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,

[Signature]

Charles Wall
President
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General Information

- Admission, Tuition and Fees, Financial Aid, Academic Policies, Services to Students, Student Life, Community Services Courses and Workshops

Photograph by Peter MacDonald, Photojournalist; GCC Alum
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 discuss your application with an admission counselor.

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.)
To Apply (continued from previous page)

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 your 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 on the main campus.

4. If you are applying for readmission to a degree or certificate program, 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.

6. Please call the Admission Office at (413) 774-3131, ext 232, if you have any questions.

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 the Greenfield area 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 intend to 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, matriculation status, or number of credits taken must provide the Health Services Office with documentation of immunity to measles, mumps, rubella, tetanus, and diphtheria within 30 days of starting classes. Medical and religious exemptions are allowed (see Director of Health Services.)

Drug Free Schools and Campuses

Greenfield Community College is in compliance with federal legislation which requires us to adopt and implement a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. Any questions regarding this policy should be directed to Project UPDATE, ext 352.

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>Item</th>
<th>Cost</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 1997-98 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
- Immunization Record
- Certification of Finances/Bank Statement
- 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 8- (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.
- have a parent or guardian sign the college’s parental permission to enroll form.

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 students 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 or certificate 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 Massachusetts State Colleges

This joint admission program guarantees students admission to Massachusetts state colleges 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 enroll for joint admission at a Massachusetts state college under the stipulation that they complete their associate's degree within five years with at least a 2.5 cumulative grade point average.

Tuition Advantage Plan

The Board of Higher Education has passed the Tuition Advantage Plan for Joint Admissions students. Students who participate in the Joint Admissions program and graduate with a minimum cumulative GPA of 3.0 will receive a 33% reduction for the two years after they transfer to their joint admissions school. Students should expect to save an estimated $465-$1,215 per year after they transfer. For further information, please contact the Admission Office.
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.

Current courses that can be challenged for credit at GCC are CHE 105 Principles of Chemistry, BIO 105 and BIO 106 Anatomy & Physiology I & II, PSY 101 Principles of Psychology*, PSY 217 Human Growth & Development, ADM 106 Keyboarding for Information Processing, DAT 114 Microcomputer Software Tools, and BUS 105 Mathematics for Business.

*Please contact the Dean of Behavioral Sciences for more details at ext 346.

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.

Photograph by GCC Staff; dk
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>$50</td>
</tr>
<tr>
<td>College Service Fee</td>
<td>Per Credit</td>
<td>$42</td>
<td>$42</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>$11</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 $178 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 9/1/97 through 8/31/98. 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 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</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>

* For summer and intersession courses, the last day for 50% refund is the third day of the term.
If you have questions about tuition and fees, call extension 248 or 249.

Pro-Rata and Federal 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. Students who have previously attended GCC and are receiving Title IV aid are eligible for a federal refund on tuition and fees if they withdraw from the college within the refund period. Copies of these policies 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

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 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's code #002169. This will ensure that the FAFSA results are submitted to the college electronically. The application will take approximately six weeks to be processed. 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. Financial aid transcripts from other colleges which you have attended stating whether or not financial aid was granted.

6. The eligible noncitizen card (1-94, 1-151, 1-181, 1-181a or 1-181b) if the student is an immigrant.

7. Anticipate that the complete application process should take approximately two months. If the student adheres to the following deadline, he or she will be assured of an answer concerning eligibility before tuition bills are due.

**Fall Semester** - Mail FAFSA by April 15, bring documents to the GCC Financial Aid Office by June 15. Applications/files completed after June 15 cannot be guaranteed notification of award by the beginning of the Fall semester.

**Spring Semester** - Mail FAFSA by November 7, bring documents to the office by December 5. Applications/files completed after December 5 cannot be guaranteed notification of award by the beginning of the Spring semester.

The last day to apply for financial assistance is no later than March 15 of any academic year, provided the college has funds to give. This does not include Pell recipients who have until May 1 to present all of their paperwork to the GCC Financial Aid Office.
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 need. The amount of grant money the student can receive through this program will depend upon the programs' federal funding for the year, the information provided by the student (and his/her family) and whether the student is enrolled full-time or part-time. Students must be enrolled for a minimum of 3 credit hours in an eligible program. The students' eligibility for this grant is evaluated each year until a first Bachelor’s Degree is earned. To apply, see Step 1 of How Do I apply for Financial Aid on page 13.

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 13.

The Massachusetts Performance Bonus Grant Program

The Massachusetts Performance Bonus Grant Program offers scholarships to needy students who have completed at least one semester of college, who are full-time and have at minimum 3.0 grade point average or better.

The Massachusetts No-Interest Loan Program

The Massachusetts No-Interest Loan Program supplements other loan programs available through GCC by providing a loan to full-time needy students who have completed their FAFSA application by May 1. No interest charges are applied to the students’ repayment until the end of the deferment period.

The Massachusetts Cash Grant Program

The Massachusetts Cash Grant Program provides grant funding to students who demonstrate financial need.

The Federal Perkins Student Loan Program

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 13.
The Nursing Student Loan Program

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 13.

Federal Family Educational Loan Programs

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 Corporation. Loans will not be processed until a student’s financial aid file is complete. Each student must attend an Entrance and Exit Interview each semester that they receive a loan. The college recommends that students request only the minimum amount necessary to cover their educational costs to reduce their future loan burden.

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 13.

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.

Institutional Grants

GCC Scholarships are funded by the GCC Foundation to provide additional support for students in need of financial assistance. The Spring Golf Tournament is the primary fund-raiser for these scholarships. Volunteers from the College Foundation, the local community, GCC students and GCC staff have worked hard to raise this money for these scholarships.

Awards and Scholarships

The awards and scholarships are given to students at the Annual Honors Convivium Banquet in the Spring to honor students for their academic achievements, their leadership and their community involvement. Applications are available for some awards, while other recipients are selected by faculty and staff. A complete list of scholarships and awards is available in the Foundation Office located in the Downtown Center or in the Financial Aid Office.

Photograph by GCC Staff; dk
Standards of Satisfactory Academic Progress

All students will be academically eligible for financial aid during their first semester of attendance at Greenfield Community College, regardless of their previous academic experience. After their first semester of attendance, students must maintain satisfactory academic progress in order to remain eligible for financial aid in subsequent semesters. To maintain satisfactory academic progress, students must not be dismissed from, suspended from, or placed on academic probation by the college, according to the current academic standing policy published in the college catalog, Student Handbook, and elsewhere. In addition, students must earn the following minimum number of credits for each semester of attendance, regardless of whether or not they received financial aid during that semester, based on each student’s enrollment status as of one week following the end of the add/drop period. Listed below are examples of full and half-time enrollment required to meet financial aid satisfactory academic progress. A complete explanation for all types of enrollment is available in the Financial Aid Office.

Full-time Enrollment Status (12 or more credits)

<table>
<thead>
<tr>
<th>Semester:</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits:</td>
<td>6</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td>12</td>
<td>63</td>
<td></td>
</tr>
</tbody>
</table>

Half-time Enrollment Status (6-8 credits)

<table>
<thead>
<tr>
<th>Semester:</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits:</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>63</td>
</tr>
</tbody>
</table>

NOTE: “Semester” refers to the semester of enrollment in a degree or certificate program at Greenfield Community College, i.e., first, second, third, etc. “Credits” refers to the minimum number of credits which must be earned for each respective semester in order to remain eligible for financial aid.

The minimum number of credits are based on the maximum number of semesters within which students should complete their academic programs, as indicated below:

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Associate Degree</th>
<th>Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time (12 + credits)</td>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>Three-quarter time (9-11 credits)</td>
<td>9</td>
<td>5</td>
</tr>
<tr>
<td>Half-time (6-8 credits)</td>
<td>13</td>
<td>7</td>
</tr>
<tr>
<td>Less than half-time (1-5 credits)</td>
<td>25</td>
<td>13</td>
</tr>
</tbody>
</table>

Measurement of satisfactory academic progress will begin when students first enroll in a specific degree or certificate program. Students who change their major course of study and who do not complete their program within the maximum number of semesters may appeal their status according to the Appeal Procedures. Students who do not earn the minimum number of credits may be placed on provisional status. Students may petition the Dean of Students for consideration. Provisional status may not be granted for more than two semesters.

Students’ eligibility for financial aid may be reinstated when they have earned the cumulative total number of credits required, based on their enrollment status during each semester of attendance, provided they also are not dismissed from, suspended from, or placed on academic probation by the college.

Courses for which students receive grades of “Incomplete” will be included in determining students’ enrollment status for the semester in which the students originally enrolled in the courses. Subsequent completion of such courses will be considered during the next evaluation of students’ academic progress.

Courses from which students withdraw following one week after the end of the add/drop period will be included in determining students’ enrollment status.
All non-credit courses, remedial and otherwise, courses in which student originally enroll to audit and courses from which students withdraw for officially approved medical reasons will not be considered in determining students' enrollment status.

**Time Limitation Policy**

To assure that new applicants have a fair opportunity to receive funds, there is a limitation on the period of time a student may be eligible to apply for funds. A student will be eligible to apply for and receive financial aid at GCC for the number of credits required for the completion of his/her particular curriculum. Any semester in which a student registers and does not withdraw prior to the end of the Add Period (constituting payment of their charges through the Financial Aid Office) shall be counted as credits attempted. At the end of the number of credits allowed for a particular curriculum (Liberal Arts: 60 credits), all campus-based financial aid will be discontinued. This policy does not apply to the Pell Grant Program which permits a student to receive funds renewable every year as long as satisfactory progress is being made toward completion of his/her program of study.

Each semester it shall be the responsibility of the student in conjunction with the Financial Aid Office to determine that all requirements are met. Students shall not be permitted to receive more credits in aid than that specified above. In extenuating circumstances, an appeal may be made in writing to the Director of Financial Aid.

**Financial Aid Summer Session**

There is very little financial aid available for the Summer I Session. No aid is awarded for Summer II session. Students are encouraged to complete Summer Financial Aid Applications in April/May as they register for summer classes. The Financial Aid Office will determine the amount of aid available to the students prior to the beginning of their classes. Pell Grant eligibility will be based on whether students have used their entire award for the academic year. Satisfactory academic progress requirements are identical to semester requirements.

**Rights and Responsibilities of Students Receiving Financial Aid**

Students receiving federal financial aid funds (Pell grants, SEOG grants, Federal Work Study, Federal Perkins Loans and FFEL Loans) should always be familiar with their rights and responsibilities. Various publications from the Department of Education, American Student Assistance Corporation or the college will provide students a thorough explanation of their rights and responsibilities.

**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.

**Special Notification to Students**

All financial aid programs are subject to changes in regulations and procedures.
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. Evening students are customarily assigned to the Evening Administrator. 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 26).

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 drop 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 appropriate dean 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 course 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.

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

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:

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

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.

Phi Theta Kappa

All students who have completed 18 credits at GCC beyond the developmental level, and who have a GPA of 3.5 or better, will be invited to join Alpha Sigma Omicron Chapter of Phi Theta Kappa, the National Honor Society for two-year colleges.

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:

*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.

Photograph by Peter MacDonald, Photojournalist; GCC Alum
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 appropriate dean 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 recommendation of the Director of Health Services and approval of the Registrar.

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.
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 Dean 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 many colleges and universities who visit each year. 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.

Presently, GCC has articulation agreements with:

- Art Institute of Boston
- Bay Path College
- Bentley College, Waltham, MA
- Lyndon State College, Lyndonville, VT
- Massachusetts College of Art
- New England College, Henniker, NH
- North Adams State College
- Northeastern University
- 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

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 (BC 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)
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.

The TTY/TDD telephone for the hearing impaired, located in the Pioneer Valley Resource Center, is (413) 774-2426.

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 via 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 pages 106 and 107.
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 students enrolled in day classes. 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.

Student Life

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.

Photograph by James McMahon, Cooperative Education Student; GCC Liberal Arts Major
Community Services

Evening Classes, Seminars and Credit-Free Workshops

The Office of Community Services is located at GCC’s Downtown Center, 270 Main Street in Greenfield. The programs it administers take place at many locations in Franklin and Hampshire counties and beyond. Workshops are designed in response to community needs, often in cooperation with other organizations, drawing upon both college and community resources. Instructors include faculty members, professors from other colleges, area business professionals, and local residents with special skills or expertise. We welcome your suggestions for new workshops, services or programs. Contact Community Services at extension 275 or 276, or stop by our office on the first floor of the Downtown Center. Facilities available through the Office of Community Services include:

- The Downtown Center’s Computer Lab equipped with 25 Pentium computers, using the Windows 95 operating system with Microsoft and Lotus software and access to the Internet
- Meeting rooms, teleconference facilities, and athletic fields available to outside organizations.

Community Services programs include:

Adventures Unlimited offers challenging and fun workshops for people interested in exploring the outdoors. In addition to workshops open to the public, outdoor programming for camps and private groups, whether for leisure, team building or employee development, is also offered. Backpacking, camping, canoeing, cross-country skiing, hiking, rock climbing and snowshoeing workshops of varying lengths may include a day trip to a nearby state forest, a weekend in northern New England, or a full week in the western United States. Phone extension 293.

Women Exploring the Outdoors offers programs similar to those offered by Adventures Unlimited, but enrollment is limited to women in order to provide a safe and supportive environment in which to build self-confidence. Some programs are specially designed for survivors of abuse. Phone extension 293.

The Center for Business and Industry, located at the Downtown Center, provides customized training and education programs for area manufacturing and service businesses. Classes designed for machine operators, office personnel, managers, or child care workers, to give just a few examples, can be offered in the workplace, at GCC’s Downtown Center, at the main campus, or at other locations in Franklin and Hampshire counties. Business and Industry staff can consult with local employers about training and explore the ways in which GCC may be of assistance.

Community Service Workshops cover a wide range of subjects, including: business, computers, crafts, dance, finance, and horticulture. Workshops are scheduled for spring, summer and fall, mornings, afternoons and evenings. The schedule of workshops is printed each semester in the GCC Course Guide.

The Nurses Educational Collaborative offers seminars open to all members of the community. Health care professionals may receive continuing education credits. NEC seminars cover health-related topics and generally take place at the Downtown Center or on the main campus.

The Teachers Educational Collaborative designs workshops for public school teachers and professional staff. Participants may receive professional development points. Workshops take place at the main campus, Downtown Center, and other locations.

Technical Skills Workshops are credit-free offerings designed to provide work-related skills for a variety of professions and vocations. Topics include: blacksmithing, computing, cooking, electricity, plumbing, welding, and woodworking. Workshops are scheduled for spring and fall, usually in the evening. Most take place at the Franklin County Technical School on Industrial Boulevard in Turners Falls or at Smith Vocational School, 80 Locust Street in Northampton.

Summer Youth Programs include computer, lacrosse, soccer and adventure camps for a variety of ages.
Academic Programs

- Degree Programs
- Certificate Programs
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
  - 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 Technology
- Occupational Therapy Assistant
- Office Administration
- 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

All programs approved by the Board of Trustees of Greenfield Community College.
All degree programs approved by the Massachusetts Board of Higher Education.
*Certificate programs approved by the Massachusetts Board of Higher Education.
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 34
- Career Degree Programs see page 35
- Certificate Programs see page 72
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
- 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 36.

* To learn more about transfer requirements, see pages 8 and 26.
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 Technology
- Occupational Therapy Assistant
- Office Administration
- 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 36.

* To learn more about transfer requirements, see pages 8 and 26.
† 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>Course Description</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, 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, 243, 247, 248, 253, 261)</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, 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>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. 34.
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 Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 121</td>
<td>Principles of Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACC 122</td>
<td>Principles of Financial Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ACC 131</td>
<td>Applications of Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 207</td>
<td>Financial Accounting Systems and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ADM 111</td>
<td>Document Processing I</td>
<td>3</td>
</tr>
<tr>
<td>ADM 210</td>
<td>Computerized Records Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 105</td>
<td>Mathematics for Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 107</td>
<td>Introduction to Federal Income Taxes</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>BUS 155</td>
<td>Business Law I</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</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>PSY 101</td>
<td>Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Program Elective (any ACC, ADM, BUS, or DAT course)</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL 63-64**
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, 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>11</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>13</td>
</tr>
<tr>
<td>(b) Math: MAT course with NC advising code</td>
<td></td>
</tr>
<tr>
<td>*General Electives</td>
<td>6</td>
</tr>
<tr>
<td>American Studies Electives</td>
<td></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>4</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

(413) 774-3131
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 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 I</td>
<td>3</td>
</tr>
<tr>
<td>ART 132</td>
<td>Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 133</td>
<td>Fundamentals of Drawing: Perspective</td>
<td>3</td>
</tr>
<tr>
<td>or ART 161</td>
<td>Electronic Studio I</td>
<td>3</td>
</tr>
<tr>
<td>ART 134</td>
<td>Fundamentals of Drawing: Anatomy and Structure</td>
<td>3</td>
</tr>
<tr>
<td>ART 141</td>
<td>Color</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>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>
<tr>
<td>*Humanities Elective,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or Math/Science Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>*General Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>*Liberal Arts Electives</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Art Studio Electives (from the list below)</td>
<td></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 Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 133</td>
<td>Fundamentals of Drawing: Perspective</td>
<td>3</td>
</tr>
<tr>
<td>ART 233</td>
<td>Three-Dimensional Design</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 251</td>
<td>Photography I-A</td>
<td>3</td>
</tr>
<tr>
<td>ART 255</td>
<td>Video I-A</td>
<td>3</td>
</tr>
<tr>
<td>ART 261</td>
<td>Electronic Imaging</td>
<td>3</td>
</tr>
<tr>
<td>ART 271</td>
<td>Typography</td>
<td>3</td>
</tr>
<tr>
<td>ART 272</td>
<td>Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 290</td>
<td>Intradisciplinary 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>

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

Program Coordinator: Thomas W. Boisvert
Office: S222
# 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 261 Electronic Imaging</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>

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

Program Coordinator: Thomas W. Boisvert  
Office: S222  

(413) 774-3131
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,</td>
<td></td>
</tr>
<tr>
<td>or ART 104 Art History II,</td>
<td>3</td>
</tr>
<tr>
<td>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,</td>
<td>3</td>
</tr>
<tr>
<td>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:</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, 261)</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>*Electives</td>
<td>10</td>
</tr>
<tr>
<td>Art Studio Electives (from the list below)</td>
<td>12</td>
</tr>
</tbody>
</table>

**TOTAL 60**

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

<table>
<thead>
<tr>
<th>Group A</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>

<table>
<thead>
<tr>
<th>Group B</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>

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

Program Coordinator: Thomas W. Boisvert
Office: S222
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 I</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 English Composition I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Behavioral Sciences Elective</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>
*Humanities Elective, or Math/Science Elective | 3       |
*General Elective                           | 3       |
*Liberal Arts Electives                     | 6       |
Art Studio Electives (from the list below)  | 12      |

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 271</td>
<td>Typography</td>
<td>3</td>
</tr>
<tr>
<td>ART 272</td>
<td>Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 290</td>
<td>Intradisciplinary 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>

*Art studio electives may not be used as General, Liberal Arts, or Humanities electives.
† strongly recommended

Program Coordinator:  Thomas W. Boisvert
Office: S222

42  (413) 774-3131
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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACP 101 Applied Commercial Photography</td>
<td>12</td>
</tr>
<tr>
<td>ART 103 Art History I, or ART 104 Art History II</td>
<td>3</td>
</tr>
<tr>
<td>ART 151 Introduction to Photography</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:</td>
<td></td>
</tr>
<tr>
<td>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>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>Art Electives</td>
<td>12</td>
</tr>
</tbody>
</table>

TOTAL 65

Art electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 121 Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 122 Design and Color</td>
<td>3</td>
</tr>
<tr>
<td>ART 251 Photography I</td>
<td>3</td>
</tr>
<tr>
<td>ART 252 Photography II</td>
<td>3</td>
</tr>
<tr>
<td>ART 295 Directed Study</td>
<td>1-3</td>
</tr>
<tr>
<td>ART 296 Directed Study</td>
<td>1-3</td>
</tr>
</tbody>
</table>

5 By transfer from Hallmark Institute after successful completion of 15 credits at GCC.

7 To be awarded after successful completion of 15 credits at GCC.

Program Coordinator: Thomas W. Boisvert
Office: S222
Business Administration Transfer

The Degree: Associate 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.

<table>
<thead>
<tr>
<th>Required courses</th>
<th>credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 151 Concepts of Financial Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 152 Concepts of Financial Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACC 203 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>BUS 205 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>DAT 113 Introduction to Business Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>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</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>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, 248, 253, 261)</td>
<td></td>
</tr>
<tr>
<td>c) Any additional course coded HC</td>
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</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>
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</tr>
<tr>
<td>b) ‘Math: MAT course with NC advising code</td>
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<tr>
<td>Program elective,</td>
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</tr>
<tr>
<td>or MAT 114 Probability and Statistics</td>
<td></td>
</tr>
<tr>
<td>or MAT 151 Applied Calculus I</td>
<td></td>
</tr>
<tr>
<td>or MAT 152 Applied Calculus II</td>
<td>3</td>
</tr>
<tr>
<td>*Liberal Arts Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 63**

* 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).

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

(413) 774-3131
Computer Information Systems

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 Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 121</td>
<td>Principles of Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACC 122</td>
<td>Principles of Financial Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ACC 131</td>
<td>Applications of Cost 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>DAT 113</td>
<td>Introduction to Business Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>DAT 114</td>
<td>Microcomputer Software Tools</td>
<td>3</td>
</tr>
<tr>
<td>DAT 115</td>
<td>Programming Principles and Concepts</td>
<td>3</td>
</tr>
<tr>
<td>DAT 116</td>
<td>Microcomputer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>DAT 117</td>
<td>Computer Networking and Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>DAT 118</td>
<td>Microcomputer Software Tools II</td>
<td>3</td>
</tr>
<tr>
<td>DAT 149</td>
<td>Database Programming and Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>DAT 150</td>
<td>Database Programming and Procedures II</td>
<td>3</td>
</tr>
<tr>
<td>ECO 101</td>
<td>Principles of Macroeconomics, or ECO 102 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MAT 117</td>
<td>Mathematical Problem Solving</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Principles of Psychology, or SOC 101 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Liberal Arts Electives</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>General Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ACC, BUS, or DAT Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 64**

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

Program Coordinator: Dr. Robert J. Welsh
Office: N316
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></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></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>6</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>

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

† Select with the assistance of the program advisors.

Program Coordinator: Gerard J. Richard
Office: N230

(413) 774-3131
Dance

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 Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAN 120</td>
<td>Dance in Culture</td>
<td>3</td>
</tr>
<tr>
<td>DAN 121</td>
<td>Dance History</td>
<td>3</td>
</tr>
<tr>
<td>DAN 130</td>
<td>Choreography/Performance</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103</td>
<td>or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114</td>
<td>or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101</td>
<td>Oral Communication: Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>or SPE 121</td>
<td>Oral Communication: Small Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Sciences Core:</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>a) Select two courses from the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANT 103 or 104, ECO 101 or 102, HEC 101, POL 101, PSY 101, or SOC 101</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) Select any additional course coded BC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities Core:</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>a) History—any history course coded HC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) Literature (ENG 201, 202, 203, 204, 205, 206, 219, 221, 225, 235, 247, 248, 253, 261)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science/Math Core:</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>a) Science: two 4-credit BIO, CHE, GEO, PHY, or SCI courses with NC advising codes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) Math: MAT course with NC advising code</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

*Liberal Arts electives* ..................................................... 9

Dance electives .................................................................... 9

**TOTAL 62**

**Dance electives**

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

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

Program Advisor: Carolyn S. Nims
Office: 5324
**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</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 Introduction to Business Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>DAT 115 Programming Principles and Concepts, or DAT 143 Introduction to ANSI COBOL, or DAT 147 Pascal 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 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>IMAT 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 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>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, 248, 253, 261)</td>
<td></td>
</tr>
<tr>
<td>c) Any additional course coded HC</td>
<td></td>
</tr>
<tr>
<td>Science Core:</td>
<td>8</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>*General Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 60**

* 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. 36) for specific requirements.

---

Program Advisor: Toby Sutton  
Office: N410  
(413) 774-3131
# 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, and Drama</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>6</td>
</tr>
<tr>
<td>EDU 216 Student Teaching II</td>
<td>6</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,</td>
<td></td>
</tr>
<tr>
<td>or FLK 218 Storytelling</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 233 Child Behavior and Development</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Principles of Sociology,</td>
<td></td>
</tr>
<tr>
<td>or ANT 104 Introduction to Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Oral Communication: Public Speaking,</td>
<td></td>
</tr>
<tr>
<td>or SPE 121 Oral Communication: Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td>General Electives</td>
<td>6</td>
</tr>
<tr>
<td>Any Math course coded NC</td>
<td></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
- EDU 141 Building Teacher-Parent Relationships 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**  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101, 103, or 105</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 241</td>
<td>Survey of Children’s Literature</td>
<td>3</td>
</tr>
<tr>
<td>or FLK 218</td>
<td>Storytelling</td>
<td>3</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>or PSY 233</td>
<td>Child Behavior and Development</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>or ANT 104</td>
<td>Introduction to Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101</td>
<td>Oral Communication: Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>or SPE 121</td>
<td>Oral Communication: Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Core:</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>a) History—any history course coded HC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) Literature (ENG 201, 202, 203, 204, 205, 206, 219, 221, 225, 235, 247, 248, 253, 261)</td>
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<td></td>
</tr>
<tr>
<td>Science/Math Core:</td>
<td></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>
<td></td>
</tr>
<tr>
<td>b) Math: MAT course with NC advising code</td>
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<td></td>
</tr>
<tr>
<td>Education Electives</td>
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<td>12</td>
</tr>
<tr>
<td>Additional Electives*</td>
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<td>10</td>
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</table>

**TOTAL 60**

**Education electives**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 101</td>
<td>Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU 103</td>
<td>Creative Experiences in Art, Music, Drama, and Dance</td>
<td>3</td>
</tr>
<tr>
<td>EDU 111</td>
<td>Introduction to Special Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU 121</td>
<td>Reading and Language for the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>EDU 123</td>
<td>Educating the Infant and Toddler</td>
<td>3</td>
</tr>
<tr>
<td>EDU 133</td>
<td>Daycare Administration</td>
<td>3</td>
</tr>
<tr>
<td>EDU 139</td>
<td>Women in Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU 141</td>
<td>Building Teacher-Parent Relationships</td>
<td>3</td>
</tr>
<tr>
<td>EDU 201</td>
<td>Early Childhood Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>EDU 205</td>
<td>Philosophy of Education</td>
<td>3</td>
</tr>
<tr>
<td>HSV 119</td>
<td>Contemporary Parenting</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Program Coordinator:  
Nancy T. Winter  
Office: N213  

(413) 774-3131
Engineering Science

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 Joint 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 Joint Admissions Program, GCC also has formal transfer agreements with New England College in civil engineering, Northeastern University in all engineering fields, 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</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 Elective:</td>
<td></td>
</tr>
<tr>
<td>DAT 146 FORTRAN Survey for Programmers</td>
<td></td>
</tr>
<tr>
<td>or DAT 129 Applications of Spreadsheets</td>
<td>1</td>
</tr>
<tr>
<td>(see advisor)</td>
<td></td>
</tr>
<tr>
<td>DAT 147 PASCAL Programming</td>
<td>3</td>
</tr>
<tr>
<td>ECO Elective:</td>
<td></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>(see advisor)</td>
<td></td>
</tr>
<tr>
<td>EGR 103 Engineering Orientation</td>
<td>1</td>
</tr>
<tr>
<td>EGR 107 Engineering Graphics I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>MAT 201 Calculus with Analytic Geometry</td>
<td>4</td>
</tr>
<tr>
<td>MAT 202 Calculus with Analytic Geometry</td>
<td>4</td>
</tr>
<tr>
<td>MAT 203 Multivariate Calculus</td>
<td>4</td>
</tr>
<tr>
<td>MAT Elective (advanced, see advisor)</td>
<td></td>
</tr>
<tr>
<td>MAT 204 Elementary Differential Equations</td>
<td>3-4</td>
</tr>
<tr>
<td>or MAT 205 Elementary Linear Algebra</td>
<td></td>
</tr>
<tr>
<td>PHY 111 General Physics I with Calculus</td>
<td>4</td>
</tr>
<tr>
<td>PHY 112 General Physics II with Calculus</td>
<td>4</td>
</tr>
<tr>
<td>Liberal Arts Electives (BC or HC advising code)</td>
<td>6</td>
</tr>
<tr>
<td>Concentration Electives</td>
<td>12-15</td>
</tr>
</tbody>
</table>

**TOTAL 66-70**

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

—Engineering Science continued on page 52—
Concentration electives:

Students must select four concentration electives from the alphabetical list below. The selection should be based on the student's expected engineering major (chemical, civil, environmental, electrical, computer, industrial, or mechanical engineering) and on the requirements of the transfer baccalaureate institution. In most instances, the GCC courses will be accepted by the receiving institution. Courses from this list not accepted by the transfer institution will nevertheless provide valuable background knowledge to prepare students for similar courses at the baccalaureate institution. Students should consult their advisor or Engineering Science Coordinator for recommended electives for their specific situation.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>§ Biological Science Elective (approved by advisor)</td>
<td>3-4</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 148 C Programming for Programmers</td>
<td>3</td>
</tr>
<tr>
<td>EGR 101 Surveying I</td>
<td>3</td>
</tr>
<tr>
<td>§ EGR 108 Engineering Graphics II</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>EGR 208 Thermodynamics</td>
<td>3</td>
</tr>
<tr>
<td>§ MAT 114 Probability and Statistics</td>
<td>3</td>
</tr>
<tr>
<td>@MAT 204 Elementary Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td>@MAT 205 Elementary Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>§ PHY 105 Introductory Electronics</td>
<td>4</td>
</tr>
<tr>
<td>§ SPE 101 Oral Communication: Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Other elective (if approved by Program Coordinator)</td>
<td>3-4</td>
</tr>
</tbody>
</table>

© If not chosen as a MAT elective (advanced)

§ May not be accepted by a particular baccalaureate institution to fulfill engineering curriculum requirements

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

(413) 774-3131
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>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>or Earth Education: HEC 115 Ecological Living</td>
<td>3</td>
</tr>
<tr>
<td>HEC 201 Strategies for a Sustainable Future</td>
<td>3</td>
</tr>
<tr>
<td>HEC 253 Eco-Action Seminar and Field Placement</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>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 Core</td>
<td>3</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, 248, 253, 261)</td>
<td></td>
</tr>
<tr>
<td>c) Any additional course coded HC</td>
<td></td>
</tr>
<tr>
<td>One course from each of the following: Behavioral Sciences: HEC 121 Gender Issues in Human Ecology, or Green Living Seminars/Workshops</td>
<td>1-3</td>
</tr>
<tr>
<td>*Natural Sciences course coded NC or NL</td>
<td>3-4</td>
</tr>
<tr>
<td>*General Elective</td>
<td>3-4</td>
</tr>
</tbody>
</table>

**TOTAL 60-61**

* A total of 7 credits is required for Natural Sciences and general elective.

Program Advisors:

Daniel F. LaRose
Office: N214
Gregory C. Vouros
Office: N203
### Environmental Studies/Natural Resources

**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 and MAT 151 Applied Calculus I, or MAT 151 Applied Calculus I and MAT 152 Applied Calculus II</td>
<td>7</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><em>Any GEO, BIO, or CHE course</em></td>
<td>4</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, 261)</td>
<td></td>
</tr>
<tr>
<td>c) Any additional course coded HC</td>
<td></td>
</tr>
<tr>
<td>Natural Sciences Core (NC)</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL 62-63</strong></td>
<td></td>
</tr>
</tbody>
</table>

* 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.

---

**Program Advisor:** Peter C. Steve  
**Office:** S415  
*(413) 774-3131*
Fire Science Technology

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</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

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

Program Coordinator: Linda M. Cavanaugh
Office: N422
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.

Your Next Step: transfer to a baccalaureate degree institution as a major in food science, food science engineering, or, with 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, 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: AN 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>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, 261)</td>
<td></td>
</tr>
<tr>
<td>c) Any additional course coded HC</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL 67

Program Coordinator: TBA
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, or SPE 121 Oral Communication: Group Discussion</td>
<td>3</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:

- a) History—any history course coded HC
- b) Literature (ENG 201, 202, 203, 204, 205, 206, 219, 221, 225, 235, 247, 248, 253, 261)
- 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

*Elective                                                                                                       3

TOTAL 63
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, and MAT 104 Applied Mathematics II</td>
<td>6</td>
</tr>
<tr>
<td>or MAT 107 College Algebra, and MAT 108 Precalculus</td>
<td>6</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 62-68

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 116 Microcomputer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>DAT 117 Computer Networking and Telecommunication</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>

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

Program Coordinator: Dr. Lee Webster
Office: N414

(413) 774-3131

58
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/Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 104 Introduction to Cultural Anthropology, or ECO 101 Principles of Macroeconomics</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 235 Survey of Latin American Literature</td>
<td>3</td>
</tr>
<tr>
<td>HIS 113 China and Japan: A Cultural History, or HIS 123 Modern Pacific Asia</td>
<td>3</td>
</tr>
<tr>
<td>or HIS 129 Introduction to Modern Africa</td>
<td>3</td>
</tr>
<tr>
<td>POL 103 Comparative Politics, or POL 105 International Politics</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>Foreign Language</td>
<td>6</td>
</tr>
<tr>
<td>Any additional course coded BC</td>
<td>3</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></td>
</tr>
<tr>
<td>International Studies electives</td>
<td>12</td>
</tr>
</tbody>
</table>

TOTAL 60

International studies electives (if not already used to fulfill required courses)

<table>
<thead>
<tr>
<th>Course/Title</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>

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

Program Coordinator: Dr. Joan S. Ibish
Office: S321
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</th>
<th>credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 121 Principles of Financial Accounting I</td>
<td>4 or 3</td>
</tr>
<tr>
<td>or ACC 151 Concepts of Financial Account I</td>
<td></td>
</tr>
<tr>
<td>ACC 122 Principles of Financial Accounting II</td>
<td>4 or 3</td>
</tr>
<tr>
<td>or ACC 152 Concepts of Financial Accounting II</td>
<td></td>
</tr>
<tr>
<td>ACC 203 Management Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ADM 106 Keyboarding for Information Processing</td>
<td>1</td>
</tr>
<tr>
<td>BUS 103 Introduction to Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 105 Mathematics for Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 111 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 155 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 203 Human Resources Management</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>ECO 101 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 102 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II,</td>
<td></td>
</tr>
<tr>
<td>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 Electives</td>
<td>3</td>
</tr>
<tr>
<td>(ACC, BUS, or DAT courses)</td>
<td></td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td>6</td>
</tr>
<tr>
<td>Concentration Electives (choose one of the options below)</td>
<td>9</td>
</tr>
</tbody>
</table>

**TOTAL 64 OR 66**

General management

- BUS 156 Business Law II
- DAT 113 Introduction to Business Information Systems
- Program Elective (as defined above)

**Total quality management**

- BUS 207 Operations Management
- MAT 115 Statistical Process Control
- General Elective

Program Coordinator:

Dr. Robert J. Welsh
Office: N316

(413) 774-3131
Marketing

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 Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 103</td>
<td>Analysis of Financial Statements</td>
<td>3</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 125</td>
<td>Principles of Advertising</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>Human Resources Management, or BUS 205</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Principles of Management</td>
<td></td>
</tr>
<tr>
<td>BUS 213</td>
<td>Personal Selling and Sales Techniques</td>
<td>3</td>
</tr>
<tr>
<td>BUS 214</td>
<td>Retail Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 215</td>
<td>Retail Buying and Merchandising</td>
<td>3</td>
</tr>
<tr>
<td>DAT 114</td>
<td>Microcomputer Software Tools</td>
<td>3</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</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Program Elective: (ACC, BUS, or DAT courses)</td>
<td>3</td>
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<tr>
<td>Liberal Arts Electives</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>General Elective</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL 60**

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

Program Coordinator: Dr. Robert J. Welsh
Office: N316
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, 261)</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:

**either pair of courses:**

- BIO 101 Zoology
  - BIO 102 Botany
- BIO 105 Anatomy and Physiology I
  - BIO 106 Anatomy and Physiology II
- CHE 111 General Chemistry I
  - CHE 112 General Chemistry II
- GEO 101 Physical Geology
  - GEO 102 Historical Geology
- PHY 101 General Physics I
  - PHY 102 General Physics II
- PHY 111 General Physics I with Calculus
  - PHY 112 General Physics II with Calculus

**any two courses:**

- MAT 201 Calculus with Analytic Geometry I
- MAT 202 Calculus with Analytic Geometry II
- MAT 203 Multivariate Calculus
- MAT 204 Elementary Differential Equations

Program electives:

Select any combination of courses totaling 11 credits:

- BIO 103 Ecology
- BIO 104 Natural History
- BIO 111 Basic Horticulture
- BIO 119 Principles of Biology
- BIO 130 Human Nutrition
- BIO 205 Microbiology
- CHE 201 Organic Chemistry I
- CHE 202 Organic Chemistry II
- DAT 111 Introduction to Computers
- DAT 147 Pascal Programming
- DAT 148 C Programming for Programmers
- GEO 103 Valley Geology
- GEO 104 Introduction to Oceanography
- GEO 107 Geology of Our National Parks
- MAT 114 Probability and Statistics
- MAT 205 Elementary Linear Algebra
- Any course with EGR or SCI prefix
- Any Math-Science elective not used to satisfy another degree requirement

Program Coordinator:

Dr. Peter Rosnick
Office: N420

(413) 774-3131
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 Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*BIO 105 Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>*BIO 106 Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>*BIO 205 Microbiology</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>NUR 101 Fundamentals of Nursing</td>
<td>8</td>
</tr>
<tr>
<td>NUR 102 Family-Centered Nursing</td>
<td>8</td>
</tr>
<tr>
<td>NUR 201 Adaptation to Illness: Medical Surgical Nursing I</td>
<td>8</td>
</tr>
<tr>
<td>NUR 203 Mental Health Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NUR 202 Adaptation to Illness: Medical Surgical Nursing II</td>
<td>9</td>
</tr>
<tr>
<td>NUR 204 Trends and Issues in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 217 Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 70**

The Associate Degree Nursing program is accredited by the National League for Nursing Accreditation Commission, 350 Hudson Street, New York, NY, (212)489-9393.

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.

*C+ or better required  **C or better required  15 year currency required

Program Director: Margaret M. Craig, R.N., M.S.N.
Office: DC216
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 National Board for Certification in Occupational Therapy (NBCOT). 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 NBCOT 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>
</tr>
<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

OTA students must achieve a minimum of a C in OTA and general education coursework and C+ in science and math coursework in order to progress in the program.

The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) 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.

*C+ or better required   §C or better required   †5-year currency required

Program Coordinator: Marilyn Micka Pickunka

(413) 774-3131

64
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</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 121 Principles of Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACC 122 Principles of Financial Accounting II</td>
<td>4-3</td>
</tr>
<tr>
<td>or *Program Elective</td>
<td></td>
</tr>
<tr>
<td>*ADM 111 Document Processing I,</td>
<td></td>
</tr>
<tr>
<td>or ADM 113 Document Processing II</td>
<td>3</td>
</tr>
<tr>
<td>*ADM 113 Document Processing II,</td>
<td></td>
</tr>
<tr>
<td>or *Program Elective</td>
<td></td>
</tr>
<tr>
<td>ADM 119 Business English</td>
<td>3</td>
</tr>
<tr>
<td>ADM 205 Principles of Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>ADM 206 Word Processing/Machine Transcription</td>
<td>3</td>
</tr>
<tr>
<td>ADM 207 Secretarial Office Procedures</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 Communications</td>
<td>3</td>
</tr>
<tr>
<td>COE 297 Seminar in Cooperative Education I</td>
<td>3</td>
</tr>
<tr>
<td>and COE E97 Employment in Cooperative Education I</td>
<td></td>
</tr>
<tr>
<td>or Program Elective</td>
<td>3-4</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>SPE 101 Oral Communication: Public Speaking,</td>
<td></td>
</tr>
<tr>
<td>or SPE 121 Oral Communication: Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td>12</td>
</tr>
</tbody>
</table>

**TOTAL 64-66**

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.

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

a) 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: 

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: 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>

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

Program Coordinator: Dr. Joan S. Ibis
Office: 5321

(413) 774-3131
# Occupational Technology

The Degree: Associate of Science

The Program: provides opportunities for the person who already has developed industry specific technical skills to further his/her education in a concentration which emphasizes professional skill development for the vocational-technical educator, and/or the person who has worked in a trade specific area for at least 3 years and is looking to further develop his or her knowledge base for career advancement. Advanced program credit will be given for passing the Massachusetts Vocational-Technical Teacher Competency Testing program (a prerequisite for entry into the program), for full-time teaching in accredited vocational-technical schools, and for business experience related to the trades.

Your Next Step: transfer into a baccalaureate degree program within the program’s transfer articulation agreement to obtain a bachelor in science in Occupational Education or work in entry level supervisory positions within your technical career choice.

## Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCC 101</td>
<td>Vocational-Technical Teacher Competency</td>
<td>18</td>
</tr>
<tr>
<td>ADM 106</td>
<td>Keyboarding for Information Processing</td>
<td>1</td>
</tr>
<tr>
<td>DAT 114</td>
<td>Microcomputer Software Tools</td>
<td>3</td>
</tr>
<tr>
<td>Any</td>
<td>Economics course</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103</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></td>
<td>or ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Any HIS course coded HC</td>
<td>3</td>
</tr>
<tr>
<td>MAT 114</td>
<td>Probability and Statistics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>or MAT 117 Mathematical Problem Solving</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Any lab science course coded NC</td>
<td>4</td>
</tr>
<tr>
<td>Liberal Arts Electives and/or Program Electives</td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

**TOTAL 60**

## Liberal Arts Electives (these courses satisfy core requirements at Westfield State College):

### C2 requirement

(ENG 201, 202, 203, 204, 205, 206, or 221; FRE 102, 201, 202, or 251; PHI 103, 107, 109, or 123; SPA 102, 201, 202, 251, or 252) ... 3-6

### C3 requirement

(ART 103, 104, or 121; MUS 101, 102, or 103; THE 103) ... 3-6

### C4 requirement

(HIS 105, 105, 107, or 108; POL 101) ... 3

### C5 requirement

(ANT 101 or 104; ECO 101 or 102; HIS 101 or 102; POL 101; SOC 101) ... 3

### C6 requirement

(BIO 102, 102, 105, or 106; CHE 111 or 112; GEO 101 or 102; PHY 101, 102, 111, or 112; SCI 102) ... 4

### C7 requirement

(MAT 108, 114, 117, 151, 201, or 202; PHI 101) ... 3

—Occupational Technology continued on page 68—
Program Electives

OCC 102 Occupational Technology Teaching and Business Experience* .......... 1-6
Any additional course(s) coded NC .................................................. 3-12
Any BUS course(s) ........................................................................ 3-12
Any DAT course ............................................................................. 3
ACC 121 Principles of Financial Accounting I
and/or ACC 122 Principles of Financial Accounting II ......................... 4-8
EDU 205 Philosophy of Education ..................................................... 3
Any EGR course ............................................................................. 3

* Two (2) credits per year will be granted for each year of successful full-time teaching under contract at an accredited vocational-technical high school. Up to three (3) credits may be granted for business experience (private, public, or non-profit) including experience in management, employee relations, and/or government regulations, taxes, and requirements. The total for these life experiences shall not exceed six (6) credits. To be granted these credits, applicants must submit a portfolio including proof of employment, performance reviews, letters of administrative support, and a narrative describing the applicant’s business experience that will be reviewed by the program advisor, the Division Dean, and the admission office.

1 To transfer to Westfield State College, take ECO 101 or ECO 102
2 To transfer to Westfield State College, take ENG 112, 114, or 116
3 To transfer to Westfield State College, take HIS 101, 102, 105, 106, 107, or 108
4 To transfer to Westfield State College, take BIO 101, 102, 105, 106, CHE 111, 112, GEO 101, 102, PHY 101, 102, 111, 112, or SCI 103
5 To transfer to Westfield State College, take no credits from this category if HIS 105, 105, 107, or 108 was taken to satisfy the required courses.

Program Coordinator: TBA

(413) 774-3131
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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM 106</td>
<td>Keyboarding for Information Processing</td>
<td>1</td>
</tr>
<tr>
<td>DAT 114</td>
<td>Microcomputer Software Tools</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>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>or PSY 233</td>
<td>Child Behavior and Development</td>
<td></td>
</tr>
<tr>
<td>RLS 101</td>
<td>Introduction to Recreation and Leisure Services</td>
<td>3</td>
</tr>
<tr>
<td>RLS 109</td>
<td>Leisure Programming</td>
<td>4</td>
</tr>
<tr>
<td>RLS 119</td>
<td>Responding to Emergencies and Community CPR</td>
<td>3</td>
</tr>
<tr>
<td>RLS 215</td>
<td>Field Practicum in Recreation and Leisure Services I</td>
<td>4</td>
</tr>
<tr>
<td>RLS 216</td>
<td>Field Practicum in Recreation and Leisure Services II</td>
<td>4</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Principles of Sociology</td>
<td></td>
</tr>
<tr>
<td>or ANT 104</td>
<td>Introduction to Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Natural Science Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Leisure Education Electives</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Program Electives</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL 63-66**

**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

—Recreation and Leisure Services continued on page 70—
Leisure education electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUD 103</td>
<td>The 24-Hour Personal Growth Experience</td>
<td>1</td>
</tr>
<tr>
<td>LED 101</td>
<td>Swimming</td>
<td>1</td>
</tr>
<tr>
<td>LED 104</td>
<td>Emergency Water Safety</td>
<td>1</td>
</tr>
<tr>
<td>LED 105</td>
<td>Water Safety Instructor</td>
<td>2</td>
</tr>
<tr>
<td>LED 106</td>
<td>Lifeguard Training</td>
<td>1</td>
</tr>
<tr>
<td>LED 107</td>
<td>Fundamentals of Canoeing</td>
<td>1</td>
</tr>
<tr>
<td>LED 108</td>
<td>Lifeguard Training Instructor</td>
<td>2</td>
</tr>
<tr>
<td>LED 111</td>
<td>Fundamentals of Canoeing Instructor</td>
<td>2</td>
</tr>
<tr>
<td>LED 113</td>
<td>Basic Sailing</td>
<td>1</td>
</tr>
<tr>
<td>LED 115</td>
<td>Sailing Instructor</td>
<td>2</td>
</tr>
<tr>
<td>LED 125</td>
<td>Nature Interpretation</td>
<td>1</td>
</tr>
<tr>
<td>LED 127</td>
<td>Outdoor Challenge/Adventure Education</td>
<td>1</td>
</tr>
<tr>
<td>LED 131</td>
<td>Basic Rock Climbing</td>
<td>1</td>
</tr>
<tr>
<td>LED 132</td>
<td>Basic Rock Climbing II</td>
<td>1</td>
</tr>
<tr>
<td>LED 133</td>
<td>Bicycle Touring</td>
<td>1</td>
</tr>
<tr>
<td>LED 136</td>
<td>Winter Outdoor Recreation</td>
<td>1</td>
</tr>
<tr>
<td>LED 139</td>
<td>Hiking and Backpacking</td>
<td>1</td>
</tr>
<tr>
<td>LED 143</td>
<td>Orienteering</td>
<td>1</td>
</tr>
<tr>
<td>LED 153</td>
<td>New Games</td>
<td>1</td>
</tr>
<tr>
<td>LED 155</td>
<td>Badminton</td>
<td>1</td>
</tr>
<tr>
<td>LED 156</td>
<td>Weight Training</td>
<td>1</td>
</tr>
<tr>
<td>LED 157</td>
<td>Aerobics</td>
<td>1</td>
</tr>
<tr>
<td>LED 158</td>
<td>Advanced Aerobics</td>
<td>1</td>
</tr>
<tr>
<td>LED 159</td>
<td>Racquetball</td>
<td>1</td>
</tr>
<tr>
<td>LED 161</td>
<td>Golf</td>
<td>1</td>
</tr>
<tr>
<td>LED 164</td>
<td>Racquet Sports</td>
<td>2</td>
</tr>
<tr>
<td>LED 165</td>
<td>Tennis</td>
<td>1</td>
</tr>
<tr>
<td>LED 167</td>
<td>Introductory Tae Kwon Do I (Karate)</td>
<td>1</td>
</tr>
<tr>
<td>LED 168</td>
<td>Introductory Tae Kwon Do II (Karate)</td>
<td>1</td>
</tr>
<tr>
<td>LED 171</td>
<td>Yoga</td>
<td>1</td>
</tr>
<tr>
<td>LED 172</td>
<td>Self-Defense for Women</td>
<td>2</td>
</tr>
<tr>
<td>LED 177</td>
<td>Volleyball</td>
<td>1</td>
</tr>
<tr>
<td>LED 181</td>
<td>Basic Officiating</td>
<td>1</td>
</tr>
<tr>
<td>LED 183</td>
<td>Ballroom Dancing I</td>
<td>1</td>
</tr>
<tr>
<td>LED 191</td>
<td>Recreational Dance</td>
<td>1</td>
</tr>
<tr>
<td>LED 195</td>
<td>Nature Crafts</td>
<td>1</td>
</tr>
<tr>
<td>LED 199</td>
<td>Creative Dramatics</td>
<td>1</td>
</tr>
</tbody>
</table>

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.

Program Coordinator: Judith Singley  
Office: N112  
(413) 774-3131
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>SPE 101 Oral Communication: Public Speaking, or SPE 121 Oral Communication: Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td>WST 115 Introduction to Women’s Studies</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 Board of Higher Education 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.
Business Microcomputer Applications

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

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.

Program Coordinator: Dr. Robert J. Welsh
Office: N316
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,</td>
<td></td>
</tr>
<tr>
<td>or DAT 148 C Programming for Programmers,</td>
<td>3</td>
</tr>
<tr>
<td>or DAT 147 Pascal Programming</td>
<td></td>
</tr>
<tr>
<td>DAT 133 Graphics Applications</td>
<td>3</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></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 (any two courses, except MAT 100 and MAT 117)</td>
<td>6</td>
</tr>
</tbody>
</table>

**TOTAL 26**

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

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

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 121 Principles of Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACC 122 Principles of Financial Accounting II</td>
<td>4</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></td>
</tr>
<tr>
<td>or General Elective</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 27**

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**

- **EDU 101 Introduction to Early Childhood Education** ........................................ 3
- **EDU 201 Early Childhood Curriculum** ......................................................... 3
- **PSY 101 Principles of Psychology** ............................................................... 3
- **PSY 233 Child Behavior and Development** ..................................................... 3
- **Program elective** .......................................................................................... 3

**TOTAL 15**

**Program electives (choose one of the following courses)**

- **EDU 103 Creative Experiences in Art, Music, Drama, and Dance**
- **EDU 111 Introduction to Special Education**
- **EDU 121 Reading and Language Arts for the Young Child**
- **EDU 123 Educating the Infant and Toddler**
- **EDU 139 Women in Education**
- **EDU 205 Philosophy of Education**
- **HSV 119 Contemporary Parenting**

Program Coordinator: Nancy T. Winter
Office: N213

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**

- **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 106 Field Practicum in Elder Recreational Services I** ............................ 1
- **RLS 107 Field Practicum in Elder Recreational Services II** ............................ 1
- **RLS 109 Leisure Programming** .................................................................. 4
- **RLS 131 Introduction to Therapeutic Recreation** ........................................ 3
- **RLS 163 Wellness for Life** .......................................................................... 3
- **RLS 251 Contemporary Trends and Issues** .................................................. 3

**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       credits
ADM 106 Keyboarding for Information Processing ........................................ 1
BUS 111 Introduction to Business ................................................................. 3
DAT 114 Microcomputer Software Tools ......................................................... 3
ENG 101, 103, or 105 English Composition I ................................................... 3
ENG 112, 114, or 116 English Composition II ................................................... 3
HUD 101 Study Skills .................................................................................... 1
HUD 109 Career Decision-Making and Planning .............................................. 2
HUD 113 Job Search Training ........................................................................ 1
MAT (by placement examination) ................................................................. 3
PSY 101 Principles of Psychology ............................................................... 3
SCI 111 Survey of Science and Technology .................................................... 3
Elective (optional) ...................................................................................... 1-3
TOTAL 26-29

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

Program Coordinator: Jean Boucias
Office: N237B

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       credits
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 .................................................... 3
HSV 101 Introduction to Human Services ....................................................... 3
HSV 115 Introduction to Interviewing and Counseling ................................... 3
HSV 215 Counseling Skills ........................................................................... 3
HSV 271 Practicum in Human Services ......................................................... 4
BC or BL elective ...................................................................................... 3
TOTAL 28

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

(413) 774-3131
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 121 Principles of Financial Accounting I</td>
<td>4</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)

- ACC 122 Principles of Financial Accounting II                      
  or Program Elective                                                 
  4

- ADM 205 Principles of Word Processing                              
  3

- ADM 206 Word Processing/Machine Transcription                      
  3

- ADM 210 Computerized Records Management                           
  3

- BUS 105 Mathematics for Business                                  
  3

- BUS 111 Introduction to Business                                  
  3

- BUS 123 Business Communication                                    
  3

- DAT 114 Microcomputer Software Tools                              
  3

* 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.

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

The Certificate:  Outdoor Leadership
The Program:  provides students with the skills and knowledge needed to lead entry-level adventure programs and services. You will learn by doing: activities are primarily field-oriented, with hands-on training. The certificate prepares you to design and deliver experiences in five areas: backcountry travel, rock climbing, paddling, nordic skiing, and challenge coursework. Certification competencies comply with adventure industry standards, i.e., American Canoeing Association or the Professional Ski Instructor of America, where available.

Your Next Step:  You will be prepared to work in program area-specific outdoor centers and schools, i.e., paddling schools, national adventure programs such as Outward Bound, human service organizations who utilize adventure modalities, and adventure organizations. Students with previous career skills may combine those with current technical training to found entrepreneurial ventures. You may also choose to continue your education in counseling, the natural or social sciences, and education.

**Required courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OLP 111</td>
<td>Introduction to Outdoor Adventure Skills I</td>
<td>4</td>
</tr>
<tr>
<td>OLP 112</td>
<td>Group Management for Outdoor Leaders I</td>
<td>2</td>
</tr>
<tr>
<td>OLP 116</td>
<td>Adventure Program Planning &amp; Fieldwork I</td>
<td>3</td>
</tr>
<tr>
<td>OLP 120</td>
<td>Wilderness First Responder</td>
<td>4</td>
</tr>
<tr>
<td>OLP 124</td>
<td>Natural History for Outdoor Leaders</td>
<td>2</td>
</tr>
<tr>
<td>OLP 127</td>
<td>Outdoor Adventure Skills II</td>
<td>4</td>
</tr>
<tr>
<td>OLP 143</td>
<td>Backcountry Travel Instructor</td>
<td>2</td>
</tr>
<tr>
<td>OLP 201</td>
<td>Individual Project in Outdoor Leadership I</td>
<td>1</td>
</tr>
<tr>
<td>OLP 202</td>
<td>Individual Project in Outdoor Leadership II</td>
<td>1</td>
</tr>
<tr>
<td>OLP 205</td>
<td>Group Management for Outdoor Leaders II</td>
<td>2</td>
</tr>
<tr>
<td>OLP 216</td>
<td>Field Work Experience in Outdoor Leadership II</td>
<td>3</td>
</tr>
<tr>
<td>Program Electives</td>
<td>4-8</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL 32-36**

**Program electives (Minimum requirement is two of the following instructor courses)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OLP 140</td>
<td>Rock Climbing Instructor</td>
<td>2</td>
</tr>
<tr>
<td>OLP 141</td>
<td>Paddling Instructor</td>
<td>2</td>
</tr>
<tr>
<td>OLP 142</td>
<td>Nordic Skiing Instructor</td>
<td>2</td>
</tr>
<tr>
<td>OLP 144</td>
<td>Challenge Course Programming Instructor</td>
<td>2</td>
</tr>
</tbody>
</table>

All Outdoor Leadership Program courses are graded on a CRNC 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.

Program Coordinator:  Katherine P. Douglas
Office:  N223

(413) 774-3131
Advanced Outdoor Leadership
(This certificate is not offered at this time)

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</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

*Minimum requirement is four of the six outing sports (OLP 240-245)

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</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>
<tr>
<td>TOTAL 28 OR 29</td>
<td></td>
</tr>
</tbody>
</table>

Electives

<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>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>

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

Program Coordinators:

Margaret Craig, R.N., M.S.N.
Office: DC216

Jan Kaiser
Office: C234
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>
</tbody>
</table>

**TOTAL 30**

**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 Ibish
Office: 5321
Practical Nursing

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

Students are required to pass every course in the Practical Nursing Certificate curriculum plan.
A passing grade is defined as a "C" (74) in classwork and a passing grade in clinical performance. If a course is failed, the student cannot continue in the program.

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.

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

(413) 774-3131
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>
<tr>
<td><strong>TOTAL 27</strong></td>
<td></td>
</tr>
</tbody>
</table>

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 111 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, or Other Designated Elective</td>
<td>3</td>
</tr>
<tr>
<td>Electives (by placement exam)</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL 26-27</strong></td>
<td></td>
</tr>
</tbody>
</table>

Program Coordinators:
Dr. Joan Ibish, Office: S321
Dr. Mirrless Underwood, Office: N216
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 156 Principles of Weight Training</td>
<td>1</td>
</tr>
<tr>
<td>LED 157 Aerobics</td>
<td>1</td>
</tr>
<tr>
<td>RLS 109 Leisure Programming</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 Practicum in Wellness and Fitness I</td>
<td>3</td>
</tr>
<tr>
<td>RLS 213 Practicum in Wellness and 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
Special programs

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 (page 94). 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 22 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 High, Chicopee Comprehensive, Commerce, Dean Technical, Easthampton, Franklin Country Technical, Frontier Regional, Greenfield, Hampshire Regional, Holyoke High, Ludlow, Minnechaug Regional, Northampton, Pathfinder Regional Vocational Technical, Putnam Vocational Technical, Smith Vocational Agricultural, South Hadley, Southwick High, 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
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

ACC 103 Analysis of Financial Statements (X) 3 cr
Interpretation and analysis of financial statements; cost allocation procedures, break-even analysis, the budgeting process, preparation of flexible and rolling budgets.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

ACC 121 Principles of Financial Accounting I (X) 4 cr
An introduction to accounting principles, concepts, and techniques. Students create and maintain the manual accounting records, and prepare financial statements for a sole proprietorship. Other topics covered are internal control structure, short-term assets, and liabilities.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

ACC 122 Principles of Financial Accounting II (X) 4 cr
A continuation of ACC 121 which is an introduction to accounting principles, concepts, and techniques. Students use accounting software to form partnerships and corporations. Other topics include long-term assets and liabilities, cash flow statements, and financial statement analysis.
Prereq: ACC 121

ACC 131 Applications of Cost Accounting (X) 3 cr
A practical course for students who will be required to utilize financial information to prepare specialized reports for management decision-making. The emphasis is on applications for small non-manufacturing businesses. Topics include: cost behavior including breakeven analysis and cost/volume/profit analysis, budgeting and the development and application of standard costs, the job order cost cycle; and the controlling and valuing of inventory. This course requires the utilization of the student computer facilities, and Lotus 1-2-3.
Prereq: ACC 122 and DAT 114

ACC 151 Concepts of Financial Accounting I (X) 3 cr
Provides students with a conceptual understanding of how accounting events impact on the elements of a business entity's financial statements for the current and/or future periods. Students will read and interpret annual reports of public corporations.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

ACC 152 Concepts of Financial Accounting II (X) 3 cr
A continuation of ACC 151 which provides students with a conceptual understanding of how accounting events impact on the elements of a business entity's financial statements for the current and/or future periods. The course includes a research paper.
Prereq: ACC 151

ACC 203 Management Accounting (X) 3 cr
Introduces the process of gathering and analyzing accounting data for use by managers in planning, decision-making, and controlling. Basic cost accounting concepts, cost-volume-profit relationships, capital investment decisions, and budgeting are studied. Use of Lotus 1-2-3 is included.
Prereq: ACC 122 or ACC 152

ACC 207 Financial Accounting Systems and Procedures (X) 3 cr
Designed as a final course in Financial Accounting for Accounting Associate majors. Emphasis is on internal control concepts and techniques as 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, using work sheets as a general ledger, conversion of a trial balance from a cash basis to the accrual basis, depreciation -schedules and controls, an overview of payroll accounting systems, and the completion of tax forms. Completion of two practice sets required.
Prereq: ACC 112 or ACC 122

ACC 251 Cooperative Work Experience in Accounting (X) 3 cr
Supervised employment in either a cost accounting department of a local industrial concern or a public accounting office, combined with a seminar coordinating the employment situation with classroom education.
Prereq: Completion of ACC 203 with a grade of B- or above and simultaneous enrollment in ACC 205
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.
Prereq: 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.
Prereq: 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.
Prereq: 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.
Prereq: 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.
Prereq: ADM 111 or permission of instructor

ADM 119 Business English (X) 3 cr
A study is made of grammar, word usage, conciseness, clarity, punctuation, spelling, numbers, capitalization, and proofreading for business writing.
Prereq: 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.
Prereq: 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.
Prereq: 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 nailable 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.
Prereq: ADM 205 or permission of instructor

ADM 207 Secretarial 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.
Prereq: 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 in 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 graphs; and techniques for controlling data entry accuracy and validity. Students will create and manage a variety of typical business databases during the course.
Prereq: 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.
Prereq: ADM 113 or permission of instructor

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.
Prereq: 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 world-wide crisis surrounding the loss of sites and information. Field trips in the northern New England area required, and some laboratory work follows these trips.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

ANT 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.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

*ANT 104 Introduction to Cultural Anthropology (BC) 3 cr
A comparative study of contemporary human populations; analysis of variations in social and political organizations, economic systems, religion, myth and ritual; the dynamics of culture change and the role of the anthropologist.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100
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 to art, graphic design, or media majors.

Prereq: 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. Emphasizes visual awareness of formal elements, aesthetics, and components of style; causal factors of change; and the role of the artist.

Prereq: 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.

Prereq: 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.

Prereq: 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.

Prereq: 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 for art, graphic design, or media majors.

Prereq: 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 for art, graphic design, or media majors.

Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

ART 121 Two-Dimensional Design (HL) 3 cr
An 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.

Prereq: 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.

Prereq: 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.

Prereq: ART 131

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

Prereq: 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.

Prereq: 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.

Prereq: 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.

Prereq: 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 conceptual, critical, and technical skills.

Prereq: 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.

Prereq: 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.

Prereq: ART 161; Recomm: ART 121

ART 175 Desktop Publishing I (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 fundamental skills in the various processes involved in desktop publishing.

Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

(413) 774-3131
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.
Prequel: 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.
Prequel: 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.
Prequel: 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.
Prequel: 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.
Prequel: 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.
Prequel: 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.
Prequel: 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.
Prequel: 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 that concern the contemporary photographer are discussed in relation to the projects chosen.
Prequel: 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 that concern the contemporary photographer discussed in relation to the projects chosen.
Prequel: ART 251

ART 255   Video I-A (HL) 3 cr
An exploration of video as a visual medium using various electronic image-making techniques.
Prequel: 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.
Prequel: 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.
Prequel: ART 151, ART 161

ART 271   Typography (X) 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.
Prequel: ART 121, ART 132

ART 272   Graphic Design (X) 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.
Prequel: ART 121, ART 132

ART 290   Intrdisciplinary 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.
Prequel: Completion of a minimum of three 200-level art studio courses and approval of the intradisciplinary committee

AMERICAN SIGN LANGUAGE

ASL 101   Elementary American Sign Language I 3 cr
Designed to present basic grammatical rules in the use of American Sign Language. Basic ASL vocabulary, manual alphabet/numbers, visual-gestural communication and information related to deaf culture will also be covered. Students will develop basic competence in receptive and expressive use of ASL. The class will be taught primarily in ASL.
Prequel: None

ASL 102   American Sign Language II 3 cr
A continuation of ASL 101, designed to further develop students' proficiency in frequently used signs. Students will learn new and more complex grammatical structures.
Prequel: ASL 101 or permission of instructor
BIOLOGY

BIO 101 Zoology (NC) 4 cr
Students explore the role of genetics and life sustaining functions such as reproduction, movement, respiration, and homeostasis 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. Prereq: 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. Prereq: 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. Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

BIO 104 Natural History (NC) 4 cr
Environmental studies with emphasis on natural history, climate, life zones, and conservation of natural resources. Lab required. Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

BIO 105 Anatomy and Physiology I (NC) 4 cr
The study of human anatomy and physiology with emphasis on anatomy. The anatomy of the nine organ systems is studied using the structure of body parts and their relationship to one another. Lab required. Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100; Recomm: Students planning to take BIO 106 please note chemistry prerequisite

BIO 106 Anatomy and Physiology II (NC) 4 cr
The study of human anatomy and physiology with emphasis on physiology. The key concepts lead to a basic understanding of the physiological functions of the human body. The interrelationships of functional systems of the body are used to show maintenance of homeostasis. Lab required. Prereq: High school chemistry or CHE 105 within past five years and BIO 105 or permission of instructor

BIO 111 Basic Horticulture (NC) 3 cr
Theory and practice of plant propagation and cultivation, including care of house plants and preparation of gardens. Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

BIO 117 Introduction to the Human Body (NC) 4 cr
This overview of the gross structure and function of the human body includes laboratory experiences. Basic chemistry, nutrition, and physiological concepts included. Prereq: Practical Nurse Certificate majors only

BIO 119 The Principles of Biology (NC) 4 cr
The study of living things as to: structures, functions, and processes including the mechanics of heredity and genetic engineering with biotechnology. Laboratory exercises focus on genetic engineering. Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

BIO 130 Human Nutrition (NL) 3 cr
The study of nutrition and its application to good health and a sense of well being. Applications of nutrition to physical fitness, preventive medicine, and health care. Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

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

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

BUSINESS

BUS 103 Introduction to Marketing (A) 3 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 100 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 fees, home mortgages—points, ARM's 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 policies 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) used to understand cross-cultural differences.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

BUS 203  Human Resources Management (A) 3 cr
Provides a practical approach to the tasks of recruiting, hiring, training, and compensating employees. Students will also study equal opportunity, motivation, health and safety, and labor relations.
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: PSY 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 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
Designed as a capstone to the program. Emphasizes statistics applied to marketing; practical application of primary and secondary data and projects related to the student’s individual work experiences.
Prereq: BUS 211 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 CQL 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 CQL 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, alkynes, and conjugated unsaturated systems. Special topics integrated into the survey include conformational analysis, nucleophilic substitution, elimination reactions, electrophilic addition, and stereochemistry of chiral molecules. Lab required.
Prereq: CHE 112

CHE 202 Organic Chemistry II (NC) 4 cr
In-depth study of aromatic compounds, physical methods of structure determination, organic halides, organometallic compounds, alcohols, phenols, ethers, aldehydes, ketones, carboxylic acids, carboxylic acid derivatives, amines, and amides. Examination of various classes of natural products. Introduction to biochemistry. Polymers and polymerization. Lab required.
Prereq: CHE 201

COOPERATIVE EDUCATION

COE 297 Seminar in Cooperative Education I (X) 1 cr
Provides an opportunity to share work related experiences with fellow students and faculty as well as résumé 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

COE 298 Seminar in Cooperative Education II (X) 1 cr
Covers the following topics: understanding organizational structure and organizational design, interpersonal relations and communication on the job, career advancement, managerial styles, maximizing promotional opportunities, developing performance objectives for your job, developing work adjustment skills, mediation skills, time management skills, evaluating your job performance, and making the transition to permanent employment. For more information or an application, call or stop by the Office of Cooperative Education in room N237B.
Prereq: COE 297

COE 299 Seminar in Cooperative Education III (X) 1 cr
Provides an opportunity for students to discuss contemporary issues in the workplace; for example, classism, racism, ageism, legal issues, sexual harassment, and the “glass ceiling.” In addition, students are required to participate as guest speakers, panelists, and mentors at the seminars being offered to first- and second-semester co-op students, thereby sharing their experiences, giving advice, and answering questions.
Prereq: COE 298

COE E97 Employment in Cooperative Education I (X) 2-4 cr
Offers students an opportunity to earn academic credit while working in a field related to their academic major. Students are employed full/part-time on/off campus in supervised work settings. The program emphasizes the educational, personal, and financial benefits of preprofessional work experience. Student evaluations are conducted by worksite supervisors, and students are visited on site by co-op faculty coordinators.
Prereq: ENG 101, 103, or 105

COE E98 Employment in Cooperative Education II (X) 2-4 cr
Provides students with the opportunity to extend the cooperative education experiential learning process. Students may opt to stay at their COE E97 worksite or transfer to a different workplace. In both cases, new learning objectives are developed in order to enhance the continued “hands on” learning experience. Student evaluations are conducted by worksite supervisors, and students are visited on site by co-op faculty coordinators.
Prereq: COE E97

COE E99 Employment in Cooperative Education III (X) 2-4 cr
Provides a third semester of experiential learning for the co-op students. Students may opt to remain at the same worksite as COE E98 or explore the challenges of a new job site. In either case, new learning objectives are developed in order to maintain the challenge of a new practical learning experience. Student evaluations are conducted by worksite supervisors, and students are visited on site by co-op faculty coordinators.
Prereq: COE E98
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 inter-agency relations and checks and balances.
Prereq: 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.
Prereq: 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.
Prereq: 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.
Prereq: 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.
Prereq: 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.
Prereq: 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.
Prereq: 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 on contemporary issues in the criminal justice system, this course provides students with opportunities to investigate social issues such as racism, sexism, and domestic violence. At the end of the course, students have personal and practical awareness of these issues and their effects in the criminal justice system.
Prereq: 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.
Prereq: 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.
Prereq: 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. Placements are made at the discretion of the criminal justice faculty consistent with the policies of cooperating agencies.
Prereq: CRJ 101, 103, or permission of instructor

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.
Prereq: 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 both federal and state law enforcement, and limitations placed on the enforcement activity through constitutional interpretation.
Prereq: 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.
Prereq: CRJ 101, 103, or permission of instructor or program coordinator

DANCE

DAN 101 Introduction to Dance (HC) 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-Euro-American. Includes a daily technique class with instructor or guest teacher, 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.
Prereq: 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, propulsive and syncopated rhythms, and personal expression and projection.
Prereq: None

DAN 104 Jazz Dance II (HL) 3 cr
An 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 performance projection. 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 participants through the performance of traditional African movements and rhythms. Adding new elements each class, the complexity of the dances 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 dances 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 traveling 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 barre work for placement, strength, and flexibility, center floor adagio exercises for balance and coordination, and traveling 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 110  Caribbean Dance (HL)  3 cr
Designed to introduce students to dance forms that originated in Africa but are used primarily in the Caribbean. Students will learn the history of the movements and the cultural links between Africa, the Americas, and the Caribbean.
Prereq: None

DAN 111  Modern Dance I (HL)  3 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 112  Modern Dance I-B (HL)  3 cr
Students will continue to learn the practice the movement vocabulary of Modern Dance. Classes will consist of a warm-up, coordination exercises, short dance combinations and traveling movement patterns, designed to increase strength, flexibility, coordination, musicality, and flow. Repetition pieces and improvisation will be included. There will also be outside-of-class reading, video viewing, and concert attendance assignments.
Prereq: DAN 111 or permission of instructor

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 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-European 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. 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
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—what they are, what they can do, what they cannot do, how to use them, and what impact they have on society. Ideal for someone looking for a single course in computer literacy. Not designed to prepare for a career in computing, although it provides a background for a select group of data processing offerings. Introduction to data management, graphics, word processing, and spreadsheets with student use of commercial software. Writing and running simple programs in the BASIC language also included. Students 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 105 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 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 121  Data Base Applications (A) 1 cr
A non-technical view of database management systems, with a survey of possible applications. Includes hands-on use of microcomputer data base 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 (X) 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 135  An Introduction to the Internet (X)  1 cr
Designed to introduce students to the Internet with emphasis on the World Wide Web and appropriate browser. Students will receive an exposure to facets of the Internet, including how to configure a browser, use the browser to do research, transfer files, and send/receive email.
Prereq: None

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  FORTAN Survey for Programmers (A)  1 cr
A survey of the fundamentals of the FORTAN programming language with emphasis on problem solving in mathematical, scientific, and engineering environments. Designed for students who already have completed a full course in a high-level computer language. Extensive programming 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 already have completed at least one college-level computer language course. Extensive programming assignments required.
Prereq: DAT 143, or 147 or permission of instructor

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 a relational database 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 planning and designing a database, table normalization, creation and management of tables, forms, queries and reports, procedure automation using macros, changes to database and table design, and multi-user 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 (a 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 term project.
Prereq: DAT 149

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

DAT 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

**ECONOMICS**

ECO 101  Principles of Microeconomics (BC)  3 cr
Economic analysis of the national and total economy with discussion of current issues. Business cycles, unemployment, inflation, economic growth, banking systems, monetary and fiscal policies.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

ECO 102  Principles of Microeconomics (BC)  3 cr
Economics of the firm, the consumer, and their interaction in the domestic and global marketplace. Resource allocation, supply and demand, market structure, labor, and an economic perspective of current issues facing business and society.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

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; interrelationship 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, demographics, resource and land use and their impact on the present economy and future economic growth and to the relationship between economic 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

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

EDU 103  Creative Experiences in Art, Music, and Drama (X)  3 cr
Deals with the methods, content, and theory of the arts as they relate to the young child. Students will develop leadership abilities and their ability to research, plan, and implement developmentally appropriate activities in the arts for young children.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100; ECE 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

EDU 133  Day Care Administration (X)  3 cr
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.
Prereq: EDU 201, Recmm. OEC Head Teacher Qualified

*EDU 139  Women in Education (L)  3 cr
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.
Prereq: IDS 115 or permission of instructor

EDU 141  Building Teacher-Parent Relationships (X)  3 cr
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.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

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

EDU 205  Philosophy of Education (A)  3 cr
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.
Prereq: ENG 101, 103, or 105

EDU 215  Student Teaching I (X)  6 cr
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.
Prereq: EDU 101

EDU 216  Student Teaching II (X)  6 cr
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.
Prereq: EDU 215 or permission of instructor

ENGINEERING

EGR 101  Surveying (X)  3 cr
Elements of plane surveying, tapping, theory and use of instruments, leveling, traversing, and computation. Lab required.
Prereq: MAT 103 may be taken concurrently, or equivalent

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

EGR 103  Engineering Orientation (X)  1 cr
An introduction to the field of engineering. The work of the technician and his relationship to the engineer. Typical engineering projects.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100
EGR 107  Engineering Graphics I (X) 3 cr
Introduction to engineering graphics concepts and applications. Lettering, scaling, orthographic projection, pictorials, sections, auxiliary views, dimensioning, tolerances, fasteners. Sketching and some instrument work employed. Introduction to computer-aided drafting included.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100. Recom: Understanding of coordinate geometry

EGR 108  Engineering Graphics II (X) 3 cr
Development of skills with manual instruments, drafting machines, and computers in the production of working drawings. Descriptive geometry, developments and intersection, graphical math. Engineering graphics for specific disciplines. Project work and CAD.
Prereq: EGR 107 or equivalent

EGR 110  Engineering Graphics Project (X) 3 cr
Preparation of complete working drawings for selected engineering disciplines. Emphasis on developing a high level of manual and CAD skills.
Prereq: Corequisite EGR 108 and enrollment in Computer-Aided Drafting Certificate Program or permission of instructor

EGR 111  Production Management (X) 3 cr
Industrial organization, job evaluation. Production control functions. Scheduling and dispatching.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100. Recom: BUS 101

EGR 112  Quality Control (X) 3 cr
Scheduling. Inventory control. Statistical concepts. Sampling.
Prereq: EGR 111 or permission of instructor

EGR 113  Motion and Time Study (X) 3 cr
Prereq: EGR 111 or permission of instructor

EGR 131  Applied Supervision (X) 3 cr
Designed to examine and improve relations and supervisory skills in the world of work. Including planning, leading, motivating, problem analyzing, lowering cost, developing employees, counseling, working with unions, handling employment activities and affirmative action situations, and achieving team effort. For present and potential supervisors.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

EGR 205  Statics (X) 3 cr
Prereq: PHY 101 or 111, MAT 151 or 201 concurrently

EGR 206  Mechanics of Materials (X) 3 cr
Axial and shear stress and strain, torsion, bending, shear and moment diagrams. Deflection, columns, connections, indeterminate beams.
Prereq: EGR 205

EGR 208  Thermodynamics (X) 3 cr
Heat theory and equipment; gas laws; first and second laws of thermodynamics; heat exchangers, Rankine and Carnot cycles.
Prereq: MAT 202 and PHY 112

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

ENG 100  College Writing Strategies (D) 3 cr
Develops the writing strategies, critical thinking skills, research methods, and confidence required in English Composition I and other college-level courses. 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

COL 100  College Reading Strategies (D) 3 cr
Development of reading study 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

COL 101  College Writing and Reading Strategies (D) 3 cr
Improvement of writing and reading skills, using each to reinforce the development of the other. Designed as a “bridge” between the ENG/COL 100 courses and college-level courses, although enrollment is not limited to people who have taken developmental courses. Focus on analysis and comprehension of reading using textbooks from other courses and extensive practice writing essays, summaries, personal responses, and answers to essay questions. Grammar review. Individualized instruction. In-class tutors. This course may not be used to fulfill associate degree credit requirements; a final grade of “D” will not be awarded.
Prereq: None

ENGLISH COMPOSITION I (ENG 101, 103, 105)
Study of various aspects of reading and writing expository prose, including clear and effective organization of ideas, convincing expression of ideas in writing, and analysis of prose samples. Three options are available; students may receive credit for only one.

ENG 101  English Composition I: Expository Writing (E) 3 cr
Focuses on the writing of essays. This course offers the opportunity for students to understand writing as a process and to develop clear, effective presentation of ideas. Students will develop an awareness of the relationship between writer and reader. The course includes research and documentation.
Prereq: ENG 100 and COL 100, or satisfactory placement test score, or permission of the English department

ENG 103  English Composition I: Purposes and Technique of Prose (E) 3 cr
Emphasizes expository writing for students who feel confident of their skills in analysis and organization. Students develop an understanding of voice in writing. This course includes research and documentation.
Prereq: Satisfactory placement test score
ENG 105 English Composition I: The Impact of Language (E) 3 cr
Develops a personal writing style to express creatively the results of critical and analytic thinking. Designed for students who enjoy reading and writing, the course includes assignments from essays, novels, poetry, and other materials which serve as models and sources for written exercises. Students will explore the history of the English language. Topics for discussion and writing include the languages of race, gender, advertising, and politics. All papers require research and documentation.
Prereq: Satisfactory placement test score

ENG 109 English Grammar and Usage (HL) 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

ENGLISH COMPOSITION II (ENG 112, 114, 116)
Study of the imaginative and symbolic use of language. Emphasis on development of critical standards and written responses to fiction, poetry, and drama. Three options are available; students may receive credit for only one.

ENG 112 English Composition II: Exploring Literature (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 Protestant period through the period of Reconstruction. Emphasis on the growth of an American literature, its modes and purposes.
Prereq: ENG 112, 114, or 116

ENG 204 American Literature II (HC) 3 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 typical 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 critical study of a selected group of plays by Shakespeare, approached by theme. The course will also give some attention to contemporary presentations or adaptations.
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 modern horror fiction, with some focus on film. Students will examine the significance of horror in its larger social and cultural context.
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 Bello, Ruben Darío, Clorinda Matto 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 techniques in early childhood education.
Prereq: ENG 112, 114, or 116. Note: This course does not fulfill the Liberal Arts literature requirement.

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

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

ENG 261  The Short Story (HC) 3 cr
A survey of the short story as a literary genre from its beginnings in the early 19th century to the present time with emphasis on interpretation and analysis, characters in conflict, point of view, and symbolism.
Prereq: ENG 112, 114, or 116

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ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

ESL 102  Writing—Advanced Beginners Level (X) 3 cr
Focuses on basic writing skills needed for successful participation in American communities, including sentence structure, paragraph structure, mechanics, and introduction to academic writing. Individualized programs are provided as needed. Writing and computer laboratories are required.
Prereq: Placement by examination

ESL 103  Written English—Intermediate Level (X) 3 cr
Develops students' writing skills for academic and professional use, such as organizing paragraphs and compositions, basic business letters, exercises in sentence structure and other composition skills. Writing and computer laboratories are required.
Prereq: ESL 102 or placement by examination

ESL 104  Written English—Advanced Level (X) 3 cr
Emphasizes advanced writing skills in preparation for beginning-level college courses, such as research paper, reading and writing responses, essays, compositions, and grammar of advanced sentence structure. Writing and computer laboratories are required.
Prereq: ESL 103 or placement by examination

ESL 106  English Grammar—Advanced Beginners (X) 3 cr
Focuses on the systematic study of basic English grammar patterns through reading, writing, listening, and discussion. Individualized programs are provided as needed. Laboratory is required.
Prereq: Placement by examination

ESL 107  American English Grammar in Context (X) 3 cr
The study of intermediate-level grammar patterns in English, with focus on verb tenses and parts of speech. This course emphasizes recognition and understanding of grammar patterns in reading and speech, and the development of grammar skills in writing. Laboratory is required.
Prereq: ESL 106 or placement by examination

ESL 108  American English Grammar in Use (X) 3 cr
Continued study of English verb tenses and parts of speech. The course includes practice of other complex patterns needed for college coursework in English as well as a review of articles and advanced sentence structure. Students will learn accurate and appropriate use of grammar patterns in writing. Laboratory is required.
Prereq: ESL 107 or placement by examination

ESL 112  Spoken English—Advanced Beginners (X) 3 cr
Emphasizes development of basic vocabulary, pronunciation, listening and speaking skills needed to communicate in class, in the community, and in social situations. Laboratory is required.
Prereq: Placement by examination

ESL 113  Spoken English—Intermediate Level (X) 3 cr
Emphasizes development of vocabulary, pronunciation, listening and speaking skills through group discussions, role plays, oral presentations, and interactive tasks. Content units reflect student interest in social and global issues and in situations from everyday life. Laboratory is required.
Prereq: ESL 112 or placement by examination
ENGLISH

ESL 114  Spoken English—High Intermediate Level (X) 3 cr
Expands listening and speaking skills for academic activities such as note-taking during class lectures, summarizing and reporting information taken from the media, debating, taking part in discussions, and interviewing. Individual programs in pronunciation and clear speech are provided as needed. Laboratory is required.
Prereq: ESL 113 or 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, style, 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. Recomm: Concurrent enrollment in ESL 125, ENG 100, and COL 100

ESL 122  Reading, and Vocabulary—Advanced Beginners (X) 3 cr
Introduces strategies for improving reading comprehension, using the dictionary and expanding vocabulary. Students present oral and written book reports and focus on active reading of fiction and non-fiction on a variety of topics. Laboratory is required.
Prereq: Placement by examination

ESL 123  Reading, and Vocabulary—Intermediate Level (X) 3 cr
Focuses on reading comprehension, vocabulary development, book reports, note-taking and test-taking strategies for intermediate-level ESL students. Students read fiction, non-fiction, newspapers, and a wide range of subjects to provide a foundation for success in college and the workplace. Laboratory is required.
Prereq: ESL 122 or placement by examination

ESL 124  Reading, and Vocabulary—High Intermediate (X) 3 cr
An intensive study of reading processes, college-level material including literature, and many kinds of college tests. Students learn techniques for independent vocabulary acquisition and effective writing about reading material in book reports and other writing assignments. Laboratory is required.
Prereq: ESL 123 or placement by examination

ESL 125  Vocabulary for College Courses (X) 3 cr
For advanced non-native speakers of English who plan to enroll in college programs. The course introduces concepts, essential vocabulary, and study skills which students need in first-year college requirements. Modules of readings and vocabulary include psychology, sociology, anthropology, business, and literature.
Prereq: ESL 124 or placement by examination. Recomm: 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

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 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, CME 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

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

FST 201  Fire Protection Systems and Equipment (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 extraction, transportation, communication; legal implications, anatomy and physiology, M.D. participation, ambulance training and CPR. Lectures, slides, demonstrations, and practice. Students completing the course are able to take the National Registry Examination at the college.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

FOLKLORE

FLK 217 American Folklore (HC) 3 cr
An introduction to the materials and methods of the study of American folklore, with emphasis on its appreciation, on its relevance to the development of literature, and its relationship to lifestyles. Folklore and folk literature of the southern Appalachian serve as models for study.
Prereq: ENG 112, 114, or 116

FLK 218 Storytelling (HC) 3 cr
Folktales from American, European, and other ethnic folklore traditions are examined from a contemporary perspective. Attention given to structure, content, language, literary and social issues, and techniques. Students learn to tell the folklore within the context of their own cultural experiences.
Prereq: ENG 112, 114, or 116

FLK 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 or oral, customary, and material folk traditions. Students work on a class project examining a unique aspect of Valley folklore. Credit can be granted for FLK 217 or FLK 219 but not for both.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

FRENCH

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 Practice 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 class discussion and of oral and written assignments.
Prereq: FRE 202 or equivalent, or permission of instructor

GEOLOGY

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) 4 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. Lab required. Credit granted for either GEO 103 or GEO 101-GEO 102.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

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 ecosystem, origin of seawater 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

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; 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

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 triumphant capitalism; the capitalist model of society; business and the protestant ethic; labor, populism, and dissent; imperial expansion and the progressive politics; crisis in the American Dream; The Great Depression and the New Deal; minorities and change; the roots of contemporary American foreign policy to Vietnam. Credit 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 literate 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 on 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

*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 I / 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 HSM 101; participants who are accepted into subsequent seminars register for HSM 103 and then HSM 105. Seminar topics change each semester, but reflect the scholarship of the three major academic groupings of the college: behavioral sciences, human services and learning assistance programs; humanities, English, art and Media programs; and business, mathematics, science, technology, and nursing programs.
Prereq: 101: Approval of Honors Committee
103: HSM 101 and approval of Honors Committee
105: HSM 103 and approval of Honors Committee

HUMAN DEVELOPMENT

HUD 101 Study Skills (B) 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 cyclical 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 114 College Success (X) 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, listen to lectures, participate in discussions, and complete a variety of written and oral assignments. Adjustment and transition issues—academic, career, and interpersonalse—are addressed with a structured, content-based curriculum, flexible enough to promote the exploration and resolution of individual concerns.
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 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 fitness, nutrition, wellness, tobacco issues, substance abuse, attitudes, and preventive modalities.
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 graded 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 resolution through self-evaluation and decision-making exercises. Opportunities will be provided to observe various health care professionals in clinical settings.
Prereq: PHC 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: At least second semester student

**Human Ecology**

*HEC 101 Human Ecology; Problems and Solutions (BC) 3 cr
An introduction to basic concepts and principles in ecology including ecosystems, population, 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 belief systems that affect personal 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 present 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 151 Vision Quest and Rites of Passage (X) 1 cr
Investigates vision quest and rites of passage, ancient ceremonies and rituals that are found in most cultural traditions to assist individuals to symbolically and literally pass from one life event to the next. It offers instruction in phases of personal transition, earth experiences for clarity and connection, and guidance in self-generated ceremonies. Opportunities include in-the-field teachings and two nights and three days of residency at a solo site in a backcountry area, and personal reflection through inner guidance.
Prereq: None

HEC 152 Sustainable Agriculture: Organic Gardening (X) 1 cr
Provides instruction in a natural gardening program and practical "hands-on" introduction to the basic philosophy, content, and methods of organic gardening and permaculture design. Using a model garden site, participants will plan and design a garden, prepare the soil, plant the seeds, and prepare for harvesting and storage. Topics include compost, soil improvement, seed selection, crop rotation, and pest management. Includes in-the-field instruction and an overnight residency.
Prereq: None

HEC 153 Ancient Wilderness Living Skills (X) 1 cr
An introduction to the principles and practices of ancient wilderness living skills that enable people to live closer to the earth and to realize a deeper understanding of their heritage as human beings. Skills include carving and using a bow and drill fire making set, building and sleeping in a shelter made from natural materials, and instruction in crafts like natural baskets, wooden utensils, and natural rope. The course includes backcountry foraging for wild edible foods and materials for crafts, as well as an overnight residency experience.
Prereq: None
HEC 154  Earth Education: The Council of All Beings (X) 1 cr
An experience that enables students to respond to the Earth’s ecological deterioration. The Council of All Beings, an internationally recognized program, gives form to students’ fears and frustration, as well as guidance for establishing harmony with the planet. The course includes experiential exercises, visualization, mask-making, and personal sharing. The overnight resident experience helps students rediscover their Deep Ecology and their interconnectedness with all of life.
Prereq: None

HEC 155  Introduction to Sustainable Energy: Solar Living (X) 1 cr
An introduction to the basic principles and practical applications of sustainable energy systems for small-scale use in the home, office, and work space. The course introduces the basics of renewable energy and sustainable living technologies. The seminar will introduce the operation and maintenance of rechargeable solar equipment, independent living techniques and wind, biomass, hydrogen, and conservation strategies for heating and cooling.
Prereq: None

HEC 201  Strategies for a Sustainable Future (BC) 3 cr
Expands on human ecology themes in analyzing historical, cultural, and socio-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 eco-system 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 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.
Prereq: HEC 251 and permission of instructor

HEC 253  Eco-Action Seminar and Field Placement (BL) 3 cr
Provides experiential-based learning that enables the student to apply advanced human ecology principles and practices to selected "real-life" environmental problems and practical sustainable living solutions. Through interactive seminars, self-directed learning projects, and supervised internships in area organizations, students focus on local issues and answers. Students explore transfer options and career choices in environmental studies and human ecology.
Prereq: HEC 101 or 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, education, 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 Counseling (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.
Prereq: 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 the stigma of mental illness, mental retardation, and the physically challenged.
Prereq: 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.
Prereq: 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.
Prereq: 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 focus in involvement in which students practice their acquired skills is required. In addition to the field work, students meet each week for two hours to share practicum experiences.
Prereq: 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.
Prereq: 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.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

HUM 150  The Lively Arts (HC)  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.
Prereq: 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. Analyses of the influences of mass-media images on popular culture. Focus is on developing visual literacy and critical thinking.
Prereq: 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 texts of certain literary classics. Concentrates on the Classical World, the Middle Ages, and the early Renaissance.
Prereq: English Composition II (or concurrently), or permission of instructor

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

JOURNALISM

JOU 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.
Prereq: ENG 101, 103, or 105 or concurrent enrollment; Recom: Recommended for student working on the student newspaper

LEISURE EDUCATION

LED 101  Swimming (X)  1 cr
The art of swimming; emphasis on skill development and complimentary 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 (nonsurf) 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 125  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 challenge as a vehicle to individual confidence, group cooperation, and environmental understanding. Activities and experiences include the philosophy of challenge/adventure, as well as experiential learning through ropes courses, initiative problems, rock climbing, river crossing, solo experience, and group problem-solving. Field trips 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

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 161  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 167  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 from 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 168  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 from 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 171  Yoga (X) 1 cr
An introduction to Hatha Yoga practice, including breath control, stretching, toning, and stress reduction. A wide range of classical yoga asanas (postures) are covered, including forward bends, backward bends, standing poses, inverted poses, balancings, and twists. Each session is an invigorating full-body workout. Students gain sufficient practical knowledge to sustain independent yoga practice.
Prereq: None

LED 172  Self-Defense for Women (X) 2 cr
Introduces physical and psychological skills necessary for self-defense. Involves 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 177  Volleyball (X) 1 cr
The basic skills and techniques of modern power volleyball. Strategies of team play are emphasized.
Prereq: None

LED 181  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 183  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, rumba, and tango are taught with an emphasis on dance positions, leading and following, and dance etiquette.
Prereq: None

LED 191  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 195  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 199  Creative Dramatics (X) 1 cr
Prepares recreation leaders to direct informal creative dramatics for all age groups. Includes improvisation, pantomime, storytelling, charades, dramatic games, and acting combined with other art forms. Field trips are required.
Prereq: None

MATHEMATICS

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 are 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. Graphing calculators and/or the computer program MathCAD are 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 devel-
oped. Work with applications and graphical representa-
tions 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 expres-
sions (particularly rational exponents and radicals, poly-
nomials, 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 mathemat-
ics. 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 ratio-
nal 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 prob-
lems 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 produc-
tion and service organizations. Topics include discrete and
continuous experiments, summary measures, data collec-
tion 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
current

MAT 117  Mathematical Problem Solving (NC) 3 cr
Designed to provide students in the liberal arts with a founda-
tion to mathematical reasoning and quantitative skills fre-
quently 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, probabil-
ity, 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, elec-
tronic, 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 sci-
ences until such time that the normal math deficiencies of
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 program 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 func-
tions 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 program 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, ratio-
nal, 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 as-
signments 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 approximation 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 separation of variables, 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 203.

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 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
Dominant seventh and extended chords in root position and inversions. Modulation to closely related keys. Harmonic analysis of great composers' works. Keyboard harmony and ear training.
Prereq: MUS 107 or permission of instructor.

MUS 110 Ear Training and Dictation (HL) 1 cr
A series of exercises and drills designed to develop aural recognition and understanding of basic music structures. Scale structures, intervals, triads and inversion, seventh chords and inversions, identification of parts in choral style and various rhythmic patterns in simple and compound meters are presented in graded exercises and drills. Course may be repeated to a maximum of 3 cr.
Prereq: MUS 103 or permission of instructor, Recom: 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, without 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;

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, elements of theoretical concepts.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100;

APPLIED MUSIC

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 120 Class Guitar: Beginning Level (HL) 2 cr
Introduces the student to the basic range of skills required of the modern guitarist: technique, theory, reading several kinds of notation, improvisation, accompaniment, arranging, and writing. Students will be required to practice the material which is presented, but the student's own musical interests will be integrated into the course whenever possible.
Prereq: None

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: Permission of instructor

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

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 placed 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) 8 cr
Designed to introduce students to the uniqueness of the family within our changing society. Emphasis is placed 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 newborn, 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. Introduces theory in ethics and case analysis techniques and examines ethical issues central to maternal-child health.
Prereq: SOC 101 or concurrent enrollment in SOC 101, NUR 101 and PSY 217, or concurrent enrollment in PSY 217, BIO 106 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 103, 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

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 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) 2 cr
Introduces the adaptation theory of nursing and the nursing process as a foundation for professional nursing practice, and provides licensed practical nurses with the opportunity to assess patients' physiological and psycho-social status using functional health patterns. The course emphasizes opportunity identification of the Roy theory of the nursing role in facilitating patient adaptation on the health illness continuum. Graded on CRNC basis. Successful completion of NUR 111 results in the award of 6 credits by examination for NUR 101 and 8 credits for NUR 102.
Prereq: Advanced placement into the AND Nursing Program

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 a 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 psycho-social stressors. The nurse is viewed as a facilitator of adaptation, using the nursing process to establish a plan of care based on an understanding of the individual, family, and society.
Prereq: NUR 101 and 102; BIO 106; BIO 205 or concurrent enrollment

NUR 204  Trends and Issues in Nursing (X) 3 cr
Focuses on the political, social, economic, and legal issues that influence the nursing profession and the delivery of health services throughout the community. The course addresses the history of nursing, professional organizations, educational and employment opportunities in nursing. Students will develop an understanding of health care economics, community-based delivery systems, and management skills.
Prereq: NUR 203; Coreq: NUR 202 or permission of instructor

OCC 101  Vocational-Technical Teacher Competency (X) 18 cr
Awards credit for the expertise resulting from a minimum of three years of training and work in the occupational trades. Credits for the course are granted to applicants to the program upon passage of the Massachusetts Vocational-Technical Teacher Competency Test.
Prereq: Application to the Occupational Technology Program

OCC 102  Occupational Technology Teaching and Business Experience (X) 6-6 cr
Grants life experience credit for teaching and/or business activities in the occupational trades according to the following guidelines. Two (2) credits per year will be granted for each year of successful full-time teaching under contract at an accredited vocational/technical high school. Up to three (3) credits may be granted for business experience (private, public, or non-profit) including experience in management, employee relations, and government regulations, taxes, and requirements. The total for these life experiences shall not exceed six (6) credits. To be granted these credits, applicants must submit a portfolio including proof of employment, performance reviews, letters of administrative support, and a narrative describing the applicant's business experience that will be reviewed by the program advisor, the Division Dean, and the admission office.
Prereq: Application to the Occupational Technology Program
OUTDOOR LEADERSHIP

NOTE: All OLP courses are graded on a CRNC basis. All courses in this program require placement beyond or satisfactory completion of COL 100 and ENG 100.

OLP 111 Introduction to Outdoor Adventure Skills I (X) 4 cr
Develops technical skills in four adventure program areas: backcountry travel, paddling, rock climbing, and challenge course programming. The in-field sessions will include participation, conceptualization, and application of the skills content. Students receive individualized feedback on skill development. Local and extended field trips are required.
Prereq: OLP participants only; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 112 Group Management for Outdoor Leaders I (X) 2 cr
Provides an introduction to group and interpersonal relations models and techniques necessary for effective leadership and functional group dynamics in outdoor settings. The Outdoor Leadership Program learning community is utilized as the laboratory group to enhance understandings of basic concepts and to improve competencies.
Prereq: OLP participants only; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 116 Adventure Program Planning & Field Work I (X) 3 cr
Focuses on the principles and methods of program development in the adventure recreation field. The process-oriented course addresses planning, organizing, conducting, and evaluating functions in outdoor adventure programs. This basic preparation allows students to complete supervised field work in a variety of settings with a variety of populations. Field trips are required.
Prereq: OLP participants only; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 120 Wilderness First Responder (X) 4 cr
Based upon the Wilderness Medical Associates (WMA) Wilderness First Responders Program. Content is delivered with an emphasis on backcountry techniques. Additional field presentations and simulations place an emphasis on student development of first aid knowledge, skills, and personal judgment in backcountry medicine. Successful completion of the course may lead to WMA certification in Wilderness First Responder and American Heart Association CPR for the Professional Rescuer.
Prereq: OLP participants only; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 124 Natural History for Outdoor Leaders (X) 2 cr
Provides an introduction to environmental studies with an emphasis on basic concepts useful to an outdoor leader. Field trips will address the climate, life zones, and natural resources of the Northeast. Students will explore conservation of resources and learn how to present basic natural history concepts to diverse populations. Field trips are required.
Prereq: OLP participants only; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 127 Outdoor Adventure Skills II (X) 4 cr
Continues the development of core technical skills required in the outdoor adventure field. Students will refine their backcountry travel skills and learn how to apply them in cold-weather environments. Skills areas will include backcountry navigation, snowshoeing, winter mountaineering, water safety, and first aid. Students will also participate in activities which address natural history and cultural history interpretation. Students must demonstrate specific competencies in core areas to obtain leadership ratings. Field trips are required.
Prereq: OLP participants only; successful completion of OLP 111

OLP 140 Rock Climbing Instructor (X) 2 cr
Develops students' proficiency with the leadership and implementation of institutional top rope rock climbing. Students learn advanced skills of multi-pitch lead climbing. The in-field sessions will include selection of equipment, safety systems, site management/evaluation, leadership/learning styles, curriculum development, and basic rock rescues. Students must demonstrate specific competencies to obtain leadership ratings.
Prereq: OLP participants only; successful completion of OLP 111 and OLP 120

OLP 141 Paddling Instructor (X) 2 cr
Builds upon the students' flatwater and whitewater paddling experiences. It promotes an understanding of introductory paddling lessons so that students can develop their own paddling programs. The course emphasizes the development of personal technical skills, technical knowledge, and instructional abilities. This course meets the American Canoe Association requirements for instructor certification programs. Students must demonstrate specific competencies to obtain instructor certification. Field trips are required.
Prereq: OLP participants only; successful completion of OLP 111 and OLP 120

OLP 142 Nordic Skiing Instructor (X) 2 cr
An introduction to beginner and intermediate cross-country skiing skills and ski touring. It promotes an understanding of introductory cross-country skiing lessons so that students can develop their own programs. Emphasis is on the development of personal technical skills, technical knowledge, and instructional abilities. This course meets the Professional Ski Instructor of America requirements for instructor certification programs. Students must demonstrate specific competencies to obtain instructor certifications. Field trips are required.
Prereq: OLP participants only; successful completion of OLP 111 and OLP 120

OLP 143 Backcountry Travel Instructor (X) 2 cr
Prepares students to become proficient in the implementation and leadership of three season backcountry travel experiences. Basic core skills of trip planning, safety systems' design, route development, and equipment begin in the classroom and are reinforced in the field. Students participate in a model canoe trip that is designed and led by the OLP core staff. Students then design and execute a backpacking trip. Student must demonstrate specific competencies to obtain leadership ratings.
Prereq: OLP participants only; concurrent enrollment in OLP 111 and OLP 120

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OPL 144 Challenge Course
Programming Instructor (X) 2 cr
Builds upon low and high challenge course experiences to develop leadership necessary to design, deliver, and evaluate adventure-based programs in education, recreation, outdoor adventure, youth services, therapeutic settings, and management development training applications. Students must demonstrate specific competencies to obtain leadership ratings.
Prereq: OPL participants only, successful completion of OPL 111 and OPL 120

OPL 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 without “hands-on experiences.” Participants can select from one of three concentrations: camp counselor/indoor/outdoor leader, teacher/human service personnel, parents/interested citizens.
Prereq: OPL participants only, placement beyond or satisfactory completion of COL 100 and ENG 100

OPL 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. Strengtheness of the course determined by the experience, interest, and needs of the participants.
Prereq: Permission of instructor (must fill our health and information forms), placement beyond or satisfactory completion of COL 100 and ENG 100

OPL 201 Individual Project in Outdoor Leadership I (X) 1 cr
Begins a student-directed learning project focusing on research, developing a new competency, or broadening understandings of adventure industry practices specific to the student's career goals. With instructional staff feedback and advising, each student identifies a project, develops objectives, researches learning activities, and articulates final project outcomes for completion in OPL 202.
Prereq: OPL participants only, placement beyond or satisfactory completion of COL 100 and ENG 100

OPL 202 Individual Project in Outdoor Leadership II (X) 1 cr
A continuation of and completion of the project begun in OPL 201. Evaluations will focus on developing accurate self-assessment skills.
Prereq: OPL participants only, successful completion of OPL 201

OPL 205 Group Management for Outdoor Leaders I(X) 2 cr
Combines seminar with field placements to continue the development of interpersonal relations concepts and practices begun in OPL 112.
Prereq: OPL participants only, successful completion of OPL 112

OPL 211 Advanced Outdoor Adventure Programs and Services (X) 3 cr
Provides advanced information and training for planning and implementing outdoor leadership and challenge/adventure programs. Includes the philosophy, content, and methods of outdoor programs. Emphasis on the adaptation to different sets of circumstances and the needs of special populations. Students are required to meet specific performance criteria as a demonstration of competence.
Continuation of OPL 111.
Prereq: OPL participants only, placement beyond or satisfactory completion of COL 100 and ENG 100

OPL 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.
Prereq: OPL participants only, placement beyond or satisfactory completion of COL 100 and ENG 100

OPL 216 Field Work Experience in Outdoor Leadership II (X) 3 cr
Continues to develop skills in planning, organizing, conducting, and evaluating outdoor adventure education programs. Students will conduct a variety of activities with diverse populations to refine their instructional and leadership abilities. The focus will be upon more complex field experiences that may require students to conduct overnight programming. Field trips are required.
Prereq: OPL participants only, successful completion of OPL 116

OPL 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/adventure programs. Settings vary to permit exposure to different circumstances and the needs of different populations. Work in selected public/private agencies.
Prereq: OPL participants only, placement beyond or satisfactory completion of COL 100 and ENG 100

OPL 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/adventure programs. Emphasis will be given to fashioning and modifying the design of programs to suit particular agency and population requirements. Optional Agency Internship. Work in selected public/private agencies.
Prereq: OPL participants only, placement beyond or satisfactory completion of COL 100 and ENG 100

OPL 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 instructorship highly recommended.
Prereq: OPL participants or permission of instructor, placement beyond or satisfactory completion of COL 100 and ENG 100
OLP 224  Environmental Interpretation (X) 3 cr
Interpretation of the natural and cultural environments. Focus upon specific taxonomical understanding of environments. The development of specific leadership techniques and related methods and materials of interpretation. Field-oriented in design and structure. Course emphasizes the incorporation of interpretation aspects into outdoor programs and leadership function.
Prereq: OLP participants 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/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 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.
Prereq: OLP participants 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 Red Cross Basic Canoeing Certification. Optional Flatwater Canoe Instructor Certification.
Prereq: OLP participants 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, style and technique, and winter personal safety and first aid. Optional Nordic Ski Patrol Member.
Prereq: OLP participants 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.
Prereq: OLP participants 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, signaling, and the psychology of survival. Simulated solo survival situation in the backcountry.
Prereq: OLP participants and/or permission of instructor; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 245  Intermediate and Advanced White Water Canoeing (X) 1 cr
The skills, philosophy, and techniques of intermediate and advanced white water canoeing. Emphasis on safety, equipment selection and use, skill development, and fun in basic, intermediate, and solo canoeing in Class I and II IV rivers. Optional American Canoe Association White Water Instructor Certification.
Prereq: OLP participants and/or permission of instructor; placement beyond or satisfactory completion of COL 100 and ENG 100

**OCCUPATIONAL THERAPY ASSISTANT**

OTA 101  Fundamentals of Occupational Therapy (X) 3 cr
Designed to acquaint the student with an understanding of the history and theoretical foundations of occupational therapy (OT). The course provides a survey of the various areas in which OT’s participate: prevention, treatment, and aftercare. The student becomes acquainted with the various levels of OT treatment with emphasis on the role of the occupational therapy assistant (OTA) and its function within the health care system.
Prereq: OTA majors only; placement beyond or satisfactory completion of COL 100 and ENG 100

OTA 102  OT Intervention for People with Physical Limitations (X) 4 cr
An exploration of medical and psychological problems associated with various physical disabilities. Students develop an understanding of different assessments appropriate to the role of OTAs. Treatment planning with the client, caregivers, and other health professionals is included. Laboratory required.
Prereq: OTA 101, OTA 105, BIO 105

OTA 104  Kinesiology (X) 3 cr
An introduction to normal body movement, as related to skeletal, articular, and muscular systems. This course emphasizes the relationship between biomechanical principles of anatomy (structure) and movement (function). Laboratory required.
Prereq: BIO 105

OTA 105  Purposeful Activities (X) 2 cr
A laboratory course designed to assist students in analyzing and teaching activities of daily living. The student learns to plan, implement, and evaluate appropriate treatment as well as to develop communication skills necessary for documentation and reports.
Prereq: OTA 101 or concurrent enrollment or permission of instructor

OTA 106  Level I: Fieldwork Placement (X) 1 cr
An experiential-based learning module that gives the occupational therapy student an opportunity to observe and learn occupational therapy practice in a supervised setting.
Prereq: OTA 101, OTA 105
OTA 201  OT Intervention for People with Psycho-Social Limitations (X) 4 cr
Prepares OTA students to distinguish between normal and dysfunctional behavior, increase observation skills, and present a variety of evaluation and treatment techniques to increase performance in daily living. Upon successful completion of the course, students are able to identify various psycho-social dysfunctions, and present evaluative and treatment modalities. Laboratory required.
Prereq: PSY 107, PSY 217, OTA 102, OTA 106.

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.

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 104  Introduction to Ethics (HC) 3 cr
Introduces the philosophical, theological, and theoretical foundations of ethics. The course surveys the range of applications in contemporary society including business, law, government, health care, and the media. It also examines specific issues such as distributive justice, capital punishment, Just War Theory, and cultural relativism.
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.

*PHI 205  Biomedical 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: ENG 101, 103, or 105 or permission of instructor.
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 exercises.
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

PSYCHOLOGY

PSY 101 Principles of Psychology (BC) 3 cr
Introductory 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 no-organic based problem behaviors including psychoses, neuroses, 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, Homey, 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 (BC) 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

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 independence, 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 the 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
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 interpersonal and intergroup 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, anti-Semitism, 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

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 102  Recreational Arts Programming (X) 3 cr
Deals with the methods, materials, content, and theory of the arts including crafts, music, creative dramatics, and dance. This course concentrates on rationale, leadership, attitude/values, and exposure. Field trips are required.
Prereq: 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 (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
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.
PreReq: 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.
PreReq: 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, and leadership practice in the areas of nature-oriented activities, outdoor sports, and environmental education. Field trips and outings in the Connecticut River Valley and Central New England. Field trips, including overnight camping trip, required.
PreReq: 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.
PreReq: 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 deviant. Offers practical guidelines for the operation of such programs. Field trips are required.
PreReq: 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 misuse, and sexually transmitted diseases.
PreReq: 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 palpitations of such anatomical landmarks as bones, muscles, projections, and depressions. Students will learn by a hands-on, experiential focus of the human body in order to understand and utilize this information in a physical fitness field setting.
PreReq: 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, pulmonary, muscular, skeletal, and nervous systems and the role they play in physical performance.
PreReq: BIO 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 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.
PreReq: 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.
PreReq: Placement beyond or satisfactory completion of COL 100 and ENG 100; RLS major or permission of instructor

RLS 212  Practicum in Wellness and Fitness I (X)  3 cr
Includes seminar, laboratory, and practical experiences to provide opportunities to assess, plan, develop, implement, and execute various wellness programs in fitness settings. It provides students basic preparation for American College of Sports Medicine certifications.
PreReq: Placement beyond or satisfactory completion of COL 100 and ENG 100; and permission of instructor

RLS 213  Practicum in Wellness and Fitness II (X)  3 cr
A continuation of RLS 212 with advanced application of competencies necessary for wellness/fitness/leadership and programming. This course provides students with advanced preparation for the American College of Sports Medicine certifications.
PreReq: 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.
PreReq: 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.
PreReq: RLS 215 or permission of instructor
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.
PreReq: Placement beyond or satisfactory completion of COL 100 and ENG 100

SCI 104 Energy: Issues and Principles (NC) 3 cr
Covers both the 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.
PreReq: Placement beyond or satisfactory completion of COL 100 and ENG 100

SCI 106 Science Through the Ages (LC) 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.
PreReq: Placement beyond or satisfactory completion of COL 100 and ENG 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.
PreReq: Placement beyond or satisfactory completion of COL 100 and ENG 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.
PreReq: ENG 101, ENG 103, or ENG 105, or concurrent enrollment

SOCIOLGY

*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.
PreReq: Placement beyond or satisfactory completion of COL 100 and ENG 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.
PreReq: 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.
PreReq: SOC 101

SPANISH

SPA 101 Elementary Spanish I (NC) 4 cr
Fundamentals of Spanish. Acquisition of language functions, vocabulary, structures, and culture through contextized presentations, interactive activities and extensive laboratory practice.
PreReq: Placement beyond or satisfactory completion of COL 100 and ENG 100

SPA 102 Elementary Spanish II (HC) 4 cr
Fundamentals of Spanish. Continued acquisition of language functions, vocabulary, structures, and culture through contextized presentations, interactive activities, and extensive laboratory practice.
PreReq: 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 or 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 pair and small group work, drill video, readings, and authentic materials.
PreReq: 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.
PreReq: 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.
PreReq: SPA 102 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.
Prereq. SPA 201 or equivalent, or permission of instructor

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

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 various 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/semester; maximum 4
Practical experiences in acting, house management, public relations, publicity, shop and production crews. No more than one credit may be earned in any given semester. Work on the major production for the semester is required.
Prereq: 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, costuming, stage craft, make-up, publicity, box office, and performance.
Prereq: THE 113, THE 103 or 105, plus at least one credit in THE 133, or permission of instructor

THE 213 Advanced Acting (HL) 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

WOMEN'S STUDIES

*WST 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.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100
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Marketing, Management

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Sandy Coller
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Kathleen Kanopka  
Cashier/Salad Prep
Jeremy McIntosh  
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Ha Thach  
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Director

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Director

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Registered Nurse

Janna L. Thompson  
B.A., Mt. Holyoke College

Secretary

Human Resources

Jean M. Battaglia  
B.A., Boston College; J.D., Boston College School of Law

Director

Institutional Advancement

Steven G. Budd  
B.S., M.B.A., University of Massachusetts

Dean

Elizabeth L. Carroll  
A.S., Greenfield Community College

Public Relations/Marketing Assistant

Dale MacLeod  
A.A., University of New Hampshire

Development Assistant
Jump Start Program

Barbara A. Hendrickson  Coordinator
A.S., Holyoke Community College;
B.A., College of Our Lady of the Elms

Holly A. Sroka  Counselor
A.A., Holyoke Community College;
B.A., M.Ed., University of Massachusetts

Learning Assistance Programs

Mary Ellen Kelly  Coordinator; Co-Coordinator, Writing Assistance Program
A.A., Asnuntuck Community College;
B.A., M.A.T., University of Massachusetts

Julie Shaw  Secretary

Montserrat Archbald  Staff Assistant
B.A., Oberlin College

Michael J. Bathory  Counselor/Liaison to Tutoring Program
B.A., Oberlin College; M.A., Ph.D., Ohio State University

Jane E. Lerner  Counselor
B.A. Hampshire College; M.Ed., University of Massachusetts

Suzanne J. McGowan  Counselor
A.B., Chatham College; M.A., Ed.D., University of Massachusetts

Phyllis R. Nahman  Faculty Liaison; Co-Coordinator, Writing Assistance Program
B.A., M.Ed., University of Massachusetts

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

Carol S. Pike  Coordinator, Math Assistance Program
A.A., Hartford College for Women;
B.S., University of Connecticut; M.A.T., Smith College
Library/Learning Resource Center

Carol G. Letson
A.B., Earlham College;
M.A., Palmer Graduate Library School, Long Island University

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

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

Hope B. Schneider
Library Assistant

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

Mail Services

Diana Roberts
A.S., Greenfield Community College;
B.A., University of Massachusetts
Mail Clerk

Maintenance

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

Joseph W. Audette
A.S., Stockbridge School of Agriculture
Motor Equipment Mechanic

Carol A. Broderick
John Chapman
A.S., Greenfield Community College
Maintainer

Judith A. Flynn
A.S., Greenfield Community College
Maintainer

Louis M. Hale, Sr.
John E. Imbimbo
B.A., University of Massachusetts
Maintainer

Kenneth Kuzontkoski
Alan R. Miner
A.S., Stockbridge School of Agriculture
Maintainer

Andrew M. Pearson
Timothy D. Shippee
A.S., Greenfield Community College
Maintainer
Groundskeeper
Physical Plant

**John Pride**  
A.A., A.S., Greenfield Community College;  
B.S., University of Massachusetts  
**Director of Physical Plant**

**Reynold (Hank) Henry**  
**Consultant**

**Sterling E. Clark**  
A.S., Ward Technical College  
**Utility Plant Operator**

**Todd R. Berthiaume**  
**Technical Assistant**

**Perry E. Cole**  
**AV/TV Technical Assistant**

**Wayne E. Collier**  
**Electrician**

**Frank E. Hill**  
**Electrician**

**Frank Petersen**  
**HVAC Mechanic**

**David M. Robert**  
**Painter**

Pioneer Valley Institute

**Louise Minks**  
B.A., Taylor University; M.A., Indiana University  
**Coordinator**

Project UPDATE

**Bonnie Hoffman**  
A.A., Berkshire Community College  
**Director**

**Rebecca Clemente**  
B.S., Union College; M.S., University of Massachusetts  
**Case Manager**

Registrar

**Heather A. Hoyt**  
A.S., Greenfield Community College  
**Interim Registrar**

**Jan Kaiser**  
B.A., M.Ed., University of Massachusetts  
**Interim Associate Director, Enrollment Services**

**Gerald Bridwell**  
A.A., Greenfield Community College  
**Data Entry Operator**

**Karen L. Chastney**  
A.S., Greenfield Community College  
**Receptionist/Evening Secretary**

**Janet Robert**  
**Secretary**

**Anne Sawyer**  
**Data Entry Operator**

**Gail Tease**  
A.A.S., SUNY Agricultural and Technical College at Cobleskill;  
B.S., University of Rhode Island  
**Secretary**
Security and Communications

Valerie A. Knowlton  
Director, Safety and Security  
A.A., Greenfield Community College; Massachusetts Criminal Justice Training Council Certificate; Connecticut State Police Academy; Community Policing Administration Certificate; R.A.D. Instructor Certificate; Criminal History Systems Board/LEAPS Certificate

Jeffrey W. La Frenier  
Campus Police Officer I  
Massachusetts Criminal Justice Training Council Academy; Search and Rescue Manager Certification

Gail L. Villeneuve  
Telecommunications Operator I  
A.A., Greenfield Community College

Cynthia A. Wheeler  
Telecommunications Coordinator  
Criminal History Systems Board/LEAPS Certificate; Law Enforcement Dispatcher Certificate

Shipping, Receiving, and Duplicating Services

John T. Murphy  
Supervisor  
A.S., Greenfield Community College

Joseph T. Gregory  
Duplicating Technician

Student Life

Merryl Sackin  
Director  
B.S., Montclair State College

Corey A. Hickey  
Secretary

Scott A. Schmith  
Staff Assistant  
A.A., Greenfield Community College

Student Affairs

Arthur J. Hannan  
Interim Dean  
A.B., University of Massachusetts; M.A., Columbia University

Tech-Prep

Karen B. Green  
Coordinator  
B.A., Brandeis University; M.A., Wheelock College

Laurie Booshada  
Coordinator  
B.F.A., Southeastern Massachusetts; M.S.T., Antioch/New England Graduate School

Transfer

Robert M. Yacubian  
Coordinator  
B.S., Babson College; C.A.G.S., M.Ed., University of Massachusetts
Massachusetts Board of Higher Education

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Woolsey S. Conover
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Tamara P. Davis
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Diana Venman
H. Peter Wood

Greenfield
Greenfield
Greenfield
Greenfield
Northampton
Shelburne Falls
Amherst
Greenfield
Shelburne Falls
Greenfield
# Final Exam Schedule
*(Day Division)*

## Fall Semester, 1997

<table>
<thead>
<tr>
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<th>Your exam will be held:</th>
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</thead>
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<tr>
<td><strong>Wednesday, 12/17, at</strong></td>
<td>8 a.m.</td>
</tr>
<tr>
<td>M, W, F</td>
<td>8-8:50</td>
</tr>
<tr>
<td>T &amp; Th</td>
<td>9:30 - 10:45</td>
</tr>
<tr>
<td>M, W, F</td>
<td>10-10:50</td>
</tr>
<tr>
<td>T &amp; Th</td>
<td>2-3:15</td>
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<tr>
<td></td>
<td>10:30 a.m.</td>
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<td>1 p.m.</td>
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<tr>
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<tr>
<td><strong>Thursday, 12/18, at</strong></td>
<td>8 a.m.</td>
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<td>T &amp; Th</td>
<td>9-9:50</td>
</tr>
<tr>
<td>M, W, F</td>
<td>10-10:50</td>
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<tr>
<td></td>
<td>10:30 a.m.</td>
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<tr>
<td></td>
<td>1 p.m.</td>
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<tr>
<td></td>
<td>3:30 p.m.</td>
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<tr>
<td><strong>Friday, 12/19, at</strong></td>
<td>8 a.m.</td>
</tr>
<tr>
<td>T &amp; Th</td>
<td>11-12:15</td>
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<tr>
<td>M, W, F</td>
<td>11-11:50</td>
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<tr>
<td>M, W, F</td>
<td>1-1:50</td>
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<tr>
<td>All Special Times Courses</td>
<td>3:30 p.m.</td>
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## Spring Semester, 1998

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<th>Your exam will be held:</th>
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<tr>
<td><strong>Tuesday, 5/12, at</strong></td>
<td>Behavioral Sciences (Multiple Sections)</td>
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<tr>
<td>T &amp; Th</td>
<td>12:30-1:45</td>
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<tr>
<td>T &amp; Th</td>
<td>2-3:15</td>
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<td>10:30 a.m.</td>
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<td>1 p.m.</td>
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<td>3:30 p.m.</td>
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<tr>
<td><strong>Wednesday, 5/13, at</strong></td>
<td>Mathematics (Multiple Sections)</td>
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<td>M, W, F</td>
<td>10-10:50</td>
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<tr>
<td>M, W, F</td>
<td>1:00-1:50</td>
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<td></td>
<td>10:30 a.m.</td>
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<tr>
<td><strong>Thursday, 5/14, at</strong></td>
<td>Humanities (Multiple Sections)</td>
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<td>T &amp; Th</td>
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<td>Special Times Courses</td>
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<td>10:30 p.m.</td>
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<td>3:30 p.m.</td>
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<tr>
<td><strong>Friday, 5/15, at</strong></td>
<td>Business (Multiple Sections)</td>
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<tr>
<td>M, W, F</td>
<td>11-11:50</td>
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<tr>
<td>M, W, F</td>
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<td>10:30 a.m.</td>
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<td></td>
<td>1 p.m.</td>
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<td></td>
<td>3:30 p.m.</td>
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