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

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

Sincerely,

Charles Wall  President
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General Information

College History, Mission, Admission, Financial Aid, Tuition and Fees, Policies, Community Services & Business Industry Programs, Student Life
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 4,500.

Greenfield Community College is one of 29 institutions, including 15 community colleges, which 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 Board of Higher Education. Greenfield Community College is accredited by the New England Association of Schools and Colleges.

The Mission of Greenfield Community College

- To be the primary source of adult education in the northern half of the Pioneer Valley
- To provide low-cost, high-quality, open-admission education in a small college environment
- To participate in transforming our region to a knowledge-based economy and to prepare students to live and work in the emerging global society

The College serves an academically, economically, and culturally diverse student population primarily from Franklin and Hampshire counties and southern Vermont and New Hampshire. GCC offers associate degrees for students planning to transfer to four-year colleges as well as both associate degrees and certificates to prepare students to enter the knowledge-based workforce, especially in those fields most in demand in Western Massachusetts.

Working closely with area businesses and other community partners, GCC provides job training and skills improvement as dictated by the rapidly changing regional and national economies. We are also committed to working in partnership with elementary and secondary schools in our region to better prepare students to pursue education beyond the secondary level. As the only college in Franklin County, GCC exists as the center of higher education in the region and, as such, is committed to providing cultural activities and life-long learning opportunities that enrich our entire service area.
Admission

Greenfield Community College maintains a policy of open admission for all but a few of its degree and certificate programs. This means that anyone with a high school diploma or a GED certificate can be admitted to their first choice program on a space available basis. Before registering for courses, all applicants must take placement tests to assess reading, writing and math skills, and to assure proper placement into English and mathematics courses. This requirement may be waived for those who are able to demonstrate satisfactory (C- or better) completion of appropriate college level courses.

Students who wish to take a course or courses but do not wish to enroll in a degree or certificate program can do so without filling out the admission application. Anyone who is sixteen or older, or at least at a junior level in high school, can register for courses, provided the person demonstrates readiness for the course with an acceptable score on the placement tests.

To Apply

1. You can obtain an admission application by visiting or calling our Admission office, (413) 775-1806. Most high school guidance offices and many agencies and businesses in the area also have applications available. If you are a high school senior at the time of application, you must ask your high school to forward a final transcript, indicating the date you graduated, to the Admission office at the college. If you are in the process of completing the General Education Development Test (GED) when you apply, you must submit a copy of the test scores or your diploma before enrolling. If you do not have or cannot obtain these documents, please discuss your situation 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 can apply to three Massachusetts community colleges for one application fee. If you have paid an application fee 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 residents of Massachusetts, 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 completed an admission application for a previous semester, but did not attend, please complete a new application. If already paid, there is no additional application fee.

6. Please call the Admission office at (413) 775-1806, 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, Occupational Therapy Assistant, Paramedic, and Massage Therapy programs. The meetings are held at the Downtown Center. Please call (413) 775-1620 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 Health Occupations office at (413) 775-1620.

Transfer

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

1. you need documentation of previous successful college coursework for exemption from placement testing, 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 at GCC. 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/Health Requirements

Greenfield Community College, in compliance with 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), and all full-time and part-time health occupations and international students, must provide the Health Services office with documentation of immunity to specified communicable diseases 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 a list of current immunization requirements, or assistance in meeting immunization requirements, contact the Health Services office, room C123, Main Campus, (413) 775-1430.
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 ADVANCE, (413) 775-1136.

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>Item</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>$495</td>
</tr>
<tr>
<td>Personal expenses</td>
<td>$1,600</td>
</tr>
<tr>
<td>Transportation (after arrival in U.S.)</td>
<td>$720</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$17,625</td>
</tr>
</tbody>
</table>

* These costs reflect the tuition-and-fee schedule for the 1998-1999 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
Any student seeking to register for a credit course or courses who has neither a high school diploma nor a GED must meet the following criteria:

- be sixteen years of age or older, or
- be at least a junior in high school.

In the case of a student not in high school or a home schooler, the student:

- must demonstrate that he or she would be at a junior or higher level in high school as measured from the time he or she started or would have started school.
In addition, the student:

- if still in high school, must have the GCC course work recommended by the high school principal or guidance counselor, or
- if no longer in school or a home schooler, must have the GCC course work approved by the superintendent of schools or school committee of the school district in which he or she resides.

All students must demonstrate their readiness for GCC course work by taking the college placement tests in reading, writing, and mathematics.

Exceptions to this policy might be made on a case-by-case basis for an individual student with the agreement of the college and the school authorities concerned.

**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 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.

**Getting Credit Where It’s Due**

You may qualify for advanced placement and credit in specific courses based on previous educational experiences including courses completed at other accredited or recognized institutions of higher education.

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 also 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 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. The passing standard is a “C” or better. 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 and a list of division offices to contact from the Student Services office. 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.

Courses that can currently be challenged for credit at GCC are CHE 105 Principles of Chemistry, BIO 195 and BIO 196 Human Anatomy & Physiology I & II, PSY 101 Principles of Psychology*, PSY 217 Human Growth & Development, ADM 106 Keyboarding for Information Processing, CIS 140 Microcomputer Software Tools I, and BUS 105 Mathematics for Business.

*Please contact the Associate Dean of Behavioral Sciences for more details at (413) 775-1121.

**General Education Development Tests (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 in two locations, Greenfield and Orange. For more information about the GED testing program, please contact our GED Testing Center (413) 775-1147.
Tuition and Fees

Cost of Attendance

Your costs will vary depending upon 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 residents of Massachusetts 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>$29*</td>
<td>$47</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>
</tbody>
</table>

Other fees may apply.

* NEBHE day tuition is $48 per credit; this is a special rate for qualifying New England residents. Out-of-state day tuition is $211 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 though 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:

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

**MassPIRG**

Day students are automatically assessed a $7 per semester voluntary contribution to the MassPIRG organization. You can waive this fee by completing the necessary paperwork in the Business office.

**Insurance**

**Health 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 $525 for coverage from September 1, 2000 through August 31, 2001. 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 fewer 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, Discover, and Visa. Please do not send cash. If you prefer, 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 independent finance 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, obtaining grade reports, or official transcripts, and receiving other services offered by the college. If your bill becomes excessively overdue, we may forward it to a collection agency, and/or administratively withdraw you from the college.

Tuition Waivers

The college requires that a completed tuition waiver form 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 using a waiver may be admitted to the course on a “space available” basis.
Refund Policies

The college has different refund policies for day, evening, summer, and intersession courses, as well as for 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 (413) 775-1301.

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, (413) 775-1300), Registrar’s office (second floor, (413) 775-1808), or the Financial Aid office (second floor, (413) 775-1100).

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 (413) 775-1200.

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.

You should be aware that your particular academic program may have an impact on your financial aid award, for example, taking developmental courses, withdrawing from the college, or repeating courses.

You should also 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 four weeks to be processed by the Department of Education. The priority application deadline is April 15 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 guardians’ 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 may be requested from other colleges that you have attended stating whether financial aid was granted.
6. The eligible noncitizen card (1-94, 1-151, 1-181, 1-181a or 1-181b) if the student is an immigrant may be requested.

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. Files not completed within 30 days of the end of the semester will not be considered for aid.

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. Files not completed within 30 days of the end of the semester will not be considered for aid.

Packaging Policy

The financial aid which the college awards from the various grants, scholarships, loans, and work-study programs is based solely on financial need. Applicants’ financial need is determined by subtracting students’ estimated family contributions from their estimated student expenses. Financial Aid is awarded to those students who qualify.

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 part-time 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 grant assistance 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 15.
Federal Campus-Based Aid:

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 15.

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.

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 15. Entrance/Exit Interviews required.

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 15. Entrance/Exit Interviews required.

Federal Family Educational Loan Programs: The Stafford (Subsidized & Unsubsidized) Loan, The Parents Loan Program
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. To apply, see Step 1 of How Do I Apply for Financial Aid on page 15. Entrance/Exit Interviews required.

Massachusetts Campus-Based Aid Programs:

Massachusetts Cash Grant Program
The Massachusetts Cash Grant Program provides Access Grant funding to students who demonstrate financial need and have been a legal resident of the state for one year prior to the opening of the academic year.

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. Entrance/Exit Interviews required.
Massachusetts Part-time Grant Program
The Massachusetts Part-time Grant Program provides additional grant assistance to students who are studying on a half-time or three-quarter time basis who demonstrate financial need.

Massachusetts Tuition Waiver Program
The Massachusetts Tuition Waiver Program is a waiver of tuition for residents of Massachusetts who have resided in the state for one year prior to the opening of the academic year and demonstrate a financial need.

State Aid Award by Central State Agency:
Massachusetts Grant Program (for Full-time Study)
The Massachusetts Grant Program provides additional grant assistance to students who are studying on a full-time basis (12+ credits each semester), who have been legal residents of the state and demonstrate financial need.

Massachusetts Performance Bonus Grant Program
The Massachusetts Performance Bonus Grant Program provides a financial reward for students who have performed well in college, have completed at least 24 college credits beyond high school, and have maintained a 3.0 (or higher) GPA.

Vermont Student Assistance (VSAC)
The Vermont Student Assistance Grant Program provides additional grant assistance to students who are studying on a full-time (or part-time) basis, who have been legal residents of the state of Vermont and demonstrate financial need. Students must apply directly to Vermont Student Assistance Corporation for consideration.

Institutional Grants
GCC Scholarships are funded by the GCC Foundation to provide additional support for students in need of financial assistance. The annual 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.

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 (413) 775-1109.

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

Repeated Class Policy

Students who have received credit for a class and wish to repeat that class are not eligible for financial aid to cover the charges for that class. Students will be eligible to receive financial aid for a course that is replacing a grade of “F”. A detailed Repeated Class Policy will be available in the Financial Aid office after the start of the school year.
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 they received financial aid during that semester, based on each student’s enrollment status as of the last day to withdraw with a partial refund, which is approximately 10 class days into the semester. 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.

<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 Director of Financial Aid 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 deter-
mining 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 10 days after the beginning of the semester
will not be included in determining students’ enrollment status.

All non-credit courses, repeated courses, and courses in which a student originally
enrolled to audit will not be considered in determining students’ enrollment status.

**Entrance/Exit Loan Interviews**

All student loan applicants/recipients are required to 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 ful-
filled.

Federal Stafford Student Loan applications will not be processed until you have com-
pleted the financial aid application process. To apply, see Step 1 of How Do I Apply for Financial Aid on page 15.

**Time Limitation Policy**

To assure that new applicants have a fair opportunity to receive funds, there is a lim-
itation 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 (consti-
tuting 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 cur-
riculum 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 cir-
cumstances, 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 award-
ed 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

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. You may, however, decide to 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.

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. 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. It is important to inform your advisor of anything that 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 32).

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 within the last year;
• 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.

Students who believe that their assessment scores do not reflect their level of skill should direct their questions and concerns to the Skills Assessment office in Student Services at (413) 775-1804.

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.
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 unless you have the approval of your advisor and your advisor’s associate dean. To be eligible, you must be in good academic standing.

Adding a Course
You may add a course through the first week of classes with the approval of your advisor. You may add courses after this time only with the approval of the instructor and the appropriate associate 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, otherwise the change will not become official. Simply telling your instructor is not sufficient. If the change does not become official, you could jeopardize your eligibility for tuition refunds, financial aid, and continued enrollment. If extraordinary circumstances force you to drop a course during the final third of a semester, you should discuss, with the appropriate dean, the possibility of making an exception.

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. 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 put forth by the Modern Language Association. It defines plagiarism 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 as credit/no credit (CR/NC). We will mail a grade report to you at the end of each semester. In addition, in the middle of each semester we will mail preliminary reports of academic deficiency to you for each course in which you are earning grades of “D,” “F,” or “O.” In our grading system, plus and minus symbols may be used only for grades of “B” and “C,” while a minus symbol may be used for the grade of “A.” Listed below are the grading symbols that we use.

- **A—Excellent**
- **B—Good**
- **C—Satisfactory**
- **D—Poor**
- **F—Failing**
- **IN—Incomplete**: indicates work of acceptable quality where the student has failed to complete course requirements and the instructor wishes to allow time for the completion of the work. The “IN” must be removed within four weeks of the beginning of the next semester or it is replaced by an “F” or “NC” (for courses graded CR/NC).
- **W—Withdrawn**: indicates that a student has withdrawn officially from a course or from the college. Withdrawal from the college requires the submission, to the Registrar’s office, of a completed withdrawal form.
- **AW—Administratively Withdrawn**: indicates that a student has been administratively withdrawn for failure to fulfill financial or property obligations to the college. Once a student has been administratively withdrawn, he or she may not be reinstated during that semester.
- **AU—Audit** (not registered for credit or a grade): Audit may be selected at the time of registration. Changes to or from an audit status are treated as adding a course and must be processed prior to the end of the add period at the beginning of the semester.
- **CR—Credit**
NC—No Credit (credit/no credit option): Students may elect to take one course each semester on a CR/NC basis, in addition to courses normally graded CR/NC, provided that at least nine credits of coursework are taken on a graded (A, B, C, D, F) basis. Students must perform work of “C” quality or better to earn credit (CR). This option must be selected at the time of registration. Courses taken on a CR/NC basis often are not transferable to other institutions.

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

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

**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 your academic performance, the first based on one semester and the latter on all of the courses that you have taken.

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

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

Once the letter grades have been converted to grade points, we multiply the grade points by the number of credits for each course, resulting in what we call quality points. We then total all of the quality points and divide the sum by the total number of credits, resulting in the grade point average. In calculating a grade point average, we use only the grades listed above, with their 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 combined;
- 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 cumulative 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 with counselor 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 Academic Review.</td>
</tr>
<tr>
<td>Academic Suspension</td>
<td>Both a cumulative GPA and a semester GPA under 2.00, and a cumulative GPA lower than the previous semester.</td>
<td>Precluded from enrollment for one full semester; otherwise placed on Probation.</td>
</tr>
<tr>
<td>Academic Dismissal</td>
<td>Both a cumulative GPA and a semester GPA under 2.00, 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 class you will receive the grade assigned by the instructor.

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 tell only 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 the approval of the Registrar.

Administrative Withdrawal

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

New Start Policy

If you have not attended GCC for more than two academic years and you were on probation, suspension, or dismissal at the time that you discontinued your attendance, you may be re-admitted to the college on academic review for the first semester of your return. Normal academic progress standards will apply thereafter. Such readmission will be at the discretion of the Director of Admission.

Fresh Start Option

Greenfield Community College has a “fresh start” option for students. Once in a lifetime, if you return to Greenfield after being away for at least two consecutive years, you can elect the “fresh start” option. For the purposes of the college’s academic standing policy, your grade point average (GPA) will be calculated only from the point you are re-admitted. Your previous coursework may be applied toward your degree under this policy, but it 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 at 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, in person, to the Student Life office by early February. Graduation applications are available in the Registrar’s office beginning in November. We award degrees only once each year, following the close of the spring semester.

Transcripts

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

Petition to Review Academic Record

If you are currently enrolled, you may petition the Transcript Review Committee to review your academic record for the purpose of seeking relief from past poor academic performance. Before you submit your petition, you must have either completed 12 credits of coursework since the semester for which you are seeking relief, or have completed six (6) credits and include two letters of support from your current instructors. 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 inquire at 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 to improve the general climate of comfort and acceptance experienced by individuals who are not among the campus majority.

GCC strives to 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 that will meet the University of Massachusetts cultural diversity requirement. These courses are noted with an asterisk in the Credit Courses 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 Herb Hentz, Director of Diversity (413) 775-1809, or Kate Douglas, Sexual Harassment Co-Officer at (413) 775-1121, 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.
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 (413) 775-1809.

Students with Disabilities

The college welcomes students with disabilities and provides eligible students reasonable accommodations to enable them to participate fully in the academic and social life of the institution. Use of adaptive equipment, note-takers, sign-language interpreters, alternative-testing procedures, early registration, reduced course load, and special parking arrangements are some of the accommodations available to students with documented physical, learning, and/or psychological disabilities.

The college has in place a protocol for securing needed accommodations. This protocol is available from the Office of Admissions. Because securing and scheduling services and equipment requires time, students anticipating the need for accommodations should request them as early as possible. For further consultation, please contact Dawn Stevenson in the Office of Disability Services at (413) 775-1812

TTY/TDD

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 on request, and the message will then 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 Services

The Office of Transfer Affairs provides services to students considering transfer to another college or university. If you think you might want to transfer, we encourage you to contact the Coordinator of Transfer as early in your time at the college as possible. The Transfer Coordinator can assist you in exploring transfer options, planning appropriate coursework while you are at GCC, completing applications to other schools, writing college essays, and choosing people to write college recommendations. The Transfer office contains a small library of college catalogs, videotapes, and compact disks that are available for your reference and arranges visits for college representatives to meet with prospective students on campus throughout the academic year. You may contact the Transfer Coordinator by calling (413) 775-1207.

Commonwealth Transfer Compact

The Commonwealth Transfer Compact is an agreement between the fifteen Massachusetts community colleges and the Massachusetts public colleges that offer bachelor’s degrees, including the nine state colleges and the four undergraduate campuses of the University of Massachusetts. The purpose of the Compact is to ensure that eligible students receive at least 60 credits in transfer to a baccalaureate institution and that they do not need to take more than 68 credits to complete their bachelor’s degrees at their new institution. In addition, some institutions consider their core or general education requirements to be fulfilled for students who transfer under the terms of the Compact, allowing transfer students to focus on the requirements of their major programs of study. To qualify for the Commonwealth Transfer Compact, you must:

• Complete an associate degree with a minimum of 60 credits, excluding developmental coursework;
• Achieve a cumulative grade point average of not less than 2.00; and
• Complete the following minimum general education core, excluding developmental coursework:
  • English composition/writing (E advising code) 6 credits;
  • Behavioral and social sciences (BC advising code) 9 credits
  • Humanities and fine arts (HC advising code) 9 credits;
  • Natural or physical science (NC advising code) 2 4-credit courses; and
  • Mathematics (NC advising code) 3 credits.

The following associate degree programs meet the Commonwealth Transfer Compact requirements:

• Liberal Arts (and all Liberal Arts options);
• Business Administration Transfer;
• Art/Communication Design, Commonwealth Transfer Compact Option;
• Art/Fine Art, Commonwealth Transfer Compact Option; and
• Art/Media Arts, Commonwealth Transfer Compact Option.
You may add the coursework necessary to fulfill the Compact requirements to any other associate degree program to qualify for the benefits of the Compact. No separate application or form is required to qualify for the Commonwealth Transfer Compact.

**Student-Right-to-Know Act**

As reported to the U.S. Department of Education in the Graduation Rate Survey, the completion and transfer-out rate for full-time, degree/certificate-seeking students who first enrolled in fall 1996 is 41% as of April 1, 1999. Note: This rate does **not** include student transfers to the University of Massachusetts-Amherst.

**Joint Admissions Program**

The Joint Admissions Program is another agreement between the fifteen Massachusetts community colleges and the Massachusetts public colleges that offer bachelor’s degrees, including the nine state colleges and the four undergraduate campuses of the University of Massachusetts. The purpose of the program is to guarantee participating students admission to the University of Massachusetts and most Massachusetts state colleges. To qualify for the Joint Admissions Program, you must:

- Enroll in an eligible major program of study;
- Submit a Student Participation Agreement form to the Registrar’s office at GCC;
- Complete an associate degree in an eligible major; and
- Achieve a cumulative grade point average of 2.5 or higher.

You may obtain information about eligible majors and further details about the Joint Admissions Program by contacting the Transfer Coordinator in the Transfer office.

**Tuition Advantage Program**

The Tuition Advantage Program is an additional benefit for students enrolled in the Joint Admissions Program. Qualified students receive a waiver for one-third off the in-state tuition rate for their first year at the University or state college. To qualify, you must meet all of the conditions for the Joint Admissions Program (see above) and maintain a cumulative grade point average of 3.00 or higher. You may renew your waiver for a second year by maintaining a cumulative grade point average of 3.00 or higher at the University or state college.
Articulation Agreements

Articulation agreements are agreements between GCC and individual colleges that award bachelor’s degrees. The purpose of articulation agreements is to make transfer from GCC to those colleges easier than it would be otherwise. In most cases, the articulation agreements ensure the transfer of a minimum number of credits and placement at the junior year level. Some of the articulation agreements are general, while others are specific to certain programs at GCC and the baccalaureate institutions. In a few cases, the articulation agreements include provisions for student financial assistance as well. Currently GCC maintains articulation agreements with the following institutions:

- Albertus Magnus College, New Haven, Connecticut
- American International College, Springfield, Massachusetts
- Art Institute of Boston, Boston, Massachusetts
- Bay Path College, Longmeadow, Massachusetts
- Bentley College, Waltham, Massachusetts
- Charter Oak State College, New Britain, Connecticut
- Elms College, Chicopee, Massachusetts
- Framingham State College, Framingham, Massachusetts
- Lyndon State College, Lyndonville, Vermont
- Massachusetts College of Art, Boston, Massachusetts
- Massachusetts College of Liberal Arts, North Adams, Massachusetts
- Nichols College, Dudley, Massachusetts
- Northeastern University, Boston, Massachusetts
- Palmer College of Chiropractic, Davenport, Iowa
- Rensselaer Polytechnic Institute, Troy, New York
- Rivier College, Nashua, New Hampshire
- Salem State College, Salem, Massachusetts
- Vermont College, Norwich University, Montpelier, Vermont
- Western New England College, Springfield, Massachusetts

You may obtain further information about these articulation agreements by contacting the Transfer Coordinator in the Transfer office.

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.

Services include individual and group library instruction; information, reference, and reserve assistance; interlibrary loan; and microform copying.

The TTY/TDD telephone for the hearing impaired, located in the Pioneer Valley Resource Center, and 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 (ETSC)

Located on the main campus in the second floor core, the Educational Technology Support Center is a college-wide support service designed to assist faculty, staff, and students in teaching and learning through the integration of technology into the educational process.

The ETSC schedules, distributes, and maintains media related classroom presentation equipment throughout the campus. Student and faculty equipment distribution and equipment scheduling are located in C215A. Production services and scheduling are located in C203. The production facility houses a complete television production studio, linear and non-linear video editing suites, satellite reception/distribution area, faculty multimedia training/production area and instructional materials archives.

By appointment, the staff provides training in the operation of presentation and production equipment. Equipment and services are available for GCC academic purposes in direct or indirect classroom support and subject to the institutional lending policies.

Academic Support Services

GCC offers services to help students achieve academic and personal success by improving study skills, building confidence, and clarifying goals. The following services are confidential and free of charge to GCC students:

Peer Tutoring and Lab Assistance: Peer tutoring is provided for any GCC student who needs help with coursework and who wishes to improve academic performance. In locations throughout the campus where students use academic equipment or practice new skills, lab assistants provide help.
**Math Assistance Program:** This program offers a variety of services to help students succeed in math and math-related courses. Services include peer tutoring, math drop-in, graphing calculator rental program, and loans of videotapes.

**Writing Assistance Program:** This program offers a variety of services to help students succeed in all courses that require writing. Peer tutoring is offered for writing papers, word processing, study skills, and exam preparation.

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

**Counseling 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.

**Academic Computing Center**

The Academic Computing Center, located in the East building, 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 on duty.

**Career Resource Center**

The Career Resource Center provides students, alumni, and members of the community with the opportunity to gain the skills and knowledge necessary to find success in the world of work. The objective of the Career Resource Center is to assist individuals in assessing a major or career path most suitable to his/her interests, values, abilities, and lifestyle. Individual counseling is available to assist with this process and all other phases of the career development process. Equipped with state-of-the-art
technology, individuals can also receive guidance in formatting resumes and cover letters, preparing for interviews, and developing job leads in the “hidden job market”. Open Monday through Friday, 8:30 a.m. through 3:30 p.m., the staff in the Career Center is happy to assist in meeting your career objectives. Stop by the Career Resource Center, located in the Core of the Main Building in room 241B near the student lounge, to utilize the computers, career library, and computerized career software at any time. Or, call to make an appointment to work with a career counselor at (413) 775-1818.

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 (see page 7). Services are free of charge and available to students enrolled in day classes. An adult nurse practitioner and a registered 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.

A variety of self-care items, as well as a large selection of health-related books, pamphlets, and videos is available in the Health Services office. The staff can help with questions about the health insurance coverage, which is mandated for students carrying nine (9) or more credits. (See page 12.)

The Health Services office, located in the main building off the first floor lobby, room C123, is open from 9:00 a.m. to 3:30 p.m., Monday through Friday. You are invited to drop in or call (413) 775-1430 for help in 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, Visa, and Discover 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 in the Main building is open Monday through Friday from 8 a.m. to 2 p.m. during the academic year when classes are in session. The Cafeteria offers a full breakfast menu, hot entrees, sandwiches, and hot and cold drinks. A dinner special is available each day. Group dinners, luncheons, or coffee hours may be arranged.

During the regular semester, the Cafeteria in the East building is open Monday through Friday from 9 a.m. to 1 p.m. and Monday through Thursday from 5 p.m. to 7 p.m. The East building Cafeteria is closed during the January Intersession and the Summer sessions.
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, clubs, and social and recreational activities.

The Student Life office (first floor core, (413) 775-1200) publishes the annual Student Handbook, which includes policies and regulations that apply to you as a student, as well as a 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 offers a variety of cardiovascular and weight training equipment in a fun, friendly, and inviting atmosphere. It is student run and free to all G.C.C. students, staff, and faculty. Fitness assessment, program design, and incentive programs are available to all members.

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 serve over 1700 participants each year and take place at many locations in Franklin and Hampshire counties and beyond with campus locations in Greenfield, Turners Falls, and Northampton, MA. 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 (413) 775-1605, 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 20 Pentium computers, using the Windows 98 operating system with access to the Internet, Microsoft Office 97, Quickbooks Pro and other applications.
- Meeting rooms available to outside organizations at our downtown or main campus locations.

Community Services programs include:
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.

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.

The Agricultural Business Training Program works statewide to provide business management training for farmers and natural resource based businesses. Funded by the Massachusetts Department of Food and Agriculture, the 12-15 week program is designed to help participants find ways to manage their agricultural and natural resource based enterprises more efficiently and to complete a business planning process while considering changes in products, financial planning, marketing or other areas. Participants receive free technical assistance in a wide variety of business areas, including legal, accounting, financial management, marketing research and development, and succession planning among others. The Agricultural Business Program is located at the Downtown Center, for information call (413) 775-1660.

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.

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 Gifts Endowment Incentive Campaign as well as other college activities.

Alumni status is reached by obtaining a minimum of 24 credits at GCC. If you are an alumni, 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) 775-1600 or by e-mail at alum@gcc.mass.edu.
Academic Programs

Degree Programs, Certificate Programs, Programs in Collaboration with Neighboring Community Colleges, Special Programs
Greenfield Community College’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:
(see the list to the facing page)

• Degree Programs
  see page 44

• Certificate Programs
  see page 89

• Programs in Collaboration with Neighboring Community Colleges
  see page 106

• Special Programs
  see page 111
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
  - English
  - Environmental Studies/Human Ecology
  - Environmental Studies/Natural Resources
  - Food Science
  - Healing Arts
  - Human Services
  - Industrial Science
  - International Studies
  - Math-Science
  - Music
  - Science-Math Education
  - 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
- Environmental Studies/Natural Resources
- Human Services
- Massage Therapy
- Advanced Massage Therapy
- Microsoft Office Applications
- Multimedia Design
- Music
- Office Assistant*
- Outdoor Leadership*
- Paramedic
- Practical Nursing-L.P.N.
- Real Estate
- Wellness & Fitness
- Word Processing

**Programs in Collaboration with Neighboring Community Colleges**
- Geographic Information Systems Technology
- Pharmacy Technology
- Physical Therapist Assistant
- Radiologic Technology Program

**Special Programs**
- Service Learning
- Cooperative Education
- Directed Study
- Tech-Prep

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*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.*
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.*

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*Program descriptions begin on page 46.

* To learn more about transfer requirements, see pages 32-34.
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 32–34.
† Please note: Some electives in career programs are footnoted and specific courses are suggested.
Liberal Arts/General Program † 1
(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>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition I (ENG 101, 103, or 105)</td>
<td>3</td>
</tr>
<tr>
<td>English Composition II (ENG 112, 114, or 116)</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication (SPE 101 or 121 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, HEC 101, POL 101, PSY 101, or SOC 101</td>
<td></td>
</tr>
<tr>
<td>b) Select any additional course coded BC</td>
<td></td>
</tr>
<tr>
<td>Humanities Core:</td>
<td>9</td>
</tr>
<tr>
<td>a) History – any history course coded HC</td>
<td></td>
</tr>
<tr>
<td>b) Literature (ENG 201, 202, 203, 204, 205, 206, 219, 221, 225, 235, 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.

1 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 Description</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>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>CIS 140 Microcomputer Software Tools I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 142 Computerized Records 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>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 CIS course, or 3 credits of COE that must be related to program major)</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: E132J, (413) 775-1488
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>Credit</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 SPE121 Oral Communication: Small Group Discussion, or SPE131 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>Science/Math Core</td>
<td>11</td>
</tr>
<tr>
<td>American studies electives</td>
<td>6</td>
</tr>
</tbody>
</table>

Program Advisor: Donna M. Wilson
Office: S321, (413) 775-1221

TOTAL 60

American studies electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 219</td>
<td>Ethnic Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 253</td>
<td>Valley American Literature</td>
<td>3</td>
</tr>
<tr>
<td>GEO 103</td>
<td>Valley Geology</td>
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<tr>
<td>HIS 127</td>
<td>History of African-American Peoples</td>
<td>3</td>
</tr>
<tr>
<td>HIS 131</td>
<td>Women in American History</td>
<td>3</td>
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<tr>
<td>POL 203</td>
<td>American Civil Liberties</td>
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<tr>
<td>POL 205</td>
<td>American Foreign Policy</td>
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<td>THE 125</td>
<td>The American Musical Theater</td>
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<tr>
<td>Appropriate Directed Study (295 or 296)</td>
<td></td>
<td></td>
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</tbody>
</table>
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 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>Required 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></td>
</tr>
<tr>
<td>ART 263 Designing for the world Wide Web</td>
<td>3</td>
</tr>
<tr>
<td>ART 265 Multimedia Design I</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>Art Studio Electives (from the list below)</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>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>
</tbody>
</table>

TOTAL 66

Art studio electives (6 credits): at least three credits must be at the 200 level.

<table>
<thead>
<tr>
<th>Art studio electives</th>
<th>credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 133 Fundamentals of Drawing: Perspective</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 225 Three-Dimensional Design II</td>
<td>3</td>
</tr>
<tr>
<td>ART 222 Thematic Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 235 Figure Drawing I Anatom...</td>
<td>3</td>
</tr>
<tr>
<td>ART 236 Figure Drawing II-A</td>
<td>3</td>
</tr>
<tr>
<td>ART 237 Figure Drawing II-B</td>
<td>3</td>
</tr>
<tr>
<td>ART 241 Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART 242 Painting II-A</td>
<td>3</td>
</tr>
<tr>
<td>ART 243 Painting II-B</td>
<td>3</td>
</tr>
<tr>
<td>ART 251 Photography I-A</td>
<td>3</td>
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<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>
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<tr>
<td>ART 259 Video I-B</td>
<td>3</td>
</tr>
<tr>
<td>ART 261 Electronic Imaging</td>
<td>3</td>
</tr>
<tr>
<td>ART 266 Multimedia Design II</td>
<td>3</td>
</tr>
<tr>
<td>ART 267 3-D Modeling and Animation</td>
<td>3</td>
</tr>
<tr>
<td>ART 289 Cross Registration in Art</td>
<td>1-6</td>
</tr>
<tr>
<td>ART 290 Media Arts Seminar</td>
<td>3</td>
</tr>
<tr>
<td>ART 291 Fine Arts Seminar</td>
<td>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) 775-1224
Art/Communication Design
Commonwealth Transfer Compact Option

The Degree: Associate of Science
The Option: 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 Programs, as well as the Board of Higher Education Tuition Advantage Program.1

Your Next Step: transfer to a baccalaureate degree college.

Required courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 103</td>
<td>Art History I</td>
<td>3</td>
</tr>
<tr>
<td>ART 104</td>
<td>Art History II</td>
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<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>
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<tr>
<td>ART 161</td>
<td>Introduction to the Electronic Studio</td>
<td>3</td>
</tr>
<tr>
<td>ART 263</td>
<td>Designing for the world Wide Web</td>
<td>3</td>
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<tr>
<td>ART 265</td>
<td>Multimedia Design I</td>
<td>3</td>
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<tr>
<td>ART 271</td>
<td>Communication Design I</td>
<td>3</td>
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<tr>
<td>ART 272</td>
<td>Communication Design II</td>
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<td>Art Studio Electives (from the list below)</td>
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</tr>
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<td>Behavioral Sciences Elective (coded BC)</td>
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<tr>
<td>Humanities Elective (coded HC)</td>
<td>3</td>
<td></td>
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<tr>
<td>Mathematics Elective (any MAT course coded NC)</td>
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<tr>
<td>Science Elective (two 4-credit lab science courses coded NC)</td>
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</table>

TOTAL 2 74

Art studio electives (6 credits): at least three credits must be at the 200 level.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ART 133</td>
<td>Fundamentals of Drawing: Perspective</td>
<td>3</td>
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<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 225</td>
<td>Three-Dimensional Design II</td>
<td>3</td>
</tr>
<tr>
<td>ART 232</td>
<td>Thematic Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 235</td>
<td>Figure Drawing I: Anatomy and Structure</td>
<td>3</td>
</tr>
<tr>
<td>ART 236</td>
<td>Figure Drawing I: Anatomy and Structure</td>
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</tr>
<tr>
<td>ART 237</td>
<td>Figure Drawing II-B</td>
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<tr>
<td>ART 241</td>
<td>Painting I</td>
<td>3</td>
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<tr>
<td>ART 242</td>
<td>Painting II-A</td>
<td>3</td>
</tr>
<tr>
<td>ART 243</td>
<td>Painting II-B</td>
<td>3</td>
</tr>
<tr>
<td>ART 251</td>
<td>Photography I-A</td>
<td>3</td>
</tr>
<tr>
<td>ART 252</td>
<td>Photography I-B</td>
<td>3</td>
</tr>
<tr>
<td>ART 255</td>
<td>Video I-A</td>
<td>3</td>
</tr>
<tr>
<td>ART 256</td>
<td>Video I-B</td>
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</tr>
<tr>
<td>ART 261</td>
<td>Electronic Imaging</td>
<td>3</td>
</tr>
<tr>
<td>ART 266</td>
<td>Multimedia Design II</td>
<td>3</td>
</tr>
<tr>
<td>ART 267</td>
<td>3-D Modeling and Animation</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>Media Arts Seminar</td>
<td>3</td>
</tr>
<tr>
<td>ART 291</td>
<td>Fine Arts Seminar</td>
<td>3</td>
</tr>
</tbody>
</table>

1 See pages 32-33 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, (413) 775-1224
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 college or professional institution. Your future career may involve work in the fine arts, commercial art, art education, museum curatorship, 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>
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<tr>
<td>ART 141 Color</td>
<td>3</td>
</tr>
<tr>
<td>ART 235 Figure Drawing I: Anatomy and Structure</td>
<td>3</td>
</tr>
<tr>
<td>ART 236 Figure Drawing II-A</td>
<td>3</td>
</tr>
<tr>
<td>ART 241 Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART 291 Fine Arts Seminar</td>
<td>3</td>
</tr>
</tbody>
</table>

Media Arts Electives (choose one of the following) .................................................. 3

- ART 151 Introduction to Photography, or ART 155 Introduction to Video
  or ART 161 Introduction to Electronic Studio

Art Studio Electives (from the list below) ................................................................. 9

- ENG 101, 103, or 105 English Composition I .............................................................. 3
- ENG 112, 114, or 116 English Composition II .............................................................. 3

Behavioral Sciences Elective ...................................................................................... 3

*Humanities Elective, or Math/Science Elective ............................................................ 3

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

*Liberal Arts Electives .................................................................................................. 6

TOTAL 66

Art Studio Electives (9 credits): at least six credits must be at the 200 level.

<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 157 Animation</td>
<td>3</td>
</tr>
<tr>
<td>ART 161 Introduction to the Electronic Studio</td>
<td>3</td>
</tr>
<tr>
<td>ART 225 Three-Dimensional Design II</td>
<td>3</td>
</tr>
<tr>
<td>ART 232 Thematic Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 237 Figure Drawing II-B</td>
<td>3</td>
</tr>
<tr>
<td>ART 242 Painting II-A</td>
<td>3</td>
</tr>
<tr>
<td>ART 243 Painting II-B</td>
<td>3</td>
</tr>
<tr>
<td>ART 251 Photography I-A</td>
<td>3</td>
</tr>
<tr>
<td>ART 252 Photography I-B</td>
<td>3</td>
</tr>
<tr>
<td>ART 255 Video I-A</td>
<td>3</td>
</tr>
<tr>
<td>ART 256 Video I-B</td>
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<td>ART 261 Electronic Imaging</td>
<td>3</td>
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<tr>
<td>ART 263 Designing for the WWW</td>
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<td>ART 265 Multimedia Design I</td>
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</tr>
<tr>
<td>ART 266 Multimedia Design II</td>
<td>3</td>
</tr>
<tr>
<td>ART 267 3-D Modeling and Animation</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>ART 289 Cross Registration in Art</td>
<td>1-6</td>
</tr>
<tr>
<td>ART 290 Media Arts Seminar</td>
<td>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) 775-1224

Greenfield Community College Catalog 2000–2001
Art/Fine Art
Commonwealth Transfer Compact Option

The Degree: Associate of Science
The Option: 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 Programs, as well as the Board of Higher Education Tuition Advantage Program\(^1\).

Your Next Step: transfer to a baccalaureate degree college.

<table>
<thead>
<tr>
<th>Required courses</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 235 Figure Drawing I: Anatomy and Structure</td>
<td>3</td>
</tr>
<tr>
<td>ART 236 Figure Drawing II-A</td>
<td>3</td>
</tr>
<tr>
<td>ART 241 Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART 291 Fine Arts Seminar</td>
<td>3</td>
</tr>
<tr>
<td>Media Arts Electives (choose one of the following)</td>
<td>3</td>
</tr>
<tr>
<td>ART 151 Introduction to Photography, or ART 155 Introduction to Video or ART 161 Introduction to Electronic Studio</td>
<td></td>
</tr>
<tr>
<td>Art Studio Electives (from the list below)</td>
<td>9</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>
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<tr>
<td>Behavioral Sciences Elective (coded BC)</td>
<td>9</td>
</tr>
<tr>
<td>Humanities Elective (coded HC)</td>
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</tr>
<tr>
<td>Mathematics Elective (any MAT course coded NC)</td>
<td>3</td>
</tr>
<tr>
<td>Science Elective (two 4-credit lab science courses coded NC)</td>
<td>8</td>
</tr>
</tbody>
</table>

**TOTAL** \(^2\) 74

Art Studio Electives (9 credits): at least six credits must be at the 200 level.

| ART 133 Fundamentals of Drawing: Perspective | 3 |
| ART 151 Introduction to Photography            | 3 |
| ART 155 Introduction to Video                  | 3 |
| ART 157 Animation                              | 3 |
| ART 161 Introduction to the Electronic Studio  | 3 |
| ART 225 Three-Dimensional Design II            | 3 |
| ART 232 Thematic Drawing                       | 3 |
| ART 237 Figure Drawing II-B                    | 3 |
| ART 242 Painting II-A                          | 3 |
| ART 243 Painting II-B                          | 3 |
| ART 251 Photography I-A                        | 3 |
| ART 252 Photography I-B                        | 3 |
| ART 255 Video I-A                              | 3 |
| ART 256 Video I-B                              | 3 |
| ART 261 Electronic Imaging                     | 3 |
| ART 263 Designing for the WWW                  | 3 |
| ART 265 Multimedia Design I                    | 3 |
| ART 266 Multimedia Design II                   | 3 |
| ART 267 3-D Modeling and Animation             | 3 |
| ART 271 Communication Design I                 | 3 |
| ART 272 Communication Design II                | 3 |
| ART 289 Cross Registration in Art              | 1-6 |
| ART 290 Media Arts Seminar                     | 3 |

\(^1\) See pages 32-33 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, (413) 775-1224

www.gcc.mass.edu • (413) 775-1000
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 emphasis on fine art. Future careers may include art education, art therapy, museum or gallery work.
Your Next Step: transfer to a baccalaureate degree college or university.

Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ART 103 Art History I</td>
<td>3</td>
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<tr>
<td>ART 104 Art History II</td>
<td>3</td>
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<tr>
<td>ART 121 Two-Dimensional Design</td>
<td>3</td>
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<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>
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<tr>
<td>ART 141 Color</td>
<td>3</td>
</tr>
<tr>
<td>Art Studio Electives (from the list below)</td>
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<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
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<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</td>
<td>3</td>
</tr>
</tbody>
</table>

Behavioral Sciences Core:...9
  a) Select two courses from the following: ANT 103 or 104, ECO 101 or 102, HEC 101, POL 101, PSY 101, or SOC 101
  b) Select any additional course coded BC

Humanities Core:...6
  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)

Science/Math Core:...11
  a) Science: two 4-credit BIO, CHE, GEO, PHY, or SCI courses with NC advising codes
  b) Math: MAT course with NC advising code

* Electives...3

TOTAL 65

Art Studio Electives (6 credits)— Select two of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 235 Figure Drawing I: Anatomy and Structure</td>
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<td>ART 236 Figure Drawing II-A</td>
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<tr>
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<tr>
<td>ART 242 Painting II-A</td>
<td>3</td>
</tr>
<tr>
<td>ART 151 Introduction to Photography</td>
<td>3</td>
</tr>
<tr>
<td>ART 251 Photography I</td>
<td>3</td>
</tr>
</tbody>
</table>

* Any credit course(s) with an advising code other than A, X, or D; however, you may not use an ART course as your Liberal Arts Elective.

Program Advisor: Thomas W. Boisvert
Office: S222, (413) 775-1224
Art/Media Arts

**The Degree:** Associate of Science

**The Program:** focuses on the development of critical, visual, and technical skills in the media arts. Students select a concentration in either photography or multimedia. 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-granting college or professional institution, or seek employment. Your career may include work in photography, electronic imaging, video, animation, multimedia and web site design.

### Required courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 103</td>
<td>Art History I</td>
<td>3</td>
</tr>
<tr>
<td>ART 104</td>
<td>Art History II</td>
<td>3</td>
</tr>
<tr>
<td>ART 121</td>
<td>Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 131</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 141</td>
<td>Color</td>
<td>3</td>
</tr>
<tr>
<td>ART 151</td>
<td>Introduction to Photography</td>
<td>3</td>
</tr>
<tr>
<td>ART 155</td>
<td>Introduction to Video</td>
<td>3</td>
</tr>
<tr>
<td>ART 161</td>
<td>Introduction to the Electronic Studio</td>
<td>3</td>
</tr>
<tr>
<td>ART 290</td>
<td>Media Arts Seminar</td>
<td>3</td>
</tr>
</tbody>
</table>

**Concentration requirements (choose either Photography or Multimedia) ........................ 9**

**Photography Concentration**

- ART 251 Photography I-A, ART 252 Photography I-B, and ART 261 Electronic Imaging
- ART 157 Animation, ART 265 Multimedia Design I, and ART 266 Multimedia Design II

**Multimedia Concentration**

- ART 157 Animation
- ART 265 Multimedia Design I
- ART 266 Multimedia Design II

**Art Studio Electives (from the list below) ................................................................................9**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 125</td>
<td>Three-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 132</td>
<td>Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 133</td>
<td>Fundamentals of Drawing: Perspective</td>
<td>3</td>
</tr>
<tr>
<td>ART 157</td>
<td>Animation</td>
<td>3</td>
</tr>
<tr>
<td>ART 225</td>
<td>Three-Dimensional Design II</td>
<td>3</td>
</tr>
<tr>
<td>ART 232</td>
<td>Thematic Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 235</td>
<td>Figure Drawing I: Anatomy and Structure</td>
<td>3</td>
</tr>
<tr>
<td>ART 236</td>
<td>Figure Drawing II-A</td>
<td>3</td>
</tr>
<tr>
<td>ART 237</td>
<td>Figure Drawing II-B</td>
<td>3</td>
</tr>
<tr>
<td>ART 241</td>
<td>Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART 242</td>
<td>Painting II-A</td>
<td>3</td>
</tr>
<tr>
<td>ART 243</td>
<td>Painting II-B</td>
<td>3</td>
</tr>
</tbody>
</table>

**Art Studio Electives (9 credits): at least six credits must be at the 200 level.**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 251</td>
<td>Photography I-A</td>
<td>3</td>
</tr>
<tr>
<td>ART 252</td>
<td>Photography I-B</td>
<td>3</td>
</tr>
<tr>
<td>ART 255</td>
<td>Video I-A</td>
<td>3</td>
</tr>
<tr>
<td>ART 256</td>
<td>Video I-B</td>
<td>3</td>
</tr>
<tr>
<td>ART 263</td>
<td>Designing for the WWW</td>
<td>3</td>
</tr>
<tr>
<td>ART 265</td>
<td>Multimedia Design I</td>
<td>3</td>
</tr>
<tr>
<td>ART 266</td>
<td>Multimedia Design II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Behavioral Sciences Elective........................................................................................................3**

**Math/Science Elective..................................................................................................................3**

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

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

**Liberal Arts Electives...................................................................................................................6**

**TOTAL 66**

*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) 775-1224
Art/Media Arts

Commonwealth Transfer Compact Option

The Degree: Associate of Science

The Option: 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 Programs, 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 290 Media Arts Seminar</td>
<td>3</td>
</tr>
<tr>
<td>Concentration requirements (choose either Photography or Multimedia)</td>
<td>9</td>
</tr>
</tbody>
</table>

Photography Concentration

<table>
<thead>
<tr>
<th>Course</th>
<th>credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 251 Photography I-A, ART 252 Photography I-B, and ART 261 Electronic Imaging</td>
<td></td>
</tr>
</tbody>
</table>

Multimedia Concentration

<table>
<thead>
<tr>
<th>Course</th>
<th>credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 157 Animation, ART 265 Multimedia Design I, and ART 266 Multimedia Design II</td>
<td></td>
</tr>
</tbody>
</table>

Art Studio Electives (from the list below) | 9 |

Art Studio Electives (9 credits): at least six credits must be at the 200 level.

<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 133 Fundamentals of Drawing: Perspective</td>
<td>3</td>
</tr>
<tr>
<td>ART 157 Animation</td>
<td>3</td>
</tr>
<tr>
<td>ART 225 Three-Dimensional Design II</td>
<td>3</td>
</tr>
<tr>
<td>ART 232 Thematic Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 235 Figure Drawing I: Anatomy and Structure</td>
<td>3</td>
</tr>
<tr>
<td>ART 236 Figure Drawing II-A</td>
<td>3</td>
</tr>
<tr>
<td>ART 237 Figure Drawing II-B</td>
<td>3</td>
</tr>
<tr>
<td>ART 241 Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART 242 Painting II-A</td>
<td>3</td>
</tr>
<tr>
<td>ART 243 Painting II-B</td>
<td>3</td>
</tr>
<tr>
<td>ART 251 Photography I-A</td>
<td>3</td>
</tr>
<tr>
<td>ART 252 Photography I-B</td>
<td>3</td>
</tr>
<tr>
<td>ART 255 Video I-A</td>
<td>3</td>
</tr>
<tr>
<td>ART 256 Video I-B</td>
<td>3</td>
</tr>
<tr>
<td>ART 257 Video I-B</td>
<td>3</td>
</tr>
<tr>
<td>ART 261 Electronic Imaging</td>
<td>3</td>
</tr>
<tr>
<td>ART 263 Designing for the WWW</td>
<td>3</td>
</tr>
<tr>
<td>ART 265 Multimedia Design I</td>
<td>3</td>
</tr>
<tr>
<td>ART 266 Multimedia Design II</td>
<td>3</td>
</tr>
<tr>
<td>ART 267 3-D Modeling and Animation</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>ART 289 Cross Registration in Art</td>
<td>1-6</td>
</tr>
<tr>
<td>ART 291 Fine Arts Seminar</td>
<td>3</td>
</tr>
</tbody>
</table>

1 See pages 32-33 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, (413) 775-1224
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 111 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 205 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 115 Introduction to Business Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 140 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:</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:</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>Program elective, or MAT 114 Introduction to Statistics</td>
<td></td>
</tr>
<tr>
<td>or MAT 151 Applied Calculus I, or MAT 152 Applied Calculus II</td>
<td>3-4</td>
</tr>
<tr>
<td>*Liberal Arts Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 63-64

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

* See Liberal Arts/General Program (p. 46) for specific requirements.
† Math courses to be chosen after consultation with faculty advisor and in consideration of the requirements of the transfer institution. A number of the transfer schools require MAT 151 and 152 (Applied Calculus I and II).

Program Coordinator: Dr. Robert J. Welsh
Office: E132J, (413) 775-1488

www.gcc.mass.edu • (413) 775-1000
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.

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>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>CIS 140 Microcomputer Software Tools I</td>
<td>3</td>
</tr>
<tr>
<td>CIS150 Programming Principles and Concepts</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>Math Elective (coded NC)</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>Concentration Electives (Choose one of the options below)</td>
<td>21</td>
</tr>
</tbody>
</table>

TOTAL 63

General CIS track

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 115 Introduction to Business Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 141 Microcomputer Software Tools II</td>
<td>3</td>
</tr>
<tr>
<td>CIS 145 Database Programming and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CIS 180 Network Workstation Administration</td>
<td>3</td>
</tr>
<tr>
<td>CIS 245 Advanced Database Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 280 Network Server Administration</td>
<td>3</td>
</tr>
<tr>
<td>CIS Elective or 3 credits of COE (must be related to program major)</td>
<td>3</td>
</tr>
</tbody>
</table>

CIS Programming Track

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 145 Database Programming and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CIS 151 HTML and Web Page Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS 245 Advanced Database Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 250 Advanced Basic</td>
<td>3</td>
</tr>
<tr>
<td>CIS 251 Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 252 C++ Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS Elective or 3 credits of COE (must be related to program major)</td>
<td>3</td>
</tr>
</tbody>
</table>

CIS Networking Track

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 170 Introduction to Computer Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>CIS 180 Network Workstation Administration</td>
<td>3</td>
</tr>
<tr>
<td>CIS 181 Network Principles and Techniques</td>
<td>3</td>
</tr>
<tr>
<td>CIS 270 Advanced Computer Hardware Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>CIS Elective or 3 credits of COE (must be related to program major)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 280 Network Server Administration</td>
<td>3</td>
</tr>
<tr>
<td>CIS 285 Managing Network Information Resources</td>
<td>3</td>
</tr>
</tbody>
</table>

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: E132J, (413) 775-1488

Greenfield Community College Catalog 2000–2001
# 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</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116</td>
<td>English Composition II, or ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>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><em>General Elective</em></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td><em>Natural Science/Humanities Electives</em></td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>Criminal Justice Electives</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

**TOTAL 60**

### Criminal Justice electives

- CRJ 113 Juvenile Justice Process 3
- CRJ 131 Social Issues in Criminal Justice 3
- CRJ 203 Criminal Investigation 3
- CRJ 209 Community Policing in the 21st Century 3
- CRJ 211 Current Issues in Criminal Justice 3
- CRJ 215 Field Experience Practicum† 3
- CRJ 217 White Collar Organized Crime 3
- CRJ 219 Issues in Constitutional Law 3
- CRJ 221 Interpersonal Communications in Criminal Justice 3

*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: E116G, (413) 775-1135
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 101 Introduction to Dance</td>
<td>3</td>
</tr>
<tr>
<td>DAN 120 Dance in Culture</td>
<td>3</td>
</tr>
<tr>
<td>DAN 201 Dance Repertory Group: Mixed Company</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>
</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

**Liberal Arts electives:**

- 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 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 111 Modern Dance I</td>
<td>3</td>
</tr>
<tr>
<td>DAN 112 Modern Dance II</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 116 Middle Eastern Dance I</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>
</tbody>
</table>

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

**Program Advisor:** Sharon Arslanian
Office: E124L, (413) 775-1456, Voice Mail (413) 775-1262
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>CIS 110 Introduction to Computers, or CIS 115 Introduction to Business Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 150 Programming Principles and Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CIS 252 C++ Programming, or CIS 253 Pascal Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS Electives (chosen from available courses)</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>†MAT 107 College Algebra (or higher level math course)</td>
<td>4</td>
</tr>
<tr>
<td>MAT 114 Introduction to Statistics</td>
<td>4</td>
</tr>
<tr>
<td>SPE 101 Oral Communication: Public Speaking, or SPE 121 Oral Communication: Small Group Discussion</td>
<td>3</td>
</tr>
</tbody>
</table>

Behavioral Sciences Core:

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

Humanities Core:

a) One three-credit course from each of the following categories:
   b) Literature (ENG 201, 202, 203, 204, 205, 206, 219, 221, 225, 235, 243, 247, 248, 253, 261)
   c) Any additional course coded HC

Science Core:

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

*General Elective

TOTAL 62

† 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:
Dr. Robert J. Welsh
Office: E132J, (413) 775-1488
Early Childhood Education

The Degree: Associate of Science

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

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

Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 101 Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU 103 Creative Experiences in Art, Music, and Drama</td>
<td>3</td>
</tr>
<tr>
<td>EDU 111 Introduction to Special Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU 201 Early Childhood Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>EDU 205 Philosophy of Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU 215 Student Teaching I</td>
<td>6</td>
</tr>
<tr>
<td>EDU 216 Student Teaching II</td>
<td>6</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 241 Survey of Children’s Literature,</td>
<td>3</td>
</tr>
<tr>
<td>or FLK 218 Storytelling</td>
<td></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>or ANT 104 Introduction to Cultural Anthropology</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>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: E116L, (413) 775-1134
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>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 241 Survey of Children’s Literature or FLK 218 Storytelling</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 217 Human Growth and Development or PSY 233 Child Behavior and Development</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Principles of Sociology, or ANT 104 Introduction to Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Oral Communication: Public Speaking, or SPE 121 Oral Communication: Small Group Discussion, or SPE 131 Oral Communication: Intercultural Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Education Electives

Additional Electives*

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>3</td>
</tr>
<tr>
<td>EDU 103 Creative Experiences in Art, Music, Drama, and Dance</td>
<td>3</td>
</tr>
<tr>
<td>EDU 111 Introduction to Special Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU 121 Reading and Language for the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>EDU 123 Educating the Infant and Toddler</td>
<td>3</td>
</tr>
<tr>
<td>EDU 133 Daycare Administration</td>
<td>3</td>
</tr>
<tr>
<td>EDU 139 Women in Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU 141 Building Teacher-Parent Relationships</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>HSV 119 Contemporary Parenting</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Program Advisor: Nancy T. Winter
Office: E116L, (413) 775-1134
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/computer, mechanical/industrial, or chemical engineering. Greenfield Community College participates in the College of Engineering, University of Massachusetts/Amherst Joint Admission Program. (See pages 33, 34).

**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</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>CIS Elective:</td>
<td>1-3</td>
</tr>
<tr>
<td>CIS 122 Applications of Spreadsheets (see advisor)</td>
<td></td>
</tr>
<tr>
<td>or CIS 140 Microcomputer Software Tools I</td>
<td></td>
</tr>
<tr>
<td>CIS 252 C++ Programming</td>
<td>3</td>
</tr>
<tr>
<td>ECO Elective:</td>
<td>3</td>
</tr>
<tr>
<td>ECO 101 Principles of Macroeconomics,</td>
<td></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):</td>
<td>4</td>
</tr>
<tr>
<td>MAT 204 Elementary Differential Equations</td>
<td></td>
</tr>
<tr>
<td>or MAT 205 Elementary Linear Algebra (see advisor)</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, see advisor)</td>
<td>6</td>
</tr>
<tr>
<td>Concentration Electives (see list that follows, consult with advisor)</td>
<td>12-16</td>
</tr>
</tbody>
</table>

**TOTAL 67-73**

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

—Engineering Science continued on next page—
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 at the transferring institution. Courses from this list not accepted by the transferring institution will nevertheless provide valuable background knowledge to prepare students for similar courses at the baccalaureate institution. Students should consult their advisor or Engineering Science Coordinator for recommended electives for their specific situation.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>§Biological Science Elective (approved by advisor)</td>
<td>3-4</td>
</tr>
<tr>
<td>CHE 201 Organic Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHE 202 Organic Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>§ CIS 251 Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>§ CIS 253 Pascal Programming</td>
<td>3</td>
</tr>
<tr>
<td>EGR 101 Surveying I</td>
<td>3</td>
</tr>
<tr>
<td>§ EGR 108 Engineering Graphics II</td>
<td>3</td>
</tr>
<tr>
<td>EGR 205 Statics</td>
<td>3</td>
</tr>
<tr>
<td>EGR 206 Mechanics of Materials</td>
<td>3</td>
</tr>
<tr>
<td>§ MAT 114 Introduction to Statistics</td>
<td>4</td>
</tr>
<tr>
<td>@MAT 204 Elementary Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>@MAT 205 Elementary Linear Algebra</td>
<td>4</td>
</tr>
<tr>
<td>§SPE 101 Oral Communication: Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Other elective (if approved by Program Coordinator)</td>
<td>3-4</td>
</tr>
</tbody>
</table>

© If not chosen as a MAT elective (advanced)
§ May not be accepted by a particular baccalaureate institution to fulfill engineering curriculum requirements

Program Coordinator:       Dr. Lee A. Webster
Office: E124D, (413) 775-1449

—Engineering Science continued from previous page —
# English

(Meets Commonwealth Transfer Compact Requirements)

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

**The Program:** offers the opportunity to study literature and to write and think critically and creatively. It provides a strong foundation for students considering a major or minor in English.

**Your Next Step:** transfer to a baccalaureate degree institution. Future careers may include writing, editing, publishing, education, public relations, advertising, business, media communications, information technology, law, and politics.

### Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition I (ENG 101, 103, or 105)</td>
<td>3</td>
</tr>
<tr>
<td>English Composition II (ENG 112, 114, or 116)</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication (SPE 101 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, 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) 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>General Electives:</td>
<td>7</td>
</tr>
<tr>
<td>Elective requirements in this program can be satisfied by the completion of any course coded A, BC, HC, NC, BL, HL, NL, L, and X.</td>
<td></td>
</tr>
<tr>
<td>English Electives (from list below)</td>
<td>18</td>
</tr>
</tbody>
</table>

**TOTAL 60**

### English Electives (18 credits are required):

Choose three (3) courses from the following:

- ENG 201 Western Literature I
- ENG 202 Western Literature II
- ENG 203 American Literature I
- ENG 204 American Literature II
- ENG 205 British Literature I
- ENG 206 British Literature II
- ENG 219 Ethnic Literature
- ENG 221 Shakespeare
- ENG 235 Survey of Latin American Literature
- ENG 247 Women in Literature I
- ENG 248 Women in Literature II

Choose three (3) courses from the following:

- ENG 123 Report Writing
- ENG 207 Advanced Creative Writing I
- ENG 208 Advanced Creative Writing II
- ENG 218 Technoculture
- ENG 228 Survey of Horror Fiction
- ENG 241 Survey of Children’s Literature
- ENG 243 Modern Poetry
- ENG 253 Valley/American Literature
- ENG 261 The Short Store
- ENG 240 Special Topics in English
- FLK 218 Storytelling
- HUM 153 Media and Popular Culture

*Other English courses may be accepted with the approval of the Program Coordinator.*

**Program Advisor:**

Lillian Ruiz  
Office: S330, (413) 775-1236
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 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>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>3-4</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>
</tbody>
</table>

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

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 60-62**

**Project TEME**

HEC 251 Small Group Ecology: Project TEME Planning and Dev. 3

HEC 252 Small Group Ecology: Project TEME Implementation 6

**Earth Education**

HEC 115 Ecological Living 3

HEC 201 Strategies for a Sustainable Future 3

HEC 253 Eco-Action Seminar and Field Placement 3

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

Program Advisor: Daniel F. LaRose

Office: E116J, (413) 775-1129
Environmental Studies/Natural Resources  
(Meets Commonwealth Transfer Compact Requirements)  

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

**The Program:**  provides a background in environmental studies with course work geared toward transfer requirements for a four-year baccalaureate degree environmental science 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>BIO 101 Zoology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 102 Botany</td>
<td>4</td>
</tr>
<tr>
<td>BIO 103 Ecology or BIO 104 Natural History or BIO 114 Introduction to Aquaculture Science</td>
<td>4</td>
</tr>
<tr>
<td>BIO 120 Introduction to Environmental Science</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>ECO 113 Environmental Economics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HEC 101 Human Ecology: Problems and Solutions</td>
<td>3</td>
</tr>
<tr>
<td>MAT 114 Introduction to Statistics</td>
<td>4-7</td>
</tr>
<tr>
<td>SPE 101 Oral Communication: Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>SPE 121 Oral Communication: Small Group Discussion</td>
<td></td>
</tr>
<tr>
<td>SPE 131 Oral Communication: Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>Any GEO, BIO, SCI, MAT, or CHE course</td>
<td></td>
</tr>
<tr>
<td>or MAT 151 Applied Calculus I and MAT 152 Applied Calculus II</td>
<td></td>
</tr>
<tr>
<td>SPE 101 Oral Communication: Public Speaking</td>
<td></td>
</tr>
<tr>
<td>or HEC 111 Applied Human Ecology: Project TEME</td>
<td>3</td>
</tr>
<tr>
<td>or HEC 113 Earth Experiences, or 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>Behavioral Science Core</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Core</td>
<td>9</td>
</tr>
<tr>
<td>One three credit course from the following: ANT 103 or 104, POL 101, PSY 101, or SOC 101</td>
<td>3</td>
</tr>
<tr>
<td>One three credit course from each of the following categories:</td>
<td>3</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>

*General electives.......................................................................................................................... 3  

**TOTAL 61-65**  

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

Program Advisor:  
Brian Adams  
Office: S415, (413) 775-1454  

Greenfield Community College Catalog 2000–2001
Fire Science Technology

**Please note:** This program has, for the time being, been suspended by the state’s Board of Higher Education. However, we continue to offer fire science courses and we encourage new students to enroll for the time being as Liberal Arts students. A proposal for reinstatement of the program to the Board has received a very positive initial response. We are hopeful that the program will be reinstated in the fall of 2000. With questions, call the Program Coordinator, Dr. Peter Rosnick (413) 775-1446.

**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 or SPE 121 Oral Communication: Small Group Discussion or SPE 131 Oral Communication: Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td><strong>FST/EMS Electives</strong></td>
<td>14</td>
</tr>
<tr>
<td><strong>General Elective</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Liberal Arts Electives</strong></td>
<td>6</td>
</tr>
</tbody>
</table>

**TOTAL 60**

* FST/EMS 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: E124C, (413) 775-1446
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.

Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 101 Zoology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 205 Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>CHE 111 General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHE 112 General Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>CHE 201 Organic Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHE 202 Organic Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MAT 201 Calculus with Analytic Geometry I</td>
<td>4</td>
</tr>
<tr>
<td>MAT 202 Calculus with Analytic Geometry II</td>
<td>4</td>
</tr>
<tr>
<td>PHY 101 General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 102 General Physics II</td>
<td>4</td>
</tr>
<tr>
<td>SPE 101 Oral Communication: Public Speaking, or SPE 121 Oral Communication: Small Group Discussion</td>
<td>3</td>
</tr>
</tbody>
</table>

Behavioral Sciences Core: 9 credits

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

Humanities Core: 9 credits

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

TOTAL 67

Program Advisor:  Dr. Ana M. Gaillat
Office: S410, (413) 775-1451
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. and
the Stillpoint Massage Therapy Program at GCC 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 behav-
ioral 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 Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*HAO 101</td>
<td>Healing Arts</td>
<td>12</td>
</tr>
<tr>
<td>ACC 103</td>
<td>Analysis of Financial Statements</td>
<td>3</td>
</tr>
<tr>
<td>BUS 111</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101</td>
<td>Oral Communication: Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 217</td>
<td>Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>Any additional course coded BC</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Humanities Core</td>
<td></td>
<td>9</td>
</tr>
</tbody>
</table>

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

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

Science/Math Core:

a) Science: two 4-credit lab science courses with NC advising codes
b) Math: MAT 107 or 117 or higher

Electives other than “X” or “A” coded courses ........................................ 9

TOTAL  65-66

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

Program Advisor: Patricia A. Wachter
Office: DC310, (413) 775-1634
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  
credits

ENG 101, 103, or 105 English Composition I ................................................................. 3
ENG 112, 114, or 116 English Composition II ................................................................. 3
HSV 101 Introduction to Human Services ................................................................. 3
HSV 115 Interpersonal Skills and the Role of Helper in the Human Services Profession .... 3
HSV 215 Counseling Skills .................................................................................. 3
HSV 271 Practicum in Human Services ................................................................. 4
PSY 101 Principles of Psychology ........................................................................ 3
PSY 217 Human Growth and Development .......................................................... 3
SOC 101 Principles of Sociology ......................................................................... 3
SPE 101 Oral Communication: Public Speaking, or SPE 121 Oral Communication: Group Discussion .............................................................. 3
ANT, PSY, SOC, HSV, or CRJ elective .................................................................. 3
HSV 205 Contemporary Human Service Interventions ............................................. 3
PSY 215 Theories of Personality ........................................................................ 3
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
Science/Math Core ................................................................................................ 11
  a) Science: two 4-credit BIO, CHE, GEO, PHY, or SCI courses with NC advising codes
  b) Math: MAT course with NC advising code
*Elective ............................................................................................................... 3

TOTAL  63

Program Advisor:  Abigail Jenks
Office: E116H, (413) 775-1127
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>4</td>
</tr>
<tr>
<td>MAT 108 Precalculus</td>
<td>4</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, PSY 101, or SOC 101. Recommended: ECO 101 or 102</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>Concentration Electives: 9-12</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL 68-71

Concentration electives: Select three (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>CIS 150 Programming Principles &amp; Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CIS 251 Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 252 C++ Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 253 Pascal Programming</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 Introduction to Statistics</td>
<td>4</td>
</tr>
<tr>
<td>MAT 152 Applied Calculus II</td>
<td>3</td>
</tr>
<tr>
<td>Other elective(s) approved by program coordinator</td>
<td>3-4</td>
</tr>
</tbody>
</table>

Program Advisor: Dr. Lee Webster
Office: E124D, (413) 775-1449
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, or ECO 101 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 235 Survey of Latin American Literature</td>
<td>3</td>
</tr>
<tr>
<td>HIS 113 China and Japan: A Cultural History, or HIS 123 Modern Pacific Asia, or HIS 129 Introduction to Modern Africa</td>
<td>3</td>
</tr>
<tr>
<td>POL 103 Comparative Politics, or POL 105 International Politics</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Oral Communication: Public Speaking, or SPE 121 Oral Communication: Small Group Discussion, or SPE 131 Oral Communication: Intercultural Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

*Foreign Language.................................................................6*

Any additional course coded BC................................................3

*Science/Math Core:........................................................................11*

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

*General electives.........................................................................7*

International Studies electives..............................................12

**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 Advisor: Donna M. Wilson
Office: S321, (413) 775-1221
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 or ACC 151 Concepts of Financial Accounting I</td>
<td>4 or 3</td>
</tr>
<tr>
<td>ACC 122 Principles of Financial Accounting II or ACC 152 Concepts of Financial Accounting II</td>
<td>4 or 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 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>CIS 140 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 CIS course, or 3 credits of COE that must be related to program major)</td>
<td>3</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>CIS 115 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.

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: E132J, (413) 775-1488
# Marketing

## The Degree:
Associate of Science

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

## Your Next Step:
work in entry-level management or sales positions in retail, wholesale, or industrial organizations.

### 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>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>CIS 140 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>or ENG 123 Report Writing</td>
<td></td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>*Program Elective (ACC, BUS, or CIS course)</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: E132J, (413) 775-1488
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.

Required courses credits

ENG 101, 103, or 105 English Composition I ................................................................. 3
ENG 112, 114, or 116 English Composition II ................................................................. 3
SPE 101 Oral Communication: Public Speaking,
or SPE 121 Oral Communication: Small Group Discussion,
or SPE 131 Oral Communication: Intercultural Communication .............................. 3
MAT 107, 108, 201, 202 (at least 2) ................................................................. 8
Behavioral Sciences Core ................................................................................................. 9
  a) Select two courses from the following: ANT 103 or 104, ECO 101 or 102, HEC 101,
POL 101, PSY 101, or SOC 101
  b) Select any additional course coded BC
Humanities Core ................................................................................................................... 9
  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
Math-Science Electives ......................................................................................................16
Program Electives .............................................................................................................11

TOTAL 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 109 Human Anatomy and Physiology I and BIO 106 Human 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 111 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
CIS 110 Introduction to Computers 3
CIS 252 C++ Programming 3
CIS 253 Pascal Programming 3
GEO 103 Valley Geology 4
GEO 104 Introduction to Oceanography 4
MAT 114 Introduction to Statistics 4
MAT 205 Elementary Linear Algebra 4
Any course with EGR or SCI prefix 3-4
Any Math-Science elective not used to satisfy another degree requirement 3-4

Program Advisor:
Dr. Ana M. Gaillat
Office: S410, (413) 775-1451
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>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>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 (1 credit for two semesters)</td>
<td>2</td>
</tr>
<tr>
<td>MUS 126 Ensemble (1 credit each semester)</td>
<td>4</td>
</tr>
<tr>
<td>MUS 207 Music Theory III</td>
<td>3</td>
</tr>
<tr>
<td>Applied Music Electives (2 credits each semester)</td>
<td>8</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: ANT 103 or 104, ECO 101 or 102, HEC 101, POL 101, PSY 101, or SOC 101</td>
<td></td>
</tr>
<tr>
<td>b) Select any additional course coded BC</td>
<td></td>
</tr>
<tr>
<td>Humanities Core</td>
<td>6</td>
</tr>
<tr>
<td>One three-credit course from each of the following categories:</td>
<td></td>
</tr>
<tr>
<td>a) History – any history course coded HC</td>
<td></td>
</tr>
<tr>
<td>b) Literature (ENG 201, 202, 203, 204, 205, 206, 219, 221, 225, 235, 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>
</tbody>
</table>

**TOTAL 64**

Program Advisor: George Soulos  
Office: S109, (413) 775-1228
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.

Required courses

<table>
<thead>
<tr>
<th>Lecture Hours</th>
<th>Clinical and lab hours per week</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 195 Human Anatomy and Physiology I</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>BIO 196 Human Anatomy and Physiology II</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>BIO 205 Microbiology</td>
<td>3</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>NUR 101 Fundamentals of Nursing</td>
<td>4</td>
<td>11.5</td>
</tr>
<tr>
<td>NUR 111 Introduction to Nursing Process</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or NUR 112 Introduction to Nursing Process and Basic Concepts(1 or 2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 102 Family-Centered Nursing</td>
<td>5</td>
<td>9</td>
</tr>
<tr>
<td>NUR 201 Adaptation to Illness: Medical Surgical Nursing I</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>NUR 203 Mental Health Nursing</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>NUR 202 Adaptation to Illness: Medical Surgical Nursing II</td>
<td>4</td>
<td>15</td>
</tr>
<tr>
<td>NUR 204 Trends and Issues in Nursing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSY 217 Human Growth and Development</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SOC 101 Principles of Sociology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL 70

ο – C+ or better required
£ – C or better required
§ – 5 year currency or challenge required
ß – LPN advanced placement
ο – 3 hours/credit hour for clinical; 2 hours/credit hour for labs
ζ – C or better required to advance to next course
μ – CR required to advance to next course
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, 61 Broadway, New York, NY 10006, (212) 363-5655. 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 (413) 775-1620.

Prerequisites for this program. High school diploma or GED certificate required. Must place into ENG 101, 103, or 105 in placement assessment or successfully complete ENG 100 and COL 100 with a “C” or better. Must place out of MAT 096 in placement assessment or successfully complete MAT 096 or equivalent with a “C” or better within five (5) years. A C+ or better for CHE 105 or CHE 111 or high school chemistry within 5 years. Ten credits from the list of required non-nursing courses listed 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, immunizations, health insurance, 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 195 or 117, the Regents College Fundamentals of Nursing, Associate Degree level Examination and NUR 111. LPNs who earn entrance into the third semester or second year must have also successfully completed SOC 101, PSY 217, BIO 196*, Regents College Maternal and Child Nursing, Baccalaureate Degree Examination and NUR 112 (in the place of NUR 111). For testing applications and study guides write to: Regents College Exams, Regents College, 7 Columbia Circle, Albany, NY 12214-3106, (888) 723-9267.

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

* Students who have taken BIO 117 may substitute BIO 106.
Occupational Technology

The Degree:  Associate of Science

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

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

Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCC 101 Vocational-Technical Teacher Competency</td>
<td>18</td>
</tr>
<tr>
<td>ADM 106 Keyboarding for Information Processing</td>
<td>1</td>
</tr>
<tr>
<td>CIS 140 Microcomputer Software Tools I</td>
<td>3</td>
</tr>
<tr>
<td>Any Economics course</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>Any HIS course coded HC</td>
<td>3</td>
</tr>
<tr>
<td>MAT 114 Introduction to Statistics</td>
<td>3-4</td>
</tr>
<tr>
<td>or MAT 117 Mathematical Problem Solving</td>
<td></td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Any lab science course coded NC</td>
<td>4</td>
</tr>
<tr>
<td>Liberal Arts Electives and/or Program Electives</td>
<td>16</td>
</tr>
</tbody>
</table>

TOTAL 60-61

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, 106, 107, or 108; POL 101) 5 ............................................. 3
- C5 requirement (ANT 101 or 104; ECO 101 or 102; HIS 101 or 102; POL 101; SOC 101) 3
- C6 requirement (BIO 101, 102, 195, or 196; CHE 111 or 112; GEO 101 or 102; PHY 101, 102, 111, or 112; SCI 103) ............................................. 4
- C7 requirement (MAT 108, 114, 117, 151, 201, or 202; PHI 101) ............................................. 3-4

—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 CIS 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, 195, 196, 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, 106, 107, or 108 was taken to satisfy the required courses.

Program Coordinator: Dr. Peter Rosnick
Office: E124C, (413) 775-1446
Occupational Therapy Assistant

The Degree: Associate of Science

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

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

Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>†*BIO 195 Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>†*BIO 196 Human 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>
<tr>
<td>TOTAL 72</td>
<td></td>
</tr>
</tbody>
</table>
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 National Board for Certification in Occupational Therapy (NBCOT) and the American Occupational Therapy Association (AOTA) located at 4720 Montgomery Lane, Bethesda, MD 20824-3425. AOTA’s phone number is (301) 652-AOTA.

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

Legal Requirements: Some of the fieldwork 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 fieldwork affiliates will not be able to continue in the program.

Prerequisite for this program: CHE 105 or CHE 111 or one year of high school chemistry (within 5 years, C+ or better); MAT 095 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, (413) 775-1632
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>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 121</td>
<td>Principles of Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACC 122</td>
<td>Principles of Financial Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>or †Program Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>*ADM 111</td>
<td>Document Processing I</td>
<td>3</td>
</tr>
<tr>
<td>or ADM 113</td>
<td>Document Processing II</td>
<td>3</td>
</tr>
<tr>
<td>*ADM 113</td>
<td>Document Processing II</td>
<td>3</td>
</tr>
<tr>
<td>or †Program Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ADM 119</td>
<td>Business English</td>
<td>3</td>
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<tr>
<td>ADM 205</td>
<td>Principles of Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>ADM 206</td>
<td>Word Processing/Machine Transcription</td>
<td>3</td>
</tr>
<tr>
<td>ADM 207</td>
<td>Secretarial Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BUS 105</td>
<td>Mathematics for Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 111</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 123</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>COE 297</td>
<td>Seminar in Cooperative Education I</td>
<td>3</td>
</tr>
<tr>
<td>and COE E97</td>
<td>Employment in Cooperative Education I</td>
<td>3</td>
</tr>
<tr>
<td>or †Program Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CIS 140</td>
<td>Microcomputer Software Tools I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 142</td>
<td>Computerized Records Management</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101</td>
<td>Oral Communication: Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>or SPE 121</td>
<td>Oral Communication: Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td></td>
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</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>64-66</td>
</tr>
</tbody>
</table>

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

* Students must complete either 6 credit hours of document processing 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 CIS.

Program Coordinator: Dr. Robert J. Welsh
Office: E132J, (413) 775-1488

www.gcc.mass.edu  •  (413) 775-1000
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 select either the Therapeutic Recreation Option or the Generalist Option.

Your Next Step: Graduates may elect to transfer into a baccalaureate degree program in Therapeutic Recreation, Recreation and Leisure Services or related disciplines, or seek immediate employment. Therapeutic Recreation Option graduates may seek employment in long term care facilities, adult day programs, treatment centers, youth at risk programs, or other community based programs serving diverse populations. Students completing the Generalist Option may seek employment in agencies such as community recreation and wellness programs, Y’s, senior centers, scouting programs, resorts, and corporate fitness centers.

Required courses credits
ADM 106 Keyboarding for Information Processing ..............................................................1
CIS 140 Microcomputer Software Tools I ................................................................................3
ENG 101, 103, or 105 English Composition I.................................................................3
ENG 112, 114, or 116 English Composition II..................................................................3
PSY 101 Principles of Psychology..................................................................................3
PSY 217 Human Growth and Development
or PSY 233 Child Behavior and Development ..............................................................3
PSY 227 Group Dynamics...............................................................................................3
RLS 101 Introduction to Recreation and Leisure Services..............................................3
RLS 109 Leisure Programming .....................................................................................4
RLS 215 Field Practicum in Recreation and Leisure Services I........................................4
RLS 216 Field Practicum in Recreation and Leisure Services II.....................................4
SOC 101 Principles of Sociology,
or ANT 104 Introduction to Cultural Anthropology..................................................3
Humanities Core ...........................................................................................................3
Therapeutic Recreation option (24 credits, see below),
or Generalist Option (23 credits, see below) .......................................................... 23-24
TOTAL 63-64

Therapeutic Recreation Option

BIO 195 Human Anatomy and Physiology I 4
BIO 196 Human Anatomy and Physiology II 4
RLS 131 Introduction to Therapeutic Recreation 3
RLS 233 Disabling Conditions and Medical Terminology: Implications for Therapeutic Recreation 3
Program Electives 6
Leisure Education Electives 4

Generalist Option

Natural Science Core 4
Liberal Arts Elective 3
Program Electives 12
Leisure Education Electives 4

—Recreation and Leisure Services continued on next page—
### Program electives:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RLS 103</td>
<td>Recreational Arts Programming</td>
<td>3</td>
</tr>
<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 111</td>
<td>Introduction to Outdoor Recreation</td>
<td>4</td>
</tr>
<tr>
<td>RLS 121</td>
<td>Introduction to Youth and Adolescent Recreation Services</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 180</td>
<td>Functional Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>RLS 200</td>
<td>Exercise Physiology</td>
<td>3</td>
</tr>
<tr>
<td>RLS 207</td>
<td>Recreational Sports/Fitness Administration</td>
<td></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 Seminar</td>
<td>3</td>
</tr>
</tbody>
</table>

Students pursuing the Therapeutic Recreation Option may also use the following courses for Program Electives:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSV 121</td>
<td>Introduction to Gerontology</td>
<td>3</td>
</tr>
<tr>
<td>HSV 141</td>
<td>Chemical Dependency: Understanding Drug Use</td>
<td>3</td>
</tr>
<tr>
<td>PSY 209</td>
<td>Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 277</td>
<td>Psychology of Death and Dying</td>
<td>3</td>
</tr>
</tbody>
</table>

### Leisure education electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEC 150</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/Aventure 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 160</td>
<td>161 Golf</td>
<td>1</td>
</tr>
<tr>
<td>LED 164</td>
<td>Raquet 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>

*These 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: Theresa A. Boyce
Office: E132S, (413) 775-1123
Science-Math Education

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 science or math major with an eye towards gaining teaching certification.

Your Next Step: transfer to a baccalaureate degree institution

Required courses

EDU 205 Philosophy of Education .................................................................3
ENG 101, 103, or 105 English Composition I..................................................3
ENG 112, 114, or 116 English Composition II ................................................3
HEC 101 Human Ecology .................................................................................3
MAT 107, 108, 151, or 201 ............................................................................4
SPE 101 Oral Communication: Public Speaking,
or SPE 121 Oral Communication: Small Group Discussion,
or SPE 131 Oral Communication: Intercultural Communication ..........................3
Behavioral Sciences Core ..................................................................................6
  a) Select one course from the following: ANT 103 or 104, ECO 101 or 102,
     POL 101, PSY 101, SOC 101
  b) Select any additional course coded BC
Humanities Core: ..................................................................................................9
  One three-credit course from each of the following categories:
  a) History – any history course coded HC
  b) Literature (ENG 201, 202, 203, 204, 205, 206, 219, 221, 225, 235, 243,
     247, 248, 253, 261)
  c) Select any additional course coded HC
Science-Math Electives ....................................................................................20
  Take five 4-credit courses coded NC that include at least four different course
  rubrics from among the following: BIO, CHE, GEO, MAT, PHY, and SCI.*
Electives* ...........................................................................................................7-8

TOTAL 61-62

* Note: You will probably major in a particular math or science when you transfer to another school. We recommend that the fifth NC course and the electives be chosen from within the discipline in which you will ultimately major. Furthermore, students who will major in science when they transfer should strongly consider including chemistry and physics among their choices. Talk to your advisor for advice on the choices that best meet your academic goals.

Program Advisor:

Dr. Ana M. Gaillat
Office: S410, (413) 775-1451
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, 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>
</tbody>
</table>

Behavioral Science Core

- choose two of the following: ANT 103 or ANT 104, ECO 101 or ECO 102, HEC 101, POL 101, PSY 101, SOC 101
- choose one course: PSY 225, PSY 259, or HEC 121

Humanities Core

- any HIS course coded HC (recommended HIS 131)
- choose one course: ENG 247 or ENG 248
- any additional course coded HC

Science/Math Core

- Science: two four-credit BIO, CHE, GEO, PHY, or SCI courses coded NC
- Math: MAT course coded NC

*Electives

<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>

TOTAL 60

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

- EDU 139 Women in Education | 3 |
- ENG 247 Women in Literature I | 3 |
- ENG 248 Women in Literature II | 3 |
- HEC 121 Gender Issues in Human Ecology | 3 |
- HIS 131 Women in American History | 3 |
- HUM 119 Women in the Pioneer Valley | 3 |
- PSY 225 Psychology of Women | 3 |
- PSY 259 Psychology of Oppression | 3 |
- SCI 113 Women in Science and Technology | 4 |

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

Program Advisor: Dr. Anne M. Wiley
Office: E116N, (413) 775-1132

www.gcc.mass.edu • (413) 775-1000
Certification 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 and outdoor leadership 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.
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>BUS 105 Mathematics for Business,</td>
<td>3</td>
</tr>
<tr>
<td>or MAT 090 Basic Mathematics Skills</td>
<td></td>
</tr>
<tr>
<td>BUS 111 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS 140 Microcomputer Software Tools I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 141 Microcomputer Software Tools II</td>
<td>3</td>
</tr>
<tr>
<td>CIS 142 Computerized Records Management</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>
<tr>
<td>or 3 credits of COE (must be related to program major)</td>
<td></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: E132J, (413) 775-1488
Career Transitions

This program is contingent upon grant funding. It will not be offered during academic year 2000-2001. Please contact Dr. Sue McGowan at (413) 775-1337 for information regarding services to returning adult women.

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</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></td>
</tr>
<tr>
<td>CIS 140 Microcomputer Software Tools I</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>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HUD 095 Study Skills</td>
<td>1</td>
</tr>
<tr>
<td>HUD 109 Career Decision-Making and Planning</td>
<td>2</td>
</tr>
<tr>
<td>MAT 095 or BUS 105 (by placement examination)</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL 25</strong></td>
<td></td>
</tr>
</tbody>
</table>

* Previously called Emerging Careers

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

The Certificate: Computer Aided Drafting

The Program: develops skills in drafting with the assistance of computers, as well as related mathematical and written communication skills.

Your Next Step: work in an entry-level position in computer-aided drafting or integrate some of the courses into the college’s liberal arts—industrial science option 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>CIS 110 Introduction to Computers, or CIS 252 C++ Programming, or CIS 253 Pascal Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 124 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 090 and MAT 117)</td>
<td>6-8</td>
</tr>
</tbody>
</table>

**TOTAL 26-28**

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: E124D, (413) 775-1449
## 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>CIS 140 Microcomputer Software Tools I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 142 Records Management</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.

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

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Program Coordinator: Dr. Robert J. Welsh  
Office: E132J, (413) 775-1488
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 141 Building Teacher-Parent Relationships
- EDU 205 Philosophy of Education
- HSV 119 Contemporary Parenting

Program Coordinator: Nancy T. Winter
Office: E116L, (413) 775-1134
## Elder Recreational Services

### The Certificate: Elder Recreational Services

### The Program:
provides the courses required by the National Certification Council for Activity Professionals for certification as an activity consultant, director, or assistant. The program is recommended for those currently working in the field as well as those interested in pursuing a career in elder recreational services. Coursework is designed with an elder recreational focus that addresses the realities of working in a variety of settings with dependent elders, such as nursing homes, adult day-care 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 233</td>
<td>Disabling Conditions and Medical Terminology: Implications for Therapeutic Recreation</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 Advisor:
Judith G. Singley
Office: E132T, (413) 775-1130
Environmental Studies/Natural Resources

The Certificate: Environmental Studies/Natural Resources

The Program: provides students with the knowledge needed for entry-level employment opportunities in the environmental science/natural resources field.

Your Next Step: work in an entry level position in the environmental science/natural resources field or transfer to the Environmental Studies/Natural Resources program and pursue an Associate of Arts in Liberal Arts degree and transfer to a baccalaureate degree institution.

Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 120 Introduction to Environmental Science</td>
<td>4</td>
</tr>
<tr>
<td>Program electives:</td>
<td></td>
</tr>
<tr>
<td>Select two courses from the following</td>
<td>8</td>
</tr>
<tr>
<td>BIO 103 Ecology, or BIO 104 Natural History, or BIO 114 Introduction to Aquaculture Science</td>
<td></td>
</tr>
<tr>
<td>Select two courses from the following</td>
<td>6-8</td>
</tr>
<tr>
<td>Any Science, Biology, Geology, or Chemistry course</td>
<td></td>
</tr>
<tr>
<td>Select two courses from the following</td>
<td>6</td>
</tr>
<tr>
<td>HEC 101 Human Ecology: Problems and Solutions,</td>
<td></td>
</tr>
<tr>
<td>or HEC 111 Applied Human Ecology: Project TEME, or HEC 113 Earth Experiences</td>
<td></td>
</tr>
<tr>
<td>TOTAL 24-26</td>
<td></td>
</tr>
</tbody>
</table>

If you are interested in an Associate of Arts in Liberal Arts Degree with a focus on Environmental Studies/Natural Resources please see program requirements on page 67.

Program Advisor: Brian Adams
Office: S415, (413) 775-1454

Human Services

The Certificate: Human Services

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

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

Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 217 Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>HSV 101 Introduction to Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HSV 115 Interpersonal Skills and the Role of Helper in the Human Services Profession</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>HSV 205 Contemporary Human Services Interventions</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL 28</td>
<td></td>
</tr>
</tbody>
</table>

Program Coordinator: Abigail Jenks
Office: E116H, (413) 775-1127
Massage Therapy  
(The Stillpoint Massage Therapy Program at GCC)

The Certificate: Massage Therapy

The Program: The Stillpoint Program at GCC provides you with a curriculum designed for career success through training in classical Swedish massage and specific techniques for soft tissue dysfunction, clinical and internship experience, science courses in anatomy, physiology, and specialized study of musculo-skeletal anatomy and movement principles. Professional development/worklife courses prepare you to start your business and understand legal and ethical parameters of practice. You are trained as a practitioner grounded in technique and theory with a holistic approach to healing and well-being.

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 training through the Advanced Massage Therapy Program and/or enroll in the Liberal Arts/Healing Arts Option, Associate Degree Program.

Required courses credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 117 Introduction to the Human Body</td>
<td>4</td>
</tr>
<tr>
<td>BIO 129 Pathology</td>
<td>3</td>
</tr>
<tr>
<td>MTC 101 Professional Development</td>
<td>3</td>
</tr>
<tr>
<td>MTC 102 Myology I</td>
<td>1</td>
</tr>
<tr>
<td>MTC 103 Massage Therapy I</td>
<td>5</td>
</tr>
<tr>
<td>MTC 104 Massage Therapy II</td>
<td>1</td>
</tr>
<tr>
<td>MTC 105 Professional Development/Worklife</td>
<td>4</td>
</tr>
<tr>
<td>MTC 106 Massage Therapy III</td>
<td>3</td>
</tr>
<tr>
<td>MTC 107 Myology II</td>
<td>2</td>
</tr>
<tr>
<td>MTC 108 Kinesiology for Massage Therapists</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL 29</strong></td>
<td></td>
</tr>
</tbody>
</table>

Students can enroll in one of the following program options: full-time day, part-time day, or part-time evening.

Students are required to pass every course in the Massage Therapy Certificate curriculum plan. A passing grade is defined as a “C” (74) in classwork and a passing grade in clinical performance. Since the curriculum is sequential and learning skills build on each other, failing one course prohibits continuing in the program.

Massage Therapy requires a special admission process. Students who have met all admission requirements are accepted on a space available basis to the Massage Therapy Certificate Program.

Admission requirements for this program: high school diploma or GED; English placement assessment at the college level; completion of or Math placement assessment beyond MAT 090 (or equivalent with a “C+” or better within 5 years). If a student has college level English or Math within 5 years, the placement exam is waived with proof of college training.

Legal Requirements: Some of the fieldwork 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 fieldwork affiliates will not be able to continue in the program.

Required informational meetings are held monthly where admission materials are distributed and the requirements are explained. Dates and locations are available from the Admission Office or Division of Nursing and Health Occupations office (413) 775-1620.

Program Coordinator: Patricia A. Wachter
Office: DC310, (413) 775-1634
Advanced Massage Therapy

The Certificate:  Advanced Massage Therapy
The Program: integrates and applies advanced concepts in massage therapy and eastern/western healing modalities. Courses build on the basic massage therapy certificate and include sports massage, hydrotherapy and community clinical practicum with special populations.

Your Next Step: eligibility for National Sports exam. Graduates can target market skills to sports teams, athletes, fitness centers; establish a specialty practice with nursing homes, hospitals, chiropractors, health clubs, and spas. Adding specialized skills broadens client base and increases scope of practice.

Required courses

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

TOTAL 8

Admission requirement: Diploma from massage training school with minimum of 500 hours.

Program Coordinator: Patricia A. Wachter
Office: DC310, (413) 775-1634

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>CIS 140 Microcomputer Software Tools I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 141 Microcomputer Software Tools II</td>
<td>3</td>
</tr>
<tr>
<td>CIS 142 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: Dr. Robert J. Welsh
Office: E132J, (413) 775-1488
**Multimedia Design**

**The Certificate:** Multimedia Design

**The Program:** is a 27 credit-hour program offered through the GCC Art Department. It is designed to provide students with a strong foundation in working with video, animation, sound, and the design principles used in creating interactive multimedia. Using the college’s computer facilities, students explore the artistic, logical, critical, philosophical, and practical aspects of multimedia design as currently used to create interactive CD-ROM’s and web sites.

**Your Next Step:** seek entry-level employment in the field, using the portfolio developed through your class work; continue your education in the Greenfield Community College Communication Design or Media Arts programs; go on to other professional and degree granting institutions; create personal multimedia-based artwork.

**Required courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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 161 Introduction to the Electronic Studio</td>
<td>3</td>
</tr>
<tr>
<td>ART 263 Designing for the World Wide Web</td>
<td>3</td>
</tr>
<tr>
<td>ART 265 Multimedia Design I</td>
<td>3</td>
</tr>
<tr>
<td>ART 266 Multimedia Design II</td>
<td>3</td>
</tr>
<tr>
<td>ART 267 Three-Dimensional Modeling and Animation</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HUM 153 Media and Popular Culture</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>27</strong></td>
</tr>
</tbody>
</table>

Note: All multimedia courses have a basic prerequisite of placement beyond or satisfactory completion of COL 100 and ENG 100; some courses have additional prerequisite and recommended courses. All recommended courses provide valuable design skills and experiences that will help strengthen the quality of work produced in the required courses within the certificate. Wherever possible, students should aim to take these courses before, or concurrently with their required courses.

Program Coordinator: Thomas W. Boisvert
Office: S222, (413) 775-1224

---

**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>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>29</strong></td>
</tr>
</tbody>
</table>

Requires four semesters to complete Music certificate.

Program Coordinator: George Soulos
Office: S109, (413) 775-1228
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, or SPE 121 Oral Communication: Small Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td>Program Electives</td>
<td>9</td>
</tr>
<tr>
<td>TOTAL</td>
<td>31</td>
</tr>
</tbody>
</table>

Program electives (Select three courses from the following)

- †ACC 122 Principles of Financial Accounting II                      4
- †ADM 205 Principles of Word Processing                              3
- †ADM 206 Word Processing/Machine Transcription                     3
- BUS 105 Mathematics for Business                                   3
- BUS 111 Introduction to Business                                   3
- BUS 123 Business Communication                                     3
- CIS 140 Microcomputer Software Tools I                             3
- †CIS 142 Computerized Records Management                           3
- 3 credits of COE (must be related to program major)                3

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

* Document Processing course level to be determined at the time of enrollment.
† These courses have prerequisites which must be met. Please consult the catalog course descriptions.
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: E132J, (413) 775-1488
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 or educational institutions that 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 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OLP 111 Introduction to Outdoor Adventure Skills I</td>
<td>4</td>
</tr>
<tr>
<td>OLP 112 Group Management for Outdoor Leaders I</td>
<td>2</td>
</tr>
<tr>
<td>OLP 116 Adventure Program Planning &amp; Fieldwork I</td>
<td>3</td>
</tr>
<tr>
<td>OLP 120 Wilderness Emergency Preparedness</td>
<td>3</td>
</tr>
<tr>
<td>OLP 124 Natural History for Outdoor Leaders</td>
<td>2</td>
</tr>
<tr>
<td>OLP 127 Outdoor Adventure Skills II</td>
<td>4</td>
</tr>
<tr>
<td>OLP 143 Backcountry Travel Instructor</td>
<td>3</td>
</tr>
<tr>
<td>OLP 201 Individual Project in Outdoor Leadership I</td>
<td>1</td>
</tr>
<tr>
<td>OLP 202 Individual Project in Outdoor Leadership II</td>
<td>1</td>
</tr>
<tr>
<td>OLP 205 Group Management for Outdoor Leaders II</td>
<td>2</td>
</tr>
<tr>
<td>OLP 216 Field Work Experience in Outdoor Leadership II</td>
<td>3</td>
</tr>
<tr>
<td>Program Electives</td>
<td>4-8</td>
</tr>
<tr>
<td>TOTAL 32-36</td>
<td></td>
</tr>
</tbody>
</table>

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

- OLP 140 Rock Climbing Instructor 2
- OLP 141 Paddling Instructor 2
- OLP 142 Nordic Skiing Instructor 2
- OLP 144 Challenge Course Programming Instructor 2

All Outdoor Leadership Program courses are graded on a CR/NC basis with letter grade option available.

Students must have current Wilderness First Responder certification to enter the program.

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

The Outdoor Leadership Program is accredited by the Association of Experiential Education.

Program Coordinator: Laurie Gullion
Office: E116D, (413) 775-1126
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: Laurie Gullion
Office: E116D, (413) 775-1126

Paramedic

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>2</td>
</tr>
<tr>
<td>EMS 211 Paramedic Fieldwork Internships I</td>
<td>2</td>
</tr>
<tr>
<td>EMS 212 Paramedic Fieldwork Internships II</td>
<td>2</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 090; concurrent enrollment or prerequisite completion of BIO 108 or equivalent.

Legal requirements: Some clinical facilities require CORI (Criminal Offenders Record Information) checks. Students who fail to meet the requirements of GCC clinical affiliates will not be able to continue in the program.

Extra costs: paramedic students are required to purchase malpractice insurance, lab coats, and emblems. There are lab fees which cover the costs of ACLS, PALS and PHTLS certifications, disposable goods, and instructor/student ratios. Students are required to cover the costs associated with travel to and housing at a high-volume EMS system outside of New England for field rotations, as well as the cost of state and/or national certifying examinations.

Program Coordinator: Deborah Clapp
Office: D206, (413) 775-1628
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 196 Human 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 are a high school diploma or GED, English placement assessment at the college level, Math placement assessment beyond MAT 090 (or equivalent taken within the last five years with a minimum “C+” grade), and one course from the following list taken within the last five years with a minimum “C” grade: one year of high school/college preparatory biology, chemistry, or physics, or one semester of college biology, chemistry, physics, or 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 (413-582-3055).

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. 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, immunizations, a required physical, and nursing related graduation expenses (i.e., licensure application, NCLEX-PN exams, review course.) Students are responsible for their own transportation between campuses and clinical facilities.

Program Coordinator: Virginia Wahl
Office: VA Medical Center (413) 582-3055
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>CIS 140 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.

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: E132J, (413) 775-1488
Wellness & Fitness

(This certificate is not offered at this time and is currently undergoing review)

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 Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LED 156 Principles of Weight Training</td>
<td>1</td>
</tr>
<tr>
<td>LED 157 Aerobics</td>
<td>1</td>
</tr>
<tr>
<td>RLS 109 Leisure programming</td>
<td>4</td>
</tr>
<tr>
<td>RLS 119 Responding to Emergencies and Community CPR</td>
<td>3</td>
</tr>
<tr>
<td>RLS 163 Wellness for Life</td>
<td>3</td>
</tr>
<tr>
<td>RLS 180 Functional Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>RLS 200 Exercise Physiology</td>
<td>3</td>
</tr>
<tr>
<td>RLS 207 Recreational Sports/Fitness Administration</td>
<td>4</td>
</tr>
<tr>
<td>RLS 212 Practicum in Wellness and Fitness I</td>
<td>3</td>
</tr>
<tr>
<td>RLS 213 Practicum in Wellness and Fitness II</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>28</td>
</tr>
</tbody>
</table>

Program Coordinator: Theresa A. Boyce
Office: E132S, (413) 775-1123

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

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: E132J, (413) 775-1488
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</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>4</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 36

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

Program Directors:
Deborah Orre, Associate Dean for Health Occupations
Greenfield Community College Office: DC216, (413) 775-1627

Eileen McGowen, Chair, Geographic Information Systems Technology
Holyoke Community College
e-mail: 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 117 Introduction to the Human Body</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>CIS 110 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CIS 101 Computer Literacy or CIS 125 Internet Literacy</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 090 Basic Mathematics Skills</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>Behavioral Science Elective (any BC coded course)</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 31

Program Directors:  Deborah Orre, Associate Dean for Health Occupations  
                    Greenfield Community College Office: DC216, (413) 775-1627

Dave Baker, Chair, Pharmacy Tech Department  
Holyoke Community College (413) 552-2465  
email: 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>3</td>
</tr>
<tr>
<td>BIO 195 Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 196 Human 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 096 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>
</tbody>
</table>

TOTAL 26

* High School Chemistry or CHE 105 within five years and BIO 195 are prerequisites for BIO 196.

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: Deborah Orre, Associate Dean for Health Occupations
Greenfield Community College Office: DC216, (413) 775-1627

Cheryl Dorfman, Assistant Dean of Academic Affairs
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 195 Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>*BIO 196 Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>CIS 110 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CIS 125 Internet Literacy</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 095 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 195 are prerequisites for BIO 196.

Program Directors: Deborah Orre, Associate Dean for Health Occupations
Greenfield Community College Office: DC216, (413) 775-1627

Kathy Root, Chair, Radiologic Technology Program
Holyoke Community College (413) 552-2460
email: kroot@hcc.mass.edu
Service Learning

Service learning is a teaching method utilized by many of our faculty to assist students in bridging classroom theory with real life experience. Students volunteer in the community as part of an experience designed for them by their instructor. They receive academic credit for the experience within their coursework.

For more information, contact the coordinator of Cooperative Education/Service Learning at (413) 775-1113.

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 Co-op Ed seminar.

Three one-credit seminars are offered in cooperative education. Field experience credit awards range from 2–4 credits. They are listed in the course descriptions section (page 127). For more information or an application, call (413) 775-1112 or stop by to see us in our new office space in the East building, room 116B or 116C.

**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 associate 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 (East building, room 118); Group II, Humanities (Main building, room S322); or Group III, Math/Natural Sciences/Business (East building, room 123).

**Tech-Prep**

Greenfield Community College is a member of Tri-County Tech Prep, a consortium that includes 20 high schools and Holyoke Community College. The 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, articulation agreements have been developed 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 Tri-County Tech Prep are Agawam, Amherst, Dean Technical, Easthampton, Frontier Regional, Greenfield, Hampshire Regional, Holyoke High, Longmeadow, Mahar Regional, Mohawk, Northampton, Pioneer Regional, Smith Vocational Agricultural, South Hadley, Southwick High, Turners Falls, West Springfield, Westfield High, 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 the Tech Prep Coordinator or admission staff.
Credit Courses

Accounting, Office Administration, Anthropology, Art, American Sign Language, ... Women’s Studies
ACCOUNTING

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

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

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

ACC 131 Applications of Cost Accounting (X) 3 cr
A practical course for students who will be required to utilize financial information to prepare specialized reports for management decision-making. The emphasis is on applications for small non-manufacturing businesses.

Topics 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.
Prereq: ACC 122 and CIS 140

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

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

ACC 203 Management Accounting (X) 3 cr
Introduces the process of gathering and analyzing accounting data for use by managers in planning, decision-making, and controlling. Basic cost accounting concepts, cost-volume-profit relationships, capital investment decisions, and budgeting are studied. Use of Lotus 1-2-3 is included.
Prereq: ACC 122 or ACC 152
ACC 207  Financial Accounting Systems and Procedures (X)  3 cr
Designed as a final course in Financial Accounting for Accounting Associate majors. Emphasis is on internal control concepts and techniques as they apply to small and medium sized financial accounting systems. Topics covered include: an overview of flowcharting and basic internal controls in an accounting system, creation and indexing of work papers, complexities of bank reconciliations, using work sheets as a general ledger, conversion of a trial balance from a cash basis to the accrual basis, depreciation -schedules and controls, an overview of payroll accounting systems, and the completion of tax forms. Completion of two practice sets required. 
Prereq: ACC 112 or ACC 122

OFFICE ADMINISTRATION
ADM 106  Keyboarding for Information Processing (X)  1 cr
Introduction to basic keyboarding skill by touch. Using proper technique students learn to input specifically designed alphabetic information quickly and accurately. Additional topics include the basic vocabulary and concepts used in keyboarding operations. Laboratory suggested. 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

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

ANT 204 Discovering Culture: Adventures in the Field (BC) 3 cr
A hands-on approach to the study of culture through ethnographic fieldwork. The course covers reading and analysis of selected ethnographies with emphasis on learning about anthropology by going “into the field” and doing original work. Learning tasks focus on applied understanding of the culture concept by using various fieldwork methods, adapting to the field setting (selecting a cultural scene and making contact with informants), doing fieldwork (gathering and recording cultural data), and describing a culture (analyzing the data and writing a cultural description).
Prereq: ANT 104 and ENG 112, 114, or 116

ART

*ART 103 Art History I (HC) 3 cr
The vocabulary of art introduced through the study of contemporary art forms. Art of prehistory 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 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 131 or concurrently with ART 131 (Note: This course replaces ART 118.)

ART 141  Color (HL) 3 cr
An exploration of the perceptual characteristics of color. Students will develop sensitivity to color through direct visual experiences and practice. Emphasis is given to color mixing and interaction in application.
Prereq: ART 121, ART 131, or permission of instructor

ART 151  Introduction to Photography (HL) 3 cr
Introduction to basic camera operation, processing, and printing. Students must provide their own cameras, film, and paper. Processing and darkroom equipment furnished.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

ART 155  Introduction to Video (HL) 3 cr
An introduction to video as a visual medium with an emphasis on the development of basic conceptual, critical, and technical skills.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

ART 157  Animation (HL) 3 cr
An introduction to creating two-dimensional animation for multimedia, the World Wide Web, and as an art form unto itself. Using computer software, students learn basic principles and concepts for developing animated works and combining sound with animation.
Prereq: ART 161 or concurrent with ART 161; Recomm: ART 121, ART 141, ART 155

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 type via computers and electronic imaging software.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

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 225  Three-Dimensional Design II (HL) 3 cr
A continuation of ART 125, Three-Dimensional Design with emphasis on three-dimensional form in relation to site and space. Students use various materials, technologies, and design processes, and explore concepts through the process of drawing.
Prereq: ART 125 and ART 132

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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 235</td>
<td>Figure Drawing I: Anatomy and Structure (HL)</td>
<td>3 cr</td>
<td>ART 121 and ART 132, or permission of the instructor</td>
</tr>
<tr>
<td>ART 236</td>
<td>Figure Drawing II-A (HL)</td>
<td>3 cr</td>
<td>ART 132 and ART 235</td>
</tr>
<tr>
<td>ART 237</td>
<td>Figure Drawing II-B (HL)</td>
<td>3 cr</td>
<td>ART 236</td>
</tr>
<tr>
<td>ART 241</td>
<td>Painting I (HL)</td>
<td>3 cr</td>
<td>ART 236</td>
</tr>
<tr>
<td>ART 242</td>
<td>Painting II-A (HL)</td>
<td>3 cr</td>
<td>ART 132, ART 141</td>
</tr>
<tr>
<td>ART 243</td>
<td>Painting II-B (HL)</td>
<td>3 cr</td>
<td>ART 242</td>
</tr>
<tr>
<td>ART 251</td>
<td>Photography I-A (HL)</td>
<td>3 cr</td>
<td>ART 151</td>
</tr>
<tr>
<td>ART 252</td>
<td>Photography I-B (HL)</td>
<td>3 cr</td>
<td>ART 251</td>
</tr>
<tr>
<td>ART 255</td>
<td>Video I-A (HL)</td>
<td>3 cr</td>
<td>ART 155</td>
</tr>
<tr>
<td>ART 256</td>
<td>Video I-B (HL)</td>
<td>3 cr</td>
<td>ART 255</td>
</tr>
<tr>
<td>ART 261</td>
<td>Electronic Imaging (HL)</td>
<td>3 cr</td>
<td>ART 161 and ART 251</td>
</tr>
<tr>
<td>ART 263</td>
<td>Designing for the World Wide Web (HL)</td>
<td>3 cr</td>
<td>ART 161; Recomm: ART 121, ART 141, ART 151, ART 157, ART 265</td>
</tr>
<tr>
<td>ART 265</td>
<td>Multimedia Design I (HL)</td>
<td>3 cr</td>
<td>ART 161; Recomm: ART 121, ART 141, ART 151</td>
</tr>
<tr>
<td>ART 266</td>
<td>Multimedia Design II (HL)</td>
<td>3 cr</td>
<td>ART 157 and ART 265; Recomm: ART 121, ART 141, ART 151</td>
</tr>
</tbody>
</table>
ART 267 Three-Dimensional Modeling and Animation (HL) 3 cr
An introduction to the concepts and techniques of computer-based three-dimensional modeling and animation. Students use professional level 3D software to learn how to create complex forms and animations built up from simple shapes.
Prereq: ART 157 or permission of instructor

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 software.
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 8 GCC Art studio classes.

ART 290 Media Arts Seminar (HL) 3 cr
Designed for students nearing completion of their course work in the Media Arts programs. Working independently, each student produces a thematic body of work suitable for inclusion in a transfer or employment portfolio, or for exhibition purposes. Students work outside of class; students and faculty use regular class meetings for critical discussion and review of work.
Prereq: Completion of a minimum of three 200-level art studio courses, or permission of the instructor.

ART 291 Fine Arts Seminar (HL) 3 cr
Designed for students nearing completion of their course work in the Fine Arts programs. Working independently, each student produces a thematic body of work suitable for inclusion in a transfer or employment portfolio, or for exhibition purposes. Students work outside of class; students and faculty use regular class meetings for critical discussion and review of work.
Prereq: Completion of a minimum of three 200-level art studio courses, or permission of the instructor.

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
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 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 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.
Prereq: 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.
Prereq: 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.
Prereq: 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, BIO 117 or BIO 195.
Prereq: 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.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100
BIO 120  Introduction to Environmental Science (NC) 4 cr
Provides an overview of the principles of environmental sciences with the overall objective of increasing student awareness and understanding of regional, national, and global environmental issues. Students focus on environmental problems, ecological principles, human population, natural resources, environmental quality, pollution, biodiversity, and conservation.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

BIO 129  Pathology (NL) 3 cr
Surveys illnesses and injuries commonly found in clients seeking massage therapy.
Prereq: BIO 101 or BIO 105 or BIO 117 or BIO 119 or BIO 195

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

BIO 195  Human Anatomy and Physiology I (NC) 4 cr
A first semester of a comprehensive study of the anatomy and physiology of the human body, including biochemistry, cell anatomy and physiology, histology, the skeletal system, articulations, muscle anatomy and physiology, neurophysiology, the anatomy of the central and peripheral nervous systems, the anatomy and physiology of the special senses, and neural integration. Laboratory with animal tissue dissections is required. Credit can be granted for only one of the following courses: BIO 105, BIO 107, BIO 117, BIO 195.
Prereq: High school chemistry or CHE 105 within the past five years; placement beyond or satisfactory completion of COL 100 and ENG 100

BIO 196  Human Anatomy and Physiology II (NC) 4 cr
A second semester of a comprehensive study of the anatomy and physiology of the human body, including endocrinology, blood, cardiovascular anatomy and physiology, lymphatic system, immunity, respiratory anatomy and physiology, digestive anatomy and physiology, metabolism, urinary anatomy and physiology, fluid dynamics, reproductive anatomy and physiology, genetics, and development.
Laboratory required. Credit can be granted for only one of the two courses: BIO 106, BIO 196.
Prereq: BIO 195 or permission of instructor

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.
Prereq: BIO 101 or BIO 105 or BIO 107 or BIO 117 or BIO 195

BIO 281  Interpretation of Diagnostic Laboratory Tests (NL) 3 cr
The study of current information on commonly ordered laboratory tests. Includes normal values, background, test explanation, and clinical information. This course is intended for practitioners and students in the health care areas.
Prereq: BIO 196

BUSINESS

BUS 103  Introduction to Marketing (A) 3 cr
The distribution of goods and services from producer to consumer. Structure of marketing institutions, price determination and policies; consumer and industrial marketing, market research; legislation affecting marketing.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

BUS 105  Mathematics for Business (X) 3 cr
Designed to meet the needs of business students. Aims to provide the mathematical background for success in the study of finance, accounting, and other business subjects.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100; MAT 090 or placement by examination

BUS 107  Introduction to Federal Income Taxes (X) 3 cr
Designed to acquaint the student with the federal income tax system. Emphasis is on the basic concepts of income recognition, deductible business and non-business expenses, and special tax calculations. Identification of the tax issue and proper research techniques for solving tax problems also stressed.
Prereq: ACC 112 or ACC 122
BUS 109  Personal Finance (X)  3 cr
An introduction to the finances of the home. Topics include: auto loans and leasing, credit cards and fees, home mortgages—points, ARMs and fixed rates, health and life insurance, personal credit, bills, banking, and personal investing. Inexpensive PC-based home finance software will be used.
Prereq: None

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

BUS 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: BUS 119 or permission of instructor

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

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

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

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

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

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

BUS 203  Human Resources Management (A)  3 cr
Provides a practical approach to the tasks of recruiting, hiring, training, and compensating employees. Students will also study equal opportunity, motivation, health and safety, and labor relations.
Prereq: BUS 111

BUS 205  Principles of Management (A)  3 cr
Fundamentals of the management of organizations. Introduces students to the process of management, including decision making and the role of the individual. Emphasis on the functions of management.
Prereq: BUS 111; Recomm: PSY 101
BUS 213  Personal Selling and Sales Techniques (X)  3 cr
Equips the student with a firm foundation for a sales career. Attention to general principles of selling and to building skills essential in the workplace. Emphasis on the selling cycles.  
Prereq: BUS 103 or permission of instructor

BUS 214  Retail Management (X)  3 cr
A practical approach to managing a retailing organization, with an emphasis on current practices and trends. Students study selecting, purchasing, pricing, and selling policies for merchandise and services in stores and electronic retailing. The course stresses retail planning and decision making along with a focus on change and adaptation to change. Using case studies, students learn about selecting, purchasing, pricing, and selling policies.  
Prereq: BUS 103, BUS 111, or permission of instructor

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

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

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

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

CHE 201  Organic Chemistry I (NC)  4 cr
Introduction to the chemistry of carbon compounds. In-depth study of the structure, physical properties, and reactivity of alkanes, cycloalkanes, alkenes, alkynes, and conjugated unsaturated systems. Special topics integrated into the survey include conformational analysis, nucleophilic substitution, elimination reactions, electrophilic addition, and stereochemistry of chiral molecules. Lab required.  
Prereq: CHE 112

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

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

CIS 101  Computer Literacy  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. Graded credit/no credit.

Prereq: None

CIS 110  Introduction to Computers (L)  3 cr
A non-technical survey course in computers—what they are, what they can do, what they cannot do, how to use them, and what impact they have on society. Ideal for someone looking for a single course in computer literacy. Not designed to prepare for a career in computing, although it provides a background for a select group of computer information systems (CIS) 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 095 or equivalent

CIS 111  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. Graded credit/no credit.

Prereq: None

CIS 115  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 095 or equivalent

CIS 121  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 credit/no credit.

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

CIS 122  Applications of Spreadsheets (A)  1 cr
An introduction to the use of spreadsheets with applications in specific fields. Emphasis is on learning to design and build a spreadsheet, to produce reports, and to produce graphics. Students will use one of the standard spreadsheet programs such as Lotus 1-2-3, Microsoft Excel, or an equivalent program.

Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100; BUS 105 or MAT 096 or equivalent

Recomm: CIS 110, CIS 115, or equivalent

CIS 123  Database 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: CIS 110 or CIS 115

CIS 124  Graphics Applications (L)  1 cr
A non-technical view of computer graphics and survey of applications. Includes hands-on use of microcomputer-based graphics and plotting systems, input and output devices.

Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100; Recomm: CIS 110 or 115

CIS 125  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. Graded credit/no credit.

Prereq: None
CIS 140  Microcomputer Software Tools I (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 106, 111, or 113, or permission of instructor

CIS 141  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 CIS 140, Microcomputer Software Tools I, 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: CIS 140

CIS 142  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

CIS 145  Database Programming and Procedures (X)  3 cr
The student is introduced to database management and applications programming in a microcomputer database environment using Microsoft Access relational database. Students create, access, edit, update, and control a relational database using database tools and use the database inquiry tools Query by Example (QBE), SQL, and macro programming language. Database principles and concepts demonstrated and students apply them. Students gain hands-on experience using a current, Windows-based microcomputer database system. Topics include planning and designing a database, table normalization, creation and management of tables, forms, queries and reports, procedure automation using macros, changes to database and table design, and multi-user design considerations.
Prereq: ADM 106, CIS 150

CIS 150  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 096 or equivalent; ENG 101, 103, or 105 or concurrent enrollment

CIS 151  HTML and Web Page Design (X)  3 cr
A study of HTML programming language and the creation of the effective web pages for use on the Internet. Topics include creating web pages with HTML and with web page construction tools, managing files, administering web sites, and managing commerce on the web. Students create inter-active web pages, and complete an extensive final project.
Prereq: CIS 140, or CIS 150, or permission of instructor.
CIS 170  Introduction to Computer Maintenance (X) 3 cr
An in-depth coverage of microcomputer (PC) hardware design, operation, maintenance, troubleshooting and repair. The course provides thorough coverage of and hands-on experience with Intel-based microcomputers; the interaction between software and hardware in managing resources and controlling operation; components of the motherboard; optimization of the motherboard; support for I/O devices; and hard drive operations. Topics also include troubleshooting techniques which are useful to diagnose and correct a wide variety of PC problems. This is a hands-on course and requires extensive lab work.
Prereq: CIS 115, or CIS 140, or permission of instructor

CIS 180  Network Workstation Administration (X) 3 cr
Provides a basic working knowledge of installing, setting up, and administering workstations using a current operating system. Topics include installing and configuring workstations to operate on a variety of network topologies. Other topics include configuring protocols, security, sharing of resources, and allowing access to information. Students set up, debug, and troubleshoot actual workstation installations.
Prereq: CIS 115, or CIS 140, or a CIS major

CIS 181  Networking Principles and Techniques (X) 3 cr
An introduction to networking concepts, design essentials, media and hardware. Topics include coverage of the OSI and IEEE 802 models, network communications and protocols, network architectures, simple network operations, complex networks, network administration and support, enterprise and distributed networks, wide-area and large-scale networks, and network problem analysis and solution. Students complete hands-on lab experiences in the implementation of a variety of local area network designs and protocols.
Prereq: CIS 180

CIS 245  Advanced Database Programming (X) 3 cr
A continuation of CIS 145, Database Programming Procedures. The student begins with advanced macro design, then is introduced to Access Basic (a 4GL version of Microsoft Visual Basic for Windows) in conjunction with built-in database tools. This is used by the student to create custom applications using the Microsoft Access relational database. Students complete a database term project.
Prereq: CIS 145

CIS 250  Advanced Basic (X) 3 cr
A continuation of CIS 150, Programming Principles and Concepts. Students study additional command structures and coding techniques utilizing contemporary Basic software. The course emphasizes proper programming techniques and structure, and industrial practices. Teaching methodology includes lab activities, and problem solving, both individually and in small groups. Students complete extensive programming assignments.
Prereq: CIS 150 and CIS 145, or permission of instructor

CIS 251  Java Programming (X) 3 cr
A study of computer programming using the Java language. The course emphasizes proper programming techniques and structure, and industrial practices. Teaching methodology includes lab activities, and problem solving, both individually and in small groups. Students complete extensive programming assignments.
Prereq: CIS 150 or status as a second year engineering student

CIS 252  C++ Programming (A) 3 cr
A study of computer programming using the C++ language. The course emphasizes proper programming techniques and structure, and industrial practices. Teaching methodology includes lab activities and problem solving, both individually and in small groups. Students complete extensive programming assignments.
Prereq: CIS 150 or status of a second year engineering student

CIS 253  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 096 or equivalent, or permission of instructor
CIS 270  Advanced Computer Hardware Maintenance (X)  3 cr
A continuation of CIS 170, Introduction to Computer Maintenance. Hardware related topics include techniques for customizing a PC with internal and peripheral equipment; understanding and managing physical and virtual memory; and electricity and power supplies in PC’s. Software related topics include configuring and troubleshooting the Windows operating systems; and hard disk drive management and use of troubleshooting programs. Students learn methods and techniques used by professional PC technicians to diagnose and repair systems. This is a hands-on course and requires extensive lab work.
Prereq: CIS 170

CIS 280  Network Server Administration (X)  3 cr
Provides instruction in the installation, configuration, and management of a local area network server using current industry server software. Topics include installation of software, configuration of software and common services, protection of data, client requirements and setup, setting up groups and users, managing and securing access to server files, remote access, and other topics. Students complete extensive hands-on lab activities and homework.
Prereq: CIS 181

CIS 285  Managing Network Information Resources (X)  3 cr
Provides instruction in the installation, configuration, and management of system-wide electronic messaging exchange software. Topics include understanding system architecture and messaging protocols, installation of system software, communication and information transfer, managing users, setting up and managing clients, messaging server management, intersite connectivity and mail systems, system security, and other maintenance and connectivity issues.
Prereq: CIS 280

CIS 290  Systems Analysis and Design (X)  3 cr
An investigation and analysis of the methods and techniques used by the systems analyst in analyzing present systems, whether manual or automated systems. The systems development life cycle is followed, from feasibility study through implementation. A major portion of the course is a case study involving the design of a microcomputer-based system for inventory and accounts receivable for a small business.
Prereq: CIS 115 or CIS 150

CIS 292  Cooperative Work Experience in CIS (X)  1 to 3 cr
Supervised employment in a local organization which employs a computer in performing some tasks, combined with a seminar coordinating the employment situation with educational experience.
Prereq: Accumulation of at least 9 credits in CIS courses

COOPERATIVE EDUCATION

COE 297  Seminar in Cooperative Education I (X)  1 cr
Provides an opportunity to share work related experiences with fellow students and faculty as well as résumé writing, job interview skills, locating and contacting prospective employers, networking and selecting references, cover letters, and job search strategies. For more information or an application, call or stop by the Office of Cooperative Education in room E116B.
Prereq: ENG 101, 103, or 105; must meet with CoOp Ed staff before registering

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 E116B.
Prereq: COE 297; must meet with CoOp Ed staff before registering

COE 299  Seminar in Cooperative Education III (X)  1 cr
Provides an opportunity for students to discuss contemporary issues in the workplace; for exam-
ple, 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; must meet with CoOp Ed staff before registering

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: ENG101, 103, or 105

COE E98  Employment in Cooperative Education II (X) 2-4 cr

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

Prereq: COE E97

COE E99  Employment in Cooperative Education III (X) 2-4 cr

Provides a third semester of experiential learning for the co-op students. Students may opt to remain at the same worksite as COE E98 or explore the challenges of a new job site. In either case, new learning objectives are developed in order to maintain the challenge of a new practical learning experience. Student evaluations are conducted by worksite supervisors, and students are visited on site by co-op faculty coordinators.

Prereq: COE E98

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 process; the development of correctional philosophy, theory and practice; a description of institutional operation, programming and management; community-based correctional probation and parole. Field trips are required.

Prereq: CRJ 101 or permission of instructor

CRJ 113  Juvenile Justice Process (A) 3 cr

Definition of delinquent behavior, contributing social problems; adolescence as a subculture; the adjudication process of juveniles; philosophy and practice; treatment procedures.

Prereq: CRJ 101 or permission of instructor
CRJ 121  Criminology (A)  3 cr  
Deviant behavior as it relates to the definition of crime; crime statistics; theories of crime causation; crime typologies.  
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

CRJ 131  Social Issues in Criminal Justice (A)  3 cr  
Designed to increase personal, professional, and academic awareness on contemporary issues in the criminal justice system, this course provides students with opportunities to investigate social issues such as racism, sexism, and domestic violence. At the end of the course, students have personal and practical awareness of these issues and their effects in the criminal justice system.  
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

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

CRJ 209  Community Policing in the 21st Century (X)  3 cr  
Provides a practical understanding of the evolution and practice of community policing. The course examines the contrasts between traditional and community policing philosophies. Students are introduced to the skills necessary for the development of viable police/community partnerships. Through realistic exercises, students learn useful problem solving techniques which are a core element of the community policing strategy. Students also explore ethical issues in a community policing environment, obstacles to implementation, and future trends.  
Prereq: CRJ 105 or permission of instructor

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

CRJ 215  Field Experience (X)  3 cr  
An optional supervised field experience with an approved agency within the criminal justice system. The integration of classroom theory with practical experience. Placements are made at the discretion of the criminal justice faculty consistent with the policies of cooperating agencies.  
Prereq: CRJ 101, 103, or permission of instructor

CRJ 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

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. The course 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 may 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 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. Repertory 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

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

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

*DAN 116  Middle Eastern Dance I (HL)  3 cr
An introductory course in Middle Eastern Dance. Instruction includes the historical and social context in which the dance is traditionally performed, and general concepts of dance technique and practice. Students primarily
learn Middle Eastern “Belly Dance” which traditionally functions as a form of social dance and/or entertainment. The class also studies regional or national dances, such as Lebanese debke, and dance steps to the 9/8 and 6/8 rhythms of Turkey and Armenia.

Prereq: None

**DAN 117 Middle Eastern Dance II (HL) 3 cr**

A continuation of the study of the movements, steps, and aesthetics of Middle Eastern Dance within the historical and social context in which it is customarily performed. Students refine their ability to perform traditional movements with emphasis on personal expression, correct performance style and quality, the ability to respond appropriately to various tempos, rhythms and meters, and the ability to learn choreographed dances with/or to improvise. Video viewing and outside of class reading assignments augment in-class practice.

Prereq: DAN 116

*DAN 120 Dance in Culture (HC) 3 cr*

Designed to introduce students to dance as a universal element of human culture. Students learn how dance functions within different societies as celebration, religion and ritual, socialization and courtship, as well as performance. Through outside reading, video and film viewing, in-class discussion, and dancing, students gain an understanding of diverse dance traditions, including non-Euro-American forms.

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

**DAN 121 Dance History (HC) 3 cr**

Survey course of the major events in the history of western theatrical dance. Topics covered include: Renaissance court dance, Baroque dance, Romantic, Classical, and Neo-Classical Ballet; Diaghilev’s Les Ballets Russes; the emergence of modern dance in the 20th century; Black dance. Selected figures of dance history discussed, such as Louis XIV, Marie Taglioni, Isadora Duncan, Martha Graham, Katherine Dunham, George Balanchine. Class format includes lecture, outside reading and in-class video and film viewing.

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

**DAN 130 Choreography/Performance (HL) 3 cr**

A study of the theory and practice of choreography. Students create their own dances, both solo and group pieces. The course explores the use of a variety of musical styles as accompaniment for dance, as well as other forms of accompaniment such as text or poetry. Students refine and rehearse selected dances to be performed in the semester’s dance concert. Student choreographers gain practical experience in the complete production of their dances, such as selection of appropriate costume, music, and light effects.

Prereq: None; concurrent enrollment in a dance studio course

**DAN 201 Dance Repertory Group: Mixed Company (HL) 3 cr**

Allows membership in the GCC sponsored dance repertory group, Mixed Company. Students learn, rehearse, and perform dances in a variety of styles in area schools, community centers, and at special events. Students also assist in classes and lecture/demonstration and dance teaching. Outside of class rehearsal and performance are required. Course may be taken up to two times for credit.

Prereq: DAN 101 or 120. Concurrent enrollment in a dance studio course. Open to students by audition 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 113  Environmental Economics  
(BC)  3 cr  
Introduction to the contemporary problems of environmental quality. Economic analysis of the institutions and practices leading to pollution of air, water, and land resources. Study of alternative public policies for improving environmental quality. 
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

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

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

EDU 111  Introduction to Special Education (L)  3 cr  
Overview of development, physical, and behavioral disabilities; basic principles of intervention techniques; overview of legislation (Chapter 766) and its implications for the young child. 
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

EDU 121  Reading and Language for the Young Child (X)  3 cr  
Emphasizes the importance of effective communication and implements the belief that skills, abilities, and attitudes needed for such communication are identifiable and teachable. The integration of all the language arts into a curriculum for young children is stressed. 
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

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

EDU 133  Day Care Administration (X)  3 cr  
Explores all the intricacies of managing a center for young children; the children, the curriculum, the environment, personnel management and development, budget and funding, legal concerns, state and local regulations and working with the parents and the community to provide a sound program for young children. 
Prereq: EDU 201; Recomm: 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, Semiautomatic External Defibrillator (S/AED), acute illnesses, birth, and people in emergency situations. Students learn rescue extrication, transportation, communication, legal implication, and ambulance training. 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.

EMS 201  Paramedic I  (X)  5 cr
Introduces the EMT-Paramedic National Curriculum. Students study Paramedic roles, legal and ethical issues, rescue and other operational procedures, special situations, patient assessment and clinical decision-making. Restricted to Paramedic Certificate Majors. Prereq: Current EMT certification, successful passage of written and practical Basic skills test. Placement beyond or satisfactory completion of COL 100, ENG 100, MAT 090. Concurrent enrollment or completion of prerequisite BIO 108 or equivalent.

EMS 202  Paramedic II  (X)  2 cr
Introduces pharmacology and general principles of pathophysiology. The course emphasizes airway management principles and techniques of ventilation.
Prereq: Successful completion of EMS 201 and BIO 108

EMS 203  Paramedic III  (X)  8 cr
Integrate patient management skills with the range of medical and trauma situations encountered by paramedics. The course includes special considerations of neonatology, pediatrics, and geriatrics. The student receives Pre-Hospital Trauma Life Support (PHTLS) certification upon successful completion of course.
Prereq: Successful completion of EMS 202

EMS 204  Paramedic IV  (X)  8 cr
Focuses on adult and pediatric cardiac emergencies encountered by Paramedics. The course includes 3-lead and 12-lead dysrhythmia interpretation techniques and dysrhythmia management. The student receives Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS) certifications upon successful course completion.
Prereq: Successful completion of EMS 203

EMS 210  Paramedic Clinical  (X)  2 cr
Provides student with practice of invasive skills and patient management under the supervision and direction of licensed hospital staff. Students attend two class meetings and produce a research paper based on clinical experiences.
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 I  (X)  2 cr
Provides assignments with certified Paramedics. Students perform pre-hospital treatment under supervision.
Prereq: Successful completion of EMS 210
EMS 212  Paramedic Fieldwork Internship II (X) 2 cr
A continuation of fieldwork assignments with certified Paramedics. The course includes fieldwork rotation at a high-volume EMS system outside of New England. The student is eligible to take Massachusetts and National Registry qualifying examinations upon successful completion of the course.
Prereq: Successful Completion of EMS 211

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 107 or its equivalent; may be taken concurrently

EGR 103  Engineering Orientation (X) 1 cr
An introduction to the field of engineering. The work of the technician and his relationship to the engineer. Typical engineering projects.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

EGR 107  Engineering Graphics I (X) 3 cr
Introduction to engineering graphics concepts and applications. Lettering, scaling, orthographic projection, pictorials, sections, auxiliary views, dimensioning, tolerances, fasteners. Sketching and some instrument work employed. Introduction to computer-aided drafting included.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100; 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 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

ENGLISH

ENG 100  College Writing Strategies (D) 3 cr
Develops the writing strategies, critical thinking skills, research methods, and confidence required in English Composition I and other college-level courses. NOTE: This course does not satisfy the English Composition requirements of the college, and may not be used to fulfill associate degree credit requirements. A final grade of “D” will not be awarded in this course.
Prereq: None

COL 100  College Reading Strategies (D) 3 cr
Development of reading study skills for comprehension, vocabulary building, and critical reading. Techniques for effectively and efficiently obtaining information from reading materials, especially textbooks. This course may not be used to fulfill associate degree credit requirements; a final grade of “D” will not be awarded.
Prereq: None

COL 101  College Writing and Reading Strategies (D) 3 cr
Improvement of writing and reading skills, using each to reinforce the development of the other. Designed as a “bridge” between the ENG/COL 100 courses and college-level courses, although enrollment is not limited to people who have taken developmental cours-
es. 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 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  British 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  British 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 218  Technoculture (HC) 3 cr
A critical examination of technology and culture, with focus on current and potential impacts of emergent technologies including consideration of hypertext, electronic surveillance, cyber-communities, virtual reality, genetic engineering, and the future of education and work in the electronic age. The course includes traditional readings and use of electronic resources. 
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 sig-
nificance of horror in its larger social and cultural context.
*Prereq: ENG 112, 114, or 116. Note: This course does not fulfill the Liberal Arts literature requirement.

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

ENG 240 Special Topics in English (HC) 3 cr
A study of relevant topics in English not covered in the current selection of courses. The English Department will determine the topic each semester.
*Prereq: ENG 101, 103, or 105 and ENG 112, 114, or 116

ENG 241 Survey of Children’s Literature (HC) 3 cr
Wide reading of classic and current children’s literature, including the history and development of the various genre. Criteria for judging children’s books. Classroom techniques in early childhood education.
*Prereq: ENG 112, 114, or 116. Note: This course does not fulfill the Liberal Arts literature requirement.

ENG 243 Modern Poetry (HC) 3 cr
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 112, 114, or 116

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

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

ENG 253 Valley/American Literature (HC) 3 cr
Critical study of American literature from the Puritan period to the present with focus on the significant achievements of Valley writers. Exploration of the effects on their works of the geographical, social, and cultural environment of the Pioneer Valley. Writers studied include Jonathan Edwards, Emily Dickinson, Mark Twain, Robert Frost, and Archibald MacLeish.
*Prereq: ENG 112, 114, 116, or permission of instructor

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

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

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

ESL 103 Written English—Intermediate Level (X) 3 cr
Develops students’ writing skills for academic and professional use, such as 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 paper, reading and writing responses, essays, compositions, and grammar of advanced sentence structure. Writing and computer laboratories are required.
Prereq: ESL 103 or placement by examination

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

ESL 107  American English Grammar in Context (X) 3 cr
The study of intermediate-level grammar patterns in English, with focus on verb tenses and on 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 110  ESL Computer Training (X) 1 cr
Introduces English terms for basic keyboarding operations. Students develop techniques and concepts for word-processing using both Macintosh and IBM clone computers. ESL students begin to use electronic mail and learn how to find information on the Internet.
Prereq: Concurrent enrollment in ESL 103 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 116  Connections (Intermediate Listening) (X) 3 cr
Emphasizes development of intermediate level English vocabulary, pronunciation, and listening skills through viewing and class discussion of the ESOL video drama “Connect With English.” Course content includes basic aspects of North American culture such as career development, family responsibilities, and U.S. travel. Reading and writing activities provide additional language practice.
Prereq: Concurrent enrollment in ESL 112 or permission of instructor
ESL 122  Reading and Vocabulary—Advanced Beginners (X) 3 cr
Introduces strategies for improving reading comprehension, using the dictionary and expanding vocabulary. Students present oral and written book reports and focus on active reading of fiction and non-fiction on a variety of topics. Laboratory is required.
Prereq: Placement by examination

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

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

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

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; preplanning 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 Folklife (HC) 3 cr
An introduction to the materials and methods of American folklore studies with emphasis on specific areas of Valley folklife as evidenced in music, story, art, architecture, dance, customs and festivals, as well as in other manifestations or oral, customary, and material folk traditions. Students work on a class project examining a unique aspect of Valley folklife. 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 I (HC) 4 cr
Development of advanced writing and speaking skills. The course covers representative works of Francophone literature, available cultural readings and periodicals through class discussion and of oral and written assignments. The class is conducted in French.
Prereq: FRE 202 or equivalent, or permission of instructor

FRE 252 French Composition and Conversation II (HC) 4 cr
A continued development of advanced writing and speaking skills. The course covers representative works of Francophone literature, available cultural readings and periodicals through class discussion and of oral and written assignments. The class is conducted in French.
Prereq: FRE 251 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 geohistory of our region. Topics include rocks, minerals, rivers, glaciers, dinosaurs, continental drift, resources, and geologic hazards. Lab required. Credit granted for either GEO 103 or GEO 101-GEO 102.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100
GEO 104  Introduction to Oceanography (NC)  4 cr
The nature of the ocean realm—its physical, chemical, 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

HEALING ARTS

HAO 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 technique 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; imperial expansion and the progressive politics; crisis in the American Dream; The Great Depression and the New Deal; minorities and change; the roots of contemporary American foreign policy to Vietnam. Credit can be granted for HIS 106 or 108 but not for both.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

HIS 107  Valley/American History I (HC)  3 cr
Analysis and examination of major developments - political, social, economic - in American history from Colonial times to the Civil War period with the focus on the local and national levels. Emphasis on local resources. Credit can be granted for HIS 105 or 107 but not for both.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100
HIS 108  Valley/American History II  
(3 cr)  
Analysis and examination of major developments - political, social, economic - in American history from the latter part of the 19th century to the present with the focus on the local and national levels. Emphasis on local resources. Credit can be granted for HIS 106 or 108 but not for both.  
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

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

*HIS 123  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 128  Latin American History  
(3 cr)  
A survey of Latin American history from first encounters to the present. The course focuses on indigenous, Hispanic and Afro-Latino peoples, including the histories of conquest and colonization, independence and revolutionary movements, political and diplomatic development, economic and social organization, religion, culture, and the environment.  
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 131  Women in American History (HC)  3 cr  
A survey of women’s roles in American history emphasizing the social history of unknown as well as famous women of diverse ethnic and class backgrounds who helped shape life and culture in America from the Colonial period through the Revolutionary era, the Frontier movement, 19th Century political activism and urbanization, and the 20th century through reform movements and the global community.  
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100
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 095 Study Skills (D) 1 cr
Teaches academic success skills, including techniques for effective reading and remembering, increasing class involvement, preparing for tests, taking lecture notes, and managing time. This course may not be used to fulfill associate degree requirements. Course graded credit/no credit.

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 isolate their own stress responses, and to help them find appropriate stress reduction techniques within a lab setting.

Prereq: None

HUD 120 Issues in Wellness, Fitness, and Health (X) 1 cr
A series of seminars, lectures, and workshops designed to provide current information related to health and lifestyle concerns. Topics/content selected from such areas as fitness, nutrition, wellness, tobacco issues, substance abuse, attitudes, and preventive modalities.

Prereq: None

HUD 121 Applied Leadership Training (X) 1 cr
Fundamental leadership skills, problem-solving, decision-making techniques, and group process; college governance structure, principles of the planning process and budget preparation. Maximum two graded credits.

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

HUD 160  Mentoring (X) 1 cr
Designed to train students to be mentors learning how to help new students by providing guidance, counsel, and practical advice in negotiating the college experience.
Prereq: At least second semester student

HUMAN ECOLOGY
*HEC 101  Human Ecology: Problems and Solutions (BC) 3 cr
An introduction to basic concepts and principles in ecology including ecosystems, population, food production, energy, pollution, technology, and resource depletion. Focus is on people’s impact on the natural environment emphasizing current problems and alternative solutions to them.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

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

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

*HEC 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 150  The 24-Hour Outdoor Personal Growth Experience (X)  1 cr
A 24-hour back-country experience focused on the expansion of the individual’s awareness and sensitivity to his or her relationship with the environment through interpretation and participation in its cyclical rhythms. The course also includes in-class sessions. Course graded credit/no credit.
Prereq: None

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. Course graded credit/no credit.
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 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. Course graded credit/no credit.
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. Course graded credit/no credit.
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 interconnection with all of life. Course graded credit/no credit.
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 introduces the operation and maintenance of rechargeable solar equipment, independent living techniques and wind, biomass, hydrogen, and conservation strategies for heating and cooling. Course graded credit/no credit.
Prereq: None

HEC 201  Strategies for a Sustainable Future (BC)  3 cr
Expands on human ecology themes in analyzing historical, cultural, and socio-economic causes of the accelerating deterioration of global ecosystems. Examines global, national, and regional strategies for creating an ecologically sustainable future. Gives special attention to the strategic significance of direct individual actions in both lifestyle choices and democratic social change processes for achieving eco-system sustainability.
Prereq: ANT 104 or BIO 103 or HEC 101 or permission of instructor
HEC 251  Small Group Ecology: Project TEME Planning and Development (BL)  3 cr
Training in the use of and application of ecological concepts and principles in the planning and development of the annual Project TEME event schedule. Along with the project directors, students enrolled in HEC 251/252 as Project TEME supervisors form the administrative nucleus of the program. Provides an opportunity for students to participate in an organizational structure - the TEME Earth Guild - whose purpose is to conduct scientific research missions critical to the future of our planet. Based on a computer-integrated experiential approach, course is designed to increase ecological awareness and individual group leadership skills by focusing on learning about the dynamics of group behavior and adaptation in a controlled environment. Successful completion of this course does not guarantee admission to HEC 252.
Prereq: HEC 111 and permission of instructor

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

HEC 253  Eco-Action Seminar and Field Placement (BL)  3 cr
Provides experiential-based learning that enables the student to apply advanced human ecology principles and practices to selected “real life” environmental problems and practical sustainable living solutions. Through interactive seminars, self-directed learning projects, and supervised internships in area organizations students focus on local issues and answers. Students explore transfer options and career choices in environmental studies and human ecology.
Prereq: HEC 101 or permission of instructor

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

HSV 115  Interpersonal Skills and the Role of Helper in the Human Services Profession (BL)  3 cr
Introduces students to the roles and responsibilities of a helping relationship, and to the interpersonal skills needed to be an effective human services worker. The course includes a skills based component consisting of effective listening and communication, conflict resolution, mediation, and assertiveness.
Prereq: ENG 101, 103, 105 (or concurrent enrollment); and PSY 101 (or concurrent enrollment); and HSV 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

HSV 141  Chemical Dependency:  
Understanding Drug Use (BL) 3 cr
An examination of the nature of substance abuse and chemical dependency in society today. Topics studied include: commonly abused substances and their effects, physical symptoms and behavioral signs of substance abuse, stages of dependency, factors which influence chemical dependency, and personal and social influences.
Prereq: PSY 101 or concurrent enrollment

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

HSV 205  Contemporary Human  
Services Interventions (BL) 3 cr
A study of the contemporary therapeutic interventions used in the field of human services. This course introduces students to the use and effectiveness of interventions and includes cognitive therapy, behavioral therapy, crisis intervention, brief treatment, group work, child and family therapy, and mediation.
Prereq: ENG 101, 103, 105 (or current enrollment); PSY 101 (or current enrollment); HSV 101 (or current enrollment).

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

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

HUMANITIES

HUM 113  Introduction to the Pioneer  
Valley (HL) 3 cr
Overview of the geography, geology, history, and culture of the Pioneer Valley, with instruction in methods of research, including oral history and work in libraries, newspaper files, and museums. Field trips in the local area.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100
*HUM 119 Women in the Pioneer Valley (HL) 3 cr
Through historical and literary readings and original research, students explore the experience of women of the Pioneer Valley. Letters, diaries, journals, oral histories, fictional works, and other similar sources examined.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

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

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

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

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

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: None

LED 113  Basic Sailing (X)  1 cr
Designed to teach the fundamentals of recreational sailing with an emphasis on safety and enjoyment of the sport. Approved for American National Red Cross certification in Basic Sailing. Field trips are required.
Prereq: None

LED 115  Sailing Instructor (X)  2 cr
Designed to train and certify American National Red Cross Sailing Instructors; provides the knowledge, judgment, and teaching skills for training others in basic sailing. Field trips are required.
Prereq: Current American National Red Cross Basic Sailing Certificate

LED 117  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 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  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 backcountry of Franklin County and include a student-designed backpacking trip. Field trips are required.
Prereq: None
LED 143  Orienteering (X) 1 cr
Provides students with the skills of map reading and compass use. Hands-on training emphasized. Introduction to orienteering as a sport. Field trips are required.
Prereq: None

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

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

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

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

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

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

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

LED 164  Introduction to Racquet Sports (X) 2 cr
A survey of basic skills and techniques in a variety of racquet sports and games. Emphasis on rules, terminology, and strategy used during singles and doubles play. The value of racquetball, tennis, and other racquet sports as lifetime recreational skills emphasized.
Prereq: None

LED 165  Tennis (X) 1 cr
Basic tennis instruction, emphasis upon the proper development of different strokes. Rules and strategies of singles and doubles. Field trips are required.
Prereq: None

LED 167  Introductory Tae Kwon Do I (Karate) (X) 1 cr
A basic introduction to the Korean martial art of Tae Kwon Do-Moo Duk Kwan as it has evolved from its origins from Tae Kyun in approximately 57 BC. Emphasis is on familiarization with some Korean language, stretching exercises, calisthenics, punching, blocking, and kicking techniques, practical self-defense, hyung patterns of movement and exposure to some of the philosophical underpinnings of Tae Kwon Do.
Prereq: None

LED 168  Introductory Tae Kwon Do II (Karate) (X) 1 cr
Intermediate level skills and techniques of the Korean martial art of Tae Kwon Do-Moo Duk Kwan as it has evolved from its origins in Tae Kyun in approximately 57 BC. The emphasis is on familiarization with some Korean language, stretching exercises, calisthenics, punching, block, and kicking techniques, practical self-defense, hyung patterns of movement and exposure to some of the philosophical underpinnings of Tae Kwon Do.
Prereq: LED 167 or permission of instructor
LED 171  Yoga (X)  1 cr
An introduction to Hatha Yoga practice, including breath control, stretching, toning, and stress reduction. A wide range of classical yoga asanas (postures) are covered, including forward bends, backward bends, standing poses, inverted poses, balancings, and twists. Each session is an invigorating full-body workout. Students gain sufficient practical knowledge to sustain independent yoga practice.
Prereq: None

LED 172  Self-Defense for Women (X)  2 cr
Introduces physical and psychological skills necessary for self-defense. Involves learning the use of various parts of the body as weapons. Examines techniques of awareness necessary for prevention. Through meditation, discussion, and writing exercises, students learn to realize and overcome women’s psychological blocks to their own defense.
Prereq: For women only

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

LED 181  Basic Officiating (X)  1 cr
Provides the basic rules and procedures needed for officiating within informal settings. Includes basketball, volleyball, softball, baseball, soccer, tennis, and racquetball. Suitable for use on playgrounds, in YMCA’s, etc.
Prereq: None

LED 183  Ballroom Dancing (X)  1 cr
Designed to give physical enjoyment to participants through the performance of the specific rhythms and movements of smooth and Latin dancing and social satisfaction through group participation. The fundamentals of fox trot, waltz, swing, rumba, and tango are taught with an emphasis on dance positions, leading and following, and dance etiquette.
Prereq: None

LED 191  Recreational Dance (X)  1 cr
Designed to provide the opportunity to increase basic dance skills. Introduction to basic rhythms, folk, square, and social dances. Field trips are required.
Prereq: None

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

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

MASSAGE THERAPY

MTC 101  Professional Development (X)  3 cr
Addresses fundamentals of Massage Therapy practice from an overview of the dynamics of healing and well-being to aspects of stress management. Students develop practitioner skills for documentation of massage treatments for a broad range of clientele in private practice, medical, and volunteer settings.
Prereq: Placement beyond or satisfactory completion of COL 100, ENG 100, and MAT 090. 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 superficial muscle layers, their origins and insertions, with lectures, experiential exercises in palpation, and lab teams for building clay models of muscles. Students gain a strong kinesthetic and visual anatomical knowledge of the musculoskeletal system.
Prereq: Placement beyond or satisfactory completion of COL 100, ENG 100, and MAT 090. Acceptance into the Massage Therapy Program. Concurrent enrollment in MTC 101 and MTC 103

MTC 103  Massage Therapy I (X)  5 cr
Teaches fundamentals of classical circulatory Swedish massage; indications and contraindications of treatment; hygiene and self-care; conscious touch and centering skills. The course includes beginning evaluation skills for assessing soft tissue; reviews musculoskeletal systems; applies documentation skills in weekly practice sessions; and tracks feedback and professional interactive client skills. The course develops students’ palpatory and sen-
ory awareness skills through body mechanics and lab applications.
Prereq: Placement beyond or satisfactory completion of COL 100, ENG 100, and MAT 090. Acceptance into the Massage Therapy Program. Concurrent enrollment in MTC 101 and MTC 102

MTC 104  Massage Therapy II (X) 1 cr
Broadens Massage Therapy I fundamentals, deepens students' knowledge of circulatory massage, and expands technique base for addressing soft tissue dysfunction. A major focus is to increase student's palpatory and assessment skills by tissue listening, Trager-style rocking, and slow passive joint movement. Students begin adaptive massage techniques with pregnancy/sidelying positioning. This course also has a clinical massage component where students apply massage skills in a supervised massage clinic for the public. Students are evaluated on interviewing skills, intake, record keeping, and by feedback sessions with client and supervisor.
Prereq: MTC 101, 102, and 103

MTC 105  Professional Development/Worklife (X) 4 cr
Focuses on developing and maintaining client-practitioner relationships and communication skills from a self-assessment point of view. Students move from theoretical understanding to practical application in role playing, interviewing, assessment, and referral skills. The worklife component prepares students for business success. Topics include how to develop a business plan for self-employment and sub-contracting opportunities with research and marketing skills. This course addresses the legal, ethical, and regulatory concerns for practitioners.
Prereq: MTC 104; concurrent enrollment in MTC 106, 107, 108, and 109

MTC 106  Massage Therapy III (X) 3 cr
Uses the foundation of MTC 104 to develop further applied massage techniques. The course focuses integration of these skills into a comprehensive treatment plan and massage procedures. Techniques used include trigger point, deep tissue, seated chair, adaptive approaches for special populations, and applications of basic hydrotherapy to acute and chronic conditions. The course helps prepare students to apply critical thinking, assessment and clinical skills in massage clinics and in a service-learning internship.
Prereq:MTC 104; concurrent enrollment in MTC 105, 107, 108, and 109

MTC 107  Myology II (X) 2 cr
Further develops the study begun in Myology I by focusing on deeper muscle layers. Students develop a working knowledge of all muscle origins, insertions, and actions through muscle testing, and posture and gait analysis. The course deepens application of palpation skills to assess soft tissue injury.
Prereq: MTC 104; concurrent enrollment in MTC 105, 106, 108, and 109

MTC 108  Kinesiology for Massage Therapists (X) 3 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 201  Massage Therapy Advanced (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 clinic 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 (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 090 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. This course may not be used to fulfill associate degree credit requirements; final grade of “D” will not be awarded in this course.
Prereq: None

MAT 095 Introductory Algebra (D) 3 cr
An introductory algebra course which assumes a working knowledge of basic arithmetic. Students study topics that include the concept of a variable, negative numbers, properties of real numbers, numeric and algebraic expressions, polynomials, linear equations and inequalities in one variable, integer exponents and coordinate geometry. The course introduces graphing of two-variable equations. Students work with applications to help them understand and connect algebraic concepts to real world situations. This course may not be used to fulfill associate degree credit requirements; final grade of “D” will not be awarded in this course.
Prereq: MAT 090 or placement by examination

MAT 096 Intermediate Algebra (D) 3 cr
Develops algebra skills and a conceptual understanding of topics, and focuses on the relationship between algebraic, graphical and numerical approaches to solving problems. Students study topics that include linear equations and systems of equations, methods for solving problems, radicals and radical equations, quadratic equations and the quadratic formula, rational exponents and rational expressions. The course places emphasis on graphing in the Cartesian coordinate system with particular stress on graphing linear equations and systems of equations. Students work at times with calculators and/or computers. This course may not be used to fulfill associate degree credit requirements; final grade of “D” will not be awarded in this course.
Prereq: MAT 095 or placement by examination

MAT 107 College Algebra (NC) 4 cr
The study of functions. This course is a gateway to the study of higher level mathematics and a useful preparation for courses with quantitative content. Students investigate the principles, properties, and applications of several common types of functions from numerical, algebraic, and graphical perspectives and use these functions to model real world problems. Principle types include polynomial, rational, composite and inverse functions. The course also introduces exponential and logarithmic functions and briefly examines absolute value, root, step, and piecewise functions. Students use graphing calculators extensively.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100; MAT 096 or placement by examination

MAT 108 Precalculus (NC) 4 cr
A preparation for MAT 201 and the physical sciences. Students study principles, properties, and applications of functions and their graphs. They revisit functions introduced in MAT 107 and expand their knowledge of them. The course focuses heavily on circular trigonometric functions and introduces conic sections. Laboratory activities place particular emphasis on the use of functions to model real problems. Computers and/or graphing calculators are used to enhance the study of mathematics.
Prereq: MAT 107 or placement by examination

MAT 114 Introduction to Statistics (NC) 4 cr
An introduction to statistics that teaches broadly relevant concepts. Topics include but are not limited to graphical and numerical methods for summarizing data; linear regression and correlation; normal probability distributions; confidence intervals; statistical inference and hypothesis testing. Laboratory activities emphasize the analysis of real world data. Computers and/or graphing calculators are used to enhance the study of mathematics.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100; MAT 096 or placement by examination

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

Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100; MAT 095 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.

Prereq: 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.

Prereq: MAT 107 or placement by examination

**MAT 201 Calculus with Analytic Geometry I (NC) 4 cr**

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

Prereq: MAT 108 or placement by examination

**MAT 202 Calculus with Analytic Geometry II (NC) 4 cr**

A second semester theoretical and applied calculus course for students interested in mathematics, engineering, and the physical sciences. Students should have a conceptual understanding of differentiation and integration and a working knowledge of derivatives of a wide range of functions (including trigonometric and exponential). Students examine antiderivatives and definite integrals numerically, graphically, and algebraically and work with a wide range of applications. They study and model real-world situations with differential equations and use infinite series for approximation of functions. Computer software and graphing calculators are used in and out of class to apply and enhance the understanding of calculus concepts.

Prereq: MAT 201

**MAT 203 Multivariate Calculus (NC) 4 cr**

Vectors and solid analytic geometry. Functions of several variables. Partial derivatives with applications. Multiple integrals with applications. Line integrals. Green’s Theorem. The computer program MathCAD may be used to enhance the study of mathematics.

Prereq: MAT 202

**MAT 204 Elementary Differential Equations (NC) 4 cr**

Topics in ordinary differential equations to be considered include separation of variables, homogeneous equations, exact equations, differential operators, series solutions, and solution by Laplace transform. The methods are applied to problems from engineering, physics, and chemistry. The computer program MathCAD may be used to enhance the study of mathematics.

Prereq: MAT 203

**MAT 205 Elementary Linear Algebra (NC) 4 cr**

The study of matrices and vector spaces. Topics include the algebra of matrices, systems of linear equations, determinants, subspaces, linear independence, bases, linear transformations and their matrix representations, eigenvalues, eigenvectors, orthogonality, and applications to linear systems. Students gain significant computational experience with the use of computer software and/or calculators with linear algebra capabilities.

Prereq: MAT 202 or permission of instructor
MUSIC

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

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

MUS 102  Jazz Eras and Styles (HC)  3 cr
A survey of the evolution of jazz both from an historical and stylistic perspective. The styles illustrated include the origins of jazz from slave songs, marching band, and ragtime through New Orleans, Swing, and Modern Jazz, including the Avant-garde and Rock eras. The teaching methods focus on developing a discerning ear to better understand the different jazz eras and the unique characteristics of each jazz style.
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 includes individual or class meetings for instruments, voice, or ensembles. Emphasis is on technique, repertoire, memory, and interpretation. The Valley Community Music School provides the faculty for the Applied Music Program. Students are charged a lesson fee in addition to regular college fees and tuition. 1-credit courses are weekly 30 minute lessons; 2-credit courses are weekly one-hour lessons. Credit for classes and ensembles vary. Applied music courses may be repeated up to 4 times for credit. For answers regarding faculty, lesson, class, and ensemble schedules contact the Valley Community Music School at (413) 774-7701, or email at acfc@javernet.com. For answers regarding registration, payment of fees, course withdrawal, or course credit, contact the Registrar's Office at GCC at (413) 775-1808.
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 125  Jazz Ensemble (HL)  2 cr
Allows students to rehearse and perform in a variety of jazz styles including “Blues,” “Swing,” “Bebop,” and “Latin.” The course stresses improvisational skills as well as ensemble expertise. Two informal presentations and a final “Gala” concert conclude the course.
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

NURSING

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 adapt to stressors and on the basic skills needed to assist students in this process.
Prereq: CHE 105 or 111 or one year of high school chemistry (within 5 years); MAT 096 or equivalent; ENG 101, 103, or 105 or concurrent enrollment; PSY 101 or concurrent enrollment; BIO 195 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 BIO 196 or concurrent enrollment.

NUR 103  Fundamentals of Practical Nursing (X) 11 cr
Provides the basic principles of nursing care in classroom, laboratory, and clinical settings. Emphasis is on meeting basic needs of clients and families. 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 credit/no credit 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 Regents College Fundamentals of Nursing Associate Degree Level Examination.

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 credit/no credit 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 Regents College Fundamentals of Nursing Associate Degree Level Examination and Regents College Maternal and Child Nursing, Baccalaureate Degree Examination.

NUR 201  Adaptation to Illness: Medical-Surgical Nursing I (X)  8 cr
Designed to provide correlation between nursing theory and clinical practice. Emphasis is on assessment of the level of adaptation and the nursing process. Individual needs of patients located at some point on the health-illness continuum form a basis for the integration of pharmacology, nutrition, diet therapy, and interpersonal relationships into a developing framework of knowledge.
Prereq: NUR 101 and 102; BIO 106 or BIO 196; BIO 205 or concurrent enrollment

NUR 202  Adaptation to Illness: Medical-Surgical Nursing II (X)  9 cr
A continuation of NUR 201. Additional depth and breadth is provided, focusing on pathophysiology. Emphasis is on the mechanisms of adaptation and the use of the nursing process. Concepts of rehabilitation, the teaching/learning process, family and community psychodynamics, and nursing leadership are presented to provide a more comprehensive view of the nursing process and the ability to promote patient adaptation.
Prereq: NUR 201, NUR 203; BIO 205; ENG 112, 114, or 116 or concurrent enrollment; HUM elective or concurrent enrollment

NUR 203  Mental Health Nursing (X)  4 cr
Focuses on mental health nursing principles in the formulation of a therapeutic approach to patient care. People are viewed holistically as complex organisms in constant interaction with physiological and psycho-social stressors. The nurse is viewed as a facilitator of adaptation, using the nursing process to establish a plan of care based on an understanding of the individual, family, and society.
Prereq: NUR 101 and 102; BIO 106 or BIO 196; 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
OUTDOOR LEADERSHIP

NOTE: All OLP courses are graded on a credit/no credit 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 infield 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 Emergency Preparedness (X) 3 cr
Develops a student’s knowledge of and skills in wilderness medical responses, rescue, and evacuation with an emphasis on backcountry techniques. The course continues to build upon Wilderness First Responder skills.
through core skill reviews and field simulations. Additional field presentations and simulations develop an understanding of emergency responses for land and water-based outdoor adventure activities.

Prereq: OLP participants only; placement beyond or satisfactory completion of COL 100 and ENG 100; current Wilderness First Responder certification

OLP 124 Natural History for Outdoor Leaders (X) 2 cr

Provides an introduction to environmental studies with an emphasis on basic concepts useful to an outdoor leader. Field 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.

Prereq: OLP participants only; placement beyond or satisfactory completion of COL 100 and ENG100

OLP 127 Outdoor Adventure Skills II (X) 4 cr

Continues the development of core technical skills required in the outdoor adventure field. Students refine their backcountry travel skills and learn how to apply them in cold-weather environments. Skill areas include backcountry navigation, snowshoeing, winter mountaineering, and first aid. Students also participate in activities which address natural history and cultural history interpretation. Students must demonstrate specific competencies in core areas to obtain leadership ratings. Field trips are required.

Prereq: OLP participants only; successful completion of OLP 111

OLP 140 Rock Climbing Instructor (X) 2 cr

Develops students’ proficiency with the leadership and implementation of institutional top rope rock climbing. Students learn advanced skills of multi-pitch lead climbing. The 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.

Prereq: OLP participants only; successful completion of OLP 111 and OLP 120

OLP 141 Paddling Instructor (X) 2 cr

Builds upon the students’ flatwater and whitewater paddling experiences and introduces students to kayak touring and instruction. The course 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. Students who demonstrate specific competencies that meet the American Canoe Association criteria for canoeing instructor are awarded an ACA canoe instructor rating. Students must demonstrate specific competencies in kayak touring on inland waterways and the ocean to obtain an OLP leadership rating for kayak touring.

Prereq: OLP participants only; successful completion of OLP 111 and OLP 120

OLP 142 Nordic Skiing Instructor (X) 2 cr

An introduction to beginner and intermediate cross-country skiing skills and ski touring. It promotes an understanding of introductory cross-country skiing lessons so that students can develop their own programs. Emphasis is on the development of personal technical skills, technical knowledge, and instructional abilities. This course meets the Professional Ski Instructor of America requirements for instructor certification programs. Students must demonstrate specific competencies to obtain instructor certifications. Field trips are required.

Prereq: OLP participants only; successful completion of OLP 111 and OLP 120

OLP 143 Backcountry Travel Instructor (X) 2 cr

Prepares students to become proficient in the implementation and leadership of three season backcountry travel experiences. Basic core skills of trip planning, safety systems design, route development, and equipment begin in the classroom and are reinforced in the field. Students participate in a model canoe trip that is designed and led by the OLP core staff. Students then design and execute a backpacking trip. Student must demonstrate specific competencies to obtain leadership ratings.

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

OLP 175  Outdoor Adventure Education (X)  3 cr
Focuses on the philosophy, skills, and techniques of outdoor adventure activities and experiences, and using physical, mental, and social challenges as vehicles for individual confidence, group cooperation, and environmental awareness. Includes a range of activities including orienteering, ropes course, rock climbing, backpacking, 24-hour experience, environmental interpretation, nature-oriented activities, and outdoor education. Majority of the course takes place in the field with “hands-on experiences.” Participants can select from one of three concentrations: camp counselor/outdoor leader; teacher/human service personnel; parents/interested citizens. Prereq: OLP participants only; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 176  Winter Outdoor Adventure Education (X)  3 cr
Focuses on the philosophy, skills, and techniques of winter outdoor adventure activities and experiences, and using physical, mental, and social challenges as vehicles for individual confidence, group cooperation, and environmental awareness. Includes a range of activities including cross-country skiing, snowshoeing, winter camping, first aid and safety, winter ecology, nature-oriented activities, tracking, group building, and winter environmental interpretation. The majority of the course will take place in the field with “hands-on experiences.” Sequel to the summer adventure education course. Strenuousness of the course determined by the experience, interest, and needs of the participants. Prereq: Permission of instructor (must fill out health and information forms); placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 201  Individual Project in Outdoor Leadership I (X)  1 cr
 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 will be given to fashioning and modifying the design of programs to suit particular agency and population requirements. Optional Agency Internship. Work in selected public/private agencies.
Prereq: 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, top rope climbing, and rappelling. Participants will gain adequate experience to use the sport of rock climbing as a leisure time activity and as an assistant outdoor leader. Optional Rock Climbing Instructor Certification.
Prereq: OLP participants and/or permission of instructor; placement beyond or satisfactory completion of COL 100 and ENG 100
OLP 241  Intermediate and Advanced Flat Water Canoeing (X)  1 cr
Intermediate and advanced skills and techniques of modern flat water canoeing. Emphasis on safety and skill development for both tandem and solo paddling. Introduction to canoe tripping and transition skills for white water canoeing. Approved for American National Red Cross Basic Canoeing Certification. Optional Flatwater Canoe Instructor Certification.
Prereq: OLP participants and/or permission of instructor; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 242  Intermediate and Advanced Cross-Country Skiing (X)  1 cr
Intermediate and advanced instruction in the philosophy, skills, and techniques of cross country skiing and ski touring. Skill lab sessions stress consumer ski equipment, physical conditioning, care and repair of equipment, waxing, style and technique, and winter personal safety and first aid. Optional Nordic Ski Patrol Member.
Prereq: OLP participants and/or permission of instructor; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 243  Intermediate and Advanced Winter Camping (X)  1 cr
The skills, philosophy, and techniques of winter camping and cold weather travel. Emphasis on safety, winter hiking and camping techniques, shelter construction, and leadership considerations. Emphasis on winter mountaineering skills.
Prereq: OLP participants and/or permission of instructor; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 244  Intermediate and Advanced Survival Education (X)  1 cr
The skills and abilities of survival in the wilderness and the built environment. Focus upon shelter, food, direction finding, signaling, and the psychology of survival. Simulated solo survival situation in the backcountry.
Prereq: OLP participants and/or permission of instructor; placement beyond or satisfactory completion of COL 100 and ENG 100

OLP 245  Intermediate and Advanced White Water Canoeing (X)  1 cr
The skills, philosophy, and techniques of intermediate and advanced white water canoeing. Emphasis on safety, equipment selection and use, skill development, and fun in basic, intermediate, and solo canoeing in Class 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

OCCUPATIONAL THERAPY ASSISTANT

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

OTA 102  OT Intervention for People with Physical Limitations (X)  4 cr
An exploration of medical and psychological problems associated with various physical disabilities. Students develop an understanding of different assessments appropriate to the role of OTAs. Treatment planning with the client, caregivers, and other health professionals is included. Laboratory required.
Prereq: OTA 101, OTA 105; BIO 105 or BIO 195

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 or BIO 195
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.  
Prereq: OTA 102, OTA 106

OTA 203  OT Intervention for People Across the Lifespan (X)  4 cr  
A study of specific disabilities that occur throughout the lifespan. Upon successful completion of the course students have the ability to describe the various disabilities, and demonstrate appropriate occupational therapy techniques used in evaluating and treating clients. Laboratory required.  
Prereq: OTA 102, OTA 106

OTA 204  Level II Fieldwork  
Placement: Physical Disabilities (X)  9 cr  
An experiential-based learning module that gives the occupational therapy student an opportunity to put theory into practice in a supervised physical-disabilities setting. Students complete treatment planning, direct service, and documentation under the direction of an occupational therapist in various settings.  
Prereq: OTA 201, OTA 202, OTA 203

OTA 206  Level II Fieldwork  
Placement: Psycho-Social Limitations (X)  9 cr  
An experiential-based learning module that gives the occupational therapy student an opportunity to put theory into practice in a supervised psychiatric setting. Students complete treatment planning, direct service, and documentation under the direction of an occupational therapist in various settings.  
Prereq: OTA 201, OTA 202, OTA 203

PHILOSOPHY

PHI 103  Introduction to Philosophy (HC)  3 cr  
Introduction to the major, classical philosophical problems through a thematic approach. Emphasis on active, informal discussion of contemporary issues.  
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

PHI 104  Introduction to Ethics (HC)  3 cr  
Introduces the philosophical, theological, and theoretical foundations of ethics. The course surveys the range of applications in contemporary society including business, law, government, health care, and the media. It also examines specific issues such as distributive justice, capital punishment, Just War Theory, and cultural relativism.  
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100
**PHI 108  Western Religions (HC)  3 cr**

An introduction to the fundamental dimensions of religion and the central teachings and practices of Judaism, Christianity, and Islam. Through readings, site visits to and dialogues with practitioners, students explore how these religions shape both individual lives and modern societies.

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

**PHI 110  Eastern Religions (HC)  3 cr**

An introduction to the fundamental dimensions of religion and the central teachings and practices of Hinduism, Buddhism, and the religions of China and Japan. Through readings, site visits and dialogues with practitioners, students explore how these religions shape both individual lives and modern societies.

*Prereq: 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.

*Prereq: 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 bioethical problems, specifically issues of race, class, and gender.

*Prereq: 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.

*Prereq: ENG 101, 103, or 105 or permission of instructor*

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**PHYSICS**

**PHY 101  General Physics I (NC)  4 cr**

A non-calculus study of kinematics, mechanics, and heat for students with competence in algebra. Prepares students for further study in the fields of science, mathematics, and health professions. Use of mathematics and analytical writing is emphasized as two ways to describe and understand the physical world. Taught in the physics laboratory using a mixture of lecture, demonstration, discussion, and laboratory exercise.

*Prereq: MAT 107 or placement into MAT 108 or permission of instructor*

**PHY 102  General Physics II (NC)  4 cr**

A continuation of PHY 101, non-calculus treatment of the fields of light, electricity, and magnetism, and atomic and nuclear physics with some topics from modern physics. Lab required.

*Prereq: PHY 101 or permission of instructor*

**PHY 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*
POLITICAL SCIENCE

POL 101 American Politics (BC) 3 cr
American national government and politics. The principles, processes, and institutions which make up the American political system: constitutional framework; federalism; interest groups, parties, elections; Congress; the Presidency; the judicial system. Policy-making and contemporary problems. 
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

POL 103 Comparative Politics (BC) 3 cr
Political institutions and processes in Great Britain, France, Germany, and the former Soviet Union. Selective comparisons with non-European political systems. 
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

POL 105 International Politics (BC) 3 cr
Traditional principles of international relations and emerging new problems from a political perspective - population, environment, energy, natural resources, economic interdependence, rapid technological change. Provides a global context for dealing with new and developing international considerations. 
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

*POL 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 exploration and application of the major schools of personality theory: psychoanalytic, trait, biological and evolutionary, behavioral, cognitive, humanistic, relational, and sociocultural. 
Prereq: PSY 101. For HSV/LHS majors, HSV 101 is also required

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 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 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

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 the vehicles for these explorations.
Prereq: PSY 101

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

*PSY 259  The Psychology of Oppression (BC) 3 cr
This course is both experiential and didactic. It is designed to provide students with an understanding of the psychological causes and processes that are endemic to oppression. Our goals are to explore and understand the emotional reality of oppression as it presents itself in our day to day lives. We will explore the similarities and differences among sexism, ageism, classism, heterosexism, racism, antisemitism, other forms of ethnic oppression, and abelism. 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

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 (or concurrent enrollment in RLS 105), RLS 106, or permission of instructor

**RLS 109 Leisure Programming (X)  4 cr**

A comprehensive process-oriented course covering principles and methods of program development in the Recreation and Leisure Services field. Development of leadership/teaching skills and techniques facilitating leisure behavior theories of program development and provision of services. Field trips are required.

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

**RLS 111 Introduction to Outdoor Recreation (X)  4 cr**

The meaning and significance of outdoor recreation in contemporary society. Emphasizes planning, organizing, conducting, and evaluating programs and activities of outdoor recreation, outdoor education, and environmental education. Special concern for practical activities and experiences in the outdoor. Provides lab experiences, field trips, and leadership practice in the areas of nature-oriented activities, outing sports, and environmental education. Field trips and outings in the Connecticut River Valley and Central New England. Field trips, 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 121 Introduction to Youth and Adolescent Recreation Services (X)  3 cr**

Provides an understanding of youth and adolescent development and life cycle issues. The course explores the procedures of assessment, planning and implementation, and evaluation of Therapeutic Recreation programs. Students examine resources for programming with this population. Field trips required.

Prereq: ENG 101, 103, 105
RLS 131  Introduction to Therapeutic Recreation (X) 3 cr
Designed to provide an introductory foundation for further professional development in Therapeutic Recreation. The course provides a comprehensive study of the historical and philosophical development of Therapeutic Recreation and establishes a theoretical rationale for program development. Students participate in field visits, observations, and do focused work with established Therapeutic Recreation programs for practical application of course content.
Prereq: RLS 101; RLS 109 or concurrent

RLS 163  Wellness for Life (X) 3 cr
Designed to enhance awareness and knowledge of wellness issues. This course is geared toward the development and implementation of lifestyle behaviors to encourage more positive lifestyles and overall well-being. Possible topics may include: lifestyle choices, stress management, nutrition, weight control, physical activity, cardiovascular health, lifestyle diseases, smoking, substance misuse, and sexually transmitted diseases.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

RLS 180  Functional Anatomy (NL) 3 cr
Students will gain a fundamental understanding of human anatomy via touch: self massage and palpitations of such anatomical landmarks as bones, muscles, projections, and depressions. Students will learn by a hands-on, experiential focus of the human body in order to understand and utilize this information in a physical fitness field setting.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

RLS 200  Exercise Physiology (NL) 3 cr
Designed to enhance understanding of those aspects of anatomy and physiology most important to physical fitness and health. Study focuses 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, BIO 117, BIO 195, or RLS 180

RLS 207  Recreational Sports/Fitness Administration (X) 4 cr
Designed to develop programming and administrative competence in physical recreation/fitness/sports. Emphasis on organizing and conducting a comprehensive community sports program. Content includes: informal sport, club sport, competitive sport, guidance, supervision, planning, budgeting, marketing, public relations, risk management and liability, and evaluation. Field trips are required.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100; RLS major or permission of instructor

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

RLS 213  Practicum in Wellness and Fitness II (X) 3 cr
A continuation of RLS 212 with advanced application of competencies necessary for wellness and fitness leadership and programming. This course provides students with advanced preparation for the American College of Sports Medicine certifications.
Prereq: RLS 212 or permission of instructor

RLS 215  Field Practicum in Recreation and Leisure Services I (X) 4 cr
Combined seminar and experience in planning, organizing, conducting, and evaluating recreation programs in a local agency. Individual field placement.
Prereq: RLS 109, PSY 217 or PSY 233, or permission of instructor

RLS 216  Field Practicum in Recreation and Leisure Services II (X) 4 cr
Continuation of RLS 215. Advanced application of programming process. Field trips are required.
Prereq: RLS 215 or permission of instructor
RLS 233 Disabling Conditions and Medical Terminology: Implications for Therapeutic Recreation (X) 3 cr
Exposes students to a wide variety of disabling conditions and related medical terminology. The course introduces students to the challenges faced by persons with disabilities, and the implications for Therapeutic Recreation. Using a holistic model, students learn about disabilities or challenges with an emphasis on the physical, emotional, social, intellectual, and spiritual dimensions. The course includes in-class activities, field visits, and other experiential components.
Prereq: RLS 131 recommended

RLS 234 Management in Elder Recreational Services I (X) 4 cr
Provides the knowledge and skills necessary for practitioners to assume the management responsibilities of an activity department whose primary function is identifying and meeting the leisure needs of dependent elders. Topics include departmental responsibilities, program management, staff supervision, community relations. Course also includes a 45 hour supervised practicum completed concurrently at students’ work site. Successful completion of this course, along with RLS 235 meets all requirements for the National Certification Council for Activity Professionals’ Advanced Management Course.
Prereq: Successful completion of RLS 104, 105, 106, and 107 and current employment in a LTC or ADC Activity department or permission of the instructor.

RLS 235 Management in Elder Recreational Services II (X) 4 cr
Continuation of RLS 234. Includes a 45 hour supervised practicum completed concurrently at students’ work site.
Prereq: Successful completion of RLS 234 and current employment in a LTC or ADC Activity department or permission of instructor

RLS 251 Contemporary Trends and Issues Seminar (X) 3 cr
Explores in a seminar setting, contemporary trends and issues in recreation and leisure services. Students develop awareness of changing concepts of recreation and leisure and new dimensions in service delivery, and an understanding of controversial issues in the field today.
Prereq: RLS 101, RLS 109, or concurrent enrollment in RLS 104

SCIENCE

SCI 103 Astronomy (NC) 4 cr
Topics to be covered include the celestial sphere and the Copernican Revolution, stellar evolution, stellar observation and measurement, the HR diagram, novae, pulsars, black holes and the Big Bang, relativity and the shape of the universe. Mathematics content is minimal. Lab and evening observations required.
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 111 Survey of Science and Technology (NC) 3 cr
An introduction to selected principles, concepts, and technological applications in physics, chemistry, and biology. Students will construct these concepts through laboratory activities and gain an understanding of their relevance and relationship to the world around them.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100
*SCI 113 Women in Science and Technology (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, rethink laboratory experiments using 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 090

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

*SOC 201 Social Problems and Deviant Behavior (BC) 3 cr
Major types of deviant behavior in American society; description, theories of causation, and ramifications for the future.
Prereq: SOC 101

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

SPA 102 Elementary Spanish II (HC) 4 cr
Fundamentals of Spanish. Continued acquisition of language functions, vocabulary, structures, and culture through contextualized presentations, interactive activities, and extensive laboratory practice.
Prereq: SPA 101 or equivalent, or one year of high school Spanish, or permission of instructor

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.
Prereq: none; for native speakers of Spanish

SPA 111 Spanish Skills Practice I (X) 2 cr
An intensive immersion workshop conducted in Spanish. For students who have completed at least SPA 101 or who are returning to the study of Spanish. Using the material studied in SPA 101, students practice and internalize the basic building blocks of Spanish in listening, speaking, reading, and writing. Class time is spent on pair and small group work, drill, video, readings, and authentic materials.
Prereq: SPA 101 or equivalent or permission of instructor

SPA 112 Spanish Skills Practice II (X) 2 cr
An intensive immersion workshop conducted in Spanish for students who have completed at least SPA 102 or who are returning to the study of Spanish. Using the material studied in SPA 102, students practice in order to internalize the basic building blocks of Spanish in listening, speaking, reading, and writing.
Prereq: SPA 102 or equivalent, or permission of instructor

SPA 124 Spanish for Health Professionals (HL) 4 cr
Emphasizes the fundamentals of Spanish both for students seeking positions in health related fields and those already working in the professions. The course focuses on “survival” Spanish language skills and cross-cultural training for health professionals. The student develops their command of Spanish in specific job related areas. The course prepares par-
participants for those aspects of Hispanic/Latino cultures that 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.

Prereq: none

SPA 133 Spanish for Law Enforcement (HL) 3 cr
Emphasizes the fundamental of Spanish both for students seeking positions in law enforcement and those already working in the profession. The course focuses on “survival” Spanish language skills and cross-cultural training for law enforcement professionals. The student develops their command of Spanish in specific job related areas. The course prepares participants for those aspects of Hispanic/Latino cultures that have impact on their work. Much of the class is spent working in pairs and small groups role-playing situations that participants encounter on the job.

Prereq: none

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.

Prereq: 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.

Prereq: SPA 201 or equivalent, or permission of instructor

SPA 251 Spanish Composition and Conversation (HC) 3 cr
Development of advanced writing and speaking skills. Representative works of Hispanic literature, available cultural readings, and periodicals are the subject of class discussion and oral and written assignments. The class is conducted in Spanish.

Prereq: SPA 251 or equivalent, or permission of instructor

SPA 252 Spanish Composition and Conversation II (HC) 3 cr
Continued development of advanced writing and speaking skills. Representative works of Hispanic literature, available cultural readings, and periodicals are the subject of class discussion and oral and written assignments. The class is conducted in Spanish.

Prereq: SPA 251 or equivalent, or permission of instructor

SPEECH COMMUNICATION

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

Prereq: ENG 101, 103, or 105 or concurrent enrollment

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

Prereq: ENG 101, 103, or 105 or concurrent enrollment

*SPE 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 141  Interpersonal Communication (HL) 3 cr
Provides an opportunity for students to increase their ability to communicate effectively in daily interactions through the study of basic interpersonal communication concepts and the practice of speaking, listening, and conflict resolution skills. Students identify and analyze current communication patterns as a step toward increasing interpersonal competence.
Prereq: Placement beyond or satisfactory completion of COL 100 and ENG 100

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 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 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

THE 214  Fundamentals of Directing (HL) 3 cr
An introduction to the skills of play production with an emphasis on directing. The students study the concepts/requirements necessary to mount a full theatrical production. The final consists of a public performance of a play chosen, cast, and directed by the student.
Prereq: THE 113

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
# Full-Time Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brian Adams</td>
<td>Environmental Studies/Natural Resources</td>
<td>B.S., Cornell University; M.S., Antioch University</td>
</tr>
<tr>
<td>Federico I. Agnir</td>
<td>Speech Communication</td>
<td>B.A., University of Philippines; M.Div., Silliman University; M.A., Syracuse University; Ed.D., University of Massachusetts</td>
</tr>
<tr>
<td>Janet G. Balise</td>
<td>Office Administration</td>
<td>B.S., American International College; M.Ed., Boston University</td>
</tr>
<tr>
<td>Thomas W. Boisvert</td>
<td>Art</td>
<td>B.S., University of Southern Maine; M.Ed., Utah State University</td>
</tr>
<tr>
<td>Theresa A. Boyce</td>
<td>Recreation and Leisure Services</td>
<td>Certified Therapeutic Recreation Specialist (CTRS), A.S., Herkimer County Community College (SUNY); B.P.S., State University of New York, Brockport; M.S.W., University of Connecticut</td>
</tr>
<tr>
<td>John Bross</td>
<td>Art</td>
<td>B.S., M.S., Indiana University; M.F.A., University of Iowa</td>
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<tr>
<td>Lawrence H. Buell</td>
<td>Human Ecology</td>
<td>B.S., Springfield College; M.S., Pennsylvania State University; Ed.D., University of Massachusetts</td>
</tr>
<tr>
<td>Cristin L. Carpenter</td>
<td>English for Speakers of Other Languages</td>
<td>B.A., M.A., Ph.D., University of Michigan</td>
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<tr>
<td>Linda M. Cavanaugh</td>
<td>Mathematics</td>
<td>B.S., M.S., University of Massachusetts</td>
</tr>
<tr>
<td>Susan F. Childs</td>
<td>Practical Nursing</td>
<td>B.S.N., St. Anselm College; M.Ed., Westfield State College</td>
</tr>
<tr>
<td>Ruth Coopee</td>
<td>Occupational Therapy</td>
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</tr>
<tr>
<td>Nancy Craig-Williams</td>
<td>Nursing</td>
<td>R.N. Diploma, Buffalo General Hospital School of Nursing; B.S.N., College of Our Lady of the Elms; M.S.N., University of Massachusetts</td>
</tr>
<tr>
<td>Cheri Ducharme</td>
<td>Nursing</td>
<td>B.S., Fitchburg State College; M.S.N., University of Massachusetts</td>
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<tr>
<td>Beth Erviti</td>
<td>Biology</td>
<td>B.A., University of California at Santa Cruz; M.S., University of Massachusetts</td>
</tr>
<tr>
<td>Martha K. Field</td>
<td>Economics, Business</td>
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</tr>
<tr>
<td>Catherine M. Finnegan</td>
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<tr>
<td>Ann E. Forcier</td>
<td>Practical Nursing</td>
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</tr>
<tr>
<td>Ana M. Gaillat</td>
<td>Chemistry, Science</td>
<td>Chemistry Licenciateship, Buenos Aires University; M.S., Ph.D., University of Massachusetts</td>
</tr>
</tbody>
</table>
Jeffrey A. Galbraith  Business, Management  
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Anne M. Wiley  
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B.A., LeMoyne College; M.Ed., State University of New York; Ed.D., University of Massachusetts
<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Douglas Wilkins</td>
<td>Computer Information Systems</td>
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</tr>
<tr>
<td>A. Kenneth Wilson</td>
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<tr>
<td>Nancy T. Winter</td>
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</tr>
<tr>
<td>Thomas S. Young</td>
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</tr>
<tr>
<td>Stella Xanthakos</td>
<td>Criminal Justice</td>
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</tr>
<tr>
<td>David C. Bartlett</td>
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</tr>
<tr>
<td>Robert J. Cohen</td>
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<td>B.S., University of Pennsylvania; M.A.T., Smith College</td>
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<tr>
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<td>Technical Skills Workshops</td>
</tr>
<tr>
<td>112</td>
<td>Tech-Prep</td>
</tr>
<tr>
<td>31</td>
<td>Telecommunications Devices for the Deaf/Telephone Typewriter (TTY/TDD)</td>
</tr>
<tr>
<td>174</td>
<td>Theater Courses</td>
</tr>
<tr>
<td>21</td>
<td>Time Limitation Policy</td>
</tr>
<tr>
<td>6</td>
<td>To Apply</td>
</tr>
<tr>
<td>29</td>
<td>Transcripts</td>
</tr>
<tr>
<td>32</td>
<td>Transfer Commonwealth Compact</td>
</tr>
<tr>
<td>32-34</td>
<td>Transfer Services</td>
</tr>
<tr>
<td>7</td>
<td>Transfer Admission</td>
</tr>
<tr>
<td>14</td>
<td>Transportation</td>
</tr>
<tr>
<td>33</td>
<td>Tuition Advantage Program</td>
</tr>
<tr>
<td>11-14</td>
<td>Tuition and Fees</td>
</tr>
<tr>
<td>14</td>
<td>Tuition Refunds</td>
</tr>
<tr>
<td>13</td>
<td>Tuition Waivers</td>
</tr>
<tr>
<td>135</td>
<td>Tutoring Services</td>
</tr>
<tr>
<td>22</td>
<td>Undergraduate Students</td>
</tr>
<tr>
<td>18</td>
<td>Vermont Student Assistance (VSAC)</td>
</tr>
<tr>
<td>19</td>
<td>Veterans Benefits</td>
</tr>
<tr>
<td>30</td>
<td>Waiver of Academic Policy</td>
</tr>
<tr>
<td>13</td>
<td>Waiver, Tuition</td>
</tr>
<tr>
<td>2</td>
<td>Welcome to Greenfield Community College</td>
</tr>
<tr>
<td>105</td>
<td>Wellness &amp; Fitness Certificate</td>
</tr>
<tr>
<td>28</td>
<td>Withdrawal from the College</td>
</tr>
<tr>
<td>174</td>
<td>Women’s Studies Courses</td>
</tr>
<tr>
<td>88</td>
<td>Women’s Studies Degree</td>
</tr>
<tr>
<td>105</td>
<td>Word Processing Certificate</td>
</tr>
<tr>
<td>17</td>
<td>Work-Study</td>
</tr>
<tr>
<td>36</td>
<td>World Wide Web Address, Cover</td>
</tr>
<tr>
<td>36</td>
<td>Writing Assistance Program</td>
</tr>
</tbody>
</table>

Greenfield Community College Catalog 2000–2001
# Final Exam Schedule

(Updated Daily)

## Fall Semester, 2000

<table>
<thead>
<tr>
<th>Normally Meets</th>
<th>Your Exam will be held</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday, 12/18, at</strong></td>
<td></td>
</tr>
<tr>
<td>M, W, F  7-7:50</td>
<td>7:00 a.m.</td>
</tr>
<tr>
<td>M, W, F  9-9:50</td>
<td>9:15 a.m.</td>
</tr>
<tr>
<td>M, W, F  10-10:50</td>
<td>11:30 a.m.</td>
</tr>
<tr>
<td>T &amp; Th  11-12:15</td>
<td>1:45 p.m.</td>
</tr>
<tr>
<td>M, W, F  2-2:50</td>
<td>4:00 p.m.</td>
</tr>
</tbody>
</table>

| **Tuesday, 12/19, at**          |                        |
| T & Th  7-8:15                  | 7:00 a.m.              |
| M, W, F  8-8:50                 | 9:15 a.m.              |
| T & Th  9:30-10:45              | 11:30 a.m.             |
| T & Th  12:30-1:45              | 1:45 p.m.              |
| T & Th  2-3:15                  | 4:00 p.m.              |

| **Wednesday, 12/20, at**        |                        |
| T & Th  8-9:15                  | 8:00 a.m.              |
| M, W, F  11-11:50               | 10:30 a.m.             |
| M, W, F  1-1:50                 | 1:00 p.m.              |
| Open Exam Period                | 3:30 p.m.              |

## Spring Semester, 2001

<table>
<thead>
<tr>
<th>Normally Meets</th>
<th>Your Exam will be held</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuesday, 5/15, at</strong></td>
<td></td>
</tr>
<tr>
<td>M, W, F  8-8:50</td>
<td>8:00 a.m.</td>
</tr>
<tr>
<td>T &amp; Th  11-12:15</td>
<td>10:30 a.m.</td>
</tr>
<tr>
<td>T &amp; Th  2-3:15</td>
<td>1:00 p.m.</td>
</tr>
<tr>
<td>Behavioral Sci. (Multiple Sections)</td>
<td>3:30 p.m.</td>
</tr>
</tbody>
</table>

| **Wednesday, 5/16, at**         |                        |
| M, W, F  7-7:50                 | 7:00 a.m.              |
| M, W, F  10-10:50               | 9:15 a.m.              |
| Special Times Courses          | 11:30 a.m.             |
| M, W, F  1-1:50                 | 1:45 p.m.              |
| Mathematics (Multiple Section) | 4:00 p.m.              |

| **Thursday, 5/17, at**          |                        |
| T & Th  7-8:15                  | 7:00 a.m.              |
| T & Th  9:30-10:45              | 9:15 a.m.              |
| M, W, F  11-11:50               | 11:30 a.m.             |
| T & Th  12:30-1:45              | 1:45 p.m.              |
| Humanities (Multiple Sections) | 4:00 p.m.              |

| **Friday, 5/18, at**            |                        |
| T & Th  8-9:15                  | 8:00 a.m.              |
| M, W, F  9-9:50                 | 10:30 a.m.             |
| M, W, F  2-2:50                 | 1:00 p.m.              |
| Business (Multiple Sections)    | 3:30 p.m.              |
2000-2001 Academic Calendar

**Fall Semester 2000**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 30</td>
<td>Open Registration</td>
</tr>
<tr>
<td>Aug 31</td>
<td>New Student Orientation</td>
</tr>
<tr>
<td>Sep 1</td>
<td>Professional Day</td>
</tr>
<tr>
<td>Sep 4</td>
<td>Labor Day</td>
</tr>
<tr>
<td>Sep 5</td>
<td>Day classes begin</td>
</tr>
<tr>
<td>Sep 6</td>
<td>Evening classes begin</td>
</tr>
<tr>
<td>Sep 12</td>
<td>Last day to add day and evening classes</td>
</tr>
<tr>
<td>Sep 15</td>
<td>Weekend College classes begin</td>
</tr>
<tr>
<td>Sep 19</td>
<td>Last day to withdraw from credit courses</td>
</tr>
<tr>
<td>Oct 4</td>
<td>&quot;P&quot; grades converted to &quot;F&quot;</td>
</tr>
<tr>
<td>Oct 9</td>
<td>Columbus Day - no day classes, evening</td>
</tr>
<tr>
<td>Oct 10</td>
<td>Day classes follow a Monday schedule</td>
</tr>
<tr>
<td>Oct 16</td>
<td>Last day to withdraw - no record</td>
</tr>
<tr>
<td>Nov 10</td>
<td>Day classes follow a Tuesday schedule</td>
</tr>
<tr>
<td>Nov 15</td>
<td>Deficiency notice due</td>
</tr>
<tr>
<td>Nov 13</td>
<td>Spring registration for current students</td>
</tr>
<tr>
<td>Nov 16</td>
<td>Last day to withdraw - &quot;W&quot;</td>
</tr>
<tr>
<td>Nov 22</td>
<td>No evening classes</td>
</tr>
<tr>
<td>Nov 25-26</td>
<td>Thanksgiving Breaks - no day or evening classes</td>
</tr>
<tr>
<td>Dec 10</td>
<td>Last day Weekend College classes/Final</td>
</tr>
<tr>
<td>Dec 15</td>
<td>Last day of day and evening classes</td>
</tr>
<tr>
<td>Dec 19</td>
<td>Final Exams</td>
</tr>
<tr>
<td>Dec 22</td>
<td>Final grades due by 3:00 p.m. to the Student Services office</td>
</tr>
</tbody>
</table>

**Spring Semester 2001**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 2</td>
<td>Open Registration - January Intersession</td>
</tr>
<tr>
<td>Jan 4</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Jan 11</td>
<td>Last day to add classes</td>
</tr>
<tr>
<td>Jan 15</td>
<td>Martin Luther King, Jr. Day - no classes</td>
</tr>
<tr>
<td>Jan 20</td>
<td>Last day to withdraw - &quot;W&quot;</td>
</tr>
<tr>
<td>Jan 24</td>
<td>Last day of classes/Final Exams</td>
</tr>
<tr>
<td>Jan 26</td>
<td>Final grades due by 11:00 p.m. to the Student Services office</td>
</tr>
<tr>
<td>Jan 30</td>
<td>Last day to withdraw - no record</td>
</tr>
<tr>
<td>Jan 31</td>
<td>Deficiency notice due</td>
</tr>
<tr>
<td>Feb 6</td>
<td>Weekend College classes begin</td>
</tr>
<tr>
<td>Feb 9</td>
<td>Last day to withdraw from credit courses</td>
</tr>
<tr>
<td>Feb 10</td>
<td>&quot;P&quot; grades converted to &quot;F&quot;</td>
</tr>
<tr>
<td>Feb 16</td>
<td>Last day to withdraw - no record</td>
</tr>
<tr>
<td>Mar 20</td>
<td>Spring Breaks - no day or evening classes</td>
</tr>
<tr>
<td>Apr 9</td>
<td>Final registration for current students</td>
</tr>
<tr>
<td>Apr 13</td>
<td>Last day to withdraw - &quot;W&quot;</td>
</tr>
<tr>
<td>Apr 16</td>
<td>Patrick's Day - no day classes; evening classes meet as scheduled</td>
</tr>
<tr>
<td>Apr 20</td>
<td>Thanksgiving Breaks - no day or evening classes</td>
</tr>
<tr>
<td>May 4</td>
<td>Last day Weekend College classes/Final</td>
</tr>
<tr>
<td>May 9</td>
<td>Last day of evening classes</td>
</tr>
<tr>
<td>May 14</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>May 15-18</td>
<td>Final Exams</td>
</tr>
<tr>
<td>May 25</td>
<td>Final grades due by 3:00 p.m. to the Student Services office</td>
</tr>
<tr>
<td>May 31</td>
<td>Commonwealth</td>
</tr>
</tbody>
</table>

**Spring Session I - 2001**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 16</td>
<td>Final Registration - Spring Session I</td>
</tr>
<tr>
<td>May 22</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>May 23</td>
<td>Last Day to Add Credit Classes</td>
</tr>
<tr>
<td>May 24</td>
<td>Last Day to Withdraw from Credit Courses/NV, tuition refund</td>
</tr>
<tr>
<td>May 28</td>
<td>Memorial Day - no day or evening classes</td>
</tr>
<tr>
<td>May 31</td>
<td>Last Day to Withdraw - no record</td>
</tr>
<tr>
<td>Jun 5</td>
<td>Deficiency Notice Due</td>
</tr>
<tr>
<td>Jun 12</td>
<td>Last Day to Withdraw - &quot;W&quot; - credit classes</td>
</tr>
<tr>
<td>Jun 22</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>Jun 27</td>
<td>Final grades due by 3:00 p.m. to the Student Services office</td>
</tr>
</tbody>
</table>

**Summer Session I - 2001**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun 27</td>
<td>Final Registration - Summer Session II</td>
</tr>
<tr>
<td>Jul 2</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Jul 3</td>
<td>Last Day to Add Credit Classes</td>
</tr>
<tr>
<td>Jul 4</td>
<td>Independence Day - no day or evening classes</td>
</tr>
<tr>
<td>Jul 6</td>
<td>Last Day to Withdraw from Credit Courses/NV, tuition refund</td>
</tr>
<tr>
<td>Jul 12</td>
<td>Last Day to Withdraw - no record</td>
</tr>
<tr>
<td>Jul 18</td>
<td>Deficiency Notice Due</td>
</tr>
<tr>
<td>Jul 24</td>
<td>Last Day to Withdraw - &quot;W&quot; - credit classes</td>
</tr>
<tr>
<td>Jul 25</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>Aug 3</td>
<td>Final grades due by 11:00 p.m. to the Student Services office</td>
</tr>
</tbody>
</table>

**Spring Session II - 2001**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun 27</td>
<td>Final Registration - Summer Session II</td>
</tr>
<tr>
<td>Jul 2</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Jul 3</td>
<td>Last Day to Add Credit Classes</td>
</tr>
<tr>
<td>Jul 4</td>
<td>Independence Day - no day or evening classes</td>
</tr>
<tr>
<td>Jul 6</td>
<td>Last Day to Withdraw from Credit Courses/NV, tuition refund</td>
</tr>
<tr>
<td>Jul 12</td>
<td>Last Day to Withdraw - no record</td>
</tr>
<tr>
<td>Jul 18</td>
<td>Deficiency Notice Due</td>
</tr>
<tr>
<td>Jul 24</td>
<td>Last Day to Withdraw - &quot;W&quot; - credit classes</td>
</tr>
<tr>
<td>Jul 25</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>Aug 3</td>
<td>Final grades due by 11:00 p.m. to the Student Services office</td>
</tr>
</tbody>
</table>

**Spring Semester II - 2001**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 3</td>
<td>Final Registration - Summer Session II</td>
</tr>
<tr>
<td>Aug 7</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Aug 8</td>
<td>Last Day to Add Credit Classes</td>
</tr>
<tr>
<td>Aug 9</td>
<td>Independence Day - no day or evening classes</td>
</tr>
<tr>
<td>Aug 11</td>
<td>Last Day to Withdraw from Credit Courses/NV, tuition refund</td>
</tr>
<tr>
<td>Aug 17</td>
<td>Last Day to Withdraw - no record</td>
</tr>
<tr>
<td>Aug 18</td>
<td>Deficiency Notice Due</td>
</tr>
<tr>
<td>Aug 24</td>
<td>Last Day to Withdraw - &quot;W&quot; - credit classes</td>
</tr>
<tr>
<td>Aug 25</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>Aug 31</td>
<td>Final grades due by 11:00 p.m. to the Student Services office</td>
</tr>
</tbody>
</table>

Advising codes

An advising code appears in parentheses at the end of each course title. You should refer to this code in selecting appropriate courses to fulfill your particular program requirements, and to fulfill the requirements of the Commonwealth Transfer Compact (see page 131), including the University of Massachusetts’ diversity requirement (courses with an asterisk). “Liberal Arts” comprises those areas of study listed under the humanities, the behavioral and social sciences, and mathematics and the natural sciences, as opposed to the study of professional or technical subjects. Our advising codes are as follows:

A Career courses that may be used as liberal arts electives in programs of study leading to the Associate of Arts degree (Liberal Arts and Business Administration Transfer), but not as liberal arts electives in any other program.

These courses provide theoretical foundations for career fields, but, by the breadth of their course materials, they also serve to increase students’ knowledge of, and appreciation for, contemporary culture.

B Behavioral science/social science courses (anthropology, economics, human ecology, political science, psychology, sociology).

C Liberal arts courses that may be used to fulfill core requirements for the Associate of Arts degree or as liberal arts electives in any other program.

These courses provide comprehensive, non-specialized study within the typical liberal arts disciplines: the humanities, the behavioral and social sciences, and mathematics and the natural sciences.

D Courses emphasizing the improvement of basic reading, writing, mathematical, and study skills.

These courses may not be used to fulfill associate degree requirements. A final grade of D will not be awarded in these courses (A, A-, B, B+, B-, C+, C, C-, F and grades awarded).

E English Composition I (ENG 101, 103, 105) and English Composition II (ENG 102, 104, 106)

H Humanities/fine arts courses (art, English, folklore, foreign languages, history, humanities, journalism, music, philosophy, speech, theater).

L Liberal arts courses that may be used as liberal arts electives in any program, but not as core courses for the Associate of Arts degree.

These courses provide focused, concentrated study within the typical liberal arts discipline.

N Natural science/math courses (biology, chemistry, environmental science, geology, mathematics, physics, science).

P SPE 101, Oral Communication: Public Speaking; SPE 102, Oral Communication: Group Discussion; and SPE 103, Oral Communication: Intercultural Communication.

X Courses whose subject matter emphasizes technical career skills, personal growth, or leisure education.

They may be used as general electives in any program. A maximum of 12 "X" credits (including a maximum of four in leisure education) is allowed toward the credits required for the Associate of Arts degree.