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.

Greenfield Community College
One College Drive
Greenfield, Massachusetts 01301-9739

Phone: (413) 775-1000
Fax: (413) 775-1827
TTY/TDD: (413) 774-2462
www.gcc.mass.edu
ABOUT THE COVER

The cover of this edition of the Catalog includes words and images that represent Greenfield Community College’s strong resolve to continue fulfilling its mission. The College embraces its responsibility for the future success of individual students and the greater community it serves. If the College can see so far into the future, it is because it stands on its four decade tradition of providing excellence in teaching and learning in the liberal and practical arts and sciences. The College maintains its commitment to open access to all for the opportunity to participate in the free exchange of ideas in a compassionate environment which promotes intellectual and cultural diversity.
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WELCOME

On behalf of the faculty and staff, I want to welcome you to Greenfield Community College.

Whether your goal is to transfer to earn a baccalaureate degree, to graduate with your career opportunities enhanced, or to take courses for personal fulfillment, we are so very pleased that you chose GCC. Ultimately, our goal is to equip you with the knowledge and skills necessary to achieve your dreams.

GCC has a rich tradition of academic excellence. The faculty and staff of this college are committed to the development of each and every student who attends. We are proud of the learning environment that we create for all who access the college. As a relatively small college we have the opportunity to get to know all of our students. You are much more than a number at GCC. The learning process is a challenging one. Our faculty will ask you to stretch old muscles and develop new ones. It will take courage, patience, and persistence on your part, but GCC also has a rich tradition of student success. We welcome you to that proud tradition.

Sincerely,

[Signature]
General Information

History
Mission
Accreditation
Admission
Tuition and Fees
Financial Aid
Grades and
Academic Progress
Individual Rights
Services to Students
OUR HISTORY

Greenfield Community College is located in the beautiful and historic Pioneer Valley of western Massachusetts, between the foothills of the Berkshire Mountains and the fertile farmland of the Connecticut River watershed.

The College was founded in 1962 by visionary citizens of the community who saw how a community college would enhance the quality of life and offer opportunities for growth to the people of Franklin County and surrounding areas, even including counties of southern Vermont and New Hampshire.

In our first year we enrolled just more than 100 students who attended classes in an old elementary school, a former factory and a remodeled warehouse in the center of Greenfield. The school grew rapidly and we moved to our main campus in the rolling farmland of “The Meadows” area of Greenfield in 1974. Today, the annual fall enrollment of the College exceeds 2,300 students.

The College expanded further by opening the Downtown Center in 1995, where the Greenfield Community College Foundation, Community Services, and the nursing and health occupation programs are located. As growth continued, a new “East” building was constructed on the main campus in 1999 that houses state-of-the-art dance class facilities, the fitness center, laboratories, classrooms and offices.

GCC is the smallest of the 15 community colleges in the Massachusetts higher education system, known for the caring and supportive attitude of the faculty and staff, and for the broad support it enjoys from the surrounding community. We are fully accredited by the New England Association of Schools and Colleges, and we work closely with bachelor degree granting colleges of the Massachusetts public higher education system, including the University of Massachusetts, and with private colleges and universities, which enables us to offer diverse transfer opportunities to our students.

The career programs offered by the College prepare our students to enter the work force or update their skills, while credit-free workshops and seminars are offered for personal enrichment.

Day, evening and weekend classes are offered so that students who need a flexible academic schedule can be served.
OUR MISSION

The College serves an academically, economically, and culturally diverse student population primarily from Franklin and Hampshire counties in Massachusetts, and from southern Vermont and New Hampshire. GCC offers associate degrees for students planning to transfer to four-year colleges as well as 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.

This, then, is our mission:

- 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 into a knowledge-based economy and to prepare our students to live and work in the emerging global society
WE ARE FULLY ACCREDITED

Greenfield Community College is accredited by the Commission on Institutions of Higher Education (CIHE) of the New England Association of Schools and Colleges (NEASC), and our accreditation has been reaffirmed most recently in March 2001.

Greenfield Community College has demonstrated that it meets the CIHE’s eleven Standards for Accreditation and complies with its policies. You can find GCC’s 2000 Institutional Self-Study by visiting the President’s Welcome at our website at www.gcc.mass.edu.

Greenfield Community College is also accredited by specialized accrediting bodies. Specialized accreditation encourages program improvement by applying specific accreditation requirements to measure characteristics of a program and by evaluating the overall quality of a program. GCC programs are accredited by the following:

- Associate’s degree programs in Business Administration Transfer, Accounting, Computer Information Systems, Management, Marketing, and Office Management are accredited by the Association of Collegiate Business Schools and Programs.
- The associate’s degree program in Nursing is accredited by the National League for Nursing Accreditation Commission.
- The certificate program in Outdoor Leadership is accredited by the Association for Experiential Education.
THE ADMISSION PROCEDURE

Greenfield Community College maintains a policy of open admission for all but a few of its degree and certificate programs. This means that if you have a high school diploma, a GED, or have satisfied minimum scores on a federally approved Ability-to-Benefit Test you can be admitted to the college.

Anyone wishing to enroll in a GCC associate degree or certificate program, absent a high school diploma or a GED may take a federally-approved Ability-to-Benefit Test to determine their eligibility. Certain programs (majors) may require the obtaining of a high school diploma or GED prior to graduation, and/or as a prerequisite to entering a program.

(In some programs this may be necessary to fulfill State Certification and/or Licensure Board requirements.)

NOTE: Students not meeting the ATB cutoffs could take classes but not matriculate.

How to Apply

1. You may obtain an admission application by visiting or calling our Admission Office at (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 an official transcript of your grades to the Admission Office at the College, indicating the date you graduated. If you earned a High School Equivalency Diploma by taking the GED Tests, submit an Official Report of Test Results to the Admission Office. If you are planning to take the GED Tests before you enroll, upon completion, ask the GED Office to forward an official copy of your test results to the Admission Office.

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. The application fee is $10 for residents of Massachusetts, and $35 for out-of-state and international students. Application fee waivers are considered on an individual basis. 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.)

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, complete an application and submit it to the Admission Office. No application fee is required.

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.

**How to Apply for Admission to Health Careers**

Health Occupations programs require a special admission process. Upon acceptance to the college, students will be matriculated as a Liberal Arts/Health Occupations intent student until final acceptance to their program of choice.

Health Occupations programs hold information meetings to describe entrance requirements to the RN, LPN, Paramedic, and Massage Therapy programs. The meetings are held at the Downtown Center and the VA Medical Center in Leeds (LPN program only). 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. Holyoke Community College enrolls selected students from the Greenfield area in their Radiologic Technology program. Participating students are subject to program requirements at the collaborating institutions. See pages 121-126 for program information. For further information contact the Health Occupations Office at (413) 775-1620.
Additional Admission Requirements

Criminal Offender Record Information Checks

Students interested in participating in an academic program that involves working with children, the disabled, or the elderly, or includes a clinical affiliation with a private or public health care provider, may be required to undergo a Criminal Offender Record Information (CORI) check. Depending on the contents of a student’s CORI report, participation in an academic program, or clinical affiliation related thereto, may be denied. CORI checks may be performed pursuant to Mass. General Laws, Chapter 6, Sections 167-178B, and consistent with guidelines of the Executive Office for Health and Human Services, and/or the Commonwealth’s Department of Public Health. For more information, please contact John D’Orazio, Dean of Student Affairs at (413) 775-1811.

Transferring from Other Schools and Colleges

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 course work 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 that are similar in content, level, and scope to courses offered at Greenfield Community College, and in which at least a C- grade has been earned. An evaluation of transfer credit is based on a 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’s degree.

Immunization and 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 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. All full and part-time health occupation students must provide the Health Services Office with documentation of a physical exam and immunity to specified communicable diseases. Health occupation students will not be permitted to attend classes without a completed health record.

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.

Additional Certifications

Some programs such as Associate Degree Nursing, Practical Nursing Certificate Program, Massage Therapy Certificate and Paramedic Certificate require certification in areas such as EMT and CPR. Please refer to the special application process materials for those individual requirements.

We Maintain a Drug Free School and Campus

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.
We Welcome 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>Category</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and fees</td>
<td>$8,417</td>
</tr>
<tr>
<td>Room and board (food)</td>
<td>$7,120</td>
</tr>
<tr>
<td>Books and supplies</td>
<td>$1,060</td>
</tr>
<tr>
<td>Medical care and insurance</td>
<td>$595</td>
</tr>
<tr>
<td>Personal expenses</td>
<td>$2,080</td>
</tr>
<tr>
<td>Transportation</td>
<td>$1,267</td>
</tr>
</tbody>
</table>

Total expenses.......................... $20,539

* These costs reflect the tuition-and-fee schedule for the 2002-2003 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
General Information

- Results of Test of English as a Foreign Language (TOEFL). A minimum score of 550 (paper and pencil test) or 213 (computerized test) is required for admission.

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 course work in English for Speakers of Other Languages (ESOL). However, if your placement assessment scores indicate that you need further English language study, you will be enrolled in ESOL classes at the appropriate level and limit your enrollment in other classes as well.

General Policy on Early Entrants

Anyone seeking to register for a credit course or courses prior to what would be their original high school graduation date, who has neither a high school diploma nor a GED must meet the following criteria:

- the student must be at or beyond compulsory school attendance age, or
- the student must be at least a junior in high school.

In the case of a student who is not attending high school or is a home schooler, that student should:

- 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 is a home schooler, must have the GCC course work reviewed 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 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.

How to Get Credit Applied to Your Program of Study

Students declaring a program of study may qualify for transfer credits based on previous educational experiences, including courses completed at other accredited or recognized institutions of higher education.

You may transfer credit earned at other colleges and universities to GCC provided you earned a grade of C— or better, and the courses will apply to your certificate or degree at GCC. Grades will not transfer and are not used to calculate your grade point average at GCC. 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 and American College Testing subject examinations;
- satisfactory performance on selected College Level Examination Program examinations;
- demonstrated competence on GCC challenge examinations;
- unique life and work experiences that lend themselves to evaluation; or
- course work completed in the military through recognized educational programs.

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 own requirements or prerequisites.

Students enrolled in a certificate or degree program 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 is charged. A receipt of payment and the application form should be left in the division office before the date of the exam. Study guides for some examinations may be on reserve in the library.
Courses that currently can be challenged for credit at GCC are:

- ACC 121, Principles of Financial Accounting I
- ADM 106, Keyboarding for Info. Processing
- BIO 117 and BIO 118, Comprehensive Anatomy and Physiology I & II
- BIO 195 and BIO 196, Human Anatomy and Physiology I & II
- BUS 105, Mathematics for Business
- CHE 105, Basic Principles of Chemistry
- CIS 115, Intro. to Business Information Systems
- CIS 140, Microcomputer Software Tools I
- PSY 101, Principles of Psychology*
- PSY 217, Human Growth & Development*.

* Please contact the Behavioral Sciences Division for more details at (413) 775-1120.

General Education Development (GED) Tests

The GED Testing Center provides people who have not graduated from high school with the opportunity to earn a High School Equivalency Diploma. Massachusetts residents who are at least 16 years of age and not currently enrolled in high school may take the GED Tests, which are offered in Greenfield and Orange on a regular basis. Free GED preparation classes are available at local adult education centers. For more information, contact the GED Office, (413) 775-1147.

TUITION AND FEES

The Costs of Attendance

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

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.

Tuition and Fees

Tuition cost is based on your official permanent residence. 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 percent of the Massachusetts resident tuition listed in Figure 1.

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>$26*</td>
<td>$26</td>
</tr>
<tr>
<td>College Service Fee</td>
<td>Per Credit</td>
<td>$70.50</td>
<td>$70.50</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 $39 per credit; this is a special rate for qualifying New England residents. Out-of-state day tuition is $281 per credit. The college offers no reduction in tuition and fees for auditing a course. Credit-free courses are priced individually.

The 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.

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, supplies, and technology expenses.

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

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

**Other Fees:** You may be charged other fees which are used to cover specific costs such as program-specific fees, late registration charges, or returned check fees.
General Information

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>$900</td>
<td>$900</td>
</tr>
<tr>
<td>Room</td>
<td>$1,310</td>
<td>$4,500</td>
</tr>
<tr>
<td>Board</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Transportation</td>
<td>$990</td>
<td>$990</td>
</tr>
<tr>
<td>Personal</td>
<td>$1,600</td>
<td>$1,600</td>
</tr>
<tr>
<td>Tuition (12 credits, in-state)</td>
<td>$624</td>
<td>$624</td>
</tr>
<tr>
<td>Fees</td>
<td>$2,174</td>
<td>$2,174</td>
</tr>
<tr>
<td>Total Estimated Expenses</td>
<td>$8,598</td>
<td>$11,788</td>
</tr>
</tbody>
</table>

Housing and Transportation

GCC does not have dormitory facilities. However, our Student Life Office provides an information booklet and a bulletin board for notices about housing. The Student Life Office can be reached at (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.
Full Disclosure of Cost and Price to Students

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

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Operating Cost (per student)</td>
<td>$9,472</td>
</tr>
<tr>
<td>- State Operating Subsidy</td>
<td>$7,026</td>
</tr>
<tr>
<td>= Tuition and Mandatory Fees</td>
<td>$2,446 (30 Credits)</td>
</tr>
<tr>
<td>- Direct Grant Financial Aid</td>
<td>$935</td>
</tr>
<tr>
<td>- Federal Tax Credit</td>
<td>$1,226</td>
</tr>
<tr>
<td>= Net Direct Price to Student</td>
<td>$285</td>
</tr>
</tbody>
</table>

*(Average Annual Expense to Students for Tuition and Fees)*

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Operating Cost (per student)</td>
<td>$9,472</td>
</tr>
<tr>
<td>- State Operating Subsidy</td>
<td>$7,026</td>
</tr>
<tr>
<td>= Tuition and Mandatory Fees</td>
<td>$2,446 (30 Credits)</td>
</tr>
<tr>
<td>+ Books/Travel/Room &amp; Board Allowance</td>
<td>$5,955</td>
</tr>
<tr>
<td>= Cost of Attendance Estimate</td>
<td>$8,401</td>
</tr>
<tr>
<td>- Direct Grant Financial Aid</td>
<td>$935</td>
</tr>
<tr>
<td>- Federal Tax Credit</td>
<td>$1,226</td>
</tr>
<tr>
<td>- Loan Support (requires future repayment)</td>
<td>$2,625</td>
</tr>
<tr>
<td>= Net Full Price to Student</td>
<td>$3,615</td>
</tr>
</tbody>
</table>

*(Average Annual Out-of-Pocket Expense for all Costs of Attendance)*

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

MassPIRG

Day students are automatically assessed a $7 per semester voluntary contribution to the Massachusetts Public Interest Research Group (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 who are also enrolled in a degree program, are required by state law to purchase health insurance through the college. The cost for coverage from September 1, 2003 through August 31, 2004 is not available at this time, but is generally around $500. 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 purchase the insurance plan if you are taking fewer than nine credits by filling out a part-time student insurance application form, found on the back cover of the student insurance booklet sent to students with the fall tuition bill. Student insurance brochures are also available at the student Health Service Office and the Business Office. It must be submitted to the insurance carrier directly. Voluntary coverage for dependents is also available.

Liability Insurance: We require all health occupation students to carry college-approved professional liability insurance.

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

You are an in-state resident if you are a U.S. citizen or permanent resident, have established a residence in Massachusetts, and have maintained continuous residence in Massachusetts for at least the six months immediately prior to the date of your enrollment.

Are You a Full-Time or Part-Time Student?

You are a full-time student if you are registered for at least 12 credits of course work per semester, in day, evening, or weekend classes, in which you will receive a letter grade. If you are registered for fewer than 12 credits, you are a part-time student. Full-time or part-time status may affect your eligibility for such programs as health insurance, financial aid and veteran’s benefits.
Weekend Classes

Weekend classes are designed for working people or students who need a more flexible academic schedule. Classes are held Fridays, Saturdays and some Sundays. Support services including tutoring, disability accommodations and academic advising are available to weekend students. Please call Pam Simanski, Director of Evening and Weekend Services, at (413) 775-1804, for additional information.

Payment and Refund Policies

Paying Your Bill

Payment for tuition and fees is due three 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. An installment payment plan from an independent finance company is available for your convenience. Contact the Business Office if you have any questions about your bills and payments.

What Happens if Your Payments are Late

If you have not paid your bill by the due date, your class(es) may be canceled. In addition, any outstanding financial or property obligations to the College will result in a “hold” on your account which will prevent you from receiving grade reports, official transcripts and future registrations, your account may be turned over the Commonwealths INTERCEPT of state tax refund program and the College’s local collection agency. All additional collection costs are the responsibility of the account holder.

Tuition Waivers

The College requires that a completed tuition waiver form be presented at the time of registration, if you are eligible for one. Proof of eligibility must be provided. No refunds will be made if you fail to submit the proper waiver 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.
General Information

Refund Policies

The college has different refund policies if you withdraw from day, evening, weekend, summer, or intersession courses, or from credit-free workshops. (See Figure 2 below.) In all cases, the date of 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 non-credit workshops will not be issued under any other circumstances.

Figure 2: Refunds for Credit Courses

<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>Registration fee</td>
<td>no refund</td>
<td>no refund</td>
</tr>
<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>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. There is no refund after the tenth day for other courses.

Refund of Federal Financial Aid Title IV Funds

Students withdrawing from the College may have their financial aid payments adjusted to reflect the actual percentage of time that they have attended class and/or other educational activity. This percentage will be calculated by the number of days the student has attended the college divided by the number of days in the semester. The College and student must return any unearned aid to the appropriate funding sources (e.g. Pell Grant, Mass Grant, Mass Cash Grant, Stafford Loan). The College will have only 30 days to determine the correct amount of funds the student has earned and notify the student if a
refund must be collected for any aid previously disbursed. (Students will need to work very closely with the Financial Aid Office as they withdraw from the college.)

**FINANCIAL AID**  
(www.gcc.mass.edu/financial_aid)

Many Students Are Helped with Financial Aid Programs

Many of the students attending Greenfield Community College participate in financial aid programs. These financial aid programs come from federal, state, institutional, and private or community resources and 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, developmental courses, withdrawing from the college, or repeating courses may affect the status of your aid.

You should also be aware that the costs associated with attending the College will not be covered entirely by financial aid.

Be aware that all financial aid programs are subject to changes in regulations and procedures.

**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 or an eligible non-citizen;
- have a high school diploma, a High School Equivalency Diploma (GED), or have passed a federal Ability-to-Benefit test;
- maintain satisfactory academic progress required under your aid program;
- 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 number 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 the Financial Aid Office. If you are supported by a parent or guardian, we need to verify 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. An eligible noncitizen card may be requested if the student is an immigrant (1-94, 1-151, 1-181, 1-181a or 1-181b).

6. Anticipate that the complete application process may take approximately two months. If you adhere to the following deadline, you can be assured of an answer concerning eligibility before tuition bills are due:

For the Fall Semester—

- Mail FAFSA by April 15.
- Bring documents to the GCC Financial Aid Office by May 15.
- Applications and files completed after June 15 cannot be guaranteed notification of a financial aid 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.
For the Spring Semester—

- **Mail FAFSA by November 7.**
- **Bring documents to the Financial Aid Office by December 5.**
- **Applications and files completed after December 5 cannot be guaranteed notification of a financial aid 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.**

**What Kind of Financial Aid is Available?**

In an effort to enable all qualified students to attend GCC, we offer assistance to students with demonstrated financial need, and we participate in all major federal and state financial aid programs. 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 That Are Available**

The following descriptions give you a clear, general picture of most grants available through the College. However, they do not include all requirements for grant eligibility. If you have questions about your eligibility for a grant or other form of financial aid, contact the Financial Aid Office at (413) 775-1109.

**Pell Grants**

The Pell Grant Program provides grant assistance to students with exceptional need. The amount of grant money that you can receive through this program will depend upon a program’s federal funding for the year, the information provided by you and your family, and whether you are enrolled full-time or part-time. You must be
enrolled for a minimum of 3 credit hours in an eligible program. Your eligibility for this grant is evaluated each year until a first Bachelor’s Degree is earned.

**Federal Supplemental Educational Opportunity Grant**

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.

**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.

**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. Entrance and exit interviews are 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. Entrance and exit interviews are required.

**Federal Family Educational Loan Programs: The Stafford (Subsidized and 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 the American Student Assistance Corporation. Loans will not be processed until a student’s financial aid file is complete. Entrance and exit interviews are required.
**Massachusetts Cash Grant Program**

The Massachusetts Cash Grant Program provides 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. Students must have completed the FAFSA application.

**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 and exit interviews are 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 and 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 who demonstrate a financial need.

**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 who 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) grade point average (GPA).
General Information

**Vermont Student Assistance**

The Vermont Student Assistance Grant Program provides additional grant assistance to students who are studying on a full-time or part-time basis, who are legal residents of the state of Vermont and who demonstrate financial need. Students must apply directly to the 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 work hard to raise this money.

**Awards and Scholarships**

Awards and scholarships are given to students at the annual Honors Convivium 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 GCC 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, at (413) 775-1102 or 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, the Somalian mission known as “Operation Restore Hope,” and current members of the active armed services stationed and residing in Massachusetts who meet the other requirements. Each classification carries specific dates of service. Members of the Massachusetts National Guard may also be
eligible for tuition assistance. Those seeking to use a tuition waiver for any of these classifications must confer with our Veterans Affairs Coordinator before enrollment.

**Grants and Awards Policies**

*Packaging Policy for Financial Aid*

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

*Repeated Class Policy for Financial Aid*

Students who have received credit for a class and wish to repeat that class are generally 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.

*Financial Aid and 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.

In order 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 a certain 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. A complete explanation of all types of enrollment is available in the Financial Aid Office.
General Information

Entrance and Exit Loan Interviews

All student loan applicants and recipients are required to attend an entrance and exit interview each year that they receive a loan. The College recommends that you request only the minimum amount necessary to cover your educational costs to reduce your future loan burden. You will be notified about the place and time of the meetings. Funds will not be disbursed until these requirements have been fulfilled.

Federal Stafford Student Loan applications will not be processed until you have completed the financial aid application process.

Time Limits for Financial Aid

Federal law and college policy require that students receiving financial aid complete their degrees or certificate programs in a reasonable length of time. If your work toward a degree or certificate is delayed or interrupted for any reason, you should consult with the Financial Aid Office to determine the status of the aid you are entitled to.

Financial Aid for Summer Sessions

There is very little financial aid available for the Summer I Session. Aid for the Summer II session will be based upon the requirements for the following financial aid year. 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 should always be familiar with their rights and responsibilities. Various publications from the Department of Education, American Student Assistance Corporation or the College will provide students a thorough explanation of their rights and responsibilities.
Financial Aid from Private Sources

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

MANAGING YOUR GRADES AND ACADEMIC PROGRESS

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, evenings, or weekends 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 program of study and are accepted for admission 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 generally 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 avoid problems later. It is important to inform your advisor of anything that may affect your studies. If you are planning to transfer to another college to work toward an additional degree, you should also talk to our Transfer Coordinator at your earliest convenience, at (413) 775-1207.
Skills Assessment

Most students are required to complete reading, writing, and mathematics assessments before registering for their first credit course. This 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;
- you have successfully completed a transferable course in English composition and/or mathematics at another college (a math course must have been within the last five years);
- you are taking courses on an audit basis and not for credit.

Students who believe their assessment scores do not reflect their level of skill should contact the Skills Assessment Office in Student Services, at (413) 775-1804, to discuss their options and to arrange for a retest.

Developmental Courses

Courses with the advising code “D” (this is an administrative code, not a grade of D) are for improving 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.

Changing Your Major or Your Advisor

Educational and career planning is an ongoing process that begins with your college experience. Students frequently explore and experiment with a variety of academic interests. If you wish to change your major or your advisor, the forms to complete this process are available in the Student Services Office and in all academic division offices.

Course Load Maximum

You cannot carry 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.
How to Add 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.

How to Drop a Course

You may drop a course through the first two-thirds of the class. If you drop a course during the first third of the class, no record of it will appear on your transcript. If you drop a course 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/withdrawal 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 enough. If the change does not become official, you may 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 the possibility of making an exception with the Dean of Student Affairs.

If You Need to Repeat 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.

Some exceptions and choices apply when you repeat English Composition I or II. Discuss your options with your advisor or your instructor.
Class 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

The faculty and staff at Greenfield Community College expect academic honesty. The college upholds the definition of plagiarism published by the Modern Language Association: “To use another person’s ideas or expressions in your writing without acknowledging the source is to plagiarize. Plagiarism, then, constitutes intellectual theft…Plagiarism often carries severe penalties, ranging from failure in a course to expulsion from school” (MLA Handbook for Writers of Research Papers. 5th edition. Ed. Joseph Gibaldi [New York: MLA, 1999] 30). Students should consult with individual instructors for how to acknowledge sources properly and for the consequences of plagiarism. Students may also want to see the “Procedures for Honesty and Academic Offenses” in the GCC Student Handbook.

Grading

Course grades are reported in letter symbols which include 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 you have 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 you have officially withdrawn from a course or from the College. Withdrawal from the College requires the submission of a completed withdrawal form, to the Registrar’s Office.

AW Administratively Withdrawn: indicates that you have been administratively withdrawn for failure to fulfill financial, medical (immunization records), or property obligations to the College. Once you have been administratively withdrawn, you may not be reinstated during that semester.

AU An audit carries no credit and has no grade point equivalent. AU grades cannot be used to satisfy graduation requirements.

CR Credit

NC No Credit (credit/no credit option): Full-time 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. You 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 you have 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.
Auditing a Course

There may be circumstances under which a student will wish to audit a course, i.e., participate in the class without earning a grade, credit hours, or academic credit. The student is encouraged by the instructor to participate fully in the learning process. Students must state their intention to audit at the time of registration and are required to pay all tuition and fees associated with the class. Financial aid does not cover the cost of audited classes. Changes to or from an audit status are treated as adding a class and must be processed prior to the end of the published add period.

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:

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

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 term. 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 term;
♦ achieved a term GPA of at least 3.50 at the term’s end; and
♦ achieved a cumulative GPA of at least 2.00 at the end of the term.

Phi Theta Kappa International Honor Society

Each candidate for membership must have completed 12 semester hours of associate degree work, with a GPA of 3.5 or better. A GPA of 3.25 or better must be maintained to continue membership. Candidates with a 3.5 GPA or better, that adhere to the school conduct code and possess recognized qualities of citizenship will be invited to join Alpha Sigma Omicron chapter of Phi Theta Kappa, the international 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</td>
<td>Both a cumulative GPA and a semester GPA of 2.00 or above.</td>
<td>No action taken.</td>
</tr>
<tr>
<td>Progress</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Review</td>
<td>Either a cumulative GPA or a semester GPA under 2.00 at the end of the semester, or both under 2.00 and not previously on Review.</td>
<td>Placed on Academic Review. Reduction of academic load and/or co-curricular activities expected.</td>
</tr>
<tr>
<td>Academic Probation</td>
<td>Both a cumulative GPA and a semester GPA for current semester under 2.00 and student on Review for one semester.</td>
<td>Placed on Academic Probation. NOT ELIGIBLE FOR FINANCIAL AID. Other actions same as Review.</td>
</tr>
<tr>
<td>Academic Suspension</td>
<td>Both a cumulative GPA and a semester GPA under 2.00 and a cumulative GPA lower than the previous semester.</td>
<td>Precluded from enrollment for one full semester, Fall or Spring (if previously on Probation): otherwise, placed on Probation.</td>
</tr>
<tr>
<td>Academic Dismissal</td>
<td>Both a cumulative GPA and a semester GPA under 2.00 and a cumulative GPA lower than the previous semester, and previously suspended.</td>
<td>Precluded from future enrollment.</td>
</tr>
</tbody>
</table>
We recognize that any of the academic standing actions described above may be affected by unusual circumstances. You may request that Student Services 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 the possibility of making an exception to the policy with the Dean of Student Affairs.

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 you have been administratively withdrawn, you may not be reinstated until the next 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 GCC 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. 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 in early November. We award degrees only once each year, following the close of the spring semester.

In order to earn an associate’s 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’s degree programs require at least 60 credits of coursework. You must complete at least 15 credits of coursework at GCC to receive a degree or certificate.
If you wish to earn an additional associate’s degree, you must:

a. meet all specific requirements of each degree program;

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

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

Normally, you must fulfill the requirements stipulated in the catalog at the time you enroll and select a major program of study. If the requirements change after you enroll, you may elect to fulfill either the new requirements or the requirements that were in effect when you enrolled as a matriculated student.

**Graduation with Honors**

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 course work completed at GCC.

**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 with a signed letter or a signed fax 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 course work 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, Associate Dean, and the Dean of Academic Affairs. Your request will be considered on its individual merit.
INDIVIDUAL RIGHTS

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 from the Registrar’s Office or by consulting the Student Handbook.

Office of Diversity

Greenfield Community College has a policy of non-discrimination. 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 do this not just in words but 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 meet the University of Massachusetts cultural diversity requirement. These courses are noted with an asterisk in the Credit Courses section of this catalog.

Harassment

We consider harassment of a student, an employee, or any other person in the college community to be intolerable and not permissible. If you believe you have been the subject of harassment, you should consult with the Director of Diversity, at (413) 775-1809, or the Sexual Harassment Co-Officer at (413) 775-1804, to obtain counseling concerning your rights and effective means of resolving grievances. The Community
General Information

Colleges of Massachusetts Affirmative Action Plan is available in the college library and from the Director of Diversity.

Affirmative Action - “Creating the Culture of Diversity”

Affirmative action and equal opportunity applies to all segments of the College. If you believe you have been the subject of discrimination, you should consult with the Director of Diversity, at (413) 775-1809.

Individuals with Disabilities

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

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

TTY/TDD Telephone Equipment for the Hearing Impaired

For outgoing calls, a telecommunications device for the deaf with a telephone teletypewriter phone line (TTY/TDD) is available to the public and is located in the GCC library. For telephone inquiries to the College, please call our Student Services TTY/TDD at (413) 774-2462 or contact the respective department using a relay service. Relay numbers differ from state to state. Please consult your local phone book for appropriate relay numbers.

Student Right-to-Know Act

The Student Right-to-Know Act requires GCC to report graduation rate data to the U.S. Department of Education annually. From among the first-time, full-time, degree-
seeking students who enrolled at GCC in the fall of 1999, 46 percent graduated or transferred to another institution by December 17, 2002.

Standards of Behavior

As an institution of higher learning, Greenfield Community College actively encourages the free and open exchange of ideas and opinions. The college encourages diversity in the belief that, in doing so, it promotes growth and positive change in individuals. The college recognizes, however, that maintaining an atmosphere where such discourse can flourish requires that faculty, staff and students acknowledge and remain sensitive to the needs, beliefs and feelings of others. It therefore expects all individuals to maintain certain standards of behavior as members of its community.

These expectations include the exercise of discretion in the use of language, both in the choice of terms used and in the tone in which discourse is delivered and individuals are addressed. Insulting or demeaning language or gestures, perhaps generally accepted or even common in other social settings, are not suitable in an academic environment. A courteous regard for the differing backgrounds and perspectives held by others is encouraged.

The above expectations hold for behavior throughout the institution and for all of its members. With regard to behavior in the classroom, yet another set of expectations exists. Classrooms are unique environments, places expressly reserved for the exchange of information and ideas. They constitute sanctuaries of learning, gatherings in which students and an instructor or instructors come together for a particular purpose: to grow and develop through personal interaction and directed activity. Because classrooms are unique in this way, they hold particular expectations of their members. Generally speaking, these are extensions of the rules of civility and courtesy that prevail in the institution at large, though the classroom instructor might add to or modify these rules to promote particular goals. Deviation from the expectations or rules set forth in a classroom is not acceptable.

It should be noted that behavior influenced by an individual’s mental state (irrespective of the ultimate evaluation), or use of drugs or alcoholic beverages shall not limit the responsibility of that individual for the consequences of his or her actions.
Finally, Greenfield Community College, while intent on maintaining an environment that promotes learning within a secure and collegial atmosphere, is resolutely committed to defending every individual’s right to personal expression.

SERVICES TO STUDENTS

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

Help with Transferring to Other Schools

The Transfer Office 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 Transfer Coordinator as early in your time at the College as possible. The Transfer Coordinator can assist you in exploring transfer options, planning appropriate course work while you are at GCC, completing applications to other schools, writing college essays, and in choosing people to write college recommendations for you.

The Transfer Office maintains a small library of college catalogs, videotapes, and compact disks that are available for your use and the Transfer Coordinator arranges visits from college representatives to meet with prospective students on campus throughout the academic year. You may contact the Transfer Coordinator by telephone at (413) 775-1207, by email at dean@gcc.mass.edu, or in person in room C233 of the Main Building.

The Commonwealth Transfer Compact

The Commonwealth Transfer Compact is an agreement between the fifteen Massachusetts community colleges and the Massachusetts state colleges and universities that offer bachelor’s degrees.

The purpose of the Compact is to ensure that eligible students receive at least 60 transfer credits to a college offering bachelor’s degrees and that they do not need to take more than 68 credits to complete a bachelor’s degree at their new school. In addition, some colleges consider their core or general education requirements to be
fulfilled by students who transfer under the terms of the Compact, allowing transfer students to focus on the requirements of their major program of study. To qualify for the Commonwealth Transfer Compact, you must:

- Complete an associate’s degree with a minimum of 60 credits, excluding developmental course work;
- 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: 6 credits
  - Behavioral and social sciences: 9 credits
  - Humanities and fine arts: 9 credits
  - Natural or physical science: two 4-credit courses
  - Mathematics: 3 credits

The following associate’s 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
- Art/Media Arts, Commonwealth Transfer Compact Option.

You may add the course work necessary to any other associate’s degree program to qualify for the benefits of the Compact. No separate application or form is required to qualify for the Commonwealth Transfer Compact. For further information about the Compact, contact the Transfer Coordinator by telephone at (413) 775-1207, by email at dean@gcc.mass.edu, or in person in room C233 of the Main Building.
The Joint Admissions Program

The Joint Admissions Program is an agreement between the fifteen Massachusetts community colleges and the Massachusetts state colleges and universities that offer bachelor’s degrees. 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 program of study
- Submit a Student Participation Agreement form to the Registrar’s Office at GCC
- Complete an associate’s degree in an eligible program of study
- Achieve a cumulative grade point average of 2.50 or higher.

For further information about the Joint Admissions Program and eligible programs of study, contact the Transfer Coordinator by telephone at (413) 775-1207, by email at dean@gcc.mass.edu, or in person in room C233 of the Main Building.

Tuition Advantage Program

The Tuition Advantage Program is an additional benefit for students enrolled in the Joint Admissions Program. Qualified students receive a reduction of 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 eligibility for a second year by maintaining a cumulative grade point average of 3.00 or higher at the university or state college.

Transfer Agreements with Other Colleges

GCC maintains several articulation agreements with 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 institution you transfer to.
In a few cases, the articulation agreements also include provisions for student financial assistance. For further information about articulation agreements with other colleges, contact the Transfer Coordinator by telephone at (413) 775-1207, by email at dean@gcc.mass.edu, or in person in room C233 of the Main Building.

**Foreign Language Requirements**

Some colleges, such as the University of Massachusetts at Amherst and Mount Holyoke College, require proficiency in a foreign language to earn a bachelor’s degree. You may find it advantageous to complete a foreign language requirement at GCC, so that you can concentrate on the requirements of your major when you transfer. For further information about foreign language requirements, contact the Transfer Coordinator by telephone at (413) 775-1207, by email at dean@gcc.mass.edu, or in person in room C233 of the Main Building.

**The Library/Learning Resource Center**

The Library and 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. And in addition to a rich variety of books, periodicals, newspapers, videocassettes, and electronic reference services, the library has facilities for language practice, video viewing, microfilm reading and self-service photocopying. The library is a full member of the Massachusetts Central/Western Automated Resource Sharing network of libraries.

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, is located in the Pioneer Valley Resource Center.

Library information and web links are posted at www.gcc.mass.edu

**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 section of the building, the Educational Technology Support Center (extension 1842) is a college-wide support service developed 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 room C215A. The ETSC works with faculty and staff in the design, production, and evaluation of teaching materials for all academic programs. Utilizing technology based experiential learning, ETSC staff offer workshops in media literacy, group building, and communication. The production facility (C203) houses a complete television production studio, linear and non-linear video editing suites, computer animation workstations, satellite and cable distribution area, faculty multimedia production areas, media duplication, an dinstitutional media 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. For further service and updated information, log on to our server at [www.etsc.gcc.mass.edu](http://www.etsc.gcc.mass.edu).

**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. If you are not sure of where to go to get the help you need, talk to your teacher or your advisor.

- Peer Tutoring and Lab Assistance: Peer tutoring is provided for any GCC student who needs help with course work 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 Studio drop-in hours, a graphing calculator rental program, and loans of videotapes.

The Studio: The Studio is a place for students to work with each other and with faculty on questions and problems related to mathematics. The Studio is equipped with comfortable chairs and tables, computers, and math resources and texts. The Studio is open for use throughout the day and is staffed by math faculty during posted hours. No appointment is needed, just come by.

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 service agencies can also be arranged.

Counseling for Students with Disabilities: GCC counselors collaborate with Disability Services to provide ongoing support for students with a variety of disabilities. Counselors are available to explore how each student learns best, to develop individual accommodation agreements, 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.

The Career Resource Center

The Career Resource Center provides students, alumni, and members of the community with an 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 you in assessing a career path or major most suitable to your interests, values, abilities,
and lifestyle. Individual counseling is available to assist you with this process and all other phases of career development.

The Center is equipped with state-of-the-art technology so that you can receive guidance in formatting resumes and cover letters, in preparing for interviews, and in developing job leads in the “hidden job market.”

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 241C near the student lounge, to use the computers, career library, and computerized career software at any time. To make an appointment to work with a career counselor call (413) 775-1818.

The Advising Center

The Advising Center, located on the second floor of the Main Building near the Financial Aid Office, assists students in making the best possible use of their college experience. While students have faculty advisors in their major departments, the Advising Center can help students with questions concerning course offerings, grade reports and transcripts, enrolling in a degree or certificate program, changing majors and understanding academic policies and regulations. The Advising Center is coordinated through the Office of Enrollment Management (413-775-1805).

Health Services

The Student Health Services staff is able to help you with a variety of health problems and referrals, and will assist you in complying with immunization requirements (see pages 11-12). Services are free of charge, confidential 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 your permission.

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 21.)

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.

**The College Store**

The College Store is open from 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 can be cashed by the College Store upon presentation of college ID. There is no charge for this service; however, there is a $10 charge for returned checks.

Refunds on books will be made for a period of two weeks after classes begin for the fall and spring 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. Up-to-date information regarding special hours, buyback and store policies is available at [www.gcc.mass.edu/bookstore/](http://www.gcc.mass.edu/bookstore/).

**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 entrées, sandwiches, and hot and cold drinks. A luncheon special is available each day. Group dinners, luncheons, or coffee hours may be arranged.

During the summer and intersession, the Cafeteria will be open from 9 a.m. to 1 p.m. The food services are augmented by vending machines. Vending locations are in the lobby of the Main Building, East Building and the Downtown Center. Soda is also available on the 2nd floor of the Downtown Center.
Student Life

The Student Life program is a vital part of life at GCC. Student Life helps student groups plan and operate extracurricular programs and activities, and encourages faculty and staff to serve as organizational advisors and participants. Typical activities include cultural programs, exhibits, graduation, orientation, 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.

The 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.

The 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, as well as, dance concerts and musical performances.

The Fitness Center

The Fitness Center offers a variety of cardiovascular and weight-training equipment in a fun, friendly, and inviting atmosphere. It is open to all GCC students, staff, and faculty at no charge. 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. Game equipment can be obtained in the Student Life Office with a valid GCC I.D. card.

Activities Hours

College personnel and the Student Senate have agreed that no classes will meet during the Activities Hours. These hours are every Monday, Wednesday and Friday from 12:00 noon to 12:50 p.m. during the semester. The college community is encouraged to participate in social, cultural and recreational events during these hours. College committee meetings, club meetings, concerts, guest speakers, and special events are available for your enjoyment and relaxation.

Community Services and Workforce Development 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 more than 2000 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.

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 the office on the first floor of the Downtown Center.

**Community Services Facilities**

Facilities available through the Office of Community Services include:

- The Downtown Center’s Computer Classroom that is equipped with 15 Pentium computers, using the Windows 2000 operating system with access to the Internet, Microsoft Office XP, Quickbooks and other applications.

- Meeting rooms that are available to outside organizations at our downtown or main campus locations.

**Community Services Programs**

- **The Office of Work Force Development** at Greenfield Community College provides customized education and training for area businesses and organizations. Courses, workshops and individualized instruction are offered for managers, office and technical staff, machine operators, and child care workers, to give just a few examples. Instruction can be offered in the workplace, at GCC’s Downtown Center, at the main campus or at other locations in our region. These services are designed to increase the skills of employees and to contribute to greater organizational effectiveness and productivity. Open enrollment business workshops are scheduled each semester.

- **Community Service Workshops** cover a wide range of subjects, including: business, computers, dance, arts and crafts, finance, horticulture and other leisure and work programs. Workshops are scheduled for spring, summer and fall, usually in the evening but also during the day and on weekends. They are offered for both personal and professional growth. The complete 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 design, computer office skills (word processing, spreadsheets, databases), electricity, plumbing, welding, and machine science. Workshops are scheduled for spring and fall, usually in the evening, and are often held at area technical and vocational high schools.
Our academic programs enable you to transfer to baccalaureate degree colleges and universities or prepare you to enter a variety of career fields. 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.
Academic Programs

Degree Programs

Associate of Arts Degree

- Business Administration Transfer (BAT)
- Liberal Arts
  You may concentrate in one of the following areas (your diploma will read “Liberal Arts”):
  - American Studies (LAS)
  - Art (LAA)
  - Computer Science (LCS)
  - Dance (LAD)
  - Education (LEO)
  - English (LAE)
  - Environmental Studies/Human Ecology (LEH)
  - Environmental Studies/Natural Resources (LEN)
  - Food Science (LFO)
  - General (LIB)
  - Healing Arts (LHA)
  - Health Fitness and Wellness (LHF)
  - Human Services (LHS)
  - International Studies (LIS)
  - Math-Science (LMO)
  - Music (LMU)
  - Science-Math Education (LSM)
  - Theater (LAT)
  - Women’s Studies (LWS)

Degree Programs

Associate of Science Degree

- Accounting (ACC)
- Art/Communication Design (ACD)
- Art/Communication Design Commonwealth Transfer Compact (CDC)
- Art/Fine Art (AFA)
- Art/Fine Art Commonwealth Transfer Compact (AFC)
- Art/Media Arts (AMP)
- Art/Media Arts Commonwealth Transfer Compact (AMC)
- Computer Information Systems (CIS)
- Criminal Justice (CRJ)
- Early Childhood Education (ECE)
- Engineering Science (EGS)
- Fire Science Technology (FST)
- Management (MAN)
- Marketing (MKT)
- Nursing (NUR)
- Occupational Technology (OCC)
- Occupational Therapy Assistant (OTA) (Inactive)
- Office Management (OMN)

Certificate Programs

- Business Microcomputer Applications (BMA)
- Computer Aided Drafting (CAD)
- Computer Assisted Bookkeeping (CAB)
- Early Childhood Education (LEC)
- Environmental Studies/Natural Resources (NRC)
- Human Services (HSV)
- Massage Therapy (MTC)
- Microsoft Office Applications (MOA)
- Multimedia Design (MME)
- Office Assistant* (OFF)
- Outdoor Leadership* (OLP)
- Paramedic (PMC)
- Practical Nursing-L.P.N.* (PNC)
- Real Estate (RST)
- Word Processing (WPR)

Degree Programs

in Collaboration with Neighboring Community Colleges

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

Program descriptions begin on page 62.

* To learn more about transfer requirements, see pages 47-50.
† Please note: Some electives in career programs are footnoted and specific courses are suggested.

Associate of Arts Degrees
see list on facing page

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.*

Advising codes for Liberal arts electives for Associate of Arts degrees are listed on page 62.

Associate of Science Degrees
see list on facing page

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>
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.

Liberal Arts/General Program †1 (LIB)
(Meets Commonwealth Transfer Compact Requirements)

Core requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition I (ENG 101, 103, or 105)</td>
<td>3</td>
</tr>
<tr>
<td>English Composition II (ENG 112, 114, or 116)</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication (SPE 101 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 HIS course coded HC</td>
<td></td>
</tr>
<tr>
<td>b) Literature: any 200 level ENG course EXCEPT ENG 207 and ENG 208</td>
<td></td>
</tr>
<tr>
<td>c) A Humanities course with an HC advising code in: ART, ASL, DAN, ENG, FLK, FRE, GGY, HIS, HUM, LAT, MUS, PHI, SPA</td>
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</tr>
<tr>
<td>Science/Math Core:</td>
<td>11-12</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>
<tr>
<td>TOTAL</td>
<td>60-61</td>
</tr>
</tbody>
</table>

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 page 60.
† All courses needed to complete this program/option will be offered both in the day and in the evening.
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.

Program Coordinator
Dr. Robert J. Welsh
Office: E132J, (413) 775-1488
e-mail: welsh@gcc.mass.edu

Program Footnotes
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.

Accounting (ACC)

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 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 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 Introduction to Relational Database</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></td>
</tr>
<tr>
<td>Program Elective (any ACC, ADM, BUS, or CIS course,</td>
<td></td>
</tr>
<tr>
<td>(including up to 3 credits of COE that must be related to</td>
<td></td>
</tr>
<tr>
<td>program major))</td>
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<tr>
<td>TOTAL 66</td>
<td></td>
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</tbody>
</table>
American Studies (LAS)
(Meets Commonwealth Transfer Compact Requirements)

Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</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 or 121 or 131 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>HIS 105 History of the American People to 1865</td>
<td>3</td>
</tr>
<tr>
<td>HIS 106 History of the American People since 1865</td>
<td>3</td>
</tr>
<tr>
<td>POL 101 American Politics</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Sciences Core:</td>
<td>6</td>
</tr>
<tr>
<td>a) Select one course from the following: ANT 103 or 104, ECO 101 or 102, HEC 101, PSY 101, or SOC 101</td>
<td></td>
</tr>
<tr>
<td>b) Select any additional course coded BC</td>
<td></td>
</tr>
<tr>
<td>Science/Math Core:</td>
<td>11-12</td>
</tr>
<tr>
<td>a) Science: two 4-credit BIO, CHE, GEO, PHY, or SCI courses with NC advising code</td>
<td></td>
</tr>
<tr>
<td>b) Math: MAT course with NC advising code</td>
<td></td>
</tr>
<tr>
<td>*General Electives</td>
<td>13</td>
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<tr>
<td>American Studies Electives</td>
<td>6</td>
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<tr>
<td><strong>TOTAL</strong> 60-61</td>
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</table>

American Studies electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 219 Ethnic Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 235 Survey of Latin American Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 253 Valley American Literature</td>
<td>3</td>
</tr>
<tr>
<td>GEO 103 Valley Geology</td>
<td>4</td>
</tr>
<tr>
<td>HIS 127 History of African-American Peoples</td>
<td>3</td>
</tr>
<tr>
<td>HIS 128 Latin American History</td>
<td>3</td>
</tr>
<tr>
<td>HIS 131 Women in American History</td>
<td>3</td>
</tr>
<tr>
<td>POL 203 American Civil Liberties</td>
<td>3</td>
</tr>
<tr>
<td>POL 205 American Foreign Policy</td>
<td>3</td>
</tr>
<tr>
<td>Appropriate Directed Study (295 or 296)</td>
<td></td>
</tr>
</tbody>
</table>
Art/Communication Design (ACD)

Required courses
- ART 103 Art History I ......................................................... 3
- ART 104 Art History II .......................................................... 3
- ART 121 Two-Dimensional Design ...................................... 3
- ART 125 Three-Dimensional Design ................................... 3
- ART 131 Drawing I ............................................................... 3
- ART 141 Color .................................................................... 3
- ART 151 Introduction to Photography .................................. 3
- ART 161 Introduction to the Electronic Studio .................... 3
- ART 173 Digital Design ....................................................... 3
- ART 271 Graphic Design I: Typography ............................... 3
- ART 272 Graphic Design II: Problems in Design .................. 3

Fine Art Elective (select one of the following) .......................... 3
- ART 132, Drawing II or ART 238, Perspective Drawing

Concentration requirements (choose either Web Design or Multimedia Design) .................. 6
- Web Design Concentration:
  - ART 263, Designing for the WWW and ART 264, Dynamic Web Page Design
- Multimedia Design Concentration:
  - ART 265, Multimedia Design I and ART 266, Multimedia Design II

Art Studio Electives (from the list below) ................................. 6
- 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
*Liberal Arts Electives ............................................................. 3

TOTAL 66

Art Studio Electives (6 credits): at least three credits must be at the 200 level.

- ART 132 Drawing II .......................................................... 3
- ART 155 Introduction to Video ............................................. 3
- ART 157 Animation ............................................................ 3
- ART 225 Three-Dimensional Design II ............................... 3
- ART 232 Thematic Drawing .................................................. 3
- ART 235 Figure Drawing I: Anatomy and Structure ............. 3
- ART 236 Figure Drawing II-A .............................................. 3
- ART 237 Figure Drawing II-B .............................................. 3
- ART 238 Perspective Drawing .............................................. 3
- ART 241 Painting I .............................................................. 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 264 Dynamic Web Page Design .................................... 3
- ART 265 Multimedia Design I ............................................. 3
- ART 266 Multimedia Design II ............................................ 3
- ART 267 3-D Modeling and Animation ................................. 3
- ART 290 Media Arts Seminar .............................................. 3
- ART 291 Fine Arts Seminar ................................................ 3

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. Students select a concentration in either Web or Multimedia Design. Includes required courses in liberal arts and art history.

Your Next Step
transfer to a four-year art 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.

Program Coordinator
Thomas W. Boisvert
Office: N213, (413) 775-1224
email: boisvert@gcc.mass.edu

Program Footnotes
* Art studio electives may not be used as Liberal Arts or Humanities electives in this program.
Art/Communication Design (CDC)
Commonwealth Transfer Compact Option

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>
</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 141 Color</td>
<td>3</td>
</tr>
<tr>
<td>ART 151 Introduction to Photography</td>
<td>3</td>
</tr>
<tr>
<td>ART 161 Introduction to the Electronic Studio</td>
<td>3</td>
</tr>
<tr>
<td>ART 173 Digital Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 271 Graphic Design I: Typography</td>
<td>3</td>
</tr>
<tr>
<td>ART 272 Graphic Design II: Problems in Design</td>
<td>3</td>
</tr>
<tr>
<td>Fine Art Elective (select one of the following)</td>
<td>3</td>
</tr>
<tr>
<td>ART 132 Drawing II or ART 238, Perspective Drawing</td>
<td>3</td>
</tr>
</tbody>
</table>

Concentration requirements (choose either Web Design or Multimedia Design) 6

Web Design Concentration:
ART 263, Designing for the WWW and ART 264, Dynamic Web Page Design

Multimedia Design Concentration:
ART 265, Multimedia Design I and ART 266, Multimedia Design II

Art Studio Electives (from the list below) 6

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ART 132 Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 135 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 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 238 Perspective Drawing</td>
<td>3</td>
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<tr>
<td>ART 241 Painting I</td>
<td>3</td>
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<tr>
<td>ART 242 Painting II-A</td>
<td>3</td>
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<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 261 Electronic Imaging</td>
<td>3</td>
</tr>
<tr>
<td>ART 263 Designing for the WWW</td>
<td>3</td>
</tr>
<tr>
<td>ART 264 Dynamic Web Page Design</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 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 (6 credits): at least three credits must be at the 200 level.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 132 Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 135 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 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 238 Perspective Drawing</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>
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<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 261 Electronic Imaging</td>
<td>3</td>
</tr>
<tr>
<td>ART 263 Designing for the WWW</td>
<td>3</td>
</tr>
<tr>
<td>ART 264 Dynamic Web Page Design</td>
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</tr>
<tr>
<td>ART 265 Multimedia Design I</td>
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<tr>
<td>ART 266 Multimedia Design II</td>
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</tr>
<tr>
<td>ART 267 3-D Modeling and Animation</td>
<td>3</td>
</tr>
<tr>
<td>ART 290 Media Arts Seminar</td>
<td>3</td>
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<tr>
<td>ART 291 Fine Arts Seminar</td>
<td>3</td>
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</tbody>
</table>

TOTAL 77

Program Footnotes
1 See pages 47-50 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.
Art/Fine Art (AFA)

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>
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<tr>
<td>ART 104 Art History II</td>
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</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>3</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>
</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>3</td>
</tr>
</tbody>
</table>

**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 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 173 Digital Design</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 238 Perspective Drawing</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 261 Electronic Imaging</td>
<td>3</td>
</tr>
<tr>
<td>ART 263 Designing for the WWW</td>
<td>3</td>
</tr>
<tr>
<td>ART 264 Dynamic Web Page Design</td>
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<tr>
<td>ART 265 Multimedia Design I</td>
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<td>ART 266 Multimedia Design II</td>
<td>3</td>
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<tr>
<td>ART 271 Graphic Design I: Typography</td>
<td>3</td>
</tr>
<tr>
<td>ART 272 Graphic Design II: Problems in Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 290 Media Arts Seminar</td>
<td>3</td>
</tr>
</tbody>
</table>

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 four-year art college or professional institution. Your future career may involve work in the fine arts, commercial art, art education, museum curatorship, arts administration, or illustration.

Program Coordinator

Thomas W. Boisvert
Office: N213, (413) 775-1224
e-mail: boisvert@gcc.mass.edu

Program Footnotes

* Art studio electives may not be used as Liberal Arts or Humanities electives in this program.
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.

Your Next Step
transfer to a baccalaureate degree college.

Program Coordinator
Thomas W. Boisvert
Office: N213, (413) 775-1224
email: boisvert@gcc.mass.edu

Program Footnotes
1 See pages 47-50 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.

Art/Fine Art (AFC)
Commonwealth Transfer Compact Option

Required courses
\[
\begin{align*}
\text{ART 103 Art History I} & \quad 3 \\
\text{ART 104 Art History II} & \quad 3 \\
\text{ART 121 Two-Dimensional Design} & \quad 3 \\
\text{ART 125 Three-Dimensional Design} & \quad 3 \\
\text{ART 131 Drawing I} & \quad 3 \\
\text{ART 132 Drawing II} & \quad 3 \\
\text{ART 141 Color} & \quad 3 \\
\text{ART 235 Figure Drawing I: Anatomy and Structure} & \quad 3 \\
\text{ART 236 Figure Drawing II-A} & \quad 3 \\
\text{ART 241 Painting I} & \quad 3 \\
\text{ART 291 Fine Arts Seminar} & \quad 3 \\
\end{align*}
\]

Media Arts Electives (choose one of the following)
\[
\begin{align*}
\text{ART 151 Introduction to Photography, or ART 155 Introduction to Video} & \quad 3 \\
\text{or ART 161 Introduction to Electronic Studio} & \quad 3 \\
\end{align*}
\]

Art Studio Electives (from the list below)
\[
\begin{align*}
\text{ART 151 Introduction to Photography} & \quad 3 \\
\text{ART 155 Introduction to Video} & \quad 3 \\
\text{ART 157 Animation} & \quad 3 \\
\text{ART 161 Introduction to the Electronic Studio} & \quad 3 \\
\text{ART 173 Digital Design} & \quad 3 \\
\text{ART 225 Three-Dimensional Design II} & \quad 3 \\
\text{ART 232 Thematic Drawing} & \quad 3 \\
\text{ART 237 Figure Drawing II-B} & \quad 3 \\
\text{ART 238 Perspective Drawing} & \quad 3 \\
\text{ART 242 Painting II-A} & \quad 3 \\
\text{ART 243 Painting II-B} & \quad 3 \\
\text{ART 251 Photography I-A} & \quad 3 \\
\text{ART 252 Photography I-B} & \quad 3 \\
\text{ART 255 Video I-A} & \quad 3 \\
\text{ART 256 Video I-B} & \quad 3 \\
\text{ART 261 Electronic Imaging} & \quad 3 \\
\text{ART 263 Designing for the WWW} & \quad 3 \\
\text{ART 264 Dynamic Web Page Design} & \quad 3 \\
\text{ART 265 Multimedia Design I} & \quad 3 \\
\text{ART 266 Multimedia Design II} & \quad 3 \\
\text{ART 267 3-D Modeling and Animation} & \quad 3 \\
\text{ART 271 Graphic Design I: Typography} & \quad 3 \\
\text{ART 272 Graphic Design II: Problems in Design} & \quad 3 \\
\text{ART 290 Media Arts Seminar} & \quad 3 \\
\end{align*}
\]

TOTAL 74

Art Studio Electives (9 credits): at least six credits must be at the 200 level.
\[
\begin{align*}
\text{ART 151 Introduction to Photography} & \quad 3 \\
\text{ART 155 Introduction to Video} & \quad 3 \\
\text{ART 157 Animation} & \quad 3 \\
\text{ART 161 Introduction to the Electronic Studio} & \quad 3 \\
\text{ART 173 Digital Design} & \quad 3 \\
\text{ART 225 Three-Dimensional Design II} & \quad 3 \\
\text{ART 232 Thematic Drawing} & \quad 3 \\
\text{ART 237 Figure Drawing II-B} & \quad 3 \\
\text{ART 238 Perspective Drawing} & \quad 3 \\
\text{ART 242 Painting II-A} & \quad 3 \\
\text{ART 243 Painting II-B} & \quad 3 \\
\text{ART 251 Photography I-A} & \quad 3 \\
\text{ART 252 Photography I-B} & \quad 3 \\
\text{ART 255 Video I-A} & \quad 3 \\
\text{ART 256 Video I-B} & \quad 3 \\
\text{ART 261 Electronic Imaging} & \quad 3 \\
\text{ART 263 Designing for the WWW} & \quad 3 \\
\text{ART 264 Dynamic Web Page Design} & \quad 3 \\
\text{ART 265 Multimedia Design I} & \quad 3 \\
\text{ART 266 Multimedia Design II} & \quad 3 \\
\text{ART 267 3-D Modeling and Animation} & \quad 3 \\
\text{ART 271 Graphic Design I: Typography} & \quad 3 \\
\text{ART 272 Graphic Design II: Problems in Design} & \quad 3 \\
\text{ART 290 Media Arts Seminar} & \quad 3 \\
\end{align*}
\]
Art (Liberal Arts) *(LAA)*
(Meets Commonwealth Transfer Compact Requirements)

Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 103 Art History I</td>
<td>3</td>
</tr>
<tr>
<td>ART 104 Art History II</td>
<td>3</td>
</tr>
<tr>
<td>ART 121 Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 125 Three-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 131 Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 132 Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 141 Color</td>
<td>3</td>
</tr>
<tr>
<td>Art 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>SPE 101 or 121 or 131 Oral Communication</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 HIS course coded HC
  - Literature: any 200 level ENG course EXCEPT ENG 207 and ENG 208

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

Electives

TOTAL 65-66

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>
<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 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.
Academic Programs

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 four-year art college or professional institution or seek employment. Your career may include work in photography, electronic imaging, video, animation, multimedia and web site design.

Program Coordinator
Thomas W. Boisvert
Office: N213, (413) 775-1224
e-mail: boisvert@gcc.mass.edu

Program Footnotes
* Art studio electives may not be used as Liberal Arts or Humanities electives in this program.

Art/Media Arts (AMP)

Required courses credits
ART 103 Art History I .................................................................3
ART 104 Art History II .................................................................3
ART 121 Two-Dimensional Design ..................................................3
ART 131 Drawing I ........................................................................3
ART 141 Color ............................................................................3
ART 151 Introduction to Photography ...........................................3
ART 155 Introduction to Video .....................................................3
ART 161 Introduction to the Electronic Studio ...............................3
ART 290 Media Arts Seminar .....................................................3
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
Multimedia Concentration
ART 157 Animation, ART 265 Multimedia Design I, and ART 266 Multimedia Design II
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......................................................................3
TOTAL 66

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

ART 125 Three-Dimensional Design 3
ART 132 Drawing II 3
ART 157 Animation 3
ART 173 Digital Design 3
ART 225 Three-Dimensional Design II 3
ART 232 Thematic Drawing 3
ART 235 Figure Drawing I: Anatomy and Structure 3
ART 236 Figure Drawing II-A 3
ART 237 Figure Drawing II-B 3
ART 238 Perspective Drawing 3
ART 241 Painting I 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 264 Dynamic Web Page Design 3
ART 265 Multimedia Design I 3
ART 266 Multimedia Design II 3
ART 267 3-D Modeling and Animation 3
ART 271 Graphic Design I: Typography 3
ART 272 Graphic Design II: Problems in Design 3
ART 279 Fine Arts Seminar 3

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### Art/Media Arts (AMC) Commonwealth Transfer Compact Option

**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>
</tbody>
</table>

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

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

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

- ENG 101, 103, or 105 English Composition I **3 credits**
- ENG 112, 114, or 116 English Composition II **3 credits**
- Behavioral Sciences Elective (coded BC) **9 credits**
- Humanities Elective (coded HC) **3 credits**
- Mathematics Elective (any MAT course coded NC) **3 credits**
- Science Elective (two 4-credit lab science courses coded NC) **8 credits**

**TOTAL 74 credits**

**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 157 Animation</td>
<td>3</td>
</tr>
<tr>
<td>ART 173 Digital Design</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 238 Perspective Drawing</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 261 Electronic Imaging</td>
<td>3</td>
</tr>
<tr>
<td>ART 263 Designing for the WWW</td>
<td>3</td>
</tr>
<tr>
<td>ART 264 Dynamic Web Page Design</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 271 Graphic Design I: Typography</td>
<td>3</td>
</tr>
<tr>
<td>ART 272 Graphic Design II: Problems in Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 291 Fine Arts Seminar</td>
<td>3</td>
</tr>
</tbody>
</table>

**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.

**Program Coordinator**

Thomas W. Boisvert  
Office: N213, (413) 775-1224  
email: boisvert@gcc.mass.edu

**Program Footnotes**

1. See pages 47-50 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.
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.

Program Coordinator
Dr. Robert J. Welsh
Office: E132J, (413) 775-1488
dr.welsh@gcc.mass.edu

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

* See Liberal Arts/General Program (page 62) 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).

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

Business Administration Transfer1 (BAT)
(Meets Commonwealth Transfer Compact Requirements)

Required courses credits
ACC 151 Concepts of Financial Accounting I
or ACC 121 Principles of Financial Accounting I ......................................................... 3 or 4
ACC 152 Concepts of Financial Accounting II
or ACC 122 Principles of Financial Accounting II ......................................................... 3 or 4
ACC 203 Management Accounting ................................................................................. 3
ADM 106 Keyboarding for Information Processing ......................................................... 1
BUS 111 Introduction to Business ................................................................................... 3
BUS 205 Principles of Management ............................................................................... 3
CIS 115 Introduction to Business Information Systems ................................................... 3
CIS 140 Microcomputer Software Tools I ......................................................................... 3
ECO 101 Principles of Macroeconomics ......................................................................... 3
ECO 102 Principles of Microeconomics ........................................................................... 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
Humanities Core: .............................................................................................................. 9
Science/Math Core: ........................................................................................................ 11-12
a) History: any HIS course coded HC
b) Literature: any 200 level ENG course EXCEPT ENG 207 and ENG 208
c) A Humanities course with an HC advising code in: ART, ASL, DAN, ENG, FLK, FRE, GGY, HIS, HUM, LAT, MUS, PHI, SPA

Program elective, or MAT 114 Introduction to Statistics
or MAT 151 Applied Calculus I, or MAT 152 Applied Calculus II ................................... 3-4

* Liberal Arts Elective .................................................................................................... 3

TOTAL 63-67


## Computer Information Systems (CIS)

### 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></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></td>
</tr>
<tr>
<td>CIS 150 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</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</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 280 Network Server Administration</td>
<td>3</td>
</tr>
<tr>
<td>CIS 285 Managing Network Information Resources</td>
<td>3</td>
</tr>
<tr>
<td>CIS Elective or 3 credits of COE</td>
<td>3</td>
</tr>
</tbody>
</table>

*Liberal Arts Electives, Concentration Electives, and CIS Networking Track electives must be related to program major.*
The Degree
Associate of Arts in Liberal Arts

The Program
provides a base of liberal arts, mathematics, sciences, and computer courses to prepare a student for transfer to a baccalaureate degree program in Computer Science.

Your Next Step
transfer to a baccalaureate degree institution in Computer Science.

Program Advisor
Dr. Robert J. Welsh
Office: E132J, (413) 775-1488
code: welsh@gcc.mass.edu

Computer Science (LCS)
(Meets Commonwealth Transfer Compact Requirements)

Required courses
<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM 106 Keyboarding for Information Processing</td>
<td>1</td>
</tr>
<tr>
<td>CIS 150 Programming Principles and 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>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 or 121 or 131 Oral Communication</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>PHY 111 General Physics I with Calculus</td>
<td>4</td>
</tr>
<tr>
<td>PHY 112 General Physics II with Calculus</td>
<td>4</td>
</tr>
</tbody>
</table>

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

Humanities Core:.................................................................9
One three-credit course from each of the following categories:
a) History: any HIS course coded HC
b) Literature: any 200 level ENG course EXCEPT ENG 207 and ENG 208
c) A Humanities course with an HC advising code in: ART, ASL, DAN, ENG, FLK, FRE, GGY, HIS, HUM, LAT, MUS, PHI, SPA

Program Electives - nine credits coded NC.........................................................9

TOTAL 66
Criminal Justice *(CRJ)*

**Required courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 101 Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 103 Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 105 Police Process</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 107 Adjudication Process</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 109 Corrections Process</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 121 Criminology</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II,</td>
<td></td>
</tr>
<tr>
<td>or ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>POL 101 American Politics</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 201 Social Problems and Deviant Behavior</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Oral Communication: Public Speaking,</td>
<td></td>
</tr>
<tr>
<td>or SPE 121 Oral Communication: Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td>*General Elective</td>
<td>6</td>
</tr>
<tr>
<td>*Natural Science/Humanities Electives</td>
<td>9</td>
</tr>
<tr>
<td>Criminal Justice Electives</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL 60**

**Criminal Justice electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 113 Juvenile Justice Process</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 131 Social Issues in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 203 Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 209 Community Policing in the 21st Century</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 211 Current Issues in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 215 Field Experience Practicum †</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 217 White Collar Organized Crime</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 219 Issues in Constitutional Law</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 221 Interpersonal Communications in Criminal Justice</td>
<td>3</td>
</tr>
</tbody>
</table>

**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.

**Program Coordinator**

Stella Xanthakos, Juris Doctor
Office: E124H, (413) 775-1135
email: xanthakos@gcc.mass.edu

**Program Footnotes**

* 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.
Academic Programs

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

Program Advisor
Sharon Arslanian
Office: E108, (413) 775-1262
email: arslanian@gcc.mass.edu

Program Footnotes
* See Liberal Arts/General Program (page 62) for specific requirements.

Dance (LAD)
(Meets Commonwealth Transfer Compact Requirements)

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 130 Choreography/Performance</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 or 121 or 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 HIS course coded HC
  b) Literature: any 200 level ENG course EXCEPT ENG 207 and ENG 208

Science/Math Core: ........................................................................ 11-12
  a) Science: two 4-credit BIO, CHE, GEO, PHY, or SCI courses with NC advising codes
  b) Math: MAT course with NC advising code

*Liberal Arts electives .................................................................. 3
Dance electives ............................................................................. 12

TOTAL 62-63

Dance electives: To graduate with the Liberal Arts Dance option, students are required to complete 12 credits of dance electives. Selection must include at least two dance styles, and at least 3 credits at the 200 level.

<table>
<thead>
<tr>
<th>Course</th>
<th>credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAN 102 Pilates Mat Work</td>
<td>1</td>
</tr>
<tr>
<td>DAN 103 Jazz Dance I</td>
<td>1 to 3</td>
</tr>
<tr>
<td>DAN 104 Jazz Dance II</td>
<td>3</td>
</tr>
<tr>
<td>DAN 203 Jazz Dance III</td>
<td>3</td>
</tr>
<tr>
<td>DAN 204 Jazz Dance IV</td>
<td>3</td>
</tr>
<tr>
<td>DAN 105 African Dance I</td>
<td>1 to 3</td>
</tr>
<tr>
<td>DAN 106 African Dance II</td>
<td>3</td>
</tr>
<tr>
<td>DAN 205 African Dance III</td>
<td>3</td>
</tr>
<tr>
<td>DAN 206 African Dance IV</td>
<td>3</td>
</tr>
<tr>
<td>DAN 107 Ballet I</td>
<td>1 to 3</td>
</tr>
<tr>
<td>DAN 108 Ballet II</td>
<td>3</td>
</tr>
<tr>
<td>DAN 207 Ballet III</td>
<td>3</td>
</tr>
<tr>
<td>DAN 208 Ballet IV</td>
<td>3</td>
</tr>
<tr>
<td>DAN 111 Modern Dance I</td>
<td>1 to 3</td>
</tr>
<tr>
<td>DAN 112 Modern Dance II</td>
<td>3</td>
</tr>
<tr>
<td>DAN 211 Modern Dance III</td>
<td>3</td>
</tr>
<tr>
<td>DAN 212 Modern Dance IV</td>
<td>3</td>
</tr>
<tr>
<td>DAN 114 Tap Dance I</td>
<td>1 to 3</td>
</tr>
<tr>
<td>DAN 115 Tap Dance II</td>
<td>3</td>
</tr>
<tr>
<td>DAN 214 Tap Dance III</td>
<td>3</td>
</tr>
<tr>
<td>DAN 215 Tap Dance IV</td>
<td>3</td>
</tr>
<tr>
<td>DAN 116 Middle Eastern Dance I</td>
<td>1 to 3</td>
</tr>
<tr>
<td>DAN 117 Middle Eastern Dance II</td>
<td>3</td>
</tr>
<tr>
<td>DAN 121 Dance History</td>
<td>3</td>
</tr>
</tbody>
</table>
## Early Childhood Education (ECE)

### Required courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 101</td>
<td>Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU 103</td>
<td>Creative Experiences in Art, Music, and Drama</td>
<td>3</td>
</tr>
<tr>
<td>EDU 111</td>
<td>Introduction to Special Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU 201</td>
<td>Early Childhood Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>EDU 205</td>
<td>Philosophy of Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU 215</td>
<td>Student Teaching I</td>
<td>6</td>
</tr>
<tr>
<td>EDU 216</td>
<td>Student Teaching II</td>
<td>6</td>
</tr>
<tr>
<td>ENG 101, 103, or 105</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 241</td>
<td>Survey of Children’s Literature, or FLK 218 Storytelling</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 233</td>
<td>Child Behavior and Development</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>or ANT 104</td>
<td>Cultural Anthropology: Tribes, States and the Global System</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 or 121 or 131</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>General Electives</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Math course coded NC</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4-credit Science (BIO, CHE, GEO, PHY, or SCI) course coded NC</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Program Elective</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** 64

### 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

---

**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.

**Note:** Placement in a teaching site for EDU215 and EDU 216 is not guaranteed and depends upon agreement among the teaching site, the EDU faculty, and the student. Some students prefer to complete the program over a longer period of time.

**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.

**Program Coordinator**

Kate Finnegan  
Office: E116M, (413) 775-1125  
email: finnegan@gcc.mass.edu

**Program Footnotes**

Students participating in this program may be required to undergo a Criminal Offender Record Information (CORI) check. For more information please refer to page 11.
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.

Program Advisor
Kate Finnegan
Office: E116M, (413) 775-1125
e-mail: finnegan@gcc.mass.edu

Program Footnotes
* See Liberal Arts/General Program (page 62) for specific requirements.

Students participating in this program may be required to undergo a Criminal Offender Record Information (CORI) check. For more information please refer to page 11.

Education (LEO)
(Meets Commonwealth Transfer Compact Requirements)

Required courses credits
- ENG 101, 103, or 105 English Composition I .................................................. 3
- ENG 112, 114, or 116 English Composition II ........................................................ 3
- ENG 241 Survey of Children’s Literature
  or FLK 218 Storytelling .................................................................................... 3
- PSY 101 Principles of Psychology ........................................................................ 3
- PSY 217 Human Growth and Development
  or PSY 233 Child Behavior and Development .................................................. 3
- SOC 101 Principles of Sociology,
  or ANT 104 Cultural Anthropology: Tribes, States and the Global System .......... 3
- SPE 101 or 121 or 131 Oral Communication ..................................................... 3
- Humanities Core:.............................................................................................. 6
- Science/Math Core: .......................................................................................... 11-12
  - Science: two 4-credit BIO, CHE, GEO, PHY, or SCI courses with NC advising codes
  - Math: MAT course with NC advising code
- Education Electives .......................................................................................... 12
- Additional Electives* ....................................................................................... 10

TOTAL 60-61

Education electives
- EDU 101 Introduction to Early Childhood Education ........................................ 3
- EDU 103 Creative Experiences in Art, Music, Drama, and Dance .................... 3
- EDU 111 Introduction to Special Education ..................................................... 3
- EDU 121 Reading and Language for the Young Child ....................................... 3
- EDU 123 Educating the Infant and Toddler ..................................................... 3
- EDU 133 Day Care Administration .................................................................. 3
- EDU 139 Women in Education ......................................................................... 3
- EDU 141 Building Teacher-Parent Relationships ............................................ 3
- EDU 201 Early Childhood Curriculum ............................................................ 3
- EDU 205 Philosophy of Education .................................................................... 3
- HSV 119 Contemporary Parenting .................................................................... 3
### Engineering Science (EGS)

*(This program is currently undergoing review)*

*(continued on next page)*

### 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 140 Microcomputer Software Tools I</td>
<td>3</td>
</tr>
<tr>
<td>Computer Programming Elective (see advisor)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 150 Programming Principles,</td>
<td></td>
</tr>
<tr>
<td>or CIS 251 Java Programming,</td>
<td></td>
</tr>
<tr>
<td>or CIS 252 C++ Programming</td>
<td></td>
</tr>
<tr>
<td>ECO Elective (see advisor)</td>
<td>3</td>
</tr>
<tr>
<td>ECO 101 Principles of Macroeconomics,</td>
<td></td>
</tr>
<tr>
<td>or ECO 102 Principles of Microeconomics</td>
<td></td>
</tr>
<tr>
<td>EGR 103 Engineering Orientation</td>
<td>1</td>
</tr>
<tr>
<td>EGR 107 Engineering Graphics I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>MAT 201 Calculus with Analytic Geometry I</td>
<td>4</td>
</tr>
<tr>
<td>MAT 202 Calculus with Analytic Geometry II</td>
<td>4</td>
</tr>
<tr>
<td>MAT 203 Multivariate Calculus</td>
<td>4</td>
</tr>
<tr>
<td>MAT Elective (advanced) (see advisor)</td>
<td>4</td>
</tr>
<tr>
<td>MAT 204 Elementary Differential Equations</td>
<td></td>
</tr>
<tr>
<td>or MAT 205 Elementary Linear Algebra</td>
<td></td>
</tr>
<tr>
<td>PHY 111 General Physics I with Calculus</td>
<td>4</td>
</tr>
<tr>
<td>PHY 112 General Physics II with Calculus</td>
<td>4</td>
</tr>
<tr>
<td>Liberal Arts Electives (BC or HC advising code, 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 69-73**

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

Program Coordinator
Dr. Robert J. Welsh
Office: E132J, (413) 775-1488
e-mail: welsh@gcc.mass.edu

Program Footnotes
No course taken for credit/no credit will fulfill the graduation requirements of this program.
+ If not chosen as Computer Programming Elective
# If not chosen as a MAT elective (advanced)
§ May not be accepted by a particular baccalaureate institution to fulfill engineering curriculum requirements
@ Offered at GCC only as demand warrants. Students will probably have to take these courses at other institutions in order to transfer directly to the College of Engineering at UMass, Amherst or to facilitate transfer to Northeastern, WPI, or RPI.

Concentration electives
Students must select four concentration electives from the alphabetical list below. At least TWO of these electives must be Engineering courses to qualify for direct admission to the UMass College of Engineering. 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 Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>§ Biological Science Elective (approved by advisor)</td>
<td>3-4</td>
</tr>
<tr>
<td>§+ CIS 150 Programming Principles</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>§ EGR 108 Engineering Graphics II</td>
<td>3</td>
</tr>
<tr>
<td>@ EGR 205 Static</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>
</tbody>
</table>

Engineering course(s) to be taken at another institution (pre-approved by Program Coordinator) 3-4

Other elective(s) (if approved by Program Coordinator) 3-4
**Academic Programs**

**English (LAE)**
*(Meets Commonwealth Transfer Compact Requirements)*

**The Degree**

**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>SPE 101 or 121 or 131 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Sciences Core:</td>
<td>9</td>
</tr>
<tr>
<td>a) Select two courses from the following:</td>
<td></td>
</tr>
<tr>
<td>ANT 103 or 104, ECO 101 or 102, HEC 101,</td>
<td></td>
</tr>
<tr>
<td>POL 101, PSY 101, or SOC 101</td>
<td></td>
</tr>
<tr>
<td>b) Select any additional course coded BC</td>
<td></td>
</tr>
<tr>
<td>Humanities Core:</td>
<td>6</td>
</tr>
<tr>
<td>a) History: any HIS course coded HC</td>
<td></td>
</tr>
<tr>
<td>b) A Humanities course with an HC advising code in: ART, ASL, DAN, ENG, FLK, FRE, GGY, HIS, HUM, LAT, MUS, PHI, SPA</td>
<td></td>
</tr>
<tr>
<td>Science/Math Core:</td>
<td>11-12</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>
</tbody>
</table>

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.

**English Electives (18 credits are required)**

Choose three (3) courses from the following

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 201 Western Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 202 Western Literature II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 203 American Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 204 American Literature II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 205 British Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 206 British Literature II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 219 Ethnic Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 221 Shakespeare</td>
<td>3</td>
</tr>
<tr>
<td>ENG 235 Survey of Latin American Literature</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>
</tbody>
</table>

Choose three (3) courses from the following

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENG 207 Advanced Creative Writing I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 208 Advanced Creative Writing II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 224 Technology and Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 229 Gothic Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 240 Special Topics in Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 241 Survey of Children’s Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 243 Modern Poetry</td>
<td>3</td>
</tr>
<tr>
<td>ENG 253 Valley/American Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 261 The Short Story</td>
<td>3</td>
</tr>
<tr>
<td>FLK 218 Storytelling</td>
<td>3</td>
</tr>
<tr>
<td>HUM 153 Media and Popular Culture</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 60-61**

**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.

**Program Advisor**

Lillian Ruiz
Office: N315, (413) 775-1236
email: ruiz@gcc.mass.edu

**Program Footnotes**

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

Program Advisor
Daniel F. LaRose
Office: E116J, (413) 775-1129
e-mail: larose@gcc.mass.edu

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

Environmental Studies/Human Ecology *(LEH)*
(Meets Commonwealth Transfer Compact Requirements)

<table>
<thead>
<tr>
<th>Required courses</th>
<th>credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 104 Cultural Anthropology: Tribes, States and the Global System</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 Human Ecology: The TEME Experience, 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 or 121 or 131 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>Any GEO, BIO, or CHE course</td>
<td>4</td>
</tr>
<tr>
<td>Behavioral Science Core</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Core</td>
<td>9</td>
</tr>
</tbody>
</table>

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

a) History: any HIS course coded HC

b) Literature: any 200 level ENG course EXCEPT ENG 207 and ENG 208

c) A Humanities course with an HC advising code in: ART, ASL, DAN, ENG, FLK, FRE, GGY, HIS, HUM, LAT, MUS, PHI, SPA

One course from each of the following:

a) Behavioral Sciences: HEC 121 Gender Issues in Human Ecology or Green Living Seminars/Workshops: HEC 150, 151 152, 153, 154, 155

b) *Natural Sciences course coded NC or NL

c) *General Elective

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
Environmental Studies/Natural Resources (LEN)
(Meets Commonwealth Transfer Compact Requirements)

**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 102 Botany</td>
<td>4</td>
</tr>
<tr>
<td>BIO 103 Ecology or BIO 104 Natural History</td>
<td>4</td>
</tr>
<tr>
<td>or BIO 122 Freshwater Ecology</td>
<td></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>ECO 113, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 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 or MAT 151 Applied Calculus I and MAT 152 Applied Calculus II</td>
<td>4-7</td>
</tr>
<tr>
<td>SPE 101 or 121 or 131 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>Any GEO, BIO, SCI, MAT, or CHE course or HEC 111 Human Ecology: The TEME Experience, or HEC 113 Earth Experiences, or COE 297 Seminar in Cooperative Education I and COE E97 Employment in Cooperative Education I</td>
<td>3-4</td>
</tr>
<tr>
<td>Behavioral Science Core</td>
<td>3</td>
</tr>
<tr>
<td>One three credit course from the following: ANT 103 or 104, POL 101, PSY 101, or SOC 101</td>
<td></td>
</tr>
<tr>
<td>Humanities Core: One three credit course from each of the following categories: a) History: any HIS course coded HC b) Literature: any 200 level ENG course EXCEPT ENG 207 and ENG 208 c) A Humanities course with an HC advising code in: ART, ASL, DAN, ENG, FLK, FRE, GGY, HIS, HUM, LAT, MUS, PHI, SPA</td>
<td>9</td>
</tr>
<tr>
<td>*General electives...</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>61-65</strong></td>
</tr>
</tbody>
</table>

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.

Program Advisor
Brian Adams
Office: N410, (413) 775-1454
e-mail: adams@gcc.mass.edu

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

Program Coordinator
Dr. Peter Rosnick
Office: E124F, (413) 775-1446
e-mail: rosnick@gcc.mass.edu

Program Footnotes
* 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.

Fire Science Technology (FST)

Required courses credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 105 Basic Principles of Chemistry, or CHE 111 General Chemistry I</td>
<td>3-4</td>
</tr>
<tr>
<td>CIS 140 Microcomputer Software Tools I</td>
<td>3</td>
</tr>
<tr>
<td>or a CIS course approved by the Fire Science Program Coordinator</td>
<td></td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II, or ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>FST 101 Introduction to Fire Protection and Fire Prevention</td>
<td>4</td>
</tr>
<tr>
<td>FST 109 Hazardous Materials I</td>
<td>3</td>
</tr>
<tr>
<td>FST 111 Building Construction</td>
<td>3</td>
</tr>
<tr>
<td>FST 113 Fire Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>FST 201 Fire Protection Systems and Equipment I</td>
<td>3</td>
</tr>
<tr>
<td>MAT (Any math course with NC coding)</td>
<td>3-4</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 or 121 or 131 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>*FST/EMS Electives</td>
<td>15</td>
</tr>
<tr>
<td>Humanities elective (Any course coded (HC or HL))</td>
<td>3</td>
</tr>
<tr>
<td>General Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 61-63
### Food Science (LFO)

(Meets Commonwealth Transfer Compact Requirements)

**The Degree**

**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 or 121 or 131 Oral Communication</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:**

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

- a) History: any HIS course coded HC
- b) Literature: any 200 level ENG course EXCEPT ENG 207 and ENG 208
- c) A Humanities course with an HC advising code in: ART, ASL, DAN, ENG, FLK, FRE, GGY, HIS, HUM, LAT, MUS, PHI, SPA

**TOTAL 67**

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**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.

**Program Advisor**

Brian Adams
Office: N410, (413) 775-1454
email: adamsb@gcc.mass.edu
Academic Programs

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 toward an Associate of Arts degree from GCC. The program provides a broad range of general studies in the behavioral sciences, the natural sciences, the humanities, and business.

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

Program Advisor
Patricia A. Wachter
Office: DC312, (413) 775-1634
email: wachter@gcc.mass.edu

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

Healing Arts (LHA)
(Meets Commonwealth Transfer Compact Requirements)

Required courses credits
*HAO 101 Healing Arts or courses with MTC prefix ................................................................. 12
ACC 103 Analysis of Financial Statements .............................................................................. 3
BUS 111 Introduction to Business ........................................................................................... 3
ENG 101, 103, or 105 English Composition I ............................................................................ 3
ENG 112, 114, or 116 English Composition II ........................................................................... 3
SPE 101 or 121 or 131 Oral Communication ............................................................................ 3
PSY 101 Principles of Psychology ............................................................................................ 3
PSY 217 Human Growth and Development ............................................................................ 3
Any additional course coded BC ............................................................................................ 3
Humans Core: .......................................................................................................................... 9

One three-credit course from each of the following categories:
  a) History: any HIS course coded HC
  b) Literature: any 200 level ENG course EXCEPT ENG 207 and ENG 208
  c) A Humanities course with an HC advising code in: ART, ASL, DAN, ENG, FLK, FRE, GGY, HIS, HUM, LAT, MUS, PHI, SPA
Science/Math Core: .................................................................................................................. 11-12
  a) Science: two 4-credit lab science courses with NC advising codes
  b) Any math course coded NC
Electives other than “X” or “A” coded courses ...................................................................... 9

TOTAL 65-66
# Health Fitness and Wellness *(LHF)*
*(Meets Commonwealth Transfer Compact Requirements)*

### 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>Select ONE course from the following:</td>
<td></td>
</tr>
<tr>
<td>BIO 101, 102, 103, 119, 120, 122, or 124</td>
<td>4</td>
</tr>
<tr>
<td>BIO 130 Human Nutrition</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, 121, or 131 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>LED 156 Strength Training</td>
<td>1</td>
</tr>
<tr>
<td>LED 157 Aerobics</td>
<td>1</td>
</tr>
<tr>
<td>HFW 100 Survey of Movement Science</td>
<td>1</td>
</tr>
<tr>
<td>HFW 101 Introduction to Exercise Science</td>
<td>3</td>
</tr>
<tr>
<td>HFW 103 Principles of Health and Well-Being</td>
<td>3</td>
</tr>
<tr>
<td>HFW 104 Foundations of Movement Science I</td>
<td>3</td>
</tr>
<tr>
<td>HFW 105 Foundations of Movement Science II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Behavioral Sciences Core:**

- One three-credit course from each of the following categories:
  - a) **PSY 101 Principles of Psychology**
  - b) Select ONE course from the following:
    - ANT 104, ECO 101 or 102, HEC 101, POL 101, or SOC 101
  - c) Select ONE course coded BC from the following:
    - Any ANT course except 103, any ECO course, any POL course, any SOC course

**Humanities Core:**

- One three-credit course from each of the following categories:
  - b) **Literature (ENG 201, 202, 203, 204, 205, 206, 211, 219, 221, 235, 243, 247, 248, 253)**
  - c) Select ONE course from the following coded HC:
    - ART 103, 104, 105, 106, 107
    - HUM 150, 153, 201, 202
    - MUS 101, 102, 103, 107, 108, 122, 207
    - PHI 103, 104, 108, 110, 204, 205, 206

**Math Core:**

- MAT 114 or 117

**TOTAL:** 60-61

---

The Degree
Associate of Arts in Liberal Arts

The Program
provides a broad range of liberal arts studies with health fitness and wellness offerings.

Your Next Step
transfer to the Bachelor of Science Degree Program in Movement Science at Westfield State College or any similar program at another institution. Future careers may include health club manager/director, personal trainer, exercise physiologist, fitness specialist, wellness program coordinator, and director of strength and conditioning.

Program Advisor
Kathleen A. Davidson
Office: E109A, (413) 775-1143
e-mail: davidson@gcc.mass.edu

---

Greenfield Community College Catalog • 2003–2004
Human Services (LHS)
(Meets Commonwealth Transfer Compact Requirements)

**Required courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HSV 101 Introduction to Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HSV 115 Interpersonal Skills and the Role of Helper in the Human Services Profession</td>
<td>3</td>
</tr>
<tr>
<td>HSV 205 Case Management Practices</td>
<td>3</td>
</tr>
<tr>
<td>HSV 215 Counseling Skills</td>
<td>3</td>
</tr>
<tr>
<td>HSV 271 Practicum in Human Services</td>
<td>4</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 215 Theories of Personality</td>
<td>3</td>
</tr>
<tr>
<td>PSY 217 Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 or 121 or 131 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>ANT, PSY, SOC, HSV, or CRJ elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Humanities Core:**

- One three-credit course from each of the following categories:
  - a) History: any HIS course coded HC
  - b) Literature: any 200 level ENG course EXCEPT ENG 207 and ENG 208
  - c) A Humanities course with an HC advising code in: ART, ASL, DAN, ENG, FLK, FRE, GGY, HIS, HUM, LAT, MUS, PHI, SPA

**Science/Math Core:**

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

**Total 63-64**
**International Studies (LIS)**

*(Meets Commonwealth Transfer Compact Requirements)*

**Required courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 104 Cultural Anthropology: Tribes, States and the Global System, 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 The Pacific Century, 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 or 121 or 131 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>6</td>
</tr>
<tr>
<td>Any additional course coded BC</td>
<td>3</td>
</tr>
</tbody>
</table>

**Science/Math Core:**

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

**Foreign Language**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**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 The Pacific Century</td>
<td>3</td>
</tr>
<tr>
<td>HIS 129 Introduction to Modern Africa</td>
<td>3</td>
</tr>
<tr>
<td>POL 103 Comparative Politics</td>
<td>3</td>
</tr>
<tr>
<td>POL 105 International Politics</td>
<td>3</td>
</tr>
<tr>
<td>POL 205 American Foreign Policy</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 60-61**

---

**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.

**Program Advisor**

Dovi Afesi  
Office: N321, (413) 775-1255  
email: afesi@gcc.mass.edu

**Program Footnotes**

* See Liberal Arts/General Program (page 62) for specific requirements.
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.

Program Coordinator
Dr. Robert J. Welsh
Office: E132J, (413) 775-1488,
email: welsh@gcc.mass.edu

Program Footnotes
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.

Management \(^1\) (MAN)

**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></td>
</tr>
<tr>
<td>or ACC 151 Concepts of Financial Account I</td>
<td>4 or 3</td>
</tr>
<tr>
<td>ACC 122 Principles of Financial Accounting II</td>
<td></td>
</tr>
<tr>
<td>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 204 Managerial Communication</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, or ENG 123 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Program Electives (ACC, BUS, or CIS course, or COE that must be related to program major)</td>
<td>6</td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

**TOTAL 64 OR 66**
Marketing\(^1\) (MKT)

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</td>
<td>3</td>
</tr>
<tr>
<td>or BUS 205 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 204 Managerial Communications</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>3</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></td>
</tr>
</tbody>
</table>

TOTAL 60

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.

Program Coordinator
Dr. Robert J. Welsh
Office: E132J, (413) 775-1488
email: welsh@gcc.mass.edu

Program Footnotes
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...
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.

Program Advisor
Dr. Peter Rosnick
Office: E124F, (413) 775-1446
email: rosnick@gcc.mass.edu

Math-Science (LMO)
(Meets Commonwealth Transfer Compact Requirements)

Required courses

<table>
<thead>
<tr>
<th>Course Details</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 or 121 or 131 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>MAT 107, 108, 201, 202 (at least 2)</td>
<td>8</td>
</tr>
<tr>
<td>Behavioral Sciences Core</td>
<td>9</td>
</tr>
<tr>
<td>a) Select two courses from the following: ANT 103 or 104, ECO 101 or 102, HEC 101, POL 101, PSY 101, or SOC 101</td>
<td></td>
</tr>
<tr>
<td>b) Select any additional course coded BC</td>
<td></td>
</tr>
<tr>
<td>Humanities Core</td>
<td>9</td>
</tr>
<tr>
<td>a) History: any HIS course coded HC</td>
<td></td>
</tr>
<tr>
<td>b) Literature: any 200 level ENG course EXCEPT ENG 207 and ENG 208</td>
<td></td>
</tr>
<tr>
<td>c) A Humanities course with an HC advising code in: ART, ASL, DAN, ENG, FLK, FRE, GGY, HIS, HUM, LAT, MUS, PHI, SPA</td>
<td></td>
</tr>
<tr>
<td>Math-Science Electives</td>
<td>16</td>
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<td>Program Electives</td>
<td>11</td>
</tr>
<tr>
<td>TOTAL</td>
<td>62</td>
</tr>
</tbody>
</table>
Math-Science (LMO)
(Meets Commonwealth Transfer Compact Requirements)

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 195 Human Anatomy and Physiology I
  and BIO 196 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 119 Principles of Biology...........................................................4
- BIO 124 Introductory Horticulture...................................................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
Academic Programs

The Degree
Associate of Arts in Liberal Arts

The Program
combines a broad range of liberal arts studies with an elective emphasis on music that can be tailored to student interests. The program provides a strong foundation in music theory, music history, instrumental study, and ensemble performance. Numerous opportunities exist for exploring world music and music technology.

Your Next Step
transfer to a four-year college or seek professional employment. Your future career may include work in performing, composing, teaching, audio production, music therapy, commercial music, artist management, and non-profit arts administration.

Program Advisor
Matthew Shippee
Office: N216B, (413) 775-1228
email: shippeem@gcc.mass.edu

Music (LMU)
(Meets Commonwealth Transfer Compact Requirements)

Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 230 Applied Music</td>
<td>8</td>
</tr>
<tr>
<td>MUS 231 Recital Participation</td>
<td>0</td>
</tr>
<tr>
<td>MUS 138 Creative Musicianship</td>
<td>2</td>
</tr>
<tr>
<td>Music History Elective</td>
<td>3</td>
</tr>
<tr>
<td>MUS 107 Music Theory I</td>
<td>3</td>
</tr>
<tr>
<td>MUS 147 Aural Skills I</td>
<td>1</td>
</tr>
<tr>
<td>MUS 108 Music Theory II</td>
<td>3</td>
</tr>
<tr>
<td>MUS 148 Aural Skills II</td>
<td>1</td>
</tr>
<tr>
<td>Ensemble Electives</td>
<td>6</td>
</tr>
<tr>
<td>Music Electives</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>SPE 101 or 121 or 131 Oral Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Behavioral Sciences Core

<table>
<thead>
<tr>
<th>Course</th>
<th>credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Select two courses from the following:</td>
<td></td>
</tr>
<tr>
<td>ANT 103 or 104, ECO 101 or 102, HEC</td>
<td></td>
</tr>
<tr>
<td>101, POL 101, PSY 101, or SOC 101</td>
<td></td>
</tr>
<tr>
<td>b) Select any additional course coded BC</td>
<td></td>
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</tbody>
</table>

Humanities Core

<table>
<thead>
<tr>
<th>Course</th>
<th>credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) History: any HIS course coded HC</td>
<td></td>
</tr>
<tr>
<td>b) Literature: any 200 level ENG course EXCEPT ENG 207 and ENG 208</td>
<td></td>
</tr>
</tbody>
</table>

Science/Math Core

<table>
<thead>
<tr>
<th>Course</th>
<th>credits</th>
</tr>
</thead>
<tbody>
<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 66-67
Music (LMU)
(Meets Commonwealth Transfer Compact Requirements)

**Ensemble electives: (6 credits)**
- MUS 111 Chorus .......................................................... 2
- MUS 125 Jazz Ensemble ............................................. 2
- MUS 128 World Music Ensemble ............................... 2
- MUS 129 Chamber Ensemble ................................... 2
- MUS 139 Contemporary Music Ensemble .................. 2

**Music electives: (4 credits)**
- MUS 101 Introduction to Music ................................. 3
- MUS 102 Jazz Eras and Styles ................................. 3
- MUS 103 Music Theory Fundamentals ....................... 3
- MUS 122 Jazz Theory: Tools for Improvisation .......... 3
- MUS 127 20th Century American Popular Music .......... 3
- MUS 137 World Music and Cultures ......................... 3
- MUS 207 Music Theory III ......................................... 3
- MUS 208 Jazz Improvisation ................................... 3
- MUS 219 MIDI Studio Techniques ........................... 3
- MUS 220 Songwriting ............................................... 3
- MUS 247 Aural Skills III ........................................... 1

**Program Footnotes**
Music majors should plan to take MUS 230 (Applied Music) and MUS 231 (Recital Participation) concurrently for four semesters.
Students with little or no music theory background should take MUS 103 (Music Theory Fundamentals) as an elective prior to enrolling in MUS 107 (Music Theory I).
Some courses are rotated in the schedule and may not be offered every semester.
Additional special topics courses are occasionally offered on a “one-time” basis in such areas as composition, world music regions, and electronic music.
### The Degree
Associate of Science

### The Program
prepares you for a career as a 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.

### Program Coordinator
Teresa Mariani  
Office: DC207, (413) 775-1630  
email: mariani@gcc.mass.edu

### Program Footnotes
Students participating in this program will be required to undergo a Criminal Offender Record Information (CORI) check. For more information please refer to page

---

### Nursing (NUR)

### Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Lecture hours</th>
<th>Clinical and lab hours per week</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 195 Human Anatomy and Physiology I</td>
<td>3</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>BIO 196 Human Anatomy and Physiology II</td>
<td>3</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>BIO 205 Microbiology</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
<td>3</td>
<td>4</td>
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<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
<td>4</td>
<td>9</td>
</tr>
<tr>
<td>NUR 101 Fundamentals of Nursing</td>
<td>4</td>
<td>11.5</td>
<td>8</td>
</tr>
<tr>
<td>NUR 106 Pediatric Nursing</td>
<td>4</td>
<td>4</td>
<td>9</td>
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<tr>
<td>NUR 108 Obstetric Nursing</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>NUR 111 Introduction to Nursing Process</td>
<td></td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>NUR 112 Introduction to Nursing Process and Basic Concepts</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>NUR 201 Adaptation to Illness: Medical Surgical Nursing I</td>
<td>4</td>
<td>12</td>
<td>8</td>
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<tr>
<td>NUR 203 Mental Health Nursing</td>
<td>3</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>NUR 202 Adaptation to Illness: Medical Surgical Nursing II</td>
<td>4</td>
<td>15</td>
<td>9</td>
</tr>
<tr>
<td>NUR 204 Trends and Issues in Nursing</td>
<td>3</td>
<td>3</td>
<td>3</td>
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<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>PSY 217 Human Growth and Development</td>
<td>3</td>
<td>3</td>
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<tr>
<td>SOC 101 Principles of Sociology</td>
<td>3</td>
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</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 70**

- ø – C+ or better required
- £ – C or better required
- § – 5 year currency or challenge required
- β – LPN advanced placement
- ø – 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
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 Excelsior 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*, Excelsior 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: Excelsior College Exams, Excelsior College, 7 Columbia Circle, Albany, NY 12203-5159, (888) 647-2388.

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

* Students who have taken BIO 117 may substitute BIO 118.

Students participating in this program will be required to undergo a Criminal Offender Record Information (CORI) check. For more information please refer to page 11 as well as the Legal Requirements above.

The Associate Degree Nursing Program is approved by the Massachusetts Board of Registration in Nursing and is accredited by the National League for Nursing Accrediting Commission, 61 Broadway, New York, NY 10006, (212) 363-5555. The highly-regarded Associate Degree program offers personal support and a wide range of challenging clinical learning opportunities in the Springfield, 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 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 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 090 and COL 090 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. Ten credits from the list of required non-nursing courses listed on the previous page, which include at least one of the BIO courses listed on the previous page.
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.

Occupational Technology (OCC)

Required courses credits

<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>3</td>
</tr>
<tr>
<td>or ENG 123 Report Writing</td>
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</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>
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</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
Occupational Technology (OCC)

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) ................................................................. 3
C5 requirement (ANT 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

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

Program Footnotes

* 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: E124F, (413) 775-1446
email: rosnick@gcc.mass.edu
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.

Occupational Therapy Assistant (OTA)
(Inactive status)

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>
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<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>
Occupational Therapy Assistant (OTA)

Inactive status

Students participating in this program will be required to undergo a Criminal Offender Record Information (CORI) check. For more information please refer to page 11 as well as the Legal Requirements listed below.

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

The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) located at 4720 Montgomery Lane, PO Box 31220, Bethesda, MD 20824-1220.

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

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.

Program Coordinator
Judith Singley
Office D217, (413) 775-1627
email: singley@gcc.mass.edu
Office Management \((OMN)\)

The Degree

**Required courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 121 Principles of Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACC 122 Principles of Financial Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ADM 106 Keyboarding for Information Processing</td>
<td>1</td>
</tr>
<tr>
<td>BUS 105 Mathematics for Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 111 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 123 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 203 Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 205 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 204 Managerial Communication</td>
<td>3</td>
</tr>
<tr>
<td>COE 297 Seminar in Cooperative Education I</td>
<td></td>
</tr>
<tr>
<td>and COE E97 Employment in Cooperative Education</td>
<td></td>
</tr>
<tr>
<td>or †Program Elective</td>
<td></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 Introduction to Relational Database</td>
<td>3</td>
</tr>
<tr>
<td>CIS 143 Advanced Document Processing</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>Any course with a prefix of SPE</td>
<td>3</td>
</tr>
<tr>
<td>† Program Elective</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td>12</td>
</tr>
</tbody>
</table>

**TOTAL** 63-64
Science-Math Education *(LSM)*
(Meets Commonwealth Transfer Compact Requirements)

**The Degree**

**Required courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 205 Philosophy of Education</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</td>
<td>3</td>
</tr>
<tr>
<td>MAT 107, 108, 151, or 201</td>
<td>4</td>
</tr>
<tr>
<td>SPE 101 or 121 or 131 Oral Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

**Behavioral Sciences Core**

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

**Humanities Core:**

- One three-credit course from each of the following categories:
  - *History:* any HIS course coded HC
  - *Literature:* any 200 level ENG course EXCEPT ENG 207 and ENG 208
  - *A Humanities course with an HC advising code in:* ART, ASL, DAN, ENG, FLK, FRE, GGY, HIS, HUM, LAT, MUS, PHI, SPA

**Science-Math Electives**

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**

---

**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

**Program Advisor**

Richard Little
Office: N415, (413) 775-1445
email: little@gcc.mass.edu

**Program Footnotes**

*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.*
The Degree
Associate of Arts in Liberal Arts

The Program
provides a strong basis in the performance and technical fields of dramatic arts. The curriculum is a blend of theory and concept with practical, hands-on experience in all fields. Classes focus on the skills of the actor, director, and technician, while also offering a wide range of study appropriate for non-majors pursuing a liberal arts education as well as majors preparing for a professional or education career.

Your Next Step
transfer to a baccalaureate degree institution

Program Advisor
Sharon Arslanian
Office: E108, (413) 775-1262
e-mail: arslanian@gcc.mass.edu

Theater (LAT)
(Meets Commonwealth Transfer Compact Requirements)

Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE 101 Introduction to Theater</td>
<td>3</td>
</tr>
<tr>
<td>THE 105 Play Analysis</td>
<td>3</td>
</tr>
<tr>
<td>THE 106 StageCraft</td>
<td>3</td>
</tr>
<tr>
<td>THE 113 Fundamentals of Acting</td>
<td>3</td>
</tr>
<tr>
<td>THE 133 College Theater Workshop (required 3 out of 4 semesters)</td>
<td>3</td>
</tr>
<tr>
<td>THE 224 Directing Practice,</td>
<td>3</td>
</tr>
<tr>
<td>or THE 213 Advanced Acting</td>
<td></td>
</tr>
<tr>
<td>DAN 103 Jazz Dance I,</td>
<td>3</td>
</tr>
<tr>
<td>or DAN 105 African Dance I,</td>
<td></td>
</tr>
<tr>
<td>or DAN 130 Choreography/Performance</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 221 Shakespeare</td>
<td>3</td>
</tr>
<tr>
<td>MUS 110 Ear Training and Dictation,</td>
<td>3</td>
</tr>
<tr>
<td>or MUS 111 Chorus</td>
<td></td>
</tr>
</tbody>
</table>

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

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

Humanities Core........................................................................................................9
One three-credit course from each of the following categories:
a) History: any HIS course coded HC
b) Literature: any 200 level ENG course EXCEPT ENG 207 and ENG 208
c) Oral communication (SPE 101 or 121 or 131)

Science/Math Core .............................................................................................11-12
a) Science: two 4-credit BIO, CHE, GEO, PHY, or SCI courses with NC advising codes
b) Math: MAT course with NC advising code

Theater Electives .................................................................................................9

TOTAL 70-71
Women’s Studies (LWS)
(Meets Commonwealth Transfer Compact Requirements)

Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Oral Communication: Public Speaking, or SPE 121 Oral Communication: Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td>WST 115 Introduction to Women’s Studies</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Science Core ..................................................................</td>
<td>9</td>
</tr>
<tr>
<td>a) choose two of the following: ANT 103 or ANT 104, ECO 101 or ECO 102, HEC 101, POL 101, PSY 101, SOC 101</td>
<td></td>
</tr>
<tr>
<td>b) any additional course coded BC (recommended PSY 225, PSY 259, or HEC 121)</td>
<td></td>
</tr>
<tr>
<td>Humanities Core ................................................................................</td>
<td>9</td>
</tr>
<tr>
<td>a) History: any HIS course coded HC (recommended HIS 131)</td>
<td></td>
</tr>
<tr>
<td>b) Choose one course: ENG 247 or ENG 248</td>
<td></td>
</tr>
<tr>
<td>c) A Humanities course with an HC advising code in: ART, ASL, DAN, ENG, FLK, FRE, GGY, HIS, HUM, LAT, MUS, PHI, SPA</td>
<td></td>
</tr>
<tr>
<td>Science/Math Core ............................................................................</td>
<td>11-12</td>
</tr>
<tr>
<td>a) Science: two four-credit BIO, CHE, GEO, PHY, or SCI courses coded NC</td>
<td></td>
</tr>
<tr>
<td>b) Math: MAT course coded NC</td>
<td></td>
</tr>
<tr>
<td>*Electives ......................................................................................</td>
<td>7</td>
</tr>
<tr>
<td>Women’s Studies Electives ..................................................................</td>
<td>12</td>
</tr>
</tbody>
</table>

TOTAL 60-61

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 139 Women in Education</td>
<td>3</td>
</tr>
<tr>
<td>ENG 247 Women in Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 248 Women in Literature II</td>
<td>3</td>
</tr>
<tr>
<td>HEC 121 Gender Issues in Human Ecology</td>
<td>3</td>
</tr>
<tr>
<td>HIS 131 Women in American History</td>
<td>3</td>
</tr>
<tr>
<td>HUM 119 Women in the Pioneer Valley</td>
<td>3</td>
</tr>
<tr>
<td>PSY 225 Psychology of Women</td>
<td>3</td>
</tr>
<tr>
<td>PSY 259 Psychology of Oppression</td>
<td>3</td>
</tr>
<tr>
<td>SCI 113 Women in Science and Technology</td>
<td>4</td>
</tr>
</tbody>
</table>

Women’s Studies (LWS) (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.

Program Advisors
Dr. Anne M. Wiley
Office: E116N, (413) 775-1132, email: wiley@gcc.mass.edu
Joanne McNeil Hayes
Office: N316, (413) 775-1230, email: hayes@gcc.mass.edu

Program Footnotes
* See Liberal Arts/General Program (page 62) for specific requirements.
Certificate Programs

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

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

We offer certificate programs with two types of official approval. The Office Assistant, Outdoor Leadership, and Practical Nursing programs, sometimes referred to as “board-approved certificates,” are approved by the Greenfield Community College Board of Trustees and the Massachusetts Board of Higher Education and require at least 30 credit hours of coursework. All other certificate programs, sometimes referred to as “certificates of completion,” are approved by the Greenfield Community College Board of Trustees and require fewer than 30 credit hours of coursework.

Due to the sequence in which the certificate course requirements are offered, completion of these certificate programs within the normal time frame is not possible if a student begins required coursework in January.
### Business Microcomputer Applications *(BMA)*

*day and in the evening*

**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 105 Mathematics for Business, or MAT 090 Basic Mathematics Skills</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 141 Microcomputer Software Tools II</td>
<td>3</td>
</tr>
<tr>
<td>CIS 142 Introduction to Relational Database</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>
</tbody>
</table>

*Program Electives which may include up to 3 credits of COE (must be related to program major)......................................................................................................................................6

**TOTAL 28**
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 engineering science degree.

Program Coordinator
Dr. Robert J. Welsh
Office: E132J, (413) 775-1488
e-mail: welsh@gcc.mass.edu

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

Computer Aided Drafting (CAD)
(This program is currently undergoing review)

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,</td>
<td>3</td>
</tr>
<tr>
<td>or CIS 140 Microcomputer Software Tools I</td>
<td></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 25-27
## Computer Assisted Bookkeeping (CAB)

### 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 Introduction to Relational Database</td>
<td>3</td>
</tr>
<tr>
<td>ENG 090 College Writing Strategies or General Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 27-28**
Early Childhood Education *(LEC)*

**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

---

**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.

**Program Coordinator**
Kate Finnegan
*Office: E116M, (413) 775-1125*
*email: finnegan@gcc.mass.edu*

**Program Footnotes**
Students participating in this program may be required to undergo a Criminal Offender Record Information (CORI) check. For more information please refer to page 11.
Environmental Studies/Natural Resources (NRC)

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><strong>Program electives:</strong></td>
<td></td>
</tr>
<tr>
<td>Select two courses from the following:</td>
<td>8</td>
</tr>
<tr>
<td>BIO103 Ecology, BIO 104 Natural History, BIO 122 Freshwater Ecology</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>HEC 111 Human Ecology: The TEME Experience,</td>
<td></td>
</tr>
<tr>
<td>HEC 113 Earth Experiences</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL 24-26**

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.

Program Advisor

Brian Adams
Office: N410, (413) 775-1454
Email: adams@gcc.mass.edu

Program Footnotes

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 83.
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.

Program Coordinator
Abigail Jenks
Office: E132U, (413) 775-1127
e-mail: jenks@gcc.mass.ed

Program Footnotes
Students participating in this program may be required to undergo a Criminal Offender Record Information (CORI) check. For more information please refer to page 11.

Human Services (HSV)

Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HSV 101 Introduction to Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HSV 115 Interpersonal Skills and the Role of Helper in the Human Services Profession</td>
<td>3</td>
</tr>
<tr>
<td>HSV 205 Case Management Practices</td>
<td>3</td>
</tr>
<tr>
<td>HSV 215 Counseling Skills</td>
<td>3</td>
</tr>
<tr>
<td>HSV 271 Practicum in Human Services</td>
<td>4</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 217 Human Growth and Development</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 28**
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 experience; science courses in anatomy, physiology, and pathology; 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 professionally trained as a practitioner grounded in technique and theory with a holistic approach to healing and well-being.

Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 117 Comprehensive Anatomy and Physiology I</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</strong></td>
<td><strong>29</strong></td>
</tr>
</tbody>
</table>
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 additional Massage Therapy courses and/or enroll in the Liberal Arts/Healing Arts Option, Associate Degree Program.

Program Coordinator
Patricia A. Wachter
Office: D312, (413) 775-1634
e-mail: wachter@gcc.mass.edu

Program Footnotes
Students participating in this program will be required to undergo a Criminal Offender Record Information (CORI) check. For more information please refer to page 11.

Program accredited by the Commission on Massage Therapy Accreditation (COMTA).

Massage Therapy (MTC)
(The Stillpoint Massage Therapy Program at GCC)

(continued from previous page)

Students can enroll in one of the following program options: full-time day, part-time day, or 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. Entering students present current CPR certification, records of immunizations, and a physical exam.

Legal Requirements: Some service learning 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 Health Occupations office (413) 775-1620.
Microsoft Office Application\(^1\) (MOA)

**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 Introduction to Relational Database</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 9**

**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.

**Program Coordinator**
Dr. Robert J. Welsh
Office: E132J, (413) 775-1488
e-mail: welsh@gcc.mass.edu

**Program Coordinator**
\(^1\) 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.
The Certificate
Multimedia Design

The Program
The Multimedia Design Certificate is a 27-credit program offered through the Art Department. It is designed to provide students with a strong foundation in working with animation, sound, video, and the design principles used in creating interactive multimedia. 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. Course work produced by students contributes towards the creation of a multimedia portfolio. For most students, this program requires a minimum of four semesters to complete.

Your Next Step
Seek entry-level employment in the field; continue your education in the Greenfield Community College Communication Design or Media Arts program; transfer to a similar program at other professional and degree granting institutions; and continue to create personal multimedia-based artwork.

Program Coordinator
Thomas W. Boisvert
Office: N213, (413) 775-1224
e-mail: boisvert@gcc.mass.edu

Multimedia Design (MME)

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 264 Dynamic Web Design</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>Program elective</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 27

Program Elective (select one from the following)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 121 Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 125 Three-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 173 Digital Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 238 Perspective Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 255 Video I-A</td>
<td>3</td>
</tr>
</tbody>
</table>

Note: All “program electives” provide valuable design skills and experiences that will help strengthen the quality of work produced within the certificate; students without an arts background are advised to consider taking as many of these courses as possible before or concurrent with their required courses.
Office Assistant (OFF)

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 106 Keyboarding for Information Processing</td>
<td>1</td>
</tr>
<tr>
<td>BUS 105 Business Mathematics</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>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 option: select one SPE 101, SPE 121, SPE 131, or SPE 141</td>
<td>3</td>
</tr>
<tr>
<td>Program Electives</td>
<td>9-10</td>
</tr>
</tbody>
</table>

TOTAL 32-33

Program electives (Select three courses from the following)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>†ACC 122 Principles of Financial Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>BUS 111 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 123 Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>†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 142 Introduction to Relational Database</td>
<td>3</td>
</tr>
<tr>
<td>†CIS 143 Advanced Document Processing</td>
<td>3</td>
</tr>
<tr>
<td>3 credits of COE (must be related to program major)</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

Program Coordinator
Dr. Robert J. Welsh
Office: E132J, (413) 775-1488
email: welsh@gcc.mass.edu

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

† These courses have prerequisites which must be met. Please consult the catalog course descriptions.
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.

Program Coordinator
David Wan
Office: N112, (413) 775-1126
e-mail: wan@gcc.mass.edu

Outdoor Leadership (OLP)

Required courses

<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 OLP</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

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

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.
Paramedic *(PMC)*

### Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 105 Principles of Advanced Life Support</td>
<td>5</td>
</tr>
<tr>
<td>EMS 202 Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>EMS 203 Management of Medical and Shock-Trauma Emergencies</td>
<td>8</td>
</tr>
<tr>
<td>EMS 204 Management of Cardiovascular Emergencies</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>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>29</strong></td>
</tr>
</tbody>
</table>

Applicants must have current basic or intermediate certification and be able to pass a written Basic EMT test administered by the Program; placement beyond or satisfactory completion of COL 090, ENG 090, MAT 090; and 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, uniforms, emblems, and texts. There are lab fees which cover the costs of ACLS, PALS, PHTLS, and PEPP certifications, disposable goods, instructor/student ratios, and examination supplies. Students are required to cover the costs associated with travel to and from clinical and field sites, and to cover the costs associated with travel to and housing at a high-volume EMS system, if applicable. Students are also required to cover the costs of state and/or national certifying examinations.
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.

Program Coordinator
Virginia Wahl
Office: VA Medical Center
(413) 582-3055
e-mail: lpnprogram@gcc.mass.edu

Program Footnotes
Students participating in this program will be required to undergo a Criminal Offender Record Information (CORI) check.
For more information please refer to page 11.

11.

Required courses

<table>
<thead>
<tr>
<th>Required courses</th>
<th>credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 117 Comprehensive Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>or BIO 196 Human Anatomy and Physiology II</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, Practical Nursing Certificate Program office in Northampton (413-582-3055), as well as the GCC Website.

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. The Board’s revised policy, Initial Nurse Licensure by Examination or Endorsement, Determination of Good Moral Character now identifies specific criminal convictions which will permanently exclude an individual from initial nurse licensure in Massachusetts due to the egregious nature of the crime. The policy also allows initial nurse licensure applicants only one conviction within five years before the submission of an application for initial nurse licensure. In addition, the disposition of any criminal conviction must be closed for a minimum of one year before the submission of a nurse licensure application; any other criminal case must also be closed at the time of application. For any questions on this, be sure to call the program coordinator. 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.
Real Estate (RST)

**Required courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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 119 Principles of Real Estate</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>CIS 140 Microcomputer Software Tools I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 27**

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.

**Program Coordinator**

Dr. Robert J. Welsh  
Office: E132J, (413) 775-1488  
email: welsh@gcc.mass.edu

**Program Footnotes**

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

Program Coordinator
Dr. Robert J. Welsh
Office: E132J, (413) 775-1488
email: welsh@gcc.mass.edu

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

<table>
<thead>
<tr>
<th>Required courses</th>
<th>credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM 106 Keyboarding for Information Processing</td>
<td>1</td>
</tr>
<tr>
<td>BUS 123 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 140 Microcomputer Software Tools I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 143 Advanced Word Processing</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>TOTAL 16</td>
<td></td>
</tr>
</tbody>
</table>
Programs in Collaboration with Neighboring Community Colleges

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 must still apply to the college offering the program they intend to pursue. Students are encouraged to contact the program chairs at HCC, BCC, or MWCC during their first year of study to learn about the admissions process required for these programs.

Degree Programs
in Collaboration with Neighboring Community Colleges

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

Program Directors
Eileen McGowen, Chair, Geographic Information Systems Technology
Holyoke Community College
e-mail: emcgowan@hcc.mass.edu
Health Occupations Division
Greenfield Community College
Office: DC216, (413) 775-1620

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

Geographic Information Systems Technology
(with Holyoke Community College)

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, of 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, of 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>GGY 101 Introduction to Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEO 101 Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>MAT 107 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PHI 123 Contemporary Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Lab Science – BIO 101, 102, 103, 205, ENV 107, GEO 102, 104 or SCI 103</td>
<td>4</td>
</tr>
<tr>
<td>Humanities Elective – any HC coded course</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Science Elective – any BC coded course</td>
<td>3</td>
</tr>
<tr>
<td>Curriculum Elective – needs approval of Chair, GIS program</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>

Required courses that must be taken at HCC

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIS 110 Map Reading</td>
<td>3</td>
</tr>
<tr>
<td>GIS 120 Cartography</td>
<td>3</td>
</tr>
<tr>
<td>GIS 130 Remote Sensing</td>
<td>3</td>
</tr>
<tr>
<td>GIS 210 Quantitative Geography</td>
<td>3</td>
</tr>
<tr>
<td>GIS 220 Spatial Database Design</td>
<td>3</td>
</tr>
<tr>
<td>GIS 230 Geographic Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>ENG 223 Writing in the Professions</td>
<td>3</td>
</tr>
<tr>
<td>GOV 120 State and Local Government</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>
Pharmacy Technology
(with Holyoke Community College)

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 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>ENG 101, 103, of 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, of 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or SOC 101 Principles of Sociology</td>
<td></td>
</tr>
<tr>
<td>Behavioral Science Elective – any BC coded course</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 30

Note: Students must successfully complete or have placement beyond MAT 090.

Required courses that must be taken at HCC

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHM 100 Survey of Pharmacy</td>
<td>3</td>
</tr>
<tr>
<td>PHM 103 Community Based Pharmaceutics</td>
<td>4</td>
</tr>
<tr>
<td>PHM 104 Institutional Based Pharmaceutics</td>
<td>4</td>
</tr>
<tr>
<td>PHM 111 Pharmacology I</td>
<td>3</td>
</tr>
<tr>
<td>PHM 112 Pharmacology II</td>
<td>3</td>
</tr>
<tr>
<td>PHM 121 Pharmacy Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PHM 130 Math for Meds</td>
<td>2</td>
</tr>
<tr>
<td>PHM 170 Intro to Computer Technology for Pharmacy Services</td>
<td>1</td>
</tr>
<tr>
<td>PHM 211 Community Pharmacy Practicum &amp; Seminar</td>
<td>5</td>
</tr>
<tr>
<td>PHM 212 Institutional Pharmacy Practicum &amp; Seminar</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL 33

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.

Program Directors
Dave Baker, Chair,
Pharmacy Tech Department
Holyoke Community College
(413) 552-2465
e-mail: dbaker@hcc.mass.edu

Health Occupations Division
Greenfield Community College
Office: DC216, (413) 775-1620
The Degree
Associate in Science

The Program
prepar[es] 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.

Physical Therapist Assistant
(with Berkshire Community College and Mt. Wachusett Community College)

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 Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>*BIO 196 Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101, 103, of 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, of 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Science Elective - any BC coded course</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Elective - any C coded course</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Oral Communication: Public Speaking</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. Note: Students must successfully complete or have placement beyond MAT 096.

Required courses that must be taken at BCC  

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 230 Human Disease</td>
<td>3</td>
</tr>
<tr>
<td>PHY 111 The Ideas of Physics</td>
<td>3</td>
</tr>
<tr>
<td>PTA 100 Introduction to Physical Therapy</td>
<td>2</td>
</tr>
<tr>
<td>PTA 101 Physical Therapist Assistant I</td>
<td>4</td>
</tr>
<tr>
<td>PTA 102 Structural Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>PTA 115 Functional Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>PTA 150 Clinical Education I</td>
<td>2</td>
</tr>
<tr>
<td>PTA 200 Rehab Neurology</td>
<td>3</td>
</tr>
<tr>
<td>PTA 201 Physical Therapist Assistant II</td>
<td>3</td>
</tr>
<tr>
<td>PTA 202 Therapeutic Exercise</td>
<td>2</td>
</tr>
<tr>
<td>PTA 203 PTA Seminar</td>
<td>3</td>
</tr>
<tr>
<td>PTA 250 Clinical Education II</td>
<td>4</td>
</tr>
<tr>
<td>PTA 260 Clinical Education III</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL 40**

The sequence of PTA courses is offered every other year, with classes beginning in the Fall (’03, 05).
## Physical Therapist Assistant

*(with Berkshire Community College and Mt. Wachusett Community College)*

### Required courses that must be taken at MWCC

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA 101 Introduction to Physical Therapy Assisting</td>
<td>1</td>
</tr>
<tr>
<td>PTA 102 Basic Therapeutic Techniques</td>
<td>4</td>
</tr>
<tr>
<td>PTA 104 Applied Anatomy and Kinesiology</td>
<td>4</td>
</tr>
<tr>
<td>PTA 107 Therapeutic Exercise</td>
<td>4</td>
</tr>
<tr>
<td>PTA 108 Clinical Orthopedics</td>
<td>4</td>
</tr>
<tr>
<td>PTA 109 Human Disease and Pathology</td>
<td>4</td>
</tr>
<tr>
<td>PTA 112 Therapeutic Modalities</td>
<td>4</td>
</tr>
<tr>
<td>PTA 113 Advanced Rehabilitation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>PTA 114 Neurophysiological Techniques</td>
<td>4</td>
</tr>
<tr>
<td>PTA 116 Clinical Practicum II</td>
<td>5</td>
</tr>
<tr>
<td>PTA 117 Special Topics</td>
<td>3</td>
</tr>
<tr>
<td>PTA 118 Clinical Management &amp; Healthcare Issues</td>
<td>1</td>
</tr>
<tr>
<td>PTA 119 Clinical Practicum III</td>
<td>5</td>
</tr>
<tr>
<td>Assessment Techniques</td>
<td>3</td>
</tr>
<tr>
<td>Clinical Practicum I</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL 50**

A mathematics competency equal to at least MAT 112 (Math for Allied Health) is required prior to or with completion of Semester I coursework. Students should consider enrolling in MAT 112 (or higher) either prior to or concurrent with Semester I coursework after completion of MWCC’s math placement test. BIO 203, BIO 204 credits should be no more than five years old.
Radiologic Technology Program
(with Holyoke Community College)

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.

Program Directors
Kathryn Root, Chair, Radiologic Technology Department
Holyoke Community College
(413) 552-2460
Email: kroot@hcc.mass.edu

Required courses that can be taken at GCC

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>* BIO 195 Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>* BIO 196 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, of 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, of 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Science Elective - any two BC coded course</td>
<td>6</td>
</tr>
<tr>
<td><strong>TOTAL 24</strong></td>
<td></td>
</tr>
</tbody>
</table>

* BIO 117/118 sequence can be substituted for BIO 195/196

Note: Students must successfully complete or have placement beyond MAT 095.

Required courses that must be taken at HCC

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RDL 115 Patient Care I</td>
<td>2</td>
</tr>
<tr>
<td>RDL 120 Health Care Skills and Development</td>
<td>4</td>
</tr>
<tr>
<td>RDL 122 Radiographic Technique and Control I</td>
<td>2</td>
</tr>
<tr>
<td>RDL 123 Radiographic Technique and Control II</td>
<td>3</td>
</tr>
<tr>
<td>RDL 132 Radiographic Positioning and Related Anatomy II</td>
<td>4</td>
</tr>
<tr>
<td>RDL 133 Radiographic Positioning and Related Anatomy III</td>
<td>3</td>
</tr>
<tr>
<td>RDL 141 Clinical Education and Lab Experience I</td>
<td>2</td>
</tr>
<tr>
<td>RDL 142 Clinical Education and Lab Experience II</td>
<td>3</td>
</tr>
<tr>
<td>RDL 158 Clinical Internships II</td>
<td>1</td>
</tr>
<tr>
<td>RDL 190 Radiologic Instrumentation</td>
<td>3</td>
</tr>
<tr>
<td>RDL 215 Patient Care II</td>
<td>2</td>
</tr>
<tr>
<td>RDL 221 Advanced Procedures and Techniques I</td>
<td>3</td>
</tr>
<tr>
<td>RDL 233 Special Radiographic Studies and Contrast Media</td>
<td>3</td>
</tr>
<tr>
<td>RDL 234 Advanced Imaging and Radiobiology Procedures and Techniques II</td>
<td>3</td>
</tr>
<tr>
<td>RDL 241 Clinical Education and Lab Experience III</td>
<td>3</td>
</tr>
<tr>
<td>RDL 242 Clinical Education and Lab Experience IV</td>
<td>3</td>
</tr>
<tr>
<td>RDL 251 Clinical Internships III</td>
<td>4</td>
</tr>
<tr>
<td>RDL 265 Topics in Radiography</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL 45</strong></td>
<td></td>
</tr>
</tbody>
</table>
Additional Academic Opportunities

- Honors Curriculum at Greenfield Community College
- Cooperative Education
- Directed Study
- Tech Prep
Academic Programs

Honors Curriculum at Greenfield Community College

The Honors curriculum at Greenfield Community College provides challenging and exciting educational opportunities designed to foster high levels of independent inquiry and creativity, written and oral communication skills, and the ability to work with others in a collaborative team environment. The Honors curriculum prepares graduates to continue their advanced studies at colleges and universities throughout the country and to bring their academic talents to the attention of future employers.

Curriculum Objectives

- Stimulate and challenge students intellectually, emphasizing interdisciplinary experiences.
- Encourage fellowship among diverse student groups with common intellectual curiosity.
- Promote scholarly interaction between faculty and students.
- Enhance students’ access to honors programs at the baccalaureate level.

Student Objectives

- Develop skills in critical thinking, research, written expression, and application of knowledge.
- Explore the cultural, historical, philosophical, and scientific backgrounds of academic disciplines.
- Experience an interdisciplinary approach to learning.
- Enhance the ability to explore ideas independently.

The college offers three distinct honors curriculum options: seminars, courses, and components.

The Honors Seminar (HSM 101) provides an in depth exploration of a selected topic of academic interest. The topics are interdisciplinary. The small class size requires considerable student interaction. The seminar maintains a balance between collaborative and independent work. The course includes frequent writing assignments and a major project.

Honors courses may focus on specialized content in a subject or take an interdisciplinary approach. These courses should include a major project, research, and substantial writing. Honors courses adhere to the Honors Curriculum and Student Objectives.

An Honors Component builds upon the content and design of a standard course and may include such additional activities as independent research, reading and writing beyond the normal requirements of the course, a special project, or a service learning experience. Completing an Honors Component to a standard course converts that course to Honors status for that student. The student’s work for an Honors Component must address at least one of the Honors Student Objectives listed above. Academic departments and programs determine in which of their courses students will be allowed to attempt Honors Components. Components may be completed only in designated course sections.

For more information, please contact your advisor or Dr. Anne Wiley, Campus Contact Professor, Psychology and Women’s Studies Office: East 116N, (413) 775-1132 wiley@gcc.mass.edu

www.gcc.mass.edu • (413) 775-1000
**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 coordinator 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 145).

For more information or an application, call (413) 775-1112 or stop by to see us in the Career Resource Center in the Main building, room C241C.

**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 N328); or Group III, Math/Natural Sciences/Business (East building, room 123); or Group IV, Health Occupations (Downtown Center, room 216).
Tech-Prep

Greenfield Community College is a member of Tri-County Tech Prep, a consortium that includes 19 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.

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.

Other Tech Prep related activities include: Leadership Academy, Tech Prep Career Pathways Days, career fair, college placement testing, and college transitional services.

The high schools included in Tri-County Tech Prep are Agawam, Amherst, Career and Technical Education Center, Dean Technical, Easthampton, Frontier Regional, Gateway Regional, Greenfield, Hampshire Regional, Holyoke High, Longmeadow, Lower Pioneer Valley Collaborative, Pioneer Valley Regional, South Hadley, Southwick High, Turners Falls, West Springfield, Westfield High, and Westfield Vocational.

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
Biology
Business
Chemistry
Computer Information Systems
Cooperative Education
Criminal Justice
Dance
Economics
Education
Emergency Medical Services
Engineering
English
English for Speakers of Other Languages
Fire Science Technology
Folklore
French
Geography
Geology
Healing Arts
Health Fitness and Wellness
History
Honors
Human Development
Human Ecology
Human Services
Humanities
Latin
Leisure Education
Massage Therapy
Mathematics
Music
Applied Music
Nursing
Occupational Technology
Outdoor Leadership
Occupational Therapy Assistant
Philosophy
Physics
Political Science
Psychology
Science
Sociology
Spanish
Speech Communication
Theater
Women’s Studies
This section contains descriptions of the College’s approved credit courses. Developmental courses use numbers 050-100; introductory level and first-year courses use numbers 101-199; intermediate level and advanced level courses use numbers 200-299.

A course with an asterisk (*) meets the University of Massachusetts’ cultural diversity requirement. The College does not offer all courses each semester. Students should refer to the Course Guide published in the spring, summer and fall for the specific courses offered during those semesters.

An explanation of the advising codes (A, B, C, D, E, H, L, N, S, X) can be found on the inside back cover.

**ACCOUTING**

**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 090 and ENG 090

**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 090 and ENG 090

**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
An introduction to accounting for manufacturing and service organizations. The course focuses on the specialized record keeping for job cost systems and the preparation of the related financial statements. Other topics include process-costing systems, cost behavior, breakeven analysis, and budgeting. The student uses spreadsheet software.
Prereq: ACC 122; CIS 140 or permission of instructor

**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 090 and ENG 090

**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
An introduction to the process of gathering and analyzing accounting data for use by managers in planning, decision-making, and controlling. Topics include basic cost concepts, cost-volume-profit relationships, relevant cost decisions, capital investment decisions, performance evaluation, and budgeting. The student uses spreadsheet software.
Prereq: ACC 152 or ACC 122; CIS 140 or permission of instructor

**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 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 090 and ENG 090

ANTHROPOLOGY

*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 090 and ENG 090

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 090 and ENG 090

*ANT 104  Cultural Anthropology: Tribes, States and the Global System (BC)  3 cr
An introduction to basic concepts of cultural anthropology. Students compare cultures of increasing scale and investigate specific universal issues related to why cultures change, who benefits from such change, and the costs of such changes. The course begins with an introduction to anthropological fieldwork, and continues with the description and analysis of different cultures representing domestic-scale autonomous tribal societies; politically organized, class-based systems and ancient empires; and global, industrial market-based civilizations.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

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 090 and ENG 090

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.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090; recomm: ART 103

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 090 and ENG 090

ART 108  History of Photography (HC)  3 cr
An introduction to the history of photography from pre-photographic times to its most recent developments. This course presents an overview of major photographers and trends, technological developments, and stylistic analysis. Students examine the social and cultural contexts in which photographs are made, as well as critical approaches to photography and the relationship of photography to other art forms.
Prereq: ENG 101, 103, or 105
Credit Courses

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 090 and ENG 090

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 090 and ENG 090

ART 132  Drawing II (HL) 3 cr
A continuation of Drawing I with emphasis on perceptual and inventive skills. Prereq: ART 131

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 and 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 090 and ENG 090

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 090 and ENG 090

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 via computers and electronic imaging software. Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090; Recomm: ART 121

ART 173  Digital Design (X) 3 cr
An exploration of the tools and processes of digital design. The course emphasizes development of strong visual and technical skills in digital design, layout, and illustration. Prereq: ART 161 or concurrent with ART 161; Recomm: ART 121

ART 183  Animation for Multimedia (HL) 3 cr
An introduction to the 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 185  Digital Design for Multimedia (HL) 3 cr
An introduction to the visual, critical, and technical skills used in creating and manipulating images via computers and electronic imaging software. Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090; Recomm: ART 121

ART 191  Painting I (HL) 3 cr
An introduction to the visual, critical, and technical skills used in creating and manipulating images via computers and electronic imaging software. Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090; Recomm: ART 121

ART 235  Figure Drawing I: Anatomy and Structure (HL) 3 cr
An introduction to figure drawing with emphasis on the skeletal and muscular anatomy and the structure of the human form. Prereq: ART 121 and ART 132, or permission of the instructor

ART 236  Figure Drawing II-A (HL) 3 cr
Focuses on drawing from the model with emphasis on gesture, proportion, foreshortening, and composition. Prereq: ART 132 and ART 235

ART 237  Figure Drawing II-B (HL) 3 cr
A continuation of ART 236, Figure Drawing II-A, with emphasis on the development of a cohesive body of work. Prereq: ART 236

ART 238  Perspective Drawing (HL) 3 cr
Introduces principles of perspective drawing. The course emphasizes diminution, foreshortening, and convergence. Students explore drawing problems involving determining height, width and depth, and the study of light and shadow in the spatial field. Prereq: ART 131

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

ART 242  Painting II-A (HL) 3 cr
A continuation of the disciplines of painting. Expression through exploration of the various problems of painting. Students work from the model and a variety of sources. Prereq: ART 241

ART 243  Painting II-B (HL) 3 cr
A continuation of ART 242, Painting II-A, with emphasis on the integration and development of paintings surrounding a basic idea or theme. Prereq: ART 242
ART 251 Photography I-A (HL) 3 cr
Emphasis on the quality and range possibilities in photography. Students explore their interests through project orientation. Issues and methodologies that concern the contemporary photographer are discussed in relation to the projects chosen.
Prereq: ART 151

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

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

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

ART 261 Electronic Imaging (HL) 3 cr
An exploration of the language and processes of digital photography. The course covers scanning, manipulation, and printing of photographic images using the computer and related resources. Students explore their interests through a project orientation.
Prereq: ART 161 and ART 251

ART 263 Designing for the World Wide Web (HL) 3 cr
Prereq: ENG 101, 103, or 105; and ART 161; Recomm: ART 121, ART 141, ART 157, ART 265

ART 264 Dynamic Web Page Design (HL) 3 cr
An introduction to the methods and philosophies of designing and creating dynamic interactive pages for the World Wide Web using Flash and DHTML.
Prereq: ART 263; Recomm: ART 157 and ART 265

ART 265 Multimedia Design I (HL) 3 cr
An introduction to the design principles, processes, and tools of multimedia for creating interactive artworks. The course focuses on the development of fundamental skills necessary for creative use of multimedia authoring software.
Prereq: ART 161; Recomm: ART 121, ART 141, ART 151, ART 157

ART 266 Multimedia Design II (HL) 3 cr
A continuation of ART 265, Multimedia Design I, aimed at further developing a student’s ability to create cohesive interactive multimedia projects. The course emphasizes the development of individual expression through various tools of multimedia design.
Prereq: ART 157 and ART 265; Recomm: ART 121, ART 141, ART 151

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 Graphic Design I: Typography (X) 3 cr
An exploration of typographic 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.
Prereq: ART 121, ART 131, and ART 173

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

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.
Credit Courses

AMERICAN SIGN LANGUAGE

ASL 101   Elementary American Sign Language I (HC) 4 cr
Presents 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. Students and teacher use ASL in the class to communicate.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090.

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. The course emphasizes a study of cultural behaviors, values, and norms. The course uses video text to improve conversational skills and preserve the integrity of the language. Students and teacher use ASL in the class to communicate.
Prereq: ASL 101 or equivalent, or permission of instructor

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

BIOLOGY

BIO 101   Zoology (NC) 4 cr
An exploration of major groups of animals through studying how representative species carry on life sustaining functions such as reproduction, feeding, waste removal, response to stimuli, and respiration. Students study the classification of animals and how they relate to their environment. In the laboratory, students study the structure and behavior of preserved and live animals from each of the major groups.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

BIO 102   Botany (NC) 4 cr
An introduction to the study of plants through exploring the structure and function of roots, stems, leaves, flowers, fruits, and seeds. Students study the processes of reproduction, respiration, photosynthesis, and inheritance. In the laboratory, students study the structure and function of live and preserved plant materials as they relate to lecture subjects.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

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 090 and ENG 090

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 090 and ENG 090

BIO 108   Human Systems (NL) 3 cr
Presents a comprehensive examination of human anatomy and physiology with particular emphasis on the cardiovascular and respiratory systems. It highlights the anatomy and physiology of the central nervous system, as well as the autonomic and somatic peripheral nervous systems. This course surveys other body systems, including topics in geriatrics and infection control. The course satisfies course requirement for PMC Advanced Life Support students. It does not satisfy course requirement for LPN, ADN, MTC, and OTA students. PMC students must receive a minimum final grade of “C” in this course to maintain eligibility in the Paramedic Certificate Program.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

BIO 117   Comprehensive Anatomy and Physiology I (NC) 4 cr
The study of human anatomy and physiology with emphasis on anatomy. Students study the anatomy of the nine organ systems using the structure to underscore the function of body parts and their relationship to each other. Lab required. BIO 117 and BIO 118 may be taken as “stand-alone” courses since they both cover the entire body. Credit can be granted for either the BIO 117/118 series or the BIO 195/196 series. Our faculty advise LPN, MT, Pharmacy Technician students to take BIO 117, and RN, OTA, PTA students to take BIO 195/196.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090
BIO 118  Comprehensive Anatomy and Physiology II (NC)  4 cr
The study of anatomy and physiology of the human body with emphasis on physiology. Key concepts lead to a basic understanding of the physiological functions of the human body. Students study the interrelationships of functional systems of the body and how they contribute to the maintenance of homeostasis. Lab required. Credit can be granted for either the BIO 117/118 series or the BIO 195/196 series. Our faculty advise RN, OTA, PTA students to take BIO 195/196.
Prereq: High school chemistry or CHE 105 within the past five years.

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 090 and ENG 090

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 090 and ENG 090

BIO 122  Freshwater Ecology (NC)  4 cr
Provides an overview of the ecology of freshwater habitats and freshwater organisms. The course emphasizes the study of wetlands (marshes, bogs, swamps and vernal ponds), streams, rivers, ponds, lakes and the biological communities (including plants, insects, fish, reptiles and amphibians) that they support. Students utilize fish-stocked recirculating tanks to conduct experiments and study the science of aquaculture (aquatic plant and animal farming). Students study the composition and conditions of freshwater habitats and go on field trips to different freshwater sites.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

BIO 124  Introductory Horticulture (NC)  4 cr
Provides knowledge on how to propagate and care for plants through experiences with soils, seeds, bulbs, potting, watering, pruning, dividing, terrariums, and fertilizers. Students learn how to design and manage a vegetable garden for maximum harvest. The laboratory sessions provide experiences with plants, such as mixing soil, planting seeds, taking cuttings, potting up plants, fertilizing plants, plant growth, constructing terrariums, and a trip to a local plant growing business.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

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 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 090 and ENG 090

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 090 and ENG 090

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 207 Human Pathophysiology (NL) 3 cr
An introduction to the physiology of adult disease processes. Students study pathogenesis, clinical manifestations, diagnostic assessment and the rationale for therapeutic regimens. This course places emphasis on common disorders of the cardiovascular, respiratory, endocrine, gastrointestinal and reproductive systems abnormalities. This course is primarily for primary care practitioners in the health care fields.
Prereq: BIO 117, BIO 118, or BIO 196, or permission of instructor

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 090 and ENG 090

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 090 and ENG 090; 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 108 Introduction to Income Tax Preparation (X) 1-3 cr
A practicum in income tax preparation. The course provides training in tax preparation procedures and prepares the student for the VITA (Volunteer Income Tax Assistance) course examination. Upon successful completion of the VITA exam, the student performs community service in cooperation with the Internal Revenue Service and the Massachusetts Department of Revenue by filling out federal and state income tax returns for area residents. The students contract with the instructor to earn from one to three credits.
Prereq: BUS 107

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: BUS 107

BUS 119 Principles of Real Estate (X) 3 cr
Surveys the principles of real estate. Designed for those who want to know more about the field for personal knowledge or for possible employment. Of help to those who intend to take a state real estate examination. Includes the legal, financial, brokerage, marketing, and other important aspects of the real estate business.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

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 090 and ENG 090

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 090 and ENG 090
*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 090 and ENG 090

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 204  Managerial Communication (A)  3 cr
A study of the rhetoric of managerial communications. The student learns to improve his or her ability to communicate in such management situations as conflict resolution, negotiation, conducting meetings, making presentations, and working with teams using multiple genres—listening, written, oral, multimedia, and the Internet.
Prereq: ENG 101, 103, 105, CIS 140, or permission of instructor

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 223  Business Applications (L)  3 cr
An upper level course for business students. Students combine classroom instruction in a current business topic with practical involvement in a specific business enterprise or industry. While topics may change every semester, the course includes such activities as data collection, document analysis, topical research, stakeholder interviews, business planning, and strategy development. The course includes significant writing assignments and a major project.
Prereq: BUS 111; ECO 101 or ECO 102; completion of 24 college-level credits; MAT 107 concurrently or placement by examination

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 090 and ENG 090

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 090 and ENG 090; MAT 096 concurrently or placement by examination

CHE 112  General Chemistry II (NC)  4 cr
Interrelated descriptive and theoretical topics of chemistry, including chemical kinetics, chemical equilibrium, acids and bases, solubility equilibria, free energy, entropy, equilibrium and free energy, electrochemistry, nuclear chemistry, environmental impact of chemistry. Some basic chemistry of metals and non-metals, as well as some organic chemistry concepts are covered in this course. Lab required.
Prereq: CHE 111; MAT 107 concurrently or placement by examination
Credit Courses

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

COMPUTER INFORMATION SYSTEMS

CIS 101  Computer Literacy (X) 1 cr
A general introductory level microcomputer course for novices. Students learn to use basic computer vocabulary and to create, save, and print a simple document. Also included is a preview to computer electronic mail and information retrieval. 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 090 and ENG 090; MAT 085 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 113  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 090 and ENG 090; Recomm: CIS 110 or CIS 115

CIS 114  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. This is a hands-on course.
Prereq: ADM 106 and placement beyond or satisfactory completion of COL 090, ENG 090 and MAT 090
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| 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    | Introduction to Relational Database (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 090 and ENG 090; ADM 106 or permission of instructor                                                                                                                                                                                                                   |
| CIS 143    | Advanced Word Processing (X) 3 cr          |              | Provides students with advanced concepts in word processing. Topics include mailmerge, collaboration, advanced formatting and pagination, advanced table manipulation, forms, and advanced paragraph formatting. Students also learn to utilize modern task management software. Topics include creating calendar entries with special features, use of task pads, use of mailing lists, and e-mail group and document management. Students learn correct formatting options for many commonly used business documents, including letters, reports, and brochures.  
**Prereq:** CIS 140                                                                                                                                                                                                                                                                  |
| 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 (L) 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 (L) 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 (L) 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 (L) 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 (L) 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 090 and ENG 090, 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 (L) 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 180

CIS 283  Linux (L) 3 cr
Provides a basic working knowledge of the Linux operating system and an understanding of the Unix environment. Topics include installing Linux as a server, configuring Linux, managing users, the UNIX command line, file systems, security, Internet services (DNS, HTTP, SMTP, POP, SSH), and Intranet services (NFS, DHCP). Students set up, debug, and troubleshoot actual workstation installations.
Prereq: CIS 180 or permission of Instructor
CIS 285 Managing Network Information Resources (L) 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 resume writing, job interview skills, locating and contacting prospective employers, networking and selecting references, cover letters, and job search strategies. For more information or an application, call or stop by the Office of Cooperative Education in room 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 example, classism, racism, ageism, legal issues, sexual harassment, and the “glass ceiling.” In addition, students are required to participate as guest speakers, panelists, and mentors at the seminars being offered to first- and second-semester co-op students, thereby sharing their experiences, giving advice, and answering questions.
Prereq: COE 298; 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: ENG 101, 103, or 105

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

COE E99 Employment in Cooperative Education III (X) 2-4 cr
Provides a third semester of experiential learning for the co-op students. Students may opt to remain at the same worksite as COE E98 or explore the challenges of a new job site. In either case, new learning objectives are developed in order to maintain the challenge of a new practical learning experience. Student evaluations are conducted by worksite supervisors, and students are visited on site by co-op faculty coordinators.
Prereq: COE E98
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 090 and ENG 090

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 090 and ENG 090

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 090 and ENG 090

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 090 and ENG 090

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 090 and ENG 090

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 102  Pilates Mat Work (X)  1 cr
An introduction to the Pilates method of body conditioning. The Pilates method is a unique system of stretching and strengthening the muscles. The Pilates series of floor mat exercises strengthens and tones muscles, improves posture, flexibility and balance. The mat work movements and philosophy support an understanding of functional anatomy and reeducate the body about correct alignment. Through the work, students develop a strong center and suppleness.
Prereq: None

DAN 103  Jazz Dance I (HL)  1-3 cr
An introductory course in jazz dance. Classes consist of a full body warm up, and basic dance exercises to improve strength, flexibility, balance, and coordination. Students learn and practice the movement vocabulary essential to the jazz style, including body isolations, propulsive and syncopated rhythms, and standard jazz style traveling steps. The course presents the history of jazz dance as a fusion form with African roots, and its impact on concert dance and the entertainment industry through lecture, video viewing, outside-of-class reading, and assigned performance attendance.
Prereq: 3 credits of DAN 103, or permission of instructor

* DAN 105  African Dance I (HL)  1-3 cr
An introductory course in African Dance. Students learn traditional movements, rhythms, and dances from a variety of African cultures and countries. Lectures on African history, geography, and culture provide a background for understanding the importance of dance in African life. Assignments may include attending performances outside of class. Students may earn a total of three credits in DAN 105.
Prereq: None

* DAN 106  African Dance II (HL)  3 cr
Continued practice of the traditional movements and dances of various African cultures. Increased emphasis on rhythmic awareness, coordination and performance style inherent in African dance. Lectures on African history, geography, and culture provide a background for understanding the importance of dance in African life. Assignments may include attending performances outside of class.
Prereq: 3 credits of DAN 105, or permission of instructor

* DAN 107  Ballet I (HL)  1-3 cr
An introduction to the study of classical ballet. Students learn the ballet terminology that denotes the traditional position 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. The course presents the rich history and theory of ballet, and its widespread cultural impact through lectures, video viewing, outside-of-class reading, or assigned performance attendance. Students may earn a total of three credits in DAN 107.
Prereq: None

DAN 108  Ballet II (HL)  3 cr
A continuation of the study of classical ballet. Students learn the ballet terminology that denotes the traditional position 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. The course presents the rich history and theory of ballet, and its widespread cultural impact through lectures, video viewing, outside-of-class reading, or assigned performance attendance.
Prereq: 3 credits of 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
Credit Courses

DAN 111  Modern Dance I (HL)  1-3 cr
An introduction to modern dance. Students learn the terminology and practice the fundamental movement vocabulary of modern dance. Classes consist of a full body warm-up, specific modern dance exercises, traveling step patterns, short dance combinations, and improvisational assignments. Class activities are designed to increase strength, flexibility, coordination, rhythmic awareness and musicality, and self expression. The course presents the history, theory and significance of modern dance through lectures, video viewing, outside-of-class reading, or assigned performance attendance. Students may earn a total of three credits in DAN 111.
Prereq: None

DAN 112  Modern Dance II (HL)  3 cr
A continuation of the study of modern dance. Students gain proficiency in movement fundamentals, learning and performing dance combinations and locomotor movements to various rhythms and styles of music in large and small groups. The course presents the history, theory and significance of modern dance through lectures, video viewing, outside-of-class reading, or assigned performance attendance.
Prereq: 3 credits of DAN 111, or permission of instructor

DAN 114  Tap Dance I (HL)  1-3 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. The course presents tap history, including its development as a fusion of African and European dance-music forms through lectures, video viewing, outside-of-class reading and assigned performance attendance. Students may earn a total of three credits in DAN 114.
Prereq: None

DAN 115  Tap Dance II (HL)  3 cr
A continuation of the study of tap dance, with increasing complexity and length of patterns. Students focus on clarity of rhythm and tap sounds, and body coordination, while working on style and expression. The course presents tap history, including its development as a fusion of African and European dance-music forms through lectures, video viewing, outside-of-class reading and assigned performance attendance.
Prereq: 3 credits of DAN 114, or permission of instructor

*DAN 116  Middle Eastern Dance I (HL)  1-3 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 functions as a form of social dance and/or entertainment. The course 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. Video viewing and outside-of-class reading assignments augment in-class practice. Students may earn a total of three credits in DAN 116.
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 or to improvise. Video viewing and outside of class reading assignments augment in-class practice.
Prereq: 3 credits of DAN 116, or permission of instructor

*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 090 and ENG 090

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 090 and ENG 090

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.

DAN 203  Jazz Dance III (HL) 3 cr
An intermediate course in jazz dance. Students continue to refine skills and movement vocabulary of the jazz style. Increased emphasis on performance skills, clarity of rhythm and line, expansion of range of movement, and personal expression. The course presents the history of jazz dance as a fusion form with African roots, and its impact as a performance style and in the entertainment industry through lecture, video viewing, outside-of-class reading, and assigned performance attendance.
Prereq: DAN 104, or permission of instructor

DAN 204  Jazz Dance IV (HL) 3 cr
A conclusion of the intermediate study of jazz dance. Students continue to refine skills and movement vocabulary of the jazz style at the intermediate level. Increased emphasis on clarity of rhythm and line, expansion of range of movement, and personal expression. Assignments may include outside-of-class reading, video viewing, and performance participation.
Prereq: DAN 203

DAN 205  African Dance III (HL) 3 cr
An intermediate course in African dance. Students learn to execute polyrhythmic movement, and increase understanding of the relationship between the live drumming and dances. Students learn and practice increasingly complex movement combinations and choreography which incorporate songs of various African languages and integral parts of the dance. The course provides a background for understanding the importance of dance in African life through lectures on African history, geography, and culture. Assignments may include attending performances outside of class.
Prereq: DAN 106, or permission of instructor

DAN 206  African Dance IV (HL) 3 cr
A conclusion of the intermediate study of African dance. Students continue to refine the performance of polyrhythmic movement, African songs, and complex choreography and traditional dances. Students learn to improvise/choreograph and perform short dance segments using the traditional movement vocabulary and style. The course provides a background for understanding the importance of dance in African life through lectures on African history, geography, and culture. Assignments may include attending performances outside of class.
Prereq: DAN 205

DAN 207  Ballet III (HL) 3 cr
An intermediate course in classical ballet with emphasis on increased technical skill. Students learn principles of epaulement, placement, and multiple turns. Students may dance en pointe with instructor’s approval. The course presents longer, more intricate combinations and repertoire, the rich history and theory of ballet, and its widespread cultural impact through lectures, video viewing, outside-of-class reading, or assigned performance attendance.
Prereq: DAN 108, or permission of instructor

DAN 208  Ballet IV (HL) 3 cr
A conclusion of the intermediate study of classical ballet. The course emphasizes performance skills. Students integrate technique with personal expression, and continue to learn and practice combinations and dances from the classical and contemporary repertoire. The course presents the rich history and theory of ballet, and its widespread cultural impact through lectures, video viewing, outside-of-class reading, or assigned performance attendance.
Prereq: DAN 207

DAN 211  Modern Dance III (HL) 3 cr
An intermediate course in modern dance with increased emphasis on performance skills. The course presents specific techniques of modern dance pioneers, such as Graham, Humphrey-Weidman, Cunningham, and Taylor. Students learn and execute movement sequences and repertory dances with attention to quality, styles, musicality and expressiveness. Students are encouraged to work on individual creativity and development of personal movement style. The course presents the history, theory and significance of modern dance through lectures, video viewing, outside-of-class reading, or assigned performance attendance.
Prereq: DAN 112, or permission of instructor

DAN 212  Modern Dance IV (HL) 3 cr
A conclusion of the intermediate study of modern dance with continued emphasis on the development of individual performance quality and style and the mastery of dance technique in the modern dance tradition. Students are encouraged to explore their individual movement ideas through choreography and improvisation. The course presents the history, theory and significance of modern dance through lectures, video viewing, outside-of-class reading, or assigned performance attendance.
Prereq: DAN 211
DAN 214 Tap Dance III (HL) 3 cr
An intermediate course in tap dance with emphasis on the acquisition of performance skills, rhythmic accuracy and speed. Students learn traditional repertoire and time steps with their rhythmic breaks and explore improvisation. The course presents tap history, including its development as a fusion of African and European dance-music forms through lectures, video viewing, outside-of-class reading, and assigned performance attendance.
Prereq: DAN 115, or permission of instructor

DAN 215 Tap Dance IV (HL) 3 cr
A conclusion of the intermediate study of tap dance. Students continue to refine technical and performance skills, improve rhythmic accuracy and speed and to learn and practice traditional repertoire, time steps with their rhythmic breaks, and improvisation. The course presents tap history, including its development as a fusion of African and European dance-music forms through lectures, video viewing, outside-of-class reading, and assigned performance attendance.
Prereq: DAN 214, 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 090 and ENG 090

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 090 and ENG 090

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 090 and ENG 090

ECO 129 Economics of Emerging Nations (BC) 3 cr
Issues of economic growth in emerging nations. Topics include population, poverty, income distribution, property rights, rural development, and the role of trade and international investment. Students use case studies or other methodologies to examine developing nations and people groups.
Prereq: Placement beyond or satisfactory completion of ENG 090, COL 090, and MAT 090

EDUCATION

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 090 and ENG 090

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 090 and ENG 090; 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 090 and ENG 090

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 090 and ENG 090

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 090 and ENG 090
EDU 133  Day Care Administration (X)  3 cr
Explores the intricacies of managing a center for young children. Topics include the children, the curriculum, the environment, personnel management and development, budget and funding, legal concerns, state and local regulations and working with the parents and the community to provide a sound program for young children. 
Prereq: EDU 201; Recmm: Office of Child Care Services (OCCS) Lead 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 090 and ENG 090

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
Provides 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 teacher. Placement in a teaching site for EDU215 is not guaranteed and depends upon agreement among the teaching site, the EDU faculty, and the student.
Prereq: EDU 101 and permission of the program coordinator

EDU 216  Student Teaching II (X)  6 cr
Provides 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. Placement in a teaching site for EDU216 is not guaranteed and depends upon agreement among the teaching site, the EDU faculty, and the student.
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 (AED), acute illnesses, birth, and people in emergency situations. Students learn rescue extrication, transportation, communication, medical-legal aspects, and ambulance training. The course is taught using lectures, slides, demonstration, and practice. Students completing the course are eligible for the Massachusetts Basic EMT examination.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

EMS 105  Principles of Advanced Life Support (X)  5 cr
Introduces the certified EMT to principles of Department of Transportation Advanced Life Support curriculum. Students study roles and responsibilities, EMS systems, legal and ethical issues, patient assessment, fundamentals of respiration and advanced airway management. The course includes the fundamentals of perfusion and techniques of intravenous therapy.
Prereq: Current EMT certification. Placement beyond or satisfactory completion of COL 090, ENG 090, MAT 090. Concurrent enrollment or completion of BIO 108 or equivalent

EMS 106  EMT – Intermediate Internship (X)  2 cr
Provides supervised clinical and field experiences for EMT–Intermediate Students. Students attend two class meetings and complete all Massachusetts and program clinical and field requirements within prescribed deadlines. Students are eligible to take the Massachusetts EMT-Intermediate Examination upon successful course completion. Only non-paramedic certificate students may enroll in this course.
Prereq: Successful completion of EMS 105
EMS 202 Pharmacology (X) 2 cr
Introduces pharmacology, pharmacokinetics and pharmacodynamics. The course includes a review of the metric system. Students calculate drug dosage concentrations and IV medication infusion rates. The course introduces basic concepts of pathophysiology.
Prereq: Successful completion of EMS 105 or permission of instructor

EMS 203 Management of Medical and Shock-Trauma Emergencies (X) 8 cr
Expands upon pharmacological interventions and integrates patient management skills with medical and trauma situations encountered by paramedics. The course includes the pathophysiology and management of disease processes and shock-trauma conditions. It provides special considerations of neonatology, pediatrics, geriatrics, medical incident command and rescue situations. Students begin limited clinical experiences. Students receive Prehospital Trauma Life Support (PHTLS) certification and Pediatric Advanced Life Support (PALS) certification upon successful course completion.
Prereq: Successful completion of EMS 202 or permission of instructor

EMS 204 Management of Cardiovascular Emergencies (X) 8 cr
A comprehensive approach to adult cardiac emergencies encountered by paramedics. The course includes cardiovascular pathophysiology, 3-lead and 12-lead dysrhythmia interpretation techniques, dysrhythmia management, electrical therapy and cardiac pharmacology. Students practice intensive patient management simulation. The student receives Advanced Cardiac Life Support (ACLS) certification upon successful course completion.
Prereq: Successful completion of EMS 202 or permission of instructor

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 one class meeting and produce a research paper based on clinical experiences. Students attend Pediatric Advanced Life Support seminar (off-campus) and receive Pediatric Advanced Life Support (PALS) certification upon successful seminar completion.
Prereq: Successful completion of EMS 204. Concurrent registration in EMS 211.

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 204. Concurrent registration in EMS 211.

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 090 and ENG 090

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 090 and ENG 090; 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

ENG 090 College Writing Strategies (D) 4 cr
Develops the writing strategies, critical thinking skills, research methods, and confidence required in English Composition I and other college-level courses. This course covers word processing and methods of using print texts, electronic texts and databases, as well as techniques for evaluating those resources. This course does not satisfy the English composition requirements of the College and does not fulfill associate degree credit requirements. “C-” is the lowest passing grade in this course.
Prereq: None

COL 090 College Reading Strategies (D) 4 cr
Develops reading study skills for comprehension, vocabulary building, and critical reading and thinking. Students learn techniques for effectively and efficiently obtaining information from reading materials, especially textbooks. The course covers word processing and methods for conducting research using print texts, electronic texts and databases, as well as techniques for evaluating those resources. This course does not satisfy the English composition requirements of the College and does not fulfill associate degree credit requirements; “C-” is the lowest passing grade in this course.
Prereq: None

COL 095 College Writing and Reading Strategies (D) 3 cr
Improves reading, writing, critical thinking, and study skills, using each to reinforce the development of the others. This course is a bridge between ENG 090/COL 090 courses and Composition I, although enrollment is not limited to students who have taken developmental courses. Students focus on analysis and comprehension of reading using print and electronic texts from their other college courses. The course also offers extensive practice writing essays, summaries, personal responses, and answers to essay questions, as well as a grammar review and individualized instruction. In addition, students review word processing and methods of conducting and evaluating research using print and electronic texts. This course does not satisfy the English composition requirements of the College and does not fulfill associate degree credit requirements; “C-” is the lowest passing grade in this course.
Prereq: None

ENG 101 English Composition I: Expository Writing (E) 3 cr
Focuses on the writing of essays. This course offers students the opportunity to understand writing as a process and to develop clear, effective presentation of ideas. The student develops an awareness of the relationship between writer and reader. The course includes word processing methods and research and documentation using print and electronic texts. Students may receive credit for only ENG 101 or ENG 103 or ENG 105.
Prereq: COL 090 and ENG 090, or satisfactory placement test score

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. The student develops an understanding of voice in writing. The course includes word processing methods and research and documentation using print and electronic texts. Students may receive credit for only ENG 101 or ENG 103 or ENG 105.
Prereq: COL 090 and ENG 090, or satisfactory placement test score
Credit Courses

ENG 105  English Composition I: The Impact of Language (E)  3 cr
Develops a personal writing style to express the results of critical and analytic thinking. This course is designed for the student who enjoys reading and writing and includes assignments from essays, novels, poetry, and other materials which serve as models and sources for written exercises. The student explores the history of the English language. The topics for discussion and writing include the languages of race, gender, advertising, and politics. The course includes word processing methods and research and documentation using print and electronic texts. Students may receive credit for only ENG 101 or ENG 103 or ENG 105.
Prereq: COL 090 and ENG 090, or 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 090 and ENG 090

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. Students develop analytical standards for both reading and writing about literature. The course includes selections from a wide variety of authors. Students may receive credit for only ENG 112 or ENG 114 or ENG 116.
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. The writing assignments include creative experiments and literary analysis. The student develops skills in the production as well as understanding of literary art. Students may receive credit for only ENG 112 or ENG 114 or ENG 116.
Prereq: ENG 101, 103, or 105

ENG 116  English Composition II: Analysis of Literature and Film (E)  3 cr
Study of film, fiction, poetry, and drama from Western and non-Western cultures. Coursework involves analysis of other electronic media which may include television, radio, and computer-mediated text. Students produce written work stressing critical evaluation and participate in classroom analysis of printed and electronic text. Students may receive credit for only ENG 112 or ENG 114 or ENG 116.
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 early Greek through the Elizabethan era.
Prereq: ENG 112, 114, or 116

ENG 202  Western Literature II (HC)  3 cr
Reading and critical analysis of selected literary masterpieces from the Elizabethan era to the present.
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. This course explores such topics as alienation and the failure of communication and gives attention to modern experiments in point of view, structure, and style.
Prereq: ENG 112, 114, or 116

*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 224 Technology and Literature (HC) 3 cr
A critical examination of the impacts of technology on literature as expressed in poetry, fiction, essay, film, and electronic text. Students consider how technological developments from factory production and the railroad to the personal computer and genetic engineering have influenced literature, art, thought, communication, work, and community.
Prereq: ENG 112, 114, or 116

ENG 229 Gothic Literature (HC) 3 cr
A critical and analytical study of the gothic tradition in both classic and modern supernatural literature, with some attention to film. Students examine the significance of the supernatural horror tale in its larger literary, social, and cultural context.
Prereq: ENG 112, 114, or 116.

*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 Literature (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 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 genre. This course examines criteria for judging children’s books and reviews classroom techniques in early childhood education.
Prereq: ENG 112, 114, or 116

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 women writers through the 19th century. Students discuss literature in various genres within the historical and social context of the times, in relation to early 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 fiction, novels, and drama that presents the richness of diversity in the work of women writers from the 20th century to the present. Students focus on the voice of the writer and her use 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 basic 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 117  English Sounds and Spelling (X) 3 cr
Provides practice for non-native speakers in American English pronunciation as it relates to basic patterns of spelling. Techniques from phonetics and phonics help students master “exceptions” or words with irregular spelling and/or pronunciation. Students apply understanding of sounds, rhythm, intonation, spelling of syllables, and spelling rules in creative practice for people with diverse learning styles.
Prereq: ESL 112, ESL 116, 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 090, and COL 090

FST 101  Introduction to Fire Protection and Fire Prevention (X) 4 cr
An introduction to fire science, with an emphasis on fire safety education, including prevention and protection. This course includes an historical survey of fire services, principles of flame and smoke spread, flammable liquids, gases, explosions, residential and industrial hazards. The course surveys residential and commercial fire safety inspections, safety demonstrations, extinguishment techniques, public and news media relations.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

FST 105  Organizational Management (X) 3 cr
An exploration of organizational principles with emphasis on fire department organization. Students study the history, types, methods and principles of fire department organization, both formal and informal, line and staff. The course places emphasis on supervisory responsibilities and functions.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

FST 109  Hazardous Materials I (X) 3 cr
Includes a review of basic chemistry, storage and handling of hazardous materials, laws, standards and fire fighting practices within extreme fire hazard areas. Demonstrations illustrate and supplement the class work.
Prereq: FST 101 and CHE 105 or CHE 111 or permission of instructor or program coordinator
Credit Courses

FST 110 Hazardous Materials II (X) 3 cr
A continuation of Hazardous Materials I. This course provides guidance on how to inspect property for possible accidents involving hazardous materials and how to plan for the prevention of such accidents. Students study the storage and transporting of hazardous materials as well as related protective systems and inspection procedures.
PreReq: FST 109

FST 111 Building Construction (X) 3 cr
An exploration of building construction and design with an emphasis on fire protection concerns. The course reviews statutory and suggested local, state, and national guidelines.
PreReq: Placement beyond or satisfactory completion of COL 090 and ENG 090

FST 113 Fire Hydraulics (X) 3 cr
A study in incompressible fluids including fluid properties, principles of fluid status, fluid flow system principles, pipe friction and heat loss, flow measurements, pumps, and other hydraulic devices and machinery. Students study the applications of fire protection systems such as sprinklers, standpipes, hoses, nozzles, pumpers, and water supply systems. Demonstrations illustrate and supplement the principles developed in the class.
PreReq: Placement beyond or satisfactory completion of COL 090, ENG 090, and MAT 095

FST 129 Emergency Incident Management (X) 3 cr
The study of command and control activities at emergencies together with techniques of fire suppression. Topics include pre-incident planning, command organization, incident size-up, and strategic and tactical planning. This course stresses the integration of local, regional, and national emergency management systems.
PreReq: FST 101 or permission of instructor or program coordinator

FST 201 Fire Protection Systems and Equipment I (X) 3 cr
Reviews automatic and manual detection and extinguishing systems, including sprinkler and standpipe systems, inert gases, foam and dry chemicals, temperature and smoke responsive devices, and alarm and signaling systems. Demonstrations illustrate and supplement the class work.
PreReq: Placement beyond or satisfactory completion of COL 090 and ENG 090

FST 202 Fire Protection Systems and Equipment II (X) 3 cr
A continuation of Fire Protection Systems and Equipment I for people interested in advanced fire control systems. The course places particular emphasis on sprinkler systems, and covers Halogen agents.
PreReq: FST 201

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

FST 205 Fire Causes, Detection, and Investigation (X) 3 cr
Explores the history, development and philosophy of fire investigation and detection. This course includes inspection techniques, gathering evidence and development of technical reports, fundamentals of arson investigation, processing of criminal evidence and criminal procedures related to various state and local statutes.
PreReq: FST 101 or permission of instructor or program coordinator

FST 206 Legal Aspects of Fire Protection (X) 3 cr
Legal rights and responsibilities of fire fighters and departments in performing their duties. This course also examines the range of fire laws affecting property owners and others. Students cover recent developments in government regulations and liability concerns.
PreReq: FST 101 or permission of instructor or program coordinator

FST 207 Fire Codes and Ordinances (X) 3 cr
A review of national, state, and local laws and ordinances which influence the field of fire protection. The course places particular emphasis on local situations.
PreReq: FST 101 or permission of instructor or program coordinator

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

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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 090 and ENG 090

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 090 and ENG 090

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 202 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 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
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 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. Students use case studies from around the world to increase their awareness of geography.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

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 090 and ENG 090

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 090 and ENG 090
Credit Courses

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 090 and ENG 090

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 090 and ENG 090

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 090 and ENG 090

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/General program or the Liberal Arts/Healing Arts Option program and earn 15 GCC liberal arts credits. The course of study at Stillpoint includes body work sciences of anatomy and physiology, myology, kinesiology, 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 Center School of Massage, Inc.

HEALTH FITNESS AND WELLNESS

HFW 100 Survey of Movement Science (A) 1 cr
Provides the student with an introductory study and critical analysis of the movement science profession.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

HFW 101 Introduction to Exercise Science (A) 3 cr
Provides the student with the opportunity to examine the cardiorespiratory, musculoskeletal, and nervous systems of the body and the impact of exercise on their functioning. Topics may include the effect of changing one’s own personal exercise habits, risk factors for cardiovascular disease, longevity, and quality of life. Students participate in fitness assessments for body composition, muscular strength and endurance, flexibility and cardiovascular endurance.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

HFW 103 Principles of Health and Well-Being (A) 3 cr
Provides the student with 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. Topics may include lifestyle choices, stress management, nutrition, weight control, physical activity, cardiovascular health, smoking, substance misuse, and sexually transmitted diseases.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

HFW 104 Foundations of Movement Science I (A) 3 cr
Provides the student with the opportunity to examine the historical and philosophical foundations of human movement and sport.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

HFW 105 Foundations of Movement Science II (A) 3 cr
Provides the student with the opportunity to examine the sociological and psychological foundations of human movement and sport.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

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 090 and ENG 090

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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 090 and ENG 090

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 090 and ENG 090

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 090 and ENG 090

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 090 and ENG 090

HIS 108 Valley/ American History II (HC) 3 cr
Analysis and examination of major developments - political, social, economic - in American history from the latter part of the 19th century to the present with the focus on the local and national levels. Emphasis on local resources. Credit can be granted for HIS 106 or 108 but not for both.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

*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 090 and ENG 090

*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 090 and ENG 090

*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 090 and ENG 090

*HIS 128 Latin American History (HC) 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 090 and ENG 090
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 090 and ENG 090

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 090 and ENG 090

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) 3 cr
An individualized introduction to the career/life planning process. The course covers seven major steps in decision-making: commitment to planning, self-assessment, generating options, information seeking, choosing, planning, and taking action. The student develops specific career plans.  
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

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 090 and ENG 090

HEC 111  Human Ecology: the TEME Experience (BL) 3 cr
A student-centered experiential learning community that teaches basic principles of ecology and effective group skills. The course focuses on leadership, goal setting, communication, problem solving, resource management, and issues of global sustainability. Students participate in a (DSV) Deep Submergence Vehicle simulation in the third week of April. Students train to assume roles on board the DSV or as members of the surface support team. DSV crew positions require a weeklong residency on board the vessel and surface support positions require a minimum of 20 hours outside of class time during the simulation. Successful completion of this course and permission of the instructor allow for entry into HEC 251.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

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 090 and ENG 090

HEC 115  Introduction to Ecological Living (BL) 3 cr
Introduction to the major themes of ecologically sustainable living and “hands-on” experiences in practical application, techniques, and methods. Possible topics include alternative energy and conservation, building community, transportation, food production and preparation, and strategies of recycling and resource utilization. Examination of the ethics, values, and belief systems that affect personal choice and public policy impact on the earth. Special scheduling is necessary to accommodate intensive workshops and off-campus field trips.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

*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 090 and ENG 090

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.
Pre req: 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.
Pre req: 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 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.
Pre req: 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.
Pre req: 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.
Pre req: 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.
Pre req: 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.
Pre req: 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. Successful completion of this course does not guarantee admission to HEC 252.
Pre req: HEC 251 and permission of instructor

HEC 253 Small Group Ecology: Project TEME Experience (BR) 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.
Pre req: None
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
A study of the human service field from historical, ecological, economic, political, and social perspectives. This course familiarizes students with the basic skills, strategies, and functions common to the field through readings, discussions, guest lectures, research, field trips, and service learning projects.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

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 090 and ENG 090

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 090 and ENG 090

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 090 and ENG 090

HSV 205  Case Management Practices (BL)  3 cr
A survey of case management practices and contemporary human service interventions used in the field of human services. This course teaches case management skills, introduces students to the use and effectiveness of intervention and includes, but is not limited to, crisis intervention, group work, cognitive-behavioral treatment, legal interventions, advocacy and alternative treatments.
Prereq: ENG 101, 103, 105 or concurrent enrollment; PSY 101 or concurrent enrollment; HSV 101 or concurrent 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
Credit Courses

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 090 and ENG 090

*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 090 and ENG 090

HUM 130  Latin American/ North American Cultures  (HC) 3 cr
An introduction to the cultures and values in Latin American countries and differences among them. Cross-cultural topics include similarities and differences between modern North American and Latin American cultures. This interdisciplinary course explores ways in which cultural values have influenced the history, government, politics, economics and ethics of contemporary Latin American societies.
Prereq: ENG 101, ENG 103, or ENG 105 or concurrent enrollment

*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 090 and ENG 090

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 155  Representing Families Through Media  (HL) 3 cr
Explores the representational process in diverse genres as it has depicted family life. Students working in various media, including video, photography, dance, and writing, consider varied historical efforts by artists of different traditions seeking to bring together image and text, motion, and sound.
Prereq: ENG 101, 103, or 105; Recomm: Students should have previous experience with media, fine or performing arts, or writing

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

LATIN

LAT 101  Elementary Latin I  (HC) 3 cr
Fundamentals of Latin language. Students learn Latin vocabulary, syntax, and grammar and then translate Latin into polished English and vice-versa. Students read the work of ancient authors in Latin.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090
LAT 102  Elementary Latin II (HC)  3 cr  
Fundamentals of Latin language. Students continue to learn Latin vocabulary, syntax, and grammar and then translate Latin into polished English and vice-versa. Students read the work of ancient authors in Latin.  
Prereq: LAT 101 or equivalent, or permission of the 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 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 161  Golf (X)  1 cr  
Designed for beginners interested in the basic skills of recreational golf. Students advance at their own pace. Topics include golf rules and etiquette. Students participate in field trips.  
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 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 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 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 183  Ballroom Dancing I (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

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 090, ENG 090, and MAT 090. Acceptance into the Massage Therapy Program. Concurrent enrollment in MTC 102 and MTC 103
Credit Courses

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 musculo-skeletal system using the Zahourek Maniken System of clay modeling.
Prereq: Placement beyond or satisfactory completion of COL 090, ENG 090, 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 sensory awareness skills through body mechanics and lab applications.
Prereq: Placement beyond or satisfactory completion of COL 090, ENG 090, 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
Clinical massage component where students apply massage skills in a supervised massage clinic for the public. The instructor evaluates students on interviewing skills, intake, record keeping, and by feedback sessions with client and supervisor. The course focuses on therapeutic techniques, massage clinic and advanced clinical preparation. The clinic is the opportunity for students to integrate all the course work introduced and practiced in techniques and professional development courses. The course includes the theory and technique of applications of basic hydrotherapy to acute and chronic conditions using hot and/or cold water treatments that are applicable to the massage therapist in integrated treatment sessions.
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 BIO 129

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 106, 107, 108, and BIO 129

MTC 107  Myology II (X)  2 cr
Builds on the knowledge gained in Myology I by studying deeper muscles of the body while teaching clinical approaches to evaluate common joint and myological dysfunctions. This course reviews origin, insertion and action of muscles and introduces active and passive range of motion; basic orthopedic testing and muscle resistance testing. Students learn to analyze postural and muscle imbalance, and also investigate some of the more common tendon and ligamentous dysfunctions that can occur in and around the major joints.
Prereq: MTC 104; concurrent enrollment in MTC 105, 106, 108, and BIO 129

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 BIO 129

MTC 201  Massage for Performance and Fitness (X)  3 cr
Teaches sports massage from its physiologic effects, benefits, indications and contraindications. Students learn how applications of sports massage techniques can be integrated into their regular practice as well as to enhance athletic training. The course includes methods to reduce muscle cramping, sprains, strains, the use of cryotherapy, pre-event, post-event, and inter/intra training approaches. This course meets the standard for application to take the American Massage Therapy Association (AMTA) Event Sports Massage Specialty Examination (ESMSE).
Prereq: Massage Therapy Certificate or permission of program coordinator

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.
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 090 and ENG 090; 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 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 090 and ENG 090; 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 in decision-making processes. Students focus on ideas rather than techniques as they implement problem solving strategies. The course introduces students to topics that might include, but are not limited to mathematical modeling, graph theory, the mathematics of social choice, growth and symmetry, descriptive statistics, and probability.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090; MAT 095 or placement by examination
MAT 142 Mathematical Modeling (NL) 3 cr
An intensive experience in Mathematical models. Students, working in teams, construct solutions to open-ended, challenging problems from a wide variety of situations. Teams apply problem solving techniques such as brainstorming, analytical solutions, simulations, and approximations. Students focus on written documentation of both their process and solution. Students take the course during January intersession on a credit/no credit basis and receive credit for the course after they complete a weekend long experience that the Consortium for Undergraduate Mathematics Applications sponsors each February.
Prereq: MAT 151 or MAT 201 or permission of the instructor or math department chair.

MAT 151 Applied Calculus I (NC) 4 cr
Provides a practical approach to the basic tools and methods of calculus. Topics include a review of polynomial, rational, exponential, and logarithmic functions and their graphs, limits, the derivative, and the integral. Students work with models and applications from many fields. Students utilize computer software and/or graphing calculators to enhance their understanding of mathematical concepts.
Prereq: MAT 107 or placement by examination

MAT 152 Applied Calculus II (NC) 3 cr
Provides a practical approach to the basic tools and methods of integral calculus. Students delve more deeply into the applications of calculus with a particular emphasis on integration and differential equations. Students utilize computer software and/or graphing calculators to enhance their understanding of mathematical concepts.
Prereq: MAT 151

MAT 201 Calculus with Analytic Geometry I (NC) 4 cr
Theoretical and applied calculus for students interested in mathematics, engineering, and the physical sciences. The course assumes an understanding of polynomial, rational, exponential, and trigonometric functions. Students probe the concepts of limits, continuity, differentiation, and integration using numerical, graphical, and symbolical approaches. The course includes a thorough study of the derivative, differentiation techniques, and applications of the derivative, as well as the concepts of antiderivatives, the definite integral, and the Fundamental Theorems of Calculus. Students use computer software and/or graphing calculators in and out of class to apply and enhance their understanding of calculus concepts.
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. Students use computer software and graphing calculators in and out of class to apply and enhance their understanding of calculus concepts.
Prereq: MAT 201

MAT 203 Multivariate Calculus (NC) 4 cr
Theoretical and applied multivariate calculus for students interested in mathematics, engineering, and the physical sciences. The course assumes an understanding of single variable calculus. Topics include vectors, the dot and cross products, multiple representations of functions of several variables, the gradient and directional derivatives, first and second order partial derivatives with applications including Lagrange multipliers, iterated integrals, parameterization, vector fields, line integrals, and Green’s Theorem. Students use computer software and/or graphing calculators in and out of class to apply and enhance their understanding of calculus concepts.
Prereq: MAT 202

MAT 204 Elementary Differential Equations (NC) 4 cr
An introduction to ordinary differential equations with a dual focus on finding analytic solutions and on solving and understanding differential equations using numeric and qualitative approaches. Topics include separation of variables, methods of undetermined coefficients, integrating factor method, Euler’s method, phase planes, first order linear systems, second order differential equations, an introduction to nonlinear systems, and LaPlace transforms. Throughout the course, students use and formulate differential equations that model real-world situations. Students use computer software and/or graphing calculators in and out of class to apply and enhance their understanding of differential equations and their solutions.
Prereq: MAT 203 or permission of instructor
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

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 090 and ENG 090

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 090 and ENG 090

MUS 103 Music Theory Fundamentals (HC) 3 cr
Introductory music theory for students with little or no musical background. The course covers reading and writing notation, scales, melodic composition, and other elementary theoretical concepts.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

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

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

MUS 111 Chorus (HL) 2 cr
An exploration of vocal technique and choral repertoire. Students prepare selections from the various style periods for public performance. The course is open to all students. Students may repeat this course three times for a maximum of 8 credits.
Prereq: None

MUS 122 Jazz Theory: Tools for Improvisation (HC) 3 cr
An overview of the practical fundamentals of jazz theory for the beginning improviser. Students investigate chords, scales, and song forms common to the jazz idiom. Students listen and analyze recorded examples of jazz masters such as Miles Davis, John Coltrane, and others in order to enhance the student theory work and improvisation.
Prereq: Completion of MUS 103 or permission of instructor. Recomm: Concurrent enrollment with MUS 125 Jazz Ensemble

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 127 20th Century American Popular Music (HC) 3 cr
A cultural overview of popular music in 20th century American society with emphasis on rock, folk, pop, and world fusion styles. The course examines how music technology, commercialism, and cultural diversity have influenced the development of musical styles and practices unique to American life.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

MUS 128 World Music Ensemble (HL) 2 cr
A performing ensemble devoted to non-Western musical traditions and practices. The course emphasizes different traditions and instrumentation according to faculty interests and student enrollment each semester. Areas of concentration may include African, South American, Asian, Caribbean, Latin American, and North American influenced combinations of traditional and popular styles. Players of all instruments are welcome to join. Frequently the class requires no previous musical experience, such as semesters when African hand-drumming is the emphasis. The ensemble performs publicly twice each semester.
Prereq: Permission of instructor or program coordinator
Credit Courses

MUS 129 Chamber Ensemble (HL) 2 cr
An instrumental music ensemble performing western European classical repertory for small groups. The class features works from various periods, composed or adapted for trios, quartets, and other small groups of varied instrumentation. No prior ensemble experience is required. The ensemble performs publicly twice each semester.
Prereq: Permission of instructor or Program Coordinator; basic music reading ability; basic proficiency on an instrument

*MUS 137 World Music and Cultures (HC) 3 cr
A survey of music and culture including Native North America, Latin America, Black America, West and South Africa, the Mideast, India, Japan, and Eastern Europe. The course emphasizes strategies for understanding and listening to all kinds of music. Students do local cultural fieldwork projects and have the opportunity to produce field recordings as part of their final research project.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

MUS 138 Creative Musicianship (HL) 1 cr
An examination of a broad range of topics related to serious music study. The instructor leads cooperative class investigation into areas such as creative expression through free improvisation, preparing for auditions and performances, breaking creative blocks, responding to performance anxiety, adopting stretches/exercises, exploring career paths, making demos, and booking gigs. Students may repeat this course once for a maximum of 2 credits.
Prereq: Concurrent enrollment in 2 credit Applied Music Lessons. Non-music majors need permission of instructor

MUS 139 Contemporary Music Ensemble (HL) 2 cr
An ensemble that performs modern musical styles of rock, pop, folk-rock, and rhythm and blues. In addition, the ensemble creates original works and explores post-1945 avant-garde musical styles that have influenced popular music since the 1960s. Students should expect to practice and develop skills for reading music and playing by ear. The ensemble performs publicly twice each semester.
Students may repeat this course three times for a maximum of 8 credits.
Prereq: Permission of instructor or Program Coordinator; basic instrumental or vocal proficiency; the ability to read and play chord changes

MUS 147 Aural Skills I (HL) 1 cr
A practice lab in which students develop music listening and reading skills. This course emphasizes practical applications including ear training, sight singing, transcription, dictation, and conducting.
Prereq: MUS 103 or permission of instructor; concurrent enrollment in MUS 107

MUS 148 Aural Skills II (HL) 1 cr
A continuation of MUS 147, Aural Skills I.
Prereq: MUS 147 or permission of instructor; concurrent enrollment in MUS 108

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

MUS 208 Jazz Improvisation (HL) 3 cr
A beginning level course open to all instrumentalists and vocalists. This course serves as a stepping stone to the GCC Jazz Ensemble or other intermediate jazz groups. The class combines theoretical study and applied practice as means to explore harmony, rhythm, modes, scales, and the subtleties of musical conversation. One or two small jazz combos develop from within the class and provide the context for group practice.
Prereq: MUS 103 or permission of instructor; basic music reading skills; basic instrumental proficiency

MUS 219 MIDI Studio Techniques (HL) 3 cr
An introduction to basic features of MIDI keyboards integrated with computer music software. The course emphasizes learning to navigate and work productively with widely used professional level notation, composition, and music education software programs. The college provides all necessary equipment.
Prereq: MUS 103 or permission of instructor or Program Coordinator

MUS 220 Songwriting (HC) 3 cr
A practical exploration of techniques for writing songs in various classic genres including the music of George Gershwin, Chuck Berry, the Beatles, Bob Dylan, Joni Mitchell, Ani DiFranco, and others. The course ties together aspects of music theory, music history, improvisation, collaboration, composition, and performance. The course also covers songwriting industry topics such as recording production and copyright law.
Prereq: MUS 103 or permission of instructor or Program Coordinator; basic proficiency in chordal accompaniment on guitar or piano

MUS 247 Aural Skills III (HL) 1 cr
A continuation of MUS 148, Aural Skills II.
Prereq: MUS 148 or permission of instructor; concurrent enrollment in MUS 207
APPLIED MUSIC

Individual instruction on a wide variety of western instruments, as well as some non-western instruments. Individual instruction is also available for music technology and computers (i.e., MIDI/computer notation), but not as a primary instrument for music majors. These are college level, letter-graded courses that require student commitment to study and practice.

MUS 130 is a 1 credit course in which students and instructors meet for one-half hour per week. MUS 230 is a 2 credit course in which students and instructors meet for one hour per week.

The music department assigns instructors to students prior to or during the first week of each semester. Students intending to take lessons should contact the music program coordinator at (413) 775-1228 prior to or not later than the first week of classes each semester. A studio instructor fee is charged for lessons and is non-refundable after the college deadline. Lesson fees are covered by financial aid like any other course fees. Students interested in music and technology may consider attending periodic music keyboard/computer tutoring sessions in the MAC lab. The music department also offers a variety of workshops and master classes on a regular basis.

Questions regarding music faculty and lessons should be addressed to the GCC Music Department Coordinator at (413) 775-1228. Questions regarding registration, payment, or refund of fees, or course withdrawal should be addressed to the Registrar’s Office at Student Services, (413) 775-1808

MUS 130  Applied Music (HL)  1 cr
Individual music lessons open to all students of any level or interest. Lessons meet for one-half hour per week. Students and instructors arrange regular meeting times on an individual basis. There is a charge for a studio instructor fee in addition to tuition. Students may repeat this course without limit.

Prereq: None

MUS 230  Applied Music (HL)  2 cr
Individual music lessons open to all students of any level or interest. Lessons meet for one hour per week. Students and instructors arrange regular meeting times on an individual basis. Music majors must take MUS 230 on a primary instrument for four semesters. There is a charge for a studio instructor fee in addition to tuition. Students may repeat this course without limit.

Prereq: None

MUS 231  Recital Participation (HL)  0 cr
Fulfills one-fourth of recital attendance and performance requirement for music majors. Students must attend and perform in student recital events scheduled for the end of the semester. With direction from applied music instructors and the Music Program Coordinator, students are expected to prepare and perform one or more musical pieces in solo, duo, or group settings. Students may repeat this course without limit.

Prereq: Non-music majors need permission of Music Program Coordinator; concurrent enrollment in MUS 230 for music majors

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 7 years); MAT 096 or equivalent; ENG 101, 103, or 105 or concurrent enrollment; PSY 101 or concurrent enrollment; BIO 195 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. BIO 117 and PSY 101 or concurrent enrollment

NUR 105  Practical Nursing Practicum (X)  2 cr
Provides direct application through intensive clinical practice of all the principles learned in NUR 103, 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 106  Pediatric Nursing (X)  4 cr
Introduces students to the uniqueness of pediatrics within our changing society. This course promotes adaptation in the situations of health and illness as it relates to the nursing care of children. This course focuses on the care of the child through integration of theoretical principles and clinical experiences. Pediatric Nursing emphasizes the ability to recognize normal growth and development and to identify deviations within the acute and community setting. The course introduces and examines ethical issues central to pediatrics.

Prereq: NUR 103; BIO 195; English 101, 103 or 105; and PSY 101. BIO 196, SOC 101, and PSY 217; or concurrent enrollment. Recomm: Concurrent registration in NUR 108
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 108 Obstetric Nursing (X) 4 cr
Focuses on the theory of obstetrical nursing and its application in nursing care during pregnancy and throughout the process of labor, birth, postpartum, and the care of the neonate. The course emphasis is on integration of theoretical principle and clinical experience using the nursing process to assess, plan, intervene, and evaluate the care of the family, mother and newborn. This course recognizes birth as a natural physiologic process of the human experience and defines the nurse's role in it. Students address the identification of problems and conditions that complicate this process, along with the identification of nurse's role and more complex nursing care. The students analyze clinical cases and ethical issues related to maternal-child care. The course presents an overview of basic women's health issues related to reproduction. Prereq: NUR 101; BIO 195; English 101, 103 or 105; and PSY 101. BIO 196, SOC 101, and PSY 217; or concurrent enrollment. Recomm: Concurrent registration in NUR 106

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 Excelsior 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 Excelsior College Fundamentals of Nursing Associate Degree Level Examination and Excelsior College Maternal and Child Nursing, Baccalaureate Degree Examination.

NUR 120H Native American Cultural Experience for Nurses (X) 3 cr
Immerses the student in Navaho culture and traditions related to health and healing practices. Using the concepts of nursing process and adaptation, the student integrates traditional beliefs and customs with those of western biomedicine and nursing. During a three week clinical experience, the student provides direct patient care at an Indian Health Service Hospital on the Navaho reservation. Prereq: NUR 101 or equivalent, 3.20 GPA or current R.N. licensure

NUR 121 Native American Cultural Experience for Registered Nurses (X) 1 cr
Immerses the registered nurse (RN) in Navaho culture and traditions related to health and healing practices. Using the concepts of nursing process and adaptation, the RN integrates traditional beliefs and customs with those of western biomedicine and nursing. During a one week clinical experience the RN provides direct patient care at an Indian Health Service Hospital on the Navaho reservation. Prereq: Current RN licensure (US), malpractice insurance

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

OCCUPATIONAL TECHNOLOGY

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

OCC 102  Occupational Technology Teaching and Business Experience (X) 1-6 cr
Grants life experience credit for teaching and/or business activities in the occupational trades according to the following guidelines. Two (2) credits per year will be granted for each year of successful full-time teaching under contract at an accredited vocational/technical high school. Up to three (3) credits may be granted for business experience (private, public, or non-profit) including experience in management, employee relations, and/or government regulations, taxes, and requirements. The total for these life experiences shall not exceed six (6) credits. To be granted these credits, applicants must submit a portfolio including proof of employment, performance reviews, letters of administrative support, and a narrative describing the applicant’s business experience that will be reviewed by the program advisor, the Division Dean, and the admission office.
Prereq: Application to the Occupational Technology Program

OUTDOOR LEADERSHIP

NOTE: All OLP courses are graded on a credit/no credit basis. All courses in this program require placement beyond or satisfactory completion of COL 090 and ENG 090.

OLP 111  Introduction to Outdoor Adventure Skills I (X) 4 cr
Develops technical skills in four adventure program areas: backcountry travel, paddling, rock climbing, and challenge course programming. The in-field sessions include participation, conceptualization, and application of the skills content. Students receive individualized feedback on skill development. Students are required to participate in local and extended field trips.
Prereq: OLP participants only; placement beyond or satisfactory completion of COL 090 and ENG 090; Wilderness First Responder certification

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 090 and ENG 090; Wilderness First Responder certification
Credit Courses

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. Students are required to participate in field trips.
Prereq: OLP participants only; placement beyond or satisfactory completion of COL 090 and ENG 090; Wilderness First Responder certification

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 090 and ENG 090; 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 address the climate, life zones, and natural resources of the Northeast. Students explore conservation of resources and learn how to present basic natural history concepts to diverse populations. Students are required to participate in field trips.
Prereq: OLP participants only; placement beyond or satisfactory completion of COL 090 and ENG 090; Wilderness First Responder certification

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 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 rockclimbing. 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) 3 cr
Prepares students to become proficient in the implementation and leadership of three season backcountry travel experiences. Class work teaches and fieldwork reinforces basic core skills of trip planning, safety systems design, route development, and equipment. 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; placement beyond or satisfactory completion of COL 090 and ENG 090; Wilderness First Responder certification

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 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 090 and ENG 090

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 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 090 and ENG 090

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 090 and ENG 090; Wilderness First Responder certification

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

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 090 and ENG 090
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 090 and ENG 090
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 090 and ENG 090
*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 090 and ENG 090

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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 090 and ENG 090

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

PH 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 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

PH 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

PH 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 course emphasizes the use of the concepts of physics to solve problems. This course meets in the physics laboratory using a combination of lecture, demonstration, discussion, and laboratory exercise.
Prereq: MAT 201 or concurrent enrollment in MAT 201

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 090 and ENG 090

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 090 and ENG 090

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 090 and ENG 090
Credit Courses

POL 203  American Civil Liberties (BC)  
Freedom of expression in history and in contemporary America; the role of the Supreme Court in the maintenance of civil liberties; the influence of official and popular pressures. Includes consideration of religion, assembly, the press and speech, as well as the rights of the accused and constitutional standards of equality.  
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

*POL 205  American Foreign Policy (BC)  
An introduction to America’s role in world affairs, especially since World War II. Attention is given to the underlying principles of American foreign relations; to the American foreign policy process; to the instruments of modern foreign policy; and to the contemporary foreign policy environment: Soviet-American relations, Western Europe, the Middle East, Africa, Latin America, and the Far East.  
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090; Recom: POL 101

PSY 101  Principles of Psychology (BC)  
Introduction to the field of psychology and human behavior. The student considers such topics as the history of psychology, research methods, psychophysiology, sensation, perception, learning, cognition, memory, development, motivation, personality, and mental illness.  
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

PSY 209  Abnormal Psychology (BC)  
A review of research methods, assessment procedures, the history of mental illness, and the major perspectives utilized in understanding mental illness. The course gives particular attention to the diagnostic system and categorization of conditions as developed by the American Psychiatric Association’s Diagnostic and Statistical Manual (DSM) as well as attention to current psychotherapeutic and psychopharmacological treatment interventions.  
Prereq: PSY 101

PSY 213  Psychology of Interpersonal Behavior (BC)  
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 214  Psychology of Peace, Conflict and Violence (BC)  
A focus on the key concepts of peace psychology: the relationships among violence, social inequalities, peacemaking and the pursuit of social justice. Topics include ethnic conflict, family violence, hate crimes, militarism, conflict management, social justice, nonviolent approaches to peace, and peace education. Students examine systems of violence and systems of peace. Through lectures, discussions, readings, experiential activities, projects, film, and dialogue, students study the philosophy of non-violence, conflict resolution skills, constructive approaches to human relationships, and develop more complex views of the immediate causes of violence and deeper appreciation for the structural roots of violence.  
Prereq: ENG 101, 103, or 105; PSY 101

PSY 215  Theories of Personality (BC)  
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)  
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)  
An exploration into the behavior and personality of women as seen through their own eyes. Topics for investigation are dispelling the myths and mysteries about the development of women, significant gender differences, the quest for a separate identity, transitional changes and adaptation, and the possibilities for a more generative view of the human life cycle.  
Prereq: PSY 101 or SOC 101 or ANT 104 or permission of instructor

PSY 227  Group Dynamics (BC)  
Provides the student with a solid understanding of group development and its processes. Students examine their own interpersonal style as it relates to group work. The student explores methods in which interpersonal and intrapersonal behaviors influence such phenomena as leadership, cohesiveness, continuity, diversity and group effectiveness. The course uses experiential learning as a vehicle for understanding the entire group process.  
Prereq: PSY 101 or permission of the instructor

PSY 233  Child Behavior and Development (BC)  
Focuses on the development of the child from conception to adolescence. The concept of development is explored in depth and all aspects of the developing child are considered: social, emotional, physical, verbal, intellectual, and creative. Major theories of child development are reviewed. Research in child development is studied with particular attention paid to naturalistic observation.  
Prereq: PSY 101 or permission of instructor
PSY 259  The Psychology of Oppression  
(BC) 3 cr  
This course is both experiential and didactic. It is designed to provide students with an understanding of the psychological causes and processes that are endemic to oppression. Our goals are to explore and understand the emotional reality of oppression as it presents itself in our day to day lives. We will explore the similarities and differences among sexism, ageism, classism, heterosexism, racism, antisemitism, other forms of ethnic oppression, and ableism. Through the use of mini-lecture, discussion, readings, experiential activities, projects, film and conversation, we will explore our own attitudes and how oppression operates at interrelated levels of the personal, institutional and cultural. We will also look at how people have worked and may work against oppression.  
Prereq: PSY 101 or permission of instructor  

PSY 277  Psychology of Death and Dying  
(BC) 3 cr  
Designed to be both experiential and didactic, this course enhances students' understanding of death and dying processes both personally and professionally. Topics covered include cultural attitudes toward death and dying, origins of death anxiety, processes involved in dying, grieving and mourning, children and death, the helping relationship and the caregiver, suicide, euthanasia, burial and cremation, organ and body donations, and community resources.  
Prereq: PSY 101 or permission of instructor  

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 090 and ENG 090  

SCI 104  Energy: Issues and Principles  
(BC) 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 090 and ENG 090  

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 090 and ENG 090  

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 approaches, 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 090, ENG 090, and MAT 090  

SCI 117  Meteorology (NC) 4 cr  
An introductory course in meteorology, which is a study of how the atmosphere interacts with solar energy to create dynamic weather systems. The student applies basic meteorological and climatological principles to the study of local and regional weather patterns. Students do a portion of their work in the computer lab.  
Prereq: Placement beyond or satisfactory completion of COL 090, ENG 090 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 090 and ENG 090
**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 090 and ENG 090

**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. Students develop 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 133  Spanish for Law Enforcement (HL)  3 cr**
Emphasizes the fundamentals 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. Students develop 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 143  Spanish for Educators (HL)  3 cr**
Emphasizes the fundamentals of Spanish both for students seeking positions in education and those already working in the profession. The course focuses on “survival” Spanish language skills and cross-cultural training for professionals in education. The course develops the participants’ command of Spanish in specific job related areas. The course prepares participants for those aspects of Hispanic cultures that have impact on their work. Students spend much time 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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPA 202</td>
<td>Intermediate Spanish II (HC)</td>
<td>4 cr</td>
<td>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</td>
</tr>
<tr>
<td>SPE 101</td>
<td>Oral Communication: Public Speaking (SHL)</td>
<td>3 cr</td>
<td>Principles of oral communication, stressing the role of the speaker in the communication process. The course emphasizes the proper preparation and delivery of speeches. Each student gives two or three speeches and participates in a small group activity. Prereq: ENG 101, 103, or 105 or concurrent enrollment</td>
</tr>
<tr>
<td>SPE 121</td>
<td>Oral Communication: Small Group Discussion (SHL)</td>
<td>3 cr</td>
<td>Principles of oral communication, stressing the role of the leader/participant in small group discussion. The course emphasizes proper preparation for group learning, problem-solving and meeting management. Students participate in role playing exercises that are based on community and industrial models. Prereq: SPA 201 or equivalent, or permission of instructor</td>
</tr>
<tr>
<td>SPE 131</td>
<td>Oral Communication: Intercultural Communication (SHL)</td>
<td>3 cr</td>
<td>Principles of oral communication, stressing the role of culture as a key variable in the communication process. The course 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, 103, or 105 or concurrent enrollment</td>
</tr>
<tr>
<td>SPE 141</td>
<td>Interpersonal Communication (HL)</td>
<td>3 cr</td>
<td>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 090 and ENG 090</td>
</tr>
<tr>
<td>SPE 203</td>
<td>Argumentation and Debate (HL)</td>
<td>3 cr</td>
<td>An introduction to the essential elements of debate with emphasis on preparation and presentation. Prereq: SPE 101 or permission of instructor</td>
</tr>
<tr>
<td>THE 101</td>
<td>Introduction to Theater (HL)</td>
<td>3 cr</td>
<td>Concentrates on the nature and origin of theater from the 5th century B.C. to present. Students learn the language of dramaturgy while analyzing the major works for content and social influence. They recognize and identify dramatic genre, structure and style of major works within the field. Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090</td>
</tr>
<tr>
<td>THE 105</td>
<td>Play Analysis (HL)</td>
<td>3 cr</td>
<td>Concentrates on the interpretation of various types of dramatic works and scripts. The student learns to critically analyze dramatic work not only for content but also in the context of dramaturgy elements such as plot, theme, character identification, and other critical components in the dramatic field. Prereq: THE 101</td>
</tr>
<tr>
<td>THE 106</td>
<td>StageCraft (HL)</td>
<td>3 cr</td>
<td>The study of the processes of scenery, lighting, and sound design for production realization as approached from the stage designer’s point of view. The course emphasizes the creative process used in developing the physical elements of a theatrical production. The student learns how to safely execute the skills demanded of the scenic designer in a hands-on method and work environment. Students aid in the construction and technical work required for that semester’s G.C.C. main production as well as the technical needs/requirements of the student directed projects. Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090</td>
</tr>
</tbody>
</table>
THE 108 Interactive Dramatics (HL)  3 cr
An introduction examining the use of creative drama in education and recreational settings. Study and practice of the medium to develop the acceptance of the responsibility of thinking, educated theater people for sharing the art of drama in young lives while developing all students in areas of sensory awareness, imagination, movement, role-playing and improvisation.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

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 090 and ENG 090

THE 133 College Theater Workshop (X)  1 cr/semester; maximum 4
Practical experience in acting, house management, public relations, publicity, shop and production crews as the current G.C.C. semester production requires. No more than one credit may be earned in any given semester.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

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. The course includes concentration on scene and character development through class performances.
Prereq: THE 101, THE 113

THE 214 Directing – Theory (HL)  3 cr
An introduction to the skills of play production with an emphasis on directing. The student studies the concepts/requirements necessary to mount a full theatrical production. Students analyze and hypothetically cast and produce instructor-approved scripts as their final project.
Prereq: THE 101, 105, 113, and ENG 112, or 114, or 116

THE 217 Experimental Performance (HL)  3 cr
Requires the student to use their own particular skills and interests to create an original performance work based on themes that emerge from the class itself. Participants use ensemble theatre and movement exercises to integrate the work of the project, which they have expressed in writing, movement, character improvisation, and visual arts, video, music, the sciences, and other areas of interest. Students produce a creative, innovative, and live performance.
Prereq: The course is restricted to students completing their final semester of the AA degree in the fields of Dance, Music, Art, or Theater. The course also requires approval of a performing arts faculty member and the class instructor

THE 223 Acting in Shakespeare (HL)  3 cr
A study of the basic techniques used in Shakespearean acting. Major emphasis is placed on approaching Shakespeare through careful analysis of the use of language, construction of the text, language as a cue for character, situation, and dramatic conflict. The student examines and perform selected works from comedies, histories and tragedies of the playwright, concentrating of the Presentational technique of stylized acting.
Prereq: THE 213, and ENG 221 (or concurrent enrollment in ENG221)

THE 224 Directing – Practice (HL)  3 cr
The practical application of all skills learned in THE 214, Directing – Theory. The student chooses, analyzes, casts, and directs for performance a 1-act play approved by the instructor. This project is a minimum of 45 minutes performance time and is presented for the G.C.C. community in the Sloan Theater at semester’s end.
Prereq: THE 214

THE 226 Stage Skills (HL)  3 cr
A concentrated study of the design and application of stage makeup, mask work, stage combat and stage dialects as they contribute to characterization and motivation in performance work. The course includes fencing techniques for dramatization as part of the physical stage combat study. Students assemble an audition piece and a professional resume, as well as perform and film an audition videotape in the G.C.C. Educational Technology Support Center.
Prereq: THE 213 or THE 224

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 090 and ENG 090
Faculty & Staff

Faculty
President’s Office
College Staff
Massachusetts Board of Higher Education
GCC Board of Trustees
Faculty & Staff

Full-Time Faculty

Brian Adams  
Environmental Studies/Natural Resources  
B.S., Cornell University;  
M.S., Antioch University

Dovi Afesi  
History  
B.A., Clark University;  
M.A., Michigan State University

Sharon Arslanian  
Dance  
B.A., M.A., Mills College;  
M.A., University of California, Riverside;  
Ed.D., Temple University

Thomas W. Boisvert  
Art  
B.S., University of Southern Maine;  
M.Ed., Utah State University

John Bross  
Art  
B.S., M.S., Indiana University;  
M.F.A., University of Iowa

Lawrence H. Buell  
Human Ecology  
B.S., Springfield College;  
M.S., Pennsylvania State University;  
Ed.D., University of Massachusetts

Jennifer L. Burrill  
Mathematics  
B.A., Smith College;  
M.S., University of Massachusetts

Cristin L. Carpenter  
English for Speakers of Other Languages  
B.A., M.A., Ph.D., University of Michigan

Susan F. Childs  
Practical Nursing  
B.S.N., St. Anselm College;  
M.Ed., Westfield State College

Nancy Craig-Williams  
Nursing  
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

Cheri Ducharme  
Nursing  
B.S., Fitchburg State College;  
M.S.N., University of Massachusetts

Stewart Eisenberg  
Criminal Justice  
B.A., University of Massachusetts;  
J.D., Western New England College

Beth Erviti  
Biology  
B.A., University of California at Santa Cruz;  
M.S., University of Massachusetts

Catherine M. Finnegan  
Education, Women’s Studies  
B.A., LeMoyne College;  
M.Ed., University of Massachusetts

Ann E. Forcier  
Practical Nursing  
A.S., Greenfield Community College;  
B.S.N., University of Massachusetts;  
M.Ed., University of New Hampshire

Jeffrey A. Galbraith  
Business, Management  
A.A., St. John’s College;  
B.A., Concordia Senior College;  
M.Div., Harvard University Divinity School;  
Th.M., Harvard University Divinity School;  
M.B.A., University of Massachusetts;  
Ph.D., Boston University
Charlotte Gifford  
Foreign Language  
B.A., Tufts University;  
M.A., Middlebury College;  
D.A.L.F. Université Jean Monet, Saint Etienne, France.

Sandra A. Gokey  
Mathematics  
B.S., Clarkson University;  
M.Ed., St. Lawrence University;  
M.S., University of Vermont;  
Ph.D., University of Massachusetts Amherst

Joanne McNeil Hayes  
English  
B.S., University of Wisconsin;  
M.A., Johns Hopkins University

Leo L. Hwang-Carlos  
English  
B.A., University of the South;  
M.F.A., University of Massachusetts

T. Budge Hyde  
Art  
B.F.A., University of Utah;  
M.F.A., University of Cincinnati

Abigail Jenks  
Human Services  
B.A., University of Massachusetts;  
M.S.W., Smith College; M.Ed., Antioch University; Massachusetts Licensed Independent Clinical Social Worker (LICSW); Massachusetts Certified School Social Worker; N.A.S.W. Diplomate in Clinical Social Work

David M. Johnson  
Psychology  
A.A., Berkshire Community College;  
B.A., University of Massachusetts;  
M.S., C.A.G.S., Springfield College; Psy.D., Massachusetts School of Professional Psychology; F.P.P.R., Prescribing Psychologists’ Register Diplomate; F.I.C.P.P., International College of Prescribing Psychologists Diplomate

Judith L. Kinley  
Nursing, Philosophy  
B.S., University of New Hampshire;  
M.S., University of Massachusetts;  
M.T.S., Harvard University

Penné A. Krol  
Art  
A.S., Greenfield Community College;  
B.A., Smith College;  
M.F.A., University of Massachusetts

Daniel F. LaRose  
Psychology, Human Ecology  
A.A., Greenfield Community College;  
B.A., American International College;  
M.Ed., Springfield College

Paul Lindale  
Art  
B.A., Sir John Moore’s University;  
M.F.A., Massachusetts College of Art

Richard D. Little  
Geology  
B.A., Clark University;  
M.A., University of Southern California

Michael A. Lyle  
Outdoor Leadership

Teresa Mariani  
Nursing  
R.N. Diploma, Kings County Hospital School of Nursing; B.S., St. Joseph’s College;;  
M.S., University of Massachusetts

Kimberley Morin  
Speech, Theater  
B.A., U.T. Pan American University
Scott J. Melanson, Ph.D.
English
B.A., Fitchburg State College; M.A., Ph.D. Purdue University

Norman J. Muller
Computer Information Systems
B.S., American International College; M.Ed., Westfield State College

Donald P. Oberacker
Biology
B.S., Utah State University; M.S., University of Maryland; C.A.G.S., University of Connecticut

Alan F. Rainford
Accounting
B.S., University of Massachusetts, Dartmouth; M.B.A., American International College; Certified Public Accountant

David Ram
English
B.S., Suffolk University; M.A., Northeastern University

Peter C. Rosnick
Mathematics
B.A., Tufts University; Ed.D., University of Massachusetts

Sharon A. Roth
Education
A.S., Norwalk Community College; B.A., M.A., Goddard College

Lillian Ruiz
English
B.A., University of Rochester; M.A., University of California at Los Angeles

Robert F. Schilling, Jr.
Computer Information Systems
B.S., M.Ed., University of Massachusetts

Matthew Shippee
Music
B.A., Saint Michael’s College; M.A., University of Michigan

Jean A. Simmons
Nursing
A.S., Greenfield Community College; B.S.N., St. Anselm College; M.S.N., University of Massachusetts

Gregory C. Vouros
Anthropology
A.A., Boston University; B.A., M.A., University of Massachusetts

Faythe E. Turner
English
B.A., Denison University; M.A., University of Rhode Island; M.A., Ph.D., University of Massachusetts

Patricia A. Wachter
Massage Therapy
B.A., Catherine Spalding College; M.T., Bancroft School of Massage; National Certification in Therapeutic Massage and Bodywork (NCTMB)

Virginia Wahl
Practical Nursing
B.S.N., University of Bridgeport; M.S., Hunter College

Thomas R. Simmons
Business/Economics
B.S., Hofstra University; J.D., Hofstra Law School

David E. Wan
Outdoor Leadership
B.S., Monash University, Victoria, Australia; Graduate Diploma of Outdoor Education, Brisbane College of Advanced Education, Queensland, Australia; Master of Outdoor Ed, Griffith University, Queensland, Australia

Gretchen Watson
English
B.A., M.A., Colorado State University

www.gcc.mass.edu • (413) 775-1000
Robert J. Welsh
Business, Management
B.S., M.S., Ed.D., Syracuse University

Anne M. Wiley
Psychology, Women’s Studies
B.A., LeMoyne College;
M.Ed., State University of New York;
Ed.D., University of Massachusetts

Douglas Wilkins
Computer Information Systems
B.Ed., Colorado State University;
M.Ed., Massachusetts College of Liberal Arts

A. Kenneth Wilson
Sociology
B.A., Drew University;
M.A.T., University of Massachusetts

Thomas S. Young
Art
B.A., Goddard College;
M.F.A., Rhode Island School of Design

Stella Xanthakos
Criminal Justice
B.A., University of Massachusetts;
J.D., Antioch School of Law
Faculty Emeritae/Emeriti

David C. Bartlett
Engineering
A.E.E.E., Worcester Junior College; B.S.E.E., M.S.C.E., University of Massachusetts

Robert J. Cohen
Mathematics
B.S., University of Pennsylvania; M.A.T., Smith College

Margaret M. Craig
Nursing & Health Occupations
B.S.N., Columbia University; M.S.N., Boston University

Bernard A. Drabeck
English
A.B., College of Holy Cross; M.A., Ph.D., University of Massachusetts

L. Edward Dolhenty
Human Services, Psychology
B.S., B.A., Boston College; M.Ed., Fitchburg State College; C.A.G.S., Boston University; Ed.D., University of Massachusetts

Helen E. Ellis
English
B.A., University of Massachusetts; M.A.T., Smith College; Ph.D., University of Massachusetts

Saul Greenblatt
Speech Communication
B.S., M.S., Emerson College

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

David A. Harvey
Physics, Electronics
B.A., Taylor University; M.Ed., Bridgewater State College; M.A., Ohio State University; Ed.D., University of Massachusetts

Warren I. Johannson
Biology, Geology
B.S., M.S., Ph.D., University of Massachusetts

Edward J. Kane
Criminal Justice
B.S., Springfield College; M.P.A., City University of New York

Carolyn Nims McLellan
Dance, English, English as a Second Language
A.A., Greenfield Community College; B.A., M.A.T., Smith College; M.A.T., School for International Training; M.A., University of Massachusetts

Phyllis R. Nahman
English, Women’s Studies
B.A., M.Ed., University of Massachusetts

Joan T. Rising
Art
B.F.A., Syracuse University; M.F.A., University of Massachusetts

Wilson Roberts
English
B.A., Drew University; M.A., Appalachian State University

Gertrude P. Sheaffer
Biology
B.S., Lycoming College; M.Ed., East Stroudsberg State College

Saul Sherter
History
B.A., Northeastern University; M.A., Boston University
Herbert F. Steeper  
Political Science  
A.B., Stanford University;  
A.M., M.A.L.D., Ph.D., Fletcher School of Law and Diplomacy, Tufts-Harvard Universities

Margaret W. Stein  
Art  
B.F.A., Syracuse University;  
M.F.A., University of Massachusetts

Toby B. Sutton  
Data Processing, Astronomy  
B.A., University of California;  
M.S.T., Cornell University

William R. Sweeney  
English  
B.A., M.A., Columbia University

Nancy T. Winter  
Education  
B.S., University of Massachusetts;  
M.Ed., North Adams State College
Faculty & Staff

President’s Office

Robert L. Pura
President
A.A., Miami-Dade;
B.A., University of South Florida;
M.S., St. Thomas University;
Ph.D., University of Texas at Austin

Wendy Gay
Staff Assistant to the President
MOA Certificate, Greenfield Community College

Academic Affairs

Linda M. Cavanaugh
Dean (Interim)
B.S., M.S., University of Massachusetts

Suzanne J. Belcher
Staff Assistant to Dean of Academic Affairs
B.S., Bates College

Erica Goleman
Regional Education Partnership Coordinator/Coordinator of K-12 Outreach
B.A., Reed College;
M.Ed., Smith College

David Ram
Interim Assistant Dean for Academic Affairs
B.S., Suffolk University;
M.A., Northeastern University

Evening and Weekend Services and Testing

Pamela Simanski-Page
Director
B.A., College of Mount St. Vincent;
M.Ed., Cambridge College

Holly Brooks
Assistant to the Director of Evening and Weekend Services and Testing
B.A., Western Michigan University

Behavioral Sciences (Group I)

Katherine P. Douglas
Associate Dean
B.S., M.Ed., University of Massachusetts

Theresa A. Boyce
Interim Associate Dean
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

Linda M. Horta
Assistant to Associate Dean of Group I
A.S., Greenfield Community College

Humanities (Group II)

Ana M. Gaillat
Interim Associate Dean
Licenciatura, Buenos Aires University;
M.S., Ph.D., University of Massachusetts;
M.Ed., Suffolk University

Jan Ross
Assistant to Associate Dean of Group II
B.A., Westfield State College
Math, Science, Business, and Information Technology (Group III)

Melinda J. Gougeon
Associate Dean
A.S., Greenfield Community College; A.B., M.A.T., Smith College

Vera V. Vlasenko
Assistant to Associate Dean of Group III
A.S., Greenfield Community College; B.S., Margilan University; B.A. Norwich University

Shelley Swasey
Business and Information Technology Secretary
A.S., Greenfield Community College

Ronald E. Smith
Technical Assistant
A.S., Greenfield Community College

Health Occupations (Group IV)

Judith G. Singley
Associate Dean
B.S., M.Ed., University of Massachusetts

Patti Spring
Assistant to Associate Dean of Group IV
A.A., A.S., Greenfield Community College

Elaine Stafford
Secretary, Practical Nursing Program

Deborah Clapp
Paramedic Program Director
B.A., Smith College; Paramedic Certificate, Springfield College

Admission

Herbert E. Hentz
Director of Admission, Director of Diversity
B.A., Wilberforce University

Judith A. Kennedy
Assistant to the Director of Diversity
A.S., Northampton Junior College

Marty Johnson
Admission Assistant
BMA Certificate, Greenfield Community College

Tech-Prep

Lynn McDonald
Tech Prep Coordinator
A.A., Cape Cod Community College; B.A., M.Ed., University of Massachusetts
Administrative Services

Richard A. Hillier
Dean of Administrative Services
B.S., University of Rhode Island; M.S., Indiana University; Ed.D., Nova Southeastern University

Tim Braim
Comptroller
B.S., Rider College; CPA

Karen Phillips
Assistant Comptroller/ Director of Auxiliary Services
B.B.A., University of Massachusetts

Martha L. Markwell
Staff Assistant, Purchasing

Karen Bross
Secretary, Administrative Services
Clerk, Payroll
A.S., Greenfield Community College

James Connelly
Accountant
A.S., Greenfield Community College

Mary Jane Connelly
Accountant/Payroll
B.A., Western New England College

Theresa A. Crowley
Accounts Receivable Teller
Career Transitions Certificate; A.S., Greenfield Community College

Matthew K. Farmer
Accountant
A.S., Durham Technical Community College; A.A., Greenfield Community College

Glenn A. Howe
Accountant
A.S., Greenfield Community College

Katherine R. Maleno
Bookkeeper
A.A., A.S., Greenfield Community College

Susan E. McCaffrey
Bursar
B.S., University of Massachusetts

Regina G. Reger
Accountant/Payroll Supervisor
A.S., Greenfield Community College

Julia Zuo
Grants Accountant

Career Resource Center

Colleen Kucinski
Director of Career Resource Center
B.A., Our Lady of the Elms College; M.Ed., Springfield College

Shelley Swasey
Career Resource Center Assistant
A.S., Greenfield Community College

College Store and Cafeteria

Karen Phillips
Assistant Comptroller/ Director of Auxiliary Services
B.B.A., University of Massachusetts

Karen Cole
Textbook Buyer

Alecia J. Bardwell
Supply Buyer
A.S., Greenfield Community College

Gary H. Weiss
Manager, Food Services
B.A., George Washington University; A.O.S., Culinary Institute of America, CEC
Community Services

Robert J. Barba
Director
B.A., Ohio University; M.Ed., University of Massachusetts

Gail L. Villeneuve
Assistant to the Director
A.A., Greenfield Community College

Computer Services

Sylvia M. Carey
Director of Computer Services

John M. Canon
Electronic Computer Operator II
A.S., Greenfield Community College

David W. Charbonneau
Systems Analyst III
B.S., University of Massachusetts

Rogelio Echeverri
Programmer/Analyst
B.A., University of Massachusetts; B.S., Westfield State College

Diane Franklin
Electronic Computer Operator I
A.S., A.A., Greenfield Community College

Robin Howard
Electronic Computer Operator I
A.S., Greenfield Community College

Kenneth S. Ketchum
Systems Analyst IV, MCSE
A.S., Greenfield Community College; B.A., Norwich University

Charles Kleeberg
Electronic Computer Operator II
Computer Assisted Bookkeeping Certificate, A.S., Greenfield Community College

Deanna Lovett
Assistant Manager of Computer Operations

Debra Washer
Systems Analyst III
A.A., Greenfield Community College

Cooperative Education

Jean Boucias
Coordinator
A.A., Greenfield Community College; B.A., University of Massachusetts; M.Ed., Cambridge College

Valerie Vitello
Secretary
B.S., University of Massachusetts

Verne P. Richardson
Systems Analyst IV
A.S., Greenfield Community College

J. Kirsten Ritter
Database/Systems Administrator
B.A., Connecticut College
Counseling Services

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

Jane E. Lerner
Educational Transitions
Program Coordinator
B.A., Hampshire College;
M.Ed., University of Massachusetts

Suzanne J. McGowan
Counselor/Liaison to Services for Women
A.B., Chatham College;
M.A., Ed.D., University of Massachusetts

Julie Shaw-MacDougall
Secretary
B.M.A. Certificate, Greenfield Community College; A.A., Greenfield Community College

Development Office

Karen Goldman
Director
B.A., Smith College;
M.A., University of Wisconsin-Madison

Mary Feeney
Development Associate
B.A., Smith College

Dale MacLeod
Grants Coordinator
A.A., University of New Hampshire

Disability Services

Dawn Stevenson
Director of Disability Services
A.A., American River College;
B.A., California State University at Chico;
M.Ed., Springfield College;
Board Certified Occupational Therapist, OTR/ L

Diversity

Herbert E. Hentz
Director
B.A., Wilberforce University

Judith A. Kennedy
Assistant to the Director of Diversity
A.S., Northampton Junior College

Enrollment Management

Jan Kaiser
Director of Enrollment Management
B.A., M.Ed., University of Massachusetts

Gail Tease
Enrollment Management Assistant
A.A.S., SUNY Agricultural and Technical College at Cobleskill; B.S., University of Rhode Island

Amy Hartshorn
Enrollment Management Assistant

Karen L. Chastney
Records/Community Services
A.S., Greenfield Community College
Financial Aid

Jane L. Abbott
Director of Financial Aid
A.S., Greenfield Community College;
B.S., Bryant College;
M.Ed., Springfield College

Susan L. Brisson
Financial Aid Assistant
CAB Certificate, Greenfield Community College

Linda Desjardins
Assistant Director of Financial Aid
A.S., Holyoke Community College;
B.A., Smith College

Dennis Finnell
Assistant Director of Financial Aid
B.S., Northeast Missouri State University;
M.A., Northern Illinois University;
M.F.A., University of Massachusetts

Nicole J. Fowler
Financial Aid Assistant
A.S., Greenfield Community College

Fitness Center

Kathleen Davidson
Coordinator
B.A., Salem State College;
M.Ed., Springfield College

General Education Diploma (GED)

Jean Boucias
Coordinator
A.A., Greenfield Community College;
B.A., University of Massachusetts;
M.Ed., Cambridge College

Greenfield Community College Foundation

Allen J. Davis
Executive Director
B.A., Ed.D., University of Massachusetts

Dorothy S. Parrill
Staff Assistant
A.S., Greenfield Community College;
B.A., SUNY at Cortland;
M.S., University of Massachusetts

Health Services

Donna M. Larson
Director of Health Services
B.S., University of Massachusetts;
M.S.N., Simmons College

Sarah A. Kemble
Medical Consultant
A.B., Smith College;
M.D., Albany Medical College

Shannon Larange
Office Assistant
Lou A. Peugh  
Staff Nurse for Health Services  
A.S., Greenfield Community College;  
B.S., M.P.H., University of Massachusetts

Janna M. Thompson  
Health Services Assistant  
B.A., Mt. Holyoke College

Human Resources

Deborah M. Ensign  
Director  
B.A., State University of New York College at Oneonta, NY; Senior Professional in Human Resources

Deborah A. Gilbert  
Interim Assistant Director  
A.S., Greenfield Community College;  
B.A., Our Lady of the Elms College

Kathleen N. Forster  
Employment Coordinator  
Certificate, Morse School of Business

Library/Learning Resource Center

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

Deborah S. Chown  
Library Assistant  
A.A., Greenfield Community College;  
B.A., State University of New York;  
M.L.I.S., University of Rhode Island

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

Janet L. Ryan  
Evening Librarian  
B.A., DePauw University;  
M.L.I.S., University of Michigan

Hope B. Schneider  
Library Assistant

Linda C. Wentworth  
Weekend Librarian  
B.A., Bates College;  
M.A., College of Williams and Mary  
M.L.S., Syracuse University

Wanda L. Meck  
Public Services Librarian  
B.A., Guilford College;  
M.Ed. University of North Carolina;  
M.L.I.S. University of Rhode Island

Educational Technology Support Center

Garry M. Longe  
Instructional Media Specialist  
A.S., Greenfield Community College

Kevin Cline  
Evening Media Technician
Karen Truehart  
Audiovisual Technician  
*A.A., Greenfield Community College*

Mail Services

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

Maintenance

John A. Markwell, Jr.  
Building Maintenance Supervisor  
*A.A., Greenfield Community College*

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

John Chapman  
Maintainer I  
*A.S., Greenfield Community College*

Paul Chiang  
Maintainer I  
*A.S., Greenfield Community College*

Judith A. Flynn  
Maintainer I  
*A.A., Greenfield Community College*

Janusz Kobera  
Maintainer I  
*A.S., Greenfield Community College*

James Hall  
Maintainer I  
*A.S., Greenfield Community College*

Alan R. Miner  
Skilled Labor  
*A.S., Stockbridge School of Agriculture*

Andrew M. Pearson  
Maintainer I  
*A.S., Greenfield Community College*

Timothy D. Shippee  
Head Groundskeeper  
*A.S., Greenfield Community College*

Physical Plant

Harry E. Gaines  
Director of Physical Plant  
*B.A., University of Massachusetts*

Fred Bellucci  
Technician

Todd R. Berthiaume  
Technical Specialist II

Wayne E. Coller  
Utility Plant Operator  
*Mass Licensed Electrician*

Louis Hale  
Carpenter

Ted Linnell  
Utility Plant Operator  
*Mass Licensed Electrician;  
Asbestos Supervisor License*

Frank Peterson  
Building Maintenance Supervisor II  
*Master Pipefitter License; Refrigeration  
Technician License; Asbestos Supervisor  
License; Sprinkler Journeyman License;  
Refrigeration Service Engineers Society  
Certificate; Indoor Air Quality for Facilities  
Management Certificate; Metasys Facility  
Management Certificate; National  
Association of Power Engineers CTC’s  
Recovery and the Law Certificate; Clemson  
University Certificate for Maintenance  
Management*
Faculty & Staff

Greg Pomasko
Plumber
Massachusetts Journeyman License

David M. Robert
Painter

Pioneer Valley Institute

Cynthia C. Herbert
Coordinator
B.S., Saint Lawrence University;
M.A., College of Staten Island/ CUNY

Resource and Workforce Development

Martha K. Field
Interim Associate Dean
A.S., B.S., M.S., University of Massachusetts;
Ph.D., University of Connecticut

Nancy Bair
Coordinator of Workforce Development
A.A., Marshalltown (Iowa) Community College; B.A., Florida State University;
M.Ed., University of Northern Iowa
## Marketing and Publications

### Elizabeth L. Carroll
Marketing Coordinator  
A.S., Greenfield Community College; M.M., Cambridge College

### Dennis W. Koonz
Publications Coordinator  
A.S., Greenfield Community College; B.A., University of Massachusetts

## Registrar

### Heather A. Hoyt
Registrar  
A.S., Greenfield Community College

### Karen L. Chastney
Secretary  
A.S., Greenfield Community College

### Laurie Parker
EDP Operator/Registration

### Janet Robert
Records Clerk  
A.S., Greenfield Community College

## Security and Communications

### Valorie A. Knowlton
Director, Safety and Security  
A.A., A.S., Greenfield Community College; Massachusetts Criminal Justice Training Council Certificate; Connecticut State Police Academy; Community Policing Administration Certificate; R.A.D. Instructor Certificate; Criminal History Systems Board/LEAPS Certificate; Lucent Technologies Certificate; Deputy Sherriff, Franklin County Sherriff’s Dept.

### Kevin Shaw
Campus Police Officer I  
Massachusetts Criminal Justice Training Council Certificate; A.S., Greenfield Community College; B.S., University of Massachusetts; Deputy Sherriff, Franklin County Sherriff’s Dept.

### Cynthia A. Wheeler
Dispatcher  
Criminal History Systems Board/LEAPS Certificate; Law Enforcement Dispatcher Certificate; Lucent Technologies Certificate

## Shipping, Receiving, and Duplicating Services

### Margaret Z. Nartowicz
Clerk II  
A.A., Greenfield Community College

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

### Joseph J. Gregory
Duplicating Technician

## Student Affairs

### John A. D’Orazio
Dean of Student Affairs  
A.A., Springfield Technical Community College; B.A., Westfield State; M.Ed., Springfield College

### Laura Earl
Staff Assistant to the Dean of Student Affairs  
B.S., Bay Path College
Faculty & Staff

Student Life

Merryl Sackin
Director of Student Life
B.S., Montclair State College

Christina Menko
Student Life Assistant
A.S., Greenfield Community College

Transfer

Lawrence A. Dean
Coordinator
B.A., Cornell University; M.Ed., Westfield State College

Tutoring Services

Julie Shaw-MacDougall
Secretary
B.M.A. Certificate, Greenfield Community College; A.A., Greenfield Community College

Montserrat Archbald
Staff Assistant
B.A., Oberlin College
Mary Ellen Kelly
Writing Assistance Program Coordinator
A.A., Asnuntuck Community College;
B.A., M.A.T., University of Massachusetts

Norman J. Beebe
Math Assistance Program Coordinator
A.A., Cumberland County College;
B.A., Montclair State College;
M.Ed., University of Massachusetts

Women’s Resource Center
Rosemarie Freeland
Coordinator/Advocate
A.A., Greenfield Community College;
B.A., Smith College

Massachusetts Board of Higher Education
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Stephen P. Tocco, Chairman
Peter Nessen, Vice Chair
John C. Brockelman
Matthew E. Carlin
David P. Driscoll, Ex Officio
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W.E. David Halbert, Student Trustee
Aaron D. Spencer
Christine M. Griffin
Richard Taylor

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Wendy Gay, Assistant Secretary
Stanley Gawle
JoBeth Hager-Perry,
Student Trustee
Sandra Sayers
Michael D. Skinner
Final Exam Schedule

Fall Semester Final Exam Schedule — (day division)

Notes:

- Tuesday, December 23, 2003 is reserved for final exam make-up due to snow cancellation. The schedule will be determined as necessary.

- Final Exams will be held in the regular class meeting room.

  Exceptions:
  - instructors who choose a multiple section exam time for their final exam will notify students of the final exam date, time, and room assignment several weeks prior to the end of the semester.
  - instructors who teach a class that meets Mon & Wed, or Wed & Fri, or Mon & Fri and share classrooms with other classes will notify students of the final exam room assignment several weeks prior to the end of the semester.

- Classes with a lab will use the lecture period time to determine their final exam.

- Classes that begin before 8 a.m. and continue beyond 8 a.m. will have their final exam according to the Mon/Wed/Fri 8:30-9:30 a.m. block or the Tue/Thu 8 a.m.-9:15 a.m. block.

- The final exam for classes that end prior to 8 a.m. will be determined by the instructor and students of the class.

### If your class meets FOR LESS THAN ONE HOUR on Mon / Wed / Fri

<table>
<thead>
<tr>
<th>and starts between:</th>
<th>8-8:50 am</th>
<th>9-9:50 am</th>
<th>10-10:50 am</th>
<th>11-11:50 am</th>
<th>1-1:50 pm</th>
<th>2-2:50 pm</th>
<th>3-3:50 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>your exam will be held on:</td>
<td>Wed, Dec. 17 at 8 am</td>
<td>Fri, Dec. 19 at 8 am</td>
<td>Fri, Dec. 19 at 10:30 am</td>
<td>Wed, Dec. 17 at 10:30 am</td>
<td>Wed, Dec. 17 at 1 pm</td>
<td>Fri, Dec. 19 at 1 pm</td>
<td>Fri, Dec. 19 at 3:30 pm</td>
</tr>
</tbody>
</table>

### If your class meets FOR ONE HOUR OR MORE on Mon / Wed, or Wed / Fri

<table>
<thead>
<tr>
<th>and starts between:</th>
<th>8-9:50 am</th>
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### If your class meets FOR ONE HOUR OR MORE on Mon / Fri

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<tbody>
<tr>
<td>your exam will be held on:</td>
<td>Fri, Dec. 19 at 8 am</td>
<td>Wed, Dec. 17 at 10:30 am</td>
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<td>Fri, Dec. 19 at 3:30 pm</td>
</tr>
</tbody>
</table>

### If your class meets FOR LESS THAN ONE AND ONE-HALF HOURS on Tue / Thu

<table>
<thead>
<tr>
<th>and starts between:</th>
<th>8-8:15 am</th>
<th>9:30-10:45 am</th>
<th>11-12:15 am</th>
<th>12:30-1:45 pm</th>
<th>2-2:15 pm</th>
<th>3-3:45 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>your exam will be held on:</td>
<td>Mon, Dec. 22 at 8 am</td>
<td>Thu, Dec. 18 at 10:30 am</td>
<td>Mon, Dec. 22 at 1 pm</td>
<td>Mon, Dec. 18 at 1:30 pm</td>
<td>Thu, Dec. 19 at 1 pm</td>
<td></td>
</tr>
</tbody>
</table>

### If your class meets FOR ONE AND ONE-HALF HOURS OR MORE on Tue / Thu

<table>
<thead>
<tr>
<th>and starts between:</th>
<th>8-8:30 am</th>
<th>9-9:30 am</th>
<th>10-10:30 am</th>
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</tr>
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<td>your exam will be held on:</td>
<td>Mon, Dec. 22 at 8 am</td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Fall Multiple Section Exams:

- Humanities, Wednesday, December 17 at 3:30 pm
- Business, Thursday, December 18 at 8:00 am
- Behavioral Sciences, Thursday, December 18 at 3:30 pm
- Mathematics, Monday, December 22 at 3:30 pm
### Spring Semester Final Exam Schedule — (day division)

#### If your class meets FOR LESS THAN ONE HOUR on Mon/Wed/Fri

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>your exam will be held on</td>
<td>Mon, May 17 at 8 am</td>
<td>Fri, May 14 at 8 am</td>
<td>Fri, May 14 at 10:30 am</td>
<td>Fri, May 17 at 10:30 am</td>
<td>Fri, May 17 at 1 pm</td>
<td>Fri, May 14 at 3:30 pm</td>
</tr>
</tbody>
</table>

#### If your class meets FOR ONE HOUR OR MORE on Mon/Wed, or Wed/Fri

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<tr>
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<tr>
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<td>Fri, May 14 at 8 am</td>
<td>Mon, May 17 at 8 am</td>
<td>Fri, May 17 at 1 pm</td>
<td>Fri, May 14 at 3:30 pm</td>
</tr>
</tbody>
</table>

#### If your class meets FOR LESS THAN ONE AND ONE-HALF HOURS on Tue/Thu

<table>
<thead>
<tr>
<th>and starts between</th>
<th>8:15-9:15 am</th>
<th>9:30-10:45 am</th>
<th>11:15-12:15 pm</th>
<th>12:30-1:45 pm</th>
<th>2:15-3:15 pm</th>
<th>3:30-4:45 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>your exam will be held on</td>
<td>Tue, May 18 at 8 am</td>
<td>Thu, May 13 at 9:30 am</td>
<td>Tue, May 18 at 10:30 am</td>
<td>Tue, May 18 at 1:15 pm</td>
<td>Thu, May 13 at 3:15 pm</td>
<td>Thu, May 14 at 4:15 pm</td>
</tr>
</tbody>
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#### If your class meets FOR ONE AND ONE-HALF HOURS OR MORE on Tue/Thu

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</tbody>
</table>

### Spring Multiple Section Exams:

- Business, Thursday, May 13 at 8:00 am
- Behavioral Sciences, Thursday, May 13 at 3:30 pm
- Mathematics, Monday, May 17 at 3:30 pm
- Humanities, Tuesday, May 18 at 3:30 pm

### Notes:

- Final Exams will be held in the regular class meeting room.
- Exceptions:
  - Instructors who choose a multiple section exam time for their final exam will notify students of the final exam date, time, and room assignment several weeks prior to the end of the semester.
  - Instructors who teach a class that meets Mon/Wed, or Wed/Fri, or Mon/Fri and shares classrooms with other classes will notify students of the final exam room assignment several weeks prior to the end of the semester.
- Classes with a lab will use the lecture period time to determine their final exam.
- Classes that begin before 8 a.m. and continue beyond 8 a.m. will have their final exam according to the Mon/Wed/Fri 8-8:50 a.m. block or the Tue/Thu 8-9:15 a.m. block.
- The final exam for classes that end prior to 8 a.m. will be determined by the instructor and students of the class.
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