<td>Graphic Design I</td>
<td>3</td>
</tr>
<tr>
<td>ART 272</td>
<td>Graphic Design II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 123</td>
<td>Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>HUD 113</td>
<td>Job Search Training</td>
<td>1</td>
</tr>
</tbody>
</table>

**Electives**

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Behavioral Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>General Elective</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td>6</td>
</tr>
<tr>
<td>Art Studio Electives (12 credits from the list below)</td>
<td>12</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>64</strong></td>
</tr>
</tbody>
</table>

**Art Studio Electives**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 151</td>
<td>Introduction to Photography</td>
<td>3</td>
</tr>
<tr>
<td>ART 231</td>
<td>Figure Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 232</td>
<td>Drawing Problems</td>
<td>3</td>
</tr>
</tbody>
</table>
ART 233 Printmaking I 3
ART 234 Printmaking II 3
ART 241 Painting I 3
ART 242 Painting II 3
ART 251 Photography I 3
ART 251 Photography II 3
ART 270 Graphic Art Production 3
ART 295 Directed Study in Art 1-3
ART 296 Directed Study in Art 1-3
ART 297 Cooperative Placement in Art 1-6
ART 298 Cooperative Placement in Art 1-6
NOTES: It is understood that students must complete foundation level studios before taking advanced level studios. Students may, with the permission of the Program Coordinator, take an additional course each semester.

Program Coordinator: T. Budge Hyde

Industrial Technology

The Industrial Technology Program is designed to provide a strong background in mathematics, physics, and chemistry. Additional concentration electives allow students to emphasize their interests in chemical, civil, electronic, computer, or drafting technologies. Students completing this program will be able to function as engineering assistants, engineering technicians, or similar positions requiring technically trained persons. The program awards the degree of Associate in Science.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 111 General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHE 112 General Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>DAT 147 Pascal Programming</td>
<td>3</td>
</tr>
<tr>
<td>EGR 103 Engineering Orientation</td>
<td>1</td>
</tr>
<tr>
<td>EGR 107 Engineering Graphics I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>MAT 103 Applied Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 104 Applied Mathematics II</td>
<td>3</td>
</tr>
<tr>
<td>MAT 151 Applied Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 101 General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 102 General Physics II</td>
<td>4</td>
</tr>
<tr>
<td>SPE 101 Oral Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives

Behavioral Science/Humanities Electives 6
Concentration Electives 18-22
TOTAL 66-70
Concentration Electives

CHE 201 Organic Chemistry I 4
CHE 202 Organic Chemistry II 4
CHE 211 Analytical Chemistry 4
CIV 101 Surveying I 3
CIV 102 Surveying II 5
DAT 115 Programming Principles and Concepts 3
DAT 141 Programming in BASIC 3
DAT 145 FORTRAN Programming 3
EGR 108 Engineering Graphics II 3
EGR 110 Engineering Graphics Project 3
EGR 205 Statics 3
EGR 206 Mechanics of Materials 3
ELT 101 Basic Electricity I-DC 4
ELT 102 Basic Electricity II-AC 4
ELT 201 Digital Circuit Theory 3
MAT 114 Probability and Statistics 3
MAT 152 Applied Calculus II 3

This program is currently approved by the Massachusetts Board of Regents as Industrial Technologies Cluster.

Program Coordinator: Dr. David A. Harvey

Management

The Management curriculum is designed for students planning to begin careers immediately after earning the degree of Associate in Science and for students wishing to transfer to appropriate four-year degree programs. The program includes liberal arts courses, a core of management courses and optional electives of interest for the student either for career or transfer purposes. Those utilizing the Management curriculum as an occupational program may look forward to entry level management positions in business and public organizations.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 121 Introduction to Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACC 122 Introduction to Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ACC 203 Managerial Accounting</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>BUS 111 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 155 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 156 Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 205 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>DAT 113 Introduction to Business Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>ECO 101 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 102 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II, 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>
</tbody>
</table>
Electives

Program Electives: Any 6 credits in courses with a prefix of ACC, BUS, or DAT 6
Liberal Arts Electives: Any 6 credits in courses with any advising code other than (A) or (X) 6
Elective: Any 3 credits with a number above 100 3

TOTAL 62

Program Coordinator: Dr. Robert J. Welsh

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 entry level management or sales positions at the retail, wholesale, and industrial levels. The program includes selected liberal arts courses, a core of business administration courses, specialized marketing courses, and the opportunity for a cooperative work placement.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 103 Analysis of Financial Statements</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>BUS 111 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 125 Principles of Advertising</td>
<td>3</td>
</tr>
<tr>
<td>BUS 155 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 156 Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 205 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 211 Retail Merchandising</td>
<td>3</td>
</tr>
<tr>
<td>BUS 213 Personal Selling and Sales Techniques</td>
<td>3</td>
</tr>
<tr>
<td>BUS 223 Marketing Problems</td>
<td>3</td>
</tr>
<tr>
<td>DAT 113 Introduction to Business Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>ECO 101 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 102 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114 or 116 English Composition II, 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>SOC 101 Principles of Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives

*Program Elective: Any 3 credits in courses with a prefix of ACC, BUS, or DAT. 3
Liberal Arts Elective: Any 3 credits in courses with codes other than (A) or (X) 3

TOTAL 50

*ACC 121 is recommended if transfer is a possibility. If so, then ACC 103 would be replaced by ACC 122.

Program Coordinator: Dr. Robert J. Welsh
Media Communication

The Media Communication curriculum is designed for persons with interest in the design, production, and dissemination of media communications or for those currently involved with information production and dissemination, and/or training. Students completing the program are prepared for positions as communications facilitators in education, business, and industry. The program is normally transferable for study in media beyond the Associate in Science degree.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAT 111 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>(ENG 116 recommended)</td>
<td></td>
</tr>
<tr>
<td>ENG 121 Script Writing</td>
<td>3</td>
</tr>
<tr>
<td>MAT Any NC coded MAT course</td>
<td>3</td>
</tr>
<tr>
<td>MCM 101 Introduction to Media Communication</td>
<td>3</td>
</tr>
<tr>
<td>MCM 103 Production of Audio-Visual Materials</td>
<td>3</td>
</tr>
<tr>
<td>MCM 109 Television Production</td>
<td>3</td>
</tr>
<tr>
<td>MCM 205 Photography and Graphics</td>
<td>3</td>
</tr>
<tr>
<td>MCM 209 Advanced Television Production</td>
<td>3</td>
</tr>
<tr>
<td>MCM 211 Advanced Media Production</td>
<td>3</td>
</tr>
<tr>
<td>MCM 213 Careers in Media Communication</td>
<td>3</td>
</tr>
<tr>
<td>MCM 215 Media Communication Technology</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>*Liberal Arts Electives</td>
<td>6</td>
</tr>
<tr>
<td>*Behavioral Science Electives</td>
<td>6</td>
</tr>
<tr>
<td>*General Electives</td>
<td>6</td>
</tr>
<tr>
<td><strong>TOTAL 60</strong></td>
<td></td>
</tr>
</tbody>
</table>

*NOTE: Electives to be selected with advisor to meet student’s career goals.

Program Coordinator: Thomas W. Boisvert

Nursing

The Nursing curriculum prepares men and women for careers as nurses who will provide direct and competent bedside care for adults and children according to their level of adaptation on the health-illness continuum and using all elements of the nursing process. The student who successfully completes the prescribed curriculum earns the degree of Associate in Science and is eligible to take the Registered Nurse Licensing Examination. In addition to classroom and laboratory work in the College, the Nursing curriculum provides clinical experience at Franklin Medical Center, Farren Memorial Hospital, Franklin Nursing Home, Cooley Dickinson Hospital, Buckley Nursing Home, and the Brattleboro Retreat.

**Required Courses**

*First Year - Fall Semester*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 101 Fundamentals of Nursing</td>
<td>7</td>
</tr>
<tr>
<td>BIO 105 Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

53
First Year—Spring Semester

NUR 102 Family-Centered Nursing 7
BIO 106 Anatomy and Physiology II 4
SOC 101 Principles of Sociology 3
PSY 217 Human Growth and Development 3

Second Year—Fall Semester

NUR 201 Adaptation to Illness I: Medical Surgical Nursing I 8
NUR 203 Mental Health Nursing 4
BIO 205 Microbiology 4

Second Year—Spring Semester

NUR 202 Adaptation to Illness II: Medical Surgical Nursing II 9
NUR 204 Trends and Issues in Nursing 2
ENG 112, 114, or 116 English Composition II 3
Humanities Elective 3

TOTAL 67

Program Director: Margaret M. Craig, R.N., M.S.N.

Office Administration

Office Administration is primarily an occupational program designed to develop skills and training necessary for office occupations. The program provides the flexibility for students to develop a curriculum to meet their individual career goals. The graduate earns an Associate in Science degree and may expect to find employment in executive, legal, medical, and administrative office positions. He or she will be qualified to assume an administrative or secretarial role on the management team. Opportunities also exist for transfer to appropriate baccalaureate degree programs.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 111 Basic Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 112 Basic Accounting II or Program Elective</td>
<td>3</td>
</tr>
<tr>
<td>*ADM 111, 113, or 115 Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>*ADM 113, 115, or Program Elective</td>
<td>3</td>
</tr>
<tr>
<td>ADM 119 Business English</td>
<td>3</td>
</tr>
<tr>
<td>ADM 205 Principles of Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>ADM 206 Word Processing/Machine Transcription</td>
<td>3</td>
</tr>
<tr>
<td>ADM 207 Secretarial Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ADM 209 Office Management</td>
<td>3</td>
</tr>
<tr>
<td>ADM 210 Records Management</td>
<td>3</td>
</tr>
<tr>
<td>ADM 226 Office Internship or Program Elective</td>
<td>3</td>
</tr>
<tr>
<td>BUS 105 Mathematics for Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 123 Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II, or</td>
<td>3</td>
</tr>
<tr>
<td>ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Oral Communication, or</td>
<td></td>
</tr>
<tr>
<td>SPE 121 Group Discussion</td>
<td></td>
</tr>
</tbody>
</table>
Electives

Liberal Arts Electives: Any 12 credits in courses with an
advising code other than (X) or (A) 12
TOTAL 60

*Students must complete either 6 credit hours of typing or ADM 115 and 3 credit hours in
a Program Elective.

Shorthand Option

Substitutions within the proposed requirements for those wishing the Shorthand Option are as
follows:
ADM 101 Shorthand I for ADM 119 Business English (Shorthand I includes extensive coverage
of English grammar) or Program Elective.
ADM 102 Shorthand II for ACC 111 Basic Accounting I, ACC 112 Basic Accounting II, or Program
Elective.
A Program Elective shall be defined as any course with a prefix of ACC, ADM, BUS, or DAT.

Program Coordinator: Janet Balise

Recreation and Leisure Services

This program leads to the Associate in Science degree in Recreation and Leisure Services. It is
designed to prepare students for leadership, programming, and supervisory positions in a variety
of Recreation and Leisure Agencies such as Public Recreation Departments, Senior Centers,
Fitness Agencies, Outdoor Programs, and Private/Commercial Recreation settings.

Within the Recreation and Leisure Services program, students select specific courses which
permit them to focus their study in one or more areas of the field. These areas include:
Community Recreation, Elder Services, Outdoor Recreation, Commercial Recreation, and Physical
Fitness. This program design facilitates the development of specific leadership and activity skills and
an education experience most appropriate to personal and professional goals. The faculty have
developed an advising program to assist students in making sound academic and career decisions.

The fieldwork program has a cooperative relationship with more than forty Recreation and
Leisure Service agencies serving youth, adolescents, adults, the elderly, and special populations.

In addition to career preparation, the program is designed to permit successful transfer to many
excellent four-year colleges and universities.

Required Core Courses and Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RLS 101 Introduction to Recreation and Leisure Service</td>
<td>3</td>
</tr>
<tr>
<td>RLS 109 Program Planning</td>
<td>3</td>
</tr>
<tr>
<td>RLS 115 Fieldwork I</td>
<td>3</td>
</tr>
<tr>
<td>RLS 119 Advanced First Aid and CPR</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Principles of Sociology, or</td>
<td></td>
</tr>
<tr>
<td>ANT 104 Introduction to Cultural Anthropology, or</td>
<td></td>
</tr>
<tr>
<td>HEC 101 Human Ecology: Problems and Solutions</td>
<td>3</td>
</tr>
</tbody>
</table>
Leisure Education Electives 8
Humanities Electives 6
Behavioral Science Elective 3
Natural Science Elective 3
Recreation and Leisure Services Elective 3
Study Area Requirements 18
TOTAL 65

Required Courses Within Each Study Area

**Community Recreation**
- RLS 103 Creative Experiences in Art, Music, Drama, and Dance 3
- RLS 107 Recreational Sports Administration 3
- RLS 111 Introduction to Outdoor Recreation 3
- RLS 215 Fieldwork II 3
- General Electives 6
  18

**Elder Services**
- PSY 223 Adult Development and Aging 3
- RLS 103 Creative Experiences in Art, Music, Drama, and Dance 3
- *RLS 104 Introduction to Elder Recreational Services* 3
- RLS 131 Introduction to Therapeutic Recreation 3
- RLS 215 Fieldwork II 3
- General Elective 3
  18

*RLS 104 may be offered through the Division of Continuing Education and will require additional fees and charges.

**Outdoor Recreation**
- RLS 111 Introduction to Outdoor Recreation 3
- RLS 215 Fieldwork II 3
- Environmental/Natural Science Electives 9
- General Elective 3
  18

**Commercial Recreation**
- BUS 103 Introduction to Marketing 3
- BUS 111 Introduction to Business 3
- BUS 205 Principles of Management 3
- RLS 107 Recreational Sports Administration 3
- RLS 215 Fieldwork II 3
- General Elective 3
  18

**Physical Fitness**
- BIO 105 Anatomy and Physiology I 4
- BIO 106 Anatomy and Physiology II 4
- RLS 107 Recreational Sports Administration 3
- RLS 215 Inservice Training 1
- RLS 200 Exercise Physiology 3
- RLS 210 Planning, Organization, and Administration of Fitness Programs 3
  18
NOTE: The following required courses will be substituted for electives as noted.
BIO 130 Human Nutrition, for Natural Science elective
LED 156 Principles of Weight Training, for LED elective
LED 157 Aerobics, for LED elective
LED 116 Aquatic Exercise, for LED elective
RLS 220 Methods and Procedures of Fitness Assessment, for RLS elective.

Upon completion of these requirements students will earn a Physical Fitness Certificate as well as an Associate Degree.

NOTE: A student planning to pursue a baccalaureate program at one of the Massachusetts public colleges or universities should take advantage of the Commonwealth Transfer Compact. In addition to the Core requirements for the Recreation and Leisure Services Program, students must take: 3 core credits in Behavioral Sciences (BC); 9 core credits in Humanities/Fine Arts (HC); and 9 core credits in Mathematics/Sciences (NC).

Program Coordinator: Jeanne A. Ashley
The Certificate Programs consist of specialized education in specific occupational fields, without the general education coursework required for college degrees. We have designed the programs to prepare you for early job entry and/or to update your specific career-oriented skills. You must complete at least fifteen credits or two-thirds of the credit hours required for a specific certificate program, whichever is less, in residence at Greenfield Community College.

In most cases, the courses required to complete a certificate program also may be used to fulfill the requirements for an associate degree program in the same field. If you complete the requirements for both the certificate and the degree simultaneously, you will receive only the associate degree.

We offer certificate degree programs with two types of official approval. The Office Assistant, Outdoor Leadership, and Pioneer Valley Studies certificate programs, sometimes referred to as "board approved certificates," are approved by the Greenfield Community College Board of Trustees and the Massachusetts Board of Regents of Higher Education and require at least thirty credit hours of coursework. All of the other certificate programs, sometimes referred to as "certificates of completion," are approved by the Greenfield Community College Board of Trustees and require fewer than thirty credit hours of coursework.

Computer Aided Drafting Certification Program

This program is designed to develop skills in the area of drafting with the assistance of computers. It also includes the development of mathematical and written communication competence. The program is designed to prepare students for an entry level position in computer-aided drafting. Some may wish to integrate this sequence into an engineering technology or engineering degree.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM 106 Keyboarding for Information Processing</td>
<td>1</td>
</tr>
<tr>
<td>DAT 111 Introduction to Computers</td>
<td></td>
</tr>
</tbody>
</table>
DAT 145 FORTRAN Programming, or
DAT 147 Pascal Programming  3
DAT 133 Graphics Applications  1
EGR 107 Engineering Graphics I  3
EGR 108 Engineering Graphics II  3
ENG 101, 103, or 105 English Composition I  3
ENG 123 Report Writing  3
MAT 103 Applied Mathematics I and  6
MAT 104 Applied Mathematics II, or
MAT 105 Algebra and Coordinate Geometry I and
MAT 106 Algebra and Coordinate Geometry II

TOTAL 26

Program Coordinator: Dr. Lee A Webster

Fire Science Technology Certificate Program

This program is offered by the Division of Natural Sciences for the benefit of those students wishing to obtain, in a minimum of time, maximum technical training in fire protection, fire prevention, and hazardous materials handling.

The courses required are offered through the Division of Continuing Education and Community Services on a rotating basis. CHE 111 or CHE 103 may be taken in the day division in place of CHE 105.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</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 109 Hazardous Materials</td>
<td>3</td>
</tr>
<tr>
<td>FST 113 Fire Hydraulics with Applied Math</td>
<td>4</td>
</tr>
<tr>
<td>FST 201 Fire Protection Systems and Equipment I</td>
<td>3</td>
</tr>
<tr>
<td>FST Electives</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL 27

Program Coordinator: Carleton P. Stinchfield

Graphic Communications Certificate Program

This 27-credit program in graphic design is for practicing artists wishing to apply their technical and aesthetic skills through visual communication and increase their awareness of graphic design application in the social environment.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 121 Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 122 Design and Color</td>
<td>3</td>
</tr>
<tr>
<td>ART 131 Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 132 Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 270 Graphic Art Production</td>
<td>3</td>
</tr>
</tbody>
</table>
ART 271 Graphic Design I 3
ART 272 Graphic Design II 3

**Electives** (6 credits from the following)

Any 2 ART Electives 6
BUS 103 Introduction to Marketing 3
BUS 125 Introduction to Advertising 3

**TOTAL 27**

*NOTE: Students with background experience may waive a required course based on portfolio of work submitted.*

Program Coordinator: T. Budge Hyde

---

**Licensure For Early Childhood Educators**

This certificate program provides the courses required by the Massachusetts Office for Children for those seeking to be licensed as head teachers in preschool settings. These five course, when combined with twenty-seven months of classroom experience, qualify the person for this licensure. The program is recommended for those who are working as aides or who are interested in working with young children.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 101 Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU 103 Creative Experiences in Art, Music, Drama, and Dance</td>
<td>3</td>
</tr>
<tr>
<td>EDU 201 Early Childhood Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 217 Human Growth and Development</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 15**

Program Coordinator: Nancy T. Winter

---

**Office Assistant Certificate Program**

The Department of Office Administration offers this one-year 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 a program elective.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 111 Basic Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>*ADM 111 Typewriting Development I</td>
<td>3</td>
</tr>
<tr>
<td>*ADM 113 Typewriting Development II</td>
<td>3</td>
</tr>
<tr>
<td>ADM 119 Business English</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Oral Communication, or</td>
<td></td>
</tr>
</tbody>
</table>
Outdoor Leadership Certificate Program

This year-long program provides students with the skills and knowledge required to lead outdoor-oriented programs and services. Highly experiential in emphasis, program activities are primarily field-oriented, with theoretical and informational aspects being carefully integrated with hands-on training. Students enrolled in the Outdoor Leadership Program select from one of two emphases: Challenge/Adventure or Environmental Education/Interpretation. The Challenge/Adventure Emphasis prepares leaders in outing sports such as rock climbing, flat and white water canoeing, cross country skiing, and survival; and in adventure programs such as ropes course and wilderness mountaineering. Graduates are employed at outdoor pursuits centers, adventure-based counseling programs, and general adventure programs such as Outward Bound Schools. The Environmental Education/Interpretation Emphasis focuses upon the natural and cultural environment, and activities and strategies of sharing it with others. Graduates in this emphasis gain employment at outdoor environmental education centers, environmental action agencies, and with national environmental organizations such as the National Park Service.

After completing two semesters of training, students will become involved in internships and/or specialized training courses. Employment assistance will be provided through the program staff. Classes and training groups are small, and the instruction is highly individualized. Evaluation is based upon demonstrated performance of the required skill, knowledge, and behavior competencies.

The Outdoor Leadership Program also offers an advanced certification in the Adventure Emphasis for those with highly developed skills and experience, and/or for those wishing to attend a second year of the program.

All Outdoor Leadership Program courses are graded on a CR/NC basis with letter grade option available.
### Required Courses for all Outdoor Leadership Students

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OLP 112 Counseling and Human Services for Outdoor Leaders</td>
<td>3</td>
</tr>
<tr>
<td>OLP 116 Field Experience in Outdoor Leadership I</td>
<td>4</td>
</tr>
<tr>
<td>OLP 120 Backcountry Medicine and Emergency Care</td>
<td>3</td>
</tr>
<tr>
<td>OLP 201 Individual Project in Outdoor Leadership I</td>
<td>1</td>
</tr>
<tr>
<td>OLP 202 Individual Project in Outdoor Leadership II</td>
<td>2</td>
</tr>
<tr>
<td>OLP 216 Field Experience in Outdoor Leadership II</td>
<td>4</td>
</tr>
<tr>
<td>TOTAL</td>
<td>17</td>
</tr>
</tbody>
</table>

#### Outdoor Leadership Adventure Emphasis

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OLP 111 Introduction to Outdoor Adventure Programs &amp; Services</td>
<td>3</td>
</tr>
<tr>
<td>OLP 124 Environmental Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>OLP 127 Outdoor Adventure Methods and Materials</td>
<td>3</td>
</tr>
<tr>
<td>*OLP 140 Rock Climbing</td>
<td>1</td>
</tr>
<tr>
<td>*OLP 141 Flat Water Canoeing</td>
<td>1</td>
</tr>
<tr>
<td>*OLP 142 Cross Country Skiing</td>
<td>1</td>
</tr>
<tr>
<td>*OLP 143 Winter Camping</td>
<td>1</td>
</tr>
<tr>
<td>*OLP 144 Survival Education</td>
<td>1</td>
</tr>
<tr>
<td>*OLP 145 White Water Canoeing</td>
<td>1</td>
</tr>
<tr>
<td>OLP 205 Outdoor Leadership Seminar</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td>33</td>
</tr>
</tbody>
</table>

*Minimum requirement is 4 of the 6 outing sports (OLP 140-145)*

#### Outdoor Leadership Environmental Emphasis

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 113 Introduction to the Pioneer Valley</td>
<td>3</td>
</tr>
<tr>
<td>OLP 151 Introduction to Environmental Programs and Services</td>
<td>3</td>
</tr>
<tr>
<td>OLP 155 Environmental Field Studies I</td>
<td>3</td>
</tr>
<tr>
<td>OLP 156 Environmental Field Studies II</td>
<td>3</td>
</tr>
<tr>
<td>OLP 157 Environmental Education/Interpretation Methods &amp; Materials</td>
<td>3</td>
</tr>
<tr>
<td>OLP 206 Seminar in Environmental Issues</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td>35</td>
</tr>
</tbody>
</table>

Program Coordinator: Dr. Lawrence Buell

### Advanced Outdoor Leadership Certificate Program

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OLP 211 Advanced Outdoor Programs and Services</td>
<td>3</td>
</tr>
<tr>
<td>OLP 212 Counseling and Human Services for Outdoor Leaders II</td>
<td>3</td>
</tr>
<tr>
<td>OLP 217 Field Experience in Outdoor Leadership III</td>
<td>4</td>
</tr>
<tr>
<td>OLP 218 Field Experience in Outdoor Leadership IV</td>
<td>4</td>
</tr>
<tr>
<td>OLP 220 Intermediate and Advanced Wilderness First Aid and Emergency Care</td>
<td>3</td>
</tr>
<tr>
<td>OLP 224 Environmental Interpretation II</td>
<td>3</td>
</tr>
<tr>
<td>OLP 227 Advanced Outdoor Adventure Methods and Materials</td>
<td>3</td>
</tr>
<tr>
<td>*OLP 240 Intermediate and Advanced Rock Climbing</td>
<td>1</td>
</tr>
</tbody>
</table>
*OLP 241 Intermediate and Advanced Flat Water Canoeing 1
*OLP 242 Intermediate and Advanced Cross Country Skiing 1
*OLP 243 Intermediate and Advanced Winter Camping 1
*OLP 244 Intermediate and Advanced Survival Education 1
*OLP 245 Intermediate and Advanced White Water Canoeing 1
TOTAL 27-29

*Minimum requirement is 4 of the 6 outing sports (OLP 240-245)

Program Coordinator: Dr. Lawrence Buell

---

**Physical Fitness Certificate**

The program concentrates on essential anatomy, physiology, exercise physiology, nutrition and fitness evaluation, and program planning. The certificate program is designed to allow the student to progress at his/her own pace and could be completed in three semesters. It is particularly useful to those already employed in the Physical Fitness field and who wish to upgrade their skills. The certificate program is designed to establish competency in fitness testing, program design, and nutritional analysis.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 105 Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 106 Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIO 130 Human Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>LED 116 Aquatic Exercise</td>
<td>1</td>
</tr>
<tr>
<td>LED 156 Principles of Weight Training</td>
<td>1</td>
</tr>
<tr>
<td>LED 157 Aerobics</td>
<td>1</td>
</tr>
<tr>
<td>RLS 107 Recreational Sports Administration</td>
<td>3</td>
</tr>
<tr>
<td>RLS 109 Program Planning</td>
<td>3</td>
</tr>
<tr>
<td>RLS 116 Inservice Training</td>
<td>1</td>
</tr>
<tr>
<td>RLS 118 Standard First Aid and Cardiopulmonary Resuscitation</td>
<td>2</td>
</tr>
<tr>
<td>RLS 200 Exercise Physiology</td>
<td>3</td>
</tr>
<tr>
<td>RLS 220 Methods and Procedures of Fitness Assessment</td>
<td>3</td>
</tr>
</tbody>
</table>
TOTAL 29

Program Coordinator: Jeanne A. Ashley

---

**Physical Science Technician Certificate Program**

This program of studies is intended to strengthen the skills of the physical science technician. It includes a core of 12 credits consisting of English, Report Writing, and Mathematics, and allows 15 credits of elective courses to be chosen from among the physical sciences, such as Physics, Chemistry, and Electronics.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>*MAT 103 Applied Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>*MAT 104 Applied Mathematics II</td>
<td>3</td>
</tr>
</tbody>
</table>

63
Electives (chosen from the list below)

**Electives** (A total of 15 credits must be taken from the following):

- CHE 105 Basic Principles of Chemistry 3
- ELT 101 Basic Electricity I-DC 4
- ELT 102 Basic Electricity II-AC 4
- ELT 110 Electronics Fabrication 3
- PHY 101 General Physics I 4
- PHY 102 General Physics II 4

*MAT 107 and MAT 108 may be substituted. Generally, any similar higher level course may be substituted for the one specified: e.g., CHE 111 General Chemistry I in lieu of CHE 105.

MAT 119 Quick Technical Math may be substituted for the two-semester math sequence if 3 additional credits in one of the physical sciences is taken.

Program Coordinator: Dr. David A. Harvey

---

**Pioneer Valley Studies Certificate Program**

This program, leading to a one-year Board approved certificate, is designed for persons interested in increasing their knowledge of the historical and cultural resources of the Pioneer valley, and in learning to recognize, understand, and preserve cultural artifacts. The program is applicable toward a degree for those wishing to continue in the 2-year program.

**Required Courses**

- HIS 107 Valley/American History I 3
- HIS 108 Valley/American History II 3
- HUM 113 Introduction to the Pioneer Valley 3
- ECO 111 Valley Contemporary Economic Issues 3
- Electives (choose 18 credits from the list below) 18

**Valley Studies Electives**

- ART 105 Valley/American Art & Architecture I 3
- ART 106 Valley/American Art & Architecture II 3
- ECO 109 Valley Industrial & Economic Development 3
- ENG 125 Interviewing and Transcribing 3
- ENG 203 American Literature I 3
- ENG 204 American Literature II 3
- ENG 253 Valley/American Literature 3
- ENG 257 MacLeish Seminar 3
- FLK 219 Valley Folklife 3
- GEO 103 Valley Geology 3
- HIS 217 Valley/American Ethnic Experience 3
- HUM 119 Women in the Valley 3
- HUM 231 Valley Research Project 3

**NOTE:** 3 credits each are required in literature and art.

Program Coordinator: Dr. Bernard A. Drabeck
Studio Arts Certificate Program

This 27-credit program is for practicing artists wishing to improve their technical and aesthetic skills and their awareness and performance in areas such as drawing, painting, printmaking, and photography.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 121 Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 122 Design and Color</td>
<td>3</td>
</tr>
<tr>
<td>ART 131 Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 132 Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 231 Figure Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 232 Drawing Problems</td>
<td>3</td>
</tr>
<tr>
<td>Electives (select three ART electives)</td>
<td>9</td>
</tr>
<tr>
<td><strong>TOTAL 27</strong></td>
<td></td>
</tr>
</tbody>
</table>

NOTES: Students with background experience may waive any required course based on a portfolio of work submitted. Electives will depend on studio interests beyond the required courses (i.e., Painting I and II, Printmaking I and II, or Photography I and II). Students interested in photography are not required to take ART 231 Figure Drawing and ART 232 Drawing Problems.

Program Coordinator: T. Budge Hyde

Word Processing Certificate Program

This program is designed for administrative assistants, secretaries, typists, and clerks who want to prepare themselves for professional upgrading and more effective utilization of secretarial skills.

Opportunities will be made available for credit by examination for ADM 113 and ADM 119 for those presenting appropriate skills and experience.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM 113 Typewriting Development II</td>
<td>3</td>
</tr>
<tr>
<td>ADM 119 Business English</td>
<td>3</td>
</tr>
<tr>
<td>ADM 205 Principles of Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>ADM 206 Word Processing/Machine Transcription</td>
<td>3</td>
</tr>
<tr>
<td>BUS 123 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL 15</strong></td>
<td></td>
</tr>
</tbody>
</table>

Program Coordinator: Robert S. Schilling, Jr.
LEARNING ASSISTANCE PROGRAMS

The Learning Assistance Programs provide counseling, tutoring, and instruction which is aimed at building student skills and confidence. In addition to the activities described below, Learning Assistance staff work closely with the Developmental Studies Courses, coordinate Placement Testing, and conduct research on student needs.

TUTORING

Tutoring is available for all students who wish to improve their academic skills. This academic assistance includes tutoring in most subjects, special reading and writing assistance, and instruction in study skills. All programs are free of charge to students.

PERSONAL COUNSELING

The Counseling staff assists students in exploring their growth potential and any personal concerns encountered while in college. All meetings are strictly confidential and are at the student’s convenience.

CAREER COUNSELING

The Career Counselors help students to identify career and educational goals. In one-to-one meetings, or in a group (HUD 109, 2 credits), each student assesses his or her interests and abilities, explores possible occupations, and learns good decision-making skills.

HUMAN DEVELOPMENT COURSES

These courses focus on improving students’ personal skills. Issues covered include career planning, stress management, interpersonal communication, confidence, and motivation.

<table>
<thead>
<tr>
<th>Courses Available</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUD 101 Study Skills</td>
<td>1</td>
</tr>
<tr>
<td>HUD 103 The 24-Hour Personal Growth Experience</td>
<td>1</td>
</tr>
<tr>
<td>HUD 109 Career Decision-Making and Planning</td>
<td>2</td>
</tr>
<tr>
<td>HUD 112 Assertiveness Training</td>
<td>1</td>
</tr>
<tr>
<td>HUD 113 Job Search Training</td>
<td>1</td>
</tr>
<tr>
<td>HUD 117 Managing Stress</td>
<td>2</td>
</tr>
<tr>
<td>HUD 120 Health Lecture Series</td>
<td>2</td>
</tr>
</tbody>
</table>

Director of Learning Assistance Programs: 
Tutor Coordinator/Counselor: Dr. Garrett McAuliffe
Dr. Michael Bathory

COOPERATIVE PLACEMENT

You may become involved in cooperative field placement, if you wish, even when it is not required by your program. Cooperative placement courses use the appropriate three letter department code and either 297 or 298. You may earn a maximum of twelve credits through the cooperative placement option. To obtain further information and application materials, please contact a division office or the Registrar’s Office.

DIRECTED STUDY

You may undertake advanced individual study beyond the specific course offerings of the College.
by using the directed study option. To do so, you must make special arrangements with an instructor who agrees to work with you on the project and gain the approval of the appropriate division chair. Directed study courses use a three letter department code and either a 295 or 296 letter designation. You may earn a maximum of six credits through the directed study option in any one subject. To obtain additional information and application materials, please contact a division office or the Registrar's Office.

**ADVISING CODES**

We have designated each credit course offered by the College with an advising code which appears in parentheses at the end of the course title in the course description section of the catalogue. You should refer to this code in selecting appropriate courses to fulfill the requirements of liberal arts programs, career programs, and the Commonwealth Transfer Compact. These codes are as follows:

A Career Courses that may be used as Liberal Arts electives in the Liberal Arts Programs
B Behavioral Science/Social Science Courses
C Core Courses
E English Courses
H Humanities/Fine Arts Courses
L Liberal Arts Courses
N Natural Science/Math Courses
S Speech Courses
X Career Courses, Developmental Courses, Leisure Education Courses
All credit courses and a few non-credit courses which the College may offer are described on the following pages. Non-credit courses use numbers 000-099. Introductory level and first year credit courses use numbers 100-199. Intermediate level and advanced credit courses use numbers 200-299. Courses to be taken in a two semester sequence use consecutive numbers, with the first course using an odd number and the second course using an even number. Otherwise courses normally use odd numbers.

Please Note: We do not offer all courses described on the following pages each semester. You should refer to the appropriate semester class schedule for those courses which we will offer that semester.

ACCOUNTING

ACC 103 Analysis of Financial Statements (X) 3 credits
Interpretation and analysis of financial statements; cost allocation procedures, breakeven analysis, the budgeting process, preparation of flexible and rolling budgets.
Prereq: None

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

ACC 112 Basic Accounting II (X) 3 credits
Continuation of Basic Accounting I. Emphasis on preparation of financial records, forms, and documents common to business. Payroll tax procedures and preparation of financial reports also included. Microcomputers will be used to accomplish many of the general ledger accounting functions.
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
Continuation of Introduction to Accounting I. Topics include special techniques of accounting for inventories, plant and equipment, payroll, and a review of basic accounting principles and concepts. The second part of this course looks at the problems of accounting for: equity in partnerships and corporations, and bond, leases, and other liabilities. The third part of the course deals with the preparation and use of statements of change in financial position and the analysis and interpretation of financial statements.
Prereq: ACC 121

ACC 203 Managerial Accounting (X)  3 credits
Introduces the process of gathering and analyzing accounting data for use by managers in planning, decision-making, and controlling. Basic cost accounting concepts, cost-volume-profit relationships, capital investment decisions, and budgeting are studied. Use of Lotus 1-2-3 is included.
Prereq: ACC 122

ACC 205 Cost Accounting I (X)  3 credits
Basic techniques of cost accounting including job order, process costing, establishing overhead rates, analysis of overhead variances, and development of standard costs. Use of Lotus 1-2-3 is included.
Prereq: ACC 203

ACC 207 Financial Accounting Systems & Procedures (X)  3 credits
Designed as a final course in Financial Accounting for Accounting Associate majors. The course will emphasize internal control concepts and techniques as they apply to small and medium sized financial accounting systems. Topics to be covered include: an overview of flowcharting and basic internal controls in an Accounting System, creation and indexing of work papers, complexities of Bank Reconciliations, using work sheets as a general ledger, conversion of a trial balance from a cash basis to the accrual basis, depreciation - schedules and controls, an overview of payroll accounting systems, and the completion of tax forms. Completion of two practice sets required.
Prereq: ACC 122

ACC 251 Cooperative Work Experience in Accounting (X)  3 credits
Supervised employment in either a cost accounting department of a local industrial concern or a public accounting office, combined with a seminar coordinating the employment situation with classroom education experience.
Prereq: Completion of ACC 203 with a grade of B- or above and simultaneous enrollment in ACC 205

OFFICE ADMINISTRATION

ADM 101 Shorthand I (X)  3 credits
Gregg Shorthand, Series 90, daily drill for mastery of outlines, brief forms, phrasing, other abbreviating principles; pretranscription training including attention to spelling, grammar and punctuation.
Prereq: None

ADM 102 Shorthand II (X)  3 credits
Review of Gregg Shorthand, Series 90, with emphasis on vocabulary building and speed building through dictation. Minimal standards set at 60 wpm for three minutes.
Prereq: ADM 101 or equivalent
ADM 106  Keyboarding for Information Processing (X)  3 credits
Designed to develop basic touch keyboarding skill; input alphabetic, numeric, and symbol information quickly and accurately; emphasizes the basic vocabulary and concepts used in keyboarding operations for inputting and retrieving information. Laboratory suggested. This course is graded on a Credit/No Credit basis.
Prereq: None

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

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

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

ADM 119  Business English (X)  3 credits
A study is made of grammar, word usage, conciseness, clarity, punctuation, spelling, numbers, capitalization, and proofreading for business writing.
Prereq: None

ADM 205  Principles of Word Processing (X)  3 credits
Introduction to the basic concepts and applications of word processing, focusing on developing the skills necessary to function as a word processor in the modern office system.
Prereq: ADM 113 or permission of instructor

ADM 206  Word Processing/Machine Transcription (X)  3 credits
Develops proficiency in transcribing dictation from tapes to mailable copy. Emphasis is on application of language arts skills in the production of written communications. Utilizes transcription and word processing equipment. Students should expect to spend time outside of normal class hours in the word processing lab.
Prereq: ADM 205 or permission of instructor

ADM 207  Secretarial Office Procedures (X)  3 credits
Students assume the role of administrative secretary and apply skills and knowledge to a variety of activities under realistic conditions. Self-direction and resourcefulness are emphasized.
Prereq: ADM 205 or permission of instructor

ADM 209  Office Management (X)  3 credits
The role of the office administrator as a manager of information. The tools of management science, human relations, and cost control are logically integrated throughout the course.
Prereq: None

ADM 210  Records Management (X)  3 credits
Provides a foundation in business information maintenance. Topics include classification systems, retention and disposition procedures, micrographics, automated systems, and other relevant issues related to records management. Use of a microcomputer data base management system is required.
Prereq: None

71
ADM 226 Office Internship (X)  3 credits
A work-experience opportunity for qualified students in cooperating offices in the community to observe and obtain on-the-job experience in an office environment. Available only to advanced student in the Office Administration program.
Prereq: ADM 113 or permission of instructor

AGRICULTURE

AGR 101 Principles of Agriculture (NL)  3 credits
An introduction toward a better understanding of traditional and contemporary practices as they apply to farm animals and crops. Emphasis will be on animal husbandry skills, breed characteristics, and concerns of small-scale, part-time operations.
Prereq: None

AGR 103 Equine Management (NL)  3 credits
A comprehensive and detailed examination of the biology, health, selection, and proper care necessary for the successful maintenance and enjoyment of horses. Western and English riding or lessons available at nearby facilities at a reasonable fee.
Prereq: None

ANTHROPOLOGY

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

ANT 103 Introduction to Physical Anthropology (BC)  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 (BC)  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

ART

ART 101 Introduction to the Visual Arts (HC)  3 credits
A study of the elements and principles of art, the materials and techniques. Development of style and the role of the artist in society are studied as a means of understanding art. Field trips are required. Not available for credit to Art majors.
Prereq: None
ART 103 Art History I (HC) 3 credits
The vocabulary of art introduced through the study of contemporary art forms. Art of pre-history through the Gothic period is studied in traditional chronology. Emphases on visual awareness of formal elements, aesthetics, and components of style; causal factors of change; and the role of the artist. Field trips are required. Required for Art and Graphic Design majors.
Prereq: None

ART 104 Art History II (HC) 3 credits
History of Western art from Renaissance to contemporary art, introduced by a review of the elements of style in Gothic architecture. Field trips are required. Required for Art and Graphic Design majors.
Prereq: ART 103 or permission of instructor

ART 105 Valley/American Art and Architecture I (HC) 3 credits
A survey of American art and architecture from 1600 to 1860; the course will be supplemented by correlated examples from the Pioneer Valley. The study will include decorative and functional arts. Field trips and independent study are required.
Prereq: None

ART 106 Valley/American Art and Architecture II (HC) 3 credits
A comprehensive survey of American art and architecture from 1860 to the present; the course will include appropriate examples of work created or presently existing in the Pioneer Valley. Field trips are required.
Prereq: None

ART 107 History of Modern Art (HC) 3 credits
A survey of modern visual art from Post-Impressionism to the present. Although the emphasis is on the art of painting, major expressions in sculpture and architecture are also studied. Field trips are required.
Prereq: None

ART 111 Introduction to Studio (HL) 3 credits
An introduction to the elements of design, visual organization, and color for the non-Art major.
Prereq: None. Cannot be taken concurrently with ART 117.

ART 117 Introduction to Drawing (HL) 3 credits
An introduction to basic drawing principles, materials, and techniques for non-Art majors.
Prereq: None. Cannot be taken concurrently with ART 111.

ART 118 Fundamentals of Drawing: Perspective (HL) 3 credits
An introduction to the mechanics and use of perspective in drawing. Required course for Art and Graphic Design majors.
Prereq: None

ART 119 Fundamentals of Drawing: Anatomy and Structure (HL) 3 credits
An introduction to figure drawing with emphasis on the skeletal and muscular anatomy and the structure of the human form. Contour and gesture drawing from the model. Required course for Art and Graphic Design majors.
Prereq: None
ART 121 Two-Dimensional Design (HL) 3 credits
An investigation into the nature of two-dimensional order. Specific problems with field, line, shape, negative space, value, texture, and color. Required course for Art and Graphic Design majors.
Prereq: None

ART 122 Design and Color (HL) 3 credits
A continuation of Two-Dimensional Design, with an emphasis on the physical structure of color as well as its interaction in application. Required course for Art and Graphic Design majors.
Prereq: ART 121 or permission of instructor

ART 131 Drawing I (HL) 3 credits
A series of problems designed to acquaint the student with perceptual and inventive skills in drawing. Introduction to drawing materials and techniques while examining ways of implying space on a two-dimensional surface. Required course for Art and Graphic Design majors.
Prereq: None

ART 132 Drawing II (HL) 3 credits
A continuation of Drawing I with emphasis on perceptual and inventive skills. Required course for Art and Graphic Design majors.
Prereq: ART 131 or permission of instructor

ART 151 Introduction to Photography (HL) 3 credits
Introduction to basic camera operation, processing, and printing. Students must provide their own cameras, film, and paper. Processing and darkroom equipment furnished.
Prereq: None

ART 231 Figure Drawing (HL) 3 credits
Drawing from the model with special attention to the analysis of form, anatomy, and structure. Required course for Art majors.
Prereq: Second year standing in Art or Graphic Design or permission of instructor

ART 232 Drawing Problems (HL) 3 credits
Structure, organization, approach, problem-solving, and expressive concerns in drawing. Emphasis on thematic development.
Prereq: Second year standing in Art or Graphic Design or permission of instructor

ART 233 Printmaking I (HL) 3 credits
An introduction to the materials, processes, and aesthetic considerations peculiar to each of the graphic media: woodcut, lithography, and intaglio.
Prereq: ART 118, 121, or 131, or permission of instructor

ART 234 Printmaking II (HL) 3 credits
Continuation of Printmaking I, with concentration on lithography or intaglio. Emphasis on image development.
Prereq: ART 233 or permission of instructor

ART 241 Painting I (HL) 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 118 or 131) or permission of instructor
ART 242 Painting II (HL)  3 credits
A continuation of the disciplines of painting in oils and acrylics. Expression through exploration of the continuing problems of painting. Work from the model and a variety of sources.
Prereq: ART 241 or permission of instructor

ART 251 Photography I (HL)  3 credits
Emphasis on the quality and range possibilities in photography. Students will explore their interests through project orientation. Issues and methodologies that concern the contemporary photographer will be discussed in relation to the projects chosen.
Prereq: ART 151 or permission of instructor

ART 252 Photography II (HL)  3 credits
Weekly shooting and lab work assignments. Focus is on learning new craft skills and exploration of the different uses of the photographic medium: basic skills introduction of black and white direct positive slides, use of the view camera, graphic arts film, and non-silver printing techniques.
Prereq: ART 251 or permission of instructor

ART 270 Graphic Art Production (X)  3 credits
Preparation of art and typography for printing reproduction. Course material examines technical drawing, typesetting, comprehensive layouts, and image processing.
Prereq: Recommended for second year students or permission of instructor

ART 271 Graphic Design I (X)  3 credits
Examination of graphic design processes with emphasis on typographical elements and their applications for the printed page. Problems in typographical structures, arrangements, sequence, and communications. Investigations based on visual principles.
Prereq: Second year standing in Art or Graphic Design or permission of instructor

ART 272 Graphic Design II (X)  3 credits
Significant problems in graphic design, requiring practical solutions with aesthetic integrity. Psychological, sociological factors in the mass market are considered. Application of grid systems, symbol design, and information systems.
Prereq: ART 271 or permission of instructor

BIOLOGY

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

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

BIO 103 Ecology (NC)  4 credits
Environmental studies with emphasis on concepts of ecology, conservation of natural resources and their relationship to the quality of life. Lab sessions will focus on forest, field, stream, and pond habitats, reinforced by field trips to local sites.
Prereq: None
BIO 104 Natural History (NC) 4 credits
Environmental studies with emphasis on natural history, climate, life zones, and conservation of natural resources. Lab required.
Prereq: None

BIO 105 Anatomy and Physiology I (NC) 4 credits
Mammalian anatomy and physiology with emphasis on anatomy. Lab required.
Prereq: High School chemistry within past ten years or permission of instructor

BIO 106 Anatomy and Physiology II (NC) 4 credits
Mammalian anatomy and physiology with emphasis on physiology. Lab required.
Prereq: High School chemistry within past ten years and BIO 105

BIO 111 Basic Horticulture (NC) 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 (NL) 3 credits
Thinning, weeding, pruning, planting, and harvesting trees in a woodlot for insurance of reaping the greatest, long-term profits from it in regard to firewood, lumber, Christmas trees, game, recreation, and aesthetics.
Prereq: None

BIO 114 Foundations of Biology (NC) 4 credits
Basic concepts of biology explored in areas of: protoplasmic and cellular organization, growth and differentiation, genetic and ecological control, and current and past evolution. Provides a basis for understanding biologically related problems of value to the biology major and the non-major. Communicates principles upon which one may base further studies of biology or related fields. Lab required.
Prereq: None

BIO 130 Human Nutrition (NL) 3 credits
The study of nutrition and its application to good health and a sense of well being. Applications of nutrition to physical fitness, preventive medicine, and health care.
Prereq: None

BIO 205 Microbiology (NC) 4 credits
Introduction to the biology of micro-organisms with emphasis on the properties of micro-organisms and their relation to disease. Lab required.
Prereq: BIO 101, 105, or 114

BIO 281 Interpretation of Diagnostic Laboratory Tests (NL) 3 credits
The study of current information on commonly ordered laboratory tests. Includes normal values, background, test explanation, and clinical information. This course is intended for practitioners and students in the health care areas.
Prereq: BIO 106
BUSINESS

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

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

BUS 107 Introduction to Federal Income Taxes (X)  3 credits
Designed to acquaint the student with the Federal Income Tax System. Emphasis is on the basic
concepts of income recognition, deductible business and non-business expenses, and special tax
calculations. Identification of the tax issue and proper research techniques for solving tax
problems will also be stressed.
Prereq: ACC 122

BUS 111 Introduction to Business (A)  3 credits
Introduces students to management, marketing, and financial considerations of business.
Establishes economic and historical perspectives, as well as daily operation of a business.
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 123 Business Communication (X)  3 credits
Designed to familiarize students with the principles of effective communication. Emphasis is on
planning, organizing, and writing a variety of business letters. Oral communication and basic
telephone techniques also covered.
Prereq: None

BUS 125 Principles of Advertising (X)  3 credits
An introduction to the field of advertising. Intended for those interested in the role of
advertising in our business and economic structure. Emphasis on how a mass communication
program should be developed.
Prereq: None

BUS 155 Business Law I (A)  3 credits
An introduction to the law as it pertains to transactions in business and commercial fields. Laws
of contracts, social forces, and legal rights, bailments, and personal property transactions.
Prereq: None
BUS 156 Business Law II (A) 3 credits
Operation of the law in business and commerce with emphasis on: laws of partnerships; corporation, insurance, agency, commercial paper, and bankruptcy.
Prereq: BUS 155 or permission of 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 111

BUS 205 Principles of Management (A) 3 credits
Fundamentals of the management of organizations. Introduces students to the process of management, including decision making and the role of the individual. Emphasis on the functions of management.
Prereq: BUS 111; Recom: PSY 101

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

BUS 213 Personal Selling and Sales Techniques (X) 3 credits
Equips the student with a firm foundation for a sales career. Attention to general principles of selling and to building skills essential in the workplace. Emphasis on the selling cycles.
Prereq: BUS 103 or permission of 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. Graded on a Credit/No Credit basis.
Prereq: BUS 211 or 213

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

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

CHEMISTRY

CHE 001 Chemical Calculations Workshop 0 credits
Applications of elementary mathematics to chemical calculations.
Prereq: CHE 111 concurrently

CHE 105 Basic Principles of Chemistry (NC) 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 coursework in selected technical areas, but not intended as a substitute for CHE 111, 112 - General Chemistry I and II.
Prereq: None
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 106</td>
<td>Chemistry of Air and Water (NL)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Physical, chemical, and biological characteristics of substances found in air and water, methods of field and laboratory analysis and purification treatments. Lab required.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prereq: None</td>
<td></td>
</tr>
<tr>
<td>CHE 111</td>
<td>General Chemistry I (NC)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Interrelated theoretical and descriptive topics of chemistry, including nature of matter, atomic and molecular structure, the periodic properties of the elements, chemical bonding, nomenclature, the gaseous state, the liquid state, the solid state, water, and solutions. Lab required.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prereq: High School math through Algebra II or equivalent or CHE 001 concurrently</td>
<td></td>
</tr>
<tr>
<td>CHE 112</td>
<td>General Chemistry II (NC)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Interrelated descriptive and theoretical topics of chemistry, including chemical kinetics, chemical equilibrium, acids and bases, solubility equilibria, chemistry of natural waters, free energy, entropy, equilibrium and free energy, electrochemistry, nuclear phenomena, metals and non-metallic elements, transition elements, organic chemistry, chemistry of life, and natural resources. Includes qualitative analysis. Lab required.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prereq: CHE 111 or CHE 103 with permission of instructor</td>
<td></td>
</tr>
<tr>
<td>CHE 201</td>
<td>Organic Chemistry I (NC)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Introduction to the chemistry of carbon compounds. In-depth study of the structure, physical properties, and reactivity of alkanes, cycloalkanes, alkenes, alkynes, and conjugated unsaturated systems. Special topics integrated into the survey include conformational analysis, nucleophilic substitution, elimination reactions, electrophilic addition, and stereochemistry of chiral molecules. Lab required.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prereq: CHE 112</td>
<td></td>
</tr>
<tr>
<td>CHE 202</td>
<td>Organic Chemistry II (NC)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>In-depth study of aromatic compounds, physical methods of structure determination, organic halides, organometallic compounds, alcohols, phenols, ethers, aldehydes, ketones, carboxylic acids, carboxylic acid derivatives, amines, and amides. Examination of various classes of natural products. Introduction to biochemistry Polymers and polymerization. Lab required.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prereq: CHE 201</td>
<td></td>
</tr>
<tr>
<td>CHE 211</td>
<td>Analytical Chemistry (X)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Accuracy and precision, record keeping and reporting, gravimetric methods, volumetric methods, electrometric methods, photometric methods, paper chromatography, vapor phase chromatography, microscopy, and polarimetry. Analytical separations. Lab required.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prereq: CHE 112 or permission of instructor</td>
<td></td>
</tr>
<tr>
<td>CHE 221</td>
<td>Chemical Processes (X)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Survey of unit operations, refining, fermentation, isolation of natural products, forest products, pulping and papermaking, polymerization, heavy chemicals, organic syntheses, specialty chemicals, and formulations. Manufacturing control, material balance, and plant safety.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prereq: CHE 111, 112, and 201</td>
<td></td>
</tr>
<tr>
<td>CHE 250</td>
<td>Introductory Organic Chemistry (NC)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Introduction to the chemistry of carbon compounds with emphasis on the relationships between molecular structure and chemical properties. Systematic study of the various classes of organic compounds and the functionality of each including polymer chemistry. Survey of elementary biochemistry. Lab required.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prereq: CHE 105, or CHE 111 and 112, or permission of instructor</td>
<td></td>
</tr>
</tbody>
</table>
CIVIL ENGINEERING

CIV 101 Surveying I (X) 3 credits
Elements of plane surveying, taping, theory and use of instruments, leveling, traversing, and computation. Lab 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 201 Surveying III (X) 3 credits
Construction surveys, property surveys, astronomical work, office work to plot data and make computations. Lab 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: EGR 206 may be taken concurrently

CIV 207 Transportation Engineering (X) 3 credits
Highway economics, location, curves, earthwork, Sight distances, drainage, pavement, airports, and railroads. Lab 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: EGR 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 101, or equivalents, or permission of instructor

CIV 217 Water and Wastewater Treatment Plant Operations (X) 4 credits
Purification processes, water and wastewater facilities, primary methods, secondary methods, special or tertiary methods, maintenance, safety, sampling, analysis, reporting, data analysis, and troubleshooting. Lab and field work experience required.
Prereq: CHE 106, CIV 211
## CRIMINAL JUSTICE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 101</td>
<td>Introduction to Criminal Justice (A)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Agencies and processes involved in the criminal</td>
<td></td>
</tr>
<tr>
<td></td>
<td>justice system including the legislature, the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>police, the prosecutor, the public defender, the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>courts, and corrections. An analysis of the roles</td>
<td></td>
</tr>
<tr>
<td></td>
<td>and problems of the criminal justice system in a</td>
<td></td>
</tr>
<tr>
<td></td>
<td>democratic society with an emphasis upon inter-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>agency relations and checks and balances.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prereq: None</td>
<td></td>
</tr>
<tr>
<td>CRJ 103</td>
<td>Criminal Law (A)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>The legal definition of crime and defenses;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>purposes and functions of the substantive</td>
<td></td>
</tr>
<tr>
<td></td>
<td>criminal law; historical foundations; the limits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>of the criminal law.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prereq: None</td>
<td></td>
</tr>
<tr>
<td>CRJ 105</td>
<td>Police Process (X)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Social and historical perspectives on the police;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>police role and career; police discretion; police</td>
<td></td>
</tr>
<tr>
<td></td>
<td>values and cultures; police organization and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>control.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prereq: CRJ 101 or permission of instructor</td>
<td></td>
</tr>
<tr>
<td>CRJ 107</td>
<td>Adjudication Process (X)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Role and structure of prosecution, public defense</td>
<td></td>
</tr>
<tr>
<td></td>
<td>and the courts; basic elements of the substantive</td>
<td></td>
</tr>
<tr>
<td></td>
<td>criminal law; procedural law and its relation to</td>
<td></td>
</tr>
<tr>
<td></td>
<td>constitutional guarantees.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prereq: CRJ 101 and 103, or permission of instructor</td>
<td></td>
</tr>
<tr>
<td>CRJ 109</td>
<td>Corrections Process (X)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Post conviction correction process; the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>development of correctional philosophy, theory</td>
<td></td>
</tr>
<tr>
<td></td>
<td>and practice; a description of institutional</td>
<td></td>
</tr>
<tr>
<td></td>
<td>operation, programming and management;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>community based correctional probation and parole.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Field trips required.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prereq: CRJ 101 or permission of instructor</td>
<td></td>
</tr>
<tr>
<td>CRJ 113</td>
<td>Juvenile Justice Process (A)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Definition of delinquent behavior, contributing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>social problems; adolescence as a subculture;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>the adjudication process of juveniles;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>philosophy and practice; treatment procedures.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prereq: CRJ 101 or permission of instructor</td>
<td></td>
</tr>
<tr>
<td>CRJ 115</td>
<td>Introduction to Security (X)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Historical, philosophical, and legal bases of</td>
<td></td>
</tr>
<tr>
<td></td>
<td>security. Role of security and the security</td>
<td></td>
</tr>
<tr>
<td></td>
<td>individual in modern society; the concept of</td>
<td></td>
</tr>
<tr>
<td></td>
<td>professionalism. A survey of the administrative</td>
<td></td>
</tr>
<tr>
<td></td>
<td>personnel, and physical aspects of the security</td>
<td></td>
</tr>
<tr>
<td></td>
<td>field.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prereq: None</td>
<td></td>
</tr>
<tr>
<td>CRJ 117</td>
<td>Principles of Loss Prevention (X)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Functional operations of various specialized</td>
<td></td>
</tr>
<tr>
<td></td>
<td>areas of security such as theft and risk control,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>security surveys, and loss prevention in</td>
<td></td>
</tr>
<tr>
<td></td>
<td>proprietary and governmental institutions.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prereq: CRJ 101 and 115 or permission of instructor</td>
<td></td>
</tr>
<tr>
<td>CRJ 121</td>
<td>Criminology (A)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Deviant behavior as it relates to the definition</td>
<td></td>
</tr>
<tr>
<td></td>
<td>of crime; crime statistics; theories of crime</td>
<td></td>
</tr>
<tr>
<td></td>
<td>causation; crime typologies.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prereq: None</td>
<td></td>
</tr>
<tr>
<td>CRJ 203</td>
<td>Criminal Investigation (X)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Fundamentals of investigation; crime scene</td>
<td></td>
</tr>
<tr>
<td></td>
<td>search and recording, collection and preservation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>of physical evidence; scientific aids;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>modus operandi; sources of information;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>interview and interrogation; follow-up and case</td>
<td></td>
</tr>
<tr>
<td></td>
<td>preparation.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prereq: CRJ 101, 105, or permission of instructor</td>
<td></td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>CRJ 211</td>
<td>Current Issues in Criminal Justice (X)</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 215</td>
<td>Field Experience (X)</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 217</td>
<td>White Collar/Organized Crime (X)</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 219</td>
<td>Issues in Constitutional Law (X)</td>
<td>3</td>
</tr>
</tbody>
</table>

**DATA PROCESSING**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAT 109</td>
<td>Computer Literacy for Nurses (X)</td>
<td>1</td>
<td>Designed to provide a general introductory level knowledge of computers and how they work. Incorporates hands-on experience with the Apple IIe microcomputer using appropriate applications software and/or nursing simulation exercises. Culminates in field trip to hospital computer center. Prereq: Nursing Program students only</td>
</tr>
<tr>
<td>DAT 111</td>
<td>Introduction to Computers (L)</td>
<td>3</td>
<td>A non-technical survey course in computers—what they are, what they can do, what they cannot do, how to use them, and what impact they have on society. Ideal for someone looking for a single course in computer literacy. Not designed to prepare for a career in computing, although it provides a background for a select group of data processing offerings. Introduction to data management, graphics, word processing, and spreadsheets with student use of commercial software. Writing and running simple programs in the BASIC language also included. Students will need to spend time, outside of class time, in the computer lab. Prereq: MAT 105 or equivalent</td>
</tr>
<tr>
<td>DAT 113</td>
<td>Introduction to Business Information Systems (A)</td>
<td>3</td>
<td>The application of computers to business and like organizations. Topics include: Data Processing systems, computer concepts, teleprocessing, business data base systems, distributed processing. The emphasis of the course is on the use of microcomputers in business. Students will complete hands-on exercises using current word processing, spreadsheet, and database software. This course examines the role of management and the user in the development and operation of business computer systems. This is an appropriate beginning course for those contemplating careers in computing and business as well as those wishing to use the computer as a business tool. Prereq: MAT 105 or equivalent</td>
</tr>
</tbody>
</table>
DAT 114 Microcomputer Software Tools (A) 3 credits
Provides students with an introduction to the three major "productivity" programs used on microcomputers. Topics include the IBM operating system, PC-DOS; word processing with WordStar and/or WordPerfect; electronic spreadsheet management and graph production with a Lotus 1-2-3; and database management with dBASE III Plus. The course combines a classroom-based introduction to the concepts behind each program, and hands-on experience using the programs to solve real business, personal, and professional problems. No previous experience with computers is required; however, basic algebra skills (MAT 105 or higher) are a necessity. Students taking this course should anticipate the need to spend three hours per week working with these programs in the GCC computer lab.
Prereq: MAT 105 or equivalent, or permission of instructor

DAT 115 Programming Principles and Concepts (A) 3 credits
A course in computer problem-solving principles and techniques for students contemplating a career in computer programming, or Computer Information Systems. Structured problem-solving methods are introduced, including techniques for decomposing complex problems, and expressing the problem solutions in terms which can be expressed in any computer programming language.
Prereq: MAT 106 or equivalent and completion of, or concurrent enrollment in English Composition I

DAT 121 Data Base Applications (A) 1 credit
A non-technical view of data base management systems, with a survey of possible applications. The course includes hands-on use of microcomputer data base management systems, with discussions of their relative effectiveness.
Prereq: None; Recom: DAT 111 or 113

DAT 125 Computerized Accounting (A) 1 credit
A survey of the use of computerized systems to perform general ledger accounting on microcomputers. Completion of a case study project using the BPI general ledger program required.
Prereq: ACC 112 or 121

DAT 127 Computer Assisted Instruction (L) 1 credit
A study of various applications for computer assisted instruction, together with an analysis of effective protocols for use with this method. Includes some actual programming in the BASIC language but is a non-technical course. Provides an understanding of the issues involved in selecting and implementing CAI systems. Also, covers various types of CAI systems and criteria for selection, standards, and controls for course development.
Prereq: None; Recom: DAT 111 or 113

DAT 129 Computerized Financial Planning (A) 1 credit
An applications-oriented course which looks at uses to which computer programs can be put in assisting business in making crucial financial decisions. This is an appropriate course for those persons with involvement in budgeting in government, non-profit, or business organizations.
Prereq: None; Recom: ACC 203 and DAT 111 or 113

DAT 131 Word Processing on Microcomputers (L) 1 credit
Using text editor programs, this course explores the facilities available on standard editor programs, along with giving the student a facility for using such programs in research paper writing, and other applications according to the needs and wishes of the students.
Prereq: ADM 106 or permission of instructor

DAT 133 Graphics Applications (L) 1 credit
A non-technical view of computer graphics and survey of applications. The course includes hands-on use of microcomputer-based graphics and plotting systems, input and output devices.
Prereq: None; Recom: DAT 111 or 113
DAT 141 Programming in BASIC (A)  3 credits
A continuation of the fundamental concepts of computer programming, as taught in both of the two introductory courses, using the BASIC language. Structured methodologies are emphasized, with instruction in flowcharting, pseudocode, file processing, hierarchy charting, and program testing.
Prereq: DAT 115

DAT 143 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 115

DAT 145 FORTRAN Programming (A)  3 credits
Introduction to a computer programming language with wide scientific and general-purpose application. Student facility in using the computer as a problem-solving tool is emphasized through extensive program assignments and direct contact with computer terminals.
Prereq: MAT 106 or equivalent, or permission of instructor

DAT 146 FORTRAN Survey for Programmers (A)  1 credit
A survey of the fundamentals of the FORTRAN programming language with emphasis on problem solving in mathematical, scientific, and engineering environments. Designed for students who already have completed a full course in a high-level computer language. Extensive program assignments will utilize a minicomputer system.
Prereq: DAT 141, 143, or 147, or permission of instructor

DAT 147 PASCAL Programming (A)  3 credits
Introduction to a structured computer programming language lending itself well to modern programming techniques. Student facility in programming is emphasized by direct interaction with the computer. A number of problems are assigned to be solved.
Prereq: MAT 106 or equivalent, or permission of instructor

DAT 149 Database Program Development (X)  3 credits
Introduction to application program development in a microcomputer database environment. Emphasis on accessing, querying, modifying, and programming a database. Database principles and concepts are demonstrated and applied using RBase 5000 and dBase III Plus as host languages/database environments. Topics include data structures; indexed and direct file organization; hierarchical, network, and relational data models; data administration, analysis, design and implementation; and 4th generation programming and data management tools. The course is designed to meet criteria for course CIS-6 as described in the Data Processing Management Association Model Curriculum guidelines.
Prereq: DAT 111, 113, 114, or 115

DAT 161 Introduction to Data Base Processing (A)  1 credit
A survey of data base structures and data organizations, together with a look at some data base management systems and the facilities provided by them. The course covers hierarchical and network data bases, with comparisons of their ease of development and advantages. The course also includes a discussion of retrieval and query languages that access data bases. The primary emphasis will be in microcomputer-based systems, but general principles of data base management will be taught.
Prereq: DAT 121 and DAT 111, or 113, or 115
DAT 163 Computer Graphics (A)  
An introduction to the uses to which computer graphics may be output, both in the area of computer-assisted design and in management systems, together with programming instruction using the BASIC language. The course covers the basic graphics techniques, and both output and input devices for graphics.
Prereq: DAT 111 or 113; Recom: DAT 141

DAT 165 Documentation Writing (A)  
An analysis of the ingredients of good documentation writing, with an emphasis on communicating technical matters in simple, forthright, effective language. The course focuses on the process of describing in detail the specific facts necessary to communicate what has been produced during every phase of the programming cycle. Emphasis is placed on documenting programs and systems in a business setting.
Prereq: DAT 113; Recom: DAT 141, 143, or 145

DAT 201 Systems Analysis and Design (X)  
3 credits
An investigation and analysis of the methods and techniques used by the systems analyst in analyzing present systems, whether manual or automated systems. The systems development life cycle is followed, from feasibility study through implementation. A major portion of the course is a case study involving the design of a microcomputer-based system for inventory and accounts receivable for a small business.
Prereq: DAT 113 or 115

DAT 211 Assembly and Machine Languages (A)  
3 credits
An introduction to machine languages. Includes elementary programming in 6502 assembly language (used by APPLE, PET, and ATARI computers), with instruction in data representation, data manipulation, memory addressing.
Prereq: DAT 141, 143, or 145

DAT 251 Cooperative Work Experience in Data Processing (X)  
1 to 3 credits
Supervised employment in a local organization which employs a computer in performing some tasks, combined with a seminar coordinating the employment situation with educational experience.
Prereq: Accumulation of at least 9 credits in DAT courses

ECONOMICS

ECO 101 Principles of Macroeconomics (BC)  
3 credits
Prereq: None

ECO 102 Principles of Microeconomics (BC)  
3 credits
Economics of the firm, the consumer, and their interaction in the marketplace. Resource allocation, supply and demand, market structure, labor, and an economic perspective of current issues facing business and society.
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

ECO 109 Valley Economic & Industrial Development (BC) 3 credits
A survey of the economic and industrial development of the Pioneer Valley from the 17th century to the present; growth of small and large industries in the Valley; interrelationship between business and cultural activities; economic trends and expected developments.
Prereq: None

ECO 111 Valley Contemporary Economic Issues (BC) 3 credits
Current economic concerns which affect life in the Valley: political structures, demography, resource and land use and their impact on the present economy and future economic growth and to the relationship between economic health and cultural life in the Valley.
Prereq: None

EDUCATION

EDU 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

EDU 102 Prepracticum in Early Childhood Education (EDU Lab) (X) 3 credits
Work experience in area preschools, day cares, and public schools. Prereq: EDU 101 (concurrent and/or prior enrollment); ECE major

EDU 103 Creative Experiences in Art, Music, Drama, and Dance (X) 3 credits
A survey course dealing with the methods, materials, content, and theory of the arts. Concentration on rationale, leadership, attitude, and exposure. Credit will be granted for RLS 102 or EDU 103, but not for both. Prereq: ECE or RLS major, or permission of instructor

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

EDU 113 Screening and Assessment Techniques for Young Children (X) 3 credits
Principles of screening and assessment for teachers of young children: description 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*

**EDU 117 Program Options for Children with Special Needs (X)  3 credits**
Discussion of the definition and rationale for early intervention, as well as the implications of current legislation. Early program options for children with a wide range of handicapping conditions will be explored. Program options evaluation tools will be utilized in critiquing programs.
*Prereq: None*

**EDU 119 Contemporary Parenting (X)  3 credits**
Explores the biological and psychological aspects of child rearing during each stage of development from birth through adolescence. Discussion of various current social, legal, and political developments in the United States which affect parents' relationships with their children.
*Prereq: None*

**EDU 121 Reading and Language for the Young Child (X)  3 credits**
This course emphasizes the importance of effective communication and implements the belief that skills, abilities, and attitudes needed for such communication are identifiable and teachable. The integration of all the language arts into a curriculum for young children is stressed.
*Prereq: EDU 101 and/or PSY 101, or permission of instructor*

**EDU 123 Educating the Infant and Toddler (X)  3 credits**
The emphasis in this course is directed toward the education of the child from infancy to two years nine months in group and home settings. Participants will learn about early development, physical space, selection, and of materials and activities, schedules, and strategies of child care for the very young child.
*Prereq: None*

**EDU 205 Philosophy of Education (A)  3 credits**
The course examines the role of school in society, the organization and history of American education, the historical foundations of education and its theorists. The relationship between theoretical perspectives and current issues will be emphasized.
*Prereq: EDU 101 or permission of instructor*

**EDU 217 Cooperative Placement in Human Services (X)  3 credits**
This is a one-semester practicum designed for students who are interested in gaining experience in the human service field. Emphasis is placed on a developmental approach to beginning and ending helping relationships. Issues of confidentiality, planned intervention, professional conduct, and case responsibility will be integral to the seminar. An interview with Instructor is required prior to enrollment.
*Prereq: PSY 101 and permission of instructor or Division Chair*

**EDU 221 Science for Children (X)  1 credit**
An introduction to methods and materials used in science activities for children; use of the classroom environment to promote curiosity and questioning skills. An appreciation of the scientific method to assist a child's perception of the world.
*Prereq: None*
EDU 223 Mathematics for Children (X) 1 credit
The beginnings of mathematics as a logical system with dual emphasis on theory and practice. Focus will be on the progression of mathematical thinking and ways to foster that progression in children.
Prereq: None

EDU 227 Designing Learning Environments for Children (X) 1 credit
An introduction to the basic principles and methods of designing optimum classroom environments. Examines the needs of the young child and incorporates these into the design of learning centers. The special needs of the handicapped child are explored.
Prereq: None

EDU 229 Nature Activities for Children (X) 1 credit
The study of science for young children using nature activities as the prime source. An activity-oriented approach; focuses on the use of the area available to local centers. Field trips required.
Prereq: None

EDU 231 Movement Activities for Children (X) 1 credit
Movement exploration with children; uses movement exploration as a foundation for developing sensory, motor, perceptual, and problem-solving skills. Promotes awareness of self and enhancement of self-image shown through movement experiences.
Prereq: None

EDU 233 Early Education in the Home (X) 1 credit
An exploration of child rearing practices and early education in the home. Focus on communication skills between adults and children and on understanding children's development and behavior. Regulations for establishing home child care will be analyzed. Field trips required.
Prereq: None

EDU 235 Audio-Visual in the Early Childhood Classroom (X) 1 credit
Familiarity with and use of various audio-visual and other aids appropriate to the early childhood classroom. Hands-on training and direct applications emphasized.
Prereq: None

EDU 237 Exploring Children's Behavior (X) 1 credit
Exploration of children and their behaviors in the context of the pre-school experience. The manner in which children acquire behavior, theories and techniques of behavior, theories and techniques of behavior management and the adult's impact on children's behavior will be discussed.
Prereq: None

EDU 261 Establishing and Maintaining a Safe and Healthy Environment (X) 2 credits
An introduction to the basic principles and methods of designing optimum classroom environments for young children. The course examines the needs of the young child and incorporates these needs into the design and use of learning centers and outdoor spaces. Combines seminar and work experience in an early childhood field setting.
Prereq: EDU 101, 102, or permission of instructor
EDU 262 Advancing Physical and Intellectual Competence (X)  
2 credits
This course is designed to develop competence in providing the materials, an environment, and activities that promote the child's physical and intellectual competence. Course is a combination of work experience in an early childhood setting and seminar.
Prereq: EDU 261, 265, or permission of instructor

EDU 263 Providing for Social and Emotional Development (X)  
2 credits
This course surveys the developmental sequence of the formation of self-concept. It investigates ways of enhancing individual strength and self-concept in preschool educational settings. Students will demonstrate techniques which promote a positive image as they work with children in all curriculum areas. Course combines work in an early childhood setting with a seminar.
Prereq: EDU 101, 102, or permission of instructor

EDU 264 Establishing Positive Family Relationships (X)  
2 credits
A course designed to develop the skills necessary to help children get along with one another, work and play together, and respect the property and feelings of others. The course combines work in an early childhood setting with a seminar.
Prereq: EDU 261, 263, 266, or permission of instructor

EDU 265 Program Management (X)  
2 credits
This course is designed to coordinate the children's individual needs with the needs of their families and to develop a positive relationships between the two. This course combines work in an early childhood setting with a seminar.
Prereq: EDU 261, 263, 266

EDU 266 Maintaining Professionalism (X)  
2 credits
This course is designed to have the student become fully aware of the responsibilities of an early childhood teacher as they relate to the total functioning of a classroom. This includes professional attitudes, program philosophy, and professional evaluation and development. This course combines work in an early childhood setting with a seminar.
Prereq: EDU 101, 102, or permission of instructor

ELECTRONICS

ELT 101 Basic Electricity I-DC (X)  
4 credits
Basic theory and principles upon which subsequent courses in electricity and electronics technology are dependent. 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. Lab required.
Prereq: MAT 103 or equivalent concurrently

ELT 102 Basic Electricity II-AC (X)  
4 credits
A continuation of Basic Electricity I, but dealing with alternative current phenomenon. Topics include but are not limited to: A.C. generation; reactance; impedance; impedance networks; power in A.C. circuits; resonance; coupled circuits; harmonics; A.C. machines and devices; A.C. measurement techniques. Lab required.
Prereq: ELT 101 and MAT 104 or equivalent concurrently
ELT 110 Electronics Fabrication (X)  
3 credits
An activity-oriented course (lab-lecture) dealing with the materials, techniques, tools, and skills encountered in the assembly, maintenance, and repair of electronic circuits and devices. Topics include but are not limited to: sheet metal tools and operations, printed circuit boards and wire boards, printed circuit board layout and artwork, printed circuit board fabrication, circuit board assembly, soldering, component removal, wire board fabrication, chassis assembly and wiring, power supply testing and troubleshooting, special component handling, storage, and assembly techniques.
Prereq: None

ELT 201 Digital Circuit Theory (X)  
3 credits
Binary numbers; logic gates, AND, OR, NAND, NOR, ADD; Boolean algebra; logic circuits, DLT, TTL, ECL; flip-flop circuits; counters; registers; displays; memory circuits; applications. Lab required. Prereq: ELT 102 or PHY 112

ELT 203 Microprocessor Fundamentals (X)  
3 credits
A first course in microprocessor fundamentals centered in the 6800 CPU and its family of support devices. The course covers the general topics of (1) number systems, (2) computer architecture, and (3) programming techniques. Two hours lecture, two hours lab per week. Prereq: ELT 201 or permission of instructor

ENGINEERING

EGR 101 Engineering Drawing I (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

EGR 102 Civil and Architectural Drawing (X)  
3 credits
Introduction to architectural drafting; including foundation plans, floor plans, elevation, sections, details, schedules, architectural terminology and symbols. Prereq: EGR 101 or equivalent; Recom: MAT 103

EGR 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

EGR 106 Engineering Drawing II (X)  
3 credits
Introduction to descriptive geometry; auxiliary views; surface developments and intersectional graphical methods for engineering communication; design and communications drawing in specialized fields. Prereq: EGR 101 or equivalent

EGR 107 Engineering Graphics I (X)  
3 credits
Introduction to engineering graphics concepts and applications. Lettering, scaling, orthographic projection, pictorials, sections, auxiliary views, dimensioning, tolerances, fasteners. Sketching and some instrument work employed. Introduction to computer-aided drafting included. Prereq: None; Recom: Understanding of coordinate geometry.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGR 108</td>
<td>Engineering Graphics II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Development of skills with manual instruments, drafting machines, and computers in the production of working drawings. Descriptive geometry, developments and intersection, graphical math. Engineering graphics for specific disciplines. Project work and CAD. Prereq: EGR 107 or equivalent</td>
<td></td>
</tr>
<tr>
<td>EGR 110</td>
<td>Engineering Graphics Project</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Preparation of complete working drawings for selected engineering disciplines. Emphasis on developing a high level of manual and CAD skills. Prereq: Corequisite EGR 108 and enrollment in Computer-Aided Drafting Certificate Program, or permission of instructor</td>
<td></td>
</tr>
<tr>
<td>EGR 205</td>
<td>Statics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Components and resultants of forces, concurrent and non-concurrent force systems. Free body diagrams, Couples and moments, centroids, moment of inertia, friction, Distributed loads. Prereq: PHY 101 or 111; MAT 151 or 201 concurrently</td>
<td></td>
</tr>
<tr>
<td>EGR 206</td>
<td>Mechanics of Materials</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Axial and shear stress and strain, torsion, bending, shear and moment diagrams. Deflection, columns, connections, indeterminate beams. Prereq: EGR 205</td>
<td></td>
</tr>
<tr>
<td>EGR 207</td>
<td>Dynamics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Forces on systems in motion. Translation and rotation. Kinetics of particles and rigid bodies. Work and energy. Impulse and momentum. Prereq: EGR 205; MAT 151 or 202 concurrently</td>
<td></td>
</tr>
<tr>
<td>EGR 208</td>
<td>Thermodynamics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Heat theory and equipment; gas laws; first and second laws of thermodynamics; heat exchangers; Rankine and Carnot cycles. Prereq: MAT 202 and PHY 112</td>
<td></td>
</tr>
<tr>
<td>EGR 211</td>
<td>Circuit Analysis I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Circuit elements, Ohm's Law, Kirchhoff's Laws, writing and solving circuit equations. Important circuit concepts, operational amplifiers, and energy storage elements. First-order and second-order circuits; state-variable analysis, including numerical solution of the state equations. Lab required. Prereq: MAT 202 and PHY 112</td>
<td></td>
</tr>
<tr>
<td>EGR 212</td>
<td>Circuit Analysis II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Time domain analysis, complex numbers, frequency domain analysis, and the sinusoidal function. Introduction to power and power measurements. Important AC concepts. Transformers and two-port networks. Fourier series. Lab required. Prereq: EGR 211</td>
<td></td>
</tr>
<tr>
<td>EGR 214</td>
<td>Digital Electronics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Device physics and models for p-n junction and Zener diodes, bipolar junction transistors and field effect transistors. Transistor-transistor logic families, emitter-coupled logic (ECL), integrated injection logic and metal-oxide-silicon digital technologies. Semiconductor memories. Power transistors for output drivers. Prereq: EGR 211</td>
<td></td>
</tr>
</tbody>
</table>
EGR 215 Contracts, Specifications, and Estimating (X)  3 credits
Basic principles of contract law. Specifications relating to materials and workmanship. Estimating quantities and costs for labor, materials, and equipment. Basic concepts of overhead and profit and their relationship to project costs.
Prereq: None

EGR 216 Materials Laboratory Course (X)  1 credit
A laboratory course involving tension, compression, flexure, and deflection tests and demonstrations.
Coreq: EGR 206

ENGLISH

ENG 100 College Writing Strategies (X)  3 credits
Intensive study of the structure of the English sentence and of paragraph building. Exercises in grammar and in sentence combining. Closely supervised practice in writing the paragraph, leading to experience in using library resources for paragraph detail. NOTE: This course does not satisfy the English Composition requirements of the College.
Prereq: None

COL 100 College Reading Strategies (X)  3 credits
Development of reading study skills for comprehension, vocabulary building, and critical reading. Techniques for effectively and efficiently obtaining information from reading materials, especially textbooks.
Prereq: None

COL 101 College Writing and Reading Strategies (X) 3 credits
Improvement of writing and reading skills, using each to reinforce the development of the other. This course is designed as a "bridge" between the ENG/COL 100 courses and college-level courses, although enrollment is not limited to people who have taken developmental courses. Focus on analysis and comprehension of reading using textbooks from other courses and extensive practice writing essays, summaries, personal responses, and answers to essay questions. Grammar review. Individualized instruction. In-class tutors.
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: ENG 100 and COL 100, or satisfactory placement test score, or permission of the English department
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: Satisfactory placement test score

ENG 105 English Composition II: 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: Satisfactory placement test score

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; students may receive credit for only one.

ENG 112 English Composition II: Exploring Literature and Analytical Writing (E)  
3 credits
Examination and analysis of a variety of literary works, including the short story, poetry, and drama. Writing assignments emphasizing the formal critical paper but including options for more personal and creative responses.
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 instructor

ENG 116 English Composition II: Analysis of 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 121 Script Writing (L)  
3 credits
The study and practice of writing scripts to communicate information, knowledge, and appreciation. Scripts will be written for slide-tape and television media formats. This course is designed for individuals who may be responsible for disseminating information in business, industry, or education.
Prereq: ENG 112, 114, 116, or permission of instructor

ENG 123 Report Writing (L)  
3 credits
Intense study and practice in the writing of letters, memos, and reports (such as proposals or feasibility studies) related to specific technical and service occupations. Instruction in persuasive techniques and graphics. Term project required.
Prereq: ENG 101, 103, or 105
ENG 125 Interviewing and Transcribing (HL) 3 credits
Techniques and procedures for conducting and preserving interviews for oral histories, broadcasting productions, and articles, including projects in research, effective questioning, analytical listening, verbal and nonverbal messages, reviewing, outlining, transcribing, editing, indexing, and preparing documents.
Prereq: None

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

ENG 203 American Literature I (HC) 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 (HC) 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 112, 114, or 116

ENG 205 English Literature I (HC) 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 (HC) 3 credits
Readings in English literature from the late 17th century to the present.
Prereq: ENG 112, 114, or 116

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

ENG 211 Modern Novel (HC) 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 219 The Black in American Literature (HC) 3 credits
The study of literature dealing with Black Americans from the slavery period to the present, concentrating on the various images of the Black presented by both black and white writers in each major period in Black American history and on the awakening black consciousness of black writers. Writers studied include Dunbar, Ellison, Baldwin, Wright, Faulkner, and Twain.
Prereq: ENG 112, 114, or 116
ENG 221 Shakespeare (HC) 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 Satirical Fiction (HC) 3 credits
A survey of absurdist and political satire in fiction. Attention will be given to representative 18th and 19th century writers. Ultimate focus will be on Kurt Vonnegut and Flannery O'Connor, developing an analysis of their differing responses to the contemporary world.
Prereq: ENG 112, 114, or 116

ENG 241 Survey of Children's Literature (HC) 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 Early Childhood Education.
Prereq: ENG 112, 114, or 116

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

ENG 247 Women in Literature I (HC) 3 credits
A study of poems, short stories, and novels of the 19th century and earlier. These works, by and about women, deal specifically with the following areas of concern: growing up as a female, sex roles and their consequences, female creativity, the search for wholeness. Attention will be paid to style and writing techniques.
Prereq: ENG 112, 114, 116, or permission of instructor

ENG 248 Women in Literature II (HC) 3 credits
A study of poems, short stories, and novels of the 20th century. These works, by and about women deal specifically with the following areas of concern: growing up as a female, sex roles and their consequences, female creativity, the search for wholeness, how our own situations have derived from the experience of those just before us, and how contemporary writers express our experience.
Prereq: ENG 112, 114, 116, or permission of instructor

ENG 251 Grammar and Editing (HC) 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, 116, or permission of instructor

ENG 253 Valley/American Literature (HC) 3 credits
Critical study of American literature from the Puritan period to the present with focus on the significant achievements of Valley writers. Exploration of the effects on their works of the geographical, social, and cultural environment of the Pioneer Valley. Writers studied include Jonathan Edwards, Emily Dickinson, Mark Twain, Robert Frost, and Archibald MacLeish among others.
Prereq: ENG 112, 114, 116, or permission of instructor
ENG 257 MacLeish Seminar (HC)  
Focusing on taped biographical and critical interviews with Archibald MacLeish, the seminar will examine the periods of the poet’s development, assessing the influences on his literary achievement of non-literary careers, environment, and personal experiences. Extensive reading of poetry, drama, and essays will be required.  
Prereq: One course in either American Literature, Modern Poetry, or equivalent

ENG 259 Survey of Western Drama I (HC)  
A chronological and critical survey of dramatic literature from Sophocles to Goethe. Emphasis on the historical continuum of the form, as well as styles and methods of production. Themes considered from the perspectives of individual works, literary periods, and in relation to social and historical contexts.  
Prereq: ENG 112, 114, or 116

ENG 260 Survey of Western Drama II (HC)  
A chronological and critical survey of dramatic literature from Ibsen to Albee. Emphasis on the historical continuum of the form, as well as styles and methods of production. Themes considered from the perspectives of individual works, literary periods, and in relation to social and historical contexts.  
Prereq: ENG 112, 114, or 116

ENG 261 The Short Story (HC)  
A survey of the short story as a literary genre from its beginnings in the early 19th century to the present time with emphasis on interpretation and analysis, characters in conflict, point of view, and symbolism.  
Prereq: ENG 112, 114, or 116

ENG 263 Advanced Composition (HC)  
Focuses on advanced skills development in essay writing. Classic forms of organization are stressed. Critical sense is developed through reading, writing, and discussing peer-critiques in collaborative learning.  
Prereq: ENG 101, 103, or 105 and permission of instructor; concurrent enrollment in ENG 264 optional

ENG 264 Tutoring Skills in English (HL)  
1 credit  
Focuses on materials, techniques, and strategies for effective tutoring of writers at every stage in the writing process. Practice in tutoring is required.  
Prereq: Concurrent enrollment in ENG 263

ENGLISH AS A FOREIGN LANGUAGE

EFL 101 Written English as a Foreign Language-Beginning Level (X)  
3 credits  
Introduction to the English language through systematic study of vocabulary and grammar, and through reading and writing exercises. Individualized programs allow beginning students to progress at their own rate. Students in EFL 101 may enroll in other courses only on an audit basis with EFL instructor’s permission. Graded CR/NC basis.  
Prereq: Placement by examination
EFL 102 Written English as a Foreign Language  
-Advanced Beginners (X)  
3 credits  
Focus on reading and writing skills needed for the student to participate successfully in an American community. Students progress to more advanced levels in grammar, sentence study, and vocabulary development. Students in EFL 102 may enroll in appropriate HUD and LED courses, or may audit other courses with EFL instructor’s permission. Graded CR/NC basis.  
Prereq: Placement by examination

EFL 103 Written English as a Foreign Language  
-Intermediate Level (X)  
3 credits  
Refinement of reading and writing skills needed for the student to participate successfully in a full GCC academic program. Written assignments weekly as well as drills in grammar, paragraph development, and reading. Students in EFL 103 may enroll in 100-level courses; but more advanced courses may be taken with advisor’s permission. Graded CR/NC basis.  
Prereq: Placement by examination

EFL 104 Written English as a Foreign Language  
-Advanced Level (X)  
3 credits  
Reading and writing skills on an advanced level as preparation for 101-level college courses and the TOEFL examination. Weekly papers and reading assignments. Students in EFL 104 may enroll in 100- and 101-level courses for credit on recommendation of academic advisor. Graded CR/NC basis.  
Prereq: Placement by examination

EFL 111 Spoken English as a Foreign Language  
-Beginning Level (X)  
3 credits  
Introduction to standard American speech through phonetics. Exercises designed to teach correct pronunciation. EFL 101 vocabulary and other English language elements put into practice. Graded CR/NC basis.  
Prereq: Placement by examination

EFL 112 Spoken English as a Foreign Language  
-Advanced Beginners (X)  
3 credits  
Phonetics as needed. Exercises designed to develop listening and speaking for everyday living. EFL vocabulary and other English language elements put into practice. Graded CR/NC basis.  
Prereq: Placement by examination

EFL 113 Spoken English as a Foreign Language  
-Intermediate Level (X)  
3 credits  
Phonetics as needed. College lectures presented to improve comprehension and develop note-taking skills. EFL vocabulary and other English language elements put into practice. Graded CR/NC basis.  
Prereq: Placement by examination

EFL 114 Spoken English as a Foreign Language  
-Advanced Level (X)  
3 credits  
Phonetics as needed. Emphasis on listening to, evaluating, and delivering speeches. Advanced group discussion exercises and debates. EFL vocabulary and other English language elements put into practice. Graded CR/NC basis.  
Prereq: Placement by examination
ENVIRONMENTAL SCIENCE

ENV 101 Environmental Design (NL)  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. Lab and field trips required.
Prereq: None

ENV 102 Conservation of Natural Resources (NL)  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 Landscaping (NL)  3 credits
An introduction to the basics of landscape design and plant materials and their application to man in urban and rural environments. Lab and field trips required.
Prereq: None

ENV 107 Principles of Land Use (NL)  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 (NL)  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 hazard, engineering as a solution to 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 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, 103, CHE 105 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 local, state, and national guidelines.
Prereq: None

FST 113 Fire Hydraulics with Applied Math (X)  3 credits
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. Math components included.
Prereq: None

FST 175 Industrial Fire Protection and Safety (X)  3 credits
Introduction to fire risk management, fire suppression and detection systems and devices; industrial storage and housekeeping practices; fire hazard control; OSHA Regulations (Subpart L).
Prereq: None

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

FST 203 Fire Fighting Tactics (X)  3 credits
Review of fire chemistry, equipment, and manpower. Basic fire fighting tactics and strategy; methods of attack; pre-planning fire problems. Fire situations for analysis and study.
Prereq: FST 101, 103, and 113

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 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 103
**FST 275 Emergency Medical Technology (X) 6 credits**

An 81-hour course in the emergency primary care of injuries, acute illnesses, birth, and people under stress. Rescue extraction, transportation, communication; legal implications; anatomy and physiology; M.D. participation, ambulance training and CPR. Lectures, slides, demonstrations, and practice. Students completing the course will be able to take the National Registry Examination at the College.

*Prereq: None*

---

**FOLKLORE**

**FLK 217 American Folklore (HC) 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 lifestyles. Folklore and Folk literature of the southern Appalachian will serve as models for study.

*Prereq: ENG 112, 114, or 116*

**FLK 218 Storytelling (HC) 3 credits**

Folktales from American, European, and other ethnic folklore traditions are examined from a contemporary perspective. Attention will be given to structure, content, language, literary and social issues, and techniques. Students will learn to tell the folktale within the context of their own cultural experiences.

*Prereq: ENG 112, 114, or 116*

**FLK 219 Valley Folklife (HC) 3 credits**

An introduction to the materials and methods of American Folklife studies with emphasis on specific areas of Valley folklife as evidenced in music, story, art, architecture, dance, customs and festivals, as well as in other manifestations or oral, customary, and material folk traditions. Students will work on a class project examining a unique aspect of Valley folklife. Credit will be granted for FLK 217 or FLK 219 but not for both.

*Prereq: None*

---

**FRENCH**

**FRE 101 Elementary French I (HC) 3 credits**

Introduction to the language by means of intensive oral work and systematic study of grammar and phonetics. For beginners and students who have not successfully completed one year of high school French.

*Prereq: None*

**FRE 102 Elementary French II (HC) 3 credits**

Introduction to the language by means of intensive oral work and systematic study of grammar and phonetics. For students who have successfully completed one year of high school French, or FRE 101.

*Prereq: FRE 101 or equivalent*

**FRE 201 Intermediate French I (HC) 3 credits**

Refinement of written and conversational skills through selected readings in literature.

*Prereq: FRE 102 or permission of instructor*
FRE 202 Intermediate French II (HC)  
3 credits
Study of chosen representative literary works from French literature. Outside reading and reports required.
Prereq: FRE 201 or permission of instructor

FRE 251 French Composition and Conversation (HC)  
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 instructor

GEOLOGY

GEO 101 Physical Geology (NC)  
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. Lab and field trips required.
Prereq: None

GEO 102 Historical Geology (NC)  
4 credits
An introduction to the origin and development of the earth, with emphasis on the Eastern United States. Topics include geologic time, myths and science of creation, meaning and interpretation of rocks and fossils. Lab and field trips required.
Prereq: None

GEO 103 Valley Geology (NC)  
3 credits
An introduction to the unique geology and geohistory of our region. Topics include: rocks, minerals, rivers, glaciers, dinosaurs, continental drift, resources, and geologic hazards. Field trips. Credit will be granted for GEO 103 or 106, but not for both.
Prereq: None

GEO 104 Introduction to Oceanography (NC)  
4 credits
The nature of the ocean realm—its physical, chemical, biologic and geologic characteristics and importance. Topics to be discussed: origin and characteristics of ocean basins, physical and chemical nature of sea water, origin and movement of water masses, importance of the oceans to man and life on earth. Lab and field trips required. Credit will be granted for GEO 104 or 105 but not for both.
Prereq: None

GEO 105 Survey of Oceanography (NC)  
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 lab. Credit will be granted for GEO 104 or 105 but not for both.
Prereq: None

GEO 106 Survey of Geology (NC)  
3 credits
An introduction to the science of geology to provide an understanding of such topics as: minerals and rocks, landscapes, environmental hazards, resources, and earth history. Local field trips and lab work included in course. Areas to be visited during optional June field trip to either Sierra-Cascades or Rocky Mountains will be emphasized. Credit will be granted for GEO 103 or 106 but not for both.
Prereq: None
GEO 107 Geology of our National Parks (NC)  4 credits
Geographical settings of our national parks and geological processes which carved out or built up their outstanding landforms. Current environmental hazards and pressures. Lab and field trips required.
Prereq: None

HISTORY

HIS 101 Western Civilization to 1500 A.D. (HC)  3 credits
The major ideas, institutions, and developments of Western Civilization from ancient times to the Renaissance. Themes include the nature of humankind; relationship of the individual to society and the universe; the role of religion; the individual in history; the tradition to modern modes of life and thought.
Prereq: None

HIS 102 Western Civilization Since 1500 A.D. (HC)  3 credits
Analysis of ideas, attitudes, and developments of Western Civilization from the dawn of the modern age to the present. Topics include the scientific and industrial revolutions; the rise and triumph of nation states; the French and Russian revolutions; European imperialism in Asia and Africa; socialism, communism, and fascism; dictatorships and World War II; challenge of the non-western world.
Prereq: None

HIS 105 History of the American People to 1865 (HC)  3 credits
Economic, social, and cultural development of the American people prior to the Civil War. Utopianism; the Revolutionary Era; the development of national consciousness; consensus and conflicts; constitutionalism; the roots of American foreign policy; race relations; slavery and war. Credit will be granted for HIS 105 or 107 but not for both.
Prereq: None

HIS 106 History of the American People Since 1865 (HC)  3 credits
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. Credit will be granted for HIS 106 or 108 but not for both.
Prereq: None

HIS 107 Valley/American History I (HC)  3 credits
Analysis and examination of major developments—political, social, economic—in American history from colonial times to the Civil War period with the focus on the local and national levels. Emphasis on local resources. Field trips required. Credit will be granted for HIS 105 or 107 but not for both.
Prereq: None

HIS 108 Valley/American History II (HC)  3 credits
Analysis and examination of major developments—political, social, economic—in American history from the latter part of the 19th century to the present with the focus on the local and national levels. Emphasis on local resources. Field trips required. Credit will be granted for HIS 106 or 108 but not for both.
Prereq: None

102
HIS 113 Modern East Asia (Hc)  3 credits
The major social, political, and cultural developments taking place in China and Japan from the mid-19th century to the present. Examination through visual and textual materials of the transformation of traditional societies as they struggle to modernize. Comparisons between the respective experiences of China and Japan.
Prereq: None

HIS 217 Valley/American Ethnic Experience (HL)  3 credits
An exploration of the significant contributions to the cultural, social, and historic development of Valley/American life by the people of diverse ethnic and minority backgrounds. A variety of approaches will be pursued in our investigations, including texts, readings, and field research. The course calls for people with an interest in a component of history too long neglected, the human element.
Prereq: HIS 105, 106, 107, 108, or permission of instructor

HUMAN DEVELOPMENT

HUD 101 Study Skills (X)  1 credit
Teaches academic success skills, including techniques for effective reading and remembering, class involvement, preparation for tests, taking lecture notes, and managing time.
Prereq: None

HUD 103 The 24-Hour Outdoor Personal Growth Experience (X)  1 credit
The in-class sessions and central 24-hour wilderness experience focus on the expansion of the individual’s awareness and sensitivity to his or her relationship with the environment through interpretation and participation in its cyclic rhythms.
Prereq: None

HUD 109 Career Decision-Making and Planning (X)  2 credits
An individualized introduction to the career/life planning process. Covers seven major steps in decision-making: commitment to planning, self-assessment, generating options, information seeking, choosing, planning, and taking action. Specific career plans will be developed as a result of this course.
Prereq: None

HUD 112 Assertiveness Training (X)  1 credit
Skills training in behavior which allows individuals the opportunity to express their own opinions, feelings, needs, and preferences, without unnecessary anxiety and in a way that is not threatening to others.
Prereq: None

HUD 113 Job Search Training (X)  1 credit
An introduction to the techniques used in effective job search. Specific attention is paid to helping each student to match his/her skills, needs, and values to specific types of jobs. The course content emphasizes informational interviewing, resume development, formal job interviewing, and job contract negotiations.
Prereq: None
HUD 117 Managing Stress (X)  
2 credits
Designed to transmit basic information about how stress works to help students isolate their own stress responses, and to help them find appropriate stress reduction techniques within a lab setting.
Prereq: None

HUD 120 Health Lecture Series (X)  
1 credit
A series of seminars, lectures, and workshops designed to provide current information related to health and lifestyle concerns. Topics/content will be selected from such areas as physical fitness, nutrition, wellness, preventive medicine, sexuality, and stress. Graded CR/NC basis.
Prereq: None

HUD 121 Applied Leadership Training (X)  
1 credit
Fundamental leadership skills, problem-solving, decision-making techniques, and group process; college governance structure, principles of the planning process and budget preparation. Maximum two graded credits.
Prereq: Offered only to GCC Student Senators elected by the GCC student body.

HUMAN ECOLOGY

HEC 101 Human Ecology: Problems and Solutions (BC)  
3 credits
An introduction to basic concepts and principles in ecology including ecosystems, population, food production, energy, pollution, technology, and resource depletion. This course focuses on man's impact on the natural environment emphasizing current problems and alternative solutions to them.
Prereq: None

HEC 111 Applied Human Ecology: Project TEME (BL)  
2 credits
This course is designed to introduce students to the applications of basic ecological principles and effective group process, the nature of totally enclosed modular environments and their relevance for the future, the NASA/ESA space flight programs, and the applications of high technology including computers, aerospace, and advanced communications. Students are trained as flight crew and ground control personnel in the implementation of the annual TEME Space Shuttle Simulation.
Prereq: None

HEC 251 Small Group Ecology: Project TEME Planning and Development (BL)  
3 credits
Training in the use of ecological concepts and principles in the planning and development of the annual Project TEME event schedule; instruction in group theory and participation in experiential learning activities to develop an understanding of group dynamics and effective group skills, i.e., goal setting, leadership, decision-making, problem-solving, resource utilization.
Prereq: HEC 101 and one of the following: ANT 103, 104, PSY 101, SOC 101, or permission of instructor.

HEC 252 Small Group Ecology: Project TEME Implementation (BL)  
6 credits
Application of ecological concepts and principles in the implementation of the annual Project TEME event schedule: instruction in group theory and participation in experiential learning activities to develop an understanding of group dynamics and effective group skills, i.e., goal setting, leadership decision-making, problem-solving, resource utilization.
Prereq: HEC 251 or permission of instructor
HUMANITIES

HUM 113 Introduction to the Pioneer Valley (HL) 3 credits
Overview of the geography, geology, history, and culture of the Pioneer Valley, with instruction in methods of research, including oral history and work in libraries, newspaper files, and museums. Field trips in the local area.
Prereq: None

HUM 117 History of Pioneer Valley Education (HL) 3 credits
Designed to familiarize the student with the diversity and wealth of educational opportunity in the Valley through a study of the history of its institutions. Educational trends will be identified and their impact on the community examined. Field trips and a term paper required.
Prereq: None

HUM 119 Women in the Pioneer Valley I (HL) 3 credits
In this course, students, through historical and literary readings and original research, explore the experience of women of the Pioneer Valley. Letters, diaries, journals, oral histories, fictional works, and other similar sources will be examined.
Prereq: None

HUM 201 Humanities in the Western World I (HC) 3 credits
Illustrates the relationships among the literature, music, visual arts, history, and ideas of the Western World, with emphasis on the texts of certain literary classics. Concentrates on the Classical World, the Middle Ages, and the early Renaissance.
Prereq: English Composition II (or concurrently), or permission of instructor

HUM 202 Humanities in the Western World II (HC) 3 credits
Continuation of HUM 201. This course concentrates on the late Renaissance, Baroque, Romantic, and Modern periods.
Prereq: English Composition II (or concurrently), or permission of instructor

HUM 231 Valley Research Project (HL) 3 credits
A course designed as a cooperative research project for students who have an interest in local history, research, and writing. A topic will be chosen each semester from fields such as art, biography, genealogy, industry, or society. The goal of the course will be to produce a paper for publication.
Prereq: None

INDUSTRIAL ENGINEERING

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

IND 111 Productivity Management (X) 3 credits
Industrial organization, job evaluation. Production control functions. Scheduling and dispatching.
Prereq: None; Recom: BUS 101 and IND 101
IND 112 Quality Control (X) 3 credits
Scheduling, inventory control, statistical concepts, sampling.
Prereq: IND 111 or permission of instructor

IND 113 Motion and Time Study (X) 3 credits
Concepts of motion economy and work simplification in the manufacturing and commercial environment. Process analysis, motion economy and human engineering, time studies and standards, cost analysis, work sampling, and motivation.
Prereq: IND 111 or permission of instructor

IND 131 Applied Supervision (X) 3 credits
Designed to examine and improve relations and supervisory skills in the world of work, including planning, leading, motivating, problem analyzing, lowering cost, developing employees, counseling, working with unions, handling employment activities and affirmative action situations, and achieving team effort. For present and potential supervisors.
Prereq: None

IND 175 Industrial Fire Protection and Safety (X) 3 credits
Introduction to fire risk management, fire suppression and detection systems and devices, industrial storage and housekeeping practices, fire hazard control, OSHA Regulations (Subpart L).
Prereq: None

IND 204 Facilities Engineering (X) 3 credits
Plant layout, heating, ventilating, air conditioning, safety, OSHA Regulations, materials handling, maintenance.
Prereq: IND 111 or permission of instructor

JOURNALISM

JOU 102 Newspaper Production (HL) 1 credit/semester, maximum 4 credits
Practical experience in newspaper production, including management, production, layout and design, writing and editing, advertising sales, and other aspects of college newspaper work. Attendance at one class per week required during first semester of enrollment. Participation in the production of the College newspaper required in first and subsequent enrollments.
Prereq: None (concurrent participation as a staff member of the College newspaper)

JOU 103 Newspaper Journalism (HL) 3 credits
An introductory course for students interested in careers in journalism or who wish to improve their writing skills. Emphasis is on news writing, but all aspects of newspaper production will be covered, including layout and design.
Prereq: ENG 101, 103, or 105 or concurrent enrollment; Recom: Recommended for students working on the student newspaper

JOU 105 Magazine Production (HL) 3 credits
A workshop involving the writing, designing, and publishing of a magazine. Special instruction in news and feature writing, advertising, copywriting, editing, design, layout, and financial management. Readings pertaining to magazines, newspapers, advertising, radio, and television will be required.
Prereq: ENG 101, 103, or 105 or concurrent enrollment
JOU 201 Mass Media in America (HC)  3 credits
The history, development, purposes, values, and effects of the mass media in America, including the press, radio, film, and television. Emphasis on contemporary issues, such as freedom of the press, dominance of commercialism, role of technology, and media monopolies.
Prereq: ENG 112, 114, or 116 (ENG 116 recommended) or permission of instructor

LEISURE EDUCATION

All 1-credit LED courses are graded on a credit/no credit basis. All 2- and 3-credit LED courses are graded with letter grades.

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 certificate.
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 knowledge, judgment, and teaching skills for training others in swimming, rescue, and water safety.
Prereq: Successful completion of LED 103

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

LED 111 Fundamentals of Canoeing Instructor (X)  1 credit
Designed to train and certify American Red Cross Canoeing Instructors; provides people with the knowledge, judgment, and teaching skills for training others in basic flat water canoeing. Field trips required.
Prereq: Successful completion of LED 107 and permission of 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. Field trips required.
Prereq: None

LED 115 Sailing Instructor (X)  1 credit
Designed to train and certify American National Red Cross Sailing Instructors; provides the knowledge, judgment, and teaching skills for training others in basic sailing. Field trips required.
Prereq: Successful completion of LED 113 or a current American National Red Cross Basic Sailing Certificate
LED 116 Aquatic Exercise (X) 1 credit
Various forms of recreational swimming and conditioning programs designed as a means of attaining and maintaining physical fitness. Students will develop the skills and knowledge necessary to develop, organize, administer, and instruct programs for all age groups.
Prereq: None

LED 117 Aquatic Games and Contests (X) 1 credit
Aquatic games and contests, categorized and presented consistent with the respective swimming ability groups; emphasis on expansion and development of fundamental skills through fun.
Prereq: 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 motor boats. Course is taught in conjunction with the LED sailing courses (LED 113, 115). Field trips required.
Prereq: None

LED 120 Aquatics Clinic (X) 3 credits
The eight-day residential clinic is designed to give basic instruction in water safety, sailing, canoeing, and basic boating. Provides participants with knowledge of waterfront management skills, group leadership skills, and teaching methods. American Red Cross Fundamentals of Canoeing and Fundamentals of Paddling certification will be given to those who successfully complete the requirements. Additional fee for meals and lodging required. Field trips required.
Prereq: R-L S major or permission of instructor

LED 124 Tree and Shrub Identification (X) 2 credits
The identification of the native and naturalized woody plants growing in Western Mass. Includes summer and winter characteristics, commercial significance, and value to wildlife. Field trips required.
Prereq: None

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

LED 127 Outdoor Challenge/Adventure Education (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 ropes courses, initiative problems, rock climbing, river crossing, solo experience, and group problem-solving. Field trips required.
Prereq: None

LED 128 Ropes Course Leadership (X) 1 credit
This course is designed to prepare students to plan, organize, conduct, and evaluate programs on the low and high ropes course elements.
Prereq: LED 127 or permission of instructor
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 rope climbing, and rappelling. Participants will gain adequate experience to use the sport of rock climbing as a leisure time activity. Field trips required.
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, bicycling skills and techniques, physical conditioning, lightweight bicycle touring (camping) and personal first aid safety. Participants must provide their own equipment. Field trips required.
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. Field trips required.
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. Field trips required.
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 on 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 backcountry of Franklin County, and there will be a four-day backpacking trip to the White Mountain National Forest in New Hampshire. Field trips required.
Prereq: None

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

LED 151 Archery (X)  1 credit
The basic skills and techniques involved in recreational archery. Emphasis on skill development and safety. Introduction to field archery, competition, and bow hunting. Field trips required.
Prereq: None
LED 153 New Games (X)  1 credit
An introduction to the fundamentals of a unique play program emphasizing “playing hard,” “playing fair,” “nobody hurt.” The course takes a leadership development approach teaching the skills and concepts necessary to allow new games to happen. Field trips required.
Prereq: None

LED 155 Badminton (X)  1 credit
The basic skills and techniques of recreational badminton. Rules, terminology, and strategy used in singles and doubles play are covered.
Prereq: None

LED 156 Principles of Weight Training (X)  1 credit
Covers the basic training principles involved in the development of muscle strength and endurance. Includes guidelines concerning isometric, isotonic, and isokinetic progressive resistance exercises. The value of muscle strength and endurance as a lifetime physical fitness goal emphasized.
Prereq: None

LED 157 Aerobics (X)  1 credit
Physical fitness exercises and techniques aimed at the development of the cardiovascular system. Exercises combined to promote flexibility, strength, and cardiorespiratory endurance through systematic approaches. Individual cardiovascular evaluation required and individual programs planned.
Prereq: None

LED 158 Advanced Aerobics (X)  1 credit
Advanced physical fitness exercises and techniques aimed at the development of the cardiovascular system. Introduction of more advanced exercises that promote flexibility, strength, and cardiorespiratory endurance through systematic approaches.
Prereq: LED 157 or permission of instructor and a cardiovascular evaluation

LED 159 Racquetball (X)  1 credit
The basic skills and techniques essential to recreational racquetball. Covers the rules, terminology, and strategy used during singles and doubles play. The value of racquetball and other racquet sports as a lifetime recreational activity.
Prereq: None

LED 161 Golf (X)  1 credit
The basic skills of recreational golf. Students will advance at their own pace. Golf etiquette and strategy will be explained. Field trips required.
Prereq: None

LED 163 Life Fitness (X)  3 credits
This course is an introduction to the principles of exercise and theories of conditioning. It will provide the student with a personalized physical fitness program. A physiological pre-program evaluation, lectures on fitness and related topics, individualized exercises, and a physiological post-program evaluation will all be included. The course is designed to improve the student’s level of physical fitness through a wide variety of activities. The goal of the course is to provide a foundation of knowledge and a positive commitment regarding physical fitness.
Prereq: None
LED 164 Introduction to Racquet Sports (X)  2 credits
A survey of basic skills and techniques in a variety of racquet sports and games. Emphasis on rules, terminology, and strategy used during singles and doubles play. The value of racquetball, tennis, and other racquet sports as lifetime recreational skills emphasized.
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. Field trips required.
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 top spin. Field trips required.
Prereq: LED 165 or permission of instructor

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

LED 168 Basic Karate II (X)  1 credit
Intermediate level skills and techniques of the Korean Martial Arts. Refinement of basic techniques and introduction of more advanced skills and exercises.
Prereq: LED 167 or permission of instructor

LED 173 Bowling (X)  1 credit
The skills and techniques needed to bowl with proficiency and enjoyment. The history of bowling, its present status, and its value as a lifetime sport.
Prereq: None

LED 175 Low Organized Sports (X)  1 credit
Acquaints the student with a variety of team sport modifications and with lesser known sports. Emphasis on adapting sports to varying capabilities and degrees of physical development. Field trips required.
Prereq: None

LED 177 Volleyball (X)  1 credit
The basic skills and techniques of modern power volleyball. Strategies of team play are emphasized.
Prereq: None

LED 178 Advanced Volleyball (X)  1 credit
Advanced training in the 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 instructor

LED 180 Textile Arts-Weaving (X)  1 credit
Designed to provide the student with a variety of on-loom and off-loom weaving skills and techniques. Provides the student with the ability to lead weaving programs with any age group in a variety of environments.
Prereq: None
LED 181 Basic Officiating (X)  
Provides the basic rules and procedures needed for officiating within informal settings. Includes basketball, volleyball, softball, baseball, soccer, tennis, and racquetball. Suitable for use on playgrounds, in YMCA’s, etc.  
Prereq: None

LED 182 Music in Recreation and Leisure Service (X)  
Designed for students to develop leadership skills in a variety of musical activities, including leading group singing, developing a repertoire of songs, understanding basic musical notation, and organizing music appreciation programs for a wide range of recreational settings and age groups. The course will also expand the student’s personal appreciation for music.  
Prereq: None

LED 191 Recreational Dance (X)  
Designed to provide the opportunity to increase basic dance skills. Introduction to basic rhythms, folk, square, and social dances. Field trips required.  
Prereq: None

LED 193 Contemporary Food Experiences (X)  
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 194 Painting, Drawing, and Graphics (X)  
An introduction to working with a variety of media: pencil, charcoal, felt pen, and tempera paint to explore the language of art in drawing and painting and techniques of letters and layout for making posters and flyers advertising recreational programs.  
Prereq: None

LED 195 Nature Crafts (X)  
Familiarity with and development of skills within a variety of nature craft activities. Incorporates the use of natural, inexpensive materials into arts and crafts. Teaching approaches, leadership, and organizational skills appropriate to nature craft programs. Field trips required.  
Prereq: None

LED 196 Nature in Winter (X)  
This is a field course designed to stimulate an interest in natural history by studying and observing the adaptations and strategies that plants and animals use to survive the harsh winter season. The majority of class time will be spent in the field. Students will develop skills in observing, recording in a field journal, using keys, and researching topics. Students will also prepare individual projects to present to the class. Field trips required.  
Prereq: None

LED 199 Creative Dramatics (X)  
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. Field trips required.  
Prereq: None
LED 164 Introduction to Racquet Sports (X) 2 credits
A survey of basic skills and techniques in a variety of racquet sports and games. Emphasis on rules, terminology, and strategy used during singles and doubles play. The value of racquetball, tennis, and other racquet sports as lifetime recreational skills emphasized.
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. Field trips required.
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 top spin. Field trips required.
Prereq: LED 165 or permission of instructor

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

LED 168 Basic Karate II (X) 1 credit
Intermediate level skills and techniques of the Korean Martial Arts. Refinement of basic techniques and introduction of more advanced skills and exercises.
Prereq: LED 167 or permission of instructor

LED 173 Bowling (X) 1 credit
The skills and techniques needed to bowl with proficiency and enjoyment. The history of bowling, its present status, and its value as a lifetime sport.
Prereq: None

LED 175 Low Organized Sports (X) 1 credit
Acquaints the student with a variety of team sport modifications and with lesser known sports. Emphasis on adapting sports to varying capabilities and degrees of physical development. Field trips required.
Prereq: None

LED 177 Volleyball (X) 1 credit
The basic skills and techniques of modern power volleyball. Strategies of team play are emphasized.
Prereq: None

LED 178 Advanced Volleyball (X) 1 credit
Advanced training in the 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 instructor

LED 180 Textile Arts-Weaving (X) 1 credit
Designed to provide the student with a variety of on-loom and off-loom weaving skills and techniques. Provides the student with the ability to lead weaving programs with any age group in a variety of environments.
Prereq: None
**LED 181 Basic Officiating (X)**  
1 credit  
Provides the basic rules and procedures needed for officiating within informal settings. Includes basketball, volleyball, softball, baseball, soccer, tennis, and racquetball. Suitable for use on playgrounds, in YMCA's, etc.  
*Prereq: None*

**LED 182 Music in Recreation and Leisure Service (X)**  
1 credit  
Designed for students to develop leadership skills in a variety of musical activities, including leading group singing, developing a repertoire of songs, understanding basic musical notation, and organizing music appreciation programs for a wide range of recreational settings and age groups. The course will also expand the student's personal appreciation for music.  
*Prereq: None*

**LED 191 Recreational Dance (X)**  
2 credits  
Designed to provide the opportunity to increase basic dance skills. Introduction to basic rhythms, folk, square, and social dances. Field trips required.  
*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 194 Painting, Drawing, and Graphics (X)**  
2 credits  
An introduction to working with a variety of media: pencil, charcoal, felt pen, and tempera paint to explore the language of art in drawing and painting techniques of letters and layout for making posters and flyers advertising recreational programs.  
*Prereq: None*

**LED 195 Nature Crafts (X)**  
1 credit  
Familiarity with and development of skills within a variety of nature craft activities. Incorporates the use of natural, inexpensive materials into arts and crafts. Teaching approaches, leadership, and organizational skills appropriate to nature craft programs. Field trips required.  
*Prereq: None*

**LED 196 Nature in Winter (X)**  
1 credit  
This is a field course designed to stimulate an interest in natural history by studying and observing the adaptations and strategies that plants and animals use to survive the harsh winter season. The majority of class time will be spent in the field. Students will develop skills in observing, recording in a field journal, using keys, and researching topics. Students will also prepare individual projects to present to the class. Field trips required.  
*Prereq: None*

**LED 199 Creative Dramatics (X)**  
1 credit  
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. Field trips required.  
*Prereq: None*
MATHEMATICS

MAT 100 Basic Mathematics Skills (X)  3 credits
Students use a variety of materials and problem-solving techniques to deepen their understanding of basic arithmetic operations, fractions, decimals, percents, and measurement. Mathematical discovery is emphasized. Students will analyze problems and arrive at solutions using the techniques of mathematical reasoning. Issues of math anxiety, test-taking difficulties, and study skills for math are all addressed. Useful as a refresher, a foundation for other math and math-related courses, or for developing mathematical skills necessary in job situations. Math Center lab work required.
Prereq: None

MAT 103 Applied Mathematics I (NC)  3 credits
Applied mathematics with emphasis on developing general mathematical understanding and problem-solving skills. Brief review of fundamental algebraic concepts, calculator use, functions and graphs, trigonometric functions and applications, systems of linear equations, factoring and fractions, quadratic equations, and exponents and radicals. Solution of word problems an important component of course.
Prereq: Successful completion of at least two years of college preparatory secondary school mathematics, or MAT 106 or equivalent

MAT 104 Applied Mathematics II (NC)  3 credits
Applied mathematics with emphasis on developing general mathematical understanding and problem-solving skills. Oblique triangle trigonometry, graphs of trigonometric functions, complex numbers and polar forms, inequalities, conic section analytic geometry, and equations of higher degree. Solution of word problems is an important component of course.
Prereq: MAT 103 or equivalent

MAT 105 Algebra and Coordinate Geometry I (NC)  3 credits
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 (NC)  3 credits
A continuation of MAT 105. Topics include simultaneous equations, graphs, radicals and quadratic equations.
Prereq: MAT 105 or permission of instructor

MAT 107 Fundamental Concepts of Mathematics (NC)  3 credits
The basic principles and notation of modern mathematics. Logic and set terminology, the development of number systems including natural numbers, integers, rationals, real and complex numbers; an introduction to relations and functions; equations and inequalities; special topics from modern algebra. Formerly MAT 101.
Prereq: Successful completion of at least two years of college preparatory secondary school mathematics or MAT 106 or equivalent

MAT 108 Elementary Functions (NC)  3 credits
Preparation for calculus and physical sciences. The principles and properties of functions and their graphs. Inverses and composition of functions. Polynomial, rational, circular, exponential, and logarithmic functions. Topics from analytic geometry.
Prereq: MAT 107
MAT 112 Finite Mathematics (NC)  
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 107 or equivalent

MAT 114 Probability and Statistics (NC)  
The organization, presentation, and interpretations of data; measures of central tendency and dispersion; probability theory; distribution of measurements; binomial and normal probability distributions; statistical interference and hypothesis testing, linear regression and correlation.  
Prereq: MAT 107 or permission of instructor

MAT 119 Quick Technical Math (NL)  
A one semester course in scientific math for the student who needs immediate command of certain mathematical concepts and skills which are typically encountered in physical science courses such as chemistry, physics, electronics, and, generally, other math-based courses. Such topics would normally be dealt with more fully in courses such as MAT 103, 104, 105, 106, 107, 108. Not intended to replace the normal math sequences, but merely to expedite and facilitate mathematical progress in the sciences until such time that the normal math deficiencies or prerequisites can be satisfied.  
Prereq: Math through high school Algebra I or permission of instructor

MAT 151 Applied Calculus I (NC)  
An intuitive introduction to some of the basic tools and methods of calculus. Models and applications from many fields. Functions and their graphs, limits, the derivative with applications, and the integral with applications.  
Prereq: MAT 104 or 107 or permission of instructor

MAT 152 Applied Calculus II (NC)  
A continuation of MAT 151. Logarithmic and exponential functions and their applications, techniques of integration, functions of several variables, and optimization problems using Lagrange multipliers. Some additional topics in managerial decision-making.  
Prereq: MAT 151

MAT 201 Calculus with Analytic Geometry I (NC)  
Prereq: MAT 104, 108, or equivalent

MAT 202 Calculus with Analytic Geometry II (NC)  
Prereq: MAT 201

MAT 203 Multivariate Calculus (NC)  
Vectors and solid analytic geometry. Functions of several variables. Partial derivatives with applications. Multiple integrals with applications. Line integrals. Green’s Theorem.  
Prereq: MAT 202

MAT 204 Elementary Differential Equations (NC)  
Topics in ordinary differential equations to be considered include separation of variables, homogeneous equations, exact equations, differential operators, series solutions, and solution by LaPlace transform. The methods will be applied to problems from engineering, physics, and chemistry.  
Prereq: MAT 202
MAT 205 Elementary Linear Algebra (NC)  3 credits
Prereq: MAT 202 or permission of instructor

MEDIA COMMUNICATION

MCM 101 Introduction to Media Communication (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: Completion of, or concurrent enrollment in ENG 101, 103, or 105

MCM 103 Production of Audio-Visual Materials (A)  3 credits
An introduction to basic audio and visual production techniques. Provides practical learning experiences in the fundamentals of photographic, graphic, and audio production. Students must provide some of their own materials; equipment is furnished.
Prereq: None

MCM 109 Television Production (A)  3 credits
Studio television production, including on-and off-camera functions. Emphasis on program direction and equipment operation.
Prereq: None

MCM 121 Cinema Survey (L)  3 credits
Surveys the development of commercial motion picture production through extensive viewings of the landmarks of the world of motion pictures. Includes discussion of the historical development of the industry, and an analysis of film types (short subjects, animation, nature, industrial/business, propaganda, documentary, etc.) as a major area of study.
Prereq: None

MCM 123 Motion Pictures & Television: Techniques & Technology (L)  3 credits
An overview of the people, processes, and equipment that are a part of motion picture and television production. Lectures will feature many examples on film of motion picture and television crews at work. Topics include: the producer; the director; the writer; the actor; the editor; the camera person; etc. Also included is discussion of the legal aspects of film and television production.
Prereq: None

MCM 205 Photography and Graphics (X)  3 credits
Photography and graphics techniques used in production of motion pictures, television, slide presentations, overhead transparencies, displays and publications for business, industry, and education.
Prereq: MCM 103

MCM 209 Advanced Television Production (X)  3 credits
A production-oriented course designed to increase students' ability to direct television programs, refine organizational and motivational skills necessary for effective producers, and increase technical skills, especially in location shooting and editing. Substantial amounts of time outside of class required, both in the television studio and at remote production locations.
Prereq: MCM 109 or equivalent
**MCM 211 Advanced Media Production (X)**  
3 credits  
A culminating experience in planning, design, and production of media for communication. Requires the student to combine skills in television, audio, photography, and graphics to produce two creative and effective major projects. Projects are produced for outside clients, the instructor, and/or the student portfolio.  
Prereq: MCM 205, 209, and ENG 121

**MCM 213 Careers in Media Communication (X)**  
3 credits  
A series of explorations and exercises designed to prepare the student to evaluate, select, and find work in the media and communication field. Content includes job search training, extensive site visitsations, and portfolio preparation. Field trips required.
Prereq: MCM 101, 103, and 109; Recom: Media majors only

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

**MUSIC**

A maximum of 8 credits may be earned toward graduation requirements in music courses coded HC.

**MUS 101 An Introduction to Music (HC)**  
3 credits  
A survey of musical styles from the Baroque era into the 20th century. Musical forms, elements of music, the orchestra, and great composers are discussed in conjunction with critical listening of recorded examples and live performances.
Prereq: None

**MUS 102 The American Experience in Music (HC)**  
3 credits  
A survey of the currents in American music from native American and early Colonial sources to Jazz and the Big Bands. Recordings, films, and live performances illustrate aspects of the musical language.
Prereq: None

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

**MUS 105 Music Literature I (HC)**  
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 instructor

**MUS 106 Music Literature II (HC)**  
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 instructor

**MUS 107 Music Theory I (HC)**  
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 instructor
MUS 108 Music Theory II (HC) 3 credits
Prereq: MUS 107 or permission of instructor

MUS 110 Ear Training and Dictation (HL) 1 credit
A series of exercises and drills designed to develop aural recognition and understanding of basic music structures. Scale structures, intervals, triads and inversion, seventh chords and inversions, identification of parts in choral style and various rhythmic patterns in simple and compound meters are presented in graded exercises and drills. This course may be repeated to a maximum of 3 credits.
Prereq: MUS 103 or permission of instructor; Recom: Concurrent enrollment in MUS 107 or 108

MUS 111 Chorus (HL) 1 credit per semester
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 112 Concert Previews (HL) 2 credits
Analysis of the major forms of symphonic music from the 17th to the 20th century, including music the Pioneer Valley Symphony Orchestra will perform in this year’s concert season. Active listening skills will be stressed as well as the stylistic and historical context of the music.
Prereq: None

Applied Music

Individual instruction on an instrument or voice. Emphasis on technique, repertoire, memory, and interpretation. A fee for lessons is charged by the instructor in addition to regular College fees and tuition. 2-credit courses are weekly one-hour lessons.

MUS 114 Applied Music: Beginning Level (HL) 1 credit
Individual instruction on an instrument or voice. Emphasis on technique, repertoire, memory, and interpretation. A fee for lessons is charged by the instructor in addition to regular College fees and tuition. Fifteen 1/2-hour lessons = 1 credit.
Prereq: None

MUS 115 Applied Music: Intermediate Level (HL) 1 credit
Fifteen 1/2-hour lessons = 1 credit.
Prereq: MUS 114 or 124 in same instrument or permission of Music Coordinator

MUS 116 Applied Music: Advanced Level (HL) 1 credit
Fifteen 1/2-hour lessons = 1 credit.
Prereq: MUS 115 or 125 in same instrument or permission of Music Coordinator

MUS 117 Class Piano: Beginning Level (HL) 1 credit
Especially designed for students with no background in piano, this course is taught on electronic pianos where each student has a keyboard. Students learn to read music and play familiar melodies with chords. Each class section is limited to 6 students.
Prereq: None
MUS 119 Class Piano: Advanced Level (HL) 1 credit
For intermediate/advanced students. Development of techniques, sight reading, melody harmonization, solo and ensemble literature. Special emphasis will be given to technique and interpretation.
Prereq: MUS 118 or permission of instructor

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

MUS 124 Applied Music: Beginning Level (HL) 2 credits
Fifteen 1-hour lessons = 2 credits.
Prereq: None

MUS 125 Applied Music: Intermediate Level (HL) 2 credits
Fifteen 1-hour lessons = 2 credits.
Prereq: MUS 114 or 124 in same instrument or permission of instructor

MUS 126 Applied Music: Advanced Level (HL) 2 credits
Fifteen 1-hour lessons = 2 credits.
Prereq: MUS 115 or 125 in same instrument or permission of instructor

MUS 133 Band (HL) 1 credit
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 instructor

NURSING

NUR 101 Fundamentals of Nursing (X) 7 credits
Designed to provide a foundation for nursing practice. The student is introduced to the concepts of health, illness, and adaptation. The nursing process is presented as a foundation for nursing practice. Emphasis is placed on assessment of the individual's ability to adapt to stressors and on the basic skills needed to assist the individual in this process.
Prereq: High School chemistry or CHE 105 or 111 (within 10 years)

NUR 102 Family-Centered Nursing (X) 7 credits
Designed to introduce the student to the uniqueness of the family within our changing society. Emphasis is placed upon assisting the family in the process of adapting to child bearing and child rearing. The nursing process is utilized as it relates to the nursing care of children and pregnant women. The course is divided into two units: the maternity unit and the pediatric unit. The maternity unit focuses on the normal maternity cycle, including the needs of the neonate, the newly delivered mother, and the family. Emphasis in the pediatric unit is on the ability to recognize normal growth and development and to identify deviations within the acute and chronic setting.
Prereq: SOC 101 or concurrent enrollment in SOC 101, NUR 101 and PSY 217, or concurrent enrollment in PSY 217
NUR 111 Introduction to Professional Nursing and the Nursing Process (X)  
1 credit
This course is designed to introduce the adaptation theory of nursing and the nursing process as a foundation for professional nursing practice. Licensed practical nurses are provided with the opportunity to assess patients' physiological and psycho-social status and to utilize appropriate nursing diagnosis. The course provides opportunity to discuss the role of the professional nurse. Graded on CR/NC basis. Successful completion of NUR 111 and NUR 102 results in the award of 7 credits by examination for NUR 101.
Prereq: Acceptance into the nursing program. Eligibility to take the LPN Challenge Exam for NUR 101. Successful completion of the theoretical and clinical components of the LPN Challenge Exam for NUR 101

NUR 115 Nursing Preceptorship (X)  
6 credits
This elective course is designed for nursing students who have completed the first year of Greenfield Community College’s Nursing Program. For six weeks students will work directly with a registered nurse preceptor in an area hospital to perfect nursing and communication skills, gain confidence, and explore the nursing role. Within the six four-day work weeks students will work directly with their assigned nurse preceptor, do library research, and attend seminars and conferences with a nursing instructor. Enrollment limited to 16.
Prereq: NUR 101 and 102, and BIO 105 and 106, and permission of instructor

NUR 201 Adaptation to Illness: Medical-Surgical Nursing I (X)  
8 credits
Designed to provide correlation between nursing theory and clinical practice. Emphasis is placed upon assessment of the level of adaptation and the nursing process. Individual needs of patients located at some point on the health-illness continuum form a basis for the integration of pharmacology, nutrition, diet therapy, and interpersonal relationships into a developing framework of knowledge.
Prereq: NUR 101 and 102

NUR 202 Adaptation to Illness: Medical-Surgical Nursing II (X)  
9 credits
A continuation of NUR 201. Additional depth and breadth is provided, focusing on pathophysiology. Emphasis is placed upon the mechanisms of adaptation and the use of the nursing process. In addition, concepts of rehabilitation, the teaching/learning process, family and community psychodynamics, and nursing leadership are presented to provide the student with a more comprehensive view of the nursing process and the ability to promote patient adaptation.
Prereq: NUR 201

NUR 203 Mental Health Nursing (X)  
4 credits
Focuses on mental health nursing principles in the formulation of a therapeutic approach to patient care. People are viewed holistically as complex organisms in constant interaction with physiological and psycho-social stressors. The nurse is viewed as a facilitator of adaptation, using the nursing process to establish a plan of care based on an understanding of the individual, family, and society.
Prereq: NUR 101 and 102

NUR 204 Trends and Issues in Nursing (X)  
2 credits
Focuses on the political, social, economic, and legal issues that influence the nursing profession. The history of nursing, professional organizations, educational and employment opportunities in nursing are considered. Nursing is viewed as a dynamic profession in which the nurse is a facilitator of adaptation to the changes which result from constant interaction with socio-economic and politico-legal forces in our health care delivery system.
Prereq: NUR 101, 102, 201, 203
OUTDOOR LEADERSHIP

All OLP courses are graded on a CR/NC basis.

OLP 111 Introduction to Outdoor Adventure Programs & Services (X) 3 credits
Provides the information and training needed for planning and implementing outdoor leadership and challenge adventure programs. Includes the philosophy, content, and methods of outdoor programs. Emphasis on the adaptation to different sets of circumstances and the needs of special populations. Students are required to meet specific performance criteria as a demonstration of competence. Field trips required.
Prereq: OLP participants only

OLP 112 Counseling and Human Services for Outdoor Leaders (X) 3 credits
An introduction to the basic concepts and techniques of interpersonal counseling, environmental psychology, and special needs populations. The course emphasizes the mastery of techniques through problem-solving and field applications. Incorporation of the skills and knowledge into outdoor activities is stressed.
Prereq: OLP participants only

OLP 116 Field Work Experience in Outdoor Leadership 1 (X) 4 credits
Field experience in the basic stages of planning, organizing, and evaluating outdoor leadership and challenge/adventure programs. Settings will vary to permit exposure to different circumstances and the needs of different populations. Field trips required.
Prereq: OLP participants only

OLP 120 Backcountry Medicine & Emergency Care (X) 3 credits
Course based on American Red Cross Advanced First Aid and National First Responder Certifications. Special emphasis on the skills and abilities required of outdoor leaders for the prevention and care of backcountry emergencies. Competency assessment and in-the-field practical simulations.
Prereq: OLP participants only

OLP 124 Environmental Interpretation (X) 3 credits
An introduction to the interpretation of the natural and cultural environments. Focus upon specific taxonomical understanding of environments. The development of specific leadership techniques and related methods and materials of interpretation. Field oriented in design and structure. Course emphasizes the incorporation of interpretation aspects into outdoor programs.
Prereq: OLP participants only

OLP 127 Outdoor Adventure, Methods, and Materials (X) 3 credits
An introduction to challenge/adventure and outdoor activities. Presents these activities as vehicles for promoting individual confidence, group cooperation, and environmental understanding. Students must meet certain performance criteria to demonstrate acquired competencies.
Prereq: OLP participants only

OLP 140 Rock Climbing (X) 1 credit
An introduction to the philosophy, skills, and techniques of basic rock climbing. Lab sessions will stress the activities of bouldering, top rope climbing, and rappelling. Participants will gain adequate experience to use the sport of rock climbing as a leisure time activity and as an assistant outdoor leader. Field trips required.
Prereq: OLP majors and/or permission of instructor
OLP 141 Flat Water Canoeing (X) 1 credit
An introduction to the philosophy, skills, and techniques of flat water canoeing. Emphasis on safety and skill development for both tandem and solo paddling. Introduction to canoe tripping and transition skills for white water canoeing. Approved for American National Red Cross Basic Canoeing Certification. Field trips required.
Prereq: OLP major and/or permission of instructor

OLP 142 Cross Country Skiing (X) 1 credit
Beginning, intermediate, and advanced instruction in the philosophy, skill, and technique of cross country skiing and ski touring. Skill lab sessions stress consumer ski equipment; physical conditioning, care and repair of equipment; waxing; style and technique; and winter personal safety and first aid. Field trips required.
Prereq: OLP major and/or permission of instructor

OLP 143 Winter Camping (X) 1 credit
Introduction to skills, philosophy, and techniques of winter camping and cold weather travel. Emphasis on safety, winter hiking and camping techniques, shelter construction, and leadership considerations. Field trips required.
Prereq: OLP major and/or permission of instructor

OLP 144 Survival Education (X) 1 credit
Introduction to the skills and abilities of survival in the wilderness and the built environment. Focus upon shelter, food, direction finding, signalling, and the psychology of survival. Simulated survival situation in the backcountry. Field trips required.
Prereq: OLP major and/or permission of instructor

OLP 145 White Water Canoeing (X) 1 credit
Introduction to the skills, philosophy, and techniques of white water canoeing. Emphasis on safety, equipment selection and use, skill development, and fun in basic, intermediate, and solo canoeing in Class II and III rivers. Field trips required.
Prereq: OLP major and/or permission of instructor

OLP 151 Introduction to Environmental Programs & Services (X) 3 credits
Provides the information and training needed for planning and implementing Environmental Education and Environmental interpretation programs and services. Includes philosophy, content, and methods of environmental-oriented programs. Emphasis placed upon different environmental program settings and the needs and expectations of a range of program participants.
Prereq: OLP major and/or permission of instructor

OLP 155 Environmental Field Studies I (X) 3 credits
In-the-field studies of the basic ecology of natural and cultural features of the New England landscape. Focus upon trees and shrubs, mammals, geology, weather, limnology, forest succession, New England landuse history, and other concepts. Field studies will take place in selected settings including rural, farmland, backcountry, mountains, Atlantic sea coast, and urban/suburban landscapes.
Prereq: OLP major and/or permission of instructor
OLP 156 Environmental Field Studies II (X)  
3 credits
A continuation of Environmental Field Studies I with an intermediate-level focus upon natural and cultural history of specific in-the-field sites. Plot study techniques for winter and spring field study and environmental pollution assessment. Special field studies of winter ecology, North American mammals, forestry practices, and the Great Smoky Mountains National Forest. Introduction to modern field study curricula and the use of media equipment and techniques. Each student conducts a specific field plot study.
Prereq: OLP major and/or permission of instructor

OLP 157 Environmental Education/Interpretation Methods & Materials (X)  
3 credits
A survey of the methods, techniques, and approaches used in Environmental Education and interpretation. Focus upon competencies central to the communication of environment-oriented philosophy and content to program participants. Topics include nationally recognized environmental education curricula, in-the-field interpretation techniques and activities, audiovisual presentations, living history programs, and visitor center operation.
Prereq: OLP major and/or permission of instructor

OLP 175 Outdoor Adventure Education (X)  
3 credits
Focusing upon the philosophy, skills, and techniques of outdoor adventure activities and experiences, and using physical, mental, and social challenges as vehicles for individual confidence, group cooperation, and environmental awareness, the course will include a range of activities including orienteering, ropes course, rock climbing, backpacking, 24-hour experience, environmental interpretation, nature-oriented activities, and outdoor education. The majority of the course will take place in the field with “hands-on experiences.” Participants can select from one of three concentrations: camp counselor/outdoor leader, teacher/human service personnel; parents/interested citizens.
Prereq: None

OLP 176 Winter Outdoor Adventure Education (X)  
3 credits
Focusing upon the philosophy, skills, and techniques of winter outdoor adventure activities and experiences, and using physical, mental, and social challenges as vehicles for individual confidence, group cooperation, and environmental awareness, the course will include a range of activities including cross country skiing, snowshoeing, winter camping, first aid and safety, winter ecology, nature-oriented activities, tracking, group building, and winter environmental interpretation. The majority of the course will take place in the field with “hands-on experiences.” Sequel to the summer Adventure Education course. The strenuousness of the course will be determined by the experience, interest, and needs of the participants.
Prereq: Permission of instructor (must fill out health and information forms)

OLP 201 Individual Project in Outdoor Leadership I (X)  
1 credit
A self-directed learning project focused upon student-identified content, methods, and materials. Content specific to student’s career goals and training priorities. Combination of Outdoor Leadership theory and practice.
Prereq: OLP major and/or permission of instructor

OLP 202 Individual Project in Outdoor Leadership II (X)  
2 credits
A continuation of OLP 201, with a more in-depth study of the student-selected theory and/or practice topic of Outdoor Leadership.
Prereq: OLP major and/or permission of instructor
OLP 205 Outdoor Leadership Seminar (X)  3 credits
A survey of the major philosophical outlooks and practical applications that relate to outdoor and adventure educational programs. The course format will focus on fieldwork and job settings the students have experienced. Particular attention will be paid to changing trends and the needs of particular populations.
Pre: OLP majors only

OLP 206 Seminar in Environmental Issues (X)  3 credits
A survey of the major environmental issues facing the world community: pollution, wildlife, farmland, conservation, hazardous waste, energy, and other contemporary topics. Seminar will include field trips, guest speakers, and conference attendance.
Pre: OLP major and/or permission of instructor

OLP 211 Advanced Outdoor Adventure Programs & Services (X)  3 credits
Provides advanced information and training for planning and implementing outdoor leadership and challenge/adventure programs. Includes the philosophy, content, and methods of outdoor programs. Emphasis on the adaptation to different sets of circumstances and the needs of special populations. Students are required to meet specific performance criteria as a demonstration of competence. Continuation of OLP 111.
Pre: OLP majors only

OLP 212 Counseling & Human Services for Outdoor Leaders II (X)  3 credits
In-depth study of the concepts and techniques of interpersonal counseling, environmental psychology, and special needs populations. The course emphasizes the mastery of techniques through problem-solving and field applications. Incorporation of the skills and knowledge into outdoor activities is stressed. Apply the concepts to the field.
Pre: OLP majors only

OLP 216 Field Work Experience in Outdoor Leadership II (X)  4 credits
Field experience in the advanced stages of planning, organizing, and evaluating outdoor leadership and challenge/adventure programs. Emphasis will be given to fashioning and modifying the design of programs to suit particular agency and population requirements. Field trips required.
Pre: OLP majors only

OLP 217 Field Work Experience in Outdoor Leadership III (X)  4 credits
Field experience in the intermediate stages of planning, organizing, and evaluating outdoor leadership and challenge/adventure programs. Settings will vary to permit exposure to different circumstances and the needs of different populations. Work in selected public/private agencies.
Pre: OLP majors only

OLP 218 Field Work Experience in Outdoor Leadership IV (X)  4 credits
Field experience in the advanced stages of planning, organizing, and evaluating outdoor leadership and challenge/adventure programs. Emphasis will be given to fashioning and modifying the design of programs to suit particular agency and population requirements. Optional Agency Internship. Work in selected public/private agencies.
Pre: OLP majors only
OLP 220 Intermediate & Advanced Wilderness First Aid & Emergency Care (X)  3 credits
Prevention and care of wilderness emergencies. Advanced skills and abilities. Special focus upon Wilderness Emergency Medical Technician (WEMT) and Red Cross Advanced First Aid Instructor. In-the-field leadership and instructorship highly recommended.
Prereq: OLP major or permission of instructor

OLP 224 Environmental Interpretation II (X)  3 credits
Interpretation of the natural and cultural environments. Focus upon specific taxonomical understanding of environments. The development of specific leadership techniques and related methods and materials of interpretation. Field-oriented in design and structure. Course emphasizes the incorporation of interpretation aspects into outdoor programs and leadership function.
Prereq: OLP majors only

OLP 227 Advanced Outdoor Adventure Methods & Materials (X)  3 credits
Intermediate and advanced study to challenge/adventure and outdoor activities. Presents these activities as vehicles for promoting individual confidence, group cooperation and environmental understanding. Students must meet certain performance criteria to demonstrate acquired competencies.
Prereq: OLP majors only

OLP 240 Intermediate & Advanced Rock Climbing (X)  1 credit
The philosophy, skills, and techniques of intermediate rock climbing. Lab sessions will stress the activities of bouldering, top rope climbing, and rappelling. Participants will gain adequate experience to use the sport of rock climbing as a leisure time activity and as an assistant outdoor leader. Optional Rock Climbing Instructor Certification.
Prereq: OLP major and/or permission of instructor

OLP 241 Intermediate & Advanced Flat Water Canoeing (X)  1 credit
Intermediate and advanced skills and techniques of modern flat water canoeing. Emphasis on safety and skill development for both tandem and solo paddling. Introduction to canoe tripping and transition skills for white water canoeing. Approved for American National Red Cross Basic Canoeing Certification. Optional Flatwater Canoe Instructor Certification.
Prereq: OLP major and/or permission of instructor

OLP 242 Cross Country Skiing (X)  1 credit
Intermediate and advanced instruction in the philosophy, skills, and techniques of cross country skiing and ski touring. Skill lab sessions stress consumer ski equipment, physical conditioning, care and repair of equipment, waxing, style and technique, and winter personal safety and first aid. Optional Nordic Ski Patrol Member.
Prereq: OLP major and/or permission of instructor

OLP 243 Intermediate & Advanced Winter Camping (X)  1 credit
The skills, philosophy, and techniques of winter camping and cold weather travel. Emphasis on safety, winter hiking and camping techniques, shelter construction, and leadership considerations. Emphasis on winter mountaineering skills.
Prereq: OLP major and/or permission of instructor

OLP 244 Intermediate & Advanced Survival Education (X)  1 credit
The skills and abilities of survival in the wilderness and the built environment. Focus upon shelter, food, direction finding, signalling, and the psychology of survival. Simulated solo survival situation in the backcountry.
Prereq: OLP major and/or permission of instructor
OLP 245 Intermediate & Advanced White Water Canoeing (X) 1 credit
The skills, philosophy, and techniques of intermediate and advanced white water canoeing. Emphasis on safety, equipment selection and use, skill development, and fun in basic, intermediate, and solo canoeing in Class II and III rivers. Optional American Canoe Association White Water Instructor Certification.
Prereq: OLP major and/or permission of instructor

PHILOSOPHY

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

PHI 103 Introduction to Philosophy (HC) 3 credits
Introduction to the major, classical philosophical problems through a thematic approach. Emphasis on active, informal discussion of contemporary issues.
Prereq: None

PHI 105 Bio-Medical Ethics (HC) 3 credits
An examination of moral and value systems and the application of modern ethical theory. Special emphasis on investigation of contemporary bio-medical issues.
Prereq: None

PHI 107 Comparative Religion (HL) 3 credits
A survey of the belief and practices of the world's living religions; a definition of what religion is and an examination of the religious experience.
Prereq: None

PHYSICS

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

PHY 102 General Physics II (NC) 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. Lab required.
Prereq: PHY 101, concurrent math, or permission of instructor

PHY 111 General Physics I with Calculus (NC) 4 credits
A calculus-based physics course intended primarily for those students who are preparing for careers in science, mathematics, or engineering. Includes kinematics, mechanics of particles and rigid bodies, and conservation laws. Heavy emphasis is placed on the use of concepts to solve programs. Lab required.
Prereq: MAT 201 concurrently, or permission of instructor
PHY 112 General Physics II with Calculus (NC)  
A calculus-based study of the laws of electricity and magnetism. Topics include properties of electricity and magnetism, fields, elementary electric current analysis, wave motion, electromagnetic waves.  
Prereq: PHY 111 or equivalent; Coreq: MAT 202, or permission of instructor

POLITICAL SCIENCE

POL 101 American Politics (BC)  
American national government and politics. The principles, processes, and institutions which make up the American political system: constitutional framework; federalism; interest groups, parties, elections; Congress; the Presidency; the judicial system. Policy-making and contemporary problems.  
Prereq: None

POL 103 Comparative Politics (BC)  
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 (BC)  
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 & Politics of the Soviet Union (BC)  
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 instructor

POL 203 American Civil Liberties (BC)  
Freedom of expression in history and in contemporary America; the role of the Supreme Court in the maintenance of civil liberties; the influence of official and popular pressures. Includes consideration of religion, assembly, the press and speech, as well as the rights of the accused and constitutional standards of equality.  
Prereq: None

POL 205 American Foreign Policy (BC)  
An introduction to America's role in world affairs, especially since World War II. Attention is given to the underlying principles of American foreign relations; to the American foreign policy process; to the instruments of modern foreign policy; and to the contemporary foreign policy environment: Soviet-American relations, Western Europe, the Middle East, Africa, Latin America, and the Far East.  
Prereq: None; Recom: POL 101
PSY 101 Principles of Psychology (BC)  3 credits
Introduction to the study of human behavior. Considers such topics as perception, motivation, learning, personality development, and the dynamics of maladaptive behavior.
Prereq: None

PSY 209 Abnormal Psychology (BC)  3 credits
Dynamics and symptomatology consistent with major organic and non-organic based problem behaviors including psychoses, neuroses, personality disorder, retardation, and brain damage.
Prereq: PSY 101

PSY 213 Psychology of Interpersonal Behavior (BC)  3 credits
Interpersonal determinants of human behavior. Theoretical models by Adler, Horney, Fromm, and Berne. Major emphasis on transactional analysis as developed by Berne.
Prereq: PSY 101

PSY 215 Theories of Personality (BC)  3 credits
An examination of the three major schools of psychology and their related personality theories. Psychoanalytic behavioristic and humanistic theory will be viewed through the works of Freud, Jung, Skinner, Rogers, and Maslow.
Prereq: PSY 101

PSY 217 Human Growth & Development (BC)  3 credits
A survey of human physical, psychological, and social development 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 instructor

PSY 221 Environmental Psychology (BC)  3 credits
Examines the relationship between built and natural environments and human behavior. Explores research methods, small group ecology, large group ecology, architectural design, social ecological design, future environments. Group projects and field trips required.
Prereq: PSY 101 or permission of instructor

PSY 223 Adult Development & Aging (BC)  3 credits
An exploration of the major issues in the adult life cycle (from late adolescence through old age) that shape the character of developmental change. Topics for investigation are: the sequence of transitions and psycho-social crises, the processes of identity change, adaptation to life-events that precipitate change, and the metamorphosis of aging.
Prereq: PSY 101

PSY 225 Psychology of Women (BC)  3 credits
An exploration into the behavior and personality of women as seen through their own eyes. Topics for investigation are: dispelling the myths and mysteries about the development of women, significant gender differences, the quest for a separate identity, transitional changes and adaptation, and the possibilities for a more generative view of the human life cycle.
Prereq: PSY 101 or SOC 101 or ANT 104 or permission of instructor
RECREATION AND LEISURE SERVICES

RLS 101 Introduction to Recreation & Leisure Services (A) 3 credits
Considers the growing field of recreation and leisure 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. Field trips required.
Prereq: None

RLS 102 Elder Services: Survey & Research (X) 3 credits
A research course designed to provide students with a comprehensive knowledge of the network of elder service resources, with an emphasis on recreation and leisure service programs on the local, state, and federal levels. The course is designed to meet the needs of employed and volunteer personnel, as well as students preparing for vocations in the field. Field trips required.
Prereq: None

RLS 103 Creative Experiences in Art, Music, Drama, & Dance (X) 3 credits
A survey course dealing with the methods, materials, content, and theory of the arts. Concentration on rationale, leadership, attitude, and exposure. Credit will be granted to RLS 203 or EDU 103, but not for both. Field trips required.
Prereq: RLS or EDU major or permission of instructor

RLS 104 Introduction to Elder Recreational Services (X) 3 credits
The course is designed to provide students with practical and technical programming skills and the knowledge required to work with older populations. Certification as an Activity Coordinator in Elder Services agencies within the Commonwealth of Massachusetts is awarded upon successful completion of the course.
Prereq: None

RLS 105 Introduction to Physical Education & Fitness (X) 3 credits
Designed to enhance the student's understanding of the biology/physiology of human activity as it pertains to health and physical fitness. Study and coursework will focus on developing a working understanding of exercise leadership and prescription, nutrition and weight control, strength and muscular endurance, cardiovascular fitness, flexibility, posture, stress management, and psycho-social aspects of exercise participation.
Prereq: None

RLS 107 Recreational Sports Administration (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. Field trips required.
Prereq: None

RLS 109 Program Planning (X) 3 credits
Principles and methods of program development. Emphasis on gaining a thorough understanding and working knowledge of recreational programs applied to a variety of settings. Analysis of program objectives. Development of leadership skills. Field trips required.
Prereq: None
RLS 110 Principles of Physical Training (X) 3 credits
This course focuses on the theories and applied principles of physical training and conditioning as it relates to individuals of all ages and fitness levels. Each component of a comprehensive physical fitness program will be covered; the cardiovascular system, muscle strength and endurance, flexibility, and body composition. The practical application of these principles into the development of personalized fitness programs will be emphasized.
Prereq: None

RLS 111 Introduction to Outdoor Recreation (X) 3 credits
The meaning and significance of outdoor recreation in contemporary society. Deals with the needs of different age groups and special populations. Emphasizes planning, organizing, conducting, and evaluating programs and activities of outdoor recreation, outdoor education, and environmental education. Special concern for practical activities and experiences in the out-of-doors. Provides lab 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. Field trips required.
Prereq: None

RLS 115 Field Work I (X) 3 credits
Experience in planning, organizing, conducting, and evaluating recreation programs in a local agency. Settings change each semester. Field trips required.
Prereq: RLS 109 or permission of instructor

RLS 116 Inservice Training (X) 1 credit
Experiences include observations, participation in, assisting with, and conducting physical fitness programs. Additional emphasis on administration, public relations, and evaluation. Students will learn through a variety of on-the-job experiences in several different fitness agencies under direct supervision.
Prereq: RLS majors only

RLS 118 Standard First Aid & Cardiopulmonary Resuscitation (X) 2 credits
A course based upon the American National Red Cross Standard First Aid and Personal Safety and the Cardiopulmonary Resuscitation programs which focus upon the development of students' first aid knowledge, skill ability, and personal judgment. Successful completion can lead to participants' being prepared to meet the needs of most situations when emergency first aid care is needed and medical assistance is not excessively delayed and Red Cross Certification in both Standard First Aid and CPR.
Prereq: None

RLS 119 Advanced First Aid & CPR (X) 3 credits
A course based upon the American National Red Cross Advanced First Aid and Emergency Care and Cardiopulmonary Resuscitation program which focuses upon the information necessary for the development of the student's first aid knowledge, skill ability, and personal judgment. Successful completion of the course can lead to Red Cross Certification in Advanced First Aid and CPR. Field trips required.
Prereq: None

RLS 130 Nutrition & Weight Management (X) 3 credits
This course will introduce the student to the study of human nutrition. Effective weight management must be predicated on an understanding of the scientific principles of nutrition, energy, metabolism, exercise, and the various components of body composition. Students will learn the intelligent application of nutritional information based on individual needs. The course is designed to help the student to succeed in implementing good nutrition in their own lives.
Prereq: None; Recom: RLS or PFC major or permission of instructor
**RLS 131 Introduction to Therapeutic Recreation (X)**  
3 credits  
Designed to provide the student with a basic understanding of the philosophy and principles of therapeutic recreation. Includes the theoretical rationale for the development of Therapeutic Recreation Services for such groups as physically handicapped, mentally ill, mentally retarded, the dependent aging, and socially deviant. The course offers practical guidelines for the operation of such programs including examples of activities and leadership methods. Field trips required.  
*Prereq: None*

**RLS 200 Exercise Physiology (X)**  
3 credits  
This course is designed to enhance the student's understanding of those aspects of anatomy and physiology that are most important to physical fitness and health. Study will focus on the structure and function of the cardiovascular, pulmonary, muscular, skeletal, and nervous systems and the role they play in physical performance.  
*Prereq: BIO 105*

**RLS 205 Recreation Seminar (X)**  
3 credits  
A seminar in contemporary trends and issues in recreation and leisure services—designed to encourage personal and professional growth. Includes particular emphasis on such subjects as self-assessment, the job search, the work environment and related understandings, leisure counseling, changing concepts in recreation, resource analysis, and new dimensions in recreation programming. Field trips required.  
*Prereq: RLS 101 and 109*

**RLS 215 Field Work II (X)**  
3 credits  
Experience in planning, organizing, conducting, and evaluating recreation programs in a local agency. Settings change each semester. Field trips required.  
*Prereq: RLS 115 or permission of instructor*

**RLS 220 Planning, Organization, and Administration of Fitness Programs (X)**  
3 credits  
Designed to develop competencies and skills for the development and administration of fitness programming for all age groups and populations. Focus on the organization, resources, and administration of a fitness agency.  
*Prereq: RLS 105*

**RLS 225 Methods & Procedures of Fitness Assessment (X)**  
3 credits  
Designed as a training course for the physical fitness evaluator. Geared to develop competencies in the evaluation of the components of fitness: cardiovascular, muscle strength and endurance, body composition, nutrition, and flexibility.  
*Prereq: RLS 105*

**SCIENCE**

**SCI 100 Introductory Physical Science (X)**  
3 credits  
An introductory developmental course in physical science. Analytical problem-solving skills will be emphasized. The thrust of the course is to attempt to demystify science. Topics include scientific method, states of matter, structure of matter, energy and its transformations.  
*Prereq: None*
SCl 101 Physical Science I (NC)  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 lab.
Prereq: None; Recom: High School Algebra

SCl 102 Physical Science II (NC)  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 lab.
Prereq: None; Recom: High School Algebra

SCl 103 Astronomy (NC)  3 credits
Topics to be covered include: the celestial sphere and the Copernican Revolution, stellar evolution, stellar observation and measurement, the HR diagram, Nova, Pulsars, Black Holes and the Big Bang, relativity and the shape of the universe. Mathematics content will be minimal.
Prereq: None

SCl 104 Energy: Issues & Principles (X)  3 credits
An energy course, covering both the technical and economic aspects, designed on a need-to-know basis primarily for the non-science-oriented student who feels the need to be informed about this field of critical importance to the survival of modern civilization.
Prereq: None

SCl 106 Science Through the Ages (L)  3 credits
Landmark discoveries and the evolution of scientific thought are traced through the pages of history in an attempt to gain an understanding of how the major achievements in science have helped shape human destiny, and what promise and threat they may hold for the future. Areas of study include: Ancient Science, Middle Ages, the Renaissance, the Age of Newton, contributions from the 17th, 18th, 19th, and 20th centuries. The course presents an opportunity to learn about some major scientific concepts and discoveries in a historical context apart from their technical rigor.
Prereq: None

SOCIOLOGY

SOC 101 Principles of Sociology (BC)  3 credits
The study of society through basic concepts and scientific methodology. Examines culture, social systems, institutions, status, role, norms, interaction, deviance, small groups, and social stratifications.
Prereq: None

SOC 201 Social Problems (BC)  3 credits
Major types of deviant behavior in American society: description, theories of causation, and ramifications for the future.
Prereq: None

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

**SPA 101 Elementary Spanish I (HC)**  
3 credits  
Introduction to 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.  
*Prereq: None*

**SPA 102 Elementary Spanish II (HC)**  
3 credits  
Development of basic language skills through conversation, study of grammar and phonetics and correlated readings. For students who have successfully completed one year of high school Spanish.  
*Prereq: SPA 101 or equivalent*

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

**SPA 202 Intermediate Spanish II (HC)**  
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 instructor*

**SPA 251 Spanish Composition & Conversation (HC)**  
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 instructor*

## SPEECH

**SPE 101 Oral Communication (SHL)**  
3 credits  
Principles and practice, stressing the concept of speaker-listener interaction. Participation in a variety of speech situations.  
*Prereq: None*

**SPE 106 Phonetics (L)**  
1 credit  
Speech production and improvement. International Phonetic Alphabet; development of speech sounds in children, analysis and correction of tongue thrust, sound substitutions and distortions. Credit will be granted for SPE 106 or 107, but not for both.  
*Prereq: None*

**SPE 107 Phonetics: Speech & Voice Development (HL)**  
3 credits  
Emphasis on speech sounds and their production; hearing, anatomy of the vocal mechanism; causes of and corrective measures for certain common speech problems.  
*Prereq: None*

**SPE 121 Group Discussion: Problem Solving (HL)**  
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 201 Persuasive Speaking (HL) 3 credits
The art of persuasion. Emphasis on the roles of semantics, propaganda, human motivation, proof, evidence, ethics.
Prereq: SPE 101 or permission of instructor

SPE 203 Argumentation & Debate (HL) 3 credits
An introduction to the essential elements of debate with emphasis on preparation and presentation.
Prereq: SPE 101 or permission of instructor

THEATRE

THE 103 Introduction to the Theatre (HC) 3 credits
Play reading and analysis, drama criticism, theatre history, forms of drama and process of play production studied with the aim of increasing appreciation of the theatre and enjoyment of the dramatic experience. Participation in some aspect of the College's current theatrical production is encouraged but not required.
Prereq: None

THE 105 Oral Interpretation of Literature (HL) 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

THE 107 History of the Dance (HC) 3 credits
An introduction to the art of acting with emphasis on characterization, voice, and movement, as well as varieties of acting techniques. Script analysis, improvisation, and theatre exercises will be used to prepare monologues, duet scenes, and one-act plays. Additional emphasis explores the uses of acting to improve self-presentation and self-development.
Prereq: None

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

THE 125 The American Musical Theatre (HL) 3 credits
An examination of the development of the "musical comedy" from the early '40's to the present. Representative examples from the works of major composers, lyricists, etc., are fundamental components of the course.
Prereq: None

THE 133 College Theatre Workshop (HL) 1 credit/semester; maximum 4
Practical experiences 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
THE 207 Play Production (HL)  
Production of a full-scale play, including acting, directing, lighting, costuming, stage craft, make-up, publicity, box office, and performance.  
Prereq: THE 113, THE 103 or 105, plus at least one credit in THE 133, or permission of instructor  

THE 213 Advanced Acting (HL)  
The actor's use of improvisation, abstraction, and development of motivational devices in character through Internalization and externalization techniques. Concentration on scene and character development through class performances.  
Prereq: THE 113 or permission of instructor
Board of Trustees

Gregory Andrews
Channing L. Bete, Jr.
Karl Bittenbender
Doris G. Doyle
Michael D. Ford
Janet E. Gezork
Cynthia Lively
Charles E. Ramon
Morton A. Slavin
Christopher J. Tremblay
Katherine K. Waitkus

Jacksonville, VT
Greenfield
North Orange
Greenfield
Northhampton
Montague Center
Greenfield
South Deerfield
Erving
Northhampton
Turners Falls

Office of the President

Katherine H. Sloan, D.A.
B.A., Mercyhurst College; M.A., Purdue University;
D.A., Carnegie-Mellon University

Nancy F. Mayberry

Robert L. Merriam
B.A., Dartmouth College

Barbara J. Roche
B.A., University of Massachusetts

Arden Billings

President

Staff Assistant,
Secretary to the President

Assistant to the President;
Affirmative Action Officer

Assistant to the Director of Public Information

Secretary
Office of Academic Affairs

Bryan K. Blanchard, Ph.D.  Dean of Academic Affairs
B.A., M.A., Wake Forest University; Ph.D., University of Colorado

B. Lynne Morris  Secretary to the Dean of Academic Affairs

Cameron C. Beavers  Director, Institutional Studies
B.A., Ohio State University; M.Ed., University of Cincinnati

Office of Student Affairs

Hyrum H. Huskey, Jr., Ph.D.  Dean of Student Affairs
B.G.S., University of Nebraska at Omaha; M.A., Wayne State University;
Ph.D., Southern Illinois University of Carbondale

Barbara A. Smead  Secretary to the Dean of Student Affairs;
Veterans' Affairs Coordinator

Office of Administrative Services

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

Nancy B. McGarry  Secretary to the Dean of Administrative Services

Martha L. Markwell  Staff Assistant, Purchasing

Auxiliary Services

Elizabeth M. Rosewarne

Lonnie S. Togneri

Edith S. Bartos

Carolyn S. Sautter

Christopher Jones

Business Office

Virginia M. Callaghan  Accountant I

Edwin W. Finch  Bookkeeper II
A.A., Greenfield Community College

Marilyn A. Bellows  Bookkeeper I

Debra L. Robicheau  Bookkeeper I

Robert L. Flynn  Staff Assistant, DCE
B.A., Niagara University

Personnel Office

Jeffrey C. Wallace  Director
A.S., Greenfield Community College

Raymonde M. Pollard  Clerk III, Payroll

Regina G. Reger  EDP Entry Operator II
A.S., Greenfield Community College
Data Processing Center

Frank H. Mirabello
B.S., University of Massachusetts

Sylvia M. Carey

Sandra A. Haughey
B.A., North Adams State College

Louise A. Ellis

Deanna J. Lovett

Director

EDP Programmer IV

Electronic Computer Operator I

Child Care Center

Nina M. Cook
B.A., University of Massachusetts

Joanne E. Turner
B.A., Tufts University

Michelle K. Bitters

Angela J. Clark

Victoria L. Deaver
A.S., Norwalk Community College

Jacquelyn M. Doyle

Pamela J. Field

Karen A. Garland

Linda M. Gilcreast
A.S., Greenfield Community College

Ann M. Kroyer

Marjorie E. Meskolczi

Gina Montalbano

Marilyn J. Mooney

Sandra Lee Nelson
A.S., Greenfield Community College

Ruth E. Neverett

Wayne S. Powling

Director

Assistant Director

Administrative Aide

Assistant Teacher

Lead Teacher

Lead Teacher

Assistant Teacher

Classroom Aide

Cook

Classroom Aide

Library/Learning Resources Center

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

Deborah S. Chown
A.A., Greenfield Community College; B.A., State University of New York

Carol G. Letson
A.B., Earlham College; M.A., Palmer Graduate Librarian School

Carolyn R. Bellany
A.A., Greenfield Community College

Director

Library Assistant II

Cataloguer

Library Assistant I
Lucille I. Bolton  
A.S., Green Mountain College; B.S., Boston University  
Evening Librarian

Norma T. Hillier  
B.A., Keene State College; M.L.S., University of Rhode Island  
Reference Librarian

John S. Spencer  
B.A., Wheaton College; M.A. Kent State College  
Weekend Librarian

Joann I. Williams  
Junior Library Assistant

Media Center

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

Janet E. Helgerson  
Secretary

Thomas W. Bolsvert  
B.S., University of Maine at Portland-Gorham; M.Ed., Utah State University  
Assistant Director of AV/TV

Dennis W. Koonz  
A.S., Greenfield Community College  
Technical Assistant I

Garry M. Longe  
A.S., Greenfield Community College  
Technical Assistant I

James R. McDonald  
A.S., Holyoke Community College; A.S., Greenfield Community College  
Technical Assistant I, DCE

Learning Center

Garrett J. McAuliffe, Ed.D.  
B.A., Queens College; M.S., Ed.S., State University of New York;  
Ed.D., University of Massachusetts  
Director

Victoria M. Farrington  
Secretary

Michael J. Bathory, Ph.D.  
B.A., Oberlin College; M.A., Ph.D., Ohio State University  
Coordinator of Developmental Programs

Lynn Benander  
B.A., University of Massachusetts  
Math Lab Instructor

Eleanor J. Goodman  
B.S., University of Utah; M.Ed., University of Massachusetts  
Learning Assistance Program; Psychology

Arthur J. Hannan  
A.B., University of Massachusetts; M.A., Columbia University  
Learning Assistance Program; Psychology

Diana L. Hardina  
B.A., North Adams State College  
Staff Assistant

Mary Ellen C. Kelly  
A.A., Asnuntuck Community College; B.A., M.A.T., University of Massachusetts  
Writing/Tutoring Specialist

Suzanne J. McGowan  
B.A., Chatham College; M.A., University of Massachusetts  
Guidance Counselor

Phyllis R. Nahman  
B.A., M.Ed., University of Massachusetts  
English; Learning Assistance Program

David Patrick  
B.A., Brooklyn College; M.S., Long Island University  
Learning Assistance Program
Offices of Student Services

Patricia A. Jurek
Secretary

Office of Admissions

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

Mary E. Landry-Bell
Secretary
A.S., Greenfield Community College

Laima A. Brunner
GED Testing Program Coordinator, Transfer
A.S., Greenfield Community College

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

Office of the Registrar

Lawrence A. Dean
Registrar
B.A., Cornell University; M.Ed., Westfield State College

Jane B. Fikins
Secretary

Joann Shaw
EDP Entry Operator II

Financial Aid Office

Jane L. Abbott
Director
A.S., Greenfield Community College; B.S., Bryant College;
M.Ed., Springfield College

Beryl R. Holloway
Secretary
A.S., Greenfield Community College

Bonita L. Odman
Staff Assistant
A.A., Greenfield Community College; B.A., The Kings College;
M.Ed., University of Massachusetts

Placement Office

James J. O'Neill
Placement Officer
B.S., College of the Holy Cross; M.A., College of Our Lady of the Elms;
M.S., University of Massachusetts

Student Activities Office

Merryl SackIn
Director
B.S., Montclair State College

Sharon E. Fiske
Secretary
A.A., Greenfield Community College

Student Health Services

Nancy L. Buchanan
Director
R.N., Massachusetts General Hospital; Certificate in College Health Nursing, University of Massachusetts; Certified Adult Nurse Practitioner

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

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

Lawrence A. Bartolucci
Coach

Gregory L. Harriman
Coach

Robert T. Kachelmeyer
Coach

Roxann Link
Coach

Raymond T. Ricard
Coach

Robert M. Sanderson
Coach

Plant Operations

Edward J. Kelly
A.S., University of Massachusetts
Superintendent, Buildings & Grounds

Custodial & Grounds

John A. Markwell, Jr.
A.A., Greenfield Community College

Joseph W. Audette
A.S., Stockbridge School of Agriculture

Robert J. Roberge
Maintainer

Carol A. Broderick
Maintainer

Judith A. Flynn
Maintainer

John E. Imbimbo
Maintainer

Alan S. Jackson
Maintainer

Alan R. Miner
A.S., Stockbridge School of Agriculture

Andrew M. Pearson
Maintainer

Phyllis E. Schempp
Maintainer

Timothy D. Shippee
A.S., Greenfield Community College

Groundskeeper

Robert Wyman
Maintainer

James H. Younger
Maintainer

Maintenance

John W. Pride, Jr.
Institutional Maintenance Foreman
A.A., A.S., Greenfield Community College; B.S., University of Massachusetts

Roland R. Campbell, Jr.
Carpenter

Wayne E. Collier
Electrician

Harold L. Parent
Painter
Physical Plant

Sterling E. Clark
A.S., Ward Technical College

Todd R. Berthiaume

Perry E. Cole

James E. Franklin
A.S., Wentworth Institute

Frank E. Hill

Security and Communications

Valorie A. Knowlton
A.S., Greenfield Community College

Phyllis M. Meyer

John T. Murphy
A.S., Greenfield Community College

Kathleen E. Pietryka

Diana Roberts

Shipping and Inventory

Hubert W. Carignan
A.S., Greenfield Community College

Division of Behavioral Sciences

J. Benson Parks, Ph.D. Chairperson
B.S., Howard University; M.A., Seton Hall University; Ph.D., University of Oregon

Linda M. Horta Division Secretary

Michael A. Lyle Technical Assistant, Outdoor Leadership Program

Mary Beth Radke Secretary, Outdoor Leadership Program
B.S., Michigan State University; M.Ed., University of Massachusetts

Jeanea Ashley Coordinator, Recreation & Leisure Services
A.A., B.A., Point Park College; M.S., Slippery Rock State College

Lawrence H. Buell, Ed.D. Coordinator, Outdoor Leadership
B.S., Springfield College; M.S., Pennsylvania State University;
Ed.D., University of Massachusetts

L. Edward Dolhenty, Ed.D. Psychology
B.S., B.A., Boston College; M.Ed., Fitchburg State College; C.A.G.S.,
Boston University; Ed.D., University of Massachusetts

Katherine P. Douglas Recreation & Leisure Services
B.S., University of Massachusetts
Catherine M. Finnegan  
B.A., LeMoyne College; M.Ed., University of Massachusetts  
Early Childhood Education

David M. Johnson, Psy.D.  
A.A., Berkshire Community College; B.A., University of Massachusetts;  
M.S., C.A.G.S., Springfield College; Psy.D., City University of New York  
Psychology

Edward J. Kane  
B.S., Springfield College; M.P.A., City University of New York  
Coordinator, Criminal Justice

Daniel F. LaRose  
A.A., Greenfield Community College; B.A., American International College;  
M.Ed., Springfield College  
Psychology

Gerard J. Richard  
B.A., M.A.T., University of Massachusetts  
Criminal Justice

Gregory C. Vouros  
A.A., Boston University; B.A., M.A., University of Massachusetts  
Anthropology

Anne M. Wiley  
B.A., LeMoyne College; M.Ed., State University of New York  
Psychology; Early Childhood Education

A. Kenneth Wilson  
B.A., Drew University; M.A.T., University of Massachusetts  
Sociology

Nancy T. Winter  
B.S., University of Massachusetts; M.Ed., North Adams State College  
Coordinator, Early Childhood Education

Adjunct Faculty

Jean L. Bergstrom  
Outdoor Leadership Program

Gail A. Burrington  
Outdoor Leadership Program

Sandra DiNatale  
Recreation & Leisure Services

Nola Foley  
Early Childhood Education

Judith Singley  
Recreation & Leisure Services

Division of Business Administration

Robert F. Schilling, Jr.  
B.S., M.Ed., University of Massachusetts  
Division Chairperson

Kathleen A. Meyer  
Division Secretary

Betsy R. Averill  
B.S., Colorado State College  
Guidance Counselor

Beth Leasure  
Secretary, BMA and CAB Programs

Verne P. Richardson  
A.S., Springfield Technical Community College  
EDP Programmer/Computer Lab

Janet G. Balise  
B.S., American International College; M.Ed., Boston University  
Office Administration

Joseph A. Brouillette  
B.B.A., M.B.A., Western New England College  
Accounting

Martha A. Kimball  
B.S., M.S., University of Massachusetts  
Business Administration

Norman J. Muller  
B.S., American International College; M.Ed., Westfield State College  
Computer Information Systems
Alan F. Rainford  
B.S., Southeastern Massachusetts University; M.B.A., C.P.A., American International College

John S. Reino  
B.S., Boston College; M.B.A., Northeastern University

Albert L. Sheaffer  
A.A., Greenfield Community College; B.A., M.B.A., University of Massachusetts

Robert J. Welsh, Ed.D.  
B.S., M.S., Ed.D., Syracuse University

Adjunct Faculty

Nancy J. Dubino  
Business English

Hyman S. Edelstein  
Microcomputer Applications

Jeffrey A. Galbraith, Ph.D.  
Accounting, Management

Thomas D. Lewis  
Business Math

Division of Humanities

Joan S. Ibelin, Ph.D.  
Division Chairperson  
B.S., Smith College; M.A., Radcliffe College; Ph.D., Harvard University

Gertrude B. Rucci  
Division Secretary

Eleanor W. Stebbins  
Secretary

Penne A. Krul  
Staff Assistant, Art Department

Federico I. Aguirre  
Speech

B.A., University of the Philippines; B.D., Silliman University;  
M.A., Syracuse University

George K. Bluh  
History, Philosophy

B.S., M.A., University of Colorado

John Bross  
Art

B.S., M.S., Indiana University; M.F.A., University of Iowa

Bernard A. Drabeck, Ph.D.  
Coordinator, Pioneer Valley Studies

A.B., College of Holy Cross; M.A., Ph.D., University of Massachusetts

H. James Godwin  
Coordinator, Speech; Director, Theatre

B.A., Kings College; M.A., Pennsylvania State University

Saul Greenblatt  
Speech

B.S., M.S., Emerson College

T. Budge Hyde  
Coordinator, Art & Graphic Design

B.F.A., University of Utah; M.F.A., University of Cincinnati

Carolyn S. Nims  
English as a Foreign Language; English

A.A., Greenfield Community College; B.A., M.A.T., Smith College;  
M.A., University of Massachusetts

Hartley A. Pfeil  
Coordinator, English

B.Ed., Keene State College; M.A., Middlebury College

Joan T. Rising  
Art

B.F.A., Syracuse University; M.F.A., University of Massachusetts
Wilson Roberts  
B.A., Drew University; M.A. Appalachian State University

Pamela S. Sacher  
B.F.A., Cleveland Institute of Art; M.A., University of Montana

Arthur W. Shaw, D.Min.  
A.A., B.S., M.Div., D.Min., Boston University

Saul Sherer  
B.A., Northeastern University; M.A. Boston University

George Soulos  
B.M., M.M., Hartt College of Music

Herbert F. Steeper, Ph.D.  
A.B., Stanford University; A.M., M.A.L.D., Ph.D., Fletcher School of Law and Diplomacy, Tufts- Harvard Universities

Margaret W. Stein  
B.F.A., Syracuse University; M.F.A., University of Massachusetts

William R. Sweeney  
B.A., M.A., Columbia University

Gretchen Watson  
B.A., M.A., Colorado State University

Thomas S. Young  
B.A., Goddard College; M.F.A., Rhode Island School of Design

Adjunct Faculty

Anne Borton  
Music

Peter H. Dudley  
Art

Charlotte E. Gifford  
French; Spanish

Joanne M. Hayes  
English

Rona Rothenberg  
Music

Robin Stone  
Music

Richard Wizansky  
English

Division of Natural Sciences

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

Division Chairperson

Mae Tennyson

Judith A. Kennedy  
A.S., Northampton Junior College

Division Secretary

Paul C. Lint  
A.S., College of Lake County

Secretary, Nursing Program

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

Technical Assistant

Robert G. Bartlett  
B.S., University of Massachusetts

Electrical Engineering

Linda M. Cavanaugh  
B.S., M.S., University of Massachusetts

Mathematics
Robert J. Cohen                      Coordinator, Mathematics
B.S., University of Pennsylvania; M.A.T., Smith College

Margaret M. Craig                   Director, Nursing Program
B.S.N., Columbia University; M.S.N., Boston University

David A. Harvey, Ed.D.             Physics; Coordinator, Electronics
B.A., Taylor University; M.Ed., Bridgewater State College; M.A., Ohio
State University; Ed.D., University of Massachusetts

Judith L. Kinley                   Nursing
B.S.N., University of New Hampshire; M.S.N., University of Massachusetts

Arlene J. Lafiame                  Nursing
B.S.N., University of Massachusetts

Peter R. Letson                    Mathematics; Physics
B.A., Earlham College; M.A., Hofstra University; M.S., Brown University

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

Joan M. Merrigan                   Nursing
B.S.N., Boston College

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

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

Gertrude P. Sheaffer               Coordinator, Food Science
B.S., Lycoming College; M.Ed., East Stroudsberg State College

Jean A. Simmons                   Nursing
A.S., Greenfield Community College; B.S.N., St. Anselm College

Peter C. Steve, Ph.D.              Biology; Chemistry; Environmental Science
B.S., University of Rhode Island; M.S., Ph.D., University of Massachusetts

Lynne Stewart-White               Nursing
B.S., Salve Regina College; M.S.N., Boston University

Toby B. Sutton                     Data Processing; Mathematics
B.A., University of California; M.S.T., Cornell University

Lee A. Webster, Ph.D.              Engineering; Mathematics; Data Processing
B.C.E., University of Delaware; M.S., Ph.D., University of Illinois

Adjunct Faculty

David C. Bartlett                 Engineering

Kenneth B. Black                  Mathematics

John Callahan                     Chemistry

Patricia Jenkins                  Chemistry

Jane Lunt                         Nursing

Susan MacLeod                     Mathematics

Doris Matte                       Nursing
Division of Continuing Education

Robert B. Keir
B.S., American International College; M.S., Indiana University

Donna L. Barton
Secretary to the Dean of Continuing Education

Heather A. Hoyt
Evening Secretary

Patricia L. Leuchtmann
B.A., University of Massachusetts

Pamela C. Simanski
B.A., College of Mount St. Vincent; M.Ed., Cambridge College

Career Counselor

Adjunct Faculty

Brian Abdallah
Jeffrey Galbraith
Emil Polastri
Paul Albright
Anne Garvey
Ralph Reade
Simone Alter-Muri
Richard Holmes
Carol Sartz
Rose Biancarosa
Isabel Huskey
Susan Shauger
Kenneth Black
Russell Kriete
Joseph Simanski
Helen Boland
Richard Lane
Marsha Smith
Phillip Brodeur
Paul Lawrence
Barbara Southworth
John Callahan
Brian Luippold
Michael Shuipis
William Collings
James Manilla
Sylvia Tobin
Velma Dean
Susan Mason
Linda Tulenko
Kirk Donahoe
William McCarty
Richard Vitello
Mary Brigid Dwyer
Catherine McCune
Elizabeth Whitcomb
Beth Erviti
Donald Perreault
Douglas Wilkins
Leon Farrick
Gary Pitken
David Wolfram

Talented & Gifted Program

Carol C. Pope, Ed.D.
B.A., American University; M.A., New York University; M.A., Columbia University;
Ed.D., University of Massachusetts

Director

Carol M. Aleman
A.A., Greenfield Community College

Staff Assistant
GREENFIELD COMMUNITY COLLEGE
1988-89 Academic Calendar

FALL SEMESTER 1988

<table>
<thead>
<tr>
<th>Day</th>
<th>Month</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Tuesday</td>
<td>Jun</td>
<td>13-14</td>
<td>New student registration</td>
</tr>
<tr>
<td>Thursday-Friday</td>
<td>Sep</td>
<td>1-2</td>
<td>Final registration / orientation</td>
</tr>
<tr>
<td>Monday</td>
<td>Sep</td>
<td>5</td>
<td>Labor Day</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Sep</td>
<td>6</td>
<td>Professional day</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Sep</td>
<td>7</td>
<td>Classes begin</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Sep</td>
<td>13</td>
<td>Last day to add classes</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Oct</td>
<td>4</td>
<td>IN grades converted to F</td>
</tr>
<tr>
<td>Monday</td>
<td>Oct</td>
<td>10</td>
<td>Columbus Day / no classes</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Oct</td>
<td>11</td>
<td>Last day to withdraw / no record</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Oct</td>
<td>25</td>
<td>Deficiency notices due</td>
</tr>
<tr>
<td>Friday</td>
<td>Nov</td>
<td>11</td>
<td>Veterans' Day / no classes</td>
</tr>
<tr>
<td>Monday-Friday</td>
<td>Nov</td>
<td>14-18</td>
<td>Spring registration for returning students</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Nov</td>
<td>16</td>
<td>Last day to withdraw from classes</td>
</tr>
<tr>
<td>Thursday-Friday</td>
<td>Nov</td>
<td>24-25</td>
<td>Thanksgiving recess / no classes</td>
</tr>
<tr>
<td>Monday</td>
<td>Dec</td>
<td>19</td>
<td>Classes end</td>
</tr>
<tr>
<td>Tuesday-Friday</td>
<td>Dec</td>
<td>20-23</td>
<td>Final exams</td>
</tr>
</tbody>
</table>

SPRING SEMESTER 1989

<table>
<thead>
<tr>
<th>Day</th>
<th>Month</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday-Wednesday</td>
<td>Jan</td>
<td>24-25</td>
<td>Final registration / orientation / prof day</td>
</tr>
<tr>
<td>Thursday</td>
<td>Jan</td>
<td>26</td>
<td>Classes begin</td>
</tr>
<tr>
<td>Thursday</td>
<td>Feb</td>
<td>2</td>
<td>Last day to add classes</td>
</tr>
<tr>
<td>Monday</td>
<td>Feb</td>
<td>20</td>
<td>Presidents' Holiday / no classes</td>
</tr>
<tr>
<td>Thursday</td>
<td>Feb</td>
<td>23</td>
<td>IN grades converted to F</td>
</tr>
<tr>
<td>Thursday</td>
<td>Mar</td>
<td>2</td>
<td>Last day to withdraw / no record</td>
</tr>
<tr>
<td>Monday-Friday</td>
<td>Mar</td>
<td>13-17</td>
<td>Spring recess / no classes</td>
</tr>
<tr>
<td>Thursday</td>
<td>Mar</td>
<td>23</td>
<td>Deficiency notices due</td>
</tr>
<tr>
<td>Thursday</td>
<td>Apr</td>
<td>13</td>
<td>Last day to withdraw from classes</td>
</tr>
<tr>
<td>Monday</td>
<td>Apr</td>
<td>17</td>
<td>Patriots' Day / no classes</td>
</tr>
<tr>
<td>Monday-Friday</td>
<td>Apr</td>
<td>24-28</td>
<td>Fail registration for returning students</td>
</tr>
<tr>
<td>Monday</td>
<td>May</td>
<td>15</td>
<td>Classes end</td>
</tr>
<tr>
<td>Tuesday</td>
<td>May</td>
<td>16</td>
<td>Reading day</td>
</tr>
<tr>
<td>Wednesday-Monday</td>
<td>May</td>
<td>17-22</td>
<td>Final exams</td>
</tr>
<tr>
<td>Sunday</td>
<td>Jun</td>
<td>4</td>
<td>Commencement</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Days</th>
<th>Classes</th>
<th>Minutes</th>
<th>Classes</th>
<th>Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>14</td>
<td>50</td>
<td>13</td>
<td>50</td>
</tr>
<tr>
<td>Tuesday</td>
<td>14</td>
<td>75</td>
<td>14</td>
<td>75</td>
</tr>
<tr>
<td>Wednesday</td>
<td>15</td>
<td>50</td>
<td>14</td>
<td>50</td>
</tr>
<tr>
<td>Thursday</td>
<td>14</td>
<td>75</td>
<td>15</td>
<td>75</td>
</tr>
<tr>
<td>Friday</td>
<td>13</td>
<td>50</td>
<td>15</td>
<td>50</td>
</tr>
<tr>
<td>Total M.W.F</td>
<td>42</td>
<td>2100</td>
<td>42</td>
<td>2100</td>
</tr>
<tr>
<td>Total T.Th</td>
<td>28</td>
<td>2100</td>
<td>29</td>
<td>2175</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>148</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Policies/Procedures</td>
<td>14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Programs</td>
<td>28</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Standing</td>
<td>17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accreditation</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adding a Course</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admissions</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admission Requirements</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced Placement</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advising Codes</td>
<td>67</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advisory Services</td>
<td>14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Affirmative Action</td>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Athletics/Intramurals</td>
<td>25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendance</td>
<td>14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board of Trustees</td>
<td>135</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Book Store (College Store)</td>
<td>24</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career Programs</td>
<td>41</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate of Residency</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate Programs</td>
<td>58</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Changes of Major</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classification of Students</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Store</td>
<td>24</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Services Fee</td>
<td>9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commonwealth Transfer Compact</td>
<td>22</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continuing Education Program</td>
<td>27</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooperative Placement</td>
<td>66</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counseling, Career</td>
<td>24</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counseling, Personal</td>
<td>25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>68</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit by Evaluation</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit Overload</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dean's List</td>
<td>17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Degree Requirements</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Graduation Requirements)</td>
<td>19</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dining Facilities</td>
<td>24</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Directed Study</td>
<td>66</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dropping a Course</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English as a Foreign Language</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenses (est.), Foreign Students</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenses (est.), Personal</td>
<td>9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family Educational Rights and Privacy Act</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Aid Application Procedures</td>
<td>12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Aid Awards from Private Sources</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Aid Programs</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Obligation</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign Students (International Students)</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Educational Development Test (GED)</td>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>