### 1998-1999 Academic Calendar

#### Fall Semester 1998

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep</td>
<td>Final Registration</td>
</tr>
<tr>
<td>Sep</td>
<td>Professional Day/Student Orientation - no day or evening classes</td>
</tr>
<tr>
<td>Sep</td>
<td>Day and evening classes begin</td>
</tr>
<tr>
<td>Sep</td>
<td>Labor Day - no day or evening classes</td>
</tr>
<tr>
<td>Sep</td>
<td>Last day to add classes</td>
</tr>
<tr>
<td>Sep</td>
<td>Last day to withdraw from credit courses/partial tuition refund</td>
</tr>
<tr>
<td>Oct</td>
<td>&quot;IN&quot; grades converted to &quot;F&quot;</td>
</tr>
<tr>
<td>Oct</td>
<td>Last day to withdraw - no record</td>
</tr>
<tr>
<td>Oct</td>
<td>Columbus Day - no day classes; evening classes meet as scheduled</td>
</tr>
<tr>
<td>Oct</td>
<td>Deficiency notices due</td>
</tr>
<tr>
<td>Nov</td>
<td>Professional Day - no day or evening classes</td>
</tr>
<tr>
<td>Nov</td>
<td>Veterans' Day - no day classes; evening classes meet as scheduled</td>
</tr>
<tr>
<td>Nov</td>
<td>Last day to withdraw - &quot;W&quot;</td>
</tr>
<tr>
<td>Nov</td>
<td>Spring registration for current students begins</td>
</tr>
<tr>
<td>Nov</td>
<td>Thanksgiving Recess - no day or evening classes</td>
</tr>
<tr>
<td>Nov</td>
<td>Classes resume</td>
</tr>
<tr>
<td>Dec</td>
<td>Last day of classes - Follow Monday schedule</td>
</tr>
<tr>
<td>Dec</td>
<td>Final Exams</td>
</tr>
</tbody>
</table>

#### Spring Semester 1999

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan</td>
<td>Final Registration</td>
</tr>
<tr>
<td>Jan</td>
<td>Professional Day</td>
</tr>
<tr>
<td>Jan</td>
<td>Classes begin</td>
</tr>
<tr>
<td>Jan</td>
<td>Last day to add classes</td>
</tr>
<tr>
<td>Feb</td>
<td>Last day to withdraw from credit courses/partial tuition refund</td>
</tr>
<tr>
<td>Feb</td>
<td>Applications for graduation due</td>
</tr>
<tr>
<td>Feb</td>
<td>Presidents' Day - no day classes; evening classes meet as scheduled</td>
</tr>
<tr>
<td>Feb</td>
<td>&quot;IN&quot; grades converted to &quot;F&quot;</td>
</tr>
<tr>
<td>Mar</td>
<td>Last day to withdraw - no record</td>
</tr>
<tr>
<td>Mar</td>
<td>Deficiency notices due</td>
</tr>
<tr>
<td>Mar</td>
<td>Spring Recess - no day or evening classes</td>
</tr>
<tr>
<td>Apr</td>
<td>Fall registration for current students begins</td>
</tr>
<tr>
<td>Apr</td>
<td>Last day to withdraw - &quot;W&quot;</td>
</tr>
<tr>
<td>Apr</td>
<td>Patriots' Day - no day classes; evening classes meet as scheduled</td>
</tr>
<tr>
<td>May</td>
<td>Last day of classes - Follow Monday schedule</td>
</tr>
<tr>
<td>May</td>
<td>Martin Luther King, Jr. Day - no day or evening classes</td>
</tr>
<tr>
<td>Jun</td>
<td>Last day of classes/Final Exams</td>
</tr>
</tbody>
</table>

#### January Intersession 1999

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Jan</td>
<td>Last day to add classes</td>
</tr>
<tr>
<td>Jan</td>
<td>Last day to withdraw from credit courses/50% tuition refund</td>
</tr>
<tr>
<td>Jan</td>
<td>Last day to withdraw - no record</td>
</tr>
</tbody>
</table>

#### Summer Terms 1999

#### Summer Term I - 1999

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>Final Registration - Summer Session I</td>
</tr>
<tr>
<td>May</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>May</td>
<td>Last Day to Add Credit Classes</td>
</tr>
<tr>
<td>May</td>
<td>Last Day to Withdraw from Credit Courses/50% tuition refund</td>
</tr>
<tr>
<td>May</td>
<td>Memorial Day - no day or evening classes</td>
</tr>
<tr>
<td>Jun</td>
<td>Last Day to Withdraw - no record - credit classes</td>
</tr>
<tr>
<td>Jun</td>
<td>Deficiency Notices Due</td>
</tr>
<tr>
<td>Jun</td>
<td>Last Day to Withdraw - &quot;W&quot; - credit classes</td>
</tr>
<tr>
<td>Jul</td>
<td>Independence Day observed - no day or evening classes</td>
</tr>
<tr>
<td>Jul</td>
<td>Last Day of Classes</td>
</tr>
</tbody>
</table>

#### Summer Term II - 1999

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul</td>
<td>Final Registration - Summer Session II</td>
</tr>
<tr>
<td>Jul</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Jul</td>
<td>Last Day to Add Credit Classes</td>
</tr>
<tr>
<td>Jul</td>
<td>Last Day to Withdraw from Credit Courses/50% tuition refund</td>
</tr>
<tr>
<td>Jul</td>
<td>Last Day to Withdraw - no record - credit classes</td>
</tr>
<tr>
<td>Aug</td>
<td>Deficiency Notices Due</td>
</tr>
<tr>
<td>Aug</td>
<td>Last Day to Withdraw - &quot;W&quot; - credit classes</td>
</tr>
<tr>
<td>Aug</td>
<td>Last Day of Classes</td>
</tr>
</tbody>
</table>

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

In accordance with applicable provisions of Chapter 75A of the General Laws all educational programs, college sponsored activities, college tuition, fees, and related charges are subject to change upon approval by the Massachusetts Board of Higher Education or the Greenfield Community College Board of Trustees.
Welcome to Greenfield Community College!

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

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

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

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

Sincerely,

Charles Wall
President
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General Information

Admission, Tuition and Fees, Financial Aid, Academic Policies, Services to Students, Student Life, Community Services & Business Industry Programs
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 and health occupation 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 placement assessment of anyone who has not completed previous college work in selected English composition or mathematics courses before enrolling in most 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.)

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, and have not attended the college within the past two semesters or year, 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. See pages 104–108 for program information. 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, or
3. you expect to enter one of GCC’s health occupation programs.

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

Greenfield Community College, in response to the College Immunization Law, Chapter 76 Section 15C of the Commonwealth of Massachusetts, has adopted the following immunization policy: All full-time students (enrolled in 12 or more credits), all full-time and part-time health occupation and international students, must provide the Health Services Office with documentation of immunity to measles, mumps, rubella, tetanus, and diphtheria within 30 days of starting classes. Failure to comply with these requirements will jeopardize continued enrollment, receipt of grade reports, transcripts, etc. Medical and religious exemptions are allowed. For assistance in meeting immunization requirements visit or call the Health Services Office, room C123, Main Campus, (413) 774-3131, ext. 258.
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 housing in the community. We are also unable to offer financial assistance under any federally-funded financial aid program. Therefore, international students should have ample financial resources to meet their college expenses.

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

<table>
<thead>
<tr>
<th>Expense</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and fees</td>
<td>$7,487</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>$395</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>$17,835</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 B- (2.65 on a 4.00 scale), and be recommended for GCC coursework by the high school principal, guidance counselor, or school superintendent.

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

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

- take the GCC placement 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 placement assessments, you will not be required to take coursework in English as a Second Language (ESL). However, if your placement 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.

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 enroll 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 graduate with a 2.5 cumulative grade point average.
Tuition Advantage Plan

The Board of Higher Education 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 if they maintain their 3.0 GPA. Students should expect to save an estimated $846–$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 Associate 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 at extension 228.

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>$34*</td>
<td>$50</td>
</tr>
<tr>
<td>College Service Fee</td>
<td>Per Credit</td>
<td>$41.50</td>
<td>$41.50</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 $51 per credit; this is a special rate for qualifying New England residents. Out-of-state day tuition is $204 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>$600</td>
<td>$600</td>
</tr>
<tr>
<td>Room</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Board</td>
<td>$935</td>
<td>$3,635</td>
</tr>
<tr>
<td>Transportation</td>
<td>$720</td>
<td>$720</td>
</tr>
<tr>
<td>Personal</td>
<td>$965</td>
<td>$965</td>
</tr>
<tr>
<td>Total Estimated Expenses</td>
<td>$4,220</td>
<td>$6,920</td>
</tr>
</tbody>
</table>
Full Disclosure of Cost and Price to Students

The board of Higher Education requires each public higher education institution to make the following information available to students:

**Average Net Tuition and Fees Price**
(for in-state students attending GCC enrolled in 15 credits in both the fall and spring semesters)

- Full Operating Cost (per student) $9,413
  - State Operating Subsidy $7,026
  - Tuition and Mandatory Fees $2,387
    (30 Credits)
  - Direct Grant Financial Aid $935
  - Federal Tax Credit $1,226
  = Net Direct Price to Student $226
(Average Annual Expense to Students for Tuition and Fees)

**Average Net Cost of Attendance Price**
(for in-state students: tuition and fees, books, room and board, and transportation costs)

- Full Operating Cost (per student) $9,413
  - State Operating Subsidy $7,026
  - Tuition and Mandatory Fees $2,387
    (30 Credits)
  + Books/Travel/Room & Board Allowance $5,955
  = Cost of Attendance Estimate $8,342
  - Direct Grant Financial Aid $935
  - Federal Tax Credit $1,226
  - Loan Support (requires future repayment) $2,625
  = Net Full Price to Student $5,556
(Average Annual Out-of-Pocket Expense for all Costs of Attendance)

**Note:** Amounts indicated are estimated averages (in-state) per student.

**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 $395 for coverage from 9/1/98 through 8/31/99. The insurance charge is automatically added to your bill if you are enrolled in a degree program for nine (9) or more 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 (I-94, I-151, I-181, I-181a or I-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 18.

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 18.

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, have at minimum 3.0 grade point average or better, and have completed their FAFSA application by May 1.
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 August 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 18.

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 18.

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.
Entrance/Exit Loan Interviews

The Stafford Loan, the Perkins Loan, the Nursing Student Loan, and the Massachusetts No-Interest Loan program require that each student attend an Entrance and Exit Interview each year 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. Students will be notified about the place and time of the meetings. Funds will not be disbursed until these requirements have been fulfilled.

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 18.

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, Somalian 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 Striving and Driving 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.
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>9</td>
<td>12</td>
<td>63</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>3</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 plus 50% (Liberal Arts: 90 credits), all financial aid will be discontinued.

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 and state 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.

First-time/Undergraduate Students

First-time Freshman students are entering students who have never attended any institution of higher education. This includes a student enrolled in the fall term who attended a postsecondary institution for the first time in the prior summer term, and a student who entered with advanced standing (college credit earned before graduation from high school).

An undergraduate student is a student who is enrolled in an associate degree program or a vocational or technical program below the baccalaureate level.

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 34).

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 during the first third of the class, no record of it will appear on your transcript. If you drop during the second third of the class, you will receive a grade of “W.” We will not process an official drop during the last third of the class, and if you stop attending, you will receive a grade as assigned by the instructor. We cannot process a drop for a class that has already ended. 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.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
</tr>
<tr>
<td>IN</td>
<td>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 &quot;IN&quot; must be removed within four weeks of the beginning of the next semester or it is replaced by an &quot;F&quot; or &quot;NC&quot; (for courses graded CR/NC).</td>
</tr>
<tr>
<td>W</td>
<td>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.</td>
</tr>
<tr>
<td>AW</td>
<td>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.</td>
</tr>
<tr>
<td>AU</td>
<td>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.</td>
</tr>
<tr>
<td>CR</td>
<td>Credit</td>
</tr>
<tr>
<td>NC</td>
<td>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 &quot;C&quot; 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.</td>
</tr>
<tr>
<td>NG</td>
<td>No Grade Submitted is assigned temporarily by the Registrar to indicate that no grade was received from the instructor.</td>
</tr>
<tr>
<td>O</td>
<td>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 &quot;O&quot; grade will be treated as an &quot;F&quot; in the calculation of the grade point average. The &quot;O&quot; grade is considered an indication of unsatisfactory academic progress for financial aid purposes.</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.65</td>
</tr>
<tr>
<td>B+</td>
<td>3.35</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.65</td>
</tr>
<tr>
<td>C+</td>
<td>2.35</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.65</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
<tr>
<td>O</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Once the letter grades have been converted to grade points, we multiply the grade points by the number of credits for each course, resulting in what we call quality points. We then total all of the quality points and divide the sum by the total number of credits, resulting in the grade point average. In calculating a grade point average, we use only the grades listed above with corresponding grade points. No other grades affect the grade point average in any way.

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 college-level 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:

<table>
<thead>
<tr>
<th>Category</th>
<th>Standard</th>
<th>Actions Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal Progress</td>
<td>Both a cumulative GPA and a semester GPA of 2.00 or above</td>
<td>None.</td>
</tr>
<tr>
<td>Academic Review</td>
<td>Either a cumulative GPA or a semester GPA under 2.00 or both, and not previously on review.</td>
<td>Placed on Academic Review. Reduction of academic load and/or co-curricular activities expected. Diagnostic interview in Learning Assistance Center recommended.</td>
</tr>
<tr>
<td>Academic Probation</td>
<td>Both a cumulative GPA and a semester GPA for the current semester under 2.00 and student on review for one semester.</td>
<td>Placed on Academic Probation. NOT ELIGIBLE FOR FINANCIAL AID. Other actions same as Review.</td>
</tr>
<tr>
<td>Academic Suspension</td>
<td>Both a cumulative GPA and a semester GPA under 2.00 and cumulative GPA lower than the previous semester.</td>
<td>Precluded from enrollment for one full semester; otherwise placed on Probation.</td>
</tr>
<tr>
<td>Academic Dismissal</td>
<td>Both a cumulative GPA and a semester GPA under 2.00 and a cumulative GPA lower than the previous semester and previously suspended.</td>
<td>Precluded from future enrollment.</td>
</tr>
</tbody>
</table>

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

We recognize that any of the academic standing actions described above may be affected by unusual circumstances. You may request that the Office of Student Affairs 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 provided you are not enrolled in a class that has already ended. 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.

You cannot withdraw from a class that ended prior to the submission of your withdrawal request.

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 readmitted 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 readmitted for the purposes of the college's academic standing policy. Your previous coursework may be applied toward your degree under this policy, but will not be calculated in your GPA. Your
official transcript will include a statement noting this “fresh start” option. In the event of multiple two-year absences, you have the option of choosing the effective readmission date of the policy. You must elect this option in person in the Registrar’s Office.

**Graduation Requirements**

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

To earn an associate degree, you must complete the course requirements of the curriculum, achieve a cumulative grade point average of at least 2.00 for all courses taken at GCC (excluding courses with an advising code of "D") and be in good standing with the college. All associate degree programs require at least 60 credits of coursework. You must complete at least 15 credits of coursework at GCC.

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

a. meet all specific requirements of each degree program;

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

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

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

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

**Application for Graduation**

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

**Transcripts**

You may request transcripts of your GCC academic record for yourself or for other colleges or employers by completing a tran-
script 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.

The Hazing Act of 1985

Massachusetts General Laws, Chapter 269, Section 19, requires the college to inform its
students annually of the provisions of this Act. Copies of the act are available form the Registrar’s
Office or by consulting the Student Handbook.

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 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 (TTY/TDD) 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 also have a number of transfer agreements and joint admission programs with baccalaureate degree-awarding colleges and universities. The Commonwealth Transfer Compact ensures the transferability of credits from the state's community colleges to the state colleges and universities. See pages 10–11 for information on the Joint Admission Plan and the Tuition Advantage Plan.
Presently, GCC has articulation agreements with:

- Art Institute of Boston, Boston, MA
- Albertus Magnus, New Haven, CT
- Bay Path College, Longmeadow, MA
- Bentley College, Waltham, MA
- Elms College, Chicopee, MA
- Lyndon State College, Lyndonville, VT
- Massachusetts College of Art, Boston, MA
- Massachusetts College of Liberal Art, North Adams, MA
- Nichols College, Dudley, MA
- Northeastern University, Boston, MA
- Palmer College of Chiropractic, Davenport, IA
- Rensselaer Polytechnic Institute, Troy, NY
- Rivier College, Nashua NH
- School for International Training, Putney, VT
- The School of Visual Art, New York, NY
- Trinity College of Vermont, Burlington, VT
- Western New England College, Springfield, MA
- Westfield State College, Westfield, MA
- Worcester Polytechnic Institute, Worcester, MA

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) 774-2462.
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.

Educational Technology Support Center

Located on the second floor core, the Educational Technology Support Center is a college support service designed to assist faculty, staff, and students in teaching and learning through the integration of technology into the educational process. The Ed Tech Support Center schedules, distributes, and maintains media related equipment throughout the campus. By appointment, the staff provides training in the operation of presentation equipment. Equipment and services are available for GCC academic purposes in direct or indirect classroom support and subject to the institutional lending policies.

The facilities and staff support all aspects of traditional instructional development, production, and distribution in both analog and digital formats. Facilities include a complete television studio, audio studio, satellite/cable distribution, video duplication, Win95 multimedia development stations, and academic media-equipment circulation.

Learning Center

Our Learning Center offers 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 Center on the fourth floor of the college. We offer the following services free of charge:

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. Referrals to community agencies can also be arranged.

Career Planning: Counselors meet individually with students to explore the world of work and to prepare 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 134 and 135.
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.

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. 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 $10 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

The theater, music, and dance departments offer opportunities for student performances. 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.

The Student Lounge

The Student Lounge houses a pool table, television, video games, and table tennis tables. Equipment can be obtained in the Student Life Office with a valid GCC I.D. card.
Community Services and Business Industry Programs

Credit-Free Workshops and Seminars

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 with campus locations in Greenfield, Turners Falls, and Northampton, MA., and serve over 2500 participants each year. 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 access to the Internet, Microsoft Office 97, and other applications.

- Meeting rooms, teleconference facilities, and athletic fields available to outside organizations at our downtown and main campus locations.

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, evenings, and on weekends. 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: computer aided drafting, computer office skills (word processing, spreadsheets, databases), computer networking, 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, soccer, theater and improvisation, and adventure camps for a variety of ages.

GCC Alumni Council

The Alumni Council’s purpose is to work in cooperation with Greenfield Community College and the GCC Foundation. Our efforts have provided an endowment for scholarships, funding for staff development, support for GCC during the State’s Matching Incentive Campaign as well as other college activities.

Alumni status is reached by obtaining a minimum of 24 credits at GCC. If you have reached alumni status, we invite you to participate on the Council, attend our monthly meetings, receive copies of our minutes, or to become a volunteer at one of our fund-raisers. For more information, contact Allen Davis, Executive Director of the GCC Foundation at (413) 774-4456 or by e-mail at Davis@gcc.mass.edu
Academic Programs

Degree Programs, Certificate Programs
Programs in Collaboration with Neighboring Community Colleges, Special 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
- Healing Arts
- Human Services
- Industrial Science
- International Studies
- Math-Science
- Music
- Pioneer Valley Studies
- Women's Studies

Associate of Science Degrees

- Accounting
- Art/Communication Design
- Art/Communication Design
  Commonwealth Transfer Compact
- Art/Fine Art
- Art/Fine Art Commonwealth
  Transfer Compact
- Art/Media Arts
- Art/Media Arts Commonwealth
  Transfer Compact
- Computer Information Systems
- Criminal Justice
- Early Childhood Education
- Engineering Science
- Fire Science Technology
- Management
- Marketing
- Nursing
- Occupational Technology
- Occupational Therapy Assistant
- Office Administration
- Recreation and Leisure Services

Certificate Programs

- Business Microcomputer Applications
- Career Transitions
- Computer Aided Drafting
- Computer Assisted Bookkeeping
- Early Childhood Education
- Elder Recreational Services
- Human Services
- Massage Therapy
- Advanced Massage Therapy
- Microsoft Office Applications
- Multimedia Design
- Music

- Office Assistant *
- Outdoor Leadership *
- Advanced Outdoor Leadership
- Paramedic
- Pathways to Health Careers
- Pioneer Valley Studies *
- Practical Nursing
- Real Estate
- Re-entry
- Wellness & Fitness
- Word Processing

Programs in Collaboration with Neighboring Community Colleges

- Geographic Information Systems Technology
- Pharmacy Technology
- Physical Therapist Assistant
- Radiologic Technology Program

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 career 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 44
- Associate of Science Degree Programs see page 45
- Certificate Programs see page 87
- Programs in Collaboration with Neighboring Community Colleges see page 104
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
  - Healing Arts
  - Human Services
  - Industrial Science
  - International Studies
  - Math-Science
  - Music
  - Pioneer Valley Studies
  - Women’s Studies

Our liberal arts programs consist of a broad range of general studies in the humanities, behavioral sciences, business, natural sciences, mathematics, and technology with options to focus on more specialized fields of interest. Liberal arts programs lead to the associate of arts degree and transfer status as a junior at many four-year colleges and universities. Many professions, including law, medicine, economics, education, and human services, 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 46.

* To learn more about transfer requirements, see pages 10 and 34.
Associate of Science Degrees

- Accounting
- Art/Communication Design
- Art/Communication Design Commonwealth Transfer Compact
- Art/Fine Art
- Art/Fine Art Commonwealth Transfer Compact
- Art/Media Arts
- Art/Media Arts Commonwealth Transfer Compact
- Computer Information Systems
- Criminal Justice
- Early Childhood Education
- Engineering Science
- Fire Science 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 sciences, business, natural sciences, mathematics, and technology, in addition to studies in specific career 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 Affairs as early as possible.*

Most career programs require some elective coursework in liberal arts. In making your liberal arts course selections, use these guidelines and consult your academic advisor:

- 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 46.
* To learn more about transfer requirements, see pages 10 and 34.
† Please note: Some electives in career programs are footnoted and specific courses are suggested.
Liberal Arts/General Program†!
(Meets Commonwealth Transfer Compact Requirements)

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 or 131)</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, HlC 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. 44.

† All courses needed to complete this program/option will be offered both in the day and in the evening.
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.

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>ACC 131 Applications of Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 207 Financial Accounting Systems and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ADM 111 Document Processing I</td>
<td>3</td>
</tr>
<tr>
<td>ADM 210 Computerized Records Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 105 Mathematics for Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 107 Introduction to Federal Income Taxes</td>
<td>3</td>
</tr>
<tr>
<td>BUS 111 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 123 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 155 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 205 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>DAT 114 Microcomputer Software Tools I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td>12</td>
</tr>
<tr>
<td>Program Elective (any ACC, ADM, BUS, or DAT course)</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 65

1 All courses needed to complete this program/option will be offered both in the day and in the evening.
The Business Department is accredited by the Association of Collegiate Business Schools and Programs.

Program Coordinator: Dr. Robert J. Welsh
Office: N316
American Studies
(Meets Commonwealth Transfer Compact Requirements)

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, or SPE 131 Oral Communication: Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>HIS 105 History of the American People to 1865</td>
<td>3</td>
</tr>
<tr>
<td>HIS 106 History of the American People since 1865</td>
<td>3</td>
</tr>
<tr>
<td>POL 101 American Politics</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Sciences Core:</td>
<td>6</td>
</tr>
<tr>
<td>a) Select one course from the following:</td>
<td></td>
</tr>
<tr>
<td>ANT 103 or 104, ECO 101 or 102, HEC</td>
<td></td>
</tr>
<tr>
<td>101, PSY 101, or SOC 101</td>
<td></td>
</tr>
<tr>
<td>b) Select any additional course coded BC</td>
<td></td>
</tr>
<tr>
<td>Science/Math Core:</td>
<td>11</td>
</tr>
<tr>
<td>a) Science: two 4-credit BIO, CHE, GEO, PHY, or SCI courses with NC advising codes</td>
<td></td>
</tr>
<tr>
<td>b) Math: MAT course with NC advising code</td>
<td></td>
</tr>
<tr>
<td>*General Electives</td>
<td>13</td>
</tr>
<tr>
<td>American Studies Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

**TOTAL 60**

**American Studies electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 219 Ethnic Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 253 Valley American Literature</td>
<td>3</td>
</tr>
<tr>
<td>GEO 103 Valley Geology</td>
<td>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>
</tbody>
</table>

Appropriate Directed Study (295 or 296)

Program Coordinator: Dr. Joan S. Ibish
Office: S321

(413) 774-3131
# Art/Communication Design

**The Degree:** Associate of Science

**The Program:** develops the visual, conceptual, and technical skills of communication design as applied in traditional and contemporary media. Emphasizes a strong foundation in drawing, design, and computer imaging. Includes required courses in liberal arts and art history.

**Your Next Step:** transfer to a baccalaureate degree granting college or professional institution, or seek entry-level employment in communication design. Your future career may lie in a design profession, marketing, advertising, or the publication and information design industry.

## 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 125 Three-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 151 Introduction to Photography</td>
<td>3</td>
</tr>
<tr>
<td>ART 161 Introduction to the Electronic Studio</td>
<td>3</td>
</tr>
<tr>
<td>ART 271 Communication Design I</td>
<td>3</td>
</tr>
<tr>
<td>ART 272 Communication Design II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Sciences Elective</td>
<td>3</td>
</tr>
<tr>
<td>*Humanities Elective,</td>
<td></td>
</tr>
<tr>
<td>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><strong>Art Studio Electives (from the list below)</strong></td>
<td><strong>9</strong></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 in 293 and 295.

<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 155 Introduction to Video</td>
<td>3</td>
</tr>
<tr>
<td>ART 157 Animation</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 241 Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART 251 Photography I-A</td>
<td>3</td>
</tr>
<tr>
<td>ART 255 Video I-A</td>
<td>3</td>
</tr>
<tr>
<td>ART 261 Electronic Imaging</td>
<td>3</td>
</tr>
<tr>
<td>ART 289 Cross Registration in Art</td>
<td>1-6</td>
</tr>
<tr>
<td>ART 290 Intrdisciplinary Critique</td>
<td>3</td>
</tr>
<tr>
<td>ART 293 Internship in Art</td>
<td>1-3</td>
</tr>
<tr>
<td>ART 295 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 in this program.

**Program Coordinator:**

Thomas W. Boisvert  
Office: S222
# Art/Communication Design

## Commonwealth Transfer Compact Option

**The Degree:**  Associate of Science

**The Program:**  designed to meet the specific requirements of the Commonwealth Transfer Compact (CTC) within the context of the GCC Communication Design program. Successful completion will qualify students for the University of Massachusetts and the Massachusetts State College Joint Admission Plans, as well as the Board of Higher Education Tuition Advantage Program.

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

### Required courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</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 125</td>
<td>Three-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 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 161</td>
<td>Introduction to the Electronic Studio</td>
<td>3</td>
</tr>
<tr>
<td>ART 271</td>
<td>Communication Design I</td>
<td>3</td>
</tr>
<tr>
<td>ART 272</td>
<td>Communication Design II</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 (coded BC)</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Humanities Elective (coded HC)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Mathematics Elective (any MAT course coded NC)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Natural/Physical Science Elective (two 4-credit lab science courses coded NC)</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Art Studio Electives (from the list below)</td>
<td>9</td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 71

### Art studio electives:

- at least six credits must be at the 200 level, may include no more than three credits in 293 and 295.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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 155</td>
<td>Introduction to Video</td>
<td>3</td>
</tr>
<tr>
<td>ART 157</td>
<td>Animation</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 241</td>
<td>Painting I</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 289</td>
<td>Cross Registration in Art</td>
<td>1-6</td>
</tr>
<tr>
<td>ART 290</td>
<td>Intradisciplinary Critique</td>
<td>3</td>
</tr>
<tr>
<td>ART 293</td>
<td>Internship in Art</td>
<td>1-3</td>
</tr>
<tr>
<td>ART 295</td>
<td>Directed Study in Art</td>
<td>1-3</td>
</tr>
</tbody>
</table>

1. See pages 10, 11, 35 for the specific requirements of these programs; admission to UMass Art programs is subject to portfolio review.

2. UMass will accept up to 75 credits in transfer.

**Program Coordinator:**  Thomas W. Boisvert  
*Office: S222*
Art/Fine Art

The Degree: Associate of Science

The Program: provides a strong foundation in drawing, design, and painting, with emphasis on the concepts, techniques, and disciplines of fine art. Includes required courses in art history and the liberal arts.

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

Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 103 Art History I</td>
<td>3</td>
</tr>
<tr>
<td>ART 104 Art History II</td>
<td>3</td>
</tr>
<tr>
<td>ART 121 Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 125 Three-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 134 Fundamentals of Drawing: Anatomy and Structure</td>
<td>3</td>
</tr>
<tr>
<td>ART 141 Color</td>
<td>3</td>
</tr>
<tr>
<td>Media Arts Electives (choose one of the following)</td>
<td></td>
</tr>
<tr>
<td>ART 151 Introduction to Photography</td>
<td>3</td>
</tr>
<tr>
<td>or ART 161 Introduction to Electronic Studio</td>
<td>3</td>
</tr>
<tr>
<td>ART 231 Figure Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 241 Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Sciences Elective</td>
<td>3</td>
</tr>
<tr>
<td>*Humanities Elective,</td>
<td></td>
</tr>
<tr>
<td>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></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 in 293 and 295.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 133 Fundamentals of Drawing: Perspective</td>
<td>3</td>
</tr>
<tr>
<td>ART 151 Introduction to Photography</td>
<td>3</td>
</tr>
<tr>
<td>ART 155 Introduction to Video</td>
<td>3</td>
</tr>
<tr>
<td>ART 161 Introduction to the Electronic Studio</td>
<td>3</td>
</tr>
<tr>
<td>ART 232 Thematic Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 242 Painting II</td>
<td>3</td>
</tr>
<tr>
<td>ART 251 Photography I-A</td>
<td>3</td>
</tr>
<tr>
<td>ART 255 Video I-A</td>
<td>3</td>
</tr>
<tr>
<td>ART 261 Electronic Imaging</td>
<td>3</td>
</tr>
<tr>
<td>ART 271 Communication Design I</td>
<td>3</td>
</tr>
<tr>
<td>ART 289 Cross Registration in Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 290 Intradisciplinary Critique</td>
<td>3</td>
</tr>
<tr>
<td>ART 293 Internship in Art</td>
<td>1-3</td>
</tr>
<tr>
<td>ART 295 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 in this program.

Program Coordinator: Thomas W. Boisvert
Office: S222
# Art/Fine Art

## Commonwealth Transfer Compact Option

The Degree: Associate of Science

The Program: designed to meet the specific requirements of the Commonwealth Transfer Compact (CTC) within the context of the GCC Fine Art program. Successful completion will qualify students for the University of Massachusetts and the Massachusetts State College Joint Admission Plans, as well as the Board of Higher Education Tuition Advantage Program.

Your Next Step: transfer to a baccalaureate degree college.

## 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 125 Three-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 134 Fundamentals of Drawing: Anatomy and Structure</td>
<td>3</td>
</tr>
<tr>
<td>ART 141 Color</td>
<td>3</td>
</tr>
</tbody>
</table>

Media Arts Electives (choose one of the following)

- ART 151 Introduction to Photography
- ART 161 Introduction to the Electronic Studio

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 231 Figure Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 241 Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Sciences Elective (coded BC)</td>
<td>9</td>
</tr>
<tr>
<td>Humanities Elective (coded HC)</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Elective (any MAT course coded NC)</td>
<td>3</td>
</tr>
<tr>
<td>Natural/Physical Science Elective (two 4-credit lab science courses coded NC)</td>
<td>8</td>
</tr>
<tr>
<td>Art Studio Electives (from the list below)</td>
<td>9</td>
</tr>
</tbody>
</table>

## Art studio electives: at least six credits must be at the 200 level, may include no more than three credits in 293 and 295.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 133 Fundamentals of Drawing: Perspective</td>
<td>3</td>
</tr>
<tr>
<td>ART 151 Introduction to Photography</td>
<td>3</td>
</tr>
<tr>
<td>ART 155 Introduction to Video</td>
<td>3</td>
</tr>
<tr>
<td>ART 161 Introduction to the Electronic Studio</td>
<td>3</td>
</tr>
<tr>
<td>ART 232 Thematic Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 242 Painting II</td>
<td>3</td>
</tr>
<tr>
<td>ART 251 Photography I-A</td>
<td>3</td>
</tr>
<tr>
<td>ART 255 Video I-A</td>
<td>3</td>
</tr>
<tr>
<td>ART 261 Electronic Imaging</td>
<td>3</td>
</tr>
<tr>
<td>ART 271 Communication Design I</td>
<td>3</td>
</tr>
<tr>
<td>ART 289 Cross Registration in Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 290 Intradisciplinary Critique</td>
<td>3</td>
</tr>
<tr>
<td>ART 293 Internship in Art</td>
<td>1-3</td>
</tr>
<tr>
<td>ART 295 Directed Study in Art</td>
<td>1-3</td>
</tr>
</tbody>
</table>

1. See pages 10, 11, 35 for the specific requirements of these programs; admission to UMass Art programs is subject to portfolio review.

2. UMass will accept up to 75 credits in transfer.

Program Coordinator: Thomas W. Boisvert
Office: S222

---

TOTAL 71
Art (Liberal Arts)
(Meets Commonwealth Transfer Compact Requirements)

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>3</td>
</tr>
<tr>
<td>or ART 104 Art History II.</td>
<td></td>
</tr>
<tr>
<td>or ART 107 History of Modern Art</td>
<td></td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>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>Behavioral Sciences Core:</td>
<td>9</td>
</tr>
<tr>
<td>a) Select two courses from the following:</td>
<td></td>
</tr>
<tr>
<td>ART 103 or 104, ECO 101 or 102, HEC 101,</td>
<td></td>
</tr>
<tr>
<td>POL 101, PSY 101, or SOC 101</td>
<td></td>
</tr>
<tr>
<td>b) Select any additional course coded BC</td>
<td></td>
</tr>
<tr>
<td>Humanities Core:</td>
<td>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,</td>
<td></td>
</tr>
<tr>
<td>206, 219, 221, 225, 235, 243, 247,</td>
<td></td>
</tr>
<tr>
<td>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,</td>
<td></td>
</tr>
<tr>
<td>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>
</tbody>
</table>

*Electives                                                                                           | 10      |

Art Studio Electives (from the list below)                                                          | 12      |

TOTAL 60

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

Group A

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 121</td>
<td>3</td>
</tr>
<tr>
<td>ART 131</td>
<td>3</td>
</tr>
<tr>
<td>ART 151</td>
<td>3</td>
</tr>
</tbody>
</table>

Group B

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 122</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 Introduction to the Electronic Studio</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. 46) 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. The program 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</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 141 Color</td>
<td>3</td>
</tr>
<tr>
<td>ART 151 Introduction to Photography</td>
<td>3</td>
</tr>
<tr>
<td>ART 155 Introduction to Video</td>
<td>3</td>
</tr>
<tr>
<td>ART 161 Introduction to the Electronic Studio</td>
<td>3</td>
</tr>
<tr>
<td>ART 251 Photography I-A</td>
<td>3</td>
</tr>
<tr>
<td>ART 261 Electronic Imaging</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 in 293 and 295.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 125 Three-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 132 Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 157 Animation</td>
<td>3</td>
</tr>
<tr>
<td>ART 231 Figure Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 241 Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART 252 Photography I-B</td>
<td>3</td>
</tr>
<tr>
<td>ART 255 Video I-A</td>
<td>3</td>
</tr>
<tr>
<td>ART 256 Video I-B</td>
<td>3</td>
</tr>
<tr>
<td>ART 271 Communication Design I</td>
<td>3</td>
</tr>
<tr>
<td>ART 289 Cross Registration in Art</td>
<td>1-6</td>
</tr>
<tr>
<td>ART 290 Intradisciplinary Critique</td>
<td>3</td>
</tr>
<tr>
<td>ART 293 Internship in Art</td>
<td>1-3</td>
</tr>
<tr>
<td>ART 295 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 in this program.

Program Coordinator: Thomas W. Boisvert
Office: S222

(413) 774-3131
# Art/Media Arts

## Commonwealth Transfer Compact Option

**The Degree:** Associate of Science

**The Program:** designed to meet the specific requirements of the Commonwealth Transfer Compact (CTC) within the context of the GCC Media Arts program. Successful completion will qualify students for the University of Massachusetts and the Massachusetts State College Joint Admission Plans, as well as the Board of Higher Education Tuition Advantage Program.

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

### 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 141 Color</td>
<td>3</td>
</tr>
<tr>
<td>ART 151 Introduction to Photography</td>
<td>3</td>
</tr>
<tr>
<td>ART 155 Introduction to Video</td>
<td>3</td>
</tr>
<tr>
<td>ART 161 Introduction to the Electronic Studio</td>
<td>3</td>
</tr>
<tr>
<td>ART 251 Photography I-A</td>
<td>3</td>
</tr>
<tr>
<td>ART 261 Electronic Imaging</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 (coded BC)</td>
<td>9</td>
</tr>
<tr>
<td>Humanities Elective (coded HC)</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Elective (any MAT course coded NC)</td>
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<tr>
<td>Natural/Physical Science Elective (two 4-credit lab science courses coded NC)</td>
<td>8</td>
</tr>
<tr>
<td>Art Studio Electives (from the list below)</td>
<td>12</td>
</tr>
</tbody>
</table>

**Total: 71**

### Art studio electives:

- at least six credits must be at the 200 level, may include no more than three credits in 293 and 295.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 125 Three-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 132 Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 157 Animation</td>
<td>3</td>
</tr>
<tr>
<td>ART 231 Figure Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 241 Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART 252 Photography I-B</td>
<td>3</td>
</tr>
<tr>
<td>ART 255 Video I-A</td>
<td>3</td>
</tr>
<tr>
<td>ART 256 Video I-B</td>
<td>3</td>
</tr>
<tr>
<td>ART 271 Communication Design I</td>
<td>3</td>
</tr>
<tr>
<td>ART 289 Cross Registration in Art</td>
<td>1-6</td>
</tr>
<tr>
<td>ART 290 Intradisciplinary Critique</td>
<td>3</td>
</tr>
<tr>
<td>ART 293 Internship in Art</td>
<td>1-3</td>
</tr>
<tr>
<td>ART 295 Directed Study in Art</td>
<td>1-3</td>
</tr>
</tbody>
</table>

1. See pages 10,11,35 for the specific requirements of these programs; admission to UMass Art programs is subject to portfolio review.

2. UMass will accept up to 75 credits in transfer.

**Program Coordinator:** Thomas W. Boisvert
**Office:** S222
Business Administration Transfer
(Meets Commonwealth Transfer Compact Requirements)

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.

Required courses

<table>
<thead>
<tr>
<th>Course</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 101 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 I</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: One three-credit course from each of the following categories:</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, 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: Two 4-credit BIO, CHE, GEO, PHY, or SCI courses with NC advising code</td>
<td>11</td>
</tr>
<tr>
<td>b) Math: MAT course with NC advising code</td>
<td></td>
</tr>
<tr>
<td>or MAT 114 Probability and Statistics</td>
<td></td>
</tr>
<tr>
<td>or MAT 151 Applied Calculus I, or MAT 152 Applied Calculus II</td>
<td>3</td>
</tr>
<tr>
<td>*Liberal Arts Elective</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL 63

The Business Department is accredited by the Association of Collegiate Business Schools and Programs.

* See Liberal Arts/General Program (p. 46) for specific requirements.

7 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).

1 All courses needed to complete this program/option will be offered both in the day and in the evening.

Program Coordinator: Dr. Robert J. Welsh
Office: N316
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 data bases, 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.

<table>
<thead>
<tr>
<th>Required courses</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>ACC 131 Applications of Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ADM 106 Keyboarding for Information Processing</td>
<td>1</td>
</tr>
<tr>
<td>BUS 111 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>DAT 113 Introduction to Business Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>DAT 114 Microcomputer Software Tools I</td>
<td>3</td>
</tr>
<tr>
<td>DAT 115 Programming Principles and Concepts</td>
<td>3</td>
</tr>
<tr>
<td>DAT 116 Microcomputer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>DAT 117 Computer Networking and Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>DAT 118 Microcomputer Software Tools II</td>
<td>3</td>
</tr>
<tr>
<td>DAT 149 Database Programming and Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>DAT 150 Database Programming and Procedures II</td>
<td>3</td>
</tr>
<tr>
<td>ECO 101 Principles of Macroeconomics, 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>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MAT 117 Mathematical Problem Solving</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology, or SOC 101 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>*Liberal Arts Electives</td>
<td>6</td>
</tr>
<tr>
<td>ACC, BUS, or DAT Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 63**

The Business Department is accredited by the Association of Collegiate Business Schools and Programs.

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

1 All courses needed to complete this program/option will be offered both in the day and in the evening.

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 Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 101</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 103</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 105</td>
<td>Police Process</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 107</td>
<td>Adjudication Process</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 109</td>
<td>Corrections Process</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 121</td>
<td>Criminology</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, or ENG 123 Report Writing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>POL 101</td>
<td>American Politics</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 201</td>
<td>Social Problems and Deviant Behavior</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101</td>
<td>Oral Communication: Public Speaking, or SPE 121 Oral Communication: Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*General Elective</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>*Natural Science/Humanities Electives</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Criminal Justice Electives</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL 60**

**Criminal Justice electives**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 113</td>
<td>Juvenile Justice Process</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 131</td>
<td>Social Issues in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 203</td>
<td>Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 211</td>
<td>Current Issues in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 215</td>
<td>Field Experience Practicum†</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 217</td>
<td>White Collar Organized Crime</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 219</td>
<td>Issues in Constitutional Law</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 221</td>
<td>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: Stella Xanthakos
Office: N229

(413) 774-3131
Dance

(Meets Commonwealth Transfer Compact Requirements)

The Degree: Associate of Arts in Liberal Arts

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

Your Next Step: transfer to a baccalaureate degree institution

Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAN 120 Dance in Culture</td>
<td>3</td>
</tr>
<tr>
<td>DAN 121 Dance History</td>
<td>3</td>
</tr>
<tr>
<td>DAN 130 Choreography/Performance</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Oral Communication: Public Speaking, or SPE 121 Oral Communication: Small Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Sciences Core:</td>
<td>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>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>Science/Math Core:</td>
<td>11</td>
</tr>
<tr>
<td>a) Science: two 4-credit BIO, CHE, GEO, PHY, or SCI courses with NC advising codes</td>
<td></td>
</tr>
<tr>
<td>b) Math: MAT course with NC advising code</td>
<td></td>
</tr>
<tr>
<td>Liberal Arts electives</td>
<td>3</td>
</tr>
<tr>
<td>Dance electives</td>
<td>15</td>
</tr>
</tbody>
</table>

TOTAL 62

Dance electives

To graduate with the Liberal Arts Dance option, students are required to complete at least two courses in each of two different types of dance.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAN 101 Introduction to Dance</td>
<td>3</td>
</tr>
<tr>
<td>DAN 103 Jazz Dance I</td>
<td>3</td>
</tr>
<tr>
<td>DAN 104 Jazz Dance II</td>
<td>3</td>
</tr>
<tr>
<td>DAN 105 African Dance I</td>
<td>3</td>
</tr>
<tr>
<td>DAN 106 African Dance II</td>
<td>3</td>
</tr>
<tr>
<td>DAN 107 Ballet I</td>
<td>3</td>
</tr>
<tr>
<td>DAN 108 Ballet II</td>
<td>3</td>
</tr>
<tr>
<td>DAN 109 Afro-Brazilian Dance</td>
<td>3</td>
</tr>
<tr>
<td>DAN 111 Modern Dance I</td>
<td>3</td>
</tr>
<tr>
<td>DAN 112 Modern Dance II</td>
<td>3</td>
</tr>
<tr>
<td>DAN 113 Modern Dance Repertory</td>
<td>3</td>
</tr>
<tr>
<td>DAN 114 Tap Dance I</td>
<td>3</td>
</tr>
<tr>
<td>DAN 115 Tap Dance II</td>
<td>3</td>
</tr>
<tr>
<td>DAN 119 Dance Production Workshop</td>
<td>1</td>
</tr>
</tbody>
</table>

* See Liberal Arts/General Program (p. 46) for specific requirements.

Program Advisor: TBA
Data Processing
(Meets Commonwealth Transfer Compact Requirements)

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,</td>
<td></td>
</tr>
<tr>
<td>or DAT 113 Introduction to Business Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>DAT 115 Programming Principles and Concepts</td>
<td></td>
</tr>
<tr>
<td>or DAT 143 Introduction to ANSI COBOL</td>
<td>3</td>
</tr>
<tr>
<td>or DAT 147 Pascal Programming</td>
<td></td>
</tr>
<tr>
<td>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></td>
</tr>
<tr>
<td>ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>†MAT 107 College Algebra (or higher level math course)</td>
<td>3</td>
</tr>
<tr>
<td>MAT 114 Probability and Statistics</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Oral Communication: Public Speaking,</td>
<td>3</td>
</tr>
<tr>
<td>or SPE 121 Oral Communication: Small Group Discussion</td>
<td></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, 236, 243, 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. 46) for specific requirements.

1 All courses needed to complete this program/option will be offered both in the day and in the evening.

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 skillbuilding 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, 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>3</td>
</tr>
<tr>
<td></td>
<td>or ANT 104 Introduction to Cultural Anthropology</td>
</tr>
<tr>
<td>SPE 101 Oral Communication: Public Speaking, or SPE 121 Oral</td>
<td></td>
</tr>
<tr>
<td>Communication: Group Discussion</td>
<td></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

(Meets Commonwealth Transfer Compact Requirements)

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</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td></td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td></td>
</tr>
<tr>
<td>ENG 241 Survey of Children's Literature</td>
<td></td>
</tr>
<tr>
<td>or FLK 218 Storytelling</td>
<td></td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td></td>
</tr>
<tr>
<td>PSY 217 Human Growth and Development</td>
<td></td>
</tr>
<tr>
<td>or PSY 233 Child Behavior and Development</td>
<td></td>
</tr>
<tr>
<td>SOC 101 Principles of Sociology</td>
<td></td>
</tr>
<tr>
<td>or ANT 104 Introduction to Cultural Anthropology</td>
<td></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></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, 243, 247, 248, 253, 264)</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>Education Electives</td>
<td>12</td>
</tr>
<tr>
<td>Additional Electives*</td>
<td>10</td>
</tr>
</tbody>
</table>

**TOTAL 60**

#### Education electives

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

* See Liberal Arts/General Program (p. 46) for specific requirements.

Program Coordinator: Nancy T. Winter
Office: N213
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/environmental, 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.

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 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.

Required courses

<table>
<thead>
<tr>
<th>Course Description</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>1</td>
</tr>
<tr>
<td>or DAT 129 Applications of Spreadsheets (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 (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 I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>MAT 201 Calculus with Analytic Geometry I</td>
<td>4</td>
</tr>
<tr>
<td>MAT 202 Calculus with Analytic Geometry II</td>
<td>4</td>
</tr>
<tr>
<td>MAT 203 Multivariate Calculus</td>
<td>4</td>
</tr>
<tr>
<td>MAT 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></td>
</tr>
<tr>
<td><strong>TOTAL 66-70</strong></td>
<td></td>
</tr>
</tbody>
</table>

No course taken for credit/no credit will fulfill the graduation requirements of this program.
**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>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>$\text{Biological Science Elective (approved by advisor)}$</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>$\text{DAT 148 C Programming for Programmers}$</td>
<td>3</td>
</tr>
<tr>
<td>EGR 101 Surveying I</td>
<td>3</td>
</tr>
<tr>
<td>$\text{EGR 108 Engineering Graphics II}$</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>$\text{MAT 114 Probability and Statistics}$</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>$\text{PHY 105 Introductory Electronics}$</td>
<td>4</td>
</tr>
<tr>
<td>$\text{SPE 101 Oral Communication: Public Speaking}$</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
**Environmental Studies/Human Ecology**

(Meets Commonwealth Transfer Compact Requirements)

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>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, or SPE 131 Oral Communication: Intercultural Communication</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>
</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, 243, 247, 248, 253, 261)
- c) Any additional course coded HC

One course from each of the following:

- Behavioral Sciences: HEC 121 Gender Issues in Human Ecology or Green Living Seminars/Workshops 1-3
- *Natural Sciences course coded NC or NL* 3-4
- *General Elective* 3-4

Concentration electives (choose one of the options below) 9

**TOTAL 60-61**

### Project TEME

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEC 251 Small Group Ecology: Project TEME Planning and Dev.</td>
<td>3</td>
</tr>
<tr>
<td>HEC 252 Small Group Ecology: Project TEME Implementation</td>
<td>6</td>
</tr>
</tbody>
</table>

### Earth Education

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

* 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
(Meets Commonwealth Transfer Compact Requirements)

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 Description</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 1</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 1, 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>
</tbody>
</table>

*Any GEO, BIO, or CHE course

Humanities Core: 9

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

a) History—any history course coded HC
b) Literature (ENG 201, 202, 203, 204, 205, 206, 219, 221, 225, 235, 243, 247, 248, 253, 261)
c) Any additional course coded HC

Natural Sciences Core (NC) 3-4

TOTAL 62-63

* 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 I11, CHE I12, GEO 102, PHY I101, and PHY I102.

Program Advisor: Peter C. Steve
Office: 5415

(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>or SPE 121 Oral Communication: Small Group Discussion</td>
<td></td>
</tr>
<tr>
<td>or SPE 131 Oral Communication: Intercultural Communication</td>
<td></td>
</tr>
<tr>
<td>*FST/ESM 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/ESM electives consist of all courses designated FST or EMS not specifically required in the curriculum. No more than 10 EMS credits can be used in this category.

Program Coordinator: Dr. Peter Rosnick
Office: N422
Food Science  
(Meets Commonwealth Transfer Compact Requirements)

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.

<table>
<thead>
<tr>
<th>Required courses</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</td>
<td>3</td>
</tr>
<tr>
<td>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, 243, 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: Ana Gaillat  
Office: S410  
(413) 774-3131
# Healing Arts

(Meets Commonwealth Transfer Compact Requirements)

The Degree: Associate of Arts in Liberal Arts

The Program: enables graduates of the Stillpoint Center School of Massage, Inc. to get credit for their studies at the Center toward an Associate of Arts degree from GCC. The program provides a broad range of general studies in the behavioral sciences, the natural sciences, the humanities, and business.

Your Next Step: practice therapeutic massage as a business owner/manager, secure an entry-level position with an existing provider group, or transfer to a baccalaureate program or professional institution.

## Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*HAO 101 Healing Arts</td>
<td>12</td>
</tr>
<tr>
<td>BUS 103 Introduction to Marketing, or BUS 111 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ACC 151 Concepts of Financial Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Oral Communication: Public Speaking</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>Any additional course coded BC</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Core:</td>
<td>9</td>
</tr>
<tr>
<td>Science/Math Core:</td>
<td>11</td>
</tr>
<tr>
<td>Electives other than “X” or “A” coded courses</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, 243, 247, 248, 253, 261)
  - c) Any additional course coded HC

* Awarded to Stillpoint Center School of Massage graduates after successful completion of 15 liberal arts credits at GCC.

Program Coordinator: Margaret M. Craig
Office: DT 216
Human Services
(Meets Commonwealth Transfer Compact Requirements)

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, HSV, or CRI 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>
<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>3</td>
</tr>
</tbody>
</table>

*Elective

**TOTAL 63**

Program Coordinator: TBA
Industrial Science
(Meets Commonwealth Transfer Compact Requirements)

The Degree: Associate of Arts in Liberal Arts

The Program: provides a base of liberal arts, mathematics, sciences, and a limited number of technical or engineering courses as a foundation for transfer or employment in a technical field.

Your Next Step: transfer to a baccalaureate degree institution in industrial technology or engineering technology, or gain employment as a technician in such positions as engineering assistant, engineering technician, or 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>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 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 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAT 108 Precalculus</td>
<td>3</td>
</tr>
<tr>
<td>MAT 151 Applied Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 101 General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 102 General Physics II</td>
<td>4</td>
</tr>
<tr>
<td>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, PSI 101, or SOC 101. Recommended: ECO 101 or 102</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>Concentration Electives</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL 66

Concentration electives:
Select 3 courses from list below. Students who have additional time are encouraged to take additional courses from this list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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 &amp; Concepts</td>
<td>3</td>
</tr>
<tr>
<td>DAT 116 Microcomputer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>DAT 117 Computer Networking &amp; Telecommunication</td>
<td>3</td>
</tr>
<tr>
<td>DAT 147 Pascal Programming</td>
<td>3</td>
</tr>
<tr>
<td>DAT 148 C Programming for Programmers</td>
<td>3</td>
</tr>
<tr>
<td>EGR 101 Surveying I</td>
<td>3</td>
</tr>
<tr>
<td>EGR 108 Engineering Graphics II</td>
<td>3</td>
</tr>
<tr>
<td>EGR 110 Engineering Graphics Project</td>
<td>3</td>
</tr>
<tr>
<td>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>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>Other elective(s) approved by program coordinator</td>
<td>3-4</td>
</tr>
</tbody>
</table>

Program Coordinator:
Dr. Lee Webster
Office: N414

Greenfield Community College Catalog 1998-99
International Studies
(Meets Commonwealth Transfer Compact Requirements)

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

Your Next Step: transfer to a baccalaureate degree institution.

Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 104 Introduction to Cultural Anthropology,</td>
<td>3</td>
</tr>
<tr>
<td>or ECO 101 Principles of Macroeconomics</td>
<td></td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 235 Survey of Latin American Literature</td>
<td>3</td>
</tr>
<tr>
<td>HIS 113 China and Japan: A Cultural History,</td>
<td></td>
</tr>
<tr>
<td>or HIS 123 Modern Pacific Asia,</td>
<td>3</td>
</tr>
<tr>
<td>or HIS 129 Introduction to Modern Africa</td>
<td></td>
</tr>
<tr>
<td>POL 103 Comparative Politics,</td>
<td>3</td>
</tr>
<tr>
<td>or POL 105 International Politics</td>
<td></td>
</tr>
<tr>
<td>SPE 101 Oral Communication: Public Speaking,</td>
<td>3</td>
</tr>
<tr>
<td>or SPE 121 Oral Communication: Small Group Discussion,</td>
<td></td>
</tr>
<tr>
<td>or SPE 131 Oral Communication: Intercultural Communication</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>7</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</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 I</td>
<td>3</td>
</tr>
<tr>
<td>DAN 106 African Dance II</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. 46) 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.

**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 Accounting 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 I</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**

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

**Total quality management**

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

The Business Department is accredited by the Association of Collegiate Business Schools and Programs.

*All courses needed to complete this program/option will be offered both in the day and in the evening.*

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

---

*GREENFIELD COMMUNITY COLLEGE CATALOG © 1998-99*
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.

**Required courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 103 Analysis of Financial Statements</td>
<td>3</td>
</tr>
<tr>
<td>BUS 103 Introduction to Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 105 Mathematics for Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 111 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 125 Principles of Advertising</td>
<td>3</td>
</tr>
<tr>
<td>BUS 155 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 203 Human Resources Management, or BUS 205 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 213 Personal Selling and Sales Techniques</td>
<td>3</td>
</tr>
<tr>
<td>BUS 214 Retail Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 215 Retail Buying and Merchandising</td>
<td>3</td>
</tr>
<tr>
<td>DAT 114 Microcomputer Software Tools I</td>
<td>3</td>
</tr>
<tr>
<td>ECO 101 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 102 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II, or ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>*Program Elective: (ACC, BUS, or DAT courses)</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td>6</td>
</tr>
<tr>
<td>General Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 60**

The Business Department is accredited by the Association of Collegiate Business Schools and Programs.

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

1 All courses needed to complete this program/option will be offered both in the day and in the evening.

---

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

(413) 774-3131
# Math-Science

(Meets Commonwealth Transfer Compact Requirements)

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.

<table>
<thead>
<tr>
<th>Required courses</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, or SPE 131 Oral Communication: Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>MAT 107, 108, 201, 202 (at least 2)</td>
<td>6-8</td>
</tr>
<tr>
<td>Behavioral 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: 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>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 and BIO 102 Botany | 8 |
| BIO 105 Anatomy and Physiology I and BIO 106 Anatomy and Physiology II | 8 |
| CHE 111 General Chemistry I and CHE 112 General Chemistry II | 8 |
| GEO 101 Physical Geology and GEO 102 Historical Geology | 8 |
| PHY 101 General Physics I and PHY 102 General Physics II | 8 |
| PHY 111 General Physics I with Calculus and PHY 112 General Physics II with Calculus | 8 |

**any two courses:**

| MAT 201 Calculus with Analytic Geometry I | 4 |
| MAT 202 Calculus with Analytic Geometry II | 4 |
| MAT 203 Multivariate Calculus | 4 |
| MAT 204 Elementary Differential Equations | 4 |

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

| BIO 103 Ecology | 4 |
| BIO 104 Natural History | 4 |
| BIO III Basic Horticulture | 3 |
| BIO 119 Principles of Biology | 4 |
| BIO 130 Human Nutrition | 3 |
| BIO 205 Microbiology | 4 |
| CHE 201 Organic Chemistry I | 4 |
| CHE 202 Organic Chemistry II | 4 |
| DAT III Introduction to Computers | 3 |
| DAT 147 Pascal Programming | 3 |
| DAT 148 C Programming for Programmers | 3 |
| GEO 103 Valley Geology | 4 |
| GEO 104 Introduction to Oceanography | 4 |
| GEO 107 Geology of Our National Parks | 4 |
| MAT 114 Probability and Statistics | 3 |
| MAT 205 Elementary Linear Algebra | 3 |
| Any course with EGR or SCI prefix | 3-4 |
| Any Math-Science elective not used to satisfy another degree requirement | 3-4 |

Program Coordinator:
Dr. Peter Rosnick
Office: N422
Music

(Meets Commonwealth Transfer Compact Requirements)

The Degree: Associate of Arts in Liberal Arts

The Program: provides a broad range of liberal arts studies with an elective emphasis on music, and a basic foundation in music performance including technique, theory, ensemble performance, and solo performance.

Your Next Step: transfer to a baccalaureate degree institution. Future career may include work as performer, music teacher, music management, recording, and music administration.

**Required courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</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>MUS 101</td>
<td>Introduction to Music</td>
<td>3</td>
</tr>
<tr>
<td>MUS 103</td>
<td>Fundamentals of Music</td>
<td>3</td>
</tr>
<tr>
<td>MUS 107</td>
<td>Music Theory I</td>
<td>3</td>
</tr>
<tr>
<td>MUS 108</td>
<td>Music Theory II</td>
<td>3</td>
</tr>
<tr>
<td>MUS 124</td>
<td>Performance (1 credit for two semesters)</td>
<td>2</td>
</tr>
<tr>
<td>MUS 126</td>
<td>Ensemble (1 credit each semester)</td>
<td>4</td>
</tr>
<tr>
<td>MUS 207</td>
<td>Music Theory III</td>
<td>3</td>
</tr>
<tr>
<td>Applied Music Electives</td>
<td>2 credits each semester</td>
<td>8</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>
</tbody>
</table>

Behavioral Sciences Core

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

Humanities Core

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

- History—any history course coded HC
- Literature (ENG 201, 202, 203, 204, 205, 206, 219, 221, 225, 235, 243, 247, 248, 253, 261)

Science/Math Core:

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

**TOTAL 64**

Program Coordinator: George Soulos
Office: S109

(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. Some students prefer to complete the program over a longer period of time.

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 American International College, Elms College, Framingham State College, UMass/Amherst, and Vermont College’s Schools of Nursing.

<table>
<thead>
<tr>
<th>Required courses</th>
<th>Lecture Hours per week</th>
<th>Clinical and lab hours per week°</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ø § BIO 105 Anatomy and Physiology I</td>
<td>3</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>ø § BIO 106 Anatomy and Physiology II</td>
<td>3</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>ø § BIO 205 Microbiology</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>£ ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>£ ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>¢ NUR 101 Fundamentals of Nursing</td>
<td>4</td>
<td>11.5</td>
<td>8</td>
</tr>
<tr>
<td>µ B NUR 111 Introduction to Nursing Process</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>or µ B NUR 112 Introduction to Nursing Process and Basic Concepts</td>
<td>(1 or 2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>¢ NUR 102 Family-Centered Nursing</td>
<td>5</td>
<td>9</td>
<td>8</td>
</tr>
<tr>
<td>¢ NUR 201 Adaptation to Illness: Medical Surgical Nursing I</td>
<td>4</td>
<td>12</td>
<td>8</td>
</tr>
<tr>
<td>¢ NUR 203 Mental Health Nursing</td>
<td>3</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>£ NUR 202 Adaptation to Illness: Medical Surgical Nursing II</td>
<td>4</td>
<td>15</td>
<td>9</td>
</tr>
<tr>
<td>£ NUR 204 Trends and Issues in Nursing</td>
<td>3</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>£ PSY 101 Principles of Psychology</td>
<td>3</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>£ § PSY 217 Human Growth and Development</td>
<td>3</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>£ SOC 101 Principles of Sociology</td>
<td>3</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>¤ Humanities Elective</td>
<td>3</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 70

ø — C+ or better required
£ — C or better required
§ — 5 year currency or challenge required
B — LPN advanced placement
° — 3 hours/credit hour for clinical; 2 hours/credit hour for labs
¢ — C or better required to advance to next course
µ — CR required to advance to next course

—Nursing continued on next page—
The Associate Degree Nursing Program is approved by the Massachusetts Board of Registration in Nursing and is accredited by the National League for Nursing Accreditation Commission, 350 Hudson Street, New York, NY (212) 489-9393. The highly-regarded Associate Degree program offers personal support and a wide range of challenging clinical learning opportunities in the Northampton, Greenfield and Brattleboro areas.

Admission Process. 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 in semester course guides, from the admission or the Nursing and Health Occupations office (x-297 or x-315).

Prerequisites for this program. High school diploma or GED certificate required. English placement assessment at college level. Completion of or placement beyond MAT 106 or MAT 117. A C+ or better for CHE 103 or CHE 111 or high school chemistry within 5 years. Ten credits from the list of required non-nursing courses listed on the previous page, including at least one science course in addition to the chemistry prerequisite.

Legal Requirements. 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. Some of the clinical facilities require that students meet the requirements of a CORI (Criminal Offenders Record Information) check every six months. Students who fail to meet the requirements of GCC clinical affiliates will not be able to continue in the program.

Extra Costs. Nursing students are required to purchase uniforms, lab equipment, malpractice insurance and standardized tests. In addition, there are fees for maintaining CPR certification, CORI checks, immunizations, a required physical and nursing graduation related expenses (i.e., licensure application, NCLEX-RN exams, review course). Students are responsible for their own transportation between campus and clinical facilities.

Educational Mobility Opportunities for LPNs. LPN graduates from GCC's Program or the Thompson School (Brattleboro, VT), with a B average or better, who apply to GCC's associate degree nursing program within five years of graduation can be accepted into the second year of GCC's ADN Program on a space-available basis. All other LPNs are encouraged to apply for advanced placement into the second semester or the third semester of the ADN Program. LPNs entering the second semester of the program must have successfully completed English Comp. I, PSY 101, BIO 105 or 117, the Fundamentals (403) ACT-PEP exam and NUR 111. LPNs who earn entrance into the third semester or second year must have also successfully completed SOC 101, PSY 217, BIO 106, Family-Centered (452) ACT-PEP exam and NUR 112 (in the place of NUR 111). For testing applications and study guides write to: ACT-PEP Operations, The American College Testing Program, 2201 North Dodge Street, PO Box 168, Iowa City, Iowa 52243 (Telephone: 319/337-1387).

Transfer students can be accommodated but must complete the entire second year of nursing requirements.

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

78 (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  

Credits

OCC 101 Vocational-Technical Teacher Competency ......................................................... 18
ADM 106 Keyboarding for Information Processing .......................................................... 1
DAT 114 Microcomputer Software Tools I ........................................................................ 3
Any Economics course\(^1\) ................................................................................................. 3
ENG 101, 103 or 105 English Composition I .................................................................... 3
ENG 112, 114, or 116 English Composition II
  or ENG 123 Report Writing\(^2\) ..................................................................................... 3
Any HIS course coded HC\(^2\) ......................................................................................... 3
MAT 114 Probability and Statistics
  or MAT 117 Mathematical Problem Solving ................................................................. 3
PSY 101 Principles of Psychology .................................................................................... 3
Any lab science course coded NC\(^4\) ................................................................................ 4
Liberal Arts Electives and/or Program Electives .............................................................. 16

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)\(^3\) ................................................... 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 next page---
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, 107, or 108 was taken to satisfy the required courses.
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 fieldwork 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 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>$ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>$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: Robert LaPalme
Office D313A
Office Administration

The Degree: Associate of Science

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

Your Next Step: work in executive, legal, medical, or administrative office positions, or in some cases, transfer to a baccalaureate degree institution.

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 113 Document Processing I,</td>
<td>4</td>
</tr>
<tr>
<td>or ADMI13 Document Processing II</td>
<td>3</td>
</tr>
<tr>
<td>*ADM 113 Document Processing II,</td>
<td>3</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 113 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 I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Oral Communication: Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>or SPE 121 Oral Communication: Group Discussion</td>
<td></td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td></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.

The Business Department is accredited by the Association of Collegiate Business Schools and Programs.

* 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

(413) 774-3131
Pioneer Valley Studies
(Meets Commonwealth Transfer Compact Requirements)

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 101 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>4</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, or SPE 131 Oral Communication: Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Sciences Core:</td>
<td>6</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>6</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 code</td>
<td></td>
</tr>
<tr>
<td>b) Math: MAT course with NC advising code</td>
<td></td>
</tr>
<tr>
<td>*General Electives</td>
<td>4</td>
</tr>
<tr>
<td>Valley Studies Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

**TOTAL 61**

**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 Folklore</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. 46) for specific requirements.

Program Coordinator: Dr. Joan S. Ibish
Office: S321
Recreation and Leisure Services

The Degree: Associate of Science

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

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

**Required courses**

<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 114 Microcomputer Software Tools I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 217 Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>or PSY 233 Child Behavior and Development</td>
<td>3</td>
</tr>
<tr>
<td>RLS 101 Introduction to Recreation and Leisure Services</td>
<td>3</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 215 Field Practicum in Recreation and Leisure Services I</td>
<td>4</td>
</tr>
<tr>
<td>RLS 216 Field Practicum in Recreation and Leisure Services II</td>
<td>4</td>
</tr>
<tr>
<td>SOC 101 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>or ANT 104 Introduction to Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Leisure Education Electives</td>
<td>8</td>
</tr>
<tr>
<td>Program Electives</td>
<td>12-15</td>
</tr>
</tbody>
</table>

**TOTAL 63-66**

**Program electives:** selected with advisor to meet students' career goals

<table>
<thead>
<tr>
<th>Course</th>
<th>credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 227 Group Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>RLS 103 Recreational Arts Programming</td>
<td>3</td>
</tr>
<tr>
<td>RLS 104 Introduction to Elder Recreational Services I</td>
<td>3</td>
</tr>
<tr>
<td>RLS 105 Introduction to Elder Recreational Services II</td>
<td>3</td>
</tr>
<tr>
<td>RLS 111 Introduction to Outdoor Recreation</td>
<td>4</td>
</tr>
<tr>
<td>RLS 131 Introduction to Therapeutic Recreation</td>
<td>3</td>
</tr>
<tr>
<td>RLS 163 Wellness for Life</td>
<td>3</td>
</tr>
<tr>
<td>RLS 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 Administration</td>
<td>4</td>
</tr>
<tr>
<td>RLS 251 Contemporary Trends and Issues</td>
<td>3</td>
</tr>
</tbody>
</table>

—Recreation & Leisure Services continued on next page—
Leisure education electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</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
# Women's Studies

(Meets Commonwealth Transfer Compact Requirements)

**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</td>
<td>3</td>
</tr>
<tr>
<td>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>4</td>
</tr>
</tbody>
</table>

* See Liberal Arts/General Program (p. 46) for specific requirements.

**Program Advisor:**

Joanne M. Hayes  
Office: S329

(413) 774-3131
Certificate Programs

Certificate programs consist of specialized education in specific career 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.

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 I</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

The Business Department is accredited by the Association of Collegiate Business Schools and Programs.

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.

1 All courses needed to complete this program/option will be offered both in the day and in the evening.

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>1</td>
</tr>
<tr>
<td>EGR 107 Engineering Graphics I</td>
<td>3</td>
</tr>
<tr>
<td>EGR 108 Engineering Graphics II</td>
<td>3</td>
</tr>
<tr>
<td>EGR 110 Engineering Graphics Project</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>MAT (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.

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 I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 100 College Writing Strategies</td>
<td>3</td>
</tr>
<tr>
<td>or General Elective</td>
<td></td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 27**

The Business Department is accredited by the Association of Collegiate Business Schools and Programs.

*All courses needed to complete this program/option will be offered both in the day and in the evening.*

Program Coordinator:

Dr. Robert J. Welsh
Office: N316

(413) 774-3131
Early Childhood Education

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

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

Required courses  

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 101 Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU 201 Early Childhood Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 233 Child Behavior and Development</td>
<td>3</td>
</tr>
<tr>
<td>Program elective</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

**Required courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RLS 104</td>
<td>Introduction to Elder Recreational Services I</td>
<td>3</td>
</tr>
<tr>
<td>RLS 105</td>
<td>Introduction to Elder Recreational Services II</td>
<td>3</td>
</tr>
<tr>
<td>RLS 106</td>
<td>Field Practicum in Elder Recreational Services I</td>
<td>1</td>
</tr>
<tr>
<td>RLS 107</td>
<td>Field Practicum in Elder Recreational Services II</td>
<td>1</td>
</tr>
<tr>
<td>RLS 109</td>
<td>Leisure Programming</td>
<td>4</td>
</tr>
<tr>
<td>Program Electives (Select 12 credits from the list of courses below)</td>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL 24**

**Program Electives**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RLS 101</td>
<td>Introduction to Recreation and Leisure Services</td>
<td>3</td>
</tr>
<tr>
<td>RLS 103</td>
<td>Recreational Arts Programming</td>
<td>3</td>
</tr>
<tr>
<td>RLS 131</td>
<td>Introduction to Therapeutic Recreation</td>
<td>3</td>
</tr>
<tr>
<td>RLS 163</td>
<td>Wellness for Life</td>
<td>3</td>
</tr>
<tr>
<td>RLS 234</td>
<td>Management in Elder Recreational Services I</td>
<td>4</td>
</tr>
<tr>
<td>RLS 235</td>
<td>Management in Elder Recreational Services II</td>
<td>4</td>
</tr>
<tr>
<td>RLS 251</td>
<td>Contemporary Trends and Issues</td>
<td>3</td>
</tr>
<tr>
<td>PSY 217</td>
<td>Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>PSY 209</td>
<td>Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 227</td>
<td>Psychology of Group Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>PSY 277</td>
<td>Psychology of Death and Dying</td>
<td>3</td>
</tr>
<tr>
<td>HSV 141</td>
<td>Chemical Dependency: Understanding Drug Use</td>
<td>3</td>
</tr>
<tr>
<td>HSV 121</td>
<td>Introduction to Gerontology</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Coordinator: Judith G. Singley
Office: N112

(413) 774-3131
Career Transitions
(previously called Emerging Careers)

The Certificate:  *Career Transitions

The Program:  develop basic competencies in math, English, business skills, and computers. The program also includes career exploration opportunities in a variety of businesses, industries, and agencies in the Franklin/Hampshire area.

Your Next Step:  transition into the world of work, or continue your education to earn an associate degree.

Required courses

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM 106 Keyboarding for Information Processing</td>
<td>1</td>
</tr>
<tr>
<td>BUS 111 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>COE 297 Seminar in Cooperative Education I</td>
<td>1</td>
</tr>
<tr>
<td>COE E97 Employment in Cooperative Education I</td>
<td>2</td>
</tr>
<tr>
<td>COE 298 Seminar in Cooperative Education II</td>
<td>1</td>
</tr>
<tr>
<td>COE E98 Employment in Cooperative Education II</td>
<td>2</td>
</tr>
<tr>
<td>DAT 114 Microcomputer Software Tools I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HUD 101 Study Skills</td>
<td>1</td>
</tr>
<tr>
<td>HUD 109 Career Decision-Making and Planning</td>
<td>2</td>
</tr>
<tr>
<td>MAT or BUS 105 (by placement examination)</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 25

* Previously called Emerging Careers

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

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 217 Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>HSV 101 Introduction to Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HSV 115 Introduction to Interviewing and Counseling</td>
<td>3</td>
</tr>
<tr>
<td>HSV 215 Counseling Skills</td>
<td>3</td>
</tr>
<tr>
<td>HSV 271 Practicum in Human Services</td>
<td>4</td>
</tr>
<tr>
<td>Behavioral Science or CRJ elective</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 28

Program Coordinator: TBA
Massage Therapy

The Certificate: Massage Therapy

The Program: Graduates of this program are eligible for National Certification and most MA Board of Health licensing requirements. Courses concentrate on anatomy, myology, kinesiology, Swedish and other therapeutic techniques, Professional Development and worklife, and clinical applications.

Your Next Step: Obtain licensure under local regulations in order to establish independent massage therapy practices, or seek employment as a massage therapist. Graduates may choose to continue their massage therapy program and/or enroll in the Liberal Arts/Healing Arts Option, Associate Degree Program.

Required courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 117</td>
<td>Anatomy and Physiology of the Human Body</td>
<td>4</td>
</tr>
<tr>
<td>MTC 101</td>
<td>Massage Therapy I</td>
<td>4</td>
</tr>
<tr>
<td>MTC 102</td>
<td>Myology I</td>
<td>1</td>
</tr>
<tr>
<td>MTC 103</td>
<td>Swedish Techniques</td>
<td>4</td>
</tr>
<tr>
<td>MTC 104</td>
<td>Massage Therapy II</td>
<td>1</td>
</tr>
<tr>
<td>MTC 105</td>
<td>Professional Development</td>
<td>3</td>
</tr>
<tr>
<td>MTC 106</td>
<td>Massage Therapy III</td>
<td>4</td>
</tr>
<tr>
<td>MTC 107</td>
<td>Myology II</td>
<td>2</td>
</tr>
<tr>
<td>MTC 108</td>
<td>Kinesiology for Massage Therapists</td>
<td>3</td>
</tr>
<tr>
<td>MTC 109</td>
<td>Pathology</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 29

Program Coordinator: Patricia Wachter
Office: DC305

Advanced Massage Therapy

The Certificate: Advanced Massage Therapy

The Program: Integrates and applies advanced concepts in massage therapy and eastern healing modalities. Courses build on the basic massage therapy certificate and include sports massage, hydrotherapy and community clinical practicum with special population.

Your Next Step: Eligibility for National Sports exam. You can target market your skills to sports, teams, etc. or establish a specialty practice with nursing homes, hospitals, chiropractors, health clubs, and spas.

Required courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTC 201</td>
<td>Massage Therapy Advanced</td>
<td>5</td>
</tr>
<tr>
<td>MTC 202</td>
<td>Healing Modalities</td>
<td>2</td>
</tr>
<tr>
<td>MTC 203</td>
<td>Hydrotherapy</td>
<td>1</td>
</tr>
</tbody>
</table>

TOTAL 8

Program Coordinator: Patricia Wachter
Office: DC305
Microsoft Office Application

The Certificate: Microsoft Office Application
The Program: provides a working knowledge of Microsoft Office and its components: Word, Excel, Access, and Powerpoint.
Your Next Step: employment in a variety of business, professional or non-profit organizations using the components of Microsoft Office.

Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAT 114 Microcomputer Software Tools I</td>
<td>3</td>
</tr>
<tr>
<td>DAT 118 Microcomputer Software Tools II</td>
<td>3</td>
</tr>
<tr>
<td>ADM 210 Computerized Records Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 9**

1 All courses needed to complete this program/option will be offered both in the day and in the evening.
The Business Department is accredited by the Association of Collegiate Business Schools and Programs.

Program Coordinator: Bob Welsh
Office: N316
Multimedia Design

The Certificate: Multimedia Design

The Program: provides a strong foundation in video, animation, sound, and the design principles used in producing and creating multimedia presentations. Using the College's modern computer facilities, you will explore the logical, critical, and practical aspects of multimedia design and production as currently used to produce CD-ROMs, digital video, and interactive pages for the World Wide Web. You will also develop a multimedia portfolio to assist you in seeking employment or continuing your education.

The certificate is easily adapted to fit the needs of individuals with previous related experiences.

Your Next Step: seek entry level employment creating multimedia for education, business, and small corporations; or continue your education in the GCC Communication Design or Media Arts programs, or at other professional and degree granting institutions.

Required courses       credits

ART 155 Introduction to Video .........................................................3
ART 157 Animation .................................................................3
ART 161 Introduction to the Electronic Studio ........................................3
ART 163 Designing for the World Wide Web ........................................3
ART 165 Multimedia Design I .........................................................3
ART 166 Multimedia Design II ........................................................3
ENG 101, 103, or 105 English Composition I .........................................3
HUM 153 Media and Popular Culture ................................................3
MME 113 Survey of Multimedia Hardware and Software ..........................1
MME 115 Concepts Design for Multimedia ........................................1
MME 117 Audio for Multimedia .....................................................1

TOTAL 27

Program Coordinator: Tom Boisvert
Office: S222

(413) 774-3131
Music

The Certificate: Music
The Program: provides a basic foundation in performance including technique, theory, ensemble performance, and solo performance.
Your Next Step: enter an Associate program, or apply to 4-year programs.

Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 101 Introduction to Music</td>
<td>3</td>
</tr>
<tr>
<td>MUS 103 Fundamentals of Music</td>
<td>3</td>
</tr>
<tr>
<td>MUS 107 Music Theory I</td>
<td>3</td>
</tr>
<tr>
<td>MUS 108 Music Theory II</td>
<td>3</td>
</tr>
<tr>
<td>MUS 124 Performance</td>
<td>2</td>
</tr>
<tr>
<td>MUS 126 Ensemble</td>
<td>4</td>
</tr>
<tr>
<td>MUS 207 Music Theory III</td>
<td>3</td>
</tr>
<tr>
<td>Applied Music (2 credits each semester)</td>
<td>8</td>
</tr>
</tbody>
</table>

**TOTAL 29**

Program Coordinator: George Soulos
Office: 342

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.

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 31**

Program electives (Select three courses from the following)

- †ACC 122 Principles of Financial Accounting II [or Program Elective]
- †ADM 205 Principles of Word Processing
- †ADM 206 Word Processing/Machine Transcription
- †ADM 210 Computerized Records Management
- BUS 105 Mathematics for Business
- BUS 111 Introduction to Business
- BUS 123 Business Communication
- DAT 114 Microcomputer Software Tools I

The Business Department is accredited by the Association of Collegiate Business Schools and Programs.

* 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.
Ⅰ All courses needed to complete this program/option will be offered both in the day and in the evening.

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 CR/NC basis with letter grade option available.

This program requires a different admission process. Please contact the program coordinator or the Admission Office for additional information.

Program Coordinator: T.B.A.

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

Required Courses

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

Paramedic
(PENDING Massachusetts OEMS approval)

The Certificate: Paramedic
The Program: meets National Standard Curriculum for Paramedic training and OEMS standards for Massachusetts, New Hampshire, and Vermont.
Your Next Step: take certification test for EMT-Paramedic.

Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 201 Paramedic I</td>
<td>5</td>
</tr>
<tr>
<td>EMS 202 Paramedic II</td>
<td>2</td>
</tr>
<tr>
<td>EMS 203 Paramedic III</td>
<td>8</td>
</tr>
<tr>
<td>EMS 204 Paramedic IV</td>
<td>8</td>
</tr>
<tr>
<td>EMS 210 Paramedic Clinical</td>
<td>3</td>
</tr>
<tr>
<td>EMS 211 Paramedic Fieldwork Internships</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 29**

Applicants must have basic EMT certification and be able to pass a written and practical basic skills test. Placement beyond or satisfactory completion of COL 100, ENG 100, MAT 100; concurrent enrollment or prerequisite completion of BIO 108 or equivalent.

Program Coordinators

Deb Clapp, BS, EMT-Paramedic
Office: D205
Margaret M. Craig, RN, MS
Office D216
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 I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HUD 127 Survey of Health Careers</td>
<td>2</td>
</tr>
<tr>
<td>HUD 113 Job Search Training</td>
<td>1</td>
</tr>
<tr>
<td>MAT 100 Basic Mathematics Skills (or higher level math)</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Electives (select two from the list below)</td>
<td>6</td>
</tr>
</tbody>
</table>

TOTAL 28 OR 29

Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 105 Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>CHE 103 Basic Principles of Chemistry</td>
<td>3 or 4</td>
</tr>
<tr>
<td>or CHE 111 General Chemistry I</td>
<td></td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Oral Communication: Public Speaking</td>
<td></td>
</tr>
<tr>
<td>or SPE 121 Oral Communication: Small Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td>Any 3-credit course</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Coordinators: Margaret Craig, R.N., M.S.N., Office: DC216
Jan Kaiser, Office: C234

Pioneer Valley Studies

The Certificate: Pioneer Valley Studies
The Program: is designed for those interested in increasing their knowledge of the historical and cultural resources of the Pioneer Valley, and in learning to recognize, understand, and preserve cultural artifacts.
Your Next Step: completion of the associate degree program in Pioneer Valley Studies.

Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 107 Valley/American History I</td>
<td>3</td>
</tr>
<tr>
<td>HIS 108 Valley/American History II</td>
<td>3</td>
</tr>
<tr>
<td>HUM 113 Introduction to the Pioneer Valley</td>
<td>3</td>
</tr>
<tr>
<td>ECO 116 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 Dev.</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: T.B.A.
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 106 Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>or BIO 117 Introduction to the Human Body</td>
<td></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.

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.

Admission requirements 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 MAT 100 (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

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 office 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. 413-586-9771
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.

**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 I</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 27**

The Business Department is accredited by the Association of Collegiate Business Schools and Programs.

All courses needed to complete this program/option will be offered both in the day and in the evening.

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

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The Certificate:  Re-entry

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

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

**Required courses**

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

**TOTAL 26-27**

Program Coordinator:  T.B.A.
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></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.

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></td>
</tr>
</tbody>
</table>

**TOTAL 15**

The Business Department is accredited by the Association of Collegiate Business Schools and Programs.

1 All courses needed to complete this program/option will be offered both in the day and in the evening.

Program Coordinator:  Dr. Robert J. Welsh
Office:  N316
Programs in Collaboration with Neighboring Community Colleges

- Geographic Information Systems Technology
- Pharmacy Technology
- Physical Therapist Assistant
- Radiologic Technology Program

Greenfield Community College has three enrollment agreements with Holyoke Community College (HCC) and one with Berkshire Community College (BCC) in associate degree programs. GCC students can complete the general education courses listed at GCC before transferring to HCC or BCC to earn their degree. Students are encouraged to contact the program chairs at HCC and BCC during their first year of study at GCC.
Geographic Information Systems Technology  
(with Holyoke Community College)

The Degree: Associate in Science

The Program: teaches computer-based spatial analysis technology which is used in business, determining trade areas and site locations for new stores, etc.

Your Next Step: enroll at Holyoke Community College (HCC) to take the technical courses. Graduates with GIS skills work with utility department, telecommunication, law enforcement, health administration and resource management.

### Required courses that can be taken at GCC:

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 205 Principles of Management</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>GGY 101 Introduction to Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEO 101 Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>MAT 107 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PHI 123 Contemporary Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Lab Science - BIO 101, 102, 103, 205, ENV 107, GEO 102, 104 or SCI 103</td>
<td>4</td>
</tr>
<tr>
<td>Humanities Elective - any HC coded course</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Science Elective - any BC coded course</td>
<td>3</td>
</tr>
<tr>
<td>Curriculum Elective - needs approval of Chair, GIS program</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 35**

*BUS 111 (Introduction to Business) is a prerequisite for BUS 205.

Note: MAT 107 is 3 credits at GCC. The MAT 108 requirement at HCC is 4 credits. Students taking MAT 107 at GCC must take one additional credit in order to graduate with a total of sixty credits.

Program Directors:  
Margaret M. Craig, RN, MS  
Office: DC216

Eileen McGowan, Chair, Geographic Information Systems Technology  
Holyoke Community College  
email: emcgowan@hcc.mass.edu
Pharmacy Technology
(with Holyoke Community College)

The Degree: Associate in Science
The Program: provides the knowledge and skills necessary to sit for the National Pharmacy Technician Certification Board and the supportive and scientific subjects required for effective practice as a Pharmacy Technician.
Your Next Step: enroll at Holyoke Community College (HCC) to take the technical courses. After completion, employment opportunities exist with hospitals, HMOs, clinics, nursing homes, homes health care pharmacies, wholesale drug companies and pharmaceutical companies.

Required courses that can be taken at GCC:  

<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>or BIO 117 Introduction to the Human Body</td>
<td>4</td>
</tr>
<tr>
<td>BIO 205 Microbiology</td>
<td></td>
</tr>
<tr>
<td>CHE 111 General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>DAT 111 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>DAT 109 Computer Literacy</td>
<td></td>
</tr>
<tr>
<td>or DAT 135 Introduction to the Internet</td>
<td>1</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 100 Basic Mathematics Skills</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or SOC 101 Principles of Sociology</td>
<td></td>
</tr>
<tr>
<td>Behavioral Science Elective (any BC coded course)</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 31**

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Program Directors:

Margaret M. Craig, RN, MS
Office: DC216

Dave Baker, Chair, Pharmacy Tech Department
Holyoke Community College (413) 552-2465
e-mail: dbaker@hcc.mass.edu
Physical Therapist Assistant
(with Berkshire Community College)

The Degree: Associate in Science

The Program: prepares a technical health care provider who works under the supervision of a physical therapist. Physical therapy methods and treatment techniques include massage, therapeutic exercise, gait training, heat and cold application, use of assistive, prosthetic, orthotic and electrical devices.

Your Next Step: enroll at Berkshire Community College (BCC) to take the technical courses. The program at BCC includes four sequential semesters of technical courses plus a summer session. Graduates of the PTA program are eligible to take the licensing examination to become registered PTAs. PTAs are employed in hospitals, nursing homes, school systems, private practices, rehabilitation centers, home health agencies, and sports medicine clinics.

Required courses that can be taken at GCC:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM 122 Introduction to Medical Terminology</td>
<td></td>
</tr>
<tr>
<td>BIO 105 Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>or BIO 117 Introduction to the Human Body</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>MAT 106 Algebra and Coordinate Geometry II</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Science Elective - any BC coded course</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Elective - any C coded course</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>26</strong></td>
</tr>
</tbody>
</table>

* High School Chemistry or CHE 105 within five years and BIO 105 or BIO 117 are prerequisites for BIO 106.

The PTA program enrolls students every other year ('99, '01). There are five (5) slots reserved for qualified GCC students in each two-year cycle.

Program Directors:

Margaret M. Craig, RN, MS
Office: DC216

Michele Darroch
Berkshire Community College (413) 499-4660 or (800) 816-1233, x 313
Radiologic Technology Program
(with Holyoke Community College)

The Degree: Associate in Science

The Program: offers students training in operating state-of-the-art radiology equipment, basics in positioning and radiography in a variety of settings.

Your Next Step: enroll at Holyoke Community College (HCC) to take the technical courses. The program requires intersession and summer sessions in clinic settings in addition to classroom, lab and general education courses. Graduates, after passing the National Registry Examination in Radiography can work in hospitals, medical clinics, and industry. Opportunities exist after graduation for transfer into baccalaureate programs in health-related fields or to programs in Nuclear Medicine, Radiation Therapy, Ultrasound or Advanced Imaging.

**Required courses that can be taken at GCC:**

<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>or BIO 117 Introduction to the Human Body</td>
<td>4</td>
</tr>
<tr>
<td>*BIO 106 Anatomy and Physiology II</td>
<td></td>
</tr>
<tr>
<td>DAT 111 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>DAT 135 Introduction to the Internet</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 105 Algebra and Coordinate Geometry I</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Science Elective - any two BC coded courses</td>
<td>6</td>
</tr>
</tbody>
</table>

**TOTAL 24**

* High School Chemistry or CHE 105 within five years and BIO 105 or BIO 117 are prerequisites for BIO 106.

Program Directors:
Margaret M. Craig, RN, MS
Office: DC216

Kathy Root, Chair, Radiologic Technology Program
Holyoke Community College (413) 552-2460
email: kroot@hcc.mass.edu
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 the director of Co-op education 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 119). 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 academic 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 of coursework 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, Mohawk, Minnechaug Regional, Monson, Northampton, Pathfinder Regional Vocational Technical, Putnam Vocational Technical, Smith Vocational Agricultural, South Hadley, Southwick High, Tantasqua Regional, Turners Falls, West Springfield, Ware, 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 Tech Prep coordinator or admission staff.
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 Analyses 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.
**Prep:** 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.
**Prep:** 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.
**Prep:** 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 will 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.
**Prep:** 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.
**Prep:** 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.
**Prep:** 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.
**Prep:** 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 book revaluations, 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.
**Prep:** 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 experience.
**Prep:** Completion of ACC 203 with a grade of B- or above and simultaneous enrollment in ACC 205.
Office Administration

ADM 101 Shorthand I (X) 3 cr
Gregg Shorthand. Series 90, daily drill for mastery of outlines, brief forms, phrasing, other abbreviation 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 mailable 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 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 worldwide 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
The comparative study of contemporary human populations; analysis of variations in social and political organizations, economic systems, religion, myth and ritual; the dynamics of culture change and the role of the anthropologist.  
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

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. Emphasis on 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: Placement beyond or satisfactory completion of 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
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 125  Three-Dimensional Design (HL) 3 cr
An exploration of three-dimensional space. The students apply design principles in relation to height, width, and depth. The course emphasizes conceptualization and problem-solving.  
Prereq: ART 121. Recomm: ART 131

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 13 or concurrently with ART 13 (Note: This course replaces ART 138.)

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 13 or concurrently with ART 13 (Note: This course replaces ART 139.)

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 12, 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 157  Animation (HL) 3 cr
An introduction to creating animated media. Using computer software, students learn the basic principles as they create animated works. The course focuses on two-dimensional animation.
Prereq: ART 151; Recomm: ART 161

ART 161  Introduction to the Electronic Studio (HL) 3 cr
An introduction to the visual, critical, and technical skills used in creating and manipulating images, graphics, and video via computer and electronic imaging software.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100; Recomm: ART 12

ART 163  Designing for the World Wide Web (X) 3 cr
An introduction to the tools and methods of designing and creating interactive pages for the world wide web.
Prereq: ART 161 or previous experience with Adobe Photoshop

ART 165  Multimedia Design I (X) 3 cr
An introduction to the tools and processes of multimedia for designing interactive presentations. The course focuses on the development of fundamental skills necessary for creative use of complex multimedia software.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100; Recomm: Experience with Windows or Macintosh operating system

ART 166  Multimedia Design II (X) 3 cr
A continuation of ART 165. The course emphasizes the development of individual expression through the various tools of multimedia design and presentation. The course includes critical discussions of issues and methodologies that concern the contemporary multimedia designer.
Prereq: ART 165 and ART 161, or permission of instructor

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

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.
Prereq: ART 175 or permission of instructor

ART 231  Figure Drawing (HL) 3 cr
Drawing from the model with special attention to the analysis of form, anatomy, and structure.
Prereq: 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.
Prereq: ART 132, ART 133 or ART 134 and ART 141

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.
Prereq: 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.
Prereq: ART 241

ART 251  Photography I (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.
Prereq: ART 151

ART 252  Photography II (HL) 3 cr
Continuation of Photography I. 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 are discussed in relation to the projects chosen.
Prereq: ART 251
ART 255 Video I-A (HL) 3 cr
An exploration of video as a visual medium using various electronic image-making techniques.
Prereq: 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.
Prereq: 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.
Prereq: ART 151, ART 161

ART 271 Communication Design I (X) 3 cr
An exploration of typographical elements and their application to various forms of visual communication. Building on established visual principles, students investigate problems in typographical structure, sequence, and communication effectiveness. The course utilizes graphic computers and related technology.
Prereq: ART 121, ART 132, and ART 161

ART 272 Communication Design II (X) 3 cr
Explores problems in communication design requiring practical solutions with visual integrity. Students integrate text, image, and color utilizing traditional and computer processes.
Prereq: ART 271

ART 289 Cross Registration in Art (variable) 1 to 6 cr
Provides majors in GCC Studio Art Programs with the opportunity to expand their educational experiences by taking individual courses at other institutions.
Prereq: Approval of Advisor, Art Department Coordinator, and Associate Dean. Recomm: Completion of at least 3 GCC art studio classes.

ART 290 Intraclassical 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 Intraclassical Committee, based on a letter of intent and submission of student portfolio.
Prereq: Completion of a minimum of three 200-level art studio courses and approval of the interdisciplinary committee.

American Sign Language

ASL 101 Elementary American Sign Language I (HC) 4 cr
Designed to present basic grammatical rules in the use of American Sign Language. The course covers basic ASL vocabulary, manual alphabet/numbers, visual-gestural communication, and information related to deaf culture. Students develop basic competence in receptive and expressive use of ASL. The class will be taught primarily in ASL.
Prereq: None

ASL 102 Elementary American Sign Language II (HC) 4 cr
A continuation of ASL 101, designed to further develop students' proficiency in frequently used signs. The course offers students the opportunity for individual hands-on experience in language learning. Emphasis is given to a study of cultural behaviors, values, and norms. A critical component of the course is the use of video text to improve conversational skills and preserve the integrity of the language.
Prereq: ASL 101 or permission of instructor

ASL 201 Intermediate American Sign Language I (HC) 4 cr
Offers the student continuing opportunities for hands-on experience in language learning. A critical component of the course is the use of video text to improve conversational skills at the intermediate level and to preserve the integrity of the language. The course emphasizes a deeper understanding of Deaf norms, allowing students to learn appropriate behavior in order to function comfortably in a wide variety of situations in the Deaf community.
Prereq: ASL 101 and 102, 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. A lab is required. Credit can be granted for only one of the following courses: BIO 105, BIO 107, or BIO 117.
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.

**Prerequisites:** High school chemistry or CHE 105 within past five years. Also, one of the following courses: BIO 105, BIO 107, or BIO 117 or permission of instructor

**BIO 108** Anatomy and Physiology for Paramedics (NL) 3 cr
Designed to meet the needs of persons entering the Paramedic profession. This course presents a comprehensive examination of human anatomy and physiology with particular emphasis on the cardiovascular and respiratory systems. It also highlights the anatomy and physiology of the central nervous system, as well as the autonomic and somatic peripheral nervous systems. It surveys the other body systems, including topics in geriatrics and infection control.

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

**BIO 111** Basic Horticulture (NC) 3 cr
Theory and practice of plant propagation and cultivation, including care of house plants and preparation of gardens.

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

**BIO 114** Introduction to Aquaculture Science (NC) 4 cr
Introduces students to the science of aquaculture, a form of agriculture encompassing the art of propagating, cultivating, and marketing aquatic plants and animals. In this introductory class, students will learn the history and origins of aquaculture; biological fundamentals of aquatic plants and animals including anatomy/physiology, nutrition, and diseases; water chemistry and methods of culturing fish and plants; and aquaculture politics and management. Lab sessions utilize a fish-stocked recirculating tank to conduct experiments in water chemistry, fish anatomy and physiology, reproduction and propagation, and other related topics.

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

**BIO 117** Introduction to the Human Body (NC) 4 cr
An overview of the gross structure and function of the human body. This course, which includes laboratory experiences, examines concepts pertaining to basic chemistry, nutrition, anatomy, and physiology. Credit can be granted for only one of the following courses: BIO 105, BIO 107, or BIO 117.

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

**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.

**Prerequisites:** 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.

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

**BIO 205** Microbiology (NC) 4 cr
An introduction to the biology of micro-organisms with emphasis on the properties of micro-organisms and their relation to disease. Lab required.

**Prerequisites:** BIO 101 or BIO 105 or BIO 107 or BIO 117

**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.

**Prerequisites:** BIO 106

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**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.

**Prerequisites:** 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.

**Prerequisites:** 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 is also stressed.

**Prerequisites:** 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, ARMs and fixed rates, health and life insurance, personal credit, bills, banking, and personal investing. Inexpensive PC-based home finance software will be used.

**Prerequisites:** 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.

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

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BUS 119 Principles of Real Estate (X) 3 cr
Surveys the principles of real estate. Designed for those who want to know more about the field for personal knowledge or for possible employment. Of help to those who intend to take a state real estate examination. Includes the legal, financial, brokerage, marketing, and other important aspects of the real estate business.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

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

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

BUS 125 Principles of Advertising (X) 3 cr
An introduction to the field of advertising. Intended for those interested in the role of advertising in our business and economic structure. Emphasis on how a mass communication program should be developed.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

BUS 155 Business Law I (A) 3 cr
An introduction to the law as it pertains to transactions in business and commercial fields. Laws of contracts, social forces, and legal rights, bailments, and personal property transactions.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

BUS 156 Business Law II (A) 3 cr
Operation of the law in business and commerce with emphasis on: laws of partnerships; corporation, insurance, agency, commercial paper, and bankruptcy.
Prereq: BUS 155 or permission of instructor

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

BUS 203 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 III

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 III. Reconc: 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 cycle.
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 III, 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 III 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
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: BUS 251

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
Criminal Justice

CRJ 101 Introduction to Criminal Justice (A) 3 cr
Agencies and processes involved in the criminal justice system including the legislature, the police, the prosecutor, the public defender, the courts, and corrections. An analysis of the roles and problems of the criminal justice system in a democratic society with an emphasis upon 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 processes; development of correctional philosophy, theory and practice; 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 of 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, 102, 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 stress 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 I (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 II (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 or permission of instructor

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 II (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 II (HL) 3 cr
Students continue to learn and practice the movement vocabulary of Modern Dance. Classes consist of a warm-up, coordination exercises, short dance combinations and traveling movement patterns, designed to increase strength, flexibility, coordination, musicality, and flow. Repertoire pieces and improvisation are included. There is also outside-of-class reading, video viewing, and concert attendance assignments.
Prereq: DAN 111 or permission of instructor
DAT 113  Modern Dance Repertory (HL) 3 cr
For advanced dancers to learn modern dance repertory, work with a choreographer, and master advanced techniques. Students will give performances at the college plus three others in the area at festivals, benefits, schools, or nursing homes.
Prereq: DAN 111 or by audition or invitation of instructor.

DAT 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.

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

DAT 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.

* DAT 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-Euro-American forms.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100.

DAT 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.

DAT 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.

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Data Processing

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

DAT 111  Introduction to Computers (L) 3 cr
A non-technical survey course in computers—what they are, what they 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 1 (A) 3 cr
Provides students with an introduction to several major "productivity" programs used on microcomputers. Topics include the Windows operating system, word processing, electronic spreadsheet management and graph production using currently popular software packages, and some database management. The course combines a classroom-based introduction to the concepts behind each program, and hands-on experience using the programs to solve real business, personal, and professional problems. Students taking this course should anticipate spending three hours per week working with these programs in the computer lab.
Prereq: ADM 108, III, or II, or permission of instructor.
DAT 115  Programming Principles and Concepts (A)  3 cr
Computer problem-solving principles and techniques for students contemplating a career in computer programming, or computer information systems. Structured problem-solving methods are introduced, including techniques for decomposing complex problems, and expressing the problem solutions in terms which can be expressed in any computer programming language.
Prereq: MAT 106 or equivalent; ENG 101, 103, or 105 or concurrent enrollment

DAT 116  Microcomputer Operating Systems (X)  3 cr
A conceptual and hands-on introduction to microcomputer operating systems commonly used by business and industry. Students explore the purpose of computer operating systems such as Microsoft DOS and Microsoft Windows, and gain experience in the installation, customization, use, tuning, and troubleshooting of these systems. Topics include the use of the utilities and tools of these operating systems such as memory managers, disk compression utilities, anti-virus software, file recovery software, hard disk backup, the creation and use of batch command language files, the management and tuning of windows multi-tasking environment, and object linking and embedding.
Prereq: ADM 106; DAT 113

DAT 117  Computer Networking and Telecommunication (X)  3 cr
Introduction to the related fields of computer networking and telecommunications. Hardware, software, wiring protocols and options will be presented in conjunction with design considerations. Students gain hands-on experience with Novell Netware and learn to manage dial-up telecommunications as well as wide area network access using the Internet.
Prereq: DAT 116

DAT 118  Microcomputer Software Tools II (A)  3 cr
Provides students with intermediate training in the use of word processing and electronic spreadsheet software. In addition to building upon software skills taught in DAT 114, students learn the integration of data created in various programs and the development of presentation-quality output. Students use each application's macro language to automate and customize documents, worksheets, and data entry operations. Students are introduced to graphics software used for business and multimedia presentations.
Prereq: DAT 114

DAT 121  Data Base Applications (A)  1 cr
A non-technical view of data base management systems, with a survey of possible applications. Includes hands-on use of microcomputer data base management systems, with discussions of their relative effectiveness.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100; Recomm: 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 building 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; Recomm: DAT 111 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 (I)  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; Recomm: DAT 113 or 119

DAT 135  Internet Literacy (X)  1 cr
A basic overview of the Internet. Topics include: the World Wide Web and how to access it; configuration of a browser; use a browser to do research, transfer files, and send/receive mail.
Prereq: None

DAT 136  Introduction to the Internet (X)  3 cr
An introduction to the Internet and its components, the World Wide Web, Gopher, and Veronica. Topics include: networking, working with email, search strategies, web page construction, security and privacy issues, legal and social issues.
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  FORTRAN Survey for Programmers (A)  1 cr
A survey of the fundamentals of the FORTRAN programming language with emphasis on problem solving in mathematical, scientific, and engineering environments. Designed for students who already have completed a full course in a high-level computer language. Extensive program assignments utilize a minicomputer system.
Prereq: DAT 143, or DAT 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
Economics

ECO 101 Principles of Macroeconomics (BC) 3 cr
Economic analysis of the national and global 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, demography, resource and land use and their impact on the present economy and future economic growth and to the relationship between economic health and cultural life in the Valley.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

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

Education

EDU 101 Introduction to Early Childhood Education (A) 3 cr
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 III  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: OFC 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: WST 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
Emergency Medical Services

EMS 101 Emergency Medical Technician - Basic (X) 6 cr
Provides training in the primary care of injuries, semi-automatic External Defibrillator (S/AED), acute illnesses, birth, and people in emergency situations. Students learn rescue extraction, transportation, communication, legal implications, and ambulance treatment. This course is taught using lectures, slides, demonstration, and practice. Students completing the course are able to take the National Registry Examination.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100. CPR certification with Health Care Provider (HCP)

§ EMS 201 Paramedic I (X) 5 cr
Introduces the EMT-Paramedic National Standard Curriculum. Students study Paramedic roles, ethical and legal issues, communication, patient assessment, hazardous material awareness, crime scene management, rescue operations and medical incident command. Restricted to Paramedic Certificate Majors only.
Prereq: Current EMT certification, successful passage of written and practical basic skills test. Placement beyond or satisfactory completion of COL 100, ENG 100, MAT 100. Concurrent enrollment or completion of prerequisite BIO 108 or equivalent

§ EMS 202 Paramedic II (X) 2 cr
Introduces airway management and ventilation and pharmacology for paramedics.
Prereq: Successful completion of EMS 201 and BIO 108

§ EMS 203 Paramedic III (X) 8 cr
Integrates patient management with the common medical trauma complaints experienced by paramedics. The student receives Pre-Hospital Trauma Life Support (PHTLS) certification upon successful completion of the course.
Prereq: Successful completion of EMS 202

§ EMS 204 Paramedic IV (X) 8 cr
Focuses on the cardiac emergencies that are most frequently encountered by paramedics. The student receives Advanced Cardiac Life Support (ACLS) and Pediatric Life Support (PALS) certifications upon successful completion of the course.
Prereq: Successful completion of EMS 202

§ EMS 210 Paramedic Clinical (X) 3 cr
Provides students with practice of invasive skills under the supervision and direction of licensed hospital staff.
Prereq: Successful completion of EMS 201 or EMS 202 and BIO 108 and concurrent enrollment in EMS 203 or EMS 204

§ EMS 211 Paramedic Fieldwork Internships (X) 3 cr
Provides assignments with certified Paramedics. Students perform pre-hospital treatment under supervision.
Prereq: Successful completion of EMS 210

§ Pending Massachusetts OEMS approval.

Engineering

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

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; Recomm: 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 101 and ENG 100; Recomm: 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; Recomm: 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.
Coreq: EGR 206

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 or permission of instructor

ENG 116 English Composition II: Analysis of Literature and Film (E) 3 cr
Study of film, short stories, poetry, and drama from Western and non-Western cultures. Some analysis of other media such as television and song. Writing assignments stress critical evaluation.
Prereq: ENG 101, 103, or 105

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

ENG 123 Report Writing (L) 3 cr
Intense study and practice in the writing of letters, memos, and reports (proposals or feasibility studies) related to specific technical and service occupations. Instruction in persuasive writing, presentation techniques, resume writing, use of graphics, research, and documentation. Term project required.
Prereq: ENG 101, 103, or 105

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

ENG 202 Western Literature II (HC) 3 cr
Reading and critical analysis of selected literary masterpieces from Shakespeare to Frost.
Prereq: ENG 112, 114, or 116

ENG 203 American Literature I (HC) 3 cr
Critical study of significant achievements in American literature from the Puritan period through the period of the Reconstruction. Emphasis on the growth of 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 typically modern themes as alienation and the failure of communication. Attention given to modern experiments in point of view, structure, and style.
Prereq: ENG 112, 114, or 116. Note: This course does not fulfill the Liberal Arts literature requirement.

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

ENG 221 Shakespeare (HC) 3 cr
A 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 225 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 I12, I14, or I16

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 I12, I14, or I16. Note: This course does not fulfill the Liberal Arts literature requirement.

ENG 243 Modern Poetry (HC) 3 cr
An examination of modern poetry with an emphasis on interpretation and analysis of voice, language, sound, and form. This course provides an in-depth study of some major innovators as well as a study of other contemporary poets.
Prereq: ENG I12, I14, or I16

ENG 247 Women in Literature I (HC) 3 cr
A study of works by 19th century women writers. Literature in various genres will be discussed within the historical and social context of the time, in relation to 19th century literary movements, and from the perspective of a unique female literary tradition.
Prereq: ENG I12, I14, I16, 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 I12, I14, I16, 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 I12, I14, I16, 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 I12, I14, or I16

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 patterns of 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 papers, 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 109  Intermediate Grammar Review (X)  2 cr
An intensive grammar workshop for students who have completed ESL 107 or other intermediate ESL grammar courses. Students practice and master what they have learned about basic English verb tenses, question patterns, and subject-verb agreement. Students review grammar through listening, speaking, pronunciation, reading, writing, group work, and discussion.
Prereq: ESL 107 or permission of instructor

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

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 or placement by examination. Recmm: Concurrent enrollment in ESL 125, ENG 100, and COL 100

FST 101  Introduction to Fire Protection (X)  3 cr
Philosophy and history of fire protection; history of loss of life and property by fire. Municipal fire defenses; organization and function of federal, state, county, and private fire protection agencies. Professional fire protection career opportunities.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

FST 103  Fundamentals of Fire Prevention (X)  3 cr
Organization and function of fire prevention. Organization, inspection, surveying and mapping procedures, recognition of fire hazard, engineering as a solution to the hazard, enforcement of the solution. Public relations as affected by fire prevention.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

FST 105  Organization and Management of Fire Departments (X)  3 cr
The fire administrator's responsibility for the total community fire problem. Insurance and fire defenses, personnel and equipment; water supply; departmental functions, administrative problems.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

Environmental Science

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

Fire Science Technology

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 socio-
considerations influencing community and regional planning.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

Fire Science Technology

FST 101  Introduction to Fire Protection (X)  3 cr
Philosophy and history of fire protection; history of loss of life and property by fire. Municipal fire defenses; organization and function of federal, state, county, and private fire protection agencies. Professional fire protection career opportunities.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

FST 103  Fundamentals of Fire Prevention (X)  3 cr
Organization and function of fire prevention. Organization, inspection, surveying and mapping procedures, recognition of fire hazard, engineering as a solution to the hazard, enforcement of the solution. Public relations as affected by fire prevention.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

FST 105  Organization and Management of Fire Departments (X)  3 cr
The fire administrator's responsibility for the total community fire problem. Insurance and fire defenses, personnel and equipment; water supply; departmental functions, administrative problems.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100
FST 109  Hazardous Materials (X)  3 cr
Review of basic chemistry. Storage and handling of hazardous materials. Laws, standards, and fire fighting practices within extreme fire hazard areas.
Prereq: FST 101, 103, CHE 105 or equivalent

FST 111  Building Construction (X)  3 cr
Exploration of building construction and design with emphasis on fire protection concerns. Review of statutory and suggested local, state, and national guidelines.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

FST 113  Fire Hydraulics With Applied Math (X)  4 cr
Investigates hydraulic laws and formulas as applied to fire science. Students study the application of formulas and mental calculations to hydraulic problems, water supply problems, and fire streams. Math components are included.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

FST 201  Fire Protection Systems and Equipment I (X)  3 cr
An introduction to fire suppression and detection systems including automatic sprinklers, standpipes, special extinguishing agent and alarm systems. Students focus on the theory, operation, and inspection of each type of system. Prior completion of FST 113 recommended.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

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

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 folktale 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, custom, 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)  4 cr
Emphasizes continued acquisition of language functions, vocabulary, idioms, structures, and culture through contextualized presentations, interactive activities, video, and selected readings. The class is conducted in French.
Prereq: FRE 102 or equivalent, or permission of instructor
FRE 202 Intermediate French II (HC) 4 cr
A conclusion of the intermediate study of French. The course emphasizes continued acquisition of language functions, vocabulary, idioms, structures, and culture through contextualized presentations, interactive activities, video, and selected readings. The class is 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.

Geography

GGY 101 Introduction to Geography (HC) 3 cr.
Explores major geographic concepts, contemporary world regions and the development of the science of geography. Subjects of discussion range from basic map and globe concepts to population dynamics and economic development. Student use case studies from around the world to increase their awareness of geography.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

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 geography 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, biologic, and geologic characteristics and importance. Topics to be discussed: origin and characteristics of ocean basins, physical and chemical nature of sea water, origin and movement of water masses, importance of the oceans to 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 sea water and ocean basins, coastal zones, mineral and fishery resources. Field trips. No lab. Credit can be granted for GEO 104 or GEO 105 but not for both.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

GEO 107 Geology of our National Parks (NC) 4 cr
Geographical settings of our national parks and geological processes which carved out or built up their outstanding landforms. Current environmental hazards and pressures. Lab and Field trips are required.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

Healing Arts

HAG 101 Healing Arts (X) 12 cr
Awards 12 credits to graduates of the Stillpoint Center School of Massage, Inc. who enroll in the Liberal Arts/Healing Arts Option and earn 15 GCC liberal arts credits. The course of study at Stillpoint includes the body work sciences of anatomy and physiology, myology, kinesiology, neurology, pathology, and hydrotherapy; massage theory and techniques of Swedish massage, body awareness, body mechanics, and therapeutic techniques; and professional development and clinical applications.
Prereq: Graduate of Stillpoint Massage Therapy Program

History

HIS 101 Western Civilization to 1500 A.D. (HC) 3 cr
The major ideas, institutions, and developments of Western Civilization from ancient times to the Renaissance. Themes include the nature of humankind; relationship of the individual to society and the universe; the role of religion; the individual in history; the tradition to modern modes of life and thought.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

HIS 102 Western Civilization Since 1500 A.D. (HC) 3 cr
Analysis of ideas, attitudes, and developments of Western Civilization from the dawn of the modern age to the present. Topics include the scientific and industrial revolutions; the rise and triumph of nation states; the French and Russian revolutions; European imperialism in Asia and Africa; socialism, communism, and fascism; dictatorships and World War II: challenge of the non-Western world.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100
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; American 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. Dyinastic history in China, and imperial and feudal history in Japan. Emphasis on literary and linguistic development, the formation of political systems and the evolution of cultural life; the complex developments of the 19th and 20th centuries which brought China and Japan into the world community; the critical role played by western contacts in this process; and the emergence of China and Japan as global powers.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

*HIS 123 The Pacific Century (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. The coherent themes through the course include: "progress" and tradition; collisions between East and West; economic resources and interdependence; democracy, authority, and power; and the United States in the Pacific.
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 women, as well as 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, technologies, 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 (D) 1 cr
Teaches academic success skills, including techniques for effective reading and remembering, class involvement, preparation for tests, taking lecture notes, and managing time. This course may not be used to fulfill associate degree requirements.
Prereq: None

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

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

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

HUD 113 Job Search Training (X) 1 cr
An introduction to the techniques used in effective job search. Specific attention is paid to helping each student to match his/her skills, needs, and values to specific types of jobs. Content emphasizes informational interviewing, resume development, formal job interviewing, and job contract negotiations.
Prereq: None

HUD 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 interpersonal—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 identify 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 solution 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
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 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 101 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 advocate for and mediate the service network. Through readings, guest lectures, research, and field trips; students become familiar with 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, 105, or 106 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 121  Introduction to Gerontology (BL)  3 cr
Introduction to the study of aging in contemporary society. Considers the research methods as well as practical applications for dealing with the issues of older adulthood. Topics include physiological, psychological, sociological and cultural aspects of aging, economics of aging, healthcare concerns, ageism, and a survey of career opportunities in human service settings working with older adults.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100
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

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 include 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

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

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

Practicum in Human Services (BL) 4 cr
Provides students with field work in competency training and skill building through directed, closely-supervised involvement in a human service agency. Professionally supervised individual and/or group focused involvement in which students practice their acquired skills 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

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

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

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

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

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

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

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; Recomm: Recommended for student working on the student newspaper
Leisure Education

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

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

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

LED 105  Water Safety Instructor (X)  2 cr
Designed to train and certify American National Red Cross Water Safety Instructors. Provides students with knowledge, judgment, and teaching skills for training others in swimming, rescue, and water safety.
Prereq: Successful completion of LED 104

LED 106  Lifeguard Training (X)  1 cr
Designed to develop the skills and knowledge required to assume the responsibilities of a lifeguard at a swimming pool or a protected (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 112  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 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  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 125  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 rope courses, initiative problems, rock climbing, river crossing, solo experience, and group problem-solving. Field trips are required.
Prereq: None

LED 127  Basic Rock Climbing 1 (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 131  Basic Rock Climbing 2 (X)  1 cr
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 Taekwondo 1 (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 Tae Kwan in approximately 57 BC. The emphasis is on familiarization with some Korean language, stretching exercises, callisthenics, punching, block, and kicking techniques, practical self-defense, byung patterns of movement and exposure to some of the philosophical underpinnings of Tae Kwon Do.
Prior to: 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.
Prior to: 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 preventing. Through meditation, discussion, and writing exercises, students learn to realize and overcome women's psychological blocks to their own defense.
Prior to: For women only

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

Massage Therapy

MTC 101 Massage Therapy I (X) 4 cr
Introduces applications for massage therapy and techniques including body awareness and body mechanics, professional development, and clinical preparation.
Prior to: Placement beyond or satisfactory completion of COL 100, ENG 100, and MAT 100. Acceptance into the Massage Therapy Program. Concurrent enrollment in MTC 102 and MTC 103

MTC 102 Myology I (X) 1 cr
Introduces the study of muscles through which massage practitioners affect the body systems.
Prior to: Placement beyond or satisfactory completion of COL 100, ENG 100, and MAT 100. Acceptance into the Massage Therapy Program. Concurrent enrollment in MTC 101 and MTC 103

MTC 103 Swedish Massage (X) 4 cr
Introduces the classical form of massage to students with basic Swedish theory and technique, developing this knowledge into full body massage.
Prior to: Placement beyond or satisfactory completion of COL 100, ENG 100, and MAT 100. Acceptance into the Massage Therapy Program. Concurrent enrollment in MTC 101 and MTC 102

MTC 104 Massage Therapy II (X) 1 cr
Focuses on therapeutic techniques, massage clinic and advanced clinical preparation.
Prior to: MTC 101, 102, and 103

MTC 105 Professional Development (X) 3 cr
Focuses on developing and maintaining client-therapist relationships.
Prior to: MTC 104; concurrent enrollment in MTC 106, 107, 108, and 109

MTC 106 Massage Therapy III (X) 4 cr
Includes clinical applications of massage, professional worklife, including basic business skills, legal, ethical, and regulatory concerns and an integrated seminar of advanced and applied techniques.
Prior to: MTC 104; concurrent enrollment in MTC 105, 107, 108, and 109

MTC 107 Myology II (X) 2 cr
Continues the study of muscles through which massage practitioners affect the body systems.
Prior to: MTC 104; concurrent enrollment in MTC 105, 106, 108, and 109
MTC 108  Kinesiology for Massage Therapists (X)  2 cr
Studies the muscles from the perspective of movement.
Students apply principles to enhance alignment, improve
motor performance and body mechanics.
Prereq: MTC 104; concurrent enrollment in MTC 105, 106, 107, and 109

MTC 109  Pathology (X)  3 cr
Surveys illnesses and injuries commonly found in clients
seeking massage therapy.
Prereq: MTC 104; concurrent enrollment in MTC 105, 106, 107, and 108

MTC 201  Massage Therapy Advanced Concepts (X)  5 cr
Focuses on advanced massage therapy concepts designed to
meet the needs of special populations with acute and
chronic conditions and clients with sports injuries and
the need for performance enhancements. Student course
work includes both clinical practicum and clinical experience.
Prereq: Massage Therapy Certificate.

MTC 202  Healing Modalities (X)  2 cr
Presents an overview of Western and Eastern energy
approaches to bodywork covering cranial sacral, therapeutic
touch, guided music, and imagery.
Prereq: Massage Therapy Certificate.

MTC 203  Hydrotherapy Principles (X)  1 cr
Designed to teach the general principles of using hot/cold
water in its three forms: solid, liquid, and vapor that are
applicable to the Massage Therapist.
Prereq: Massage Therapy Certificate.

Mathematics

MAT 100  Basic Mathematics Skills (D)  3 cr
Useful as a foundation for math and math-related courses,
for developing quantitative job skills, or as a refresher.
Students use a variety of materials and problem-solving
techniques to deepen their understanding of basic arithmetic
operations, fractions, decimals, percents, and measurement.
They analyze problems and arrive at solutions using the techniques of mathematical reasoning. The
course emphasizes mathematical discovery and addresses
issues of math anxiety, test-taking difficulties, and study
skills for math.
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, cal-
culator use, functions and graphs, trigonometric functions
and applications, systems of linear equations, factoring
and fractions, quadratic equations, and exponents and
radicals. Solution of word problems an important
component of course. 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 trigono-
metric functions, complex numbers and polar forms, in-
equalities, conic section analytic geometry, and equations
of higher degree. Solution of word problems is an impor-
tant 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 applica-
tions. Topics include graphs (with emphasis on graphs of
linear equations), systems of linear equations, algebraic
expressions (particularly rational exponents and
radicals, polynomials, and rational expressions) and
quadratic equations.
Prereq: MAT 105 or placement by examination

MAT 107  College Algebra (NC)  3 cr
This course is the gateway to the study of higher mathematics.
It is prerequisite for precalculus (MAT 108) and ap-
plied 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 func-
tions and their graphs and the use of functions to model
real problems. A particular emphasis on polynomial and
rational functions and their inverses. Graphing calculators
and/or the computer program "MathCAD" is used to en-
hance 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, loga-
Rithmic, and circular trigonometric functions. Graphing cal-
culators 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.
Pre: Placement beyond or satisfactory completion of COL 100 and ENG 100; MAT 106 or placement by examination

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

MAT 117 Mathematical Problem Solving (NC) 3 cr
Designed to provide students in the liberal arts with a foundation in mathematical reasoning and quantitative skills frequently required in decision-making processes. Ideas rather than techniques will be stressed. Examines general problem-solving strategies and provides students with an introduction to topics that might include, but are not limited to: number theory, mathematical modeling, graph theory, logic, probability, and descriptive statistics. Choice of topics determined each semester by the math department. Computer programs may be used to enhance the study of mathematics.
Pre: Placement beyond or satisfactory completion of COL 100 and ENG 100; MAT 105 or placement by examination

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.
Pre: MAT 104 or MAT 107 or placement by examination

MAT 152 Applied Calculus II (NC) 3 cr
Introduces students to logarithmic and exponential functions and their applications as well as to the calculus of these functions. Techniques of integration presented. Modeling projects allow students to study such topics as the calculus of functions of several variables, differential equations, and probability theory, in some cases using the computer program MathCAD and/or graphing calculators.
Pre: MAT 151

MAT 201 Calculus with Analytic Geometry I (NC) 4 cr
A theoretical and applied calculus course for students interested in mathematics, engineering, and the physical sciences. Assumes an understanding of polynomial, rational, exponential, and trigonometric functions. Develops the concepts of limits and continuity and uses them to define the derivative of a function. The derivative is used to analyze function behavior and solve problems involving rates of change and optimization. Integration is introduced as both antiderivative and area. Problems are approached numerically, graphically, and symbolically. Laboratory assignments utilize MathCAD and/or a graphing calculator for both in-class and out-of-class investigations.
Pre: 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.
Pre: 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.
Pre: 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.
Pre: 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.
Pre: MAT 202 or permission of instructor

Multimedia

MME 113 Survey of Multimedia Hardware/Software (X) 1 cr
Reviews the components, use, and design of multimedia systems for production and presentation applications. Students learn to specify and design multimedia systems as well as software for various uses in business, education, industry, and government.
Pre: Placement beyond or satisfactory completion of COL 100 and ENG 100

(413) 774-3131
MME 115 Concept Design for Multimedia (X) 1 cr
An overview of methods, techniques, and tools used in designing and developing multimedia presentations. The course focuses on intensive use of treatment development, scripting, storyboarding, and flowcharting in linear and non-linear production design.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

MME 117 Audio for Multimedia (X) 1 cr
Provides an intensive review of production techniques for producing sound tracks for multimedia. The course is an overview of hardware and systems components and their uses.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

MME 165 Multimedia Authoring (X) 3 cr
A hands-on introduction to professional authoring for creating content-rich interactive multimedia on-line learning applications on Windows-based PCs. This course is designed to teach concepts and skills required for developing applications for multimedia presentations, interactive tutorials, computer-based training (CBT), and distance learning. Using Assistant ToolBook, students learn how to incorporate hypertext, sound, graphics, video, animation special effects, and basic Opensesame programming concepts into their applications.
Prereq: Some experience with Windows operating systems

Music

NOTE: A maximum of eight credits may be earned toward graduation requirements in music courses coded HL.

MUS 101 An Introduction to Music (HC) 3 cr
A survey of musical styles from the Baroque era into the 20th century. Musical forms, elements of music, the orchestra, and great composers are discussed in conjunction with critical listening of recorded examples and live performances.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

MUS 102 The American Experience in Music (HC) 3 cr
A survey of the currents in American music from native American and early Colonial sources to Jazz and the Big Bands. Recordings, films, and live performances illustrate aspects of the musical language.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

MUS 103 Fundamentals of Music (HC) 3 cr
Elementary theory for the student with little or no musical background. Music structure and the handling of musical materials. Includes notation, scales, melody construction, elementary theoretical concepts.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

MUS 107 Music Theory I (HC) 3 cr
Basic chordal structures, voice leading, inversions, figured bass, harmonic progressions, and non-harmonic tones. Harmonic analysis of great composers' works. Keyboard harmony and ear training.
Prereq: MUS 103 or permission of instructor

MUS 108 Music Theory II (HC) 3 cr
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; Recomm: 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 207 Music Theory III (HC) 3 cr
An in-depth examination of musical structures to further develop skills for written exercises, four-part harmonic analysis, and basic keyboard harmony skills (scales and cadences). The course includes computer-lab time using software for music writing.
Prereq: MUS 107, MUS 108 or permission of instructor

Applied Music

Instruction on an instrument or voice. Emphasis on technique, repertoire, memory, and interpretation. A fee for lessons is charged by the instructor in addition to regular college fees and tuition. 1-credit courses are weekly 1/2-hour lessons; 2-credit courses are weekly one-hour lessons. Applied music courses may be repeated up to 4 times for credit.

MUS 117 Class Piano: Beginning Level (HL) 1 cr
Especially designed for students with no background in piano. Taught on electronic pianos where each student has a keyboard. Students learn to read music and play familiar melodies with chords. Each class section is limited to 6 students.
Prereq: None

MUS 118 Class Piano: Intermediate Level (HL) 1 cr
Designed for students who have some basic piano skills. Taught on electronic pianos where each student has a keyboard. Students learn to read and play expanded melodies, harmonies, and transposition. Literature includes solos and duets. Each class section is limited to 6 students.
Prereq: MUS 117 or permission of instructor
MUS 119  Class Piano: Advanced Level (HL) 1 cr
For intermediate/advanced students. Development of techniques, sight reading, melody harmonization, solo and ensemble literature. Special emphasis is given to technique and interpretation.
Prereq: MUS 118 or permission of instructor

MUS 120  Class Guitar: Beginning Level (HL) 2 cr
A study of the basics of guitar technique and notation. The course covers some basic beginning guitar chords, a few songs, basic strums and finger picking patterns, elementary blues improvisation, and note reading. The student must have an acoustic or electric guitar. No knowledge of music or the guitar is required.
Prereq: None

MUS 124  Performance (HL) 1 cr
A masterclass setting to prepare students for performance. Students meet once a week to learn professional performance practice and methods of performance critique. All students must perform in the class at least twice a semester and give a public performance at the end of the semester.
Prereq: Permission of instructor

MUS 126  Ensemble (HL) 1 cr
A large performing ensemble. Students meet once a week for a two-hour rehearsal. Students learn ensemble, rehearsal, and performance skills. The ensemble gives at least one performance a semester.
Prereq: Permission of instructor

MUS 131  Music Lessons: String Instruments (HL) 1 cr
Individual instruction in violin, viola, cello, bass, guitar, and other string instruments, consisting of 15 half-hour lessons during the semester. A fee in addition to tuition and fees is charged.
Prereq: None

MUS 132  Music Lessons: Wind Instruments (HL) 1 cr
Individual instruction in flute, clarinet, saxophone, and other wind instruments, consisting of 15 half-hour lessons during the semester. A fee in addition to tuition and fees is charged.
Prereq: None

MUS 133  Music Lessons: Brass Instruments (HL) 1 cr
Individual instruction in trombone, baritone, trumpet, tuba, and other brass instruments, consisting of 15 half-hour lessons during the semester. A fee in addition to tuition and fees is charged.
Prereq: None

MUS 134  Music Lessons: Percussion Instruments (HL) 1 cr
Individual instruction in piano and other percussion instruments, consisting of 15 half-hour lessons during the semester. A fee in addition to tuition and fees is charged.
Prereq: None

MUS 135  Music Lessons: Voice (HL) 1 cr
Individual instruction in voice, consisting of 15 half-hour lessons during the semester. A fee in addition to tuition and fees is charged.
Prereq: None

MUS 136  Music Lessons: Ensemble (HL) 1 cr
Study and performance of chamber music literature for orchestral instruments and music arranged for band instruments. Literature includes duos, trios, quartets from the various historical periods and jazz, Dixieland, popular, and rock musical styles. A fee in addition to tuition and fees is charged.
Prereq: Permission of instructor

MUS 141  Music Lessons: String Instruments (HL) 2 cr
Individual instruction in violin, viola, cello, bass, guitar, and other string instruments, consisting of 15 one-hour lessons during the semester. A fee in addition to tuition and fees is charged.
Prereq: None

MUS 142  Music Lessons: Wind Instruments (HL) 2 cr
Individual instruction in flute, clarinet, saxophone, and other wind instruments, consisting of 15 one-hour lessons during the semester. A fee in addition to tuition and fees is charged.
Prereq: None

MUS 143  Music Lessons: Brass Instruments (HL) 2 cr
Individual instruction in trombone, baritone, trumpet, tuba, and other brass instruments, consisting of 15 one-hour lessons during the semester. A fee in addition to tuition and fees is charged.
Prereq: None

MUS 144  Music Lessons: Percussion Instruments (HL) 2 cr
Individual instruction in piano and other percussion instruments, consisting of 15 one-hour lessons during the semester. A fee in addition to tuition and fees is charged.
Prereq: None

MUS 145  Music Lessons: Voice (HL) 2 cr
Individual instruction in voice, consisting of 15 one-hour lessons during the semester. A fee in addition to tuition and fees is charged.
Prereq: None

MUS 146  Music Lessons: Ensemble (HL) 2 cr
Study and performance of chamber music literature for orchestral instruments and music arranged for band instruments. Literature includes duos, trios, quartets from the various historical periods and jazz, Dixieland, popular, and rock musical styles. A fee in addition to tuition and fees is charged.
Prereq: Permission of instructor
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 on assessing the individual's ability to adopt to stressors and on the basic skills needed to assist students in this process.
Prereq: CHE 103 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 on assisting the family in the process of adapting to child bearing and child rearing. The nursing process is utilized as it relates to the nursing care of children and pregnant women. Course is divided into two units: maternity and pediatric. The maternity unit focuses on the normal maternity cycle, including the needs of the neonate, the newly delivered mother, and the family. Emphasis in the pediatric unit is on the ability to recognize normal growth and development and to identify deviations within the acute and chronic setting. 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) II  cr
Provides the basic principles of nursing care in classroom, laboratory, and clinical settings. Emphasis is on meeting basic needs of clients and families. The course 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. Recommended corequisites: BIO 117 and PSY 101

NUR 105  Practical Nursing Practicum (X)  2 cr
Provides direct application through intensive clinical practice of all the principles learned in NUR 100, BIO 117, 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 is on integration and application of all previous content in this final course of the curriculum. Current vocational trends and leadership skills are included.
Prereq: NUR 107

NUR 111  Introduction to Nursing Process (X)  1 cr
Introduces the Roy 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 and diagnose patients' physiological and psycho-social status using functional health patterns. Graded on CR/NC basis. Successful completion of NUR 111 results in the award of 8 credits by examination for NUR 101.
Prereq: Advanced placement into the ADN Nursing Program with successful score in ACT-Pep's NUR 403 exam

NUR 112  Introduction to Nursing Process and Basic Concepts (X)  2 cr
Introduces the Roy 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 and diagnose patients' physiological and psycho-social status using functional health patterns. The course includes content on nursing ethics, physical assessment, and teaching/learning. Graded on CR/NC basis. Successful completion of NUR 112 results in the award of 16 credits by examination for NUR 101 and NUR 102.
Prereq: Advanced placement into the ADN Nursing Program. Articulation agreement with GCC's PNC or Thompson Schools LPN program or successful score in ACT-Pep's NUR 403 and NUR 433 exams
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 205; MATH 101, 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 202; 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 201 and 202; 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) 1-6 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/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.
Prereq: Application to the Occupational Technology Program

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

OLP 111 Introduction to Outdoor Adventure Skills I (X) 4 cr
Develops technical skills in four adventure program areas: backcountry travel, paddling, rock climbing, and challenge course programming. The infiel 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 deliv-
ered 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.

**Pre-req**: OLP participants only; placement beyond or satisfactory completion of COL 100 and ENG 100

**OPC 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 studies 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.

**Pre-req**: OLP participants only; placement beyond or satisfactory completion of COL 100 and ENG 100

**OPC 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.

**Pre-req**: OLP participants only; successful completion of OPC 112

**OPC 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 infield sessions will include selection of equipment, safety systems, site management/evaluation, leadership/learning styles, curriculum development, and basic rock rescue. Students must demonstrate specific competencies to obtain leadership ratings.

**Pre-req**: OLP participants only; successful completion of OPC 112 and OPC 120

**OPC 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.

**Pre-req**: OLP participants only; successful completion of OPC 112 and OPC 120

**OPC 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.

**Pre-req**: OLP participants only; successful completion of OPC 112 and OPC 120

**OPC 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 OPC core staff. Students then design and execute a backpacking trip. Student must demonstrate specific competencies to obtain leadership ratings.

**Pre-req**: OLP participants only; concurrent enrollment in OPC 112 and OPC 120

**OPC 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.

**Pre-req**: OLP participants only; successful completion of OPC 112 and OPC 120

**OPC 175 Outdoor Adventure Education (X) 3 cr**

Focuses on the philosophy, skills, and techniques of outdoor adventure activities and experiences, and using physical, mental, and social challenges as vehicles for individual confidence, group cooperation, and environmental awareness. Includes a range of activities including orienteering, ropes course, rock climbing, backpacking, 24-hour experience, environmental interpretation, nature-oriented activities, and outdoor education. Majority of the course takes place in the field with "hands-on experiences." Participants can select from one of three concentrations: camp counselor/outdoor leader; teacher/human service personnel; parents/interested citizens.

**Pre-req**: OLP participants only; placement beyond or satisfactory completion of COL 100 and ENG 100

**OPC 176 Winter Outdoor Adventure Education (X) 3 cr**

Focuses on the philosophy, skills, and techniques of winter outdoor adventure activities and experiences, and using physical, mental, and social challenges as vehicles for individual confidence, group cooperation, and environmental awareness. Includes a range of activities including cross-country skiing, snowshoeing, winter camping, first aid and safety, winter ecology, nature-oriented activities, tracking, group building, and winter environmental interpretation. The majority of the course will take place in the field with "hands-on experiences." Sequel to the summer adventure education course. Strenuousness of the course determined by the experience, interest, and needs of the participants.

**Pre-req**: Permission of instructor (must fill out health and information forms); placement beyond or satisfactory completion of COL 100 and ENG 100
OLP 201 Individual Project in Outdoor Leadership I (X) 1 cr

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 OLP 202.

Prereq: OLP participants only: placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 202 Individual Project In Outdoor Leadership II (X) 1 cr

A continuation of and completion of the project begun in OLP 201. Evaluations will focus on developing accurate self-assessment skills.

Prereq: OLP participants only: successful completion of OLP 201

OLP 205 Group Management for Outdoor Leaders II (X) 2 cr

Combines seminar with field placements to continue the development of interpersonal relations concepts and practices begun in OLP 112.

Prereq: OLP participants only: successful completion of OLP 112

OLP 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 OLP 111.

Prereq: OLP participants only: placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 212 Counseling and Human Services for Outdoor Leaders II (X) 3 cr

In-depth study of the concepts and techniques of interpersonal counseling, environmental psychology, and special needs populations. Emphasizes the mastery of techniques through problem-solving and field applications. Incorporation of the skills and knowledge into outdoor activities is stressed. Concepts are applied to the field.

Prereq: OLP participants only: placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 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: OLP participants only: successful completion of OLP 116

OLP 217 Field Work Experience in Outdoor Leadership III (X) 4 cr

Field experience in the intermediate stages of planning, organizing, and evaluating outdoor leadership and challenge/adventure programs. Settings vary to permit exposure to different circumstances and the needs of different populations. Work in selected public/private agencies.

Prereq: OLP participants only: placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 218 Field Work Experience in Outdoor Leadership IV (X) 4 cr

Field experience in the advanced stages of planning, organizing, and evaluating outdoor leadership and challenge/adventure programs. Emphasis is 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: OLP participants only: placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 220 Intermediate and Advanced Wilderness First Aid and Emergency Care (X) 3 cr

Prevention and care of wilderness emergencies. Advanced skills and abilities. Special focus upon Wilderness Emergency Medical Technician (WEMT) and Red Cross Advanced First Aid Instructor. In-the-field leadership and instructorship highly recommended.

Prereq: OLP participants or permission of instructor: placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 224 Environmental Interpretation II (X) 3 cr

Interpretation of the natural and cultural environments. Focus upon specific 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, toprope 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 mountain 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 II and III 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

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**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 OTs 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 101, 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.  
**Preceding:** 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.  
**Preceding:** 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.  
**Preceding:** 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.  
**Preceding:** OTA 201, OTA 202, OTA 203

**Philosophy**

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

PHI 204  Issues in Ethics and Social Philosophy (HC)  3 cr
Explores contemporary ethical issues which confront the individual and society as a whole. Through philosophical, journalistic, and literary selections, the student examines such topics as personal integrity, racism, poverty, gender equity, and violence. Students consider classical, non-western, and feminist perspectives.  
**Preceding:** PHI 103, PHI 104, or permission of instructor

*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 ethical problems, specifically issues of race, class, and gender.  
**Preceding:** ENG 101, 103, or 105 or PHI 104 or permission of instructor

PHI 206  Environmental Ethics (HC)  3 cr
An examination of how philosophy has contributed to our thinking about environmental issues. The course surveys major influences in the development of environmental ethics including: the land ethic, biocentrism, deep ecology, ecofeminism, and social ecology. Applications to specific environmental issues allow students to clarify their own views and hone their critical thinking skills.  
**Preceding:** 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 exercise.  
**Preceding:** 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. Topics covered include kinematics, mechanics of particles and rigid bodies, and conservation laws. The use of the concepts of physics to solve problems is emphasized. This course is taught in the physics laboratory using a combination of lecture, demonstration, discussion, and laboratory exercise.
Prereq: MAT 201 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. This course is taught in the physics laboratory using a combination of lecture, demonstration, discussion, and laboratory exercise.
Prereq: PHY 111; MAT 202 or permission of instructor

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; Recomm: POL 101

Psychology

PSY 101 Principles of Psychology (BC) 3 cr
Introduction to the study of human behavior. Considers such topics as perception, motivation, learning, personality development, and the dynamics of maladaptive behavior.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

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

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

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

PSY 217 Human Growth 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.

PSY 222  Adult Development (BC) 3 cr  
An exploration of the major issues in the adult life cycle (from late adolescence through old age) that shape the character of developmental change. Topics for investigation are the sequence of transitions and psycho-social crises, the processes of identity change, adaptation to life-events that precipitate change, and the metamorphosis of aging.
Prereq: PSY 101

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

PSY 227  Group Dynamics (BC) 3 cr  
Beginning with an established model of individual personality development, students examine their interpersonal styles as they relate to group processes. How groups establish themselves and how intrapersonal and interpersonal behavior affect such group phenomena as leadership, cohesiveness, continuity, and effectiveness will be explored. Theory and role playing will serve as vehicles for these explorations.
Prereq: PSY 101

PSY 233  Child Behavior and Development (BC) 3 cr  
Focuses on the development of the child from conception to adolescence. The concept of development is explored in depth and all aspects of the developing child are considered: social, emotional, physical, verbal, intellectual, and creative. Major theories of child development are reviewed. Research in child development is studied with particular attention paid to naturalistic observation.
Prereq: PSY 101 or permission of instructor.

*PSY 259  The Psychology of Oppression (BC) 3 cr  
This course is both experiential and didactic. It is designed to provide students with an understanding of the psychological causes and processes that are endemic to oppression. Our goals are to explore and understand the emotional reality of oppression as it presents itself in our day to day lives. We will explore the similarities and differences among sexism, ageism, classism, heterosexism, racism, antisemitism, other forms of ethnic oppression, and ableism. Through the use of mini-lecture, discussion, readings, experiential activities, projects, film and conversation, we will explore our own attitudes and how oppression operates at interrelated levels of the personal, institutional and cultural. We will also look at how people have worked and may work against oppression.
Prereq: PSY 101 or permission of instructor.

*PSY 277  Psychology of Death and Dying (BC) 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: PSY 101 or permission of instructor.

Recreation and Leisure Services

RLS 101  Introduction to Recreation and Leisure Services (A) 3 cr  
Considers the growing field of recreation and leisure services, including its history, philosophy, and principles as well as its role in contemporary and future society. Designed to help students develop a personal leisure philosophy, the ability to articulate important concepts, and create an awareness of career opportunities in the profession of recreation and leisure services.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

RLS 103  Recreational Arts Programming (X) 3 cr  
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 I (X) 3 cr  
Provides students with the philosophy and principles of the delivery of recreational services for dependent elders. Includes an overview of the activity profession and standards of practice. Approved by the National Certification Council of Activity Professionals. Successful completion of this course meets one of the basic education requirements for certification as an activity consultant, director, or assistant.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

RLS 105  Introduction to Elder Recreational Services II (X) 3 cr  
Continuation of RLS 104. Emphasis on activity care planning for quality of life and methods of service delivery in the activity profession. Approved by the National Certification Council for Activity Professionals. Successful completion of this course meets one of the basic education requirements for certification as an activity consultant, director, or assistant.
Prereq: RLS 104 or permission of instructor.
RLS 106 Field Practicum in Elder Recreational Services I (X) 1 cr
A 45-hour practicum for students pursuing a career in or currently working in the field of Elder Recreational Services as activity directors or assistants. Focus is on comprehensive programming and documentation for dependent elders in long-term care or adult day-care settings. Students meet individually with instructor who supervises a focused 45-hour practicum completed over 15 weeks. Approved by the National Certification Council for Activity Professionals. Successful completion of this course, along with RLS 104 and RLS 105, meets the basic education requirements for certification as an activity consultant, director, or assistant.
Prereq: RLS 104 or concurrent enrollment and permission of instructor

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 for 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, outings 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 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 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
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 (L) 3 cr
Landmark discoveries and the evolution of scientific thought are traced through the ages 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 113  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 (NC) 4 cr
Examines the historical roots of scientific thought, the development and limitations of scientific methodology, and the contributions of women in science and technology throughout history. Students consider the effects of institutions, work, family, and mentors on the development of women in science and technology. For the laboratory, students examine the inherent biases of scientific methodology, rethinking laboratory experiments using a non-traditional approach, examine and recreate experiments undertaken by women throughout history, and develop research, conduct, and present experiments of interest to each individual class.
Prereq: Placement beyond or satisfactory completion of COL 100, ENG 100, and MAT 100
Sociology

*SOC 101 Principles of Sociology (BC) 3 cr
The study of society through basic concepts and scientific methodology. Examines culture, social systems, institutions, status, role, norms, interaction, deviance, small groups, and social stratifications.
Prepar: 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.
Prepar: 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.
Prepar: SOC 101

Spanish

SPA 101 Elementary Spanish I (HC) 4 cr
Fundamentals of Spanish. Acquisition of language functions, vocabulary, structures, and culture through contextualized presentations, interactive activities and extensive laboratory practice.
Prepar: 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 contextualized presentations, interactive activities, and extensive laboratory practice.
Prepar: SPA 101 or equivalent, or one year of high school Spanish, or permission of instructor

SPA 103 Spanish for Health Professionals I (A) 4 cr
Fundamentals of Spanish both for students seeking positions in health related fields and those already working in the professions. Focuses on "survival" Spanish language skills and cross-cultural training for health professionals. Develops the participants' command of Spanish in specific job related areas. Prepares participants for those aspects of Hispanic cultures which have an impact on their work. Much of the class is spent working in pairs and small groups role-playing situations that participants will encounter on the job.
Prepar: none

SPA 109 Spanish for Native Speakers I (HL) 1 cr
A survey of the basic components of Spanish with an emphasis on the unique needs of native Spanish speakers who have not studied the language in an academic setting. Particular attention paid to written expression, but also takes advantage of the students' background in and intuitive knowledge of spoken language. For native speakers of Spanish.
Prepar: none; for native speakers of Spanish

SPA III 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.
Prepar: 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.
Prepar: SPA 102 or equivalent, or permission of instructor

SPA 201 Intermediate Spanish I (HC) 4 cr
Emphasizes continued acquisition of language functions, vocabulary, idioms, structures, and culture through contextualized presentations, interactive activities, video, and selected readings. The class is conducted in Spanish.
Prepar: SPA 102 or equivalent, or permission of instructor

SPA 202 Intermediate Spanish II (HC) 4 cr
A conclusion of the intermediate study of Spanish. The course emphasizes continued acquisition of language functions, vocabulary, idioms, structures, and culture through contextualized presentations, interactive activities, video, and selected readings. The class is conducted in Spanish.
Prepar: 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.
Prepar: 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.
Prepar: SPA 251 or equivalent, or permission of instructor
Speech

SPE 101 Oral Communication: Public Speaking (SHL) 3 cr
Principles of oral communication, stressing the role of the speaker in the communication process. Emphasis is on proper preparation and delivery of speeches. Each student gives two or three speeches and participates in a small group activity. Credit can be given for SPE 101 or SPE 121, but not for both.
Prereq: ENG 101, 103, or 105 or concurrent enrollment

SPE 121 Oral Communication: Small Group Discussion (SHL) 3 cr
Principles of oral communication, stressing the role of the leader/participant in small group discussion. Emphasis is on proper preparation for group learning, problem-solving and meeting management. Role playing exercises are based on community and industrial models. Credit can be given for SPE 101 or SPE 121, but not for both.
Prereq: ENG 101, 103, or 105 or concurrent enrollment

SPE 131 Oral Communication: Intercultural Communication (SHL) 3 cr
Principles of oral communication, stressing the role of culture as a key variable in the communication process. The class examines the way culture and its various components affect the way humans communicate verbally and nonverbally. Students' complete oral communication projects in the form of speeches and group discussions on subjects that pertain to culture and communication.
Prereq: ENG 101 or concurrent enrollment

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

Theater

THE 103 Introduction to the Theater (HC) 3 cr
Play reading and analysis, drama criticism, theater history, forms of drama and process of play production studied with the aim of increasing appreciation of the theater and enjoyment of the dramatic experience. Participation in some aspect of the College's current theatrical production is encouraged but not required.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

THE 105 Oral Interpretation of Literature (HL) 3 cr
Oral interpretation of the poem, essay, short story, and play; emphasis on literary analysis as the foundation of performance. Workshop method: small group preparation of individual selections.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

THE 113 Fundamentals of Acting (HL) 3 cr
An introduction to the art of acting with emphasis on characterization, voice, and movement, as well as varieties of acting techniques, script analysis, improvisation, and theater exercises, used to prepare monologues, duet scenes and one-act plays. Additional emphasis is on the uses of acting to improve self-presentation and self-development.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

THE 115 Summer Theater Workshop (HL) 3 cr
Intensive training in theatrical production, rehearsal, and performance. Advanced registration required.
Prereq: Permission of instructor

THE 117 Experimental Performance (HL) 3 cr
Students use their own particular skills and interests to create an original performance work based on themes that emerge from the class itself. Using ensemble theatre and movement exercises, participants integrate the work of the project, which they have expressed in writing, movement, character improvisation, visual arts, video, music, the sciences, and other areas of interest. Students produce a creative, innovative, and live performance.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

THE 125 The American Musical Theater (HL) 3 cr
An examination of the development of the "musical comedy" from the early 1940s to the present. Representative examples from the works of major composers, and lyricists are fundamental components of the course.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

THE 133 College Theater Workshop (HL) 1 cr/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 113, 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
Faculty and Staff
Faculty and Staff

Faculty

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<th>Name</th>
<th>Field</th>
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<tr>
<td>Peter C. Steve</td>
<td>Biology, Environmental Science</td>
<td>B.S., University of Rhode Island; M.S., Ph.D., University of Massachusetts</td>
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<tr>
<td>Toby B. Sutton</td>
<td>Data Processing, Astronomy</td>
<td>B.A., University of California; M.S.T., Cornell University</td>
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<tr>
<td>Faythe E. Turner</td>
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<tr>
<td>Gregory C. Vouros</td>
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<td>Virginia Wahl</td>
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<td>Gretchen Watson</td>
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<tr>
<td>Lee A. Webster</td>
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<td>Robert J. Welsh</td>
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<td>B.S., M.S., Ed.D., Syracuse University</td>
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<td>Anne M. Wiley</td>
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<td>A. Kenneth Wilson</td>
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<td>Nancy T. Winter</td>
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<tr>
<td>Thomas S. Young</td>
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<td>B.A., Goddard College; M.F.A., Rhode Island School of Design</td>
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<tr>
<td>Stella Xanthakos</td>
<td>Criminal Justice</td>
<td>B.A., University of Massachusetts; J.D., Antioch School of Law</td>
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**Secretary**

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

## Fall Semester, 1998

<table>
<thead>
<tr>
<th>Special Times Courses</th>
<th>Monday, 12/21, at</th>
<th>Tuesday, 12/22, at</th>
<th>Wednesday, 12/23, at</th>
<th>Thursday, 12/24, at</th>
</tr>
</thead>
<tbody>
<tr>
<td>T &amp; Th 9:30-10:45</td>
<td>M, W, F 9-9:50</td>
<td>T &amp; Th 8-9:15</td>
<td>M, W, F 8-8:50</td>
<td>Behavioral Sciences (Multiple Sections) 3:30 p.m.</td>
</tr>
<tr>
<td>T &amp; Th 2-3:15</td>
<td>M, W, F 11-11:50</td>
<td>T &amp; Th 11-12:15</td>
<td>M, W, F 9-9:50</td>
<td>Behavioral Sciences (Multiple Sections) 8:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>3:30 p.m.</td>
<td>1:00 p.m.</td>
<td>1:00 p.m.</td>
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## Spring Semester, 1999

<table>
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<th>Special Times Courses</th>
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<td>10:30 a.m.</td>
<td>Special Times Courses 3:30 p.m.</td>
</tr>
</tbody>
</table>

## Exam Date
- **Friday, 12/18, at 8:00 a.m.**
- **Monday, 12/21, at 8:00 a.m.**
- **Tuesday, 12/22, at 8:00 a.m.**
- **Wednesday, 12/23, at 8:00 a.m.**
- **Thursday, 12/24, at 8:00 a.m.**
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