### 1996-1997 Academic Calendar

#### Fall Semester 1996

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun 10</td>
<td>New Student Registration</td>
</tr>
<tr>
<td>Aug 29</td>
<td>Final Registration</td>
</tr>
<tr>
<td>Sep 2</td>
<td>Labor Day - no classes</td>
</tr>
<tr>
<td>Sep 3</td>
<td>Student Orientation/Faculty Professional Day - no classes</td>
</tr>
<tr>
<td>Sep 4</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Sep 11</td>
<td>Last Day to Add Classes</td>
</tr>
<tr>
<td>Sep 17</td>
<td>Last Day to Withdraw from Credit Courses/partial tuition refund</td>
</tr>
<tr>
<td>Oct 3</td>
<td>&quot;IN&quot; Grades Converted to &quot;F&quot;</td>
</tr>
<tr>
<td>Oct 8</td>
<td>Last Day to Withdraw - no record</td>
</tr>
<tr>
<td>Oct 14</td>
<td>Columbus Day - no day classes/ evening classes as scheduled</td>
</tr>
<tr>
<td>Oct 23</td>
<td>Deficiency Notices Due</td>
</tr>
<tr>
<td>Nov 11</td>
<td>Veterans' Day - no classes</td>
</tr>
<tr>
<td>Nov 14</td>
<td>Last Day to Withdraw - &quot;W&quot;</td>
</tr>
<tr>
<td>Nov 18</td>
<td>Spring Registration for Current Students Begins</td>
</tr>
<tr>
<td>Nov 27</td>
<td>Thanksgiving Recess Begins at 5:00 - no evening classes</td>
</tr>
<tr>
<td>Nov 28-29</td>
<td>Thanksgiving Recess - no classes</td>
</tr>
<tr>
<td>Dec 2</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>Dec 16</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>Dec 17-20</td>
<td>Final Exams</td>
</tr>
</tbody>
</table>

#### Spring Semester 1997

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 21</td>
<td>Final Registration</td>
</tr>
<tr>
<td>Jan 23</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Jan 30</td>
<td>Last Day to Add Classes</td>
</tr>
<tr>
<td>Feb 5</td>
<td>Last Day to Withdraw from Credit Courses/partial tuition refund</td>
</tr>
<tr>
<td>Feb 7</td>
<td>Applications for Graduation Due</td>
</tr>
<tr>
<td>Feb 17</td>
<td>Presidents' Day - no day classes/evening classes as scheduled</td>
</tr>
<tr>
<td>Feb 21</td>
<td>&quot;IN&quot; Grades Converted to &quot;F&quot;</td>
</tr>
<tr>
<td>Feb 27</td>
<td>Last Day to Withdraw - no record</td>
</tr>
<tr>
<td>Mar 12</td>
<td>Deficiency Notices Due</td>
</tr>
<tr>
<td>Mar 17-21</td>
<td>Spring Recess - no classes</td>
</tr>
<tr>
<td>Apr 7</td>
<td>Fall Registration for Current Students Begins</td>
</tr>
<tr>
<td>Apr 10</td>
<td>Last Day to Withdraw - &quot;W&quot;</td>
</tr>
<tr>
<td>Apr 15</td>
<td>Professional Day - no day classes/evening classes as scheduled</td>
</tr>
<tr>
<td>Apr 21</td>
<td>Patriots' Day - no day classes/evening classes as scheduled</td>
</tr>
<tr>
<td>May 12</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>May 13-16</td>
<td>Final Exams</td>
</tr>
<tr>
<td>Jun 1</td>
<td>Commencement</td>
</tr>
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</table>

#### January Intercession 1997

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 2</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Jan 3</td>
<td>Last Day to Add</td>
</tr>
<tr>
<td>Jan 6</td>
<td>Last Day to Withdraw from Credit Courses/50% tuition refund</td>
</tr>
<tr>
<td>Jan 8</td>
<td>Last Day to Withdraw - No Record</td>
</tr>
</tbody>
</table>

#### Summer Terms 1997

#### Summer Term I - 1997

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 14</td>
<td>Final Registration - Summer Term I</td>
</tr>
<tr>
<td>May 19</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>May 21</td>
<td>Last Day to Add Credit Classes</td>
</tr>
<tr>
<td>May 22</td>
<td>Last Day to Withdraw from Credit Courses/50% tuition refund</td>
</tr>
<tr>
<td>May 26</td>
<td>Memorial Day - no classes</td>
</tr>
<tr>
<td>Jun 4</td>
<td>Last Day to Withdraw - no record - credit classes</td>
</tr>
<tr>
<td>Jun 11</td>
<td>Deficiency Notices Due</td>
</tr>
<tr>
<td>Jun 19</td>
<td>Last Day to Withdraw - &quot;W&quot; - credit classes</td>
</tr>
<tr>
<td>Jul 7</td>
<td>Last Day of Classes</td>
</tr>
</tbody>
</table>

#### Summer Term II - 1997

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 9</td>
<td>Final Registration - Summer Term II</td>
</tr>
<tr>
<td>Jul 14</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Jul 16</td>
<td>Last Day to Add Credit Classes</td>
</tr>
<tr>
<td>Jul 17</td>
<td>Last Day to Withdraw from Credit Courses/50% tuition refund</td>
</tr>
<tr>
<td>Jul 29</td>
<td>Last Day to Withdraw - no record - credit classes</td>
</tr>
<tr>
<td>Aug 5</td>
<td>Deficiency Notices Due</td>
</tr>
<tr>
<td>Aug 14</td>
<td>Last Day to Withdraw - &quot;W&quot; - credit classes</td>
</tr>
<tr>
<td>Aug 28</td>
<td>Last Day of Classes</td>
</tr>
</tbody>
</table>

It is the policy of Greenfield Community College to prohibit unlawful discrimination on the basis of race, ancestry, color, gender, religion, ethnic or national origin, age, personal disability, veteran status, social class, or sexual and/or affectional preferences/orientation. The College operates under an affirmative action plan and encourages under-represented individuals to apply, both in terms of employment and to all rights, privileges, programs, and activities generally accorded or made available to its students. This policy is in compliance with all applicable federal, state and local statutes, ordinances and regulations. All inquiries concerning the above should be directed to the College’s Affirmative Action Officer.

In accordance with applicable provisions of Chapter 15A of the General Laws all educational programs, college sponsored activities, college tuition, fees, and related charges are subject to change upon approval by the Massachusetts Higher Education Coordinating Council or the Greenfield Community College Board of Trustees.
Welcome to Greenfield Community College!

Greenfield Community College offers a proud tradition of excellence in academic programs, teaching, and service in a friendly and beautiful environment. Whether you seek a single course, a certificate, or an associate degree, GCC has opportunities and a place for you.

In this catalog you will see a full listing of our transfer and occupational degree programs, many of which are nationally and regionally recognized. The transfer record of GCC students to bachelor degree programs is exceptional. GCC also provides specialized certificate programs both on campus and off-site to serve the educational needs of students, business, industry, and agencies.

The college is a community of lively, motivated students including first-time college students, transfer students, individuals retraining or upgrading skills, and those seeking personal enrichment. Our faculty and staff are committed to your growth and your interests as a student.

Please join us through the many opportunities available at Greenfield Community College.

Sincerely,

Charles Wall
President
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College History

Located in the Pioneer Valley of western Massachusetts, Greenfield Community College was established in 1962 by visionary citizens who saw how a community college would enhance the quality of life and increase people's opportunities in the region.

Thirty-four years ago we enrolled slightly more than 100 students, who attended classes in an old elementary school, a former factory, and a remodeled warehouse in the center of Greenfield. We moved to our main campus near the Mohawk Trail (Route 2) and Interstate 91 in 1974. The Greenfield Community College Foundation acquired the former Heritage Bank building on Main Street in Greenfield in 1993. The college began offering a number of classes and services there, including the entire nursing program, in January 1995. Today, the college's total annual enrollment is over 3,000.

Greenfield Community College is one of 29 institutions, including 15 community colleges, that make up the Massachusetts public higher education system. We receive about 40 percent of our funding from the state. We are governed locally by a board of trustees appointed by the governor, and at the state level by the Higher Education Coordinating Council. Greenfield Community College is accredited by the New England Association of Schools and Colleges.
Admission

Most applicants to Greenfield Community College have earned high school diplomas or General Education Development Test (GED) equivalents. The college requires a skills assessment of anyone who has not completed previous college work in selected English composition or mathematics courses before enrolling in certain courses. We do not require entrance examinations such as SATs or ACTs. We usually admit students to the program of their choice, if space is available.

To Apply

1. Obtain an admission application from our Admission Office, or from your local high school guidance office. If you are a high school senior at the time of application, it is your responsibility to request that your high school submit a final official transcript indicating your date of graduation to the Admission Office at Greenfield Community College before enrolling in classes. If you are in the process of completing the General Education Development Test (GED) for a high school equivalency diploma at the time of application, you must submit a copy of your test scores or your diploma to the Admission Office before enrolling in classes. If you do not have or cannot obtain your high school transcript, diploma, or GED, please see section on Admission Requirements on page.

2. Return the completed application form, along with your non-refundable application fee, to the Admission Office, Greenfield Community College, One College Drive, Greenfield, MA 01301. Please make checks payable to Greenfield Community College. (Note: You 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 that college to send verification of payment to our Admission Office.)

The application fee is $10 for Massachusetts residents and $35 for out-of-state and international students. If you are unable to afford this, please contact our admission staff to discuss the situation.

3. Contact the Admission Office to arrange a personal interview if you wish to discuss your major and career plans. We are located on the second floor in the Student Services suite in the building’s main core at extension 233.

4. If you are applying for readmission to GCC, you should file a Request for Readmission with the Admission Office. There is no fee for readmission to the college.

5. If you have completed an admission application previously and were accepted to begin classes, but did not attend, please complete a new application. No additional application fee is necessary, if previously paid.

Admission for Health Careers

Nursing and Health Occupations programs hold monthly information meetings to describe entrance requirements to the RN, LPN, and Occupational Therapy Assistant programs. The meetings are held at the Downtown Center. Please call extension 315 for further information.
Greenfield Community College has collaborative agreements with Berkshire Community College and Holyoke Community College for enrollment in selected health occupations programs that are not currently available at GCC. Berkshire Community College offers a Physical Therapy Assistant program with certain seats available to GCC students. Holyoke Community College enrolls selected students from Greenfield in their Radiology Technician program. Participating students are subject to program requirements at the collaborating institutions. For further information contact the Admission Office.

Transfer Students

Students applying for admission to Greenfield Community College who have attended other post-secondary institutions are encouraged to submit official transcripts from those institutions to the Admission Office. Official transcripts are required if:

1. you need documentation of previous successful coursework to satisfy course requirements at GCC, or

2. you are intending to request that previous coursework be reviewed and considered for transfer credit toward your degree or certificate program at GCC.

Transfer credit is generally given for those courses in which at least a C- grade has been earned, and that are similar in content, level, and scope to courses offered at Greenfield Community College. An evaluation of transfer credit is based on the student's academic major. Any change of major in the future will require a re-evaluation of this transfer credit. A student must earn a minimum of 15 semester hours at GCC to be eligible to receive the associate degree.

Immunization

State law requires that all day students, regardless of age, provide the Health Services Office with documentation of immunity to measles, mumps, rubella, tetanus, and diphtheria within 30 days of starting classes.

International Students

We welcome international students at Greenfield Community College. We do not provide housing on campus, but our Student Life Office is willing to assist you in finding suitable housing in the community. We are also unable to offer financial assistance under any federally-funded financial aid program. Therefore, international students should have ample financial resources to meet their college expenses.

**Estimated Expenses for International Students Per Academic Year***

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and fees</td>
<td>$7,000</td>
</tr>
<tr>
<td>Room and board (food)</td>
<td>6,673</td>
</tr>
<tr>
<td>Books and supplies</td>
<td>650</td>
</tr>
<tr>
<td>Medical care and insurance</td>
<td>450</td>
</tr>
<tr>
<td>Personal expenses</td>
<td>1,600</td>
</tr>
<tr>
<td>Transportation (after arrival in U.S.)</td>
<td>1,030</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$17,403</strong></td>
</tr>
</tbody>
</table>

*These costs reflect the tuition-and-fee schedule for the 1996-97 school year, based on 15 credit hours per semester. All costs are subject to change and may vary for each student.*
If you are an international student, you should submit your completed application to the Admission Office at least six months prior to the time you plan to attend. We recommend that you contact the admission staff as soon as possible to ensure that all necessary requirements have been met in sufficient time. Along with your completed application, please send the following documents to our Admission Office:

- Official academic transcripts for all high schools and colleges attended; academic records must be translated into English
- Medical Examination Record
- Certification of Finances
- Results of Test of English as a Foreign Language (TOEFL). A minimum score of 550 is required for admission.

Early Entrant

An early entrant student is a student not participating in the Massachusetts Dual Enrollment Program enrolling at the college prior to their high school graduation date.

Students seeking entrance to Greenfield Community College prior to high school graduation with their original class must be in their junior or senior year, have a grade point average of B- (2.65 on a 4.00 scale), and be recommended for GCC coursework by the high school principal, guidance counselor, or school superintendent.

Students must demonstrate their ability to do GCC coursework by completing the college’s skills assessments in reading, writing, and mathematics.

Prior to an admission decision being made, all early entrant applicants shall:

- take the GCC skills assessments in reading, writing, and mathematics;
- submit the GCC admission application and application fee;
- submit an official high school academic transcript and/or a record of an approved home schooling plan indicating current class standing;
- submit a letter from the high school principal, guidance counselor, or school superintendent evaluating the student’s candidacy for enrollment in courses;
- make an appointment with the Admission Office for a personal interview.

This policy and accompanying procedures apply also to all home-schooled students.

An admission decision will be communicated in writing upon completion of the above requirements.

Dual Enrollment

Greenfield Community College is a participant in the Massachusetts Dual Enrollment program as authorized by the Education Reform Act of 1993. High school junior or seniors should contact their guidance office or the Admission Office for details.

English for Speakers of Other Languages

If you demonstrate proficiency in English through your scores on skills assessments, you will not be required to take coursework in English as a Second Language (ESL). However, if your skills assessment scores indicate a need for further English language study, we require you to enroll in ESL classes at the appropriate level and limit your enrollment in other classes as well.
New England Regional Student Program

Through the New England Board of Higher Education (NEBHE), Massachusetts participates in the Regional Student Program (RSP), which enables students from one New England state to attend public colleges or universities in another New England state at tuition rates below those normally charged to out-of-state students. Eligible New England students who reside outside of Massachusetts currently pay 150 percent of the tuition charged Massachusetts residents. This is a substantial saving compared to the standard non-resident tuition. To qualify, you must be a resident of one of the five other New England states and be pursuing a degree program that is not offered at a two-year community college in your home state or is offered at a Massachusetts community college that is closer to your home. For more information, please contact our Admission Office.

Joint Admission Plan with the University of Massachusetts

Greenfield Community College participates in a Joint Admission Plan with the University of Massachusetts. The program guarantees first-time college students enrolled in any Massachusetts Community College admission to the University, provided they graduate from a designated transfer program with a cumulative grade point average of 2.50 or higher. Participating students are subject to the program requirements in effect at the University when they matriculate at Greenfield Community College and must earn their associate degree within five years of matriculation at Greenfield Community College.

Joint Admission Plan with North Adams State College

This joint admission program guarantees students admission to North Adams State College upon successful completion of a designated transfer program at GCC. Students who matriculate in a transfer program at GCC may choose at the time of admission to jointly enroll at North Adams State under the stipulation that they complete their associate’s degree within five years with at least a 2.0 cumulative grade point average. Participating students will be able to fulfill requirements in North Adams State majors while attending classes at GCC.

Commonwealth Transfer Compact

The Commonwealth Transfer Compact was created for the purpose of facilitating transfer of students graduating from Massachusetts community colleges to the state’s public baccalaureate degree-awarding colleges and universities without the loss of academic credit or standing.

To qualify for the Transfer Compact, you must:

1. be accepted for transfer admission by one of the state-supported universities or baccalaureate degree-awarding public colleges in Massachusetts;
2. earn an associate degree from one of the Massachusetts regional community colleges (minimum of 60 credits) with the following distribution:
   - 6 credits of English composition/writing (E advising codes)
   - 9 credits of behavioral/social sciences (BS advising codes)
   - 8 credits of natural/physical sciences (two 4-credit lab science courses coded NC)
   - 3 credits of mathematics (NC advising codes)
   - 9 credits of humanities/fine arts (HC advising codes)
   - 25 remaining credits of other college-level work (excluding D advising codes)
Getting Credit Where It’s Due

You may qualify for advanced placement and credit in specific courses based on your performance on College Board Advanced Placement Examinations given to high school seniors. Previous educational experiences, including courses completed at other accredited or recognized institutions of higher education, may also enable you to gain college credit even before taking courses at GCC.

Courses taken at other colleges and universities transfer to Greenfield Community College as credit only and are not calculated in your grade point average. Courses with a C- or better are considered for transfer. Complete details about our transfer policies may be obtained by contacting the Admission Office.

You may receive college credit for:

- satisfactory performance on selected College Board Advanced Placement Examinations;
- satisfactory performance on selected College Level Examination Program (CLEP) examinations;
- demonstrated competence on GCC challenge examinations;
- unique life and work experiences that lend themselves to evaluation; or
- coursework completed in the military through recognized educational programs.

Credit by Examination

The college awards academic credit, but no grades, for CLEP (College Level Examination Program) and certain ACT-PEP subject examinations. In some subjects, the college may provide a challenge examination for credit just prior to the beginning of each semester. The content of each challenge examination is roughly equivalent in scope and content to the final examination for the selected subject. Passing standard is at least a “C.” Some departments or programs may require a specific score to meet their requirements for currency or prerequisites.

Students who wish to earn credit by examination should request an application form from Student Services and a list of division offices to contact. A fee of $40 per credit must be paid to the Business Office. A receipt of payment and the application form must be left in the division office before the date of the exam. Study guides may be on reserve in the library for some examinations.

General Education Development Test (GED)

The GED provides an opportunity for students who have not received a high school diploma to earn a high school equivalency diploma. We conduct GED testing regularly. For more information about the GED program, please contact our GED Testing Center in the Student Services Suite on the second floor at extension 228.

To learn more about admission, advanced credit, or other related issues, call extension 233.
Tuition and Fees

Cost of Attendance

Your costs will vary depending upon your individual circumstances. Your bill will reflect charges based on the number of credits and type of courses you take. The college has different tuition and fee charges for day, evening, summer, and intersession courses, and credit-free workshops. (See Figure 1 below.) In addition, your residency status and miscellaneous fees may impact the amount of the bill. Tuition and fee charges are subject to change.

Tuition and Fees

Tuition cost is based on your official permanent residence, and Massachusetts residents pay the lowest tuition. Students from other New England states who qualify for the Regional Student Program of the New England Board of Higher Education (NEBHE) currently pay 150 per cent of the Massachusetts resident tuition. (See Figure 1 below.)

Figure 1: Massachusetts Resident Tuition and Fee Charges for Credit Courses: (subject to change)

<table>
<thead>
<tr>
<th>Charge</th>
<th>Basis</th>
<th>Rate Day</th>
<th>Rate Evening/Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>Per Credit</td>
<td>$36*</td>
<td>$52</td>
</tr>
<tr>
<td>College Service Fee</td>
<td>Per Credit</td>
<td>$40</td>
<td>$40</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>Per Person</td>
<td>$20</td>
<td>$20</td>
</tr>
<tr>
<td>Health Service Fee</td>
<td>Per Person</td>
<td>$9</td>
<td>$0</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>Per Person</td>
<td>$30</td>
<td>$0</td>
</tr>
<tr>
<td>Other fees may apply.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*NEBHE day tuition is $54 per credit; this is a special rate for qualifying New England residents. Out-of-state day tuition is $188 per credit. The college offers no reduction in tuition and fees for auditing a course. Credit-free courses are priced individually.

How Your Fees are Used

Registration Fee: The registration fee is used to help defray some of the administrative costs of registration.

College Service Fee: The college service fee helps pay for a variety of academic services, equipment, and supplies.

Health Service Fee: The health service fee helps pay for services provided to students through the college’s Health Services Office.

Student Activity Fee: The student activity fee supports a wide range of student activities offered by the college. These include concerts, movies, dances, music productions, and clubs.

Other Fees: You may be charged other miscellaneous fees which are used to cover specific costs such as program specific fees, late registration charges, or returned check fees.
Estimated Expenses

The cost of attending GCC involves several types of expenses that will vary depending on your individual circumstances. In general, though, your total expenses will include tuition and fees, books and supplies, room and board, transportation, and personal expenses (such as clothing, laundry, and recreation).

<table>
<thead>
<tr>
<th></th>
<th>Living with Parents</th>
<th>Living Away from Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books and Supplies</td>
<td>$550</td>
<td>$550</td>
</tr>
<tr>
<td>Room</td>
<td>800</td>
<td>800</td>
</tr>
<tr>
<td>Board</td>
<td>1500</td>
<td>2500</td>
</tr>
<tr>
<td>Transportation</td>
<td>1030</td>
<td>1030</td>
</tr>
<tr>
<td>Personal</td>
<td>1351</td>
<td>1867</td>
</tr>
<tr>
<td><strong>Total Estimated Expenses</strong></td>
<td><strong>$5231</strong></td>
<td><strong>$6747</strong></td>
</tr>
</tbody>
</table>

MassPIRG

Day students are automatically assessed a $5 per semester voluntary contribution to the MassPIRG organization. You can waive this fee by completing the necessary paperwork in the Business Office.

Insurance

Health and Accident Insurance

All students who are registered for nine (9) credits or more and are enrolled in a degree program are required by state law to purchase health insurance through the college. The cost is $357 for coverage from 9/1/96 through 8/31/97. The insurance charge is automatically added to your bill if you are enrolled in a degree program for more than nine (9) credits. If you carry your own health insurance, you can waive the charge by completing an insurance waiver form in the Business or Registrar’s Office. You can also buy the insurance plan if you are taking less than nine credits by filling out a part-time insurance application form obtainable in the Business Office and submitting it to the insurance company. Voluntary coverage for dependents is also available.

Liability Insurance

We require all nursing program students to carry college-approved professional liability insurance.

Are You an In-State or Out-Of-State Resident?

We consider you an in-state resident if you are a U.S. citizen or permanent resident, have established a residence in Massachusetts, and maintained continuous residence in Massachusetts for at least six months immediately prior to the date of your application.
Are You a Full-Time or Part-Time Student?

We consider you a full-time student if you are registered for at least 12 credits of graded coursework per semester. If you are registered for fewer than 12 credits, we consider you a part-time student. Your full-time or part-time status may affect your eligibility for such programs as health insurance and financial aid.

Paying Your Bill

We require payment for tuition and fees approximately three to four weeks before classes begin each semester. We recommend that you pay your bill by mail, and make your check, bank check, or money order payable to Greenfield Community College. We also accept payment by MasterCard and Visa. Please do not send cash. You may pay your bill in person at our Business Office on the fourth floor of the college. A monthly payment plan is also available from an outside company.

Obligations to the College and “Holds”

If you have not paid your bill in full by the due date that it is due, your class schedule may be canceled. In addition, any outstanding financial or property obligation to the college will result in a “hold” on your account. This will prevent you from registering for a subsequent semester, receiving grade reports, sending official transcripts, and receiving other services offered by the college. If your bill remains excessively overdue, we may forward it to a collection agency, and/or administratively withdraw you from the college.

Tuition Waivers

The college requires a completed tuition waiver form to be presented at the time of registration. Proof of eligibility for the waiver must be provided. No refunds will be made for failure to submit the proper waiver form in a timely manner. Generally, fees cannot be waived, except for senior citizens and certain college employees.

Students registering under a waiver may be admitted to the course on a “space available” basis.

Withdrawal from Courses

To officially withdraw from a course or the college, you must complete and submit a “drop/add” form or a withdrawal form, whichever is appropriate, to the Registrar’s Office. Formal withdrawal is required—failure to attend class or notification to the instructor is insufficient. Failing to follow the formal written withdrawal process will result in a failing grade for the course and the obligation to pay all college charges.
Refund Policies

The college has different refund policies for day, evening, summer, and intersession courses, and credit-free workshops. (See Figure 2 below.) In all cases, the date of your formal withdrawal will determine your eligibility for a refund. A full refund will be given if a course or workshop is canceled. Please allow six (6) weeks for processing of refunds.

Credit-free workshops require official withdrawal prior to the end of the published registration period or one (1) week prior to the first workshop session. A full refund, less a $10 administrative charge, will be given for official withdrawals. Official withdrawal is made by completing a "drop/add" form and submitting it to the Registrar’s Office within the time frame required. Refunds for credit-free workshops will not be issued under any other circumstances.

Figure 2: Refunds for Credit Courses (no refund after the 10th day of the term):

<table>
<thead>
<tr>
<th>Charge</th>
<th>% Refund Before Term Starts</th>
<th>Refund First 10 Days of Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, day</td>
<td>100%</td>
<td>75%</td>
</tr>
<tr>
<td>Tuition, evening/summer</td>
<td>100%</td>
<td>50%</td>
</tr>
<tr>
<td>Registration fee</td>
<td>no refund</td>
<td>no refund</td>
</tr>
<tr>
<td>College Service Fee</td>
<td>100%</td>
<td>no refund</td>
</tr>
<tr>
<td>Health Service Fee</td>
<td>100%</td>
<td>no refund</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>100%</td>
<td>no refund</td>
</tr>
</tbody>
</table>

If you have questions about tuition and fees, call extension 248 or 249.

Pro-Rata Refund Policy

Students in their first semester who are receiving Title IV aid are eligible for a pro-rata refund on tuition and fees if they withdraw from the college prior to the tenth week of classes. Copies of the Pro-Rata Refund Policy are available in the Business Office (fourth floor, extension 248), Registrar’s Office (second floor, extension 234), or the Financial Aid Office (second floor, extension 229).

Housing and Transportation

GCC does not have dormitory facilities, but our Student Life Office provides assistance in locating housing in the community, including an information booklet and a bulletin board for notices about housing at extension 267.

Ample, well-lit parking is available free of charge. The Greenfield/Montague Transportation Authority and the Franklin Regional Transit Authority provide regular bus service to campus from the greater Greenfield area.

Financial Aid from Private Sources

If you received a financial aid award from an off-campus group or individual, please provide our Financial Aid Office with official certification and complete terms of the award as early as possible.

For questions about tuition and fees, call extension 247.
Financial Aid

Many of the students attending Greenfield Community College participate in financial aid programs. These financial aid programs originate from federal, state, institutional, and private or community resources. Those resources carry certain requirements and obligations on the part of the college and the students. Your particular academic program may have an impact on your financial aid award, i.e., developmental courses, withdrawal from the college, repeated courses, etc.

Students should be aware that the costs associated with attending the college will not be covered entirely by financial aid.

How Do I Apply For Financial Aid?

To be eligible for financial aid, you must:

- be enrolled in an eligible degree or certificate program at Greenfield Community College;
- be a US citizen, an eligible non-citizen, or be a resident of certain Pacific islands;
- have a high school diploma or have completed a GED (students who are enrolled under the ability to benefit testing are not eligible for financial aid assistance at GCC);
- maintain satisfactory academic progress and financial aid satisfactory academic progress;
- provide information about you and your family's financial background, as follows:

1. All students must complete the Free Application for Federal Student Aid (FAFSA) in order to be considered for any federal, state, or institutional aid. Submit the form to the address on the envelope attached to the application. Students must list Greenfield Community College code #002169. This will ensure that the FAFSA results are submitted to the college electronically. The application will take approximately six weeks to process. The priority application deadline is May 1 to be considered for all forms of financial aid, although you may apply for financial aid throughout the semester.

2. Students must also complete a Greenfield Community College Financial Aid Application.

3. Verification of all income, which includes a copy of your federal income tax forms for the calendar year prior to enrollment will be required for those students selected by the Department of Education. You must also submit verification of untaxed income such as Social Security or welfare benefits to our Financial Aid Office. If you are a dependent student, we require verification of your parents' or guardian's income as well.

4. If you have received a scholarship from an off-campus group or individual, please provide the Financial Aid Office with official certification and complete terms of the award as early as possible.

5. In the spring before the school year begins, applications for aid completed by May 17 receive priority in the award notification process. This means that every attempt will be made to provide notification of your financial aid award by the August 1 tuition bill due date. Applications after May 17 cannot guarantee your knowledge of your award prior to the beginning of the semester.
What Kind of Financial Aid is Available?

In an effort to enable all qualified students to attend GCC regardless of their financial situation, we offer assistance to students with demonstrated financial need. Our Financial Aid Office can help you with a combination of three general types of financial assistance:

- Grants and scholarships from federal, state and institutional sources, which you do not repay;
- Loans backed by federal, state or private sources, which you must repay, usually at long-term, low-interest rates; and
- Federal work-study, which provides you with a job during the summer or the school year, either on- or off-campus.

Grants and Scholarship Programs

We participate in all major federal and state financial aid programs, including:

Pell Grants

The Pell Grant Program provides grants to students with exceptional financial need. Pell grants will be given in increments that are associated with the number of credits enrolled. Example: a full Pell grant will be given if a student is enrolled for 12 credits. If a student is half-time (6 credits) the student will only be eligible to receive half the maximum Pell grant award.

Supplemental Educational Opportunity Grant (SEOG)

The Federal Supplemental Educational Opportunity Grant (SEOG) Program is a federally-funded, campus-based program that provides grants for exceptionally needy students, based on the student’s financial resources, the cost of education, the number of credits a student is enrolled in, and the funds available to the college. To apply, see Step 1 of How Do I Apply for Financial Aid on page 14.

The Massachusetts State Scholarship Programs

The Massachusetts State Scholarship Program offers scholarships to needy students who have been Massachusetts residents for one year prior to September enrollment. The deadline is May 1 of the year in which the school year begins. To apply, see Step 1 of How Do I Apply for Financial Aid on page 14.

The Massachusetts Tuition Waiver Program supplements other aid programs available through GCC by providing tuition waivers to Massachusetts residents with demonstrated financial need. To apply, see Step 1 of How Do I Apply for Financial Aid on page 14.
Federal Family Educational Loan Programs

The Federal Perkins Student Loan Program enables GCC to make low-interest, deferred-payment loans to students with demonstrated financial need. Borrowers begin repayment after they graduate or withdraw from the college. To apply, see Step 1 of How Do I Apply for Financial Aid on page 14.

The Nursing Student Loan Program uses state and Federal funds to provide low-interest, deferred-payment loans to Registered Nursing Program students with demonstrated financial need. To apply, see Step 1 of How Do I Apply for Financial Aid on page 14.

The Federal Family Educational Stafford Loan Program enables students with financial need to obtain low-interest, deferred-payment loans through banks or other lending agencies. Borrowers begin repayment six months after they graduate or withdraw from the college. In Massachusetts, this program is administered by American Student Assistance. We will not process your Federal Stafford Student Loan application until you have completed the financial aid application process. To apply, see Step 1 of How Do I Apply for Financial Aid on page 14.

Federal Work-Study Program

The Federal Work-Study Program uses federal funds to offer part-time on-campus and off-campus jobs to students with demonstrated financial need. The program enables students to earn money while gaining job experience. To apply, contact our Financial Aid Office.

Veterans Benefits

Veterans of the United States armed services, or dependents of a deceased or disabled veteran, may be eligible for federal veterans’ educational assistance benefits. For additional information, contact our Veterans Affairs Coordinator in the Financial Aid Office on the second floor at extension 230.

In addition, the Commonwealth of Massachusetts provides tuition exemptions at public colleges and universities for several eligible veteran classifications including Vietnam-era, Lebanese peace-keeping force, Granada rescue mission, Panamanian intervention force, the Persian Gulf, Somali mission known as “Operation Restore Hope,” and current members of the active armed services stationed and residing in Massachusetts who meet the other requirements. Each classification carries specific dates of service. Members of the Massachusetts National Guard may also be eligible for tuition assistance. Those seeking to use a tuition waiver for any of these classifications must confer with our Veterans Affairs Coordinator before enrollment.

Special Notification to Students

All financial aid programs are subject to changes in regulations and procedures.

The Financial Aid Office is located in the Academic Affairs Suite on the second floor at extension 232.
Academic Policies

When you are admitted to GCC, we normally expect that you will undertake an organized program of courses that will enable you to earn a certificate or an associate degree. However, you may take credit or credit-free courses during the day or the evening to enhance your occupational skills or enrich your personal life, without pursuing a degree or certificate. If you are a junior or senior in high school, 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.

Matriculation

Matriculation is the process by which you officially declare your course of study and are accepted for admission in a program leading to the award of a certificate or degree. You may change your major or course of study any time through the Registrar’s Office but you should actually declare your intention regarding a program of study as early as possible.

Academic Advising

If you are enrolled in a certificate or degree program and you take courses during the day, a faculty or professional staff member will serve as your academic advisor throughout your time at GCC. While an advisor is assigned to you initially, you may change advisors at any time, and the Registrar’s Office will assist you with this change. You should maintain close contact with your advisor, as he or she will provide guidance in selecting courses and making career plans. Obtaining good advice early can help you to avoid problems later. You may also find assistance with academic and other issues through the Learning Assistance Center (fourth floor, extension 221). It is important to inform your advisor of anything which may affect your studies.

If you are planning to transfer to a baccalaureate degree-awarding college, you should also talk to our Transfer Coordinator at your earliest convenience (see page 27).
Skills Assessment

Most students are required to complete reading, writing, and mathematics assessments before registering for their first credit course. Assessment helps to ensure academic success by placing students in appropriate courses.

You may be exempt from skills assessment, if you

- have already completed the assessment process at GCC;
- have successfully completed a transferable course in English composition and/or mathematics at another college (math course must be within the last five years);
- are taking courses on an audit basis and not for credit.

Our policy is to allow students to assess their skills only once. An appeals process is in place for students who do not believe that their assessment scores reflect their level of skill. All questions and concerns about assessment should be directed to the Skills Assessment Office in Student Services at extension 277.

Developmental Courses

Courses with advising codes of “D” emphasize the improvement of basic reading, writing, mathematical, and study skills and may not be used to fulfill associate degree requirements. Grades earned for these courses will not be used in calculating your grade point average. However, they will be considered in the review of your academic standing.

Changes of Major

As a normal part of your development and study, your academic and career goals may change. When considering a change of major, you should first consult your advisor. You should then obtain the approval of the appropriate dean and submit a change of major form to the Registrar’s Office. Some programs may not accept new students for the spring semester.

Credit Cap

You cannot take a course load of more than 18 credits except with the approval of your advisor and your advisor’s dean. To be eligible, you must be in good academic standing.

Adding a Course

You may add a course through the first week of the class with the approval of your advisor. You may add courses after this time only with the approval of the instructor and the appropriate dean 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 class. If you drop a course during the first third of the semester, no record of it will appear on your transcript. If you drop a course during the second third of the semester, you will receive a grade of “W.” We will not process an official withdrawal from a course during the last third of the semester, and if you stop attending class, you will receive a grade for the course assigned by the instructor. If you want to drop a course, you should consult your advisor, and you must complete a drop/add form and submit it 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. If extraordinary circumstances force you to consider dropping a course during the last third of the semester, you may discuss with the Vice President of Academic Affairs the possibility of making an exception to the policy.

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 will not receive financial aid for any repeated courses unless you are replacing a grade of F.

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.

Attendance

We expect you to attend class regularly. Absences may jeopardize your academic status 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 course.

Religious Absences

We recognize that your religious beliefs may occasionally cause you to miss class or other college activities, and that you should not be penalized academically as a result of those absences. Under Massachusetts state law, you are excused from class on a particular day when it conflicts with your religious beliefs. Your professor must provide you with the opportunity to make up a missed examination or class work, provided that such makeup examinations or work do not create an unreasonable burden on the college.
Academic Honesty

Academic honesty is valued highly by the faculty and staff at Greenfield Community College. In addition, the college accepts the definition of plagiarism by the Modern Language Association as the “act of using another person’s ideas or expressions in your writing without acknowledging the source” and recommends that students with any questions about such acknowledgment discuss them with their instructor or a member of the academic affairs staff.

Grading

Course grades are reported in letter symbols or credit/no credit (CR/NC). The college will mail a grade report to you at the end of each semester. 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,” “F,” or “O.” 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 the grading symbols that we use.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
</tr>
</tbody>
</table>

**IN—Incomplete:** indicates 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:** 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.

**AW—Administratively Withdrawn:** indicates that a student has been administratively withdrawn for failure to fulfill financial or property obligations to the college. Once a student has been administratively withdrawn, he or she may not be reinstated during that semester.

**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**

**NC—No Credit** (credit/no credit option): Students may elect to take one course each semester on a CR/NC 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. Courses taken on a CR/NC basis often are not transferable to other institutions.

**NG—No Grade Submitted** is assigned temporarily by the Registrar to indicate that no grade was received from the instructor.

**O—Insufficient Basis for Evaluation:** indicates that the student discontinued attendance in the class without formally withdrawing from the class or the college prior to the final withdrawal date. The “O” grade will be treated as an “F” in the calculation of the grade point average.
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.

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

\[
\begin{array}{cccc}
A &=& 4.00 & B &=& 3.00 & C &=& 2.00 & F &=& 0.00 \\
A- &=& 3.65 & B- &=& 2.65 & C- &=& 1.65 & O &=& 0.00 \\
B+ &=& 3.35 & C+ &=& 2.35 & D &=& 1.00 \\
\end{array}
\]

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.

Dean’s List

The Dean’s List recognizes matriculated students with superior academic achievement for a given semester. To be included on the Dean’s List, you must have:

- earned at least 12 credits at GCC;
- earned at least 6 graded credits in the semester or during summer terms I and II;
- no incomplete grades;
- no grade less than a “C” in the semester;
- achieved a semester GPA of at least 3.50 at the semester’s end; and
- achieved a cumulative GPA of at least 2.00 at the end of the semester.
**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 standings are as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Standard</th>
<th>Actions Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal Progress</td>
<td>Both a cumulative GPA and a semester GPA of 2.00 or above</td>
<td>None.</td>
</tr>
<tr>
<td>Academic Review</td>
<td>Either a cumulative GPA or a semester GPA under 2.00 or both, and not previously on review</td>
<td>Placed on Academic Review. Reduction of academic load and/or co-curricular activities expected. Diagnostic interview in Learning Assistance Center required.</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; 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 that the previous semester and previously suspended</td>
<td>Precluded from future enrollment.</td>
</tr>
</tbody>
</table>

*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 Office of Academic Affairs and Student Support review your individual circumstances to determine if they warrant additional action.
Withdrawal from the College

You may withdraw from the college any time during the first two-thirds of the semester. If you withdraw during the first third of the semester, no record of the courses in which you were enrolled will appear on your transcript. If you withdraw during the second third of the semester, you will receive grades of “W” for all courses in which you were enrolled. We will not process an official withdrawal during the last third of the semester and if you stop attending classes you will receive grades assigned by the instructor for all courses.

If you find it necessary to consider withdrawing from GCC, you should consult with your advisor and your instructors first. To withdraw officially, you must submit a completed withdrawal form to the Registrar’s Office. As with dropping a course, if you simply stop attending class or if you 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 GCC.

If extraordinary circumstances force you to consider withdrawal during the last third of the semester, you may discuss with the Vice President of Academic Affairs the possibility of making an exception to the policy.

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 approval of the Director of Health Services, who may also consult with counselors or others as appropriate.

Administrative Withdrawal

Administrative withdrawal is the result of action taken by the college when a student fails to fulfill financial, medical (immunization records), or property obligations to the college during the semester. Once a student has been administratively withdrawn, the student may not be reinstated during that semester.

New Start Policy

If you have not attended GCC 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 re-admitted to the college on academic review for the first semester of your return. Normal academic progress standards will apply thereafter. Such readmission will be at the discretion of the Director of Admission.
Fresh Start Option

Greenfield Community College has a “fresh start” option for students. Once in a lifetime, if you return to Greenfield after being away for at least two consecutive years, you can elect the “fresh start” option. Your grade point average (GPA) will be calculated only from the point you are re-admitted for the purposes of the college’s academic standing policy. Your previous coursework may be applied toward your degree under this policy, but will not be calculated in your GPA. Your official transcript will include a statement noting this “fresh start” option. In the event of multiple two-year absences, you have the option of choosing the effective readmission date of the policy. You must elect this option in person in the Registrar’s Office.

Graduation Requirements

Only matriculated students are considered eligible for graduation consideration. Matriculation is the process by which you officially declare your course of study in a program leading to the award of a degree or certificate. You may change your major or course of study anytime through the Registrar’s Office but you should actually declare your intentions regarding a program of study as soon as you can.

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 GCC (excluding courses with an advising code of “D”) and be in good standing with the college. All associate degree programs require at least 60 credits of coursework. You must complete at least 15 credits of coursework at GCC.

If you wish to earn an additional associate degree, you must:

a. meet all specific requirements of each degree program;

b. complete at least 15 credits of coursework beyond the previous degree awarded; and

c. of those 15 additional credits, at least 12 must be completed at GCC.

You normally must fulfill the requirements stipulated in the catalog at the time you matriculate. If the requirements change after you have matriculated, you may elect to fulfill them or the requirements that were in effect when you enrolled as a matriculated student.

To graduate “with honors” you must earn a cumulative grade point average of at least 3.50 based on at least 30 credits of letter-graded coursework completed at GCC.
Application for Graduation

To be considered for graduation, you must submit a graduation application to the Student Life Office by mid-February. Graduation applications are available in the Registrar’s Office beginning in November. We formally award degrees only once each year, following the close of the spring semester.

Transcripts

You may request transcripts of your GCC academic record for yourself or for other colleges or employers by completing a transcript request form in the Registrar’s Office. You also may request a transcript by writing a letter in which you clearly identify yourself and where you would like a transcript to be sent. We cannot accept telephone requests. We provide you with one free transcript and charge $2 for each subsequent transcript. Due to the volume of requests, please allow at least three days to process your request.

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 either have completed at least 12 credits of coursework since the semester for which you seek relief before you submit your petition or you have completed 6 credits of coursework and you include two letters from current instructors with your petition. Petition forms are available in the Registrar’s Office.

Exceptions to Academic Policy

If you think that unusual or extenuating circumstances justify an exception to an academic policy, requirement, or regulation, you may request an exception using an appropriate form obtained in the Registrar’s Office. Your request should be signed by your advisor and you must gain the approval of the appropriate program coordinator, dean, and the Vice President of Academic Affairs. Your request will be considered on its individual merit.

The Family Educational Rights and Privacy Act of 1974

You have certain rights to privacy about the information that we maintain about you. For more information, including a full text of the regulations regarding your records and your right to privacy, please consult your Student Handbook or the Registrar’s Office.
Office of Diversity

Greenfield Community College has had a policy of non-discrimination for many years. The Office of Diversity was created to help attract and retain a culturally diverse college community. The college wishes to increase its representation of under represented students, faculty and staff on campus, and improve the general climate of comfort and acceptance experienced by individuals who are not among the dominant campus majority.

For GCC to be a place of comfort to all, it must be pluralistic not only in words but also in deeds. The Office of Diversity is responsible for overseeing and coordinating all of the college's efforts to meet its objective of providing equality of opportunity for everyone.

The college's curriculum contains courses which will meet the University of Massachusetts cultural diversity requirement. These courses are noted with an asterisk in the course descriptions section of the catalog.

Harassment

We consider harassment of a student, an employee, or any other person in the college to be intolerable and impermissible. Individuals who believe they have been the subject of harassment should consult with the Director of Diversity to obtain counseling concerning their rights under the law and effective means of resolving grievances. The Community Colleges of Massachusetts Affirmative Action Plan is available in the college library, and from the Director of Diversity at extension 238.

Affirmative Action

Affirmative action and equal opportunity shall apply to all segments of the college. Any person who believes he or she has been the subject of discrimination should consult with the Director of Diversity at the college at extension 238.

Adaptive Equipment

The college owns equipment that is designed to assist individuals with hearing, speech, and sight communication disabilities. Anyone who requires the use of these devices may contact the Director of Diversity at extension 238.

A telecommunications device for the deaf/telephone teletypewriter phone line (TDD/TTY) is located in the Pioneer Valley Resource Center in the Library. For telephone inquiries to the college, the answering machine will respond and the printer will type the message or request, which then will be forwarded to the appropriate office for response. The telephone number is (413) 774-2462.
Services to Students

In addition to our academic programs, we offer a wide range of services and activities to enhance your classroom experience. We encourage you to take advantage of these services and to become an active member of the college community.

Transfer Coordinator

Many of our graduates continue their education at baccalaureate degree-awarding colleges and universities, and most of these students use the services of our Transfer Coordinator. If you are considering transfer, we strongly encourage you to see the Transfer Coordinator at your earliest convenience. He can help you choose the school that best suits your academic goals and needs and advise you on transfer procedures and deadlines.

The Transfer Coordinator has a library of catalogs of baccalaureate degree-awarding colleges and universities, and students have the opportunity to meet with representatives from more than 100 colleges and universities at our annual College Fair held each fall. We have a number of transfer agreements and joint admission programs with baccalaureate degree-awarding colleges and universities, and the Commonwealth Transfer Compact ensures the transferability of credits from the state’s community colleges to the state colleges and universities (see page 8). Presently, GCC has articulation agreements with:

- Art Institute of Boston
- Bay Path College
- Bentley College, Waltham, MA
- Lyndon State College, Lyndonville, VT
- New England College, Henniker, NH
- North Adams State College
- Rensselaer Polytechnic Institute, Troy, NY
- Rivier College in Vermont
- The School of Visual Art, New York, NY
- Trinity College of Vermont
- University of Massachusetts-Amherst
- University of Massachusetts/Dartmouth
- University of Massachusetts/Lowell
- Western New England College, Springfield, MA
- Westfield State College
- Worcester Polytechnic Institute
- Worcester State College
Library/LRC

The Library/Learning Resource Center is available to all citizens of Massachusetts who have appropriate identification, as well as all students, faculty and staff of GCC. The collection contains more than 66,000 units of print and non-print material. In addition to a rich variety of books, periodicals, newspapers, videocassettes, and electronic reference services, the library also has facilities for language practice, film and video viewing, microfilm reading and self-service photocopying.

Reader services include individual library instruction; information, reference and reserve assistance; interlibrary loan; and microfilm copying.

Special Library Collections

Five important special collections are available for public use: the Archibald MacLeish Collection, the Pioneer Valley Resource Center, the Yankee-Rowe Local Public Document Collection, the Massachusetts State Data Center affiliate collection of census data, and The Funding Source, a reference collection of grant-writing materials.
Learning Assistance Programs

Our Learning Assistance Programs offer services to help students improve study skills, build confidence and clarify goals. If you find yourself in need of academic help, if you are experiencing stress from personal problems, or if you are having trouble keeping up with school work, we urge you to visit the Learning Assistance Center on the fourth floor of the college. Services include:

**Peer Tutoring:** Tutoring is provided for any GCC student who needs help with course work and who wishes to improve academic performance. Tutors meet with students and assist them in a process of active learning.

**Math Assistance Program:** A staff member coordinates academic assistance for students, has regular office hours and is available by appointment.

**Writing Assistance Program:** A staff member coordinates academic assistance for students, has regular office hours and is available by appointment.

**Counseling:** Counseling by trained professionals is available for GCC students. Counseling helps students learn to take charge of their lives by using their intellectual, emotional and motivational resources to accomplish their goals. Both individual sessions and support groups are available. All meetings are confidential and free of charge. Referrals to community agencies can also be arranged.

**Career Planning:** Another focus of the Learning Assistance Program is exploration of the world of work and preparation for entry into it. Making career plans is an important task that does not have to be done alone.

**Services for Students with Disabilities:**
Students come to GCC with a variety of special learning needs. Counselors are available to explore how each student learns best, to develop individual learning profiles, and to assist each student with the advocacy process.

**Human Development Courses:** Everyone can benefit from improved study habits, decision-making strategies and communication techniques. We offer a variety of courses to address these topics. Human development courses are listed on page 109.

Academic Computing Center

The Academic Computing Center, located in the north end of the college on the third floor, is open to all currently enrolled GCC students, regardless of major or credit load. The center’s personal computers may be used for homework, term papers, or other student projects. For those who need help working on a computer, a monitor or consultant is often on duty.
Media Center

Located on the second floor core, the Media Center is a complete educational support service designed to assist and instruct students and faculty in the presentation, production, and design of media materials.

The center schedules, distributes, and maintains all media related equipment throughout the campus. The staff provides by appointment, training in the operation of all presentation equipment. Equipment and services are available for GCC educational purposes in direct or indirect classroom support subject to institutional lending policies.

The facilities and staff capabilities support all aspects of media production, whether it be an overhead transparency or a computer generated animation. Facilities include: audio recording studio, B&W darkrooms, Macintosh computer labs, midi keyboard studio, PC animation stations, satellite/cable system, television studio, two-D display production areas and video editing suites.

Health Services

The Student Health Services staff is able to help with a variety of health problems and referrals and will assist you in complying with immunization requirements. Most services are free of charge to any student enrolled at the college. The Health Services office, located off the first floor lobby, is open from 9:00 a.m. to 3:30 p.m., Monday through Friday.

An adult nurse practitioner and a staff nurse are available on a drop-in basis and physician appointments are available. All medical records are confidential and information cannot be released without permission of the student.

State law requires students enrolled for nine credits or more to be covered by some form of health insurance to cover possible hospital costs. Contact Health Services or the Business Office for more information about the Massachusetts Community College Accident and Sickness Insurance Plan. The Health Services office also has a Wellness Resource Center with a large selection of health-related materials. We invite you to drop in (or call extension 258) to read materials or view films about achieving and maintaining a high level of wellness.

College Store

The College Store is open 9 a.m. to 4 p.m. daily during the academic year. Evening and special occasion hours will be posted in the lobby at the store entrance. The College Store carries supplies, required texts, paperbacks and study guides. We advise you to begin attending classes before you buy your books.
MasterCard and Visa are accepted, and personal checks will be accepted for the amount of purchase only. A maximum personal check of $5 will be accepted by the College Store for cash upon presentation of college ID. There is no charge for this service; however, there is a $5 charge for returned checks.

Refunds will be made for a period of two weeks after classes begin for the semester. Books must not be marked or damaged, and you must have both the sales slip and a processed drop/add form to return books. The policy on refunds does not apply to other merchandise.

**Dining Facilities**

The Cafeteria is open Monday through Friday from 7:30 a.m. to 3 p.m. and evenings, Monday through Thursday, from 5:30 p.m. to 8:30 p.m. during the academic year. The Cafeteria offers a full breakfast menu, hot entrees, sandwiches, and hot and cold drinks. A dinner special is available each day, and group dinners, luncheons, or coffee hours may be arranged.
The Student Life program is a vital part of life at GCC. Student Life helps student groups plan and operate their programs, and encourages faculty and staff to serve as organizational advisors and participants. Typical activities include cultural programs, exhibits, workshops, lectures, musical performances, videos, tours, trips, clubs, and social and recreational activities.

The Student Life Office (first floor, core, extension 268) publishes the annual Student Handbook, which includes all of the policies and regulations that apply to you as a student, as well as a full description of student services offered at GCC. Students are expected to read it, and will be held responsible for policies and regulations included in it.

Student Association

When you pay your student activities fee, you automatically become a member of the Student Association, the structure within which the Student Senate and the Student Life program operate. Members may hold office, vote in elections and participate in Association programs.

Student Senate

As a student in good standing, you will be eligible for election by the members of the Student Association to the Student Senate. The Student Senate approves student organization budgets and supervises expenditures with the consent of the college president. The senate's 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 college administration;
- to represent the student body on and off campus; and
- to act with college officers in supervising the college activities program.
Performing Arts

Both the theater and music departments offer opportunities for student performance. The college choir performs on campus and in the community several times each year. At least one major theater production is presented each semester.

Fitness Center

The Fitness Center, located on the basement level below the mini-gymnasium in the north section of the building, offers a variety of cardiovascular and resistance equipment including a treadmill, step machine, cycle ergometer, rowing machine, weight-plated cross-over machine, computerized abdominal and biceps machines, tricep dip bar, and leg raise machine. It is student run and free to all students. A variety of fitness incentive programs are offered.
Community Services
Courses and Workshops

Credit-Free Courses and Workshops

The college provides a variety of credit-free learning experiences in the evening and during the summer, held at different times and locations. Courses and workshops are designed in response to community needs, using college and community resources whenever possible, and at a reasonable cost consistent with the mandate "at no cost to the Commonwealth."
Instructors include faculty members from the day division, professors from other colleges, professionals, and other residents of neighboring communities.

Credit-free courses as well as a wide range of community service workshops, lectures, conferences, community forums and other special events, are offered at the college during the day, in the evening hours, during fall, spring, and summer sessions.

In addition, a number of summer programs for young people, such as soccer, baseball, and lacrosse instructional programs are made available, sometimes in conjunction with other organizations.

Many of the courses offered are held at the main campus or Downtown Center, but some are scheduled at the Franklin County Technical School in Turners Falls and Smith Vocational High School in Northampton. Credit and credit-free courses may be scheduled at other off-campus locations on request.

Course guides describing program offerings are published in July for the fall term, December for spring, and April for summer.

Center for Business and Industry

The Center for Business and Industry, located at the college's Downtown Center, provides customized training and education programs for area businesses. Courses are offered either in the workplace, at the main campus, or at one of the college's satellite centers.

Center staff are available to consult about your needs, and ways in which GCC may be of assistance. Phone extension 275 or 276.
Academic Programs

Associate of Arts Degrees
- Business Administration Transfer
- Liberal Arts
You may concentrate in one of the following areas (your diploma will read “Liberal Arts”):
  - American Studies
  - Applied Commercial Photography
  - Art
  - Dance
  - Data Processing
  - Education
  - Environmental Studies/ Human Ecology
  - Environmental Studies/ Natural Resources
  - Food Science
  - Human Services
  - International Studies
  - Math-Science
  - Pioneer Valley Studies
  - Women’s Studies

Associate of Science Degrees
- Accounting
- Art/Fine Art
- Art/Graphic Design
- Art/Media
- Computer Information Systems
- Criminal Justice
- Early Childhood Education
- Engineering Science
- Fire Science Technology
- Industrial Technology
- Management
- Marketing
- Nursing
- Occupational Therapy Assistant
- Office Administration
- Production Management Technology
- Recreation and Leisure Services

Certificate Programs
- Business Microcomputer Applications
- Computer Aided Drafting
- Computer Assisted Bookkeeping
- Early Childhood Education
- Elder Recreational Services
- Emerging Careers
- Human Services
- Office Assistant*
- Outdoor Leadership*
- Advanced Outdoor Leadership
- Pathways to Health Careers
- Pioneer Valley Studies*
- Practical Nursing
- Real Estate
- Re-entry
- Wellness & Fitness
- Word Processing

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All programs approved by the Board of Trustees of Greenfield Community College.
All degree programs approved by the Massachusetts Higher Education Coordinating Council.
*Certificate programs approved by the Massachusetts Higher Education Coordinating Council.
GCC’s Academic Programs

Our academic programs enable you to transfer to baccalaureate degree colleges and universities or prepare you to enter a variety of occupational fields upon completion. Several programs serve both purposes, depending upon the elective courses that you take. We offer associate degree programs, which require at least 60 credits of coursework, and certificate programs, which require up to 42 credits of coursework.

Our academic programs include:

- Liberal Arts Degree Programs  
  see page 38
- Career Degree Programs  
  see page 39
- Certificate Programs  
  see page 76
Degree Programs

Associate of Arts Degrees

- Business Administration Transfer
- Liberal Arts
  You may concentrate in one of the following areas (your diploma will read “Liberal Arts”):
  - American Studies
  - Applied Commercial Photography
  - Art
  - Dance
  - Data Processing
  - Education
  - Environmental Studies/Human Ecology
  - Environmental Studies/Natural Resources
  - Food Science
  - Human Services
  - International Studies
  - Math-Science
  - Pioneer Valley Studies
  - Women’s Studies

Our liberal arts programs consist of a broad range of general studies in the humanities, behavioral sciences and natural sciences, with options to focus on more specialized fields of interest. Liberal arts programs lead to the associate of arts degree. Many professions, including law, medicine, economics, education, and journalism, require a strong liberal arts background. Our programs are designed to provide a strong foundation in liberal studies that will enable you to transfer to baccalaureate degree programs at other institutions.*

Program descriptions begin on page 40.

* To learn more about transfer requirements, see pages 8 and 27.
Associate of Science Degrees

- Accounting
- Art/Fine Art
- Art/Graphic Design
- Art/Media
- Computer Information Systems
- Criminal Justice
- Early Childhood Education
- Engineering Science
- Fire Science Technology
- Industrial Technology
- Management
- Marketing
- Nursing
- Occupational Therapy Assistant
- Office Administration
- Production Management Technology
- Recreation and Leisure Services

Our career degree programs consist of specialized education, which may include studies in humanities, behavioral science, and natural science, in addition to studies in specific occupational fields. Career degree programs lead to the associate of science degree. We have designed these 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. 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, use these guidelines:

- You may satisfy a general elective* by completing any credit course offered by the college, except courses with advising codes of D.
- You may satisfy a liberal arts elective* by completing any credit course offered by the college with any advising code other than A, X, or D.
- You may satisfy an elective from a specific subject area* by completing any credit course with these advising codes:

<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>

Program descriptions begin on page 40.

* To learn more about transfer requirements, see pages 8 and 27.

† Please note: Some electives in career programs are footnoted and specific courses are suggested.
Liberal Arts/General Program

The Degree: Associate of Arts

The Program: provides a broad background in the humanities, behavioral sciences, and natural sciences.

Your Next Step: transfer to a baccalaureate degree institution.

Core requirements

<table>
<thead>
<tr>
<th>Requirement</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 or 121)</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Sciences Core:</td>
<td>9</td>
</tr>
<tr>
<td>a) Select two courses from the following: ANT 103 or 104, ECO 101 or 102,</td>
<td></td>
</tr>
<tr>
<td>HEC 101, 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—any history course coded HC</td>
<td></td>
</tr>
<tr>
<td>b) Literature (ENG 201, 202, 203, 204, 205, 206, 219, 221, 225, 235, 247,</td>
<td></td>
</tr>
<tr>
<td>248, 253)</td>
<td></td>
</tr>
<tr>
<td>c) Any additional course coded HC</td>
<td></td>
</tr>
<tr>
<td>Science/Math Core:</td>
<td>11</td>
</tr>
<tr>
<td>a) Science: two 4-credit BIO, CHE, GEO, PIT, or SCI courses with NC</td>
<td></td>
</tr>
<tr>
<td>advising codes</td>
<td></td>
</tr>
<tr>
<td>b) Math: MAT course with NC advising code</td>
<td></td>
</tr>
<tr>
<td>Electives (see notes below)</td>
<td>22</td>
</tr>
</tbody>
</table>

TOTAL 60

Electives

- Elective requirements in this program can be satisfied by the successful completion of any course coded A, BC, HC, NC, BL, HL, NL, L, and X.
- No more than 18 credits in any specific subject (such as chemistry, psychology) may be applied toward the degree requirements, except in English. You may apply 18 credits beyond English Composition II to your degree.
- You may apply no more than 12 X-coded credits (including a maximum of 4 credits in Leisure Education) toward the Liberal Arts degree.

† You may also select from among the liberal arts concentrations listed on p. 36.
# Accounting

**The Degree:** Associate of Science

**The Program:** prepares you for work at the paraprofessional level in industry, retail, and wholesale enterprises, or public accounting offices.

**Your Next Step:** work in such entry-level positions as accounts payable clerk, junior accountant in a public accounting firm, or full-charge bookkeeper in a service firm. The Business Department is accredited by the Association of Collegiate Business Schools and Programs.

**Required courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 111 Basic Accounting I, or</td>
<td>3-4</td>
</tr>
<tr>
<td>ACC 121 Introduction to Accounting I</td>
<td></td>
</tr>
<tr>
<td>ACC 112 Basic Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACC 131 Practical Applications of Management Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 207 Financial Accounting Systems and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ADM 111 Document Processing I</td>
<td>3</td>
</tr>
<tr>
<td>ADM 210 Computerized Records Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 105 Mathematics for Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 107 Introduction to Federal Income Taxes</td>
<td>3</td>
</tr>
<tr>
<td>BUS 111 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 123 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 155 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 205 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>DAT 114 Microcomputer Software Tools</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>Liberal Arts Electives</td>
<td>12</td>
</tr>
<tr>
<td>Program Elective (any ACC, ADM, BUS, or DAT course)</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 63-64**

**Program Coordinator:**

Dr. Robert J. Welsh  
Office: N316
# American Studies

**The Degree:** Associate of Arts in Liberal Arts

**The Program:** provides a comprehensive overview of American culture for those planning to pursue careers in education, public service, social service, law, advertising, public relations, journalism, library science, and the ministry. The program's major emphasis is on American literature, history, and government.

**Your Next Step:** transfer to a baccalaureate degree institution.

## 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>ENG 203 American Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 204 American Literature II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Oral Communication: Public Speaking,</td>
<td></td>
</tr>
<tr>
<td>or SPE 121 Oral Communication: Small Group Discussion</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 Sciences Core:</td>
<td>6</td>
</tr>
<tr>
<td>a) Select one course from the following: ANT 103 or 104, ECO 101 or 102, HEC 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>Science/Math Core:</td>
<td>11</td>
</tr>
<tr>
<td>a) Science: two 4-credit BIO, CHE, GEO, PHY, or SCI courses with NC advising codes</td>
<td></td>
</tr>
<tr>
<td>b) Math: MAT course with NC advising code</td>
<td></td>
</tr>
<tr>
<td>*General Electives</td>
<td>13</td>
</tr>
<tr>
<td>American Studies Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

**TOTAL 60**

## American studies electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 219 Ethnic Literature</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 127 History of African-American Peoples</td>
<td>3</td>
</tr>
<tr>
<td>HIS 131 Women in American History</td>
<td>3</td>
</tr>
<tr>
<td>HIS 217 Valley/American Ethnic Experience</td>
<td>3</td>
</tr>
<tr>
<td>MUS 102 The American Experience in Music</td>
<td>3</td>
</tr>
<tr>
<td>POL 203 American Civil Liberties</td>
<td>3</td>
</tr>
<tr>
<td>POL 205 American Foreign Policy</td>
<td>3</td>
</tr>
<tr>
<td>THE 125 The American Musical Theater</td>
<td>3</td>
</tr>
<tr>
<td>Appropriate Directed Study (295 or 296)</td>
<td></td>
</tr>
</tbody>
</table>

**Program Coordinator:**

Dr. Joan S. Ibish  
Office: S321
Art/Fine Art

**The Degree:** Associate of Science

**The Program:** provides a strong foundation in drawing and design, with emphasis on the concepts, techniques, and discipline of fine art. You are required to take courses in liberal arts and art history, and you may choose an elective emphasis in painting, printmaking, photography, or graphic design.

**Your Next Step:** transfer to a baccalaureate degree-awarding college or professional institution. Your future career may lie in the area of creative art, art education, arts administration, or illustration.

**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 121 Two-Dimensional Design</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 133 Fundamentals of Drawing: Perspective</td>
<td>3</td>
</tr>
<tr>
<td><strong>or</strong> ART 161 Electronic Studio I</td>
<td>3</td>
</tr>
<tr>
<td>ART 134 Fundamentals of Drawing: Anatomy and Structure</td>
<td>3</td>
</tr>
<tr>
<td>ART 141 Color</td>
<td>3</td>
</tr>
<tr>
<td>ART 231 Figure Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 232 Thematic Drawing</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>Behavioral Sciences Elective</td>
<td>3</td>
</tr>
<tr>
<td>*Humanities Elective,</td>
<td></td>
</tr>
<tr>
<td><strong>or</strong> Math/Science 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 (from the list below)</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL 63</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Art studio electives**—at least six credits must be at the 200 level, may include no more than three credits of 293-296 courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 133 Fundamentals of Drawing: Perspective</td>
<td>3</td>
</tr>
<tr>
<td>ART 151 Introduction to Photography</td>
<td>3</td>
</tr>
<tr>
<td>ART 155 Introduction to Video</td>
<td>3</td>
</tr>
<tr>
<td>ART 161 Electronic Studio I</td>
<td>3</td>
</tr>
<tr>
<td>ART 221 Three-Dimensional Design</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-A</td>
<td>3</td>
</tr>
<tr>
<td>ART 255 Video I-A</td>
<td>3</td>
</tr>
<tr>
<td>ART 261 Electronic Imaging</td>
<td>3</td>
</tr>
<tr>
<td>ART 271 Typography</td>
<td>3</td>
</tr>
<tr>
<td>ART 272 Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 290 Intradisciplinary Critique</td>
<td>3</td>
</tr>
<tr>
<td>ART 293, 294 Internship in Art</td>
<td>1-3</td>
</tr>
<tr>
<td>ART 295, 296 Directed Study in Art</td>
<td>1-3</td>
</tr>
</tbody>
</table>

**Program Coordinator:** Thomas W. Boisvert  
**Office:** S222

*Art studio electives may not be used as General, Liberal Arts, or Humanities electives.*
Art/Graphic Design

The Degree: Associate of Science
The Program: develops the conceptual and technical skills of visual communication. Emphasizes a strong foundation in design and drawing with required courses in liberal arts and art history.
Your Next Step: transfer to a baccalaureate degree college or professional institution, or seek entry-level employment in graphic design. Your future career may lie in a design profession, marketing, advertising, or the publication and printing industries.

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 121 Two-Dimensional Design</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 141 Color</td>
<td>3</td>
</tr>
<tr>
<td>ART 161 Electronic Studio I</td>
<td>3</td>
</tr>
<tr>
<td>ART 271 Typography</td>
<td>3</td>
</tr>
<tr>
<td>ART 272 Graphic Design</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>Behavioral Sciences Elective</td>
<td>3</td>
</tr>
<tr>
<td>*Humanities Elective, or Math/Science 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 (from the list below)</td>
<td>12</td>
</tr>
</tbody>
</table>

TOTAL 63

Art studio electives— at least six credits must be at the 200 level, may include no more than three credits of 293-296 courses.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 133 Fund. of Drawing: Perspective</td>
<td>3</td>
</tr>
<tr>
<td>ART 134 Fund. of Drawing: Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>ART 151 Introduction to Photography</td>
<td>3</td>
</tr>
<tr>
<td>ART 155 Introduction to Video</td>
<td>3</td>
</tr>
<tr>
<td>ART 162 Electronic Studio II</td>
<td>3</td>
</tr>
<tr>
<td>ART 221 Three-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 231 Figure Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 232 Thematic Drawing</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-A</td>
<td>3</td>
</tr>
<tr>
<td>ART 252 Photography I-B</td>
<td>3</td>
</tr>
<tr>
<td>ART 255 Video I-A</td>
<td>3</td>
</tr>
<tr>
<td>ART 256 Video I-B</td>
<td>3</td>
</tr>
<tr>
<td>ART 290 Intradisciplinary Critique</td>
<td>3</td>
</tr>
<tr>
<td>ART 293, 294 Internship in Art</td>
<td>1-3</td>
</tr>
<tr>
<td>ART 295, 296 Directed Study in Art</td>
<td>1-3</td>
</tr>
</tbody>
</table>

Program Coordinator: Thomas W. Boisvert
Office: 5222

* Art studio electives may not be used as General, Liberal Arts, or Humanities electives.
Art/Media Arts

The Degree: Associate of Science

The Program: focuses on the development of the critical, visual, and technical skills of photography, electronic imagery, and video. It includes foundation experiences in the fine arts and required courses in liberal arts and art history.

Your Next Step: transfer to a baccalaureate degree college or professional institution. Your future career may include work in photography, electronic imaging, video, or in other fields requiring a background in the visual arts.

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 121</td>
<td>Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 131</td>
<td>Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 141</td>
<td>Color</td>
<td>3</td>
</tr>
<tr>
<td>ART 151</td>
<td>Introduction to Photography</td>
<td>3</td>
</tr>
<tr>
<td>ART 155</td>
<td>Introduction to Video</td>
<td>3</td>
</tr>
<tr>
<td>ART 161</td>
<td>Electronic Studio I</td>
<td>3</td>
</tr>
<tr>
<td>ART 251</td>
<td>Photography I-A</td>
<td>3</td>
</tr>
<tr>
<td>ART 261</td>
<td>Electronic Imaging</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>Behavioral Sciences Elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>
*Humanities Elective,  
or Math/Science Elective  
*General Elective  
*Liberal Arts Electives  
Art Studio Electives (from the list below)  

**TOTAL 63**

Art studio electives — at least six credits must be at the 200 level, may include no more than three credits of 293-296 courses.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 132</td>
<td>Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 133</td>
<td>Fund. of Drawing: Perspective</td>
<td>3</td>
</tr>
<tr>
<td>ART 134</td>
<td>Fund. of Drawing: Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>ART 162</td>
<td>Electronic Studio II</td>
<td>3</td>
</tr>
<tr>
<td>ART 221</td>
<td>Three-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 231</td>
<td>Figure Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 232</td>
<td>Thematic Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 233</td>
<td>Printmaking I</td>
<td>3</td>
</tr>
<tr>
<td>ART 234</td>
<td>Printmaking II</td>
<td>3</td>
</tr>
<tr>
<td>ART 241</td>
<td>Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART 242</td>
<td>Painting II</td>
<td>3</td>
</tr>
<tr>
<td>ART 252</td>
<td>Photography I-B</td>
<td>3</td>
</tr>
<tr>
<td>ART 255</td>
<td>Video I-A</td>
<td>3</td>
</tr>
<tr>
<td>ART 256</td>
<td>Video I-B</td>
<td>3</td>
</tr>
<tr>
<td>ART 261</td>
<td>Electronic Imaging</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>ART 290</td>
<td>Interdisciplinary Critique*</td>
<td>3</td>
</tr>
<tr>
<td>ART 293, 294</td>
<td>Internship in Art</td>
<td>1-3</td>
</tr>
<tr>
<td>ART 295, 296</td>
<td>Directed Study in Art</td>
<td>1-3</td>
</tr>
</tbody>
</table>

Program Coordinator: Thomas W. Boisvert  
Office: S222

Art studio electives may not be used as General, Liberal Arts, or Humanities electives.  
* strongly recommended
Art/Applied Commercial Photography

The Degree: Associate of Arts in Liberal Arts

The Program: enables graduates of the Hallmark Institute of Photography in Turners Falls to get credit for their studies at the Institute toward an Associate of Art degree from GCC. The program provides a broad range of general studies in the behavioral sciences, the natural sciences, and the humanities with an emphasis on art and photography.

Your Next Step: enter the world of professional photography as a photographic business owner, manager, or secure an entry-level position with an existing photographic concern, or transfer to a baccalaureate degree or professional institution.

Required courses

1ACP 101 Applied Commercial Photography .................................................. 12
ART 103 Art History I,
   or ART 104 Art History II ................................................................. 3
1ART 151 Introduction to Photography ......................................................... 3
ENG 101, 103, or 105 English Composition I ............................................... 3
ENG 112, 114, or 116 English Composition II .............................................. 3
SPE 101 Oral Communication: Public Speaking,
   or SPE 121 Oral Communication: Small Group Discussion ......................... 3
Behavioral Sciences Core: ......................................................................... 9
   a) Select two courses from the following: ANT 103 or 104, ECO 101 or 102,
      HEC 101, POL 101, PSY 101, or SOC 101
   b) Select any additional course coded BC
Humanities Core: ..................................................................................... 6
One three-credit course from each of the following categories:
   a) History—any history course coded HC
   b) Literature (ENG 201, 202, 203, 204, 205, 206, 219, 221, 225, 235, 247,
      248, 253)
Science/Math Core: .................................................................................. 11
   a) Science: two 4-credit BIO, CHE, GEO, PHY, or SCI courses with NC
      advising codes
   b) Math: MAT course with NC advising code
Art Electives .............................................................................................. 12

TOTAL 65

Art electives:

ART 121 Two-Dimensional Design ............................................................... 3
ART 122 Design and Color ......................................................................... 3
ART 251 Photography I A .......................................................................... 3
ART 252 Photography I B .......................................................................... 3
ART 295 Directed Study ............................................................................ 1-3
ART 296 Directed Study ............................................................................ 1-3

Program Coordinator: Thomas W. Boisvert
Office: S222

* By transfer from Hallmark Institute after successful completion of 15 credits at GCC.
* To be awarded after successful completion of 15 credits at GCC.
Art (Liberal Arts)

The Degree: Associate of Arts in Liberal Arts
The Program: provides a broad range of liberal arts studies with an elective emphasis on art.
Your Next Step: transfer to a baccalaureate degree. Future careers may include art therapy, primary or secondary education, museum, or gallery work.

**Required courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 103 Art History I, or ART 104 Art History II, or ART 107 History of Modern Art</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>SPE 101 Oral Communication: Public Speaking, or SPE 121 Oral Communication: Small Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Sciences Core:</td>
<td>9</td>
</tr>
<tr>
<td>a) Select two courses from the following: ANT 103 or 104, ECO 101 or 102, HEC 101, 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>6</td>
</tr>
<tr>
<td>One three-credit course from each of the following categories: a) History—any history course coded HC b) Literature (ENG 201, 202, 203, 204, 205, 206, 219, 221, 225, 235, 247, 248, 253)</td>
<td></td>
</tr>
<tr>
<td>Science/Math Core:</td>
<td>11</td>
</tr>
<tr>
<td>a) Science: two 4-credit BIO, CHE, GEO, PHY, or SCI courses with NC advising codes b) Math: MAT course with NC advising code</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>10</td>
</tr>
<tr>
<td>Art Studio Electives (from the list below)</td>
<td>12</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>

**Art studio electives:** select two courses from Group A and two courses from Group B

**Group A**

<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 131 Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 151 Introduction to Photography</td>
<td>3</td>
</tr>
</tbody>
</table>

**Group B**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 132 Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 133 Fund. of Drawing: Perspective</td>
<td>3</td>
</tr>
<tr>
<td>ART 134 Fund. of Drawing: Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>ART 141 Color</td>
<td>3</td>
</tr>
<tr>
<td>ART 155 Introduction to Video</td>
<td>3</td>
</tr>
<tr>
<td>ART 161 Electronic Studio I</td>
<td>3</td>
</tr>
<tr>
<td>ART 251 Photography I-A</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Coordinator: Thomas W. Boisvert
Office: S222

* See Liberal Arts/General Program (p. 36) for specific requirements.
Business Administration Transfer

The Degree: Association of Arts

The Program: provides the necessary courses for transfer to baccalaureate degree-awarding business administration programs. The program has a core of business administration courses combined with courses in liberal arts with an emphasis on mathematics. By using electives, you may complete the program of study typically offered in the first two years of a baccalaureate degree institution.

Your Next Step: transfer to a baccalaureate degree institution. The Business Department is accredited by the Association of Collegiate Business Schools and Programs.

Required courses

<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></td>
</tr>
<tr>
<td>ACC 203</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ADM 106</td>
<td>Keyboarding for Information Processing</td>
<td>1</td>
</tr>
<tr>
<td>BUS 111</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 205</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>DAT 113</td>
<td>Introduction to Business Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>DAT 114</td>
<td>Microcomputer Software Tools, DAT 129</td>
<td>1</td>
</tr>
<tr>
<td>ECO 101</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 102</td>
<td>Principles of Macroeconomics, ENG 101, 103, 105</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Principles of Macroeconomics, ENG 114, 116</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Core</td>
<td></td>
<td>9</td>
</tr>
</tbody>
</table>

One three-credit course from each of the following categories:

a) History—any history course coded HC
b) Literature (ENG 201, 202, 203, 204, 205, 206, 219, 221, 225, 235, 247, 248, 253)
c) Any additional course coded HC

Science/Math Core: 11

a) Science: two 4-credit BIO, CHE, GEO, PHY, or SCI courses with NC advising codes
b) Math: MAT course with NC advising code

Program elective,
or MAT 151 Applied Calculus I,
or MAT 152 Applied Calculus II 3

* Liberal Arts Elective 3

TOTAL 63-65

Program Coordinator: Dr. Robert J. Welsh
Office: N516

* See Liberal Arts/General Program (p. 36) for specific requirements.

* Math courses to be chosen after consultation with faculty advisor and in consideration of the requirements of the transfer institution. A number of the transfer schools require MAT 151 and 152 (Applied Calculus I and II).
The Degree: Associate of Science

The Program: is for students interested in applying knowledge of microcomputer operating systems, software, and networks to business needs. The program teaches the use of current application packages in databases, spreadsheet, and word processing, single-user and network operating systems, and database development and programming. A foundation of business courses is included.

Your Next Step: employment as the microcomputer specialist, consultant, or technical support person in a variety of business settings. The Business Department is accredited by the Association of Collegiate Business Schools and 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</td>
<td>3</td>
</tr>
<tr>
<td>ACC 131 Practical Applications of Management Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ADM 106 Keyboarding for Information Processing</td>
<td>1</td>
</tr>
<tr>
<td>BUS 111 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>DAT 113 Introduction to Business Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>DAT 114 Microcomputer Software Tools</td>
<td>3</td>
</tr>
<tr>
<td>DAT 115 Programming Principles and Concepts</td>
<td>3</td>
</tr>
<tr>
<td>DAT 116 Microcomputer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>DAT 117 Computer Networking and Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>DAT 118 Microcomputer Software Tools II</td>
<td>3</td>
</tr>
<tr>
<td>DAT 149 Database Programming and Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>DAT 150 Database Programming and Procedures II</td>
<td>3</td>
</tr>
<tr>
<td>ECO 101 Principles of Macroeconomics,</td>
<td>3</td>
</tr>
<tr>
<td>or ECO 102 Principles of Microeconomics</td>
<td></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 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>MAT 117 Mathematical Problem Solving</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology,</td>
<td>3</td>
</tr>
<tr>
<td>or SOC 101 Principles of Sociology</td>
<td></td>
</tr>
<tr>
<td>*Liberal Arts Electives</td>
<td>6</td>
</tr>
<tr>
<td>ACC, BUS, or DAT Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 64

Program Coordinator:

Dr. Robert J. Welsh
Office: N316

* To be chosen in consultation with the faculty advisor and in consideration of the requirements of the transfer institution.
Criminal Justice

The Degree: Associate of Science

The Program: provides a broad education in the administration, operations and objectives of the criminal justice system and its component parts: police, courts, and corrections.

Your Next Step: transfer into a baccalaureate degree program or enter into any of several careers within the criminal justice system, including police work, correctional work, the law, or social work.

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</td>
<td>3</td>
</tr>
<tr>
<td>or 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>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: Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>or SPE 121 Oral Communication: Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td>*General Elective</td>
<td>6</td>
</tr>
<tr>
<td>*Natural Science/Humanities Electives</td>
<td>9</td>
</tr>
<tr>
<td>Criminal Justice Electives</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL 60

Criminal justice electives

<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 131 Social Issues in Criminal Justice</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>CRJ 215 Field Experience Practicum†</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>
<tr>
<td>CRJ 221 Interpersonal Communications in Criminal Justice</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Coordinator: Gerard J. Richard
Office: N230

* 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.
The Degree:  Associate of Arts in Liberal Arts

The Program:  provides a broad range of liberal arts studies with an elective emphasis on dance. Future careers may include performance, choreography, dance education, or dance therapy.

Your Next Step:  transfer to a baccalaureate degree institution

Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAN 120 Dance in Culture</td>
<td>3</td>
</tr>
<tr>
<td>DAN 121 Dance History</td>
<td>3</td>
</tr>
<tr>
<td>DAN 130 Choreography/Performance</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>SPE 101 Oral Communication: Public Speaking, or SPE 121 Oral Communication: Small Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Sciences Core:</td>
<td></td>
</tr>
<tr>
<td>a) Select two courses from the following: ANT 103 or 104, ECO 101 or 102, HEC 101, 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>6</td>
</tr>
<tr>
<td>One three-credit course from each of the following categories:</td>
<td></td>
</tr>
<tr>
<td>a) History—any history course coded HC</td>
<td></td>
</tr>
<tr>
<td>b) Literature (ENG 201, 202, 203, 204, 205, 206, 219, 221, 225, 235, 247, 248, 253)</td>
<td></td>
</tr>
<tr>
<td>Science/Math Core:</td>
<td>11</td>
</tr>
<tr>
<td>a) Science: two 4-credit BIO, CHE, GEO, PHY, or SCI courses with NC advising codes</td>
<td></td>
</tr>
<tr>
<td>b) Math: MAT course with NC advising code</td>
<td></td>
</tr>
<tr>
<td>*Liberal Arts electives</td>
<td>9</td>
</tr>
<tr>
<td>Dance electives</td>
<td>9</td>
</tr>
</tbody>
</table>

TOTAL 62

Dance electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAN 101 Introduction to Dance</td>
<td>3</td>
</tr>
<tr>
<td>DAN 103 Jazz Dance I</td>
<td>3</td>
</tr>
<tr>
<td>DAN 104 Jazz Dance II</td>
<td>3</td>
</tr>
<tr>
<td>DAN 105 African Dance A</td>
<td>3</td>
</tr>
<tr>
<td>DAN 106 African Dance B</td>
<td>3</td>
</tr>
<tr>
<td>DAN 107 Ballet I-A</td>
<td>3</td>
</tr>
<tr>
<td>DAN 108 Ballet I-B</td>
<td>3</td>
</tr>
<tr>
<td>DAN 109 Afro-Brazilian Dance</td>
<td>3</td>
</tr>
<tr>
<td>DAN 111 Modern Dance I-A</td>
<td>3</td>
</tr>
<tr>
<td>DAN 112 Modern Dance I-B</td>
<td>3</td>
</tr>
<tr>
<td>DAN 114 Tap Dance I</td>
<td>3</td>
</tr>
<tr>
<td>DAN 115 Tap Dance II</td>
<td>3</td>
</tr>
<tr>
<td>DAN 119 Dance Production Workshop</td>
<td>1</td>
</tr>
</tbody>
</table>

Program Advisor:  Carolyn S. Nims
Office:  S324

*  See Liberal Arts/General Program (p. 40) for specific requirements.
Data Processing

The Degree: Associate of Arts in Liberal Arts

The Program: provides strong general education and background in liberal arts as well as a basic knowledge of computers and programming.

Your Next Step: transfer to a baccalaureate degree institution.

Required courses

<table>
<thead>
<tr>
<th>Course Description</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, or DAT 113</td>
<td>3</td>
</tr>
<tr>
<td>DAT 115 Programming Principles and Concepts, or DAT</td>
<td>3</td>
</tr>
<tr>
<td>143 Introduction to ANSI COBOL, or DAT 147 Pascal</td>
<td></td>
</tr>
<tr>
<td>Programming, or DAT 148 C Programming for Programmers</td>
<td>3</td>
</tr>
<tr>
<td>DAT Electives (chosen from available courses)</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 118 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>*MAT 107 College Algebra (or higher level math course)</td>
<td>3</td>
</tr>
<tr>
<td>MAT 114 Probability and Statistics</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Oral Communication: Public Speaking, or SPE</td>
<td>3</td>
</tr>
<tr>
<td>121 Oral Communication: Small Group Discussion</td>
<td></td>
</tr>
</tbody>
</table>

Behavioral Sciences Core: ........................................... 9

   a) Select two courses from the following: ANT 103 or 104, ECO 101 or 102, HEC 101, POL 101, PSY 101, or SOC 101

   b) Select any additional course coded BC

Humanities Core: ....................................................... 9

One three-credit course from each of the following categories:

   a) History—any history course coded HC

   b) Literature (ENG 201, 202, 203, 204, 205, 206, 219, 221, 225, 235, 247, 248, 253)

   c) Any additional course coded HC

Science Core: ........................................................... 8

   a) Science: two 4-credit BIO, CHE, GEO, PHY, or SCI courses with NC advising codes

   *General Elective ............................................... 3

TOTAL 60

Program Advisor: Toby Sutton
Office: N410

* Students planning to transfer to a baccalaureate degree-awarding computer science major should take: MAT 201 Calculus I, MAT 202 Calculus II, PHY 111 General Physics I with Calculus, and PHY 112 General Physics II with Calculus. CHE 111, General Chemistry I and CHE 112, General Chemistry II may be required by some programs.

* See Liberal Arts/General Program (p. 40) for specific requirements.
Early Childhood Education

The Degree: Associate of Science

The Program: provides a strong background in early childhood education and liberal arts. The curriculum integrates coursework with direct experience and practical skill-building in different early childhood settings.

Your Next Step: work as a professional in various early childhood settings or social service agencies or transfer to a baccalaureate degree institution to prepare for employment in schools or social service agencies.

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 111 Introduction to Special Education</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 215 Student Teaching I</td>
<td>3</td>
</tr>
<tr>
<td>EDU 216 Student Teaching II</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 241 Survey of Children's Literature, or FLK 218 Storytelling</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>or PSY 233 Child Behavior and Development</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Principles of Sociology, or ANT 104 Introduction to Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Oral Communication: Public Speaking, or SPE 121 Oral Communication: Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td>General Electives</td>
<td>3</td>
</tr>
<tr>
<td>Any Math course coded NC</td>
<td>3</td>
</tr>
<tr>
<td>or Any 4-credit Science (BIO, CHE, GEO, PHY, or SCI) course coded NC</td>
<td>3-4</td>
</tr>
<tr>
<td>Program Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 60-61

Program Electives—choose one from:

- EDU 121 Reading and Language Arts for the Young Child  3
- EDU 123 Educating the Infant and Toddler  3
- EDU 139 Women in Education  3
- HSV 119 Contemporary Parenting  3

Program Coordinator: Nancy T. Winter
Office: N213
Education

The Degree: Associate of Arts in Liberal Arts

The Program: provides a broad range of liberal arts studies with an elective emphasis on education.

Your Next Step: transfer to a baccalaureate degree institution as preparation to teach in preschools and elementary schools.

Required courses  

ENG 101, 103, or 105 English Composition I ........................................ 3
ENG 112, 114, or 116 English Composition II ........................................ 3
ENG 241 Survey of Children’s Literature
  or FLK 218 Storytelling ................................................................. 3
PSY 101 Principles of Psychology ...................................................... 3
PSY 217 Human Growth and Development
  or PSY 233 Child Behavior and Development .................................... 3
SOC 101 Principles of Sociology,
  or ANT 104 Introduction to Cultural Anthropology ............................ 3
SPE 101 Oral Communication: Public Speaking
  or SPE 121 Oral Communication: Group Discussion ............................ 3
Humanities Core: ............................................................................. 6
One three-credit course from each of the following categories:
  a) History—any history course coded HC
  b) Literature (ENG 201, 202, 203, 204, 205, 206, 219, 221, 225, 235, 247,
     248, 253)
Science/Math Core: ......................................................................... 11
  a) Science: two 4-credit BIO, CHE, GEO, PHY, or SCI courses with NC
     advising codes
  b) Math: MAT course with NC advising code
Education Electives ........................................................................ 12
Additional Electives* .................................................................... 10

TOTAL 60

Education electives

EDU 101 Introduction to Early Childhood Education 3
EDU 103 Creative Experiences in Art, Music, Drama, and Dance 3
EDU 111 Introduction to Special Education 3
EDU 121 Reading and Language for the Young Child 3
EDU 123 Educating the Infant and Toddler 3
EDU 133 Daycare Administration 3
EDU 139 Women in Education 3
EDU 201 Early Childhood Curriculum 3
EDU 205 Philosophy of Education 3
HSV 119 Contemporary Parenting 3

Program Coordinator:  Nancy T. Winter  
Office: N213

* See Liberal Arts/General Program (p. 40) for specific requirements.
The Degree: Associate of Science

The Program: provides a base of mathematics, science, and engineering fundamentals common to the first two years of a baccalaureate degree engineering program. Engineering electives provide special courses to suit your particular interest in civil, electrical, mechanical, or chemical engineering. Greenfield Community College participates in the College of Engineering, University of Massachusetts/Amherst Dual Admission Program. Students who apply to, and are accepted by UMass/Amherst may choose to begin their studies at GCC. This program only applies to civil, electrical, and mechanical engineering.

Your Next Step: transfer as an engineering major to a baccalaureate degree institution. In addition to the UMass Dual Admissions Program, GCC also has formal transfer agreements with New England College in civil engineering, Rensselaer Polytechnic Institute in all engineering fields, Western New England College in industrial, electrical, mechanical engineering and engineering-biomedical option, and Worcester Polytechnic Institute in all engineering fields. See the Engineering Science Coordinator for details on the specific electives needed for these transfer programs.

Required courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 111</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHE 112</td>
<td>General Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>DAT 146</td>
<td>FORTRAN Survey for Programmers, or DAT 129</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Applications of Lotus 1-2-3</td>
<td></td>
</tr>
<tr>
<td>DAT 147</td>
<td>PASCAL Programming</td>
<td>3</td>
</tr>
<tr>
<td>ECO 101</td>
<td>Principles of Macroeconomics, or ECO 102</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Principles of Microeconomics (for CE)</td>
<td></td>
</tr>
<tr>
<td>EGR 103</td>
<td>Engineering Orientation</td>
<td>1</td>
</tr>
<tr>
<td>EGR 107</td>
<td>Engineering Graphics I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 123</td>
<td>Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>MAT 201</td>
<td>Calculus with Analytic Geometry I</td>
<td>4</td>
</tr>
<tr>
<td>MAT 202</td>
<td>Calculus with Analytic Geometry II</td>
<td>4</td>
</tr>
<tr>
<td>MAT 203</td>
<td>Multivariate Calculus</td>
<td>4</td>
</tr>
<tr>
<td>MAT 204</td>
<td>Elementary Differential Equations (for CE, ChE, ME)</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>or MAT 205 Elementary Linear Algebra (for IE, EE)</td>
<td></td>
</tr>
<tr>
<td>PHY 111</td>
<td>General Physics I with Calculus</td>
<td>4</td>
</tr>
<tr>
<td>PHY 112</td>
<td>General Physics II with Calculus</td>
<td>4</td>
</tr>
<tr>
<td>Liberal</td>
<td>Arts Electives (BC or HC advising code)</td>
<td>6</td>
</tr>
<tr>
<td>Concentration Electives</td>
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<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>66-70</td>
<td></td>
</tr>
</tbody>
</table>

Program Coordinator: Dr. Lee A. Webster
Office: N414

No course taken for credit/no credit will fulfill the graduation requirements of this program.

— Engineering Science continued on page 56. —
**Concentration electives:**

Students must select one of the following engineering majors and fulfill the concentration electives for that major. Students should consult the program coordinator about special requirements of transfer institutions that may warrant some variations in the electives listed below. (For example, students transferring to UMass/Amherst are advised to take DAT 129 Applications of Lotus 1-2-3 [1 credit] while at GCC.)

**Electrical Engineering (EE) (4 courses from the following list)**
- DAT 148 C Programming for Programmers 3
- EGR 205 Statics 3
- EGR 206 Mechanics of Materials 3
- MAT 204 Elementary Differential Equations 4
- Biological Science Elective 3-4

**Civil and Environmental Engineering (CE)**
- EGR 205 Statics 3
- EGR 206 Mechanics of Materials 3
- Two electives from the following:
  - EGR 111 Surveying I 3
  - Biological Science Elective (approved by advisor) 3-4
  - EGR 208 Thermodynamics 3
  - MAT 205 Elementary Linear Algebra 3

**Mechanical Engineering (ME)**
- EGR 205 Statics 3
- EGR 206 Mechanics of Materials 3
- MAT 205 Elementary Linear Algebra 3
- One course from the following:
  - Biological Science Elective (approved by advisor) 3-4
  - EGR 208 Thermodynamics 3

**Chemical Engineering (ChE)**
- CHE 201 Organic Chemistry I 4
- CHE 202 Organic Chemistry II 4
- EGR 205 Statics 3
- Biological Science Elective (approved by advisor) 3-4

**Industrial Engineering (IE)**
- DAT 148 C Programming for Programmers 3
- EGR 205 Statics 3
- EGR 206 Mechanics of Materials 3
- MAT 204 Elementary Differential Equations 4
- One course from the following:
  - Biological Science Elective 3-4
  - EGR 208 Thermodynamics 3
Environmental Studies/Human Ecology

The Degree:  Associate of Arts in Liberal Arts

The Program:  combines elements of the behavioral and the natural sciences to develop an understanding of ecology and the use of science and technology in solving problems which are critical to our future.

Your Next Step:  transfer to a baccalaureate degree institution.

Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 104 Introduction to Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 103 Ecology</td>
<td>4</td>
</tr>
<tr>
<td>ECO 113 Environmental Economics</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>HEC 101 Human Ecology: Problems and Solutions</td>
<td>3</td>
</tr>
<tr>
<td>HEC 111 Applied Human Ecology: Project TEME, or HEC 113 Earth Experiences</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>
<tr>
<td>MAT 107 College Algebra (or higher level math), or MAT 117 Mathematical Problem Solving</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Oral Communication: Public Speaking, or SPE 121 Oral Communication: Small Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td>Any GEO, BIO, or CHE course</td>
<td>4</td>
</tr>
<tr>
<td>Behavioral Science elective</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Core:</td>
<td>9</td>
</tr>
</tbody>
</table>

One three-credit course from each of the following categories:

a) History—any history course coded HC

b) Literature (ENG 201, 202, 203, 204, 205, 206, 219, 221, 225, 235, 247, 248, 253)

c) Any additional course coded HC

*Natural Sciences                                     | 3-4     |
*General Elective                                     | 3-4     |

TOTAL 60-61

Program Advisors:

Daniel F. LaRose
Office: N214
and Gregory C. Vouros
Office: N203

* A total of 7 credits is required for Natural Sciences and general elective.
The Degree: Associate of Arts in Liberal Arts

The Program: provides a background in natural resources, agriculture, land-use planning, landscaping, horticulture, forestry, wood technology, or wildlife management.

Your Next Step: transfer to a baccalaureate degree institution

Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 104 Introduction to Cultural Anthropology</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 113 Environmental Economics</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>ENV 107 Principles of Land Use</td>
<td>3</td>
</tr>
<tr>
<td>GEO 101 Physical Geology</td>
<td>4</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, or HEC 113 Earth Experiences</td>
<td>3</td>
</tr>
<tr>
<td>MAT 107 College Algebra (or higher level math), or MAT 117 Mathematical Problem Solving</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>SPE 101 Oral Communication: Public Speaking, or SPE 121 Oral Communication: Small Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td>*Any GEO, BIO, or CHE course</td>
<td>4</td>
</tr>
<tr>
<td>Humanities Core:</td>
<td>9</td>
</tr>
</tbody>
</table>

One three-credit course from each of the following categories:

a) History—any history course coded HC
b) Literature (ENG 201, 202, 203, 204, 205, 206, 219, 221, 225, 235, 247, 248, 253)
c) Any additional course coded HC

Natural Sciences Core (NC) 3-4

TOTAL 62-63

Program Advisor: Peter C. Steve
Office: 5415

* In addition to BIO 104, ENV 107, GEO 101, MAT 151, and SCI 104, some baccalaureate degree-awarding programs may require selected entry sciences, such as: BIO 101, BIO 102, CHE 111, CHE 112, GEO 102, PHY 101, and PHY 102.
The Degree: Associate of Science

The Program: provides technical and legal training in various aspects of fire prevention, fire protection, and hazardous material handling.

Your Next Step: begin your career in municipal fire protection, insurance and building inspection, fire protection work with private firms, or transfer to a baccalaureate degree institution with major emphasis on fire department management or fire science education.

### Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 105 Basic Principles of Chemistry, or SCI 101 Physical Science I</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 ENG 123 Report Writing</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 111 Building Construction</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>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Oral Communication: Public Speaking</td>
<td>3</td>
</tr>
<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>
</tbody>
</table>

**TOTAL 60**

Program Coordinator: 

Linda M. Cavanaugh  
Office: N422

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

The Degree: Associate of Arts in Liberal Arts

The Program: provides a strong two-year program in food science or food science engineering, similar to the first two years of a university program in food science.

Your Next Step: transfer to a baccalaureate degree institution as a major in food science, food science engineering, or, with slight modification, nutrition.

Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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>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>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>SPE 101 Oral Communication: Public Speaking,</td>
<td></td>
</tr>
<tr>
<td>SPE 121 Oral Communication: Small Group Discussion</td>
<td>3</td>
</tr>
</tbody>
</table>

Behavioral Sciences Core: 9

a) Select two courses from the following: ANT 103 or 104, ECO 101 or 102, HEC 101, POL 101, PSY 101, or SOC 101

b) Select any additional course coded BC

Humanities Core: 9

One three-credit course from each of the following categories:

a) History—any history course coded HC

b) Literature (ENG 201, 202, 203, 204, 205, 206, 219, 221, 225, 235, 247, 248, 253)

c) Any additional course coded HC

TOTAL 67

Program Coordinator: TBA
# Human Services

**The Degree:** Associate of Arts in Liberal Arts

**The Program:** provides a broad range of studies in the core curriculum and human services offerings.

**Your Next Step:** transfer to a baccalaureate degree institution.

## 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>HSV 101 Introduction to Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HSV 115 Introduction to Interviewing and Counseling</td>
<td>3</td>
</tr>
<tr>
<td>HSV 215 Counseling Skills</td>
<td>3</td>
</tr>
<tr>
<td>HSV 271 Practicum in Human Services</td>
<td>4</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</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Oral Communication: Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>or SPE 121 Oral Communication: Group Discussion</td>
<td></td>
</tr>
<tr>
<td>ANT, PSY, SOC, or HSV elective</td>
<td>3</td>
</tr>
<tr>
<td>200-level courses coded BC or BL</td>
<td>6</td>
</tr>
<tr>
<td>Humanities Core</td>
<td>9</td>
</tr>
</tbody>
</table>

One three-credit course from each of the following categories:

- **History**—any history course coded HC
- **Literature** (ENG 201, 202, 203, 204, 205, 206, 219, 221, 225, 235, 247, 248, 253)
- **Any additional course coded HC**

## Science/Math Core:

- **Science**: two 4-credit BIO, CHE, GEO, PHY, or SCI courses with NC advising codes
- **Math**: MAT course with NC advising code

*Elective .................................................. 3

**TOTAL 63**

---

**Program Coordinator:**

Dr. L. Edward Dolhenty  
Office: N207
Industrial Technology

The Degree: Associate of Science

The Program: provides a strong background in math, physics, and chemistry, with student-elected emphasis on chemical, civil, electronic, computer, or drafting technologies.

Your Next Step: transfer as an engineering technology major to a baccalaureate degree institution, or work as an engineering assistant, engineering technician, or in a similar job requiring technically trained people.

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: Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Science/Humanities Electives</td>
<td>6</td>
</tr>
<tr>
<td>Program Electives</td>
<td>18-24</td>
</tr>
</tbody>
</table>

TOTAL 66-72

Program electives—choose six courses from the list below

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 103 Ecology</td>
<td>4</td>
</tr>
<tr>
<td>BUS 111 Introduction to Business</td>
<td>3</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>DAT 115 Programming Principles and Concepts</td>
<td>3</td>
</tr>
<tr>
<td>DAT 141 Programming in BASIC</td>
<td>3</td>
</tr>
<tr>
<td>DAT 148 C Programming for Programmers</td>
<td>3</td>
</tr>
<tr>
<td>ECO 113 Environmental Economics</td>
<td>3</td>
</tr>
<tr>
<td>EGR 108 Engineering Graphics II</td>
<td>3</td>
</tr>
<tr>
<td>EGR 110 Engineering Graphics Project</td>
<td>3</td>
</tr>
<tr>
<td>EGR 111 Surveying I</td>
<td>3</td>
</tr>
<tr>
<td>EGR 205 Statics</td>
<td>3</td>
</tr>
<tr>
<td>EGR 206 Mechanics of Materials</td>
<td>3</td>
</tr>
<tr>
<td>GEO 101 Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>GEO 104 Introduction to Oceanography</td>
<td>4</td>
</tr>
<tr>
<td>MAT 114 Probability and Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MAT 152 Applied Calculus II</td>
<td>3</td>
</tr>
<tr>
<td>PHY 105 Introductory Electronics</td>
<td>4</td>
</tr>
<tr>
<td>SCI 104 Energy: Issues and Principles</td>
<td>3</td>
</tr>
<tr>
<td>Other elective(s) approved by program coordinator</td>
<td>3-4</td>
</tr>
</tbody>
</table>

Program Coordinator: Dr. Lee Webster  
Office: N414

No course taken for credit/no credit will fulfill the graduation requirements of this program.
International Studies

The Degree:  Associate of Arts in Liberal Arts

The Program:  provides an introduction to the broad area of international studies, examining culture, history, literature, and society from a global perspective. Helps prepare students for careers in international fields.

Your Next Step:  transfer to a baccalaureate degree institution.

Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 104 Introduction to Cultural Anthropology,</td>
<td>3</td>
</tr>
<tr>
<td>or ECO 101 Principles of Macroeconomics</td>
<td></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 235 Survey of Latin American Literature</td>
<td>3</td>
</tr>
<tr>
<td>HIS 113 China and Japan: A Cultural History,</td>
<td>3</td>
</tr>
<tr>
<td>or HIS 123 Modern Pacific Asia,</td>
<td></td>
</tr>
<tr>
<td>or HIS 129 Introduction to Modern Africa</td>
<td></td>
</tr>
<tr>
<td>POL 103 Comparative Politics,</td>
<td>3</td>
</tr>
<tr>
<td>or POL 105 International Politics</td>
<td></td>
</tr>
<tr>
<td>SPE 101 Oral Communication: Public Speaking,</td>
<td>3</td>
</tr>
<tr>
<td>or SPE 121 Oral Communication: Small Group Discussion</td>
<td></td>
</tr>
<tr>
<td>Foreign Language</td>
<td>6</td>
</tr>
<tr>
<td>Any additional course coded BC</td>
<td>3</td>
</tr>
</tbody>
</table>

Science/Math Core:

a) Science: two 4-credit BIO, CHE, GEO, PHY, or SCI courses with NC advising codes

b) Math: MAT course with NC advising code

*General electives

International Studies electives

<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>DAN 105 African Dance A</td>
<td>3</td>
</tr>
<tr>
<td>DAN 106 African Dance B</td>
<td>3</td>
</tr>
<tr>
<td>DAN 120 Dance in Culture</td>
<td>3</td>
</tr>
<tr>
<td>HIS 113 China and Japan: A Cultural History</td>
<td>3</td>
</tr>
<tr>
<td>HIS 123 Modern Pacific Asia</td>
<td>3</td>
</tr>
<tr>
<td>HIS 129 Introduction to Modern Africa</td>
<td>3</td>
</tr>
<tr>
<td>POL 103 Comparative Politics</td>
<td>3</td>
</tr>
<tr>
<td>POL 105 International Politics</td>
<td>3</td>
</tr>
<tr>
<td>POL 205 American Foreign Policy</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 60

International studies electives (if not already used to fulfill 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>DAN 105 African Dance A</td>
<td>3</td>
</tr>
<tr>
<td>DAN 106 African Dance B</td>
<td>3</td>
</tr>
<tr>
<td>DAN 120 Dance in Culture</td>
<td>3</td>
</tr>
<tr>
<td>HIS 113 China and Japan: A Cultural History</td>
<td>3</td>
</tr>
<tr>
<td>HIS 123 Modern Pacific Asia</td>
<td>3</td>
</tr>
<tr>
<td>HIS 129 Introduction to Modern Africa</td>
<td>3</td>
</tr>
<tr>
<td>POL 103 Comparative Politics</td>
<td>3</td>
</tr>
<tr>
<td>POL 105 International Politics</td>
<td>3</td>
</tr>
<tr>
<td>POL 205 American Foreign Policy</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Coordinator:  Dr. Joan S. Ibish

Office: S321

* See Liberal Arts/General Program (p. 40) for specific requirements.
Management

The Degree: Associate of Science

The Program: provides occupational and some transfer possibilities. You will be required to take a core of management courses, as well as liberal arts courses and electives that will allow you to transfer or enter the workplace. You may choose either a general management concentration or a total quality management concentration.

Your Next Step: work in entry-level management positions in business and public organizations or transfer to a business administration program at a baccalaureate degree institution. The Business Department is accredited by the Association of Collegiate Business Schools and Programs.

Required courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</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 203</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ADM 106</td>
<td>Keyboarding for Information Processing</td>
<td>1</td>
</tr>
<tr>
<td>BUS 103</td>
<td>Introduction to Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 105</td>
<td>Mathematics for Business</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 203</td>
<td>Personnel Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 205</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>DAT 114</td>
<td>Microcomputer Software Tools, or DAT 129</td>
<td>3 or 1</td>
</tr>
<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, or ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Program Electives</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>(ACC, BUS, or DAT courses, except ACC 111 or ACC 112)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Concentration Electives (choose one of the options below)</td>
<td>9</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL 64 OR 66

General management

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 156</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>DAT 113</td>
<td>Introduction to Business Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>Program Elective (as defined above)</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Total quality management

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 207</td>
<td>Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>MAT 115</td>
<td>Statistical Process Control</td>
<td>3</td>
</tr>
<tr>
<td>General Elective</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Program Coordinator: 

Dr. Robert J. Welsh
Office: N316

64
The Degree: Associate of Science

The Program: is for students interested in careers in marketing or merchandising. Your coursework will include selected liberal arts courses, a core of business administration courses, specialized marketing courses and the opportunity for cooperative placement.

Your Next Step: work in entry-level management or sales positions in retail, wholesale, or industrial organizations. The Business Department is accredited by the Association of Collegiate Business Schools and Programs.

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 203 Personnel Management, or BUS 205 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 213 Personal Selling and Sales Techniques</td>
<td>3</td>
</tr>
<tr>
<td>BUS 214 Retail Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 215 Retail Buying and Merchandising</td>
<td>3</td>
</tr>
<tr>
<td>DAT 114 Microcomputer Software Tools</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, ENG 112, 114, or 116 English Composition II, or ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>*Program Elective: (ACC, BUS, or DAT courses)</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td>6</td>
</tr>
<tr>
<td>General Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 60**

Program Coordinator:
Dr. Robert J. Welsh
Office: N316

* Any student planning a baccalaureate degree in the future should consider taking ACC 121 and ACC 122 in place of ACC 103.
Math-Science

The Degree: Associate of Arts in Liberal Arts
The Program: is designed for students who plan to transfer to a baccalaureate degree institution as a math or science major, or into a pre-professional program.
Your Next Step: transfer to a baccalaureate degree institution.

**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: Public Speaking, or SPE 121 Oral Communication: Small Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td>MAT 107, 108, 201, 202 (at least 2)</td>
<td>6-8</td>
</tr>
<tr>
<td>Behavioral Sciences Core:</td>
<td>9</td>
</tr>
<tr>
<td>a) Select two courses from the following: ANT 103 or 104, ECO 101 or 102, HEC 101, 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>a) History—any history course coded HC</td>
<td></td>
</tr>
<tr>
<td>b) Literature (ENG 201, 202, 203, 204, 205, 206, 219, 221, 225, 235, 247, 248, 253)</td>
<td></td>
</tr>
<tr>
<td>c) Any additional course coded HC</td>
<td></td>
</tr>
<tr>
<td>Math-Science Electives</td>
<td>16</td>
</tr>
<tr>
<td>Program Electives</td>
<td>11</td>
</tr>
</tbody>
</table>

**TOTAL 60-62**

**Math-Science electives—**
Select 8 credits from each of two subject areas:

<table>
<thead>
<tr>
<th>Course</th>
<th>credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 101 Zoology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 102 Botany</td>
<td>4</td>
</tr>
<tr>
<td>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>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>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>
</tbody>
</table>

**Program electives—**
Select any combination of courses totaling 11 credits:

<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 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>
<tr>
<td>CHE 202 Organic Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>DAT 111 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>DAT 147 Pascal Programming</td>
<td>3</td>
</tr>
<tr>
<td>DAT 148 C Programming for Programmers</td>
<td>3</td>
</tr>
<tr>
<td>GEO 103 Valley Geology</td>
<td>3</td>
</tr>
<tr>
<td>GEO 104 Introduction to Oceanography</td>
<td>4</td>
</tr>
<tr>
<td>GEO 107 Geology of Our National Parks</td>
<td>4</td>
</tr>
<tr>
<td>MAT 114 Probability and Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MAT 205 Elementary Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Any course with EGR, ELT, or SCI prefix</td>
<td>3-4</td>
</tr>
<tr>
<td>Any Math-Science elective not used to satisfy another degree requirement</td>
<td>3-4</td>
</tr>
</tbody>
</table>

Program Coordinator: Dr. Peter Rosnick
Office: N420
Nursing

**The Degree:** Associate of Science

**The Program:** prepares you for a career as a registered nurse, providing patient care for adults and children in varied health care settings. You will be required to take a combination of liberal arts and clinical nursing courses in sequence over four semesters.

**Your Next Step:** take the R.N. licensure examination, and enter the R.N. work force, and/or continue your education part-time or full-time at a baccalaureate degree institution. We have direct articulation agreements with Elms College, UMass/Amherst, Framingham State College, Vermont Colleges Schools of Nursing, American International College.

### Required courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*BIO 105</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>*BIO 106</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>*BIO 205</td>
<td>Microbiology</td>
<td>4</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>NUR 101</td>
<td>Fundamentals of Nursing</td>
<td>8</td>
</tr>
<tr>
<td>NUR 102</td>
<td>Family-Centered Nursing</td>
<td>7</td>
</tr>
<tr>
<td>NUR 201</td>
<td>Adaptation to Illness: Medical Surgical Nursing I</td>
<td>8</td>
</tr>
<tr>
<td>NUR 203</td>
<td>Mental Health Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NUR 202</td>
<td>Adaptation to Illness: Medical Surgical Nursing II</td>
<td>9</td>
</tr>
<tr>
<td>NUR 204</td>
<td>Trends and Issues in Nursing</td>
<td>2</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 217</td>
<td>Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 68**

### Program Director:

Margaret M. Craig, R.N., M.S.N.  
Office: DC203

Nursing requires a special admission process. Students who have met all admission requirements are accepted on a space available basis to our nursing program. Informational meetings are held monthly where admission materials are distributed and the process is explained. Dates and locations for the meetings are available from the admission or the nursing and health occupations offices. Applicants need to know that individuals with a record of conviction by a Court of Law will be required to provide a complete explanation to the Board of Registration in Nursing in order to be permitted to take the licensing examination (NCLEX) after graduation.

**Prerequisites for this program:** High school diploma or GED certificate required. English placement assessment at college level. MAT 106* or MAT 117* or math placement assessment at 22 on Level II. A C+ or better for CHE 105 or CHE 111 or high school chemistry within 5 years. Ten credits from the list of required non-nursing courses listed above, including at least one science course in addition to the chemistry prerequisite and additional science corequisite.

*C+ or better required  
*C or better required  
5 year currency required
Occupational Therapy Assistant

The Degree: Associate of Science

The Program: prepares you for a career as a certified occupational therapy assistant providing therapeutic intervention for children and adults in a variety of settings. You will be required to take a combination of occupational therapy, science, and liberal arts courses in a sequence of three semesters. The fourth semester is devoted to field work experience where you function as an occupational therapy assistant in a supervised clinical setting.

Your Next Step: will be to sit for the national certification examination for occupational therapy assistant administered by the American Occupational Therapy Certification Board (AOTCB). After successful completion of this exam, you will be a certified Occupational Therapy Assistant (COTA). Most states require licensure to practice; however, state licenses are usually based on the results of the AOTCB certification examination. You may also continue your education at a baccalaureate degree institution.

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>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>OTA 101 Fundamentals of Occupational Therapy</td>
<td>3</td>
</tr>
<tr>
<td>OTA 102 OT Intervention for People with Physical Limitations</td>
<td>4</td>
</tr>
<tr>
<td>OTA 104 Kinesiology</td>
<td>3</td>
</tr>
<tr>
<td>OTA 105 Purposeful Activities</td>
<td>2</td>
</tr>
<tr>
<td>OTA 106 Level I Fieldwork Placement</td>
<td>1</td>
</tr>
<tr>
<td>OTA 201 OT Intervention for People with Psycho-Social Limitations</td>
<td>4</td>
</tr>
<tr>
<td>OTA 202 OT Therapeutic Techniques</td>
<td>2</td>
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<tr>
<td>OTA 203 OT Intervention for People Across a Lifespan</td>
<td>3</td>
</tr>
<tr>
<td>OTA 204 Level II Fieldwork Placement: Physical Disabilities</td>
<td>9</td>
</tr>
<tr>
<td>OTA 206 Level II Fieldwork Placement: Psycho-Social Limitations</td>
<td>9</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>PSY 227 Group Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 72

Program Coordinator: Marilyn Micka Pickunka, OTR/L, MA
Office: DC305

OTA students must achieve a minimum of a C in OTA and general education coursework and C+ in science and math coursework.

This program may be modified to meet the accreditation requirements of the American Occupational Therapy Association (AOTA) located at 4720 Montgomery Lane, Bethesda, MD 20824-1220. AOTA's phone number is (301) 652-AOTA.

All OTA students must complete Level II Fieldwork within 18 months following completion of academic preparation.

Prerequisite for this program: CHE 105 or CHE 111 or one year of high school chemistry (within 5 years, C+ or better); MAT 105 or equivalent; eligibility for college English in the placement assessment or successful completion of ENG 100 and/or COL 100.
Office Administration

The Degree: Associate of Science

The Program: develops skills needed to work in office occupations. You may choose electives to develop a curriculum that meets your own career goals.

Your Next Step: work in executive, legal, medical, or administrative office positions, or in some cases, transfer to a baccalaureate degree institution. The Business Department is accredited by the Association of Collegiate Business Schools and Programs.

Required courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 111</td>
<td>Basic Accounting I, or ACC 121 Introduction to Accounting I</td>
<td>3-4</td>
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<tr>
<td>ACC 112</td>
<td>Basic Accounting II, or Program Elective</td>
<td>3</td>
</tr>
<tr>
<td>*ADM 111</td>
<td>Document Processing I, or ADM113 Document Processing II</td>
<td>3</td>
</tr>
<tr>
<td>*ADM 113</td>
<td>Document Processing II, or Program Elective</td>
<td>3</td>
</tr>
<tr>
<td>ADM 119</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>ADM 205</td>
<td>Principles of Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>ADM 206</td>
<td>Word Processing/Machine Transcription</td>
<td>3</td>
</tr>
<tr>
<td>ADM 207</td>
<td>Secretarial Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ADM 210</td>
<td>Computerized Records Management</td>
<td>3</td>
</tr>
<tr>
<td>ADM 226</td>
<td>Office Internship or Program Elective</td>
<td>3</td>
</tr>
<tr>
<td>BUS 105</td>
<td>Mathematics for Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 111</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 123</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>DAT 114</td>
<td>Microcomputer Software Tools</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101/103/105</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112/114/116</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101</td>
<td>Oral Communication: Public Speaking, or SPE 121 Oral Communication: Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

TOTAL 63-64

Program Coordinator: Dr. Robert J. Welsh
Office: N316

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; and ADM 102 Shorthand II for ACC 111 Basic Accounting I, ACC 112 Basic Accounting II, or Program Elective.

* Students must complete either 6 credit hours of typing or ADM 113 and 3 credit hours in a Program Elective.

† A Program Elective shall be defined as any course with a prefix of ACC, ADM, BUS, or DAT.
**Pioneer Valley Studies**

**The Degree:** Associate of Arts in Liberal Arts

**The Program:** examines the culture, history, and environment of the Pioneer Valley in a national context. Helps prepare students for careers in education, public service, museums, libraries and arts organizations, or journalism.

**Your Next Step:** transfer to a baccalaureate degree institution.

### Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 105 Valley/American Art and Architecture I, or 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 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 American Literature I, or 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>
<tr>
<td>HIS 108 Valley/American History II</td>
<td>3</td>
</tr>
<tr>
<td>HUM 113 Introduction to the Pioneer Valley</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Oral Communication: Public Speaking, or SPE 121 Oral Communication: Small Group Discussion</td>
<td>3</td>
</tr>
</tbody>
</table>

**Behavioral Sciences Core:**

- Select two courses from the following: ANT 103 or 104, ECO 101 or 102, HEC 101, POL 101, PSY 101, or SOC 101

**Science/Math Core:**

- Science: two 4-credit BIO, CHE, GEO, PHY, or SCI courses with NC advising codes
- Math: MAT course with NC advising code

*General Electives* ................................. 4  
*Valley Studies Electives* ......................... 6

**TOTAL 60**

### Valley studies electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 109 Valley Industrial and Economic Development</td>
<td>3</td>
</tr>
<tr>
<td>FLK 219 Valley Folklife</td>
<td>3</td>
</tr>
<tr>
<td>HIS 217 Valley/American Ethnic Experience</td>
<td>3</td>
</tr>
<tr>
<td>HUM 119 Women in the Valley</td>
<td>3</td>
</tr>
</tbody>
</table>

**Program Coordinator:**

Dr. Joan S. Ibish  
Office: S321

* See Liberal Arts/General Program (p. 40) for specific requirements.
Production Management Technology

**The Degree:** Associate of Science

**The Program:** prepares students to work principally, though not exclusively, in manufacturing industries.

**Your Next Step:** entry-level position in production control, quality control, motion and time study, manufacturing supervision, purchasing, drafting and maintenance supervision.

**Required courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIT 101 Applied CAD/CAM and CNC Technology</td>
<td>20</td>
</tr>
<tr>
<td>BUS 111 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CHE 105 Basic Principles of Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>DAT 113 Introduction to Business Information Systems,</td>
<td></td>
</tr>
<tr>
<td>or DAT 147 Pascal Programming</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>EGR 111 Productivity Management,</td>
<td></td>
</tr>
<tr>
<td>or EGR 112 Quality Control</td>
<td>3</td>
</tr>
<tr>
<td>or EGR 113 Motion and Time Study</td>
<td>3</td>
</tr>
<tr>
<td>EGR 131 Applied Supervision</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 114 Probability and Statistics</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>
<tr>
<td>SPE 101 Oral Communication: Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Electives (HC)</td>
<td>6</td>
</tr>
</tbody>
</table>

**TOTAL 65**

*Program Advisor:*

Peter Letson  
Office: N419
Recreation and Leisure Services

The Degree: Associate of Science

The Program: develops a sound working philosophy and technical skills for programming and supervision of recreation and leisure services. Offers diverse professional and skill development courses which emphasize learning through experience. Students may concentrate in any of several areas: general education, elder services, therapeutic recreation, and sports and fitness.

Your Next Step: graduates may elect to transfer into a baccalaureate degree program or seek immediate employment in agencies such as community recreation programs, Y’s, fitness centers, long term care facilities, adult day care programs, senior centers, outdoor centers, youth-at-risk programs, resorts, scouting programs, corporate fitness centers, nature/environmental centers.

Required courses                                      credits
ADM 106 Keyboarding for Information Processing ............... 1
DAT 114 Microcomputer Software Tools ........................................... 3
ENG 101, 103, or 105 English Composition I ......................... 3
ENG 112, 114, or 116 English Composition II ......................... 3
PSY 101 Principles of Psychology ................................................. 3
PSY 217 Human Growth and Development  or PSY 233 Child Behavior and Development ......................... 3
RLS 101 Introduction to Recreation and Leisure Services ........... 3
RLS 109 Leisure Programming ....................................................... 4
RLS 119 Responding to Emergencies and Community CPR ............ 3
RLS 215 Field Practicum in Recreation and Leisure Services I .... 4
RLS 216 Field Practicum in Recreation and Leisure Services II ... 4
SOC 101 Principles of Sociology, or ANT 104 Introduction to Cultural Anthropology ......................... 3
Humanities Elective ................................................................. 3
Natural Science Elective ......................................................... 3
Leisure Education Electives .................................................... 8
Program Electives ............................................................... 12-15

TOTAL 63-66

Program Coordinator:  Judith Singley
                      Office: N112
Program electives—selected with advisor to meet students' career goals

- PSY 227 Group Dynamics 3
- RLS 103 Recreational Arts Programming 3
- RLS 104 Introduction to Elder Recreational Services I 3
- RLS 105 Introduction to Elder Recreational Services II 3
- RLS 111 Introduction to Outdoor Recreation 4
- RLS 131 Introduction to Therapeutic Recreation 3
- RLS 163 Wellness for Life 3
- RLS 180 Functional Anatomy 3
- RLS 200 Exercise Physiology 3
- RLS 207 Recreational Sports Administration 4
- RLS 251 Contemporary Trends and Issues 3

Leisure education electives

- HUD 103 The 24-Hour Personal Growth Experience 1
- LED 101 Swimming 1
- LED 104 Emergency Water Safety 1
- LED 105 Water Safety Instructor 2
- LED 106 Lifeguard Training 1
- LED 107 Fundamentals of Canoeing 1
- LED 108 Lifeguard Training Instructor 2
- LED 111 Fundamentals of Canoeing Instructor 2
- LED 113 Basic Sailing 1
- LED 115 Sailing Instructor 2
- LED 125 Nature Interpretation 1
- LED 127 Outdoor Challenge/Adventure Education 1
- LED 131 Basic Rock Climbing 1
- LED 133 Bicycle Touring 1
- LED 136 Winter Outdoor Recreation 1
- LED 139 Hiking and Backpacking 1
- LED 143 Orienteering 1
- LED 153 New Games 1
- LED 155 Badminton 1
- LED 156 Weight Training 1
- LED 157 Aerobics 1
- LED 158 Advanced Aerobics 1
- LED 159 Racquetball 1
- LED 161 Golf 1
- LED 164 Racquet Sports 2
- LED 165 Tennis 1
- LED 167 Introductory Tae Kwon Do I (Karate) 1
- LED 168 Introductory Tae Kwon Do II (Karate) 1
- LED 171 Yoga 1
- LED 172 Self-Defense for Women 2
- LED 177 Volleyball 1
- LED 181 Basic Officiating 1
- LED 183 Ballroom Dancing I 1
- LED 191 Recreational Dance 1
- LED 195 Nature Crafts 1
- LED 199 Creative Dramatics 1

Some program and leisure education electives may be offered infrequently depending upon demand.

Students planning to pursue a baccalaureate program at one of the Massachusetts public colleges or universities should take advantage of the Commonwealth Transfer Compact which requires six credits of English Composition, nine credits of Behavioral Science core, nine credits of Humanities core, three credits of mathematics (NC code), and eight credits of laboratory science.
Women's Studies

The Degree: Associate of Arts in Liberal Arts

The Program: offers an opportunity to understand various disciplines from the perspective of women. Provides a focus for students interested in women's studies within the framework of the traditional skills and content of a liberal arts education.

Your Next Step: transfer to a baccalaureate degree institution to study any liberal arts discipline, women's studies, interdisciplinary studies, or related fields.

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>IDS 115 Introduction to Women's Studies</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Oral Communication: Public Speaking, or SPE 121 Oral Communication: Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Science Core</td>
<td>9</td>
</tr>
<tr>
<td>a) choose two of the following: ANT 103 or ANT 104, ECO 101 or ECO 102, HEC 101, POL 101, PSY 101, SOC 101</td>
<td></td>
</tr>
<tr>
<td>b) choose one course: PSY 225, PSY 259, or HEC 121</td>
<td></td>
</tr>
<tr>
<td>Humanities Core</td>
<td>9</td>
</tr>
<tr>
<td>a) any HIS course coded HC (recommended HIS 131)</td>
<td></td>
</tr>
<tr>
<td>b) choose one course: ENG 247 or ENG 248</td>
<td></td>
</tr>
<tr>
<td>c) any additional course coded HC</td>
<td></td>
</tr>
<tr>
<td>Science/Math Core</td>
<td>11</td>
</tr>
<tr>
<td>a) Science: two four-credit BIO, CHE, GEO, PHY, or SCI courses coded NC</td>
<td></td>
</tr>
<tr>
<td>b) Math: MAT course coded NC</td>
<td></td>
</tr>
<tr>
<td>*Electives</td>
<td>7</td>
</tr>
<tr>
<td>Women's Studies Electives</td>
<td>12</td>
</tr>
</tbody>
</table>

**TOTAL 60**

Women's studies electives (if not already used to fulfill required courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 139 Women in Education</td>
<td>3</td>
</tr>
<tr>
<td>ENG 247 Women in Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 248 Women in Literature II</td>
<td>3</td>
</tr>
<tr>
<td>HEC 121 Gender Issues in Human Ecology</td>
<td>3</td>
</tr>
<tr>
<td>HIS 131 Women in American History</td>
<td>3</td>
</tr>
<tr>
<td>HUM 119 Women in the Pioneer Valley</td>
<td>3</td>
</tr>
<tr>
<td>PSY 225 Psychology of Women</td>
<td>3</td>
</tr>
<tr>
<td>PSY 259 Psychology of Oppression</td>
<td>3</td>
</tr>
<tr>
<td>SCI 113 Women in Science and Technology</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Advisors:

Phyllis Nahman
Office: C416

Dr. Anne Wiley
Office: N210
Certificate Programs

- Business Microcomputer Applications
- Computer Aided Drafting
- Computer Assisted Bookkeeping
- Early Childhood Education
- Elder Recreational Services
- Emerging Careers
- Human Services
- Office Assistant*
- Outdoor Leadership*
- Advanced Outdoor Leadership
- Pathways to Health Careers
- Pioneer Valley Studies*
- Practical Nursing
- Real Estate
- Re-entry
- Wellness & Fitness
- Word Processing

Certificate programs

Certificate programs consist of specialized education in specific occupational fields, without the general education coursework required for a degree. We have designed our programs to prepare you for early employment and/or to improve your specific job skills. You must complete at least 15 credits or two-thirds of the credit hours required for a certificate program (whichever is less) at GCC.

In most cases, the courses required to complete a certificate program may be used to fulfill requirements for an associate degree 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 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 Higher Education Coordinating Council and require at least 30 credit hours of coursework. All other certificate programs, sometimes referred to as "certificates of completion," are approved by the Greenfield Community College Board of Trustees and require fewer than 30 credit hours of coursework.

Due to the sequence in which the certificate course requirements are offered, completion of these certificate programs within the normal time frame is not possible if a student begins required coursework in January.

*Certificate programs approved by the Massachusetts Higher Education Coordinating Council.
The Certificate: Business Microcomputer Applications

The Program: provides a comprehensive introduction to microcomputer use in business or medical records management. Includes hands-on experience with office automation software tools.

Your Next Step: employment in a variety of business and medical office settings or continuation in an associate degree with a business or allied health emphasis. The Business Department is accredited by the Association of Collegiate Business Schools and Programs.

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>ADM 119 Business English</td>
<td>3</td>
</tr>
<tr>
<td>ADM 210 Computerized Records Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 105 Mathematics for Business, or MAT 100 Basic Mathematics Skills</td>
<td>3</td>
</tr>
<tr>
<td>BUS 111 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>DAT 114 Microcomputer Software Tools</td>
<td>3</td>
</tr>
<tr>
<td>DAT 118 Microcomputer Software Tools II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>General Elective</td>
<td>3</td>
</tr>
<tr>
<td>Any course coded ACC, ADM, or BUS</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 28

Program Coordinator: Dr. Robert J. Welsh
Office: N316

Note: Those interested in medical may take ADM 122, Medical Terminology; those interested in legal may take BUS 155, Business Law; and those interested in real estate may take BUS 119, Principles of Real Estate as electives in this program.

This program may require a different admission process. Please contact the program coordinator or the Admission Office for additional information.
Computer Aided Drafting

The Certificate: Computer Aided Drafting
The Program: develops skills in drafting with the assistance of computers, as well as related mathematical and written communication skills.
Your Next Step: work in an entry-level position in computer-aided drafting or integrate some of the courses into the college's industrial technology or engineering science degrees.

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, or DAT 148 C Programming for Programmers, or DAT 147 Pascal Programming</td>
<td>3</td>
</tr>
<tr>
<td>DAT 133 Graphics Applications</td>
<td>1</td>
</tr>
<tr>
<td>EGR 107 Engineering Graphics I</td>
<td>3</td>
</tr>
<tr>
<td>EGR 108 Engineering Graphics II</td>
<td>3</td>
</tr>
<tr>
<td>EGR 110 Engineering Graphics Project</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 and MAT 104 Applied Mathematics II, or MAT 105 Algebra and Coordinate Geometry I and MAT 106 Algebra and Coordinate Geometry II</td>
<td>6</td>
</tr>
</tbody>
</table>

**TOTAL 26**

Program Coordinator:
Dr. Lee A. Webster
Office: N414

Except for ADM 106, no course taken for credit/no credit will fulfill the graduation requirements of this program.

Computer Assisted Bookkeeping

The Certificate: Computer Assisted Bookkeeping
The Program: develops business math and English skills, provides an understanding of business organization and practices, and includes extensive hands-on experience with manual and computerized bookkeeping.
Your Next Step: this two-semester program is designed to prepare students for entry-level bookkeeping positions with local businesses, professional offices, or CPA firms. The Business Department is accredited by the Association of Collegiate Business Schools and 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</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 123 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>DAT 114 Microcomputer Software Tools</td>
<td>3</td>
</tr>
<tr>
<td>ENG 100 College Writing Strategies</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 25**

Program Coordinator:
Dr. Robert J. Welsh
Office: N316
Early Childhood Education

The Certificate: Licensure for Early Childhood Educators

The Program: provides the courses required by the Massachusetts Office for Children for those seeking licensure as head teachers in preschool settings. These five required courses in combination with 27 months of classroom experience qualify you for licensure. The program is recommended for those who are now working as aides, or who are interested in working with young children.

Your Next Step: work in preschools or enter an associate degree program.

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 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>
<tr>
<td>or PSY 233 Child Behavior and Development</td>
<td></td>
</tr>
<tr>
<td>Program elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 15**

Program Coordinator:
Nancy T. Winter
Office: N213

Program electives (choose one of the following courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 103 Creative Experiences in Art, Music, Drama, and Dance</td>
<td></td>
</tr>
<tr>
<td>EDU 111 Introduction to Special Education</td>
<td></td>
</tr>
<tr>
<td>EDU 121 Reading and Language Arts for the Young Child</td>
<td></td>
</tr>
<tr>
<td>EDU 123 Educating the Infant and Toddler</td>
<td></td>
</tr>
<tr>
<td>EDU 139 Women in Education</td>
<td></td>
</tr>
<tr>
<td>EDU 205 Philosophy of Education</td>
<td></td>
</tr>
<tr>
<td>HSV 119 Contemporary Parenting</td>
<td></td>
</tr>
</tbody>
</table>

Elder Recreational Services

The Certificate: Elder Recreational Services

The Program: provides the courses required by the National Certification Council for Activity Professionals for certification as an activity consultant, director, or assistant. The program is recommended for those currently working in the field as well as those interested in pursuing a career in elder recreational services. Coursework is designed with an elder recreational focus that addresses the realities of working in a variety of settings with dependent elders, such as nursing homes, adult daycare centers, community outreach programs. Establishes competence in assessing, planning, and delivering programs geared to meet elders’ leisure needs.

Your Next Step: begin or continue a career in elder recreational services, continue in the RLS associate degree program, and/or transfer to a baccalaureate degree college or university that offers advanced degrees in related fields.

Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RLS 103 Recreational Arts Programming</td>
<td>3</td>
</tr>
<tr>
<td>RLS 104 Introduction to Elder Recreational Services I</td>
<td>3</td>
</tr>
<tr>
<td>RLS 105 Introduction to Elder Recreational Services II</td>
<td>3</td>
</tr>
<tr>
<td>RLS 106 Field Practicum in Elder Recreational Services I</td>
<td>1</td>
</tr>
<tr>
<td>RLS 107 Field Practicum in Elder Recreational Services II</td>
<td>1</td>
</tr>
<tr>
<td>RLS 109 Leisure Programming</td>
<td>4</td>
</tr>
<tr>
<td>RLS 131 Introduction to Therapeutic Recreation</td>
<td>3</td>
</tr>
<tr>
<td>RLS 163 Wellness for Life</td>
<td>3</td>
</tr>
<tr>
<td>RLS 251 Contemporary Trends and Issues</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 24**

Program Coordinator:
Judith G. Singley
Office: N112
Emerging Careers

The Certificate: Emerging Careers
The Program: develops competencies in math, English, human relations and skills in the use of microcomputers in the business setting. The program also includes career exploration opportunities in emerging industries in the Franklin/Hampshire County area.

Your Next Step: work in an entry-level position in an emerging industry or continue your education to earn an associate degree with an emphasis in an emerging industry field.

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>BUS 111 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>DAT 114 Microcomputer Software Tools</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 101 Study Skills</td>
<td>1</td>
</tr>
<tr>
<td>HUD 109 Career Decision-Making and Planning</td>
<td>2</td>
</tr>
<tr>
<td>HUD 113 Job Search Training</td>
<td>1</td>
</tr>
<tr>
<td>MAT (by placement examination)</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SCI 111 Survey of Science and Technology</td>
<td>3</td>
</tr>
<tr>
<td>Elective (optional)</td>
<td>1-3</td>
</tr>
</tbody>
</table>

TOTAL 27-29

Program Coordinator: Jean Boucias
Office: N237B

This program may require a different admission process. Please consult the program coordinator or the admission office for additional information.

Human Services

The Certificate: Human Services
The Program: provides training for entry-level human service employment. Also provides opportunities for training those already employed in the field.

Your Next Step: work in the human services field or transfer to the Liberal Arts/Human Services Option and prepare to transfer to a baccalaureate degree program.

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>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>HSV 101 Introduction to Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HSV 115 Introduction to Interviewing and Counseling</td>
<td>3</td>
</tr>
<tr>
<td>HSV 215 Counseling Skills</td>
<td>3</td>
</tr>
<tr>
<td>HSV 271 Practicum in Human Services</td>
<td>4</td>
</tr>
<tr>
<td>BC or BL elective</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 28

Program Coordinator: Dr. L. Edward Dolhenty
Office: N207
Office Assistant

The Certificate: Office Assistant

The Program: provides students with basic office skills.

Your Next Step: enter the office workplace in such positions as entry-level secretary or clerk-typist. The Business Department is accredited by the Association of Collegiate Business Schools and 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>*ADM 111 Document Processing I</td>
<td>3</td>
</tr>
<tr>
<td>*ADM 113 Document Processing 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: Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Program Electives</td>
<td>9</td>
</tr>
</tbody>
</table>

TOTAL 30

Program electives (Select three courses from the following)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>†ACC 112 Basic Accounting II</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 210 Computerized Records Management</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 123 Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>DAT 114 Microcomputer Software Tools</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Coordinator: Dr. Robert J. Welsh
Office: N316

*Typing course entry level to be determined at the time of enrollment.

*These courses have prerequisites which must be met. Please consult the catalog course descriptions.
Outdoor Leadership

The Certificate: Outdoor Leadership

The Program: provides students with the skills and knowledge needed to lead outdoor-oriented programs and services. You will learn by doing: activities are primarily field-oriented, with theoretical and informational aspects carefully integrated with hands-on training. You may select from one of two emphases: Challenge/Adventure or Environmental Education/Interpretation. The Challenge/Adventure emphasis prepares you to lead in such outdoor sports as rock climbing, flat- and white-water canoeing, cross-country skiing, and survival, and in adventure programs such as ropes courses and wilderness mountaineering. The Environmental Education/Interpretation focuses on the natural and cultural environment, and activities and strategies for sharing it with others.

Your Next Step: if you choose the Adventure Emphasis, you will be prepared to work in outdoor pursuits centers, adventure-based counseling programs, and general adventure programs such as Outward Bound schools. If you choose the Environmental Emphasis, your employment options will include work in outdoor environmental education centers, environmental action agencies, and with national environmental organizations such as the National Park Service. You may also choose to continue your education in recreation/leisure services, human services or education. Many graduates attend more advanced training programs in specialized environmental training, or prepare for jobs such as wilderness emergency medical technician.

Required courses

<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 Work 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 Work Experience in Outdoor Leadership II</td>
<td>4</td>
</tr>
</tbody>
</table>

Required courses (Adventure emphasis)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OLP 111 Introduction to Outdoor Adventure Programs and 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>
</tbody>
</table>

**TOTAL 33**

* Minimum requirement is four of the six outing sports (OLP 140-145)

All Outdoor Leadership Program courses are graded on a CR/NC basis with letter grade option available. This program requires a different admission process. Please contact the program coordinator or the Admission Office for additional information.
### Required courses (Environmental emphasis)

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

**TOTAL 35**

**Program Coordinator:**

Katherine P. Douglas  
Office: N223

---

### Advanced Outdoor Leadership

#### Required Courses

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

**TOTAL 29**

**Program Coordinator:**

Katherine P. Douglas  
Office: N223
Pathways to Health Careers

The Certificate: Pathways to Health Careers

The Program: includes a focus on future educational planning and lifetime career development in addition to a strong general education foundation.

Your Next Step: continue your education in preparation for a health occupation.

**Required courses:**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM 106 Keyboarding for Information Processing</td>
<td>1</td>
</tr>
<tr>
<td>ADM 122 Introduction to Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>DAT 114 Microcomputer Software Tools</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HUD 127 Survey of Health Careers</td>
<td>2</td>
</tr>
<tr>
<td>HUD 113 Job Search Training</td>
<td>1</td>
</tr>
<tr>
<td>MAT 100 Basic Mathematics Skills (or higher level math)</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>
<tr>
<td>Electives (select two from the list below)</td>
<td>6</td>
</tr>
</tbody>
</table>

**TOTAL 28 OR 29**

**Electives**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 105 Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>CHE 105 Basic Principles of Chemistry</td>
<td></td>
</tr>
<tr>
<td>or CHE 111 General Chemistry I</td>
<td>3 or 4</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Oral Communication: Public Speaking,</td>
<td></td>
</tr>
<tr>
<td>or SPE 121 Oral Communication: Small Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td>Any 3-credit course</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Coordinators:

Margaret Craig, R.N., M.S.N.  
Office: DC203

Jan Kaiser  
Office: C234

Please contact the program coordinator or the admission office for additional information.
Pioneer Valley Studies

The Certificate: Pioneer Valley Studies

The Program: is designed for those 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.

Your Next Step: completion of the associate degree program in Pioneer Valley Studies.

**Required courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 107 Valley/American History I</td>
<td>3</td>
</tr>
<tr>
<td>HIS 108 Valley/American History II</td>
<td>3</td>
</tr>
<tr>
<td>HUM 113 Introduction to the Pioneer Valley</td>
<td>3</td>
</tr>
<tr>
<td>ECO 111 Valley Contemporary Economic Issues</td>
<td>3</td>
</tr>
<tr>
<td>Valley Studies Electives</td>
<td>18</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

**Valley studies electives (3 credits each are required in literature and art)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 105 Valley/American Art and Architecture I</td>
<td>3</td>
</tr>
<tr>
<td>ART 106 Valley/American Art and Architecture II</td>
<td>3</td>
</tr>
<tr>
<td>ECO 109 Valley Industrial and Economic Development</td>
<td>3</td>
</tr>
<tr>
<td>ENG 203 American Literature I</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>FLK 219 Valley Folklife</td>
<td>3</td>
</tr>
<tr>
<td>GEO 103 Valley Geology</td>
<td>3</td>
</tr>
<tr>
<td>HIS 217 Valley/American Ethnic Experience</td>
<td>3</td>
</tr>
<tr>
<td>HUM 119 Women in the Valley</td>
<td>3</td>
</tr>
</tbody>
</table>

**Program Coordinator:**

Dr. Joan S. Ibish
Office: S321
The Certificate: Practical Nursing

The Program: prepares you for a career as a practical nurse, who provides direct and
competent bedside care for adults and children in nursing homes and
hospitals. You will be required to take a rigorous combination of liberal arts
and clinical nursing courses over 40 weeks between September and the
end of June.

Your Next Step: take the LPN licensure examination and enter the LPN work force and/or
continue your education in an RN program. A direct articulation agreement
exists with GCC’s associate degree nursing program.

Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 117 Introduction to the Human Body</td>
<td>4</td>
</tr>
<tr>
<td>NUR 103 Fundamentals of Practical Nursing</td>
<td>11</td>
</tr>
<tr>
<td>NUR 105 Practical Nursing Practicum</td>
<td>2</td>
</tr>
<tr>
<td>NUR 107 Nursing Care of Clients and Families</td>
<td>14</td>
</tr>
<tr>
<td>NUR 109 Advanced Concepts in Practical Nursing</td>
<td>5</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 42**

Program Coordinator: Virginia Wahl, R.N., M.S.N.
Office: Smith Vocational High School, Northampton

Prerequisites for this program: high school diploma or GED; English placement assessment at the college
level; must place 25 or above on Level I Math Placement Assessment or complete MAT100 (or equivalent
with a “C+” or better within five years); one course from the following list with a C or better within the past
five (5) years: one year of high school/college preparatory biology; one year of high school/college preparatory
chemistry; one year of high school/college preparatory physics; one semester of college chemistry; one semester
of college physics; or one semester of college nutrition

Nursing requires a special admission process. Students who have met all admission requirements are
accepted on a space available basis to the practical nursing program. Required informational meetings are
held monthly where admission materials are distributed and the requirements are explained. Dates and
locations for the meetings are available from the Admission or Practical Nursing Certificate Program office in
Northampton (413-586-9771). Applicants need to know that individuals with a record of conviction by a
Court of Law will be required to provide a complete explanation to the Board of Registration in Nursing in
order to be permitted to take the licensing examination (NCLEX-PN) after graduation.
Real Estate

The Certificate: Real Estate

The Program: is designed for students desiring to enter the real estate field as a licensed salesperson. Students are prepared to take the state licensing exam after the first semester. Selling and business communication skills, business computer usage, and daily operations of a real estate business are emphasized. Students are expected to possess basic touch keyboarding skills equivalent to ADM 106 upon entrance into this program.

Your Next Step: find employment in the real estate field. The Business Department is accredited by the Association of Collegiate Business Schools and Programs.

Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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 119 Principles of Real Estate</td>
<td>3</td>
</tr>
<tr>
<td>BUS 121 Real Estate Practices</td>
<td>3</td>
</tr>
<tr>
<td>BUS 123 Business Communication</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 213 Personal Selling and Sales Techniques</td>
<td>3</td>
</tr>
<tr>
<td>DAT 114 Microcomputer Software Tools</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 27**

Program Coordinator:

Dr. Robert J. Welsh
Office: N316

Re-entry

The Certificate: Re-entry

The Program: provides a structured and supportive environment for students who are returning to education after a significant lapse of time. Students take most of their courses together; special attention is given to raising skill and confidence levels. In 1995-96 the Re-entry Program will be for women who have been away from education for five years.

Your Next Step: full integration into an associate degree or certificate program.

Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM 106 Keyboarding for Information Processing, if necessary</td>
<td>1</td>
</tr>
<tr>
<td>DAT 131 Word Processing on Microcomputers</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HUD 109 Career Decision Making and Planning</td>
<td>2</td>
</tr>
<tr>
<td>HUD 117 Stress Management</td>
<td>2</td>
</tr>
<tr>
<td>IDS 101 College Success</td>
<td>3</td>
</tr>
<tr>
<td>IDS 115 Introduction to Women's Studies,</td>
<td>3</td>
</tr>
<tr>
<td>or Other Designated Elective</td>
<td></td>
</tr>
<tr>
<td>MAT (by placement exam)</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

**TOTAL 26-27**

Program Coordinators:

Dr. Joan Ibish, Office: S321
Dr. Mirrless Underwood, Office: N216

Greenfield Community College Catalog 1996-97 87
Wellness & Fitness

The Certificate: Wellness & Fitness
The Program: establishes competence in fitness testing and personalized fitness and wellness programming. Courses concentrate on anatomy, exercise physiology, wellness (including nutrition, stress management, lifestyle choices, fitness, leisure pursuits, and other health-related issues), and the planning and administration of these programs and services.

Your Next Step: begin a career as a commercial or corporate wellness/fitness specialist, continue in the RLS associate degree program, and/or pursue a baccalaureate degree at an institution offering advanced degrees in exercise science, wellness, or related fields.

Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LED 256 Principles of Weight Training</td>
<td>1</td>
</tr>
<tr>
<td>LED 157 Aerobics</td>
<td>1</td>
</tr>
<tr>
<td>RLS 109 Program Planning</td>
<td>4</td>
</tr>
<tr>
<td>RLS 119 Responding to Emergencies and Community CPR</td>
<td>3</td>
</tr>
<tr>
<td>RLS 163 Wellness for Life</td>
<td>3</td>
</tr>
<tr>
<td>RLS 180 Functional Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>RLS 200 Exercise Physiology</td>
<td>3</td>
</tr>
<tr>
<td>RLS 207 Recreational Sports/Fitness Administration</td>
<td>4</td>
</tr>
<tr>
<td>RLS 212 In-service Practicum in Physical Fitness I</td>
<td>3</td>
</tr>
<tr>
<td>RLS 213 In-service Practicum in Physical Fitness II</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 28

Program Coordinator: Judith G. Singley
Office: N112

Word Processing

The Certificate: Word Processing
The Program: is designed for administrative assistants, secretaries, typists, and clerks seeking advanced word processing skills.

Your Next Step: continue or upgrade your employment in office occupations. The Business Department is accredited by the Association of Collegiate Business Schools and Programs.

Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM 113 Document Processing 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>
</tbody>
</table>

TOTAL 15

Program Coordinator: Dr. Robert J. Welsh
Office: N316
**Cooperative Education**

Cooperative education combines classroom instruction with supervised, on-the-job, learning experiences. Through our "co-op" program, you may earn academic credit by taking advantage of employment opportunities in your major field of study. In order to participate in the program, you must have completed at least one semester of coursework (12 credits) with a cumulative grade point average of 2.0 or better and successfully completed English Composition I.

Co-op provides you with an opportunity to gain an orientation to the world of work and to explore career choices. You are also paid by the employer as an entry-level employee. Co-op experiences often lead to future employment as employers can make informed hiring decisions on actual job performance.

Upon acceptance, a faculty coordinator and co-op placement specialist work with you to secure a qualified employment position. A learning contract is then developed between you and the faculty coordinator, outlining learning goals and objectives and the criteria to be used in grading. In addition to the job placement, you are required to attend a one-hour per week seminar.

Three seminars are offered in cooperative education, each awarding between 1-5 credits. They are listed in the course descriptions section (pages 98 and 99). For more information or an application, call (extension 291) or stop by the Office of Cooperative Education in the north end on the second floor of the college (Room N-237B).
Directed Study

You may undertake individual study beyond the college's regular course offerings by using the directed study option. To do so, you must make arrangements with an instructor to work with you on the project and gain the approval of the appropriate dean.

Directed study courses use a three-letter department code and either a 295 or 296 number 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, contact the Registrar's Office in the Student Services Suite, second floor, core; or a group office: Group I, Behavioral Sciences (Room N-215); Group II, Humanities (S-322); or Group III, Math/Natural Sciences/Business (N-421).

Tech-Prep

Greenfield Community College is a member of Tech Prep West, a consortium that includes 19 high schools, Holyoke Community College, Springfield Technical Community College, Westfield State College, and the University of Massachusetts at Amherst. Our purpose is to coordinate curricula between area high schools and community colleges to eliminate duplication and to streamline education in the changing technologies.

To facilitate the transition from high school to college, we have developed articulation agreements with area high schools which allow students to earn college credit for competencies they have developed while in high school.

The high schools included in Tech Prep West are Amherst, Chicopee Comprehensive, Commerce, Dean Technical, Easthampton, Franklin Country Technical, Frontier Regional, Greenfield, Hampshire Regional, Ludlow, Minnechaug Regional, Northampton, Pathfinder Regional Vocational Technical, Putnam Vocational Technical, Smith Vocational Agricultural, South Hadley, Tantasqua Regional, West Springfield, and Westfield Vocational.

Additional agreements are continuously being developed. If you are entering GCC from a Tech Prep member school, check with your guidance counselor for details regarding articulation agreements.

To learn more about admission, advanced credit, or other admission-related issues, see our admission staff.

Jump Start

A pre-college program especially for women, Jump Start provides the necessary skills to enter college. The program includes learning more about occupations and degree opportunities that use science, math, and technology, as well as non-traditional careers. Jump Start students and faculty move through the curriculum together as a learning community, forming a support system that extends beyond the curriculum and classroom. The one-semester program is open to women who meet Job Training Partnership Act eligibility requirements as determined by the Department of Employment and Training. For more information phone extension 327.
Credit 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.

A course with an asterisk (*) meets the University of Massachusetts’ cultural diversity requirement.

Please note that we do not offer all courses every semester. You should refer to the appropriate class schedule or speak with your advisor for those courses which we will offer during a particular semester.

### Accounting

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 103</td>
<td>Analysis of Financial Statements (X)</td>
<td>3 cr</td>
<td>Interpretation and analysis of financial statements; cost allocation...</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC 111</td>
<td>Basic Accounting I (X)</td>
<td>3 cr</td>
<td>Fundamentals of accounting. Emphasis on accrual as well as cash basis...</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC 112</td>
<td>Basic Accounting II (X)</td>
<td>3 cr</td>
<td>Continuation of Basic Accounting I. Emphasis on preparation of financial...</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC 121</td>
<td>Introduction to Accounting I (X)</td>
<td>4 cr</td>
<td>Business transactions and their relationship to financial statements;...</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC 122</td>
<td>Introduction to Accounting II (X)</td>
<td>4 cr</td>
<td>Continuation of Introduction to Accounting I. Topics include special...</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC 131</td>
<td>Practical Applications of Management Accounting (X)</td>
<td>3 cr</td>
<td>A practical course for students who will be required to utilize...</td>
</tr>
</tbody>
</table>

### Managerial Accounting (X)

ACC 203 Manages 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 used. Use of Lotus 1-2-3 is included.

Prereq: ACC 112

### Cost Accounting I (X)

ACC 205 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

### Financial Accounting Systems and Procedures (X)

ACC 207 Designed as a final course in Financial Accounting for Accounting Associate majors. Emphasis is on internal control concepts and techniques so they apply to small and medium sized financial accounting systems. Topics covered include: an overview of flowcharting and basic internal controls in an accounting system, creation and indexing of work papers, complexities of bank reconciliations, use of control sheets as a general ledger, conversion of a trial balance to 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 is required.

Prereq: ACC 112 or ACC 122

### Cooperative Work Experience in Accounting (X)

ACC 251 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 educational 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 cr
Gregg Shorthand, Series 90, daily drill for mastery of outlines, brief forms, phrasing, other abbreviating principles; pre-transcription training including attention to spelling, grammar and punctuation.
Prep: Placement beyond or satisfactory completion of COL 100 and ENG 100

ADM 102 Shorthand II (X) 3 cr
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.
Prep: ADM 101 or equivalent

ADM 106 Keyboarding for Information Processing (X) 1 cr
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.
Prep: None

ADM 111 Document Processing I (X) 3 cr
Using a word processing program, students develop proper keyboarding technique on the computer, build speed and accuracy, and apply these basic skills to format simple business and personal documents.
Prep: Placement beyond or satisfactory completion of COL 100 and ENG 100

ADM 113 Document Processing II (X) 3 cr
Using a word processing program, in a simulated office environment, students build speed and accuracy and apply advanced skills to create, design, and format correspondence, reports, and tables.
Prep: ADM 111 or permission of instructor

ADM 119 Business English (X) 3 cr
A study of the written word, conciseness, clarity, punctuation, spelling, numbers, capitalization, and proofreading for business writing.
Prep: Placement beyond or satisfactory completion of COL 100 and ENG 100

ADM 122 Introduction to Medical Terminology (X) 3 cr
Introduction to medical terminology including prefixes, suffixes, and medical abbreviations. Course will emphasize terminology familiarization for entry level office careers.
Prep: Placement beyond or satisfactory completion of COL 100 and ENG 100

ADM 205 Principles of Word Processing (X) 3 cr
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.
Prep: ADM 113 or permission of instructor

ADM 206 Word Processing/Machine Transcription (X) 3 cr
Continuation of word processing functions. Develops proficiency in the use of transcription equipment to produce salable copies of business and/or specialized communication from tapes. Review of language arts skills; students should expect to spend time outside of normal class hours in the word processing lab.
Prep: ADM 205 or permission of instructor

ADM 207 Secretaryial Office Procedures (X) 3 cr
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.
Prep: ADM 205 or permission of instructor

ADM 210 Computerized Records Management (X) 3 cr
Provides a foundation in business information management. The course includes extensive hands-on experience managing business information using a relational database on a microcomputer. Topics include the theory of managing data on a computer, creating a database, adding, editing, and saving records, methods for viewing, extracting, and updating records; methods for presenting data as forms, reports, or graphics; and techniques for controlling data entry accuracy and validity. Students will create and manage a variety of typical business data bases during the course.
Prep: Placement beyond or satisfactory completion of COL 100 and ENG 100; ADM 106 or permission of instructor

ADM 226 Office Internship (X) 3 cr
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 students in the office administration program.
Prep: ADM 113 or permission of instructor

Applied Commercial Photography

ACP 101 Applied Commercial Photography (X) 12 cr
Teaches skills which prepare students to make and market visual images and operate a photographic studio, to work for an established photographic concern. It includes approximately 950 clock hours of instruction in photography, 75 clock hours in finance, and 250 in management. Credit will be granted only upon successful completion of the program at the Hallmark Institute and 15 in-residence credits in the GCC liberal arts/applied commercial photography program.
Graded on a credit/no credit basis.

Applied Industrial Technology

AIT 101 Applied CAD/CAM and CNC Technology 20 cr
Designed to apply mathematics to machine processes, examine machine science theory and production techniques, introduce and develop skills and concepts in blueprint reading and drafting, and develop skills and concepts in computer-assisted design, computer-assisted machining, and computer numeric control machine technology. Credit will be granted only upon successful completion of this certified course sequence taught at Smith Vocational School, and 13 in-residence credits in the GCC production management technology curriculum.
Prep: Placement beyond or satisfactory completion of COL 100 and ENG 100

Anthropology

*ANT 101 Introduction to Anthropology (BC) 3 cr
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. Prep: Placement beyond or satisfactory completion of COL 100 and ENG 100

ANT 102 Introduction to Archaeology (BC) 3 cr
An introduction to prehistory, the bulk of the human past, emphasizing what archaeologists really do and how they do it. Surveys current methods and theories, the major findings of Old and New World archaeology, and the present worldwide crisis surrounding the loss of sites and information.

For information on Advising Codes see inside back cover.
Field trips in the northern New England area required, and some laboratory work follows these trips.

**ART 103 Introduction to Physical Anthropology (BC)** 3 cr
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.

*Prerequisite:* Placement beyond or satisfactory completion of COL 100 and ENG 100

**ANT 104 Introduction to Cultural Anthropology (BC)** 3 cr
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.

*Prerequisite:* Placement beyond or satisfactory completion of COL 100 and ENG 100

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**Art**

**ART 101 Introduction to the Visual Arts (HC)** 3 cr
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. Not available for credit at art, graphic design, or media majors.

*Prerequisite:* Placement beyond or satisfactory completion of COL 100 and ENG 100

**ART 103 Art History I (HC)** 3 cr
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. Emphasis on visual awareness of formal elements, aesthetics, and components of style; causal factors of change; and the role of the artist.

*Prerequisite:* Placement beyond or satisfactory completion of COL 100 and ENG 100

**ART 104 Art History II (HC)** 3 cr
History of Western art from Renaissance to contemporary art, introduced by a review of the elements of style in Gothic architecture.

*Recomm:* ART 103

**ART 105 Valley/American Art and Architecture I (HC)** 3 cr
A survey of American art and architecture from 1600 to 1860; supplemented by correlated examples from the Pioneer Valley. The study includes decorative and functional arts. Field trips and independent study required.

*Prerequisite:* Placement beyond or satisfactory completion of COL 100 and ENG 100

**ART 106 Valley/American Art and Architecture II (HC)** 3 cr
A comprehensive survey of American art and architecture from 1860 to the present; includes appropriate examples of work created or presently existing in the Pioneer Valley. Field trips are required.

*Prerequisite:* Placement beyond or satisfactory completion of COL 100 and ENG 100

**ART 107 History of Modern Art (HC)** 3 cr
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.

*Prerequisite:* Placement beyond or satisfactory completion of COL 100 and ENG 100

**ART 111 Introduction to Studio (HL)** 3 cr
An introduction to the elements of design, visual organization, and color. Not available for credit at art, graphic design, or media majors.

*Prerequisite:* Placement beyond or satisfactory completion of COL 100 and ENG 100

**ART 117 Introduction to Drawing (HL)** 3 cr
An introduction to basic drawing principles, materials, and techniques. Not available for credit at art, graphic design, or media majors.

*Prerequisite:* Placement beyond or satisfactory completion of COL 100 and ENG 100

**ART 121 Two-Dimensional Design (HL)** 3 cr
Introduction to the visual vocabulary through an investigation of two-dimensional order. Emphasis on the development of visual awareness, craftsmanship, and use of media and materials.

*Prerequisite:* Placement beyond or satisfactory completion of COL 100 and ENG 100

**ART 131 Drawing I (HL)** 3 cr
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.

*Prerequisite:* Placement beyond or satisfactory completion of COL 100 and ENG 100

**ART 132 Drawing II (HL)** 3 cr
A continuation of Drawing I with emphasis on perceptual and inventive skills.

*Prerequisite:* ART 131

**ART 133 Fundamentals of Drawing: Perspective (HL)** 3 cr
An introduction to the mechanics and use of perspective in drawing.

*Prerequisite:* ART 131 or concurrently with ART 131 (Note: This course replaces ART 118.)

**ART 134 Fundamentals of Drawing: Anatomy and Structure (HL)** 3 cr
An introduction to figure drawing with emphasis on the skeletal and muscular anatomy and the structure of the human form.

*Prerequisite:* ART 131 or concurrently with ART 131 (Note: This course replaces ART 119.)

**ART 141 Color (HL)** 3 cr
An exploration of the perceptual characteristics of color. Students will develop sensitivity to color through direct visual experiences and practice. Emphasis is given to color mixing and interaction in application.

*Prerequisite:* ART 121, ART 131, or permission of instructor

**ART 151 Introduction to Photography (HL)** 3 cr
Introduction to basic camera operation, processing, and printing. Students must provide their own cameras, film, and paper. Processing and darkroom equipment furnished.

*Prerequisite:* Placement beyond or satisfactory completion of COL 100 and ENG 100

**ART 155 Introduction to Video (HL)** 3 cr
An introduction to video as a visual medium with an emphasis on the development of basic concepts, critical, and technical skills.

*Prerequisite:* Placement beyond or satisfactory completion of COL 100 and ENG 100

**ART 161 Electronic Studio I (HL)** 3 cr
An introduction to creating and manipulating images, graphical elements, and type via computers and electronic imaging software.

*Prerequisite:* Placement beyond or satisfactory completion of COL 100 and ENG 100

**ART 162 Electronic Studio II (HL)** 3 cr
A continuation of Electronic Studio I with a focus on developing personal expression through a project/problem orientation. Includes discussions of current themes and issues relative to the medium.

*Prerequisite:* ART 161; Recomm: ART 121
ART 175 Desktop Publishing (X) 3 cr
Introduces the student to the use of the Macintosh computer for design, layout, and production of printed media. Through directed exercises and problems, students develop functional skills in the various processes involved in desktop publishing.
Prepar: Placement beyond or satisfactory completion of COL 100 and ENG 100

ART 176 Desktop Publishing II (X) 3 cr
Students develop advanced layout and design skills, using page layout software on Macintosh computers. A series of assignments gives the student opportunities for exploration of practical and aesthetic concerns.
Prepar: ART 175 or permission of instructor

ART 221 Three-Dimensional Design (HL) 3 cr
Exploration of three-dimensional space. Application of design principles in relation to height, width, and depth. Conceptualization and problem-solving are emphasized.
Prepar: ART 121, ART 132

ART 231 Figure Drawing (HL) 3 cr
Drawing from the model with special attention to the analysis of form, anatomy, and structure.
Prepar: ART 132, ART 134

ART 232 Thematic Drawing (HL) 3 cr
Structure, organization, approach, problem-solving, and expressive concerns in drawing. Emphasis on thematic development.
Prepar: ART 132, ART 133 or ART 134 and ART 141

ART 233 Printmaking I (HL) 3 cr
An introduction to the materials, processes, and aesthetic considerations peculiar to monoprint and intaglio.
Prepar: ART 121 and ART 132

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

ART 241 Painting I (HL) 3 cr
An introduction to oil painting, composition, and construction. Emphasis on the properties of the materials and the approaches to representational and non-representational forms.
Prepar: ART 132, ART 141

ART 242 Painting II (HL) 3 cr
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.
Prepar: ART 241

ART 251 Photography IA (HL) 3 cr
Emphasis on the quality and range possibilities in photography. Students explore their interests through project orientation. Issues and methodologies concern the contemporary photographer are discussed in relation to the projects chosen.
Prepar: ART 151

ART 252 Photography IB (HL) 3 cr
Continuation of Photography IA. Emphasis on the quality and range of possibilities in photography. Students continue to explore their interests through project orientation. Issues and methodologies concern the contemporary photographer discussed in relation to the projects chosen.
Prepar: ART 251

ART 255 Video I-A (HL) 3 cr
An exploration of video as a visual medium using various electronic image-making techniques.
Prepar: ART 155

ART 256 Video I-B (HL) 3 cr
A continuation of Video I-A with an emphasis on the development of individual expression.
Prepar: ART 255

ART 261 Electronic Imaging (HL) 3 cr
An exploration of the language and processes of digital photography. Scanning, manipulation, and printing of photographic images using the computer and related resources. Students will explore their interests through a project orientation.
Prepar: ART 151, ART 161

ART 271 Typography (HL) 3 cr
An exploration of typographical elements and their application to the printed page. Using visual principles, students investigate problems in typographical structures, sequence, and communication.
Prepar: ART 121, ART 132

ART 272 Graphic Design (HL) 3 cr
An exploration of problems in graphic design requiring practical solutions with visual integrity. Students will integrate image and text for the printed page through the application of grid systems, information systems, and symbol design.
Prepar: ART 121, ART 132

ART 279 Intradisciplinary Critique (HL) 3 cr
For students working in various art disciplines whose performance and portfolio demonstrate a high level of development. Each student is required to produce a body of work based on a theme. Admission to the course is subject to the approval of the department Intradisciplinary Committee, based on a letter of intent and submission of student portfolio.
Prepar: Completion of a minimum of three 200-level art studio courses and approval of the Intradisciplinary Committee

Biology

BIO 101 Zoology (NC) 4 cr
Students explore the role of genetics and life sustaining functions such as reproduction, movement, respiration, and homestasis as it applies to various animal groups. Required laboratory: students study distinctive characteristics of representative animals from major groups (phyla) through observation of specimens. Students design and perform their own experiments using the scientific method.
Prepar: Placement beyond or satisfactory completion of COL 100 and ENG 100

BIO 102 Botany (NC) 4 cr
Structure, function, and the inheritance of seed-bearing plants. Classification of major plant types and some basic plant ecology. Lab required.
Prepar: Placement beyond or satisfactory completion of COL 100 and ENG 100

BIO 103 Ecology (NC) 4 cr
Environmental studies with emphasis on concepts of ecology, conservation of natural resources and their relationship to the quality of life. Lab sessions focus on forest, field, stream, and pond habitats, with field trips to local sites.
Prepar: Placement beyond or satisfactory completion of COL 100 and ENG 100

For information on Advising Codes see inside back cover.
BUS 103 Introduction to Marketing (A)  3 cr
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: Placement beyond or satisfactory completion of COL 100 and ENG 100

BUS 105 Mathematics for Business (X)  3 cr
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: Placement beyond or satisfactory completion of COL 100 and ENG 100; MAT 102 or placement by examination

BUS 107 Introduction to Federal Income Taxes (X)  3 cr
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 also stressed.
PreReq: ACC 112 or ACC 122

BUS 109 Personal Finance (X)  3 cr
An introduction to the finances of the home. Topics include: auto loans and leasing, credit cards and leases, home mortgages—points, ARMs and fixed rates, health and life insurance, personal credit, bills, banking, and personal investing. Inexpensive PC-based home finance software will be used.
PreReq: None

BUS 111 Introduction to Business (A)  3 cr
Introduces students to management, marketing, and financial considerations of business. Establishes economic and historical perspectives, as well as daily operation of a business.
PreReq: Placement beyond or satisfactory completion of COL 100 and ENG 100

BUS 115 Labor-Management Relations (A)  3 cr
History and growth of the American labor movement, union polices and practices; collective bargaining and union security; and state and federal labor legislation.
PreReq: Placement beyond or satisfactory completion of COL 100 and ENG 100

BUS 119 Principles of Real Estate (X)  3 cr
Surveys the principles 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: Placement beyond or satisfactory completion of COL 100 and ENG 100

BUS 121 Real Estate Practices (X)  3 cr
Designed to expand and build on Principles of Real Estate (BUS 119). Topics include obtaining listing property, appraisals, ethics and arbitration, advertising, legal aspects of real estate practices, and the daily operation of a real estate firm.
PreReq: BUS 119 or permission of instructor

BUS 123 Business Communication (X)  3 cr
Designed to familiarize students with the principles of effective communication. Emphasis on planning, organizing, and writing a variety of business letters. Oral communication and basic telephone techniques also covered.
PreReq: ENG 101, 103, or 105

BUS 125 Principles of Advertising (X)  3 cr
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: Placement beyond or satisfactory completion of COL 100 and ENG 100

BUS 155 Business Law I (A)  3 cr
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: Placement beyond or satisfactory completion of COL 100 and ENG 100
BUS 156 Business Law II (A) 3 cr
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 163 Diversity Management: Understanding Multiculturalism (A) 3 cr
Focuses on multicultural organizational development, and demonstrates how many of us find ourselves ill-prepared to work or go to school in today's socially and culturally diverse society. An interdisciplinary approach (historical, sociological, and anthropological) is used to understand cross-cultural differences.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

BUS 203 Personnel Management (A) 3 cr
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 cr
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: PST 101

BUS 207 Operations Management (A) 3 cr
An introduction to the planning and control tools necessary to manage the transformation of resources into quality goods or services. The focus of the course is on serving the customer. Examples from service, distribution, and manufacturing firms are used. Topics include demand forecasting and forecasting models, inventory models, and the economics of inventory management including JIT, mathematical modeling and simulation, and the tools of quality; histograms, cause-and-effect diagrams, check sheets, pareto analysis, control charts, and scatter diagrams.
Prereq: MAT 115

BUS 213 Personal Selling and Sales Techniques (X) 3 cr
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 214 Retail Management (X) 3 cr
A practical approach to managing a retailing organization. Emphasis on current practices and trends, computer technology, and analyzing successful retailing operations.
Prereq: BUS 103, BUS 111, or permission of instructor

BUS 215 Retail Buying and Merchandising (X) 3 cr
Practical methods for selecting, purchasing, and displaying goods for retail merchandising. Also, developing plans for seasonal selling and pricing strategies.
Prereq: BUS 103, BUS 105, BUS 111 or permission of instructor

BUS 223 Marketing Problems (X) 3 cr
Described as a capstone to the program. Emphasizes statistics applied to marketing; practical application of primary and secondary data and projects related to the student’s individual work experiences.
Prereq: BUS 211 or 213

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

Chemistry

CHE 105 Basic Principles of Chemistry (NC) 3 cr
A survey course for students interested in the basics of chemistry from a descriptive point of view. Includes matter, properties of families of compounds and their characteristic compounds, mixtures, acids and bases, chemical reactions, introductory biochemistry, environmental effect of chemistry. Could be the basis for coursework in selected technical areas, but not intended as a substitute for CHE 111, 112.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

CHE 111 General Chemistry I (NC) 4 cr
Theoretical and descriptive topics of chemistry, including nature of matter, atomic and molecular structure, periodic properties of the elements, chemical bonding, nomenclature, stoichiometry, gaseous, liquid, and solid states. Lab required.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100; MAT 103 or MAT 107 concurrently or placement by examination

CHE 112 General Chemistry II (NC) 4 cr
Interrelated descriptive and theoretical topics of chemistry, including chemical kinetics, chemical equilibrium, acids and bases, solubility equilibria, free energy, entropy, equilibrium and free energy, electrochemistry, nuclear chemistry, environmental impact of chemistry. Some basic chemistry of metals and non-metals, as well as some organic chemistry concepts are covered in this course. Lab required.
Prereq: CHE 111; MAT 104 or MAT 108 concurrently or placement by examination

CHE 201 Organic Chemistry I (NC) 4 cr
Introduction to the chemistry of carbon compounds. In-depth study of the structure, physical properties, and reactivity of alkanes, cycloalkanes, alkenes, 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.
Prereq: CHE 112

CHE 202 Organic Chemistry II (NC) 4 cr
In-depth study of aromatic compounds, physical methods of structure determination, organic halides, organonitrogen 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.
Prereq: CHE 201

Cooperative Education

COE 297 Cooperative Education I (X) 1-5 cr
Provides an opportunity to share work related experiences with fellow students and faculty as well as resume writing, job interview skills, locating and contacting prospective employers, networking and selecting references, cover letters, and job search strategies. For more information or an application, call or stop by the Office of Cooperative Education in room N237B.
Prereq: ENG 101, 103, or 105
Criminal Justice

CRJ 101 Introduction to Criminal Justice (A) 3 cr
Agencies and processes involved in the criminal justice system including the legislature, the police, the prosecutor, the public defender, the courts, and corrections. An analysis of the roles and problems of the criminal justice system in a democratic society with an emphasis upon interagency relations and checks and balances.
Prepar: Placement beyond or satisfactory completion of COL 100 and ENG 100

CRJ 103 Criminal Law (A) 3 cr
The legal definition of crime and defenses; purposes and functions of the substantive criminal law; historical foundations; the limits of the criminal law.
Prepar: Placement beyond or satisfactory completion of COL 100 and ENG 100

CRJ 105 Police Process (X) 3 cr
Social and historical perspectives on the police; police role and career; police discretion; police values and cultures; police organization and control.
Prepar: CRJ 101 or permission of instructor

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

CRJ 109 Corrections Process (X) 3 cr
Post-conviction correction process; the development of correctional philosophy, theory and practice; a description of institutional operation, programming and management; community-based correctional probation and parole. Field trips are required.
Prepar: CRJ 101 or permission of instructor

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

CRJ 121 Criminology (A) 3 cr
Deviant behavior as it relates to the definition of crime; crime statistics; theories of crime causation; crime typologies.
Prepar: Placement beyond or satisfactory completion of COL 100 and ENG 100

CRJ 131 Social Issues in Criminal Justice (A) 3 cr
Designed to increase personal, professional, and academic awareness of the problems of the criminal justice system. The course is designed to provide practice in the area of social issues such as racism, sexism, and ageism. Emphasis is placed on understanding, recognizing, and solving social problems.
Prepar: Placement beyond or satisfactory completion of COL 100 and ENG 100

CRJ 203 Criminal Investigation (X) 3 cr
Fundamentals of investigation; crime scene search and recording; collection and preservation of physical evidence; scientific aids; modus operandi; sources of information; interview and interrogation; follow-up and case preparation.
Prepar: CRJ 101, 105, or permission of instructor

CRJ 211 Current Issues in Criminal Justice (X) 3 cr
A review of current and administrative and operational concerns of the components of the criminal justice system which are influencing both the system itself and the quality of justice being rendered to the public.
Prepar: Placement beyond or satisfactory completion of COL 100 and ENG 100

CRJ 215 Field Experience (X) 3 cr
An optional supervised field experience with an approved agency within the criminal justice system. The integration of classroom theory with practical experience.
Prepar: Placement beyond or satisfactory completion of COL 100 and ENG 100

CRJ 217 White Collar/Organized Crime (X) 3 cr
An analysis of white collar crime and organized crime in contemporary America with emphasis placed on the structure and impact of each.
Prepar: Placement beyond or satisfactory completion of COL 100 and ENG 100

CRJ 219 Issues in Constitutional Law (X) 3 cr
An examination of those provisions of the Constitution that directly relate to federal law and state law enforcement, and limitations placed on the enforcement activity through  constitutional interpretation.
Prepar: CRJ 101, 103, or permission of instructor

CRJ 221 Interpersonal Communications in Criminal Justice (X) 3 cr
The examination of the dynamics of interpersonal communication within criminal justice or law enforcement agencies. Included are such areas as crisis intervention, stress awareness and management, professional relationships, ethics, and conflict resolution.
Prepar: CRJ 101, 103, or permission of instructor or program coordinator

Dance

DAN 101 Introduction to Dance (HE) 3 cr
Provides students with an introduction to the fundamentals of dance, and exposure to a wide range of different styles of dance, both western and non-Western. Includes daily technique class with instructor or guest teachers, lectures and class discussions, video viewing, and outside-of-class reading assignments. Styles of dance introduced and experienced in the course include: jazz, ballet, African, tap, Middle Eastern dance, Isadora Duncan dance, social and folk dance, modern, Classical Indian dance, Renaissance, and Baroque dance.
Prepar: None
DAN 103 Jazz Dance I (HL) 3 cr
An introductory course in jazz dance. In addition to the basic elements of all dance, students learn and practice the movement vocabulary essential to the jazz style, which derives primarily from African and African-American dance: body isolations, undulations, proclivity and syncopated rhythms, and personal expression and projection.
Prereq: None

DAN 104 Jazz Dance II (HL) 3 cr
A second intermediate course in jazz dance. Students continue to learn and practice the movement vocabulary essential to the jazz style. Increased emphasis on clarity of rhythm and line, expansion of range of movement, and personal expression and progress in performance. Outside-of-class reading, video viewing, and performance attendance may be assigned.
Prereq: DAN 103 or permission of instructor

DAN 105 African Dance A (HL) 3 cr
Designed to introduce African dance forms to students through the performance of traditional African movements and rhythms. Adding new elements each class, the complexity of the dance builds through the semester. Lectures on African history, geography, and culture provide a background for understanding the importance of dance in African life.
Prereq: None

DAN 106 African Dance B (HL) 3 cr
A continuation of DAN 105. Designed to further those African dance forms previously learned through the performance of traditional African movements and rhythms. Adding new elements each class, the complexity of the dance builds through the semester. Lectures on African history, geography, and culture provide a background for understanding the importance of dance in African life.
Prereq: DAN 105

DAN 107 Ballet I (HL) 3 cr
An introduction to the technique of classical ballet. Students learn the ballet terminology which denotes the traditional positions of the feet, arms, and body, and the basic ballet steps. Each class includes barre work, center floor exercises to improve balance and coordination, and travelling across-the-floor combinations incorporating jumps and leaps.
Prereq: None

DAN 108 Ballet I-B (HL) 3 cr
A continuation of the study of classical ballet. Students continue to learn and practice the terminology and movement vocabulary of ballet with its traditional exercises and combinations. Each class includes center floor work for placement, strength, and flexibility, center floor adagio exercises for balance and coordination, and travelling combinations incorporating jumps and leaps.
Prereq: DAN 107 or permission of instructor

DAN 109 Afro-Brazilian Dance (HL) 3 cr
Designed to introduce students to dance forms that originated in Africa but are used primarily in Brazil. Students learn the history of the movements and the cultural links between Africa, Brazil, and North America.
Prereq: None

DAN 111 Modern Dance I (HL) 4 cr
Course format includes classes in modern dance technique and terminology, improvisational dance and movement sessions, small group studies, discussions, attendance at dance concerts, assigned readings, and written critiques. Practice outside of class required.
Prereq: None

DAN 114 Tap Dance I (HL) 3 cr
Introduction to the basic tap dance steps and their style of performance, in conjunction with general concepts of dance technique. Students learn traditional tap-step patterns, such as time steps and waltz clog, and short combinations. Outside-of-class reading, video viewing, and concert attendance assigned.
Prereq: None

DAN 115 Tap Dance II (HL) 3 cr
A refinement of performance of tap dance steps with increasing complexity and length of patterns. Students focus on clarity of rhythm and body coordination, while working on styles and expression. Outside-of-class reading, video viewing, and concert attendance assigned.
Prereq: DAN 114 or permission of instructor

DAN 119 Dance Production Workshop (HL) 1 cr
Practical experience in dance performance, house management, publicity and public relations, costume construction, and production crews. No more than one credit may be earned in any given semester. Work on the dance concert for the semester is required.
Prereq: None

DAN 120 Dance in Culture (HC) 3 cr
Designed to introduce students to dance as a universal element of human culture. Students learn how dance functions within different societies as celebration, religion and ritual, socialization and courtship, as well as performance. Through outside reading, video and film viewing, in-class discussion, and dancing, students gain an understanding of diverse dance traditions, including non-Western and American forms.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

DAN 121 Dance History (HC) 3 cr
Survey course of the major events in the history of western theatrical dance. Topics covered include: Renaissance court dance, Baroque dance, Romantic, Classical, and Neo-Classical Ballet; Diaghilev's Les Ballets Russes; the emergence of modern dance in the 20th century; and Black dance. Selected figures of dance history discussed, such as Louis XIV, Marie Taglioni, Isadora Duncan, Martha Graham, Katherine Dunham, George Balanchine. Class format includes lecture, outside reading and in-class video and film viewing.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

DAN 130 Choreography/Performance (HL) 3 cr
Students study and practice the principles of choreography to create their own dances, both solo and group forms, to a range of musical choices. Over the course of the semester students continue to refine and rehearse selected dances to be performed in a student dance concert produced near the end of the semester. Under the instructor's guidance students are responsible for the production of the concert, including organizational and technical aspects.
Prereq: None; concurrent enrollment in a dance studio course

Data Processing

DAT 109 Computer Literacy (X) 1 cr
A general introductory level microcomputer course for novices. Students learn to use basic computer vocabulary and to create, save, and print a simple document. Also included is a preview to computer electronic mail and information retrieval.
Prereq: None

DAT 111 Introduction to Computers (L) 3 cr
A non-technical survey course in computers that 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.

For information on Advising Codes see inside back cover.
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 spend time, outside of class time, in the computer lab.

Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100; MAT 105 or equivalent

DAT 113 Introduction to Business Information Systems (A) 3 cr

The application of computers to business and like organizations. Topics include: data processing systems, computer concepts, teleprocessing, business data base systems, distributed processing. Emphasis is on the use of microcomputers in business. Students complete hands-on exercises using current word processing, spreadsheet, and database software. Examines the role of management and the user in the development and operation of business computer systems. 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: Placement beyond or satisfactory completion of COL 100 and ENG 100; MAT 105 or equivalent

DAT 114 Microcomputer Software Tools (A) 3 cr

Provides students with an introduction to several major “productivity” programs used on microcomputers. Topics include: the IBM operating system, PC-DOS and MS-DOS; word processing; electronic spreadsheet management and graph production using currently popular software packages; and some database management. 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 math skills are a necessity. Students taking this course should anticipate spending three hours per week working with these programs in the computer lab.

Prereq: ADM 106, 111, or 113, or permission of instructor

DAT 115 Programming Principles and Concepts (A) 3 cr

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; ENG 101, 103, or 105 or concurrent enrollment

DAT 116 Microcomputer Operating Systems (X) 3 cr

A conceptual and hands-on introduction to microcomputer operating systems commonly used by business and industry. Students explore the purpose of computer operating systems such as Microsoft DOS and Microsoft Windows, and gain experience in the installation, customization, use, tuning, and troubleshooting of these systems. Topics include the use of the utilities and tools of these operating systems such as memory managers, disk compression utilities, anti-virus software, file recovery software, hard disk backup, the creation and use of batch command language files, the management and tuning of windows multi-tasking environment, and object linking and embedding.

Prereq: ADM 106, DAT 113

DAT 117 Computer Networking and Telecommunication (X) 3 cr

Introduction to the related fields of computer networking and telecommunications. Hardware, software, wiring protocols and options will be presented in conjunction with design considerations. Students gain hands-on experience with Novell Netware and learn to manage dial-up telecommunications as well as wide area network access using the Internet.

Prereq: DAT 116

DAT 118 Microcomputer Software Tools II (A) 3 cr

Provides students with intermediate training in the use of word processing and electronic spreadsheet software. In addition to building upon software skills taught in DAT 114, students learn the integration of data created in various programs and the development of presentation-quality output. Students use each application’s macro language to automate and customize documents, worksheets, and data entry operations. Students are introduced to graphics software used for business and multimedia presentations.

Prereq: DAT 114

DAT 123 Data Base Applications (A) 1 cr

A non-technical view of data base management systems, with a survey of possible applications. Includes hands-on use of microcomputer database management systems, with discussions of their relative effectiveness.

Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100; Recom: DAT 111 or 113

DAT 129 Applications of Spreadsheets (A) 1 cr

An introduction to the use of spreadsheets with applications in specific fields. Emphasis on learning to design and build a spreadsheet to produce reports, and to produce graphics. Students will use one of the standard spreadsheet programs such as Lotus 1-2-3, MicroSoft Excel, or an equivalent program.

Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100; BUS 105 or MAT 106 or equivalent Recom: DAT 111, DAT 113, or equivalent

DAT 131 Word Processing on Microcomputers (K) 1 cr

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. Graded on a CR/NC basis.

Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100; ADM 106 or permission of instructor

DAT 133 Graphics Applications (L) 1 cr

A non-technical view of computer graphics and survey of applications. Includes hands-on use of microcomputer-based graphics and plotting systems, input and output devices.

Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100; Recom: DAT 111 or 113

DAT 143 Introduction to ANSI COBOL (A) 3 cr

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 146 FORTRAN Survey for Programmers (A) 1 cr

A survey of the fundamentals of the FORTRAN programming language with emphasis on problem solving in mathematic, scientific, and engineering environments. Designed for students who already have completed a full course in a high-level computer language. Extensive program assignments utilize a minicomputer system.

Prereq: DAT 143, or 147, or permission of instructor

DAT 147 Pascal Programming (A) 3 cr

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: Placement beyond or satisfactory completion of COL 100 and ENG 100; MAT 106 or equivalent, or permission of instructor
DAT 148 C Programming for Programmers (A) 3 cr
Introduction to the C programming language with emphasis on problem solving with numeric and character applications. Designed for students who have already completed at least one college-level computer language course. Extensive programming assignments required.
Prereq: DAT 143, or 147 or permission of instructor; and MAT 105 or higher

DAT 149 Database Programming and Procedures I (X) 3 cr
The student is introduced to database management and applications programming in a microcomputer database environment using Microsoft Access relational database. Students create, access, edit, update, and control relational databases using database tools and use the database inquiry tools Query by Example (QBE), SQL, and macro programming language. Database principles and concepts demonstrated and students apply them. Students gain hands-on experience using a current, Windows-based microcomputer database system. Topics include adding, changing, and deleting database, and database design considerations.
Prereq: ADM 106, DAT 115

DAT 150 Database Programming and Procedures II (X) 3 cr
A continuation of DAT 149. The student begins with advanced macro design, then is introduced to Access Basic (4GL version of Microsoft Visual Basic for Windows) in conjunction with built-in database tools. This is used by the student to create custom applications using the Microsoft Access relational database. Students complete a database design project.
Prereq: DAT 149

DAT 201 Systems Analysis and Design (X) 3 cr
An investigation and analysis of the methods and techniques used by systems analysts 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 251 Cooperative Work Experience in Data Processing (X) 1 to 3 cr
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

ECO 109 Valley Economic and Industrial Development (BC) 3 cr
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; interrelationships between business and cultural activities; economic trends and expected developments.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

ECO 111 Valley Contemporary Economic Issues (BC) 3 cr
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: Placement beyond or satisfactory completion of COL 100 and ENG 100

ECO 113 Environmental Economics (BC) 3 cr
Introduction to the contemporary problems of environmental quality. Economic analysis of the institutions and practices leading to pollution of air, water, and land resources. Study of alternative public policies for improving environmental quality.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

Education

EDU 101 Introduction to Early Childhood Education (A) 3 cr
Purposes of early childhood education and the role of the teacher. Consider the developmental needs of young children. Attention to physical environment, recording and reporting progress and administration.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

EDU 103 Creative Experiences in Art, Music, Drama, and Dance (X) 3 cr
A survey course dealing with the methods, materials, content, and theory of the arts. Concentration on rationale, leadership, attitude, and exposure. Credit can be granted for RLS 103 or EDU 103, but not both.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100; ECE or RLS major, or permission of instructor

EDU 111 Introduction to Special Education (L) 3 cr
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: Placement beyond or satisfactory completion of COL 100 and ENG 100

EDU 121 Reading and Language for the Young Child (X) 3 cr
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: Placement beyond or satisfactory completion of COL 100 and ENG 100

EDU 123 Educating the Infant and Toddler (X) 3 cr
Emphasis is directed toward the education of the child from infancy to two years, nine months in group and home settings. Participants learn about early development, physical space, selection, and presentation of materials and activities, schedules, and strategies of child care for the very young child.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

For information on Advising Codes see inside back cover.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
<th>Prerequisite(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGU 133</td>
<td>Day Care Administration (X)</td>
<td>3 cr</td>
<td>Explores all the intricacies of managing a center for young children; the children, the curriculum, the environment, personnel management and development, budget and funding, legal concerns, state and local regulations and working with the parents and the community to provide a sound program for young children.</td>
<td>Prereq: EGU 201; Recmm: OFC Head Teacher Qualified</td>
</tr>
<tr>
<td>*EDU 139</td>
<td>Women in Education (L)</td>
<td>3 cr</td>
<td>A study of women in education that explores the historical perspective of women's schooling, their contributions to the field of education, and contemporary children's experiences in school. Emphasis on the strategies of inclusive teaching.</td>
<td>Prereq: IDS 115 or permission of instructor</td>
</tr>
<tr>
<td>EGU 141</td>
<td>Building Teacher-Parent Relationships (X)</td>
<td>3 cr</td>
<td>Examines the inherent complexities of the parent-teacher/caregiver relationship and explores techniques for improving communication. Diverse family structures will be examined and discussed in view of their implications for teachers, parents, and children with attention to increasing parent involvement and creating successful partnerships with parents.</td>
<td>Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100</td>
</tr>
<tr>
<td>EGU 201</td>
<td>Early Childhood Curriculum (X)</td>
<td>3 cr</td>
<td>Organization of curriculum including the research, theory, methods, and materials necessary in a classroom of young children. Emphasis on reading readiness and language skills.</td>
<td>Prereq: EGU 107 or permission of instructor</td>
</tr>
<tr>
<td>EGU 205</td>
<td>Philosophy of Education (A)</td>
<td>3 cr</td>
<td>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 emphasized.</td>
<td>Prereq: ENG 101, 103, or 105</td>
</tr>
<tr>
<td>EGU 215</td>
<td>Student Teaching I (X)</td>
<td>6 cr</td>
<td>Work experience in an early childhood setting with responsibility for setting up a safe and healthy environment, providing for social and emotional development in children, and becoming a professional.</td>
<td>Prereq: EGU 101</td>
</tr>
<tr>
<td>EGU 216</td>
<td>Student Teaching II (X)</td>
<td>6 cr</td>
<td>Work experience in an early childhood setting with extensive responsibility for the total management of a classroom, experience working with families and providing an environment which promotes physical and intellectual competence in children.</td>
<td>Prereq: EGU 215 or permission of instructor</td>
</tr>
</tbody>
</table>

## Engineering

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
<th>Prerequisite(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGR 101</td>
<td>Surveying (X)</td>
<td>3 cr</td>
<td>Elements of plane surveying, tapping, theory and use of instruments, leveling, traversing, and computation. Lab required.</td>
<td>Prereq: MAT 103 may be taken concurrently, or equivalent</td>
</tr>
<tr>
<td>EGR 102</td>
<td>Civil and Architectural Drawing (X)</td>
<td>3 cr</td>
<td>Introduction to architectural drafting; including foundation plans, floor plans, elevation, sections, details, schedules, architectural terminology and symbols.</td>
<td>Prereq: EGR 101 or equivalent; Recmm: MAT 103</td>
</tr>
<tr>
<td>EGR 103</td>
<td>Engineering Orientation (X)</td>
<td>1 cr</td>
<td>An introduction to the field of engineering. The work of the technician and his relationship to the engineer. Typical engineering projects.</td>
<td>Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100</td>
</tr>
<tr>
<td>EGR 107</td>
<td>Engineering Graphics I (X)</td>
<td>3 cr</td>
<td>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.</td>
<td>Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100; Recmm: Understanding of coordinate geometry</td>
</tr>
<tr>
<td>EGR 108</td>
<td>Engineering Graphics II (X)</td>
<td>3 cr</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.</td>
<td>Prereq: EGR 107 or equivalent</td>
</tr>
<tr>
<td>EGR 110</td>
<td>Engineering Graphics Project (X)</td>
<td>3 cr</td>
<td>Preparation of complete working drawings for selected engineering disciplines. Emphasis on developing a high level of manual and CAD skills.</td>
<td>Prereq: Corequisite EGR 108 and enrollment in Computer-Aided Drafting Certificate Program, or permission of instructor</td>
</tr>
<tr>
<td>EGR 111</td>
<td>Production Management (X)</td>
<td>3 cr</td>
<td>Industrial organization, job evaluation. Production control functions. Scheduling and dispatching.</td>
<td>Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100; Recmm: BUS 101</td>
</tr>
<tr>
<td>EGR 112</td>
<td>Quality Control (X)</td>
<td>3 cr</td>
<td>Scheduling. Inventory control. Statistical concepts. Sampling.</td>
<td>Prereq: EGR 111 or permission of instructor</td>
</tr>
<tr>
<td>EGR 113</td>
<td>Motion and Time Study (X)</td>
<td>3 cr</td>
<td>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.</td>
<td>Prereq: EGR 111 or permission of instructor</td>
</tr>
<tr>
<td>EGR 131</td>
<td>Applied Supervision (X)</td>
<td>3 cr</td>
<td>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.</td>
<td>Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100</td>
</tr>
<tr>
<td>EGR 205</td>
<td>Statics (X)</td>
<td>3 cr</td>
<td>Components and resultant of forces, concurrent and non-concurrent force systems. Free body diagrams. Couples and moments, centroids, moment of inertia, friction. Distributed loads.</td>
<td>Prereq: PHY 101 or 111; MAT 151 or 201 concurrently</td>
</tr>
<tr>
<td>EGR 206</td>
<td>Mechanics of Materials (X)</td>
<td>3 cr</td>
<td>Axial and shear stress and strain, torsion, bending, shear and moment diagrams. Deflection, columns, connections, indeterminate beams.</td>
<td>Prereq: EGR 205</td>
</tr>
<tr>
<td>EGR 208</td>
<td>Thermodynamics (X)</td>
<td>3 cr</td>
<td>Heat theory and equipment; gas laws; first and second laws of thermodynamics; heat exchangers; Rankine and Carnot cycles.</td>
<td>Prereq: MAT 202 and PHY 112</td>
</tr>
<tr>
<td>EGR 216</td>
<td>Materials Laboratory Course (X)</td>
<td>1 cr</td>
<td>A laboratory course involving tension, compression, flexure, and deflection tests and demonstrations.</td>
<td>Comp: EGR 206</td>
</tr>
</tbody>
</table>
ENG 100 College Writing Strategies (D) 3 cr
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 and may not be used to fulfill associate degree credit requirements. A final grade of “D” will not be awarded in this course.
Prereq: None

ENG 101 College Reading Strategies (D) 3 cr
Development of reading skills for comprehension, vocabulary building, and critical reading. Techniques for effectively and efficiently obtaining information from reading materials, especially textbooks. This course may not be used to fulfill associate degree credit requirements; a final grade of “D” will not be awarded.
Prereq: None

ENG 102 English Composition I (ENG 101, 103, 105) 3 cr
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 103 English Composition I: Structures for Composition (E) 3 cr
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 104 English Composition I: Purposes and Techniques of Prose (E) 3 cr
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 I: The Impact of Language (E) 3 cr
The development of a personal, expressive writing style as a creative rendering of the results of critical and analytic thinking. Readings from modern novels and other materials serve as models and sources of ideas. Attention given to the history of the English language, and to the languages of race, gender, advertising, and politics.
Prereq: Satisfactory placement test score

ENG 109 English Grammar and Usage (RL) 1 cr
A survey of the elements, structures, mechanics, conventions, and rhetorical devices by which writers make their meanings clear to their readers.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

ENG 112 English Composition II: Exploring Literature (E) 3 cr
Examination and analysis of the three major literary genres: prose, fiction, poetry, and drama. Writing assignments emphasize the formal, thoughtful, “critical” paper, but do not preclude more personal and creative responses.
Prereq: ENG 101, 103, or 105

ENG 114 English Composition II: Literature and Creative Writing (E) 3 cr
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 cr
Study of film, short stories, poetry, and drama from Western and non-Western cultures. Some analysis of other media such as television and song. Writing assignments stress critical evaluation.
Prereq: ENG 101, 103, or 105

ENG 121 Script Writing (L) 3 cr
The study and practice of writing scripts to communicate information, knowledge, and appreciation. Scripts written for slide-tape and television media formats. 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 cr
Intense study and practice in the writing of letters, memos, and reports (proposals or feasibility studies) related to specific technical and service occupations. Instruction in persuasive writing, presentation techniques, resume writing, use of graphics, research, and documentation. Term project required.
Prereq: ENG 101, 103, or 105

ENG 201 Western Literature I (HC) 3 cr
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 cr
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 cr
Critical study of significant achievements in American literature from the Puritan period through the period of the Reconstruction. Emphasis on the growth of American literature, its modes and purposes.
Prereq: ENG 112, 114, or 116
ENG 204 American Literature II (HC) 3 cr
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 cr
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 cr
Readings in English literature from the late 17th century to the present.
Prereq: ENG 112, 114, or 116

ENG 207 Advanced Creative Writing I (HC) 3 cr
Techniques and approaches in narrative, lyric, and dramatic forms of writing.
Prereq: ENG 112, 114, or 116. Note: This course does not fulfill the Liberal Arts literature requirement.

ENG 208 Advanced Creative Writing II (HC) 3 cr
Techniques in narrative, lyric and dramatic forms of writing for students who have completed ENG 207 and wish to continue exploring the problems of creative writing.
Prereq: ENG 112, 114, or 116 and ENG 207. Note: This course does not fulfill the Liberal Arts literature requirement.

ENG 211 Modern Novel (HC) 3 cr
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. Note: This course does not fulfill the Liberal Arts literature requirement.

*ENG 219 Ethnic Literature (HC) 3 cr
A study of American literature through writers representative of various ethnic groups in the United States.
Prereq: ENG 112, 114, or 116

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

ENG 225 Satirical Fiction (HC) 3 cr
A survey of absurdist and political satire in fiction. Attention given to representative 18th and 19th century writers. Ultimate focus 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 229 Survey of Horror Fiction (HC) 3 cr
A study of the content and techniques of both classic and current horror fiction, with some focus on film. Attention will be given to the recognition and appreciation of the significance of the horror genre. Students will examine horror in its larger social and cultural context. Major themes discussed will include conflict, struggle, death, survival, self, other, power, violence, and resistance/acceptance.
Prereq: ENG 112, 114, or 116. Note: This course does not fulfill the Liberal Arts literature requirement.

*ENG 235 Survey of Latin American Literature (HC) 3 cr
A study of Latin American writings from the pre-Columbian era to the present. Emphasis on the social, political, and cultural forces that have shaped the voices of contemporary Latin American literature. Authors include Bartolome de las Casas, Andres Bellos, Ruben Darío, Claudio Matté de Turner, Jorge Borges, Isabel Allende, and Gabriel Garcia Marquez.
Prereq: ENG 112, 114, or 116

ENG 241 Survey of Children’s Literature (HC) 3 cr
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 technique in early childhood education.
Prereq: ENG 112, 114, or 116. Note: This course does not fulfill the Liberal Arts literature requirement.

*ENG 247 Women in Literature I (HC) 3 cr
A study of works by 19th century women writers. Literature in various genres will be discussed within the historical and social context of the times, in relation to 19th century literary movements, and from the perspective of a unique female literary tradition.
Prereq: ENG 112, 114, 116, or permission of instructor

*ENG 248 Women in Literature II (HC) 3 cr
A study of poetry, short stories, novels, and drama that presents the richness of diversity in the work of 20th century women writers. Emphasis on the voice of the writer and her use of literary technique as she explores important themes in women’s lives.
Prereq: ENG 112, 114, 116, or permission of instructor

ENG 253 Valley/American Literature (HC) 3 cr
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.
Prereq: ENG 112, 114, 116, or permission of instructor

English for Speakers of Other Languages

ESL 102 Writing—Advanced Beginners Level (X) 3 cr
Focus on writing skills needed for successful participation in American communities. Continued study of sentence structure and basic composition skills. Individualized programs as needed. Laboratory required.
Prereq: Placement by examination

ESL 103 Written English—Intermediate Level (X) 3 cr
Reinforcement of writing skills essential to academic success. Weekly writing assignments; frequent drills in sentence structure and other compositional skills. Laboratory required.
Prereq: Placement by examination; concurrent enrollment in ESL 107

ESL 104 Written English—Advanced Level (X) 3 cr
Emphasis on advanced writing skills as preparation for beginning-level college courses and the TOEFL examination. Weekly writing assignments. Laboratory required. Students are encouraged to enroll in ESL 108 concurrently.
Prereq: Placement by examination

ESL 106 English Grammar—Advanced Beginners Level (X) 3 cr
The continued systematic study of grammar through reading, writing, and culture on the advanced beginner level. Individualized programs as needed. Laboratory required.
Prereq: Placement by examination
ESL 107 American English Grammar in Context (X) 3 cr
Introduction to the essential points of grammar which are needed for successful study in U.S. college courses and for the successful completion of the TOEFL (Test of English as a Foreign Language). Key areas of study include the system of verb tenses in English, the use of English parts of speech. Emphasis on recognition and understanding of grammatical patterns in reading and conversation and accurate use of patterns of writing. Laboratory required.
Prereq: Placement by examination

ESL 108 American English Grammar in Use (X) 3 cr
Continued practice with verb tenses, voice, articles, idioms, and the grammar of complex sentences. Study of advanced structures needed for college course work in English and for the TOEFL test. Emphasis on the appropriate use of grammar patterns in college writing. Laboratory required.
Prereq: Placement by examination

ESL 110 American English Grammar in Use (X) 3 cr
Questions on the use of English grammar in context. The text is designed to provide practice in the effective use of grammar in speaking and writing.
Prereq: Placement by examination

ESL 112 Spoken English—Advanced Beginners (X) 3 cr
Emphasis on the development of listening and speaking skills needed in normal social interactions such as school or a job. Laboratory required.
Prereq: Placement by examination

ESL 113 Spoken English—Intermediate Level (X) 3 cr
Emphasis on the development of speaking and listening skills needed in normal social interactions such as school or a job. Laboratory required.
Prereq: Placement by examination

ESL 114 Spoken English—Advanced Level (X) 3 cr
Emphasis on the development of speaking and listening skills needed in normal social interactions such as school or a job. Laboratory required.
Prereq: Placement by examination

ESL 115 American Culture and the Media (X) 3 cr
For non-native speakers of English; explores mainstream American cultural values through film, television, and newspapers. Themes of individual freedom, family relationships, privacy, directness of communication, materialism, and orientation to future action illustrated and discussed. Activities emphasize listening, critical thinking, and discussion. Students participate in a variety of formats common in college classes.
Prereq: ESL 114, placement by examination. Recmm: Concurrent enrollment in ESL 125, ENG 100, and COL 100

ESL 122 Reading, Vocabulary—Advanced Beginners (X) 3 cr
Presumes that students know the basic structures and vocabulary of English and are now ready to become active readers of newspapers, magazines, books, and encyclopedic articles about a variety of subjects. Strategies for improving reading comprehension, high-frequency vocabulary acquisition, and test-taking emphasized. Laboratory required.
Prereq: Placement by examination

ESL 123 Reading, Vocabulary—Intermediate Level (X) 3 cr
Emphasis on the development of reading skills needed in normal social interactions such as school or a job. Laboratory required.
Prereq: Placement by examination

ESL 124 Reading, Vocabulary—Advanced Level (X) 3 cr
Intense study and practice in reading university-level textbooks, American literature, and many of college tests. Attention given to vocabulary development and test-taking strategies for the TOEFL test. Laboratory required.
Prereq: Placement by examination

ESL 125 Vocabulary for College Courses (X) 3 cr
For non-native speakers of English who plan to enroll in college programs. Introduces concepts, essential vocabulary, and study skills which students need in first-year college requirement. Modules of readings and vocabulary include psychology, sociology, anthropology, business, and literature.
Prereq: ESL 124 or placement by examination. Recmm: Concurrent enrollment in ESL 115, ENG 100, and COL 100

Environmental Science

ENV 107 Principles of Land Use (NL) 3 cr
Historical and legal aspects of land ownership, property rights and land use; urban geography; ecological and social considerations influencing community and regional planning.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

Fire Science Technology

FST 101 Introduction to Fire Protection (X) 3 cr
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: Placement beyond or satisfactory completion of COL 100 and ENG 100

FST 103 Fundamentals of Fire Prevention (X) 3 cr
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: Placement beyond or satisfactory completion of COL 100 and ENG 100

FST 105 Organization and Management of Fire Departments (X) 3 cr
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: Placement beyond or satisfactory completion of COL 100 and ENG 100

FST 109 Hazardous Materials (X) 3 cr
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 cr
Exploration of building construction and design with emphasis on fire protection concerns. Review of statutory and suggested local, state, and national guidelines.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

For information on Advising Codes see inside back cover.
FST 113 Fire Hydraulics with Applied Math (X) 4 cr
Hydraulic laws and formulas applied to fire science. Application of formulas and mental calculations to hydraulic problems; water supply problems; underwriters' requirements for pumps. Math components included.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

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

FST 202 Fire Protection Systems and Equipment II (X) 3 cr
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 cr
Review of fire chemistry, equipment, and fire fighting personnel. 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 cr
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 cr
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 cr
A 110-hour course in the emergency primary care of injuries, acute illnesses, birth, and people under stress. Rescue techniques, transportation, communication; legal implications; anatomy and physiology, M.R.T. participation, ambulance training and CPR, lectures, slides, demonstrations, and practice. Students completing the course are able to take the National Registry Examination of the college.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

FST 219 Valley Folklore (HC) 3 cr
An introduction to the materials and methods of American folklore studies with emphasis on specific areas of Valley folklore as evidenced in music, story, art, architecture, dance, customs and festivals, as well as in other manifestations of oral, customary, and material folk traditions. Students work on a class project examining a unique aspect of Valley folklore. Credit can be granted for FST 217 or FST 219 but not for both.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

FRE 101 Elementary French I (HC) 4 cr
Fundamentals of French. Acquisition of language functions, vocabulary, structures, and culture through contextualized presentations, interactive activities, and extensive laboratory practice.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

FRE 102 Elementary French II (HC) 4 cr
Prereq: FRE 101, one year of high school French or equivalent, or permission of instructor

FRE 111 French Skills Practicum I (X) 2 cr
An intensive immersion workshop conducted in French, for students who have completed at least FRE 101 or who are returning to the study of French. Using the material studied in FRE 101, students will work to practice and internalize the basic building blocks of French in listening, speaking, reading, and writing.
Prereq: FRE 101 or equivalent, or permission of instructor

FRE 201 Intermediate French I (HC) 3 cr
Intermediate study of French using a video-based immersion program supplemented by a variety of target language readings. Continued emphasis on speaking the language and mastering French structures. Conducted in French.
Prereq: FRE 102 or equivalent, or permission of instructor

FRE 202 Intermediate French II (HC) 3 cr
Conclusion of the intermediate study of French through immersion supplemented by a variety of target language readings: Conducted in French.
Prereq: FRE 201 or equivalent, or permission of instructor

FRE 251 French Composition and Conversation (HC) 3 cr
Development of advanced writing and speaking skills. Representative works of Francophone literature, available periodicals, and films are the subjects of classroom discussion and oral and written assignments.
Prereq: FRE 202 or equivalent, or permission of instructor

GEO 101 Physical Geology (NC) 4 cr
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 are required. Credit can be granted for GEO 101 or GEO 103, but not for both.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100
GEO 102 Historical Geology (NC) 4 cr
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 are required. Credit can be granted for GEO 102 or GEO 103, but not for both.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

GEO 103 Valley Geology (NC) 3 cr
An introduction to the unique geology and geohistory of our region. Topics include rocks, minerals, rivers, glaciers, dinosaurs, continental drift, resources, and geologic hazards. Must register for GEO 003, if lab component desired. Credit can be granted for either GEO 103 or GEO 101-GE0102.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

GEO 003 Valley Geology Laboratory (NC) 1 cr
A laboratory and field trip complement to GEO 103, Valley Geology. May be taken with GEO 103 to create a four-credit laboratory science course.
Prereq: GEO 103 concurrently

GEO 104 Introduction to Oceanography (NC) 4 cr
The nature of the ocean realm—its physical, chemical, biological, 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 life on earth. Lab and Field trips are required. Credit can be granted for GEO 104 or GEO 105 but not for both.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

GEO 105 Survey of Oceanography (NC) 3 cr
Introduction to ocean science. Deals with how the oceans affect the earth. Topics include ocean life and ecosystems, origin of sea water and ocean basins, coastal zones, mineral and fishery resources. Field trips. No lab. Credit can be granted for GEO 104 or GEO 105 but not for both.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

GEO 107 Geology of our National Parks (NC) 4 cr
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 are required.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

HIS 105 History of the American People to 1865 (HC) 3 cr
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 can be granted for HIS 105 or 107 but not for both.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

HIS 106 History of the American People Since 1865 (HC) 3 cr
Reconstruction; industrialism and the triumphs and failures of 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 can be granted for HIS 106 or 108 but not for both.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

HIS 107 Valley/American History I (HC) 3 cr
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. Credit can be granted for HIS 105 or 107 but not for both.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

HIS 108 Valley/American History II (HC) 3 cr
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. Credit can be granted for HIS 106 or 108 but not for both.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

HIS 113 China and Japan: A Cultural History (HC) 3 cr
The origins and development of traditional society and culture in China and Japan. Dynastic history in China, and imperial and feudal history in Japan. Emphasis on literary and linguistic development, the formation of political systems and the evolution of cultural life; the complex developments of the 19th and 20th centuries which brought China and Japan into the world community; the critical role played by western contacts in this process; and the emergence of China and Japan as global powers.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

HIS 123 Modern Pacific Asia (HC) 3 cr
A comprehensive look at the 19th-20th century transformation of the societies of the Pacific basin including those of Southeast Asia, Korea, and the Philippines, as well as China and Japan. Their political, economic, and cultural transformation from tradition-bound to modern states, with special attention focused on the role of Western imperialism and its impact. We look closely at the United States and the effects of Pacific Asian involvement in its development as a global power.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

HIS 127 History of African-American Peoples (HC) 3 cr
A survey of the African-American experience in the United States, including African heritage, enslavement and slavery, resistance, the Civil War and Reconstruction and their combined legacies of racism and oppression, and the continuing struggles of African-Americans for full and equal rights.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

HIS 129 Introduction to Modern Africa (HC) 3 cr
A survey of geography, climate, and the diverse ethnic and cultural groups of the continent. After a brief outline of pre-European civilizations, concentration is on Africa’s history from the period of European colonization to the present. Current political, social, and economic conditions are highlighted.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

History

HIS 101 Western Civilization to 1500 A.D. (HC) 3 cr
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: Placement beyond or satisfactory completion of COL 100 and ENG 100

HIS 102 Western Civilization Since 1500 A.D. (HC) 3 cr
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: Placement beyond or satisfactory completion of COL 100 and ENG 100

For information on Advising Codes see inside back cover.
HIS 130 Latin American Civilization: The National Period, 1820-Present (HC) 3 cr
An introductory survey of Latin American history and culture from independence to the present. Emphasis is placed on political, economic, and social forces that have shaped contemporary Latin America. The course will focus on Mexico, Central America, Cuba, Brazil, Argentina, and Chile. Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

HIS 131 Women in American History (HC) 3 cr
A survey of women's roles in American history emphasizing the social history of unknown as well as famous women of diverse ethnic and class backgrounds who helped shape life and culture in America from the Colonial period through the Revolutionary era, the Frontier movement, 19th Century political activism and urbanization, and the 20th century through reform movements and the global community. Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

HIS 217 Valley/American Ethnic Experience (HL) 3 cr
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 pursued in our investigations, including texts, readings, and field research. 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

Honors

HONORS SEMINARS 1 / II / III (L) 3 cr
The Honors Seminars provide students whose academic performance is superior with an opportunity to explore in depth a selected topic of academic interest in a small class largely dependent on considerable student interaction. Admission requires approval of the Honors Committee. A major paper is required. First-time seminar participants register for HIS 101; participants who are accepted into subsequent seminars register for HIS 105 and then HIS 109. Seminar topics change each semester, but reflect the scholarship of the three major academic disciplines of the college: behavioral sciences, human services and learning assistance programs; humanities, English, art and media programs; and business, mathematics, sciences, technology, and nursing programs. Prereq: 101: Approval of Honors Committee. 103: HIS 101 and approval of Honors Committee. 105: HIS 103 and approval of Honors Committee

Human Development

HUD 101 Study Skills (D) 1 cr
Teaches academic success skills, including techniques for effective reading and remembering, class involvement, preparation for tests, taking lecture notes, and managing time. This course may not be used to fulfill associate degree requirements. Prereq: None

HUD 103 The 24-Hour Outdoor Personal Growth Experience (X) 1 cr
In-class sessions and a 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 cr
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 developed. Prereq: None

HUD 112 Assertiveness Training (X) 1 cr
Skills training in behavior which allows individuals 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 cr
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. Content emphasizes informational interviewing, resume development, formal job interviewing, and job contract negotiations. Prereq: None

HUD 117 Managing Stress (X) 2 cr
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 Issues in Wellness, Fitness, and Health (X) 1, 2 or 3 cr
A series of seminars, lectures, and workshops designed to provide current information related to health and lifestyle concerns. Topics/Content selected from such areas as physical fitness, nutrition, wellness, substance abuse, the environment, attitudes, preventive medicine, sexuality, and stress. All students must attend the first session to discuss the course and complete a learning contract consistent with 1, 2, or 3 cr. Prereq: None

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

HUD 125 Issues in Contemporary Society: Substance Abuse (X) 1 cr
Issues such as substance abuse, racism, sexual harassment, wellness, diversity, family abuse offered to students wishing to explore them via discussions, presentations, lectures, and workshops. Focus issues will be delineated as part of the course title. Prereq: None (Note: Each semester this course will be offered with a different focus which will be reflected as part of the title.)

HUD 127 Survey of Health Careers (X) 2 cr
An introduction to the responsibilities, settings and qualifications of various health careers. This course will examine the role of different health professionals as members of the healthcare team. Students are assisted in the process of education and career development through self-evaluation and decision-making exercises. Opportunities will be provided to observe various health careers in clinical settings. Prereq: HWC majors only and/or permission of instructor

HUD 160 Mentoring (X) 1 cr
Designed to train students to be mentors learning how to help new students by providing guidance, counsel, and practical advice in negotiating the college experience. Prereq: All Sust second semester student
HEC 101 Human Ecology: Problems and Solutions (BC) 3 cr
An introduction to basic concepts and principles in ecology including ecosystems, popula-
tion, food production, energy, pollution, technology, and resource depletion. Focus is on people's impact on the natural environment emphasizing current problems and alternative solutions to them.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

HEC 111 Applied Human Ecology: Project TEME (BL) 3 cr
An introduction to totally enclosed modular environments (TEME), with an emphasis on their relevance for the future, particularly with regard to space travel and colonization, and deep ocean sea floor exploration. Student "volunteers" participate in a series of hands-on activities applying basic ecological principles, elements of effective group process, and appropriate technologies in developing strategies for solving global problems. Volunteers are trained to assume specialized roles relevant to the implementation of TEME global research missions. Successful completion of this course does not guarantee admission to HEC 251.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

HEC 113 Earth Experiences (BL) 3 cr
An introduction to selected experiential education components of environmental studies and human ecology. A series of group-building problem-solving initiatives and "in-the-field" experiences designed to build group identity, promote self-confidence and personal growth, and heighten understanding of applied environmental studies. Students will choose appropriate resident and day field laboratory experiences. Self-directed learning models within environmental studies and an exploration of resources and networks within environmental-oriented careers are introduced.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

HEC 115 Introduction to Ecological Living (BL) 3 cr
Introduction to the major themes of ecologically sustainable living and "hands-on" experiences in practical application, techniques, and methods. Possible topics include alternative energy and conservation, building community, transportation, food production and preparation, and strategies of recycling and resource utilization. Examination of the ethics, values, and beliefs systems that affect political choice and public policy impact on the earth. Special scheduling is necessary to accommodate intensive workshops and off-campus field trips.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

*HEC 121 Gender Issues in Human Ecology (BC) 3 cr
Examination of pre-historical, historical, and modern day roles of women and men in relation to their environment. Surveys how gender roles have affected survival in hunter-gatherer and agrarian societies, earth-centered practices in religion and medicine, and the growth and influence of industrialism and nationalism. Particular attention will be given to understanding gender-linked relationships between population, poverty, and environmental degradation. The importance of new cooperative models for converting to an ecologically sustainable society explored utilizing case studies and role models.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

HEC 201 Strategies for a Sustainable Future (BC) 3 cr
Expands on human ecology themes in analyzing historical, cultural, and social-economic causes of the accelerating deterioration of global ecosystems. Examines global, national, and regional strategies for creating an ecologically sustainable future. Gives special attention to the strategic significance of direct individual actions in both lifestyle choices and democratic social change processes for achieving ecosystem sustainability.
Prereq: ANT 104 or BIO 103 or HEC 101 or permission of instructor

HEC 251 Small Group Ecology: Project TEME Planning and Development (BL) 3 cr
Training in the use of and application of ecological concepts and principles in the planning and development of the annual Project TEME event schedule. Along with the project directors, students enrolled in HEC 251/252 as Project TEME supervisors form the administrative nucleus of the program. Provides an opportunity for students to participate in an organizational structure - the TEME Earth Guild - whose purpose is to conduct scientific research missions critical to the future of our planet. Based on a computer-integrated experiential approach, course is designed to increase ecological awareness and individual group leadership skills by focusing on learning about the dynamics of group behavior and adaptation in a controlled environment. Successful completion of this course does not guarantee admission to HEC 252.
Prereq: HEC 111 and permission of instructor

HEC 252 Small Group Ecology: Project TEME Implementation (BL) 6 credits
Training in the use of and application of ecological concepts and principles in the planning and development of the annual Project TEME event schedule. Along with the project directors, students enrolled in HEC 251/252 as Project TEME supervisors form the administrative nucleus of the program. Provides an opportunity for students to participate in an organizational structure - the TEME Earth Guild - whose purpose is to conduct scientific research missions critical to the future of our planet. Based on a computer-integrated experiential approach, course is designed to increase ecological awareness and individual group leadership skills by focusing on learning about the dynamics of group behavior and adaptation in a controlled environment.
Prereq: HEC 251 and permission of instructor

Human Services

HSV 101 Introduction to Human Services (BL) 3 cr
The study of the human services field from historical, philosophical, economic, political, and social perspectives. Familiarizes students with the basic qualities, strategies, and activities common to the field and begins to develop techniques needed to activate and negotiate the service network. Through readings, guest lectures, research, and field trips, students become aware of the region's government, recreation, health, housing, welfare, and social programs; formal and informal groups; and cultural, racial, and economic characteristics.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

HSV 115 Introduction to Interviewing and Counselling (BL) 3 cr
The basic principles of counseling, including theoretical approaches, characteristics of a helping relationship, and the counselor's role. Upon successful completion of the course, students understand the roles, skills, and methods involved in effective counseling.
Prereq: ENG 101, 103, or 105, and PSY 101 (or concurrent enrollment)

HSV 119 Contemporary Parenting (BL) 3 cr
Explores reasons for having children, the birthing process, and the changes that take place within the family unit with the arrival of a child. Parenting styles and their effects are explored along with the impact of the changing societal values on the American family.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100
HSV 141 Chemical Dependency: Understanding Drug Use (BL) 3 cr
An examination of the nature of substance abuse and chemical dependency in society today. Topics studied include: commonly abused substances and their effects, physical symptoms and behavioral signs of substance abuse, stages of dependency, factors which influence chemical dependency, and personal and social influences.
Prep: None

HSV 151 Topics in Human Services (BL) 3 cr
Provides students opportunities to understand contemporary issues in human services and how they affect the agency, the delivery system, and the helping relationship. In-depth study and discussions includes racism, classism, ageism, homophobia, sexism, and stigma of mental illness, mental retardation, and the physically challenged.
Prep: Placement beyond or satisfactory completion of COL 100 and ENG 100

HSV 167 Mediation (BL) 3 cr
Mediation is a non-adversarial way of resolving conflicts and reaching agreements. The course covers theories of conflict and conflict styles, how to define issues in mediation, reframing, neutrality and bias, and moving parties to agreement. Students are able to mediate for the campus mediation service upon successful course completion. Class includes many simulated mediations.
Prep: Placement beyond or satisfactory completion of COL 100 and ENG 100

HSV 215 Counseling Skills (BL) 3 cr
Students move from theoretical understanding of the helping relationship to practical application as they practice interviewing, counseling, and referral processes. Specialized counseling skills such as crisis intervention introduced. Extensive demonstration and role play utilizing audio and video tapes. Students witness clinical supervision as they practice peer supervision.
Prep: HSV 115

HSV 271 Practicum in Human Services (BL) 4 cr
Provides students with field work in competency training and skill building through directed, closely-supervised involvement in a human service agency. Professionally supervised individual and/or group focused involvement in which students practice their acquired skills. In addition to the field work, students meet each week for two hours to share practicum experiences.
Prep: HSV 101, 215, HSV majors only

HUM 113 Introduction to the Pioneer Valley (HL) 3 cr
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.
Prep: Placement beyond or satisfactory completion of COL 100 and ENG 100

HUM 119 Women in the Pioneer Valley (HL) 3 cr
Through historical and literary readings and original research, students explore the experience of women of the Pioneer Valley. Letters, diaries, journals, oral histories, fictional works, and other similar sources examined.
Prep: Placement beyond or satisfactory completion of COL 100 and ENG 100

HUM 150 The Lively Arts (HL) 3 cr
Provides experience in the performing and visual arts through attendance at Fine Arts Center Performing Arts Series concerts of music and dance at the University of Massachusetts and guided visits to university gallery exhibitions of sculpture, photography, and drawings. Guest faculty present weekly lectures about the structure and history of music, dance, and visual arts. Discussion sections help students understand and apply information from weekly assignments, lectures, exhibitions, and concerts. Free tickets provided.
Prep: Placement beyond or satisfactory completion of COL 100 and ENG 100

HUM 153 Media and Popular Culture (HC) 3 cr
Discussion and critique of photographs, film, and video from the Depression to the present. Analysis of the influences of mass-media images on popular culture. Focus is on developing visual literacy and critical thinking.
Prep: ENG 101, 103, or 105

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

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

Interdisciplinary Studies

IDS 101 College Success (L) 3 cr
Designed to assist incoming students make a successful transition from high school, home, or the workplace to college. Adopts a seminar approach requiring students to use a textbook, attend classes, participate in discussions, and complete a variety of written and oral assignments. Adjustment and transition issues - academic, career, and interpersonal - are addressed with a structured, content-based curriculum, flexible enough to promote the exploration and resolution of individual concerns.
Prep: Placement beyond or satisfactory completion of COL 100 and ENG 100

IDS 115 Introduction to Women's Studies (L) 3 cr
Introduction to women's studies as a basis for understanding human development, social systems, and the historical and biological perspectives that affect women's lives in the 20th century.
Prep: Placement beyond or satisfactory completion of COL 100 and ENG 100

Humanities

HUM 103 Newspaper Journalism (HL) 3 cr
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 are covered, including layout and design.
Prep: ENG 101, 103, or 105 or concurrent enrollment; Recs: Recommended for student working on the student newspaper
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 cr
The art of swimming; emphasis on skill development and complementary water safety techniques. Available to all students regardless of their present swimming ability. Approved for American National Red Cross certificate.
Prereq: None

LED 104 Emergency Water Safety (X) 1 cr
Designed to develop competence in water safety practices and skills for responding to water emergencies. Leads to American National Red Cross certifications and is a prerequisite for Water Safety Instructor.
Prereq: Successful completion of ANRC Competency Test

LED 105 Water Safety Instructor (X) 2 cr
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 104

LED 106 Lifeguard Training (X) 1 cr
Designed to develop the skills and knowledge required to assume the responsibilities of a lifeguard at a swimming pool or a protected (nonswim) open-water beach. Leads to American National Red Cross certification.
Prereq: Successful completion of ANRC Competency Test

LED 107 Fundamentals of Canoeing (X) 1 cr
Skills and strategies of modern flat water canoeing; emphasis on safety and skills development in solo and tandem paddling. Approved for American Canoeing Association Basic Canoeing certification.
Prereq: None

LED 108 Lifeguard Training Instructor (X) 2 cr
Designed to prepare students to teach the American National Red Cross Lifeguard Training course. Leads to ANRC certifications as lifeguard training instructor and in health services education.
Prereq: Current ANRC certification in lifeguard training

LED 111 Fundamentals of Canoeing Instructor (X) 2 cr
Designed to train and certify American Red Cross Canoeing Instructors; provides the knowledge, judgment, and teaching skills for training others in basic flat-water canoeing. Field trips are required.
Prereq: Current ANRC certification in Fundamentals of Canoeing

LED 113 Basic Sailing (X) 1 cr
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 are required.
Prereq: None

LED 115 Sailing Instructor (X) 2 cr
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 are required.
Prereq: Current American National Red Cross Basic Sailing Certificate

LED 135 Nature Interpretation (X) 1 cr
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 are required.
Prereq: None

LED 127 Outdoor Challenge/Adventure Education (X) 1 cr
An introduction to the basic challenge/adventure outdoor activities. Focus on physical, mental, and social challenges as 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 are required.
Prereq: None

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

LED 132 Basic Rock Climbing II (X) 1 cr
Continuation of LED 131 focusing on further development of basic rock climbing concepts. Laboratory sessions include anchor systems, equipment, climbing styles, and the vertical dance. Field trips are required.
Prereq: LED 131 or permission of instructor

LED 133 Bicycle Touring (X) 1 cr
Introduction to bicycling and bicycle touring. Focus upon the philosophy, skills, and techniques of lightweight bicycling and touring. Direct experience laboratory sessions 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 are required.
Prereq: None

LED 136 Winter Outdoor Recreation (X) 2 cr
An introduction to a variety of winter outdoor recreation activities currently available in the Pioneer Valley. Weather/snow conditions determine activities, which may include alpine and cross-country skiing, snowshoeing, winter camping and hiking, and skating. All activities focus on equipment selection, safety precautions, and physical conditioning for winter activity.
Prereq: None

LED 139 Hiking and Backpacking (X) 1 cr
An introduction to the basic skills and techniques of hiking and backpacking. The focus is on the proper use and selection of backpacking equipment, camp cookery, first aid and safety, and orienteering (map and compass). The course will stress skills for personal leisure activities, as well as concerns for environmental awareness and understanding. Laboratory sessions take place in the back-country of Franklin County and include a student-designed backpacking trip. Field trips are required.
Prereq: None

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

LED 153 New Games (X) 1 cr
An introduction to the fundamentals of a unique play program emphasizing “playing hard,” “playing fair,” “nobody hurt.” Takes a leadership development approach teaching the skills and concepts necessary to allow new games to happen. Field trips are required.
Prereq: None

For information on Advising Codes see inside back cover.
LED 155 Badminton (X) 1 cr
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 cr
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 cr
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 cr
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 cr
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 160 Golf (X) 1 cr
The basic skills of recreational golf. Students advance at their own pace. Golf etiquette and strategy explained. Field trips are required.
Prereq: None

LED 164 Introduction to Racquet Sports (X) 2 cr
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 cr
Basic tennis instruction, emphasis upon the proper development of different strokes. Rules and strategies of singles and doubles. Field trips are required.
Prereq: None

LED 166 Introductory Tae Kwon Do I (Karate) (X) 1 cr
A basic introduction to the Korean martial art of Tae Kwon Do-Moo Duk Kwan as it has evolved from its origins in Tae Kyun in approximately 57 BC. Emphasis is on familiarization with some Korean language, stretching exercises, calisthenics, punching, blocking, and kicking techniques, practical self-defense, hyung patterns of movement and exposure to some of the philosophical underpinnings of Tae Kwon Do.
Prereq: None

LED 167 Introductory Tae Kwon Do II (Karate) (X) 1 cr
Intermediate level skills and techniques of the Korean martial art of Tae Kwon Do-Moo Duk Kwan as it has evolved from its origins in Tae Kyun in approximately 57 BC. The emphasis is on familiarization with some Korean language, stretching exercises, calisthenics, punching, blocking, and kicking techniques, practical self-defense, hyung patterns of movement and exposure to some of the philosophical underpinnings of Tae Kwon Do.
Prereq: LED 167 or permission of instructor

LED 168 Yoga (X) 1 cr
An introduction to Hatha Yoga practice, including breath control, stretching, and stress reduction. A wide range of classical yoga asanas (postures) are covered, including forward bends, backward bends, standing poses, inverted poses, balancing, and twists. Each session is an invigorating full-body workout. Students gain sufficient practical knowledge to sustain independent yoga practice.
Prereq: None

LED 169 Self-Defense for Women (X) 2 cr
Introduces physical and psychological skills necessary for self-defense. Includes learning the use of various parts of the body as weapons. Examines techniques of awareness necessary for prevention. Through meditation, discussion, and writing exercises, students learn to realize and overcome women’s psychological blocks to their own defense.
Prereq: For women only

LED 170 Volleyball (X) 1 cr
The basic skills and techniques of modern power volleyball. Strategies of team play are emphasized.
Prereq: None

LED 171 Basic Officiating (X) 1 cr
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 172 Ballroom Dancing (X) 1 cr
Designed to give physical enjoyment to participants through the performance of the specific rhythms and movements of smooth and Latin dancing and social satisfaction through group participation. The fundamentals of fox trot, waltz, swing, tango, and foxtrot are taught with an emphasis on dance positions, leading and following, and dance technique.
Prereq: None

LED 173 Recreational Dance (X) 1 cr
Designed to provide the opportunity to increase basic dance skills. Introduction to basic rhythms, folk, square, and social dances. Field trips are required.
Prereq: None

LED 174 Nature Crafts (X) 1 cr
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 are required.
Prereq: None

LED 175 Creative Dramatics (X) 1 cr
Prepares recreation leaders to direct informal creative dramatics for all age groups. Includes improvisation, pantomime, storytelling, choruses, dramatic games, and acting combined with other art forms. Field trips are required.
Prereq: None
MAT 100 Basic Mathematics Skills (D) 3 cr
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 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 addressed. Useful as a refresher, a foundation for other math and math-related courses, or for developing mathematical job skills. Math Center lab work required.
PreReq: None

MAT 103 Applied Mathematics I (NC) 3 cr
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 is an important component of course. Graphing calculators and/or the computer program MathCAD is used to enhance the study of mathematics.
PreReq: Placement beyond or satisfactory completion of COL 100 and ENG 100; MAT 106 or placement by examination

MAT 104 Applied Mathematics II (NC) 3 cr
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. The computer program MathCAD is used to enhance the study of mathematics.
PreReq: MAT 103 or placement by examination

MAT 105 Algebra and Coordinate Geometry I (D) 3 cr
MAT 105 is an introductory algebra course which assumes a working knowledge of basic arithmetic skills. Concepts involving positive and negative numbers, variables, linear equations, polynomials, and integer exponents are developed. Work with applications and graphical representations to help understand and connect algebraic concepts to real-world situations.
PreReq: MAT 100 or placement by examination

MAT 106 Algebra and Coordinate Geometry II (D) 3 cr
MAT 106 continues the development of basic algebra concepts and concentrates on techniques and applications. Topics include graphs (with emphasis on graphs of linear equations), systems of linear equations, algebraic expressions (particularly rational exponents and radicals, polynomials, and rational expressions) and quadratic equations.
PreReq: MAT 105 or placement by examination

MAT 107 College Algebra (NC) 3 cr
This course is the gateway to the study of higher mathematics. It is prerequisite for precalculus (MAT 108) and applied calculus (MAT 151). It is also useful preparation for the study of other courses with quantitative content. Focus is on the principles, properties, and applications of functions and their graphs and the use of functions to model real problems. A particular emphasis on polynomial and rational functions and their inverses. Graphing calculators and/or the computer program "MathCAD" is used to enhance the study of mathematics.
PreReq: Placement beyond or satisfactory completion of COL 100 and ENG 100; MAT 106 or placement by examination

MAT 108 Precalculus (NC) 3 cr
Preparation for calculus 201 and the physical sciences. Principles, properties, and applications of functions and their graphs and the use of functions to model real problems investigated. Briefly revisit functions discussed in MAT 107 and then focus heavily on exponential, logarithmic, and circular trigonometric functions. Graphing calculators and/or the computer program "MathCAD" is used to enhance the study of mathematics.
PreReq: MAT 107 or placement by examination

MAT 114 Probability and Statistics (NC) 3 cr
Introduces students to the organization, presentation, and interpretation of data. Measures of central tendency and dispersion, distribution of measurements, binomial and normal probability distributions are presented. Students are also introduced to statistical inference, hypothesis testing, and linear regression and correlation. Computers and/or graphing calculators may be used to enhance the study of mathematics.
PreReq: Placement beyond or satisfactory completion of COL 100 and ENG 100; MAT 106 or placement by examination

MAT 115 Statistical Process Control (NC) 3 cr
An introduction to the use of statistical methods in production and service organizations. Topics include discrete and continuous experiments, summary measures, data collection and presentation, the law of averages, discrete and continuous probability models, histograms, control charts, and process capability.
PreReq: BUS 205; DAT 129 concurrent or equivalent; MAT 106 or concurrent

MAT 117 Mathematical Problem Solving (NC) 3 cr
Designed to provide students in the liberal arts with a foundation in mathematical reasoning and quantitative skills frequently required in decision-making processes. Ideas rather than techniques will be stressed. Examines general problem-solving strategies and provides students with an introduction to topics that might include, but are not limited to: number theory, mathematical modeling, graph theory, logic, probability, and descriptive statistics. Choice of topics determined each semester by the math department. Computer programs may be used to enhance the study of mathematics.
PreReq: Placement beyond or satisfactory completion of COL 100 and ENG 100; MAT 105 or placement by examination

MAT 119 Quick Technical Math (NL) 3 cr
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) 4 cr
Provides a practical approach to the basic tools and methods of calculus. Topics include functions and their graphs, limits, the derivative, and the integral. Models and applications from many fields are considered in some cases using the computer programs MathCAD and/or graphing calculators.
PreReq: MAT 104 or MAT 107 or placement by examination

MAT 152 Applied Calculus II (NC) 3 cr
Introduces students to logarithmic and exponential functions and their applications as well as to the calculus of these functions. Techniques of integration presented. Modeling projects allow students to study such topics as the calculus of functions of several variables, differential equations, and probability theory, in some cases using the computer programs MathCAD and/or graphing calculators.
PreReq: MAT 151
MAT 201 Calculus with Analytic Geometry I (NC)  4 cr
A theoretical and applied calculus course for students interested in mathematics, engineering, and the physical sciences. Assumes an understanding of polynomial, rational, exponential, and trigonometric functions. Develops the concepts of limits and continuity and uses them to define the derivative of a function. The derivative is used to analyze function behavior and solve problems involving rates of change and optimization. Integration is introduced as both antiderivative and area. Problems are approached numerically, graphically, and symbolically. Laboratory assignments utilize MathCAD and/or a graphing calculator for both in-class and out-of-class investigations.
Prereq: MAT 104 or MAT 108 or placement by examination.

MAT 202 Calculus with Analytic Geometry II (NC)  4 cr
A second semester theoretical and applied calculus course for students interested in mathematics, engineering, and the physical sciences. Students should have a conceptual understanding of differentiation and integration and a working knowledge of derivatives of a wide range of functions (including trigonometric and exponential). Students examine antiderivatives and definite integrals numerically, graphically, and algebraically and work with a wide range of applications. They study and model real-world situations with differential equations and use infinite series for approximations of functions. Computer software and graphing calculators are used in and out of class to apply and enhance the understanding of calculus concepts.
Prereq: MAT 201.

MAT 203 Multivariate Calculus (NC)  4 cr
Vectors and solid analytic geometry. Functions of several variables. Partial derivatives with applications. Multiple integrals with applications. Line integrals. Green’s Theorem. The computer program MathCAD may be used to enhance the study of mathematics.
Prereq: MAT 202.

MAT 204 Elementary Differential Equations (NC)  4 cr
Topics in ordinary differential equations to be considered include separate equations, homogeneous equations, exact equations, differential operators, series solutions, and solution by Laplace transform. The methods are applied to problems from engineering, physics, and chemistry. The computer program MathCAD may be used to enhance the study of mathematics.
Prereq: MAT 202.

MAT 205 Elementary Linear Algebra (NC)  3 cr
Vector space and subspaces, bases and dimension. Algebra of matrices. Linear transformations. Determinants. Applications to linear systems. The computer program MathCAD may be used to enhance the study of mathematics.
Prereq: MAT 202 or permission of instructor.

MUS 101 An Introduction to Music (HC)  3 cr
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: Placement beyond or satisfactory completion of COL 100 and ENG 100:

MUS 102 The American Experience in Music (HC)  3 cr
A survey of the currents in American music from the earliest colonial sources to Jazz and the Big Bands. Recordings, films, and live performances illustrate aspects of the musical language.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100;

MUS 103 Fundamentals of Music (HC)  3 cr
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: Placement beyond or satisfactory completion of COL 100 and ENG 100;

MUS 107 Music Theory I (HC)  3 cr
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 cr
Prereq: MUS 107 or permission of instructor.

MUS 110 Ear Training and Dictation (HL)  1 cr
A series of exercises and drills designed to develop audiation 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. Course may be repeated to a maximum of 3 cr.
Prereq: MUS 103 or permission of instructor; Recent Concurrent enrollment in MUS 107 or 108.

MUS 111 Chorus (HL)  1 cr per semester; maximum 4
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. Open for participation, with credit, to qualified members of the college staff and the community.
Prereq: None.

MUS 112 Concert Previews (HL)  2 cr
Analysis of the major forms of symphonic music from the 17th to 20th century, including music the Pioneer Valley Symphony Orchestra performs in this year’s concert season. Active listening skills are stressed, as well as the stylistic and historical context of the music.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100;

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. 1 credit courses are weekly 1/2-hour lessons; 2-credit courses are weekly one-hour lessons. Applied music courses may be repeated up to 4 times for credit.

MUS 117 Class Piano: Beginning Level (HL)  1 cr
Especially designed for students with no background in piano. 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 118 Class Piano: Intermediate Level (HL)  1 cr
Designed for students who have some basic piano skills. Taught on electronic pianos where each student has a keyboard. Students learn to read and play expanded melodies, harmonies, and transposition. Literature includes solos and duets. Each class section is limited to 6 students.
Prereq: MUS 117 or permission of instructor.

Music

NOTE: A maximum of eight credits may be earned toward graduation requirements in music courses coded HL.

MUS 101 An Introduction to Music (HC)  3 cr
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: Placement beyond or satisfactory completion of COL 100 and ENG 100;

MUS 102 The American Experience in Music (HC)  3 cr
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: Placement beyond or satisfactory completion of COL 100 and ENG 100;

MUS 103 Fundamentals of Music (HC)  3 cr
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: Placement beyond or satisfactory completion of COL 100 and ENG 100;

MUS 107 Music Theory I (HC)  3 cr
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 cr
Prereq: MUS 107 or permission of instructor.

MUS 110 Ear Training and Dictation (HL)  1 cr
A series of exercises and drills designed to develop audiation 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. Course may be repeated to a maximum of 3 cr.
Prereq: MUS 103 or permission of instructor; Recent Concurrent enrollment in MUS 107 or 108.

MUS 111 Chorus (HL)  1 cr per semester; maximum 4
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. Open for participation, with credit, to qualified members of the college staff and the community.
Prereq: None.

MUS 112 Concert Previews (HL)  2 cr
Analysis of the major forms of symphonic music from the 17th to the 20th century, including music the Pioneer Valley Symphony Orchestra performs in this year’s concert season. Active listening skills are stressed, as well as the stylistic and historical context of the music.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100;

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. 1 credit courses are weekly 1/2-hour lessons; 2-credit courses are weekly one-hour lessons. Applied music courses may be repeated up to 4 times for credit.

MUS 117 Class Piano: Beginning Level (HL)  1 cr
Especially designed for students with no background in piano. 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 118 Class Piano: Intermediate Level (HL)  1 cr
Designed for students who have some basic piano skills. Taught on electronic pianos where each student has a keyboard. Students learn to read and play expanded melodies, harmonies, and transposition. Literature includes solos and duets. Each class section is limited to 6 students.
Prereq: MUS 117 or permission of instructor.
MUS 119 Class Piano: Advanced Level (HL) 1 cr
For intermediate/advanced students. Development of techniques, sight reading, melody harmonization, solo and ensemble literature. Special emphasis is given to technique and interpretation.
Prereq: MUS 118 or permission of instructor

MUS 131 Music Lessons: String Instruments (HL) 1 cr
Individual instruction in violin, viola, cello, bass, guitar, and other string instruments, consisting of 15 half-hour lessons during the semester. A fee in addition to tuition and fees is charged.
Prereq: None

MUS 132 Music Lessons: Wind Instruments (HL) 1 cr
Individual instruction in flute, clarinet, saxophone, and other wind instruments, consisting of 15 half-hour lessons during the semester. A fee in addition to tuition and fees is charged.
Prereq: None

MUS 133 Music Lessons: Brass Instruments (HL) 1 cr
Individual instruction in trombone, baritone, trumpet, tuba, and other brass instruments, consisting of 15 half-hour lessons during the semester. A fee in addition to tuition and fees is charged.
Prereq: None

MUS 134 Music Lessons: Percussion Instruments (HL) 1 cr
Individual instruction in piano and other percussion instruments, consisting of 15 half-hour lessons during the semester. A fee in addition to tuition and fees is charged.
Prereq: None

MUS 135 Music Lessons: Voice (HL) 1 cr
Individual instruction in voice, consisting of 15 half-hour lessons during the semester. A fee in addition to tuition and fees is charged.
Prereq: None

MUS 136 Music Lessons: Ensemble (HL) 1 cr
Study and performance of chamber music literature for orchestral instruments and music arranged for band instruments. Literature includes duos, trios, quartets from the various historical periods and jazz, Dixieland, popular, and rock musical styles. A fee in addition to tuition and fees is charged.
Prereq: Permission of instructor

MUS 141 Music Lessons: String Instruments (HL) 2 cr
Individual instruction in violin, viola, cello, bass, guitar, and other string instruments, consisting of 15 one-hour lessons during the semester. A fee in addition to tuition and fees is charged.
Prereq: None

MUS 142 Music Lessons: Wind Instruments (HL) 2 cr
Individual instruction in flute, clarinet, saxophone, and other wind instruments, consisting of 15 one-hour lessons during the semester. A fee in addition to tuition and fees is charged.
Prereq: None

MUS 143 Music Lessons: Brass Instruments (HL) 2 cr
Individual instruction in trombone, baritone, trumpet, tuba, and other brass instruments, consisting of 15 one-hour lessons during the semester. A fee in addition to tuition and fees is charged.
Prereq: None

MUS 144 Music Lessons: Percussion Instruments (HL) 2 cr
Individual instruction in piano and other percussion instruments, consisting of 15 one-hour lessons during the semester. A fee in addition to tuition and fees is charged.
Prereq: None

MUS 145 Music Lessons: Voice (HL) 2 cr
Individual instruction in voice, consisting of 15 one-hour lessons during the semester. A fee in addition to tuition and fees is charged.
Prereq: None

MUS 146 Music Lessons: Ensemble (HL) 2 cr
Study and performance of chamber music literature for orchestral instruments and music arranged for band instruments. Literature includes duos, trios, quartets from the various historical periods and jazz, Dixieland, popular, and rock musical styles. A fee in addition to tuition and fees is charged.
Prereq: Permission of instructor

Nursing

NOTE: A grade of C+ or better is required in all science courses in the nursing program. A grade of C or better is required in all non-science prerequisite and co-requisite courses.

NUR 101 Fundamentals of Nursing (X) 8 cr
Designed to provide a foundation for nursing practice. Students are introduced to the concepts of health, illness, and adaptation. The nursing process is presented as a foundation for nursing practice. Emphasis is on assessing the individual's ability to adapt to stressors and on the basic skills needed to assist students in this process.
Prereq: CHE 105 or 111 or one year of high school chemistry (within 5 years); MAT 106 or equivalent; ENG 101, 103, or 105 or concurrent enrollment; PSY 101 or concurrent enrollment; BIO 105 or concurrent enrollment

NUR 102 Family-Centered Nursing (X) 7 cr
Designed to introduce students to the uniqueness of the family within our changing society. Emphasis on 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. Course is divided into two units: maternity and pediatric. 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, BIO 105 or concurrent enrollment

NUR 103 Fundamentals of Practical Nursing (X) 11 cr
Provides the basic principles of nursing care in classroom, laboratory, and clinical settings. Emphasis is on meeting basic needs of clients and families. Introduces principles of anatomy and physiology, microbiology, nutrition, pharmacology, and the nursing process. Vocational trends, including legal and ethical issues, are introduced.
Prereq: PNC majors only

NUR 105 Practical Nursing Practicum (X) 2 cr
Provides direct application through intensive clinical practice of all the principles learned in NUR 100, BIO 115, and PSY 101. Technical, organizational, and communication skills are emphasized.
Prereq: PNC majors only with NUR 163, BIO 117, and PSY 101

NUR 107 Nursing Care of Clients and Families (X) 14 cr
Prepares students to assist clients and families in coping and adapting to common illnesses. Integration of principles from sciences, nutrition, pharmacology, nursing, and human growth and development is emphasized. Vocational trends, including entry into practice issues are presented.
Prereq: NUR 105; PSY 217 or concurrent enrollment

For information on Advising Codes see inside back cover.
NUR 109 Advanced Concepts in Practical Nursing (X) 5 cr
Prepares students to assist clients and families in coping and adapting to multi-system illness by recognition of alterations in health status. Emphasis is on integration and application of all previous content in this final course of the curriculum. Current vocational trends and leadership are included.
Prereq: NUR 107

NUR 111 Introduction to Professional Nursing and the Nursing Process (X) 1 cr
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: For LPNs who have successfully challenged NUR 101 and/or NUR 102

NUR 201 Adaptation to Illness: Medical-Surgical Nursing I (X) 8 cr
Designed to provide correlation between nursing theory and clinical practice. Emphasis is on assessment of the level of adaptation and the nursing process. Individual needs of patients located at some point on the health-illness continuum form the basis for the integration of pharmacology, nutrition, diet therapy, and interpersonal relationships into a developing framework of knowledge.
Prereq: NUR 101 and 102; BIO 106; BIO 205 or concurrent enrollment

NUR 202 Adaptation to Illness: Medical-Surgical Nursing II (X) 9 cr
A continuation of NUR 201. Additional depth and breadth is provided, focusing on pathophysiology. Emphasis is on the mechanisms of adaptation and the use of the nursing process. Concepts of rehabilitation, the teaching/learning process, family and community psychodynamics, and nursing leadership are presented to provide a more comprehensive view of the nursing process and the ability to promote patient adaptation.
Prereq: NUR 201, NUR 203; BIO 205; ENG 112, 114, or 116 or concurrent enrollment; HUM elective or concurrent enrollment

NUR 203 Mental Health Nursing (X) 4 cr
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 psychosocial 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; BIO 106; BIO 205 or concurrent enrollment

NUR 204 Trends and Issues in Nursing (X) 2 cr
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 political-legal forces in our health care delivery system.
Prereq: NUR 201 and 203; concurrent enrollment in NUR 202

Outdoor Leadership

NOTE: All OLP courses are graded on a CR/NC basis. All courses in this program require placement beyond or satisfactory completion of COL 100 and ENG 100.

OLP 111 Introduction to Outdoor Adventure Programs and Services (X) 3 cr
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 are required.
Prereq: OLP participants only; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 112 Counseling and Human Services for Outdoor Leaders (X) 3 cr
An introduction to the basic concepts and techniques of interpersonal counseling, environmental psychology, and special needs populations. 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; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 116 Field Work Experience in Outdoor Leadership I (X) 4 cr
Field experience in the basic stages of planning, organizing, and evaluating outdoor leadership and challenge/adventure programs. Settings vary to permit exposure to different circumstances and the needs of different populations. Field trips are required.
Prereq: OLP participants only; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 120 Backcountry Medicine and Emergency Care (X) 3 cr
Course based on an 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-field practical simulations.
Prereq: OLP participants only; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 124 Environmental Interpretation (X) 3 cr
An introduction to the interpretation of the natural and cultural environments. Focus on specific taxonomic understanding of environments. The development of specific leadership techniques and related methods and materials of interpretation. Field oriented in design and structure. Emphasizes the incorporation of interpretation aspects into outdoor programs.
Prereq: OLP participants only; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 127 Outdoor Adventure, Methods, and Materials (X) 3 cr
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; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 140 Rock Climbing (X) 1 cr
An introduction to the philosophy, skills, and techniques of basic rock climbing. Lab sessions stress the activities of bouldering, top-roping, and rappelling. Participants gain adequate experience to use the sport of rock climbing as a leisure time activity and as an assistant outdoor leader. Field trips are required.
Prereq: OLP region or permission of instructor; placement beyond or satisfactory completion of COL 100 and ENG 100

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OLP 141 Flat Water Canoeing (X) 1 cr
Skills and strategies of modern flat-water canoeing; emphasis on safety and skill development in both tandem and solo paddling. Approved for American Red Cross Basic Canoeing certification.
Prereq: OLP major and/or permission of instructor; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 142 Cross-Country Skiing (X) 1 cr
Beginning, intermediate, and advanced instruction in the philosophy, skill, and technique of cross-country skiing and ski touring. Lab 1 section
stress consumer ski equipment; physical conditioning, care and repair of equipment; waxing; style and technique; and winter personal safety and first aid. Field trips are required.
Prereq: OLP major and/or permission of instructor; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 143 Winter Camping (X) 1 cr
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 are required.
Prereq: OLP major and/or permission of instructor; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 144 Survival Education (X) 1 cr
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 are required.
Prereq: OLP major and/or permission of instructor; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 145 White Water Canoeing (X) 1 cr
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 are required.
Prereq: OLP major and/or permission of instructor; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 151 Introduction to Environmental Programs and Services (X) 3 cr
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. Emphasizes different environmental program settings and the needs and expectations of a range of program participants.
Prereq: OLP major and/or permission of instructor; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 155 Environmental Field Studies I (X) 3 cr
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 land-use history, and other concepts. Field studies in selected settings including rural, farmland, backcountry, mountains, Atlantic sea coast, and urban/suburban landscapes.
Prereq: OLP major and/or permission of instructor; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 156 Environmental Field Studies II (X) 3 cr
A continuation of Environmental Field Studies I with an intermediate-level focus upon natural and cultural history of specific 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 study project.
Prereq: OLP major and/or permission of instructor; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 157 Environmental Education/Interpretation Methods and Materials (X) 3 cr
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, audio/visual presentations, living history programs, and visitor center operation.
Prereq: OLP major and/or permission of instructor; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 175 Outdoor Adventure Education (X) 3 cr
Focuses on 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. Includes a range of activities including orienteering, ropes course, rock climbing, backpacking, 24-hour experience, environmental interpretation, nature-oriented activities, and outdoor education. Majority of the course takes place in the field with "hands-on" experiences. "Participants can select from one of three concentrations: camp counselor/ouder leader/teacher/human service personnel; parents/interested citizens.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 176 Winter Outdoor Adventure Education (X) 3 cr
Focuses on 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. Includes 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. Strenuousness of the course determined by the experience, interest, and needs of the participants.
Prereq: Permission of instructor (must fill out health and information forms); placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 201 Individual Project in Outdoor Leadership I (X) 1 cr
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; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 202 Individual Project in Outdoor Leadership II (X) 2 cr
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; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 205 Outdoor Leadership Seminar (X) 3 cr
A survey of the major philosophical outlooks and practical applications that relate to outdoor and adventure educational programs. Focus is on fieldwork and job settings the students have experienced. Particular attention is paid to changing trends and the needs of particular populations.
Prereq: OLP majors only; placement beyond or satisfactory completion of COL 100 and ENG 100

For information on Advising Codes see inside back cover.
OLP 206 Seminar in Environmental Issues (X) 3 cr
A survey of the major environmental issues facing the world community: pollution, wildlife, farmland, conservation, hazardous waste, energy, and other contemporary topics. Includes field trips, guest speakers, and conference attendance.
Prep: OLP major and/or permission of instructor; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 211 Advanced Outdoor Adventure Programs and Services (X) 3 cr
Provides advanced information and training for planning and implementing outdoor leadership and challenge/outing programs. Includes the philosophy, content, and methods of outdoor programs. Emphasis on the adaptation to different settings 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.
Prep: OLP majors only; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 212 Counseling and Human Services for Outdoor Leaders II (X) 3 cr
In-depth study of the concepts and techniques of interpersonal counseling, environmental psychology, and special needs populations. Emphasizes the mastery of techniques through problem-solving and field applications. Incorporation of the skills and knowledge into outdoor activities is stressed. Concepts are applied to the field.
Prep: OLP majors only; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 216 Field Work Experience in Outdoor Leadership II (X) 4 cr
Field experience in the advanced stages of planning, organizing, and evaluating outdoor leadership and challenge/outing programs. Emphasis is on fashioning and modifying the design of programs to suit particular agency and population requirements. Field trips are required.
Prep: OLP majors only; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 217 Field Work Experience in Outdoor Leadership III (X) 4 cr
Field experience in the intermediate stages of planning, organizing, and evaluating outdoor leadership and challenge/outing programs. Set-
ings vary to permit exposure to different circumstances and the needs of different populations. Work in selected public/private agencies.
Prep: OLP majors only; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 218 Field Work Experience in Outdoor Leadership IV (X) 4 cr
Field experience in the advanced stages of planning, organizing, and evaluating outdoor leadership and challenge/outing programs. Em-
phasis 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.
Prep: OLP majors only; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 220 Intermediate and Advanced Wilderness First Aid and Emergency Care (X) 3 cr
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 instructor-ship highly recommended.
Prep: OLP major or permission of instructor; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 224 Environmental Interpretation II (X) 3 cr
Interpretation of the natural and cultural environments. Focus upon specific environmental understanding of environments. 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.
Prep: OLP majors only; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 227 Advanced Outdoor Adventure Methods and Materials (X) 3 cr
Intermediate and advanced study to challenge/outing 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.
Prep: OLP majors only; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 240 Intermediate and Advanced Rock Climbing (X) 1 cr
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.
Prep: OLP major and/or permission of instructor; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 241 Intermediate and Advanced Flat Water Canoeing (X) 1 cr
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 Raft Cross Basic Canoeing Certification. Optional Flatwater Canoe Instructor Certification.
Prep: OLP major and/or permission of instructor; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 242 Intermediate and Advanced Cross-Country Skiing (X) 1 cr
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, and technique, and winter personal safety and first aid. Optional Nordic Ski Patrol Member.
Prep: OLP major and/or permission of instructor; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 243 Intermediate and Advanced Winter Camping (X) 1 cr
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.
Prep: OLP major and/or permission of instructor; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 244 Intermediate and Advanced Survival Education (X) 1 cr
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.
Prep: OLP major and/or permission of instructor; placement beyond or satisfactory completion of COL 100 and ENG 100

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OTA 202 OT Therapeutic Techniques (X) 2 cr
A laboratory course emphasizing the use of therapeutic activities. The student learns the appropriate use of a variety of occupational therapy modalities, writes treatment plans, and demonstrates methods of reporting client progress.
Prereq: OTA 102, OTA 106

OTA 203 OT Intervention for People Across the Lifespan (X) 4 cr
A study of specific disabilities that occur throughout the lifespan. Upon successful completion of the course students have the ability to describe the various disabilities, and demonstrate appropriate occupational therapy techniques used in evaluating and treating clients. Laboratory required.
Prereq: OTA 102, OTA 106

OTA 204 Level II Fieldwork Placement: Physical Disabilities (X) 9 cr
An experiential-based learning module that gives the occupational therapy student an opportunity to put theory into practice in a supervised physical-disabilities setting. Students complete treatment planning, direct service, and documentation under the direction of an occupational therapist in various settings.
Prereq: OTA 201, OTA 202, OTA 203

OTA 206 Level II Fieldwork Placement: Psycho-Social Limitations (X) 9 cr
An experiential-based learning module that gives the occupational therapy student an opportunity to put theory into practice in a supervised psychiatric setting. Students complete treatment planning, direct service, and documentation under the direction of an occupational therapist in various settings.
Prereq: OTA 201, OTA 202, OTA 203

Philosophy

PHI 101 Logic and Scientific Method (HC) 3 cr
Traditional logic; the deductive process of reasoning and method of knowing and handling the material of science; the inductive process.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

PHI 103 Introduction to Philosophy (HC) 3 cr
Introduction to the major, classical philosophical problems through a thematic approach. Emphasis on active, informal discussion of contemporary issues.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

*PHI 105 Bio-Medical Ethics (HC) 3 cr
Examination of the theoretical and historical foundations of bioethics. Emphasis on the application of ethical theory to the analysis of contemporary issues in health care. Special attention to the cultural content of bioethical problems, specifically issues of race, class, and gender.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

*PHI 107 World Religions (HC) 3 cr
A survey of the beliefs and practices of the world’s living religions; a definition of what religion is and an examination of the religious experience.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

PHI 109 Knowledge and Values (HC) 3 cr
An introduction to philosophical problems regarding the nature of knowledge and values. Students address problems of skepticism and relativism, and alternative accounts of knowing and evaluating within several domains, including scientific and moral inquiry examine some public policy
controversies where these issues are important. We also consider criticisms of traditional conceptions of knowledge and moral reasoning raised by recent feminist thinkers.
PreReq: Placement beyond or satisfactory completion of COL 100 and ENG 100

*PHI 123 Contemporary Ethics: A Multicultural Approach (HC) 3 cr
Contemporary ethics is concerned with theories of how people ought to live together as social beings. Students examine such issues as euthanasia, abortion, world hunger, war, capital punishment, and the environment from the standpoint of race, ethnicity, religion, and gender. The knowledge gained in the course should heighten students' understanding and appreciation of the values of others as well as their own values.
PreReq: Placement beyond or satisfactory completion of COL 100 and ENG 100

Physics

PHY 101 General Physics I (NC) 4 cr
A non-calculus study of kinematics, mechanics, and heat for students with competence in algebra. Prepares students for further study in the fields of science, mathematics, and health professions. Use of mathematics and analytical writing is emphasized as two ways to describe and understand the physical world. Taught in the physics laboratory using a mixture of lecture, demonstration, discussion, and laboratory exercise.
PreReq: MAT 107 or placement into MAT 108 or permission of instructor

PHY 102 General Physics II (NC) 4 cr
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 or permission of instructor

PHY 105 Introductory Electronics (NC) 4 cr
A study of the basics of analog electronic devices in DC and AC circuits. Topics include electrical nature of matter, current, voltage, resistance, power, capacitance, magnetism, inductance, use of equipment to measure electrical behavior.
PreReq: MAT 106 or equivalent or permission of instructor

PHY 111 General Physics I with Calculus (NC) 4 cr
A calculus-based physics course intended primarily for students preparing for careers in science, mathematics, or engineering. Includes kinematics, mechanics of particles and rigid bodies, and conservation laws. Heavy emphasis on the use of concepts to solve problems. Lab required.
PreReq: MAT 201 concurrently, or permission of instructor

PHY 112 General Physics II with Calculus (NC) 4 cr
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. Lab required.
PreReq: PHY 111; MAT 202 concurrently

Political Science

POL 101 American Politics (BC) 3 cr
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: Placement beyond or satisfactory completion of COL 100 and ENG 100

*POL 103 Comparative Politics (BC) 3 cr
Political institutions and processes in Great Britain, France, Germany, and the former Soviet Union. Selective comparisons with non-European political systems.
PreReq: Placement beyond or satisfactory completion of COL 100 and ENG 100

*POL 105 International Politics (BC) 3 cr
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: Placement beyond or satisfactory completion of COL 100 and ENG 100

*POL 203 American Civil Liberties (BC) 3 cr
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 rights of the accused and constitutional standards of equality.
PreReq: Placement beyond or satisfactory completion of COL 100 and ENG 100

*POL 205 American Foreign Policy (BC) 3 cr
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: Placement beyond or satisfactory completion of COL 100 and ENG 100, Recom: POL 101

Psychology

PSY 101 Principles of Psychology (BC) 3 cr
Introduction to the study of human behavior. Considers such topics as perception, motivation, learning, personality development, and the dynamics of maladaptive behavior.
PreReq: Placement beyond or satisfactory completion of COL 100 and ENG 100

PSY 209 Abnormal Psychology (BC) 3 cr
Dynamics and symptomatology consistent with major organic and neurotic based problem behaviors including psychoses, neurasthenia, personality disorder, retardation, and brain damage.
PreReq: PSY 101

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

PSY 215 Theories of Personality (BC) 3 cr
An examination of the three major schools of psychology and their related personality theories. Psychoanalytic, behavioral, and humanistic theory will be viewed through the works of Freud, Jung, Skinner, Rogers, and Maslow.
PreReq: PSY 101
**PSY 217** Human Growth and Development (BC) 3 cr
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 (BL) 3 cr
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 are required.
Prereq: PSY 101 or permission of instructor

**PSY 223** Adult Development (BC) 3 cr
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 cr
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

**PSY 227** Group Dynamics (BC) 3 cr
Beginning with an established model of individual personality development, students examine their interpersonal styles as they relate to group processes. How groups establish themselves and how intrapersonal and interpersonal behavior affect such group phenomena as leadership, cohesion, continuity, and effectiveness will be explored. Theory and role playing will serve as the vehicles for these explorations.
Prereq: PSY 101

**PSY 233** Child Behavior and Development (BC) 3 cr
Focuses on the development of the child from conception to adolescence. The concept of development is explored in depth and all aspects of the developing child are considered: social, emotional, physical, verbal, intellectual, and creative. Major theories of child development are reviewed. Research in child development is studied with particular attention paid to naturalistic observation.
Prereq: PSY 101 or permission of instructor

* **PSY 259** The Psychology of Oppression (BC) 3 cr
This course is both experiential and didactic. It is designed to provide students with an understanding of the psychological causes and processes that are endemic to oppression. Our goals are to explore and understand the emotional reality of oppression as it presents itself in our day to day lives. We will explore the similarities and differences among sexism, ageism, classism, heterosexism, racism, antisemitism, other forms of ethnic oppression, and ableism. Through the use of mini-lecture, discussion, readings, experiential activities, projects, film and conversation, we will explore our own attitudes and how oppression operates at interrelated levels of the personal, institutional and cultural. We will also look at how people have worked and may work against oppression.
Prereq: PSY 101 or permission of instructor

**PSY 277** Psychology of Death and Dying (BL) 3 cr
Designed to be both experiential and didactic, this course enhances students’ understanding of death and dying processes both personally and professionally. Topics covered include cultural attitudes toward death and dying, origins of death anxiety, processes involved in dying, grieving and mourning, children and death, the helping relationship and the caregiver, suicide, euthanasia, burial and cremation, organ and body donations, and community resources.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

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**Recreation and Leisure Services**

**RLS 101** Introduction to Recreation and Leisure Services (A) 3 cr
Considers the growing field of recreation and leisure services, including its history, philosophy, and principles as well as its role in contemporary and future society. Designed to help students develop a personal leisure philosophy, the ability to articulate important concepts, and create an awareness of career opportunities in the profession of recreation and leisure services.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

**RLS 103** Recreational Arts Programming (X) 3 cr
A survey course dealing with the methods, materials, content, and theory of the arts: crafts, music, creative dramatics, and dance. Concentration on rationale, leadership, attitude/values, and exposure. Credit can be granted for RLS 103 or EDU 103, but not for both. Field trips are required.
Prereq: RLS, EDU, or IES majors or permission of instructor; Placement beyond or satisfactory completion of COL 100 and ENG 100

**RLS 104** Introduction to Elder Recreational Services (X) 3 cr
Provides students with the philosophy and principles of the delivery of recreational services for dependent elders. Includes an overview of the activity profession and standards of practice. Approved by the National Certification Council of Activity Professionals. Successful completion of this course meets one of the basic education requirements for certification as an activity consultant, director, or assistant.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

**RLS 105** Introduction to Elder Recreational Services II (X) 3 cr
Continuation of RLS 104. Emphasis on activity care planning for quality of life and methods of service delivery in the activity profession. Approved by the National Certification Council for Activity Professionals. Successful completion of this course meets one of the basic education requirements for certification as an activity consultant, director, or assistant.
Prereq: RLS 104 or permission of instructor

**RLS 106** Field Practicum in Elder Recreational Services I (X) 1 cr
A 45-hour practicum for students pursuing a career in, or currently working in, the field of Elder Recreational Services as activity directors or assistants. Focus is on comprehensive programming and documentation for dependent elders in long-term care or adult day-care settings. Students meet individually with instructor who supervises a focused 45-hour practicum completed over 15 weeks. Approved by the National Certification Council for Activity Professionals. Successful completion of this course, along with RLS 104 and RLS 105, meets the basic education requirements for certification as an activity consultant, director, or assistant.
Prereq: RLS 104 or concurrent enrollment and permission of instructor

For information on Advising Codes see inside back cover.
RLS 107 Field Practicum in Elder Recreational Services II (X) 1 cr
Continuation of RLS 106. A 45-hour practicum focusing on advanced application of programming process and interdisciplinary care team approaches in Elder Recreational Services. Approved by the National Certification Council for Activity Professionals. Successful completion of this course, along with RLS 104, RLS 105, and RLS 106, meets the basic education requirements for certification as an activity consultant, director, or assistant.
Prepar: RLS 104, RLS 105 (or concurrent enrollment in RLS 105), RLS 106, or permission of instructor.

RLS 109 Leisure Programming (X) 4 cr
A comprehensive process-oriented course covering principles and methods of program development in the Recreation and Leisure Services field. Development of leadership/teaching skills and techniques facilitating leisure behavior theories of program development and provision of services. Field trips are required.
Prepar: Placement beyond or satisfactory completion of COL 100 and ENG 100

RLS 111 Introduction to Outdoor Recreation (X) 4 cr
The meaning and significance of outdoor recreation in contemporary society. 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, leadership practice, and nature-oriented activities, outing sports, and environmental education. Field trips and outings in the Connecticut River Valley and Central New England. Field trips, including overnight camping trip, required.
Prepar: Placement beyond or satisfactory completion of COL 100 and ENG 100

RLS 119 Responding to Emergencies and Community CPR (X) 3 cr
A course based upon the American Red Cross “Responding to Emergencies” and “Community CPR” programs which focuses upon the information necessary for the development of the student’s knowledge of what to do in an emergency before medical help arrives. Successful completion of the course can lead to ARC certification in Responding to Emergencies and Community CPR.
Prepar: Placement beyond or satisfactory completion of COL 100 and ENG 100

RLS 131 Introduction to Therapeutic Recreation (X) 3 cr
Designed to provide 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 disadvantaged. Offers practical guidelines for the operation of such programs. Field trips are required.
Prepar: Placement beyond or satisfactory completion of COL 100 and ENG 100

RLS 163 Wellness for Life (X) 3 cr
Designed to enhance awareness and knowledge of wellness issues. This course is geared toward the development and implementation of lifestyle behaviors to encourage more positive lifestyles and overall well-being. Possible topics may include: lifestyle choices, stress management, nutrition, weight control, physical activity, cardiovascular health, lifestyle diseases, smoking, substance issues, and sexually transmitted diseases.
Prepar: Placement beyond or satisfactory completion of COL 100 and ENG 100

RLS 180 Functional Anatomy (NL) 3 cr
Students will gain a fundamental understanding of human anatomy via touch: self massage and palpations of such anatomical landmarks as bones, muscles, projections, and depressions. Students will learn by a hands-on, experimental focus of the human body in order to understand and utilize this information in a physical fitness field setting.
Prepar: Placement beyond or satisfactory completion of COL 100 and ENG 100

RLS 200 Exercise Physiology (X) 3 cr
Designed to enhance understanding of those aspects of anatomy and physiology most important to physical fitness and health. Study will focus on the structure and function of the cardiovascular, respiratory, muscular, skeletal, and nervous systems and the role they play in physical performance.
Prepar: RLS 105 or RLS 180

RLS 205 Recreation Seminar (X) 3 cr
Contemporary trends and issues in recreation and leisure services. Designed to encourage personal and professional growth. Includes a special 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 are required.
Prepar: RLS 101 and 109

RLS 207 Recreational Sports/ Fitness Administration (X) 4 cr
Designed to develop programming and administrative competence in physical recreation/fitness/sports. Emphasis on organizing and conducting a comprehensive community sports program. Content includes: informal sport, club sport, competitive sport, guidance, supervision, planning, budgeting, marketing, public relations, risk management, and liability, and evaluation. Field trips are required.
Prepar: Placement beyond or satisfactory completion of COL 100 and ENG 100; RLS major or permission of instructor

RLS 212 Practicum in Wellness and Fitness (X) 3 cr
Includes seminar, laboratory, and practical experiences to provide opportunities to assess, plan, develop, implement, and evaluate various wellness programs in fitness settings. It provides students basic preparation for American College of Sports Medicine certification.
Prepar: Placement beyond or satisfactory completion of COL 100 and ENG 100; and permission of instructor

RLS 213 Practicum in Wellness and Fitness (X) 3 cr
A continuation of RLS 212 with advanced application of competencies necessary for wellness and fitness leadership and programming. This course provides students with advanced preparation for the American College of Sports Medicine certification.
Prepar: RLS 212 or permission of instructor

RLS 215 Field Practicum in Recreation and Leisure Services I (X) 4 cr
Combined seminar and experience in planning, organizing, conducting, and evaluating recreation programs in a local agency. Individual field placement.
Prepar: RLS 109, PSY 217 or PSY 233, or permission of instructor

RLS 216 Field Practicum in Recreation and Leisure Services II (X) 4 cr
Continuation of RLS 215. Advanced application of programming process. Field trips are required.
Prepar: RLS 215 or permission of instructor
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 are required.

Preparatory: RLS 101, or RLS 109, or concurrent enrollment in RLS 104

Science

SCI 103 Astronomy (NC) 4 cr
Topics to be covered include the celestial sphere and the Copernican Revolution, stellar evolution, stellar observation and measurement, the HR diagram, novae, pulsars, black holes, and the Big Bang, relativity, and the shape of the universe. Mathematics content is minimal. Lab and evening observations required.

Preparatory: Placement beyond or satisfactory completion of COL 100 and ENGL 100

SCI 104 Energy: Issues and Principles (NC) 3 cr
Covers both technical and economic aspects of energy. 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.

Preparatory: Placement beyond or satisfactory completion of COL 100 and ENGL 100

SCI 106 Science Through the Ages (L) 3 cr
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.

Preparatory: Placement beyond or satisfactory completion of COL 100 and ENGL 100

SCI 111 Survey of Science and Technology (NC) 3 cr
An introduction to selected principles, concepts, and technological applications in physics, chemistry, and biology. Students will construct these concepts through laboratory activities and gain an understanding of their relevance and relationship to the world around them.

Preparatory: Placement beyond or satisfactory completion of COL 100 and ENGL 100

*SCI 113 Women in Science and Technology (NL) 3 cr
Surveys and examines the historical roots of the scientific methods and scientific thought, with particular attention to the historical contributions of women in science and technology. The course will analyze current and future trends of women in science including twentieth century contributions to scientific and technological thought. Considers the role of institutions, work, family, and mentors and their influence on women in science and technology.

Preparatory: ENGL 101, ENGL 103, or ENGL 105, or concurrent enrollment

Sociology

SOC 101 Principles of Sociology (BC) 3 cr
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.

Preparatory: Placement beyond or satisfactory completion of COL 100 and ENGL 100

SOC 201 Social Problems and Deviant Behavior (BC) 3 cr
Major types of deviant behavior in American society; description, theories of causation, and ramifications for the future.

Preparatory: SOC 101

SOC 203 Sociology of the Family (BC) 3 cr
Historical background and cross-cultural factors. Attention to the cycle of courtship, marriage, child rearing, and marital dissolution. Contemporary trends and the future of the family in society.

Preparatory: SOC 101

Spanish

SPA 101 Elementary Spanish I (HC) 4 cr
Fundamentals of Spanish. Acquisition of language functions, vocabulary, structures, and culture through contextualized presentations, interactive activities and extensive laboratory practice.

Preparatory: Placement beyond or satisfactory completion of COL 100 and ENGL 100

SPA 102 Elementary Spanish II (HC) 4 cr
Fundamentals of Spanish. Continued acquisition of language functions, vocabulary, structures, and culture through contextualized presentations, interactive activities, and extensive laboratory practice.

Preparatory: SPA 101 or equivalent, or one year of high school Spanish, or permission of instructor

SPA 111 Spanish Skills Practice I (X) 2 cr
An intensive immersion workshop conducted in Spanish. For students who have completed at least SPA 101 and who are returning to the study of Spanish. Using the material studied in SPA 101, students practice and internalize the basic building blocks of Spanish in listening, speaking, reading, and writing. Class time is spent on pairs and small group work, drill, video, readings, and authentic materials.

Preparatory: SPA 101 or equivalent or permission of instructor

SPA 112 Spanish Skills Practice II (X) 2 cr
An intensive immersion workshop conducted in Spanish for students who have completed at least SPA 102 or who are returning to the study of Spanish. Using the material studied in SPA 102, students practice in order to internalize the basic building blocks of Spanish in listening, speaking, reading, and writing.

Preparatory: SPA 102 or equivalent, or permission of instructor

SPA 201 Intermediate Spanish I (HC) 3 cr
Intermediate study of Spanish through immersion, emphasizing mastery of idioms and linguistic structures. Selected readings in Hispanic literature supplement the text. The class is conducted in Spanish.

Preparatory: SPA 201 or equivalent, or permission of instructor

SPA 202 Intermediate Spanish II (HC) 3 cr
Conclusion of the intermediate study of Spanish through immersion. Advanced readings in Hispanic literature and a video program supplement the text. The class is conducted in Spanish.

Preparatory: SPA 201 or equivalent, or permission of instructor

For information on Advising Codes see inside back cover.
SPA 251 Spanish Composition and Conversation (HC) 3 cr
Development of advanced writing and speaking skills. Representative works of Hispanic literature, available periodicals, and films are the subjects of class discussion and oral and written assignments.
Prereq: SPA 202 or equivalent, or permission of instructor

SPA 252 Spanish Composition and Conversation II (HC) 3 cr
Continued development of advanced writing and speaking skills. Representative works of Hispanic literature, available cultural readings, and periodicals are the subject of class discussion and oral and written assignments. The class is conducted in Spanish.
Prereq: SPA 251 or equivalent, or permission of instructor

Speech

SPE 101 Oral Communication: Public Speaking (SHL) 3 cr
Principles of oral communication, stressing the role of the speaker in the communication process. Emphasis is on the proper preparation and delivery of speeches. Each student gives two or three speeches and participates in a small group activity. Credit can be given for SPE 101 or SPE 121, but not for both.
Prereq: ENG 101, 103, or 105 or concurrent enrollment

SPE 121 Oral Communication: Small Group Discussion (SHL) 3 cr
Principles of oral communication, stressing the role of the leader/participant in small group discussion. Emphasis is on proper preparation for group learning, problem-solving, and meeting management. Role playing exercises are based on community and industrial models. Credit can be given for SPE 101 or SPE 121, but not for both.
Prereq: ENG 101, 103, or 105 or concurrent enrollment

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

Theater

THE 103 Introduction to the Theater (HC) 3 cr
Play reading and analysis, drama criticism, theater history, forms of drama and process of play production studied with the aim of increasing appreciation of the theater and enjoyment of the dramatic experience. Participation in some aspect of the College's current theatrical production is encouraged but not required.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

THE 105 Oral Interpretation of Literature (HL) 3 cr
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: Placement beyond or satisfactory completion of COL 100 and ENG 100

THE 113 Fundamentals of Acting (HL) 3 cr
An introduction to the art of acting with emphasis on characterization, voice, and movement, as well as variety of acting techniques, script analysis, improvisation, and theater exercises, used to prepare monologues, duet scenes and one-act plays. Additional emphasis is on the uses of acting to improve self-presentation and self-development.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

THE 115 Summer Theater Workshop (HL) 3 cr
Intensive training in theatrical production, rehearsal, and performance. Advanced registration required.
Prereq: Permission of instructor

THE 117 Experimental Performance (HL) 3 cr
Students use their own particular skills and interests to create an original performance work based on themes that emerge from the class itself. Using ensemble theatre and movement exercises, participants integrate the work of the project, which they have expressed in writing, movement, character improvisation, visual arts, video, music, the sciences, and other areas of interest. Students produce a creative, innovative, and live performance.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

THE 125 The American Musical Theater (HL) 3 cr
An examination of the development of the "musical comedy" from the early 1940s to the present. Representative examples from the works of major composers, and lyricists are fundamental components of the course.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

THE 133 College Theater Workshop (HL) 1 cr
Practical experiences in acting, stage 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: Placement beyond or satisfactory completion of COL 100 and ENG 100

THE 207 Play Production (HL) 3 cr
Production of a full-scale play, including acting, directing, lighting, lighting, 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) 3 cr
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
Faculty and Staff

Faculty

Federico I. Agnir  Speech
B.A., University of Philippines; B.D., Silliman University; M.A., Syracuse University; Ed.D., University of Massachusetts

Janet G. Balise  Office Administration
B.S., American International College; M.Ed., Boston University

George K. Bluh  History, Philosophy
B.S., M.A., University of Colorado

Thomas W. Boisvert  Art
B.S., University of Southern Maine; M.Ed., Utah State University

John Bross  Art
B.S., M.S., Indiana University; M.F.A., University of Iowa

Lawrence H. Buell  Outdoor Leadership
B.S., Springfield College; M.S., Pennsylvania State University; Ed.D., University of Massachusetts

Cristin L. Carpenter  English as a Second Language
B.A., M.A., Ph.D., University of Michigan

Susan B. Childs  Practical Nursing
B.A., St. Anselm College; M.A., Westfield State College

Nancy Craig-Williams  Nursing
B.S.N., College of Our Lady of the Elms; M.S.N., University of Massachusetts

L. Edward Dolhenty  Human Services, 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  Outdoor Leadership
B.S., M.A., University of Massachusetts

Beth Erviti  Biology
B.A., University of California at Santa Cruz; M.S., University of Massachusetts

Martha K. Field  Economics, Business
B.S., M.S., University of Massachusetts; Ph.D., University of Connecticut

Catherine M. Finnegan  Early Childhood Education
B.A., LeMoyne College; M.Ed., University of Massachusetts
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<tr>
<th>Name</th>
<th>Major</th>
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<tr>
<td>Ana M. Gaillat</td>
<td>Chemistry, Science</td>
<td>Chemistry Licenciateship, Buenos Aires University; M.S., Ph.D., University of Massachusetts</td>
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<tr>
<td>Jeffrey A. Galbraith</td>
<td>Business, Management</td>
<td>A.A., St. John’s College; B.A., Concordia Senior College; M.Div., Harvard University Divinity School; M.B.A., University of Massachusetts; Ph.D., Boston University</td>
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<td>Charlotte Gifford</td>
<td>Foreign Language</td>
<td>B.A., Tufts University; M.A., Middlebury College</td>
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<td>Melinda J. Gougeon</td>
<td>Mathematics</td>
<td>A.S., Greenfield Community College; A.B., M.A.T., Smith College</td>
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<td>Saul Greenblatt</td>
<td>Speech</td>
<td>B.S., M.S., Emerson College</td>
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<td>Arthur J. Hannan</td>
<td>Psychology</td>
<td>A.B., University of Massachusetts; M.A., Columbia University</td>
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<td>Joanne M. Hayes</td>
<td>English</td>
<td>B.S., University of Wisconsin; M.A., Johns Hopkins University</td>
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<td>T. Budge Hyde</td>
<td>Art</td>
<td>B.F.A., University of Utah; M.F.A., University of Cincinnati</td>
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<td>David M. Johnson</td>
<td>Psychology</td>
<td>A.A., Berkshire Community College; B.A., University of Massachusetts; M.S., C.A.G.S., Springfield College; Psy.D., Massachusetts School of Professional Psychology</td>
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<tr>
<td>Judith L. Kinley</td>
<td>Nursing/Ethics</td>
<td>B.S., University of New Hampshire; M.S., University of Massachusetts; M.T.S., Harvard University</td>
</tr>
<tr>
<td>Penné A. Krol</td>
<td>Art</td>
<td>A.S., Greenfield Community College; B.A., Smith College; M.F.A., University of Massachusetts</td>
</tr>
<tr>
<td>Daniel F. LaRose</td>
<td>Psychology</td>
<td>A.A., Greenfield Community College; B.A., American International College; M.Ed., Springfield College</td>
</tr>
<tr>
<td>Peter R. Letson</td>
<td>Mathematics, Physics</td>
<td>B.A., Earlham College; M.A., Hofstra University; M.S., Brown University</td>
</tr>
<tr>
<td>Richard D. Little</td>
<td>Geology</td>
<td>B.A., Clark University; M.A., University of Southern California</td>
</tr>
<tr>
<td>Susan H. MacLeod</td>
<td>Mathematics</td>
<td>B.A., University of York, England; M.A., Boston University; Ed.D., University of Massachusetts</td>
</tr>
<tr>
<td>Doris Matte</td>
<td>Nursing</td>
<td>B.S.N., Boston University; M.S.N., University of Massachusetts</td>
</tr>
<tr>
<td>Name</td>
<td>Field</td>
<td>Institution(s)</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Joan M. Merrigan</td>
<td>Nursing</td>
<td>B.S.N., Master's Equivalent, Boston College</td>
</tr>
<tr>
<td>Marilyn Micka-Pickunka</td>
<td>Occupational Therapy</td>
<td>B.S. Quinnipiac College; M.A. Southern Connecticut State University</td>
</tr>
<tr>
<td>Norman J. Muller</td>
<td>Computer Information Systems</td>
<td>B.S., American International College; M.Ed., Westfield State College</td>
</tr>
<tr>
<td>Phyllis R. Nahman</td>
<td>English</td>
<td>B.A., M.Ed., University of Massachusetts</td>
</tr>
<tr>
<td>Carolyn S. Nims</td>
<td>Dance, English, English as a Second Language</td>
<td>A.A., Greenfield Community College; B.A., M.A.T., Smith College; M.A.T., School for International Training; M.A., University of Massachusetts</td>
</tr>
<tr>
<td>Donald P. Oberacker</td>
<td>Biology</td>
<td>B.S., Utah State University; M.S., University of Maryland; C.A.G.S., University of Connecticut</td>
</tr>
<tr>
<td>Arlene J. Paton</td>
<td>Nursing</td>
<td>B.S.N., M.Ed., University of Massachusetts</td>
</tr>
<tr>
<td>Carol S. Pike</td>
<td>Mathematics</td>
<td>A.A., Hartford College for Women; B.S., University of Connecticut; M.A.T., Smith College</td>
</tr>
<tr>
<td>Alan F. Rainford</td>
<td>Accounting</td>
<td>B.S., University of Massachusetts; M.B.A., American International College; Certified Public Accountant</td>
</tr>
<tr>
<td>John S. Reino</td>
<td>Marketing, Management</td>
<td>B.S., Boston College; M.B.A., Northeastern University</td>
</tr>
<tr>
<td>Gerard J. Richard</td>
<td>Criminal Justice</td>
<td>B.A., M.A.T., University of Massachusetts</td>
</tr>
<tr>
<td>Wilson Roberts</td>
<td>English</td>
<td>B.A., Drew University; M.A., Appalachian State University</td>
</tr>
<tr>
<td>Peter C. Rosnick</td>
<td>Mathematics</td>
<td>B.A., Tufts University; Ed.D., University of Massachusetts</td>
</tr>
<tr>
<td>Lillian Ruiz</td>
<td>English</td>
<td>B.A., University of Rochester; M.A., University of California at Los Angeles</td>
</tr>
<tr>
<td>Saul Sherter</td>
<td>History</td>
<td>B.A., Northeastern University; M.A., Boston University</td>
</tr>
</tbody>
</table>
Recreation and Leisure Services

Judith G. Singley
B.S., M.Ed., University of Massachusetts

Jean A. Simmons
A.S., Greenfield Community College; B.S.N., St. Anselm College;
M.S.N., University of Massachusetts

George Soulos
B.M., M.M., Hartt College of Music

Herbert F. Steeper
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Law and Diplomacy, Tufts-Harvard Universities

Peter C. Steve
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Toby B. Sutton
B.A., University of California; M.S.T., Cornell University

Faythe E. Turner
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M.A., Ph.D., University of Massachusetts

Gregory C. Vouros
A.A., Boston University; B.A., M.A., University of Massachusetts

Virginia Wahl
B.S.N., University of Bridgeport; M.S., Hunter College

Gretchen Watson
B.A., M.A., Colorado State University

Lee A. Webster
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Robert J. Welsh
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English

Practical Nursing

Anthropology

Engineering Sciences, Mathematics, Data Processing

Chair, Business Cluster; Management

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Sociology

Education and Early Childhood Education

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Criminal Justice
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Bookkeeper  
A.S., Durham Technical Community College

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Bookkeeper  
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B.B.A., University of Massachusetts

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Alacia J. Giguere Clerk
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Sandy Coller Supervisor
Kathleen Kanopka Cashier/Salad Prep
Jeremy McIntosh Night Line Cook
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Ha Thach Dishwasher
Jennie Wilson Waitress

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Carolyn R. Bellany  
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Hope B. Schneider  

Norma T. Spicher-Hillier  
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Coordinator, Writing Assistance Program
Counselor
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Library Assistant
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Motor Equipment Mechanic

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Maintainer

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Maintainer

Judith A. Flynn
A.S., Greenfield Community College

Maintainer

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Maintainer

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B.A., University of Massachusetts

Maintainer

Kenneth Kuzontkoski

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Andrew M. Pearson

Maintainer

Timothy D. Shippee
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Technical Assistant

Perry E. Cole
AV/TV Technical Assistant

Wayne E. Coller
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Frank E. Hill
Electrician

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Deanna J. Lovett
Data Entry Operator

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Telecommunications Coordinator

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A.S., Greenfield Community College  
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Joseph T. Gregory  
Duplicating Technician

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B.S., Montclair State College  
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Secretary

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Shelburne Falls
Amherst
Greenfield
Greenfield
# Final Exam Schedule

**Day Division**

## Fall Semester, 1996

<table>
<thead>
<tr>
<th>normally meets:</th>
<th>Your exam will be held:</th>
</tr>
</thead>
<tbody>
<tr>
<td>T &amp; Th 9:30 - 10:45</td>
<td>8 a.m.</td>
</tr>
<tr>
<td>Business (Multiple Sections)</td>
<td>10:30 p.m.</td>
</tr>
<tr>
<td>T &amp; Th 12:30-1:45</td>
<td>1 p.m.</td>
</tr>
<tr>
<td>T &amp; Th 2-3:15</td>
<td>3:30 p.m.</td>
</tr>
</tbody>
</table>

**Tuesday, 12/17, at**

| M, W, F 8-8:50 | 8 a.m. |
| Behavioral Sciences (Multiple Sections) | 10:30 a.m. |
| M, W, F 10-10:50 | 1 p.m. |
| M, W, F 1-1:50 | 3:30 p.m. |

**Wednesday, 12/18, at**

| M, W, F 8-8:50 | 8 a.m. |
| Behavioral Sciences (Multiple Sections) | 10:30 a.m. |
| M, W, F 10-10:50 | 1 p.m. |
| M, W, F 1-1:50 | 3:30 p.m. |

**Thursday, 12/19, at**

| M, W, F 8-8:50 | 8 a.m. |
| Behavioral Sciences (Multiple Sections) | 10:30 a.m. |
| M, W, F 10-10:50 | 1 p.m. |
| M, W, F 1-1:50 | 3:30 p.m. |

## Spring Semester, 1997

<table>
<thead>
<tr>
<th>normally meets:</th>
<th>Your exam will be held:</th>
</tr>
</thead>
<tbody>
<tr>
<td>T &amp; Th 8-9:15</td>
<td>8 a.m.</td>
</tr>
<tr>
<td>T &amp; Th 11-12:15</td>
<td>10:30 a.m.</td>
</tr>
<tr>
<td>Special Times Courses</td>
<td>1 p.m.</td>
</tr>
<tr>
<td>Humanities (Multiple Sections)</td>
<td>3:30 p.m.</td>
</tr>
</tbody>
</table>

**Tuesday, 5/13, at**

| M, W, F 9-9:50 | 8 a.m. |
| M, W, F 11-11:50 | 10:30 a.m. |
| M, W, F 2-2:50 | 1 p.m. |
| Business (Multiple Sections) | 3:30 p.m. |

**Wednesday, 5/14, at**

| M, W, F 9-9:50 | 8 a.m. |
| M, W, F 11-11:50 | 10:30 a.m. |
| M, W, F 2-2:50 | 1 p.m. |
| Business (Multiple Sections) | 3:30 p.m. |

**Thursday, 5/15, at**

| M, W, F 8-9:50 | 8 a.m. |
| Behavioral Sciences (Multiple Sections) | 10:30 a.m. |
| T & Th 2-3:15 | 1 p.m. |
| Behavioral Sciences (Multiple Sections) | 3:30 p.m. |

**Friday, 12/20, at**

| M, W, F 9-9:50 | 8 a.m. |
| Mathematics (Multiple Sections) | 10:30 a.m. |
| M, W, F 11-11:50 | 1 p.m. |
| M, W, F 2-2:50 | 3:30 p.m. |

**Friday, 5/16, at**

| M, W, F 8-8:50 | 8 a.m. |
| M, W, F 10-10:50 | 10:30 a.m. |
| M, W, F 1-1:50 | 1 p.m. |
| Mathematics (Multiple Sections) | 3:30 p.m. |
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An advising code appears in parentheses at the end of each course title. You should refer to this code in selecting appropriate courses to fulfill your particular program requirements, and to fulfill the requirements of the Commonwealth Transfer Compact (see page XXX), including the University of Massachusetts' diversity requirement (courses with an asterisk).

“Liberal Arts” comprises those areas of study listed under the humanities, the behavioral and social sciences, and mathematics and the natural sciences, as opposed to the study of professional or technical subjects. Our advising codes are as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Career courses that may be used as liberal arts electives in programs of study leading to the Associate of Arts degree (Liberal Arts and Business Administration Transfer), but not as liberal arts electives in any other program. These courses provide theoretical foundations for career fields, but, by the breadth of their course materials, they also serve to increase students' knowledge of, and appreciation for, contemporary culture.</td>
</tr>
<tr>
<td>B</td>
<td>Behavioral science/social science courses (anthropology, economics, human ecology, political science, psychology, sociology).</td>
</tr>
<tr>
<td>C</td>
<td>Liberal arts courses that may be used to fulfill core requirements for the Associate of Arts degree or as liberal arts electives in any other program. Such courses provide comprehensive, non-specialized study within the typical liberal arts disciplines: the humanities, the behavioral and social sciences, and mathematics and the natural sciences.</td>
</tr>
<tr>
<td>D</td>
<td>Courses emphasizing the improvement of basic reading, writing, mathematical, and study skills. These courses may not be used to fulfill associate degree requirements. A final grade of D will not be awarded in these courses (A, A-, B+, B, B-, C+, C, C-, and F are grades awarded).</td>
</tr>
<tr>
<td>E</td>
<td>English Composition I (ENG 101, 103, 105) and English Composition II (ENG 112, 114, 116).</td>
</tr>
<tr>
<td>H</td>
<td>Humanities/fine arts courses (art, English, folklore, foreign languages, history, humanities, journalism, music, philosophy, speech, theater).</td>
</tr>
<tr>
<td>L</td>
<td>Liberal arts courses that may be used as liberal arts electives in any program, but not as core courses for the Associate of Arts degree. These courses provide focused, concentrated study within a typical liberal arts discipline.</td>
</tr>
<tr>
<td>N</td>
<td>Natural science/math courses (biology, chemistry, environmental science, geology, mathematics, physics, science).</td>
</tr>
<tr>
<td>S</td>
<td>SPE 101—Oral Communication: Public Speaking, and SPE 121—Oral Communication: Group Discussion</td>
</tr>
<tr>
<td>X</td>
<td>Courses whose subject matter emphasizes technical career skills, personal growth, or leisure education. They may be used as general electives in any program. A maximum of 12 &quot;X&quot; credits (including a maximum of four in leisure education) is allowed toward the credits required for the Associate of Arts degree.</td>
</tr>
</tbody>
</table>