2015–2016 Academic Calendar

Refer to the inside of the back cover for the 2016–2017 Academic Calendar

Please note: Dates listed on academic calendars relate to full semester classes only. Calendars for classes with a modified schedule, e.g. extended weeks, reduced weeks, etc., are available in the Registrar’s Office.

FALL SEMESTER 2015

Aug 22 Saturday Enrollment Day College open for Late Enrollment
Aug 31 New Employee Orientation
Aug 31 Faculty on contract
Sep 1 GCC Community Breakfast
Sep 1 Professional Half-Day (MCCC)
Sep 2 Day and evening classes begin
Sep 4 Applications for September graduation due in Enrollment Services
Sep 7 Labor Day – no day or evening classes
Sep 9 Last day to add day and evening classes
Sep 9 Last day to drop/withdraw from credit courses with 100% refund
Sep 16 Last day to drop/withdraw from credit courses with 75% refund
Oct 1 Incomplete (“IN”) grades converted to “F”
Oct 6 Last day to drop/withdraw – No Record
Oct 12 Columbus Day - no day classes; evening classes meet as scheduled
Oct 14 Follow Monday’s schedule for day classes; Follow Wednesday’s schedule for evening classes
Oct 29 Early Progress Reports due by 2:00 p.m.

JANUARY INTERSESSION 2016

Jan 5 Classes begin
Jan 5 Last day to add classes
Jan 6 Last day to drop/withdraw from credit courses with 100% refund
Jan 7 Last day to drop/withdraw from credit courses with 75% refund
Jan 11 Last day to drop/withdraw – No Record
Jan 12 Early Progress Reports due by 2:00 p.m.

SPRING SEMESTER 2016

Jan 9 Saturday enrollment Day; College open for Late Enrollment
Jan 21 Faculty on contract
Jan 21 New Employee Orientation
Jan 26 GCC Professional Half-Day
Jan 27 Day and evening classes begin
Feb 2 Last day to add day and evening classes
Feb 2 Last day to drop/withdraw from credit courses with 100% refund
Feb 9 Last day to drop/withdraw from credit courses with 75% refund
Feb 15 Washington’s Birthday – no day classes; evening classes meet as scheduled
Feb 17 Follow Monday’s schedule for day classes; Follow Wednesday’s schedule for evening classes
Feb 25 Incomplete (“IN”) grades converted to “F”
Mar 1 Last day to drop/withdraw – No Record
Mar 18-27 Spring Recess – no day or evening classes

SUMMER SESSION I - 2016

May 23 Classes begin
May 24 Last day to add classes
May 26 Last day to drop/withdraw from credit courses with 100% refund
May 30 Memorial Day – no day or evening classes
May 31 Last day to drop/withdraw from credit courses with 75% refund
June 8 Last day to drop/withdraw – No Record - credit classes
June 15 GCC Staff Professional Half-Day – day and evening classes meet as scheduled
June 16 Early Progress Reports due by 2:00 p.m.
June 24 Last day to drop/withdraw with a grade of “W” - credit classes
July 4 Independence Day – no day or evening classes
July 7 Last day of Tuesday/Thursday classes
July 13 Last day of Monday/Wednesday classes
July 15 Final grades due by 10:00 a.m.

SUMMER SESSION II - 2016

July 14 Classes begin
July 15 Last day to add classes
July 19 Last day to drop/withdraw from credit courses with 100% refund
July 21 Last day to drop/withdraw from credit courses with 75% refund
July 22 No classes due to computer shutdown for upgrades
Aug 1 Last day to drop/withdraw – No Record - credit classes
Aug 10 Early Progress Reports due by 2:00 p.m.
Aug 17 Last day to drop/withdraw with a grade of “W” - credit classes
Aug 31 Last day of classes
Sep 2 Final grades due by 10:00 a.m.

Confirming Rosters preferred due date:
• Fall Semester: Wednesday, September 23
• January Intersession: Friday, January 8
• Spring Semester: Wednesday, February 17
• Summer Session I: Thursday, June 2
• Summer Session II: Tuesday, July 26

Rev 11/12/2014

• minus $20 registration fee
• Financial Aid enrollment freeze date on the following day
WELCOME

Dear Students,

Whether your goal is to transfer to earn a baccalaureate degree, graduate prepared for a career in the local workforce or to take courses for personal development, we are pleased that you chose GCC.

This college has a rich tradition of academic excellence. 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. 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. You will have the opportunity to get to know other students and your professors in small classes. Our students are at the center of a rich, caring and diverse learning community. Ultimately, our goal is to equip you with the knowledge and skills necessary to reach your highest potential.

Learning is not something that you do as a student in preparation for life – learning is a way of living. On behalf of the faculty, staff and Board of Trustees, I want to welcome you to Greenfield Community College and those possibilities.

Sincerely,

Robert Pura, President
2015-2016 Catalog

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VISION:
Strengthening Our Community

Lives change for the better every day at Greenfield Community College. Families grow stronger and so too our community. Our vision is to strengthen our community one student at a time. We understand our role and responsibilities, as a college in the global community, to create a better world for all.

MISSION:
Teaching and Learning Together

Our mission is to teach, in a small, supportive and intimate learning environment, the knowledge and skills necessary for our students to reach their highest potential. Our doors are open to all who seek to learn. In striving to fulfill this mission we also seek to learn the knowledge and skills necessary to reach our highest potential as a college. At GCC, we are passionate about teaching and learning together!

PRINCIPLES OF EDUCATION

“We are all about learning.”—Bob Pura, President GCC

These principles articulate the implicit assumptions regarding teaching and learning held dear by members of Greenfield Community College and represent the ideals to which the GCC community aspires. They apply to all members of the GCC community—students, employees and trustees.

These principles intend to provide a foundation on which members of the community develop and teach courses, engage students, hire faculty and staff, design professional development activities and structure budgets. These principles should inform the daily, habitual life of all members of the College, having both immediate and lasting impact. As teaching and learning are at the heart of the College, these principles appropriately shall guide the College into the future.

The College maintains a learning environment that values the process of learning as much as the knowledge taught; an environment that encourages independent thinking and divergent activities; and an environment that elevates members of the community and inspires them to:

• Develop independent and interdependent, lifelong learning strategies
• Nurture their aspirations, confidence, curiosity, imagination, self-respect and responsibility to others
• Explore and adapt to new ideas in both work and leisure
• Understand social change and individual development and take responsibility for sustaining both
• Accept the constancy of change and cope with, adapt to and manage change effectively in all areas of one’s life
• Possess self-determination with a realistic assessment of one’s aptitudes and inclinations

Members of the GCC community have the opportunity to acquire the knowledge, skills and attitudes that empower them to clarify values, express ideas, solve problems, and embrace learning as a life-long process.

Diversity and Community

The College creates and fosters an environment for work and learning in which one may achieve a level of comfort with one’s individuality and culture, while accepting and respecting the individuality and cultures of others. The College encourages each member of its community to:

• Recognize how the foundation of one’s ideals and values emanate from one’s particular background and experience
• Participate in communities as both teacher and learner; connecting with others, sharing thoughts and creating knowledge while taking advantage of an open environment that values critical thinking and civil discourse
• Enhance one’s understanding of various forms of discrimination and oppression while embracing the principles of access to promote equitable opportunity for all in the teaching and learning experience
• Explore, understand, and respect the tenacity and validity of diverse values and heritage
• Appreciate the interconnectedness of global events and issues and one’s place in the web of life
• Develop an environment that encourages active learning and values the differing approaches of all community members
General Information

Literacy and Communication
The College promotes effective expression in many forms for making public meaning and personal significance. Symbolic interpretation and representation of ideas and emotions, using logical and aesthetic systems that cultivate various modes of self-expression, contribute to successful interpersonal and intrapersonal communication. The College policies and practices ensure that all its members continue to develop their capacities to:
- Enhance literacy in all areas—reading, listening, viewing, writing, speaking, creating, and movement
- Reason quantitatively, using numerical data to meet personal and vocational needs and to respond to a world increasingly dependent on the understanding of a broad range of quantitative concepts and processes
- Identify a need for information and know how and where to find it
- Use language to communicate effectively with other individuals and groups, including basic functional ability in a language other than one’s own
- Function constructively in both a leadership and participatory role within groups

Knowledge and Thinking
The College expects members of the community to think critically and to conduct disciplined inquiry, using both their minds and hearts in order to understand the complexity and simplicity of ideas and actions; to prioritize and make decisions; to identify and solve problems; to evaluate and judge; in short, to think independently. The College encourages each member to:
- Access, organize, interpret, evaluate, synthesize and apply information
- Reflect on and assess information and knowledge from differing perspectives
- Develop knowledge of one’s feelings, values and biases and how they relate to one’s thinking and behavior
- Integrate knowledge from multiple disciplines to make thoughtful and informed decisions
- Base decisions on factual and affective evidence rather than on unexamined opinions
- Determine the nature of a problem, analyze the problem and implement an appropriate solution, applying scholarly theories and methods where appropriate
- Evaluate, integrate and adapt to technological change

Adopted by the Greenfield Community College Assembly, May 17, 2004

GENERAL EDUCATION ABILITIES
The College expects students to develop foundations and skills for lifelong learning, including the following General Education Abilities:
1. Appreciate diverse cultural and individual perspectives
2. Solve problems collaboratively
3. Reason and act ethically
4. Demonstrate civic knowledge and engagement
5. Communicate in various modes and media
6. Use quantitative concepts and processes
7. Locate, evaluate and use various sources of information
8. Explore the natural and physical world
9. Think creatively and critically
10. Apply, integrate, and synthesize learning

Adopted unanimously by the Greenfield Community College Assembly on May 2, 2011.

STATEMENT OF INCLUSION
As an inclusive community, Greenfield Community College engages in intentional and ongoing reflection of diversity as we seek to create a culture that values, encourages, and embraces a wide range of individual and group differences.
STATEMENT OF NON-DISCRIMINATION

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 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 Office.

Greenfield Community College
One College Drive
Greenfield, MA 01301-9739
Phone: (413) 775-1000 • Fax: (413) 775-1827 • Website: www.gcc.mass.edu

GCC THEN AND NOW: OUR HISTORY

Greenfield Community College, in the Pioneer Valley of western Massachusetts, was founded in 1962 by visionary community members who knew a community college would offer opportunities for growth to the people of Franklin County and southern Vermont and New Hampshire.

In GCC’s first year, just over 100 students attended classes in an old elementary school, a former factory and a remodeled warehouse in the center of Greenfield. The College moved to its main campus in the “The Meadows” area of Greenfield in 1974. Expanding further, GCC opened the Downtown Center in 1995 to house the Greenfield Community College Foundation, Alumni Affairs, Community Education, and the nursing and health occupation programs. As growth continued, the East building was added to the main campus in 1999. It provides state-of-the-art dance class facilities, the fitness center; laboratories, classrooms and offices. In 2011, GCC revitalized and redesigned the core of the main building. From the ground-level entrance up through the fourth floor; the new Core incorporates universal design principles to meet the needs of all our students. Students will be able to move fluidly from the enlarged Cafeteria/Dining Commons and blended Enrollment Services on the first floor to Student Activities and Cultural Center on the second, up to the expanded Library and enhanced Learning Center on the upper floors.

With an annual fall enrollment of over 2,300 students, GCC is the smallest of the 15 community colleges in the Massachusetts higher education system and is known for its caring and supportive faculty and staff and strong community support. GCC is fully accredited by the New England Association of Schools and Colleges. GCC works closely with bachelor degree granting colleges of the Massachusetts public higher education system, including the University of Massachusetts, and with private colleges and universities, to offer diverse transfer opportunities to GCC students.

The College’s career programs prepare students to enter the work force or update their skills, while credit-free workshops and seminars are offered for personal enrichment and job training. Day, evening and online classes are offered to accommodate a wide range of student schedules.

GCC IS 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 its accreditation was most recently reaffirmed in March 2011. Greenfield Community College has demonstrated that it meets the CIHE’s eleven Standards for Accreditation and complies with its policies. GCC’s 2010 Institutional Self-Study, along with subsequent reports and letters from CIHE to date are available with the President’s Welcome at the College’s website, www.gcc.mass.edu. In fall 2013 GCC received general approval from CIHE to offer distance education programming within the scope of its mission. GCC is a Title IV Federal Student Financial Aid eligible institution.

Greenfield Community College is also accredited or approved by specialized accrediting bodies. Specialized accreditation or approval 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 or approved by the following:

- **Associate’s Degree Program in Nursing**—accredited by the Accreditation Commission for Education in Nursing (ACEN); and approved by the Massachusetts Board of Registration in Nursing
- **Certificate Program in Outdoor Leadership**—accredited by the Association for Experiential Education
- **Certificate Program in Paramedic**—accredited by the Commonwealth of Massachusetts’ Office for Emergency Medical Services (OEMS)
- **Certificate Program in Practical Nursing**—approved by the Massachusetts Board of Registration for Nursing
- **Associate Degree Program in Early Childhood Education**—National Association for the Education of Young Children
GENERAL POLICY ON ADMISSION

Office of Admission
Greenfield Community College
One College Drive
Greenfield, MA 01301
(413) 775-1801

Greenfield Community College maintains a policy of open admission to all but a few of its degree and certificate programs. Students who have earned a high school diploma or its equivalent from an appropriately accredited institution are eligible to matriculate into a degree or certificate program. Students who have earned a General Education Diploma (GED), High School Equivalency Certification or completed an approved home-school plan are also eligible to matriculate. Matriculation means that a student is admitted to a particular degree or certificate program and may be eligible to receive federal financial aid. Prospective students who do not have a high school diploma, GED, High School Equivalency Certification, or a completed approved home school plan may take courses but are not eligible to matriculate.

Students may be eligible to take GCC courses while also completing their high school or home school education. We welcome early entrant students. These students maintain a non-matriculated student status and are not able to apply to a degree or certificate program or receive federal financial aid. Please refer to the General Policy on Early Entrants below.

All students who seek to register for a class that has math, writing or reading requirements must demonstrate their readiness for coursework by scoring satisfactorily on standardized placement tests in reading, sentence skills, and mathematics, or by having successfully completed appropriate coursework in English Composition and/or mathematics at another college (a math course must have been within the last five years). At the time of registering for classes students must provide a transcript, indicating the passing grade from the college that these requirements were taken, if placement testing is being waived.

The College reserves the right to limit or deny enrollment of any student in a course or program based on its case-by-case consideration of a variety of factors, including, but not limited to, the student’s maturity, life experience, placement test scores, prior education, course content, instructional methodology, and risks associated with a particular course or program.

Certain courses may not be suitable for all students. Specific courses or programs may require students and/or their parents or guardians to acknowledge this in writing, and may require additional approval by the appropriate faculty and/or Academic Dean.

Applying for Admission to the College

1. Submit an Application for Admission by visiting the College's website at www.gcc.mass.edu/admission or by calling the Office of Admission.

2. Students who have graduated from high school, completed a GED or High School Equivalency Test within the last 12 months prior to the start of the term in which they intend to enter GCC are required to submit an official copy of their high school transcript or an official copy of their GED or High School Equivalency Test credential to the Office of Admission before the semester begins in order to maintain a matriculated student status. Students who have completed a home school curriculum within the last 12 months prior to the start of the term in which they intend to enter GCC are required to submit evidence that an approved home school plan was completed. Please refer to the Home Schooling policy below for further details.

3. Students who have completed secondary work outside of the United States must submit documentation of completion of this work and it must be translated and evaluated to U.S. standards through a credential evaluating agency. Agencies can be found online at www.naces.org.

4. Students who have Permanent Resident, Asylee, Refugee, or Parolee status must come to the Office of Admission and provide the original Permanent Residency card and/or other appropriate documentation so that a copy of the document can be made by Admission Office staff. The original document will be returned to the student immediately. Alternately, a copy of the document accompanied with a notarized letter verifying its authenticity is also acceptable and can be sent to the Office of Admission.

5. International students studying on a F-1 Visa are required to provide the College with all documentation outlined in the International Students Admission Policy referred to below. Students who hold other non-immigrant status’ and who intend to study at GCC may be required to provide documentation. Contact the Office of Admission to determine these documentation requirements.

6. Students who are under the age of 18 at the time an application is submitted must obtain a parent’s or legal guardian’s consent to apply and complete the Parent/Guardian Consent Form which can be found at www.gcc.mass.edu/admission or by calling the Office of Admission at (413) 775-1801 for a paper copy.
Readmission to the College

Students who have had a break in their attendance for one semester or longer are required to reapply to the College before registering for courses. The application for readmission can be found online at www.gcc.mass.edu/admission or by calling the Office of Admission to obtain a paper copy. If a student has attended another college or university prior to readmission and is seeking transfer credit, an official copy of the student’s transcript should be sent to the Office of Admission for transfer credit evaluation.

General Policy on Early Entrants

Greenfield Community College defines early entrants as students who seek to enroll in credit-bearing courses at the college prior to their secondary schooling completion date. In order to be accepted as an early entrant student one must do the following:

- Submit a completed application for high school students on-line at www.gcc.mass.edu/admission
- Complete and submit all supplemental paperwork which is listed at www.gcc.mass.edu/admission.
- Demonstrate their readiness for coursework at GCC by scoring satisfactorily on standardized placement tests in reading, sentence skills, and mathematics.

If a student intends on participating in athletics while also taking courses at GCC completion of a Massachusetts Interscholastic Athletic form may be required before acceptance to the College.

* Early Entrants who wish to continue their college studies upon completion/graduation from their secondary institution must complete an application for admission as a new student.

Early Entrant Student Success Program

Early Entrant students are assigned an academic advisor to provide support for their transition from high school to college. Students, families, and school officials identify courses to be taken and work with the academic advisor to establish a student schedule.

Specially Funded Early Entrant Opportunities

The Educational Transitions Program (ETP), in partnership with Greenfield and Turners Falls High Schools, provides an option for students who want to complete their high school education outside of the traditional high school environment. Working with an assigned GCC academic advisor and their high school guidance office, students have the opportunity to take classes at GCC while completing their high school graduation requirements. This cohort based program is available to juniors and seniors. Students participate in first year experience courses designed to develop skills and resources to enhance academic success.

Home Schooling Policy

All home schooled students, without a high school diploma, High School Equivalency Certification, or General Education Diploma (GED), may apply for admission to a degree or certificate program provided they have successfully completed an approved home school program in accordance with Massachusetts General Laws or the laws of their home state.

How to Apply for Admission to Health Occupation Programs

Greenfield Community College offers a variety of health occupation educational programs. Some programs require an additional admission process (ADN, PNC, PMC). In order to be considered for these programs, a student must apply and be accepted to the College prior to applying to the health occupation program of their choice. Detailed information about the additional requirements for eligibility to each health occupation program may be obtained from the college website or from the Office of Admission. Greenfield Community College also has collaborative agreements with Berkshire Community College, Holyoke Community College and Mount Wachusett Community College for enrollment in selected health occupation programs that are not currently available at GCC. Participating students are subject to program requirements at the collaborating institutions. For further information, contact the Office of Admission.

How to Apply for Admission to the Outdoor Leadership Program

The Outdoor Leadership program (OLP) at Greenfield Community College is a one year certificate program and requires an additional admission process. Students must first apply and be accepted to the College prior to applying to the OLP program. Upon acceptance to the college, students should continue the process for consideration of acceptance to the OLP program. Details about this process can be found at www.gcc.mass.edu/olp.
Additional Certifications

Some programs, such as Associate Degree Nursing, Practical Nursing Certificate Program, Outdoor Leadership Certificate, and Paramedic Certificate, require certification in areas such as EMT, CPR, and Wilderness First Responder. Please refer to websites of the programs for detailed application process materials for those individual requirements.

Additional Admission Requirements

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- and part-time students on visas, must provide the Health Records 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 Records 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 Records Office at (413) 775-1430.

Criminal Offender Record Information Checks

Students interested in participating in an academic program, and some courses, that involve working with children, the disabled, or the elderly, or includes a clinical affiliation with a private or public health care provider will be required to undergo a Criminal Offender Record Information (CORI) check prior to registering for courses. Programs that require CORI checks are Nursing (NUR and PNC), Paramedic (PMC), Education (LEO), Human Services (LHS and HSV), Medical Assisting (MAC), and Criminal Justice (CRJ and CJC). 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 the Staff Assistant to Student & Academic Affairs at (413) 775-1816.

Orientation and Ongoing Student Success Series

New Student Orientation is a required experience for new, matriculated students at GCC with the exception of those who were enrolled two years prior to readmission. Through workshops and activities students are introduced to the GCC campus and community, our use of technology, degree programs, support services, and co-curricular programs. Orientation is designed to provide an overview of GCC opportunities and expectations of students as well as an understanding of how to seek assistance when obstacles arise. Orientation can be completed in person and online at the start of each semester. It is the student's responsibility to indicate their preference for participation and complete orientation.

The Student Success Series is an optional, yet encouraged series of free workshops that occur throughout each semester; typically during the noon activity hours. Workshop topics and activities are designed to provide students with skills and strategies to enhance academic success and maximize learning outside the classroom.

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 Office of Admission. Official transcripts are required if a student:
1. needs documentation of appropriate previous successful college course work for exemption from placement testing, or
2. intends to transfer credit toward a degree or certificate program at GCC, or
3. expects to enter some 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. A student must earn a minimum of 15 semester hours at GCC to be eligible to receive the associate's degree. Once transcripts have been received by GCC from another college, they are the property of GCC. Originals and copies cannot be given back to students.
General Information

Students are encouraged to review the courses that were and were not credited towards a particular degree requirement. If a student changes majors while at GCC, they should ask that their transcript be reviewed again as more transfer credits may be awarded towards the new degree.

* There are stricter standards for the Criminal Justice Programs.

Common Transfer Policy (Community Colleges)

The community colleges of the Commonwealth of Massachusetts, in order to ease and clarify the process of transferring earned credit from one college to another, whether among themselves or from other public or private institutions; to provide standards for the evaluation of alternative sources of credit; to reduce the time and cost of completing a college education; and to increase the opportunities for graduation of their students, establish this common transfer policy. This policy respects the academic standards, quality and integrity of each of the Massachusetts community colleges.

In accepting undergraduate transfer credit from other institutions, the Massachusetts community colleges apply this policy to ensure that credit accepted reflects appropriate levels of academic quality and is applicable to students’ programs. Each community college makes this policy publicly available to students and prospective students on their websites and other communications. This policy reduces unnecessary barriers to protect the colleges’ academic quality and integrity.

This policy addresses issues of academic credit earned through coursework completed at one institution and transferred to another. It also addresses the related issue of credit earned through alternative sources of credit, such as examinations, professional courses, military training and other prior learning experiences.

Transfer Conditions at GCC under the Policy

• For credit to transfer, the courses must have been taken at an institution accredited by one of the six regional accreditation agencies in the United States or, when allowed by college practice, by a national accreditation agency recognized by the Council for Higher Education Accreditation (CHEA). Consult the transcript evaluator about any special requirements for online courses.
• Credit earned at international institutions not accredited by one of the six regional United States accreditation agencies may transfer.
• Colleges require official transcripts from the institutions where credit was earned for credit to transfer.
• Students must be accepted by GCC and have declared their major programs of study for credit to be transferred.
• At minimum, credit will be granted for courses that apply to students’ current programs of study.
• Once credit is transferred it becomes part of students’ permanent records.
• Only credit for college-level coursework will transfer.
• Credit for pre-college-level or developmental coursework does not transfer.
• GCC may choose to use developmental coursework for student placement purposes.
• Grades do not transfer; only credit transfers. Therefore, transfer credit grades are not used in calculating grade or quality point averages.
• Transfer credit is designated on transcripts with an appropriate letter or symbol in the grade field.
• Credit will transfer as (1) the course equivalent at GCC, if it exists, or (2) as an elective equivalent within a comparable department, if it exists.
• Credits earned in a quarter-hour system will be converted to semester-hour equivalents.
• Audited coursework does not transfer.
• Credit will not be granted for duplicate coursework or for two courses that cover the same or similar content.

Minimum Grades

• GCC accepts grades of C- or higher for transfer.
• Grades of D, D+, C- and CD (1.00 to 1.99 on a 4.00 scale) may transfer if they are for courses that are part of the 34-credit MassTransfer Block and students have completed the Block with a cumulative grade or quality point average of 2.00 or higher.
• Grades higher than C (2.00) may be required for admission to certain programs, for use as pre-requisite courses and for application of credit to certain program requirements.
• Grades of Pass (P), Satisfactory (S) or similar grades will transfer only when official transcripts indicate that such grades are equivalent to a grade of C or higher.
Residency Requirement/Maximum Transfer Credit Allowed

Students must complete at least 15 credits or two-thirds of the credit hours required for a certificate program to receive a certificate. Transfer of the remaining credits will depend upon the associate degree program’s requirements and elective options.

Students wishing to earn an additional associate’s degree must:
• meet all specific requirements of each degree program;
• complete at least 15 credits of course work beyond the previous degree awarded; and of those 15 additional credits, at least 12 must be completed at GCC.

Note: a student may not earn more than one Associate in Liberal Arts degree.

Alternative Sources of Credit
• Credit will be granted for satisfactory scores on Advanced Placement (AP) examinations based on GCC’s policies.
• Credit will be granted for satisfactory scores on College-Level Examination Program (CLEP) examinations based on GCC’s policies.
• Official score reports from the College Board are required in order to receive credit for AP and CLEP.
• Credit will be granted for satisfactory scores on challenge or credit by examinations. See www.gcc.mass.edu/testing for more information.
• Credit may be granted for formal courses or examinations offered by various organizations, including businesses, unions, government and military based on the recommendations of the American Council on Education (ACE) as found in its National Guide to College Credit for Workforce Training, a resource of its College Credit Recommendation Service (CREDIT). (See Valor Act Policy).*
• Credit also may be granted for life experience (service learning, internships, learning from experience at work, volunteering in the community, job training, etc.).*
• Members of the Servicemembers Opportunity Colleges (SOC) Consortium adhere to the Consortium’s Academic Residency Requirements for servicemembers at their institutions.
• Academic credits earned through the evaluation of military occupation, training, experience and coursework are transferable within the Massachusetts public higher education system in accordance with the Mass Transfer agreement.
• Credit granted by one institution from alternative sources other than that included by item H above may not transfer to another institution.

* Criminal Justice programs do not award life experience credits or credit for military or police training.

Time Limits
• Credit will be transferred without time limits, except for math and sciences. Math currency is five years; science currency is ten years.
• Certain programs, courses or admission standards may require courses to be taken within a specified time period. See individual programs for specifics.

Student Appeals
• GCC maintains and publishes a process for students to appeal decisions made about transfer credit.

Appeal Process: Students who disagree with the transfer credit decisions at GCC may appeal those decisions as follows. Students should provide evidence, such as course descriptions and syllabi, that the courses in question are either the equivalent of or comparable to courses offered by GCC.
• Students first must appeal the transfer credit decision to the Transfer Credit Evaluator.
• If the disagreement is not resolved with the Transfer Credit Evaluator, students may appeal to the appropriate Department Chair or Program Coordinator.
• If the disagreement is not resolved with the appropriate Department Chair or Program Coordinator, students may appeal to the appropriate Associate Dean.
• If the disagreement is not resolved with the appropriate Associate Dean, students may appeal to the Dean of Student and Academic Affairs. The decision of the Dean of Student and Academic Affairs shall be final and not subject to appeal.
• GCC designates an ombudsperson who ensures institutional compliance with transfer policies and procedures.
General Information

The VALOR Act Academic Credit Evaluation Policy

Greenfield Community College (GCC) welcomes students with prior military experience. The College recognizes that much of the training and coursework undertaken by military personnel warrants review and potential transfer as academic credit. To that end, we have established the following guidelines.

- Greenfield Community College will grant academic credit associated with degrees the college offers based on documentation of military occupation, training, experience, and coursework.
- Greenfield Community College awards credit based on documentation presented by the student veteran from the ACE Guide to the Evaluation of Educational Experiences in the Armed Services, CLEP, and/or DANTES Subject Standardized Tests as related to courses and programs provided through GCC.
- Academic credits earned through the evaluation of military occupation, training, experience, and coursework are transferable into GCC and within the public higher education system in accordance with the Mass Transfer agreement.
- The Transfer Credit Evaluator (413-775-1816; earl@gcc.mass.edu) is the single point of contact for student veterans to contact for guidance on the Valor Act Academic Credit Evaluation Policy.
- The Transfer Credit Evaluator provides individualized, accurate, and complete guidance with regard to the Valor Act and the transfer of military credits.

Credit by Examination

Students enrolled in a certificate or degree program who wish to earn credit by examination should request an application form and contact information from the Office of Enrollment Services. 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 are most commonly challenged for credit at GCC are:

- ACC 121, Principles of Financial Accounting I
- ACC 122, Principles of Financial Accounting II
- BIO 126, Biology I (for waiver of pre-requisite only; credit not given)
- CIS 140, Microcomputer Software Tools I
- CIS 145 Relational Database Design and Application
- CIS 150, Programming Principles and Concepts
- CIS 180, Network Workstation Administration
- CIS 280, Network Server Administration
- CIS 251, Java Programming
- FRE 101, Elementary French I
- FRE 102, Elementary French II
- MOM 110, Medical Terminology
- MUS 107, Music Theory I
- MUS 147, Aural Skills I
- SPA 101, Elementary Spanish I
- SPA 102, Elementary Spanish II

Students cannot challenge a course for credit if they have failed the course at GCC, and challenge exams may only be taken one time.

Currency Requirements for Courses or Program

A number of courses and programs at GCC require students to satisfy a currency requirement for some required or prerequisite courses. This requirement means students must have taken the course within a stated number of years prior to enrollment in the course or program for which its currency is required. A student who has taken such a course but who does not meet the currency requirement may qualify to take a currency examination (exams may only be taken one time). Biology, Chemistry, and Psychology courses for which a student may demonstrate currency at GCC are:

- BIO 194, Comprehensive Anatomy and Physiology I
- BIO 215 (BIO 195), Human Anatomy and Physiology I
- BIO 216 (BIO 196), Human Anatomy and Physiology II
- BIO 205, Microbiology
- CHE 105, Basic Principles of Chemistry
• NUR 101, Fundamentals of Nursing
• PSY 217, Human Growth and Development

To qualify for a currency examination for BIO 194, BIO 215 (BIO 195), BIO 216 (BIO 196), BIO 205, NUR 101 or PSY 217, a student must submit a college transcript showing completion of an equivalent course with a grade of C or better. Students applying for a Health Occupation Program should check the specific grade requirement for that program.

To qualify for a currency examination for CHE 105, a student must submit either a college or high school transcript showing successful completion of an equivalent course with a grade of C or better.

**International Students Admission Policy**

Greenfield Community College welcomes international students and accepts students who either have already obtained the appropriate Visa to take college courses or who are eligible to obtain such a Visa. International students should submit their completed application to the Office of Admission at least six months prior to the time they plan to attend. Exception may be made for F1 students transferring from other institutions in the United States. All documents must be submitted in English. If the credentials must be translated, the original copy (or certified copy of the original) must be submitted with the translation. Transcripts must be officially certified and sent directly by the educational institution or certified by credential certifying agency. Photocopies will not be accepted. Contact the admission staff as soon as possible to ensure that all necessary requirements have been met. Please refer to the International Student Information Packet on the Admission section of the website for specific admission requirements.

International students who wish to transfer credit to GCC from a previously attended college or university outside of the U.S. must provide a course-by-course evaluation from an approved credential evaluation service. The course-by-course evaluation must be sent directly from the credential service. Photocopies will not be accepted for the award of transfer credit.

The College does not have housing. Financial assistance (Financial Aid) through Greenfield Community College is not available under any federally-funded financial aid program for students with visas. Therefore, international students must arrange for their own housing and have ample financial resources to meet their college expenses. The full cost of tuition and fees are payable upon registration each semester.

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and fees</td>
<td>$13,666</td>
</tr>
<tr>
<td>Room and board (food)</td>
<td>$11,288</td>
</tr>
<tr>
<td>Books and supplies</td>
<td>$1,190</td>
</tr>
<tr>
<td>Medical care and insurance</td>
<td>$866</td>
</tr>
<tr>
<td>Personal expenses</td>
<td>$2,168</td>
</tr>
<tr>
<td>Transportation (after arrival in U.S.)</td>
<td>$1,475</td>
</tr>
<tr>
<td><strong>Total expenses</strong></td>
<td><strong>$30,653</strong></td>
</tr>
</tbody>
</table>

* These costs reflect the tuition-and-fee schedule for the 2012-2013 school year, based on 15 credit hours per semester. All costs are subject to change and may vary for each student. International students are required to purchase the college-offered health insurance.

**English for Speakers of Other Languages**

Students who demonstrate proficiency in English through scores on placement assessments will not be required to take course work in English for Speakers of Other Languages (ESOL). Students with placement assessment scores that indicate need for further English language study will be enrolled in ESOL classes. Enrollment in some courses is limited to those with sufficient proficiency in English. GCC offers intermediate and high intermediate levels of ESOL courses. Students interested in language support or ESOL tutoring may call (413) 775-1226 for more information.

**High School Equivalency Assessment (formerly General Education Development, GED)**

The High School Equivalency Testing Center provides people who have not graduated from high school with the opportunity to earn High School Equivalency Certification. Massachusetts residents who are at least 16 years of age and not currently enrolled in high school may take the High School Equivalency Tests. Free test preparation classes are available at local adult education centers and High School Equivalency Tests are offered in Greenfield. A fee is required for these exams. For more information, contact the High School Equivalency Assessment Office at GCC, (413) 775-1821.
General Information

STUDENT BILLING

Student Billing (Bursar’s) Office

To obtain the most up-to-date information from the Student Billing (Bursar’s) Office visit our website at: www.gcc.mass.edu/billing.

The Student Billing (Bursar’s) Office is located in room C102 on the first floor of the main campus building. This office is responsible for posting payments to student accounts, processing all refunds due to students, billing, and collection assignment.

Contact Information for Bursar’s Office

Regular Office Hours (Summer hours begin in June. Check our website to obtain our summer office hours schedule.)
Monday – Thursday 8:30 a.m. – 5:00 p.m.
Friday 8:30 a.m. – 4:00 p.m.

Address:
GCC Bursar’s Office, Room C102
1 College Drive
Greenfield, MA  01301

Main number: (413) 775-1301
Website: www.gcc.mass.edu/billing
Fax: (413) 775-1329
Email: teller@gcc.mass.edu

Tuition & fees

The estimated tuition and fee costs to attend GCC can be calculated using the downloadable tuition and fee schedule from our website at www.gcc.mass.edu/billing. Click on the “Tuition & fees” menu option, locate the schedule, and click to download. Tuition charges per credit vary depending on whether you are an in-state, out-of-state, or NEBHE student. The college service fees are separate from tuition and are charged at the same rate per credit regardless of whether you are an in-state, out-of-state, or NEBHE student. All evening charges are assessed at the same rate regardless of your residency category. In addition, the Health Records Administration Fee and Student Activity fee are only charged for day class schedules. See “Explanation of Charges” section for further explanation of individual charges.

Summary of charges:

<table>
<thead>
<tr>
<th>Charge</th>
<th>Basis</th>
<th>Rate Day</th>
<th>Rate Evening, Summer, Intersession</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition*</td>
<td>Per credit</td>
<td>$26*</td>
<td>$26</td>
</tr>
<tr>
<td>Registration fee</td>
<td>Per semester</td>
<td>$20</td>
<td>$20</td>
</tr>
<tr>
<td>College service fee</td>
<td>Per credit</td>
<td>$175.50</td>
<td>$175.50</td>
</tr>
<tr>
<td>Health service fee</td>
<td>Per semester</td>
<td>$11</td>
<td>$0</td>
</tr>
<tr>
<td>Student activity fee</td>
<td>Per semester</td>
<td>$30</td>
<td>$0</td>
</tr>
</tbody>
</table>

Other fees may apply.

* NEBHE day tuition is $39 per credit; this is 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.

NOTE: Other waivable charges such as Health Insurance, books & supplies, and special program fees, are not included on the above summary of charges or the downloadable tuition and fee schedule.

Tuition and fees are subject to change with the Board of Trustees approval.
In-state residency & NEBHE

Tuition and fee rates are calculated based on your Massachusetts or New England residency status.

In-State:

An in-state resident is a U.S. citizen or a permanent resident who established a residence in Massachusetts and has maintained continuous residency in Massachusetts for at least the six months immediately prior to the date of enrollment. An individual must be able to prove Massachusetts residency for six continuous months and intend to remain in the state. To apply for in-state residency complete an In-State Tuition Eligibility Form available on our website. For further details, contact Enrollment Services at (413) 775-1801 or (413) 775-1807.

NEBHE:

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 to Massachusetts residents. To qualify, a student must be a resident of one of the five other New England states and be pursuing a degree or certificate program not offered at a two-year community college in their home state or offered at a Massachusetts community college closer to their home. For more information, contact the Enrollment Services Office at (413) 775-1801 or (413) 775-1807.

Out-of-State:

If you do not qualify for in-state residency or NEBHE, you will be charged at the out-of-state rate.

Explanation of charges

Health Insurance Charge: (The Insurer costs are subject to change after July 1)

Cost and Coverage Period: Check our website at www.gcc.mass.edu/billing for the most up-to-date premium information. This charge is only assessed during the fall and spring terms. In the fall semester, students are assessed a full year’s cost. The policy coverage period for fall is September 1, to August 31. In the spring semester, students are assessed a premium for eight months of coverage. The spring policy coverage period is January 1, to August 31. Your insurance premium must be paid in full by a strict enrollment deadline each semester in order to obtain coverage under the plan.

Description: The student health insurance charge is mandatory for students who meet the criteria to be charged. The Massachusetts Mandatory Health Insurance Law mandates that each Massachusetts Community College require all students who are enrolled in a degree or certificate program for nine credits or more to participate in the student health insurance program.

Waiving This Charge: If you are already covered under a comparable healthcare plan that became effective by at least the first day of classes, and if you expect to be covered through at least August 31, you may be eligible to waive this charge.

For those eligible to waive this charge, an online waiver must be completed and submitted by a strict deadline. NO EXCEPTIONS. The deadline will be announced on our website and will be included on billing statements and supplemental materials sent with bills. After the deadline date, the online waiver will not be available and students will be required to pay this charge. To waive this charge on our website, place your cursor over the “Insurance Overview” menu option and click “Waiving the Insurance Charge”.

Insurer: Students will be insured by Harvard Pilgrim Healthcare (PPO) Insurance Plan. The servicer of the plan is Gallagher Koster. From our website you can: access Gallagher Koster’s waiver form, obtain one of their brochures that details policy coverage, or read a summary explanation regarding the mandatory student health insurance law and eligibility criteria. If you have questions related to the policy itself, contact Gallagher Koster at:

Address: Gallagher Koster, 500 Victory Road, Quincy, MA 02171, Phone: 877-307-8194. Or, send your questions by email to: gccstudent@gallagherkoster.com

Paying Your Premium with Financial Aid Awards or Student Loans: Financial aid funds will not pay the student insurance charge without your written authorization. Therefore, if you are a financial aid recipient and you expect your aid/loans to pay this charge, you must authorize it in writing by completing the appropriate section of the Acknowledgements and Certifications form provided by our Financial Aid Office. This form is also available on your “MyGCC” account.
General Information

**Liability Insurance:**
All health occupation students are required to carry College-approved professional liability insurance. Information about this charge can be obtained by the Health Occupations Department.

**Registration Fee:**
Cost: $20 per semester  
Description: This mandatory fee is a non-refundable administrative fee charged for all day and evening credit courses. It is charged for processing your enrollment and registration.

**Tuition:**
Cost: In-state-$26 per credit, Out of state-$281 per credit, NEHBE-$39 per credit  
(Subject to change after July 1. Check our website for the most up-to-date information.)  
Description: This mandatory charge is assessed for all day and evening scheduled credit courses. The in-state day tuition portion of your bill is remitted to the state of Massachusetts. The remainder is used to help defray the costs associated with general operations of the college.

**College Service Fee:**
Cost: $175.50 per credit  
(Subject to change after July 1. Check our website for the most up-to-date information.)  
Description: This mandatory charge is assessed for all day and evening scheduled courses regardless of residency category and is used to help pay for a variety of academic services, equipment, supplies, and technology expenses.

**Health Records Administration Fee:**
Cost: $11 per semester  
Description: This mandatory fee is assessed for all day scheduled credit courses in both the fall and spring semesters only and is used to help defray the costs associated with the administration of student health records as required by law. This fee cannot be waived.

**Student Activity Fee:**
Cost: $30 per semester  
Description: This mandatory fee is assessed for all day scheduled credit courses in both the fall and spring semesters only and is used to support student activities including musical performances, guest speakers, orientation, commencement, clubs, and college ID cards.

**Online/Distance Learning Course Fee**
Cost: $10 per credit (Effective for fall 2014)  
Description: This mandatory charge is assessed for all day and evening online scheduled courses regardless of residency category and is used to help pay for the additional technology costs associated with delivering online classes.

**Special Course or Programs Fees:**
Cost: (Subject to change after July 1) Vary  
Description: Additional fees may be included on your bill for specific programs or courses. Examples of such fees include but are not limited to: Nursing, OLP, Music, Art, EMT, or other. Some programs may also require equipment, supplies, or other expenses related to the cost of running the courses within that program. All health occupation students are required to carry College-approved professional liability insurance. Information about this charge can be obtained from the Health Occupations Department.

**Other Fees:**
Cost: (Subject to change after July 1) Vary  
Description: Other fees are used to cover specific costs such as: 4-month payment plan fee, late payment fee, or returned check fee. Additional charges may include books & supplies.

**Day vs. Day/DCE Tuition & Fee Charges**
From a student's prospective, there is no difference between day and D/D charges. These day charges are categorized as such strictly for college accounting purposes. If your bill shows D/D charges, they are treated as regular day charges for billing purposes. However, D/D charges may not be eligible for certain types of tuition and/or fee waivers.
Estimated Expenses

The cost of attending GCC varies depending on a student’s individual circumstances. In general, total expenses for a full academic year based on 12 credits per semester 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>$1,418</td>
<td>$1,418</td>
</tr>
<tr>
<td>Room:</td>
<td>$3,350</td>
<td>$5,840</td>
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<tr>
<td>Transportation:</td>
<td>$1,770</td>
<td>$1,770</td>
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<tr>
<td>Personal:</td>
<td>$2,192</td>
<td>$2,192</td>
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<tr>
<td>Tuition (12 credits, in-state):</td>
<td>$624</td>
<td>$624</td>
</tr>
<tr>
<td>Fees:</td>
<td>$4,214</td>
<td>$4,214</td>
</tr>
<tr>
<td>Total Estimated Expenses:</td>
<td>$13,568</td>
<td>$16,058</td>
</tr>
</tbody>
</table>

Annual Board of Higher Education - Affordability Disclosure Statement

Students who attend Greenfield Community College and other public higher education institutions in Massachusetts receive a substantial subsidy of their cost of education through a state appropriation. The state appropriation lowers the cost of tuition and fees to students. Many needy students also receive financial aid awards to further reduce their costs.

The annual cost information below is an example of the net cost to a Massachusetts resident taking 30 credit hours per year at Greenfield Community College. Individual costs will vary depending on each student’s particular circumstances.

- Full annual operating cost per student (estimate) $15,757
- State annual operating subsidy (estimate) - $9,580
  == Annual tuition and mandatory fees $6,167
- Student annual financial aid (average) $2,864
  Net Student Cost $3,303

In addition to the state subsidy and student financial aid, students may also be eligible for federal income tax credits (Hope or Lifetime Learning credit). Tax credits do not reduce the initial cost to attend college, but are instead a reimbursement of tuition paid. For more information about tax credit eligibility, refer to Internal Revenue Service instructions or ask your tax advisor.

Student annual financial aid includes all federal and state grants and tuition waivers that may be applied directly to the College’s tuition and fees. Tuition and mandatory fees reflect the cost of the courses; it does not include health insurance or other miscellaneous fees.

Your bill

Billing Questions & Contacts:

You can find answers to most of your billing questions in the FAQs section of our website, or contact the GCC Student Billing (Bursar’s) Office. Any of our staff members can assist you.

Phone: (413)775-1301
Fax: (413)775-1329,
E-mail: teller@gcc.mass.edu.

For information regarding your Financial Aid package call the Financial Aid Office at: (413)775-1109.

For information regarding the official process for adding or dropping a class or withdrawing altogether contact Enrollment Services at (413)775-1801/1807 or call the Advising Center at (413)775-1339. In addition, see our “Refund Policy for Credit Courses” section.
General Information

**Bill Due Dates:**

Payment for tuition and fees is due approximately three to four weeks before classes begin each fall and spring semester. Fall and spring due dates will be announced on our website and will be included on billing statements and supplemental materials sent with bills. For any registration activity occurring after the established fall and spring due dates, bills are due upon registration. Intercession charges and charges for semesters that are shorter than the standard fall and spring semesters are due immediately upon registration. Summer session bills are always due immediately upon registration.

**Billing Worksheet:**

A billing worksheet is typically sent with your fall and spring bills. You are required to submit a Billing Worksheet with your first payment if:

- All or a portion of your bill is being paid by: a third party, a tuition and/or fee waiver, financial aid, or scholarship.
- You are participating in our 4-month payment plan (fall and spring semesters only)
- You want to complete the FERPA Waiver in order to authorize us to discuss all financial aspects (including account balance) of your tuition and fee account with someone other than yourself.

NOTE: When completing the Billing Worksheet, if you list any financial resources that will be paying all or a portion of your bill such as financial aid, third party payments, scholarships, waivers, or in-house grants, you must submit acceptable documentation as proof of that financial resource. In addition, you must sign the student certification statement at the bottom of the form.

**FERPA Waiver:**

We cannot discuss a student account with anyone other than the student unless the student has completed a FERPA Waiver form issued by our Financial Aid Office or step 3 of our Billing Worksheet. The person inquiring or making payment must be listed on the waiver and a password created by the student must be provided before we can answer any questions or provide account information, including balances.

**How to pay**

Pay the amount due as shown on your billing statement or pay the amount due as determined by the calculation on your Billing Worksheet. To obtain personal billing information, students use MyGCC. No paper bills are mailed. Payment can be made by one of the following methods:

**Pay Online:**

Online payments can be made by the student or by an authorized payer set up by the student. We accept MasterCard, VISA, or Discover. You can also pay by electronic check. We strongly encourage that all payments be made online by the student or his/her designated authorized payer. To pay your bill online:

1. Log into your “MyGCC” account.
2. Place your cursor over “My Account”
3. Click “Pay your bill” located under the “Billing” menu.
4. You will be transferred to the secured QuikPAY website to complete the transaction.
5. From the menu at the left of your screen, click “Make Payment”.
6. From the drop down menu, choose the semester for which you are paying. **Please be sure to choose the correct semester.**
7. Complete the remaining fields and continue through the process.

**Setting Up an Authorized Payer:**

If someone else pays your bill, you can grant them access to our secure online payment system, QuickPAY, by creating an “Authorized Payer” login and password for them.

To set up an “Authorized Payer” do the following:

1. Follow the instructions in items 1-4 of the “Pay Online” section above.
2. Select “Authorize Payers” from the menu to the left of the page.
3. Select “Add New” and complete the form.
4. The payer will receive an e-mail with a link to the QuickPAY website. You must provide your billing information to any “Authorized Payer” who will make payments on your behalf.
Pay by Mail:
Make checks payable to GCC. Include your student ID number on your check. Send payments to:
GCC Bursar’s Office, Rm C102
1 College Drive
Greenfield, MA 01301

Pay in Person:
Cash and hard copy checks will still be accepted in the Student Billing (Bursar’s) Office in room C102. However, we urge all students or authorized payers to pay online whenever possible. If paying by credit card, the cardholder must show a photo ID. We cannot accept payment if you are not the cardholder.

Pay by Phone:
We will accept MasterCard, VISA, or Discover card payments by phone in the Bursar’s Office. However, we urge students or authorized payers to pay online whenever possible. If paying by credit card, the cardholder must call in the payment at (413) 775-1301.

Pay in Installments:
A 4-month payment plan is available for fall and spring semesters only. Summer session payment plans may be available on a case by case basis for extenuating circumstances. A $35 fee per semester applies. To sign up, see the Billing Worksheet that is included with fall and spring semester bills. To request a payment plan for summer sessions, you must visit the Student Billing (Bursar’s) Office in person.

IMPORTANT NOTICE: If you are not paying your bill in full by the due date, you must sign up for the payment plan and make your first payment along with the fee by the due date. See “Payment Plan” section for additional details. In addition, if you have applied for financial aid and you have not been awarded by the due date, you must sign up for the payment plan and continue to make regular payments until your financial aid is awarded and you have enough aid to pay your balance.

Past due bills
Please pay your bill on time.
If you do not pay your bill in full or sign up for the payment plan by the due date, and you have no other financial resources available to pay your bill, past due accounts are subject to the following actions:
• GCC reserves the right to cancel your class schedule for non-payment.
• You will be denied additional services such as: future registration; release of your grades; or release of academic transcripts until your bill is paid in full.
• If you have not paid your bill in full by the due date and you failed to sign up for the payment plan, past due accounts of $100 or greater will be assessed a one-time $35 late fee per semester.
• Your account will be submitted to a collection agency and you will be responsible for additional collection charges of up to 21% of your unpaid balance.
• Your account will be reported to the Massachusetts Debt Intercept Program (balances of $25 or greater) where state and federal payments, including state tax refunds, will be intercepted and transferred to Greenfield Community College until your bill is paid in full. Debt Intercept Program: Overdue accounts are subject to Mass. Department of Revenue intercept of state and federal payments, including state tax refunds (MGL C.62D). Please contact the Bursar’s Office to dispute overdue charges or submit a written request for a hearing as allowed under MGL C.30A.
• A $10 late fee may be charged to payment plan accounts for each month a payment is more than 30 days past due.
Refund policy for credit courses

The College has different refund policies for day, evening, summer and intersession courses, as well as for credit-free workshops. In all cases, the date of your formal withdrawal will determine your eligibility for a reduction in charges. A full reduction in charges will be granted if a course or workshop is cancelled by the college.

Process for Withdrawal:

If you decide to withdraw from some of your credit classes, you must complete an official Drop/Add form with your advisor and the form must be signed and dated by him/her. The completed form must be delivered to the Enrollment Services Office in C103. Contact the Advising Center at (413) 775-1339 or Enrollment Services at (413) 775-1801 for additional guidance on how to drop a class.

If you are withdrawing from all of your credit classes, you must submit a Request for Withdrawal from All Classes form. The form needs to be signed by your advisor and delivered to the Enrollment Services Office in C103. Contact the Advising Center at (413) 775-1339 or Enrollment Services at (413) 775-1801 for additional guidance on how to withdraw completely. The withdrawal form must be submitted before the last day to drop/withdraw with a grade of “W” per the academic calendar. Any late submittals will be reviewed on a case by case basis by the Registrar and the Dean of Enrollment Services and granted only under exceptional circumstances. If not approved, a grade will be assigned by the instructor based on the work completed.

Withdrawal Prior to Semester Start:

If you withdraw from some or all of your credit classes prior to the start of the semester (not before the specific class begins), a full reduction in charges for both tuition and fees, less the $20 registration fee, will be granted. The registration fee is an administrative fee and is non-refundable. Therefore, this fee will remain on your account until it is paid.

Withdrawal After Semester Starts:

Refund deadlines vary for classes that do not meet for the entire term and for summer, intersession, and weekend class schedules. Please check with the Enrollment Services office at (413) 775-1801 or (413) 775-1807 to inquire about refund periods for those sessions.

Generally, for the purposes of obtaining a reduction in charges, if you withdraw from regularly scheduled credit class(es) during the refund period, you will receive a reduction in charges of both tuition and fees as follows:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Refund Period (fall &amp; spring only)</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall and Spring</td>
<td>First week of semester</td>
<td>100% minus $20 registration fee</td>
</tr>
<tr>
<td>Fall and Spring</td>
<td>Second week of semester</td>
<td>75% minus $20 registration fee</td>
</tr>
</tbody>
</table>

The specific refund period dates for regularly scheduled credit classes are published on the academic calendar. This information is also published on the Student Billing (Bursar’s) Office website and on the reverse of all billing statements.

The $20 registration fee is non-refundable and will remain on your account until paid.

Even Exchange of Classes during Refund Periods:

An even exchange of classes is only permitted through the last day of the 100 percent refund period. After that date, if you drop a class and add another class during the 75% refund period, you will pay full cost for the added class and receive only 75 percent refund for the dropped class.

If you are entitled to a refund of any payments after a reduction in charges, please allow 4 to 6 weeks for refund processing.

IF YOU WITHDRAW FROM ALL OR SOME OF YOUR CLASSES AFTER THE REFUND PERIODS EXPIRE, YOU WILL NOT RECEIVE ANY REDUCTION IN CHARGES AND YOU WILL BE RESPONSIBLE FOR PAYING ALL CHARGES REMAINING ON YOUR ACCOUNT.

Withdrawal Due to Medical Issues:

If you withdraw due to health issues during the refund period, the regular refund policy will apply. There is no refund for medical withdrawal after the refund period has expired. Withdrawal due to health issues is treated no differently than a normal withdrawal. Documentation of the medical issue is required. Obtain a medical withdrawal form from the Registrar’s Office.
Refund policy for credit-free workshops

Credit-free workshops require official withdrawal prior to the end of the published period or one (1) week prior to the first workshop session. A full reduction in charges, 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. Reduction in charges for credit-free workshops will not be issued under any other circumstances.

Payment plan

About the Payment Plan:

A 4-month payment plan is available for fall and spring semesters only. To sign up, complete step 2 of the Billing Worksheet that is included with fall and spring semester bills. Summer session payment plans may be available on a case by case basis for extenuating circumstances. To request a payment plan for summer sessions, you must visit the Student Billing (Bursar’s) Office in person. A $35 non-refundable fee will be charged for each semester you are participating in the plan.

If you are not paying your bill in full by the due date, you must sign up for the payment plan. In addition, you must sign up for the payment plan if a balance will exist after deducting any portion of your bill that is expected to be paid by other resources such as financial aid, tuition waiver; third parties (employers, government agencies, job training programs, etc.), private scholarships, in-house grant, or other.

Refer to our Billing Worksheet to calculate your payment plan amount. The payment plan due dates are firm. The due dates will be announced on our website and will be included in step 2 of the Billing Worksheet. If other financial resources will be paying your bill in full, you do not need to sign up for the payment plan. However, you must complete a Billing Worksheet to let us know how your bill will be paid.

When signing up for the payment plan, payments for due dates that have passed will be due at the time of sign up. In addition, if a due date is approaching, that payment must be paid by the due date. Late payments may be subject to a $10 late fee for each month a payment is more than 30 days past due.

Your payment plan bill will be sent to you by mail and email at least 10 days prior to each due date.

Payment Plan and Enrolling in the Student Health Insurance:

Of all charges shown on your GCC tuition and fee account, your insurance charge is the last charge to be paid regardless of the source of payment. Therefore, if you are participating in our 4-month payment plan, your insurance charge will not be paid in full until your entire account is paid in full with your final payment on the final due date of the semester. However, once your bill is paid in full, your insurance payment will be submitted during the first week of the next month following the date you paid in full. In extenuating circumstances, we can report your payment individually on a case by case basis in order to expedite your coverage once your premium is paid in full. Your coverage will be effective retroactive to the first date of the policy period for which you paid. NOTE: For each semester, an enrollment deadline to purchase insurance applies. That deadline will be posted on our website.

If you have questions regarding the payment plan, contact the Student Billing Office at: (413) 775-1301.

Financial aid payments

If you have been awarded financial aid by the due date of your bill, you must complete a Billing Worksheet. Completing the Billing Worksheet will defer payment for only the portion of your bill that will be paid by financial aid funds. If you do not pay your balance in full, by the due date, you must sign up for the 4-month payment plan by completing that section of the Billing Worksheet. See payment plan section for more details. Before returning your completed worksheet, be sure to read the student certification statement at the bottom of the worksheet and sign and date where indicated. If you do not pay your balance in full and you do not sign up for the payment plan by the due date, you will be charged a late fee of $35 if your balance is $100 or greater.
If You Have Not Been Awarded Financial Aid by the Due Date of Your Bill:

If you have not been awarded financial aid by the due date of your bill, you must either pay your bill in full or sign up for the 4-month payment plan by completing the Billing Worksheet. When participating in the payment plan, your first payment will include one quarter of your bill plus the one-time per term payment plan fee. See payment plan section for more details. If you eventually receive financial aid funds in excess of your balance, it will be refunded to you during the next refund cycle. In addition, you will not be required to make additional payment plan payments as long as you remain eligible for the aid awarded to you. However, the $35 payment plan fee is non-refundable. If you do not pay your balance in full and you do not sign up for the payment plan by the due date, you will be charged a late fee of $35 if your balance is $100 or greater.

If Your Financial Aid is Reduced After You’ve Completed Your Billing Worksheet:

Remember, financial aid awards are tentative and based on your continued enrollment and other eligibility requirements. If you become ineligible for any award after you’ve included it when completing your billing worksheet and/or payment plan calculation, you should visit the Student Billing Office to revise your payment obligation. Whenever you decide to change your class schedule, especially when reducing the amount of credits you will be taking, always check with the Financial Aid Office to determine how it will affect your aid and your tuition and fee bill.

If you ever receive an overpayment of Financial Aid due to a determination of ineligibility, you will be responsible for any additional balance that results from a reduction in your financial aid. In addition, if you’ve already received a refund for excess aid that you subsequently became ineligible for; you will be required to repay that amount to the school.

Paying Your Health Insurance Charge with Financial Aid Funds:

Federal financial aid funds will not pay this charge without your written authorization. Therefore, if you need to purchase the insurance because you are not covered under a comparable insurance plan, and, if you expect your financial aid to pay this charge, you must authorize it in writing by completing the appropriate section of the “Acknowledgements and Certifications” form required by the Financial Aid Office.

It is possible to have a balance remaining on your account after you’ve received all of your excess financial aid funds in the form of a refund check. For example, if you’ve received your financial aid refund check but still have a balance on your account for insurance, this means you did not authorize your financial aid funds to be used to pay for insurance. Your authorization must be submitted to the Financial Aid office each semester for which you’ve been charged insurance.

If you’ve already received your financial aid refund check and you still have a balance for insurance, you must either waive the insurance charge (if eligible) or pay it from your own financial resources. The charge will remain on your account and will be treated like any other past due balance subject to further collection action until paid in full or waived. In addition, an obligation hold will be placed on your account which will prevent you from receiving any additional services from the school until you’ve dealt with the insurance charge. For additional information about the Student Health Insurance plan, or to complete the online insurance waiver, visit our website at: www.gcc.mass.edu/billing. Place your cursor over the “Insurance Overview” tab and choose your option. For more information on how to authorize financial aid to pay your insurance charge, contact the Financial Aid Office at (413) 775-1109.

Federal Financial Aid Refund Policy:

When students stop attending classes, officially drop classes, or withdraw from the College, they may have their financial aid payments adjusted to reflect the actual percentage of time that they have attended class(es) and/or other educational activity. This percentage will be calculated by the number of days the student has attended divided by the number of days in the semester. The College and student must return any unearned aid to the appropriate funding sources (i.e. Pell grant, SEOG grant, Stafford Loan etc.). The College will have only thirty (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 or if there is a balance owed to the College. Students must respond by contacting the Student Billing Office within 45 days from the date of the financial aid notification to arrange an acceptable repayment agreement. Therefore, students will need to work very closely with the Financial Aid office as they stop attending classes, officially drop classes, or withdraw from the College. For questions on how those actions will affect your Financial Aid package, contact the Financial Aid office at (413) 775-1109.

Third-party payments

If you expect your bill to be partially paid or paid in full by a private scholarship, a third party, or a government agency, you must still make payment arrangements with the Bursar’s Office.
By the due date of your bill you must do the following:

- You must pay any portion of your bill not covered by any other source. Or, you must sign up for our standard 4-month payment plan to pay the remaining balance in installments. See payment plan section.
- You must submit appropriate documentation showing proof of the party’s willingness to pay your bill on your behalf.
- You must complete a Billing Worksheet that will defer payment for the portion of your bill that you expect to be paid by another party.

Ultimately, the student is always responsible for making sure their bill is paid in full.

If payment in full has not been submitted to the Student Billing Office by the third party within 30 days from the date we bill them, students will be responsible for paying those outstanding charges and will be billed for them. If payment in full is not received by the student within 30 days from the date of the billing statement, regular past due collection procedures will apply as stated on the reverse of all bills. See “Past due bills” section.

Tuition waivers

For credit courses, the College requires that tuition waivers be submitted by the due date of the bill if you are eligible for one at that time. Proof of eligibility must be provided. Waivers will not be accepted if you fail to submit the proper waiver in a timely manner. Generally, fees cannot be waived with most types of waivers. However, senior citizen waivers, certain college employee waivers, and a limited number of other waivers, may also waive fees. In most cases, special program fees cannot be waived. Some waivers are subject to approval by the Registrar on a seating availability basis. All waivers for non-credit workshops are approved separately by our Community Education Department on a case by case basis.

For a complete listing of our most common types of waivers visit our website at: www.gcc.mass.edu/billing. Place your cursor over the “Your bill” menu option and click “Tuition Waivers”.

Requesting an Exception to the College’s Refund Policy

Students can request an exception to the refund policy by submitting a written appeal to the Bursar in the Student Billing Office. Exceptions are made on a case-by-case basis. An appeal should contain enough information to allow an examination of all pertinent facts, and should include any supporting documentation that will strengthen the request.

The preferred method for submitting an appeal is by email. This will expedite the process. Submit e-mail appeals to: appeals@gcc.mass.edu. Send e-mail appeals using your GCC student e-mail account, or another account that you have authorized on your MyGCC web account at https://my.gcc.mass.edu.

Alternatively, submit your appeal by postal mail to:

Greenfield Community College Bursar’s Office
ATTN: Student Appeals
One College Drive,
Greenfield, MA 01301

If your appeal request includes supporting documentation, you can send the materials either by postal mail or as scanned attachments to an e-mail message.

Appeals based on non-medical reasons:

An explanation of the non-medical reason(s) for requesting an exception to policy (along with supporting documentation, if pertinent) should be sent by email or by regular mail to the addresses above.

Appeals based on medical reasons (a two-step process):

1) If a student is requesting an exception to policy based upon medical reasons, a medical withdrawal request must first be submitted, along with medical documentation, directly to the Dean of Enrollment. Either a note (from a doctor, therapist, psychologist, e.g.) on the provider’s letterhead stationery, or a completed Provider Information Form must accompany medical withdrawal requests. Please call the Dean of Enrollment for further guidance on medical withdrawals at 413-775-1804.

   If a medical withdrawal is approved, the Dean of Enrollment will notify the Registrar. That documentation, along with the original request, will become a part of the student’s record.
General Information

2) After a medical withdrawal has been approved, an appeal can be filed requesting an exception to GCC refund policy. A medical withdrawal does not guarantee a reduction of charges, but is one criterion considered during review of the appeal. When writing to the Bursar, the student should indicate that a medical withdrawal has already been approved by the Dean of Enrollment. The student should not include medical documentation when filing an appeal to the Bursar.

Health Insurance

Academic year 2015-2016 will be the twenty seventh year of implementation of the Massachusetts Mandatory Health Insurance Law. Under this law, each Massachusetts Community College must require all students who are enrolled in a degree or certificate program and carrying nine credits or more to participate in the student health insurance program or in a health insurance program, separate from the school’s plan, but with comparable coverage.

Massachusetts Community Colleges students will be insured for policy year 2015-2016 by Harvard Pilgrim Healthcare (PPO) Insurance Plan. To obtain a MA Community College Student Insurance Plan Brochure, visit our website.

Eligibility to Purchase GCC’s Student Health Insurance Plan

If you are a student enrolled in a certificate or a degree-granting program for nine (9) credits or more, you are eligible to purchase student health insurance coverage through Greenfield Community College. Therefore, state guidelines require GCC to charge you for insurance. However, you may be eligible to waive this charge if you meet the criteria. See eligibility to waive section below.

Part-time students taking fewer than 9 credits are not eligible for the school plan, nor are dependents of students. However, if you think you should be eligible but do not see the insurance charge on your bill, please contact the Student Billing Office at 413-775-1301.

If you are ineligible to purchase the school plan, you can contact the insurance broker directly to learn about products and services that may meet your insurance needs.

Eligibility to Waive GCC’s Student Health Insurance Plan

If you are contemplating dropping current coverage purchased elsewhere in order to purchase the GCC student insurance plan, it is your responsibility to compare the two plans in order to determine which plan is best for you. The College does not advise on policy coverage. If you decide to drop your coverage and purchase the College plan, then subsequently, you determine that your other plan provided better coverage; the College is not responsible for your decision. Be sure you review both policies carefully to determine your best options. Once you have purchased the College insurance plan, no refunds are granted by the College if you decide the policy is not right for you.

Health Insurance Costs and Coverage Period:

The premium charge for the Massachusetts Community College Health Insurance Plan will appear on your bill. Premium costs for the 2015/2016 year have not yet been determined. The current costs and enrollment periods are: fall 2014: $1,640 for the coverage period of September 1, 2014 through August 31, 2015; spring 2015: $1,090 for the coverage period of January 1, 2015 through August 31, 2015.

Health Insurance Enrollment Deadline:

A deadline to enroll in the plan will be established each fall and spring semester and will be posted on our website. If you do not enroll by the deadline established by the insurance broker, Gallagher Koster, you will not be able to enroll in the plan for the applicable enrollment period.

When Coverage Begins:

Of all charges shown on your account, your insurance charge is paid last regardless of the source of payment. Therefore, if you are making monthly payments on the payment plan, or if you are expecting financial aid or a third party to pay your entire bill including insurance, your insurance coverage will not be in effect until your entire bill is paid in full. Once paid in full, the student billing office will submit your name and payment in the next reporting cycle. For extenuating circumstances, in order to expedite coverage, on a case by case basis, we will report individually upon request by the student. Otherwise, reporting is submitted to the insurance company during the first week of each month. Once the insurance company receives and processes the uploaded reporting file, you will receive a card by mail or you can print a card online within 5-10 business days following the date your name was submitted by us. When your insurance information is processed by the insurance broker, coverage will be retroactive to September 1 if paid in the fall term, or January 1 if paid in the spring term.
Important Points to Consider Regarding Financial Aid Payments and Payment of Health Insurance:

1. If all or a portion of your bill is being paid with Financial Aid funds, all other charges shown on your account that qualify as educational expenses will be paid first before health insurance.

2. In addition, even though your Financial Aid may have been offered to you and you may have accepted it, your account will not be paid until the Financial Aid Office disburses your awards/loans to your account. Typically, most financial aid grants and loans are disbursed to accounts approximately six weeks into the semester.

3. You should be sure you have enough aid to pay all of your charges, including health insurance. Further, you should be sure you’ve authorized your Financial Aid funds to pay health insurance by completing the appropriate section of the “Acknowledgments and Certifications” form provided by the Financial Aid Office. Otherwise, you will need to pay out-of-pocket for any charges not covered by Financial Aid, including health insurance. If you have questions regarding this topic, contact the Financial Aid Office at (413) 775-1109.

What if the Insurance Company Has No Record of You?

If you are seeking healthcare treatment and you think your insurance charge has been paid but the insurance company has no record of you, contact the Student Billing Office to verify that your insurance charge has indeed been paid in full and your payment was forwarded to the insurance company on your behalf. If payment has been sent to the insurance company, the Student Billing Office will contact our insurance company representative to inform him/her that your payment is in transit for claim purposes. In the meantime, if you have a scheduled appointment with a healthcare provider; a temporary insurance card may be obtained online within a few days, once we have contacted the insurance company on your behalf.

Eligibility to Waive the GCC Health Insurance Charge:

All online waivers must be completed and submitted by a strict deadline. NO EXCEPTIONS!! The deadline will be announced on our website and will be included on billing statements and supplemental materials sent with bills. If you have been charged for health insurance on your GCC bill, but you already have comparable coverage under your own or someone else’s plan (such as a parent), you can waive the GCC insurance charge. As part of the online waiver process, you will be required to create an account and certify that you currently have comparable coverage by answering a series of questions that will determine if you are eligible to waive the insurance charge. If eligible to waive, you must then complete the waiver form.

Per MA state guidelines, to be comparable, the coverage provided must include reasonably comprehensive coverage of in-patient and out-patient hospital and physicians’ services, and be reasonably accessible to the student in the area where the student attends school. Coverage by any insurance carriers outside the USA and coverage by foreign National Health Service programs are not deemed to be comparable coverage. “Uncompensated Care Pool” coverage also does not qualify as comparable coverage. It is the student’s responsibility to determine whether they are covered under a comparable insurance plan. In addition, only the student can complete the online waiver in order to certify that they do have comparable coverage per state law; GCC staff members are not permitted to complete and submit waivers on behalf of students. To complete the online student insurance waiver form, visit our website at: www.gcc.mass.edu/billing. Place your cursor over the “Health Insurance Overview” tab and click “Waiving the Insurance Charge”.

Alternative Insurance Options:

Due to recent Federal Healthcare laws enacted, students may be eligible for coverage under a parent’s plan. Your parent should check with their insurance company or employer to determine whether you are eligible to participate under their plan. To find out about other insurance options, visit: https://www.mahealthconnector.org. Or, contact our Student Health Insurance Broker to inquire about their alternative student plan for students enrolled for less than nine credits.

Insurance Broker Contact Information:

If you have questions about what’s covered, how to access benefits, enrollment concerns, replacement insurance ID cards, or insurance plans for students who are ineligible for the student insurance plan, contact our student insurance broker at:

Gallagher Koster
500 Victory Road
Quincy, MA 02171
Phone: 877-307-8194
Email: gccstudent@gallaghekoster.com
General Information

FINANCIAL AID
(www.gcc.mass.edu/financial-aid)

Many Students Are Helped with Financial Aid

Many students attending Greenfield Community College receive financial aid from federal, state, institutional, and private or community resources. Receiving financial aid carries certain obligations for the College and for students. Students should be aware:

• A particular academic program and enrollment status may impact the financial aid award. For example, developmental courses, withdrawing from the college, or repeating courses may affect the status of a student’s aid.

• Costs associated with attending the College may not be covered entirely by financial aid.

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

How to Apply For Financial Aid

To be eligible for financial aid, a student must:

• be a US citizen or an eligible non-citizen;

• have a high school diploma or a High School Equivalency Diploma (GED);

• be registered for Selective Service;

• certify that you are not in default on a federal student loan and do not owe money on a federal student grant;

• be enrolled in an eligible degree or certificate program at Greenfield Community College;

• maintain satisfactory academic progress required under financial aid.

All students must complete the Free Application for Federal Student Aid (FAFSA) in order to be considered for any federal, state, or institutional aid. Greenfield Community College’s federal school code number is 002169. Students may also be asked to complete a Financial Aid Intent to Enroll form.

To be considered for all forms of financial aid, the priority application deadline is May 1, although students may apply for financial aid throughout the academic year. Please note the following changes:

• Students receiving a scholarship from an off-campus group or individual must provide the Financial Aid Office with an official certification and complete terms of the award as early as possible.

• An eligible noncitizen card may be requested if the student is an immigrant (I-94, I-151, I-181, I-181a or I-181b).

New Verification Requirements

IRS Data Retrieval Tool

Due to changes in Federal Regulations, the financial aid office can no longer accept copies of signed tax returns for the verification process. Therefore GCC is strongly encouraging students to utilize the IRS Data Retrieval Tool, while filing their FAFSA, to avoid federal verification.

If your FAFSA is selected for verification, and you don’t use the IRS Data Retrieval Tool option, or you changed IRS data, you will be required to request a Tax Return Transcript from the IRS and submit it to the financial aid office.

Some individuals may not be eligible to use the IRS Data Retrieval Tool. You may also choose not to use it, however you will be required to request and submit a federal Tax Return Transcript from the IRS. To request a Tax Transcript call the IRS at 1.800.908.9946 or online at www.irs.gov.

Verification of High School Graduation

High School Completion or Recognized Equivalent of a High School Diploma:

Students who have graduated from high school are required to submit an official copy of their high school transcript to the Office of Admission, prior to the start of their first semester. Students completing a High School Equivalency Credential (HiSET) are required to submit an official copy of their High School Equivalency Credential (HiSET) score report to the Office of Admission prior to the start of their first semester. Documentation of completion of secondary work awarded outside the United States must be translated and evaluated to U.S. standards through a credential evaluating agency. Agencies can be found online at www.nacea.org.
Homeschool

All home schooled students, without a high school diploma or High School Equivalency Credential (HiSET), may apply for admission to a degree or certificate program provided they have successfully completed an approved home school program in accordance with Massachusetts General Laws or the laws of their home state.

Home schooled students must submit, with the Application for Admission, evidence that the home school program was approved by the student’s school district’s superintendent or school committee. If the student is under the age of compulsory attendance (16 years old in Massachusetts) and has completed a home school program, the student’s school district’s superintendent or school committee must provide a letter stating the student is not considered truant and would not be required to attend further schooling or continue to be home schooled.

Please contact the Admissions Office at 413-775-1801 for further details.

Identity/Statement of Educational Purpose

The student must appear in person to an institutionally authorized individual in the Financial Aid Office to verify his or her identity. Verification requires valid government-issued photo identification (ID), such as but not limited to a driver’s license, other state-issued ID, or passport. In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose.

FAFSA Application Deadlines and Processing Time

Expect that the complete application process may take two months. Students who adhere to the following deadlines will most likely be informed about their eligibility for financial aid before tuition bills are due:

For the Fall Semester—
• Submit the FAFSA by May 1.
• Bring all required documents to the GCC Financial Aid Office by June 1.
• Applications and files completed after July 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 award year will not be considered for aid.

For the Spring Semester—
• Submit FAFSA by November 15.
• Bring all required documents to the Financial Aid Office by November 15.
• Applications and files completed after December 5 cannot be guaranteed notification of a financial aid award by the beginning of the Spring Semester.

Kinds of Financial Aid

In an effort to enable all qualified students to attend GCC, the College offers assistance to students with demonstrated financial need and participates in all major federal and state financial aid programs. GCC’s Financial Aid Office can help students with a combination of three general types of financial assistance:
• Grants and scholarships from federal, state, and institutional sources, which students do not repay;
• Loans backed by federal, state, or private sources, which students must repay, usually at long-term, low-interest rates;
• Federal work-study, which provides part-time jobs during the summer or the school year, either on or off-campus.

The following descriptions provide a general picture of most financial aid funds available through the College but do not include all eligibility requirements. Contact the Financial Aid Office at (413) 775-1109 with questions about specific grants.

Federal Pell Grants

The Pell Grant Program provides assistance to students with exceptional need. Pell Grant amounts awarded depend upon the information provided by students and their family on the FAFSA. If you’re eligible for a Federal Pell Grant, you’ll receive the full amount you qualify for based on enrollment. Students must be enrolled for a minimum of 3 credit hours in an eligible program.
**General Information**

**Pell Grant Limitations:** You can receive a Pell Grant only up to 12 semesters or the equivalent. Equivalency is calculated by adding together the percentage of your Pell eligibility that you received each year to determine whether the total amount has been exceeded. Students lose all Pell grant eligibility once they've exceeded 12 semesters, or 6 years of full-time college study. Please refer to the GCC Student Financial Aid Handbook and website for more information.

**Federal Supplemental Educational Opportunity Grant**
The Federal Supplemental Educational Opportunity Grant is a federally-funded, campus-based program that provides grants for exceptionally needy students, based on the student's cost of education, the number of credits a student is enrolled, and the funds available to the College.

**Federal Work-Study Program**
The Federal Work-Study Program offers part-time on-campus and off-campus jobs to students with demonstrated financial need. Work-study offers students an excellent opportunity to earn spending money while gaining work experience. Hours for work-study positions are flexible enough to fit with your academic schedule. Students are expected to budget FWS earnings for educational expenses.

**The Federal Stafford Direct (Subsidized and Unsubsidized) Loans**
The Federal Stafford Loan Program enables students with financial need to obtain low-interest, deferred-payment loans directly from the Federal Government. Borrowers begin repayment six months after they graduate, fall below six credits, or withdraw from the College. Loan eligibility requires a FAFSA be filed for the academic year; and loans will not be processed until a student's financial aid file is complete. Entrance and exit interviews are required.

Students requesting an increase to the Federal Direct Loan are expected to complete a financial literacy exercise and budget worksheet.

**The Parents PLUS Loan Program**
The Federal Parent Loan (PLUS) provides loans to parents to pay a student’s educational expenses. Students must be dependent and enrolled at least half-time and parents must have no adverse credit history.

**Massachusetts Cash Grant Program**
The Massachusetts Cash Grant Program provides funding to students who demonstrate financial need and have resided in Massachusetts for one year prior to the beginning of the academic year;

**Massachusetts Early Childhood Educators Scholarship Program**
This Massachusetts scholarship provides grants to students matriculated in an eligible program and who have been employed and continue employment in early childhood care. Awards are determined by the Massachusetts Office of Student Financial Assistance.

**The Paraprofessional Teacher Preparation Grant**
This Massachusetts grant provides financial assistance to a Massachusetts resident who has worked and continues to work as a paraprofessional in a public school in the Commonwealth of Massachusetts for a minimum of two years, or is employed as a paraprofessional and is pursuing a course of study that will lead to certification as a teacher in bilingual education, special education, math, science or foreign language. Students may be full or part-time. Awards are determined by the Massachusetts Office of Student Financial Assistance.

**Massachusetts Part-time Grant Program**
The Massachusetts Part-time Grant Program provides additional grant assistance to students who are enrolled for six to eleven credits and who demonstrate financial need.

**Massachusetts Tuition Waiver Program**
This Massachusetts program waives 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 financial need.

**Massachusetts Grant Program (for Full-time Study)**
The Massachusetts Grant Program provides assistance to students who are studying on a full-time basis (12+ credits each semester), who have been legal residents of the state for one year, have completed the FAFSA by May 1, and who demonstrate financial need.
The John and Abigail Adams Scholarship

The Adams Scholarship is based on a student's performance on the grade 10 English Language Arts and Mathematics assessments of MCAS. It provides a tuition waiver for eight traditional semesters. Students must first apply for financial aid, using the FAFSA. Students who receive the Adams Scholarship must maintain a 3.0 cumulative grade point average.

Vermont Student Assistance

The Vermont Student Assistance Grant Program provides grants to students who are legal residents of Vermont and who demonstrate financial need. Students must apply directly to the Vermont Student Assistance Corporation for consideration.

Institutional Grants

The Greenfield Community College Foundation provides two scholarships: The Greenfield Community College Golf Scholarship (GCCS) and the Deerfield Plastics Scholarship (GDPS). The Foundation conducts a golf tournament in the spring as the primary fund-raiser for the GCCS. The Deerfield Plastics Scholarship has been generously funded by the Barker family as a way to thank the community where they conduct their business. GCC also awards GCC Institutional Scholarships (GCIS). All of these are contingent upon funding.

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. Contact the Veterans Administration at www.va.gov/education or at (888) 442-4551 to determine eligibility. For general information regarding the benefits certification process, contact GCC's Certifying Official, Veterans Center at (413) 775-1882.

In addition, the Commonwealth of Massachusetts provides tuition exemptions at public colleges and universities to veterans who have been residents for one year prior to the beginning of the academic year. Members of the Massachusetts National Guard may also be eligible for tuition assistance through the Department of Defense. Those seeking to use a tuition waiver for any of these classifications must submit a completed Tuition Waiver form and provide documented proof of your status, such as a DD214, NOBE, or TAGMA Certificate to the GCC's Certifying Official located in the Veterans Center.

Financial Aid Policies

Packaging Policy for Financial Aid

Financial aid is awarded to students who qualify based on financial need as determined by the completed FAFSA. Funds are awarded based on need, residency, and funds availability. Financial need is determined by subtracting a student's "expected family contribution" (called the "EFC") and other outside financial resources from estimated student expenses. The EFC is determined by the U.S. Department of Education for every applicant from information provided on the FAFSA. The EFC is based on household size, number of household members enrolled.

Repeated Class Policy for Financial Aid

Students who have received credit for a class and wish to repeat that class may not be eligible for financial aid to cover the charges for that class. Each student's eligibility to repeat a class will be determined on an individualized basis; and, depends upon their academic progress and financial aid status. Students will be eligible to receive financial aid for a course that is replacing a grade of "F", "W", or Incomplete. Credits for repeated courses count only once as credits earned and only once in a student's GPA; however, these credits are counted as attempted credits when assessing if the student meets the quantitative SAP standard. The most recent grade for any repeated course is used in calculating GPA.

Financial Aid and Standards of Satisfactory Academic Progress

Federal and State regulations require that all financial aid recipients maintain specific academic standards called "Satisfactory Academic Progress" or SAP. Except for some private and institutional funds all forms of financial aid (grants, loans, work-study, and scholarships) are affected by this policy. These standards are applied to a student's entire academic history at Greenfield Community College including periods when financial aid was not received.
General Information

The financial aid office evaluates student academic progress at the end of each semester based on three criteria: Cumulative Grade Point Average (GPA), Maximum Time Frame, and the Progression Rate (%).

- **Grade Point Average (GPA):** the student must have a minimum 2.0 cumulative GPA.
- **Maximum Timeframe:** is measured to ensure students are taking required courses to complete their certificate or degree within 150% of the credits required for the program of study.
  
  Example:
  
  For example, if the published length of your credit program is 60 credits, the maximum time frame is 90 credits (that is, 60 X 1.5). This means that you receive financial aid during the period of time you are attempting up to 90 credit hours only (including transfer credits).
  
  Once the student has attempted 150 percent of the credit hours allowed in her program, she is no longer eligible for financial aid at Greenfield Community College.

- **Rate of Progression:** Students must complete all credits each semester at a rate of 67% of their attempted cumulative credits. All program credits, including transfer and remedial credits will be taken into consideration whether or not aid was received.

  **Credits registered at the time of disbursement:** You will remain in good standing if you successfully complete:

  - Full Time (12 -18 credits) 12 credits per semester
  - 3/4 Time (9-11 credits) 9 credits per semester
  - 1/2 Time (6-8 credits) 6 credits per semester
  - Less Than 1/2 Time (1-5 credits) All attempted credits per semester*

  Please see the chart below for a more detailed calculation of Progression Rates

  Grades F (Failed), I (Incomplete), W (Withdrawal), NC (No Credit), and O (insufficient) will count as attempted credits.

Financial Aid Warning

The financial aid office evaluates the student’s academic progress at the end of every semester. Failure to meet any one of the 3 Standards of Financial Aid Satisfactory Progress (SAP) will result in unsatisfactory financial aid progress and the student will be put on Financial Aid Warning. If you are placed on Financial Aid warning you will receive a copy the financial aid warning form. The financial aid warning form will remind you of the Standards of Financial Aid Satisfactory Progress and guide you with the steps you can take at GCC to remain in good standing. Students who are on financial aid warning can still receive financial aid at GCC and their progress will be evaluated at the end of each period of enrollment.

Financial Aid Probation

If, at the end of a financial aid warning period the student still is not making SAP, the student is no longer eligible for financial aid without submitting an appeal form for continued financial aid. The student can let us know of any extenuating circumstances that prevented academic progress along with the steps that he will take toward academic success, like working with his academic advisor and the tutoring center.

At GCC, if the appeal is approved the student will be placed on financial aid probation with an academic plan. The conditions of the academic plan will be outlined for the student on a case-by-case basis and may include some of the following conditions:

- Successfully complete all the classes (100%) for which you are enrolled for the semester; without withdrawal;
- Earn a minimum GPA of 2.0 for each class during that semester;
- Enroll less than full-time, or for a specified number of reduced credit hours;
- Students placed on financial aid probation can still receive financial aid but they must meet the requirements under their plan in order to remain on financial aid. If, at the end of the probationary term, the student has met as all of the conditions of the academic plan, he will continue to receive financial aid and remain eligible as long as all 3 Standards of SAP are met.

Financial Aid Suspension

If you fail to meet the conditions of probation, you will be placed on automatic financial aid suspension. Students on financial aid suspension are no longer eligible to receive financial aid at GCC but can submit an appeal form for consideration. Students are informed about their financial aid suspension in writing and an appeal form will be provided.
**Financial Aid SAP Appeal Process**

Appeals are evaluated on an individual basis. If a student has extenuating circumstances, he has a right to appeal (in writing) explaining why he didn’t make satisfactory progress and tell us the steps that he will take to ensure progress in the future. Examples of extenuating circumstances include medical, personal, or family problems, change of major, or military service.

Financial Aid SAP Appeal forms are submitted to the Office of Financial Aid at GCC and are reviewed by the Director of Financial Aid and the Financial Aid Coordinator. Please be aware that the review period takes approximately 2 weeks; however, due to the limited time between semesters the student may not receive notification prior to the start of the following semester.

GCC does not have a deadline for students to submit the Financial Aid SAP Appeal but we recommend that you submit the appeal within 30 days of the ensuing semester. The financial aid office cannot guarantee financial aid for appeal forms that are submitted late or after the semester has already begun.

If a student is currently receiving financial aid or his FAFSA application is being reviewed, his application and/or aid will be placed on hold until a decision is made on the appeal. If the student has a tuition bill for the following semester, he must make his own payment arrangements.

If an appeal is denied, the student is disqualified from receiving financial aid at GCC but can continue to take classes at his own expense. The student is notified by letter once his appeal is reviewed.

**Reinstatement**

You can regain eligibility for financial aid consideration by successfully completing additional credits at your own expense for as many terms as needed for you to rehabilitate your record, providing you are still within maximum allowable credits. The financial aid office will request an official transcript for the Registrar’s Office and Academic Advising Center to determine if you qualify for re-evaluation. Students who are eligible for reconsideration will be notified in writing.

**Maximum Time Frame Warning**

Once the student has reached 110% of her program length, she will be sent an alert notifying her that she is approaching the maximum length of time for financial aid eligibility. The student is still eligible to receive financial aid at this point in time, but may be required to enroll in only those classes that fulfill her degree requirements. An academic plan may be sent to the student to discuss with her academic advisor.

Students approaching 150% maximum time frame may be placed on provisional financial aid status.

**Tips to Help You Avoid Financial Aid Warning and Probation**

- Have an academic plan in place – following an academic plan will help you know which classes are required to earn a degree or certificate at GCC. Also, get familiar with the college catalog; it has important college policies that every student should know and it lists all your degree or certificate requirements.

- Focus on degree requirements – focus on your academic requirements. Make sure that you’re not only taking electives; completing the academic requirements earns you the degree and helps to ensure successful transfer to a four year college or university.

- Attend class on a regular basis – excessive absences lead to missed assignments and falling behind on coursework.

- Complete the semester – completing all courses of enrollment is important to maintain financial aid eligibility. Multiple withdrawals and incompletes will have a negative impact on your ability to receive financial aid at GCC.

- Talk to a financial aid counselor before you withdraw – we understand that extenuating circumstances happen and sometimes withdrawal cannot be avoided. A financial aid counselor can give you guidance about your financial aid status to help you to maintain financial aid SAP.

- Transfer credits that are accepted by GCC are not included in the rate of completion but are counted toward the maximum timeframe and are counted as degree credits attempted to determine the minimum GPA requirement.

**Financial Aid and Withdrawal**

Financial aid is pro-rated for the semester, meaning that aid is earned at a certain rate and not completely provided at the very beginning of the semester. After the 60% point in the semester, all financial aid is considered earned. Students who officially withdraw from the college will have their financial aid pro-rated and reported the Department of Education. This also includes medical withdrawals. If earned aid is less than your bill, you will have to pay the balance.
General Information

Financial Aid and Unofficial Withdrawals
Students who stop attending or participating in classes, without formally withdrawing from GCC, are considered to be withdrawn unofficially. If you stop attending your classes, you are no longer eligible to receive your financial aid for the term. Any financial aid awarded to you, but not fully earned by you, for the semester must be refunded to the Department of Education.

Students must maintain a G.P.A. of 2.0 at all times. Students who walk away from their class are automatically placed on Unsatisfactory Financial Aid Progress and must complete the Appeal Process, if enrolling in a future semester and applying for financial aid funds.

Entrance and Exit Loan Interviews
Student loan borrowers are required to complete entrance and exit interviews in order to receive a loan. Funds will not be disbursed until these requirements have been fulfilled. Students are notified about how to satisfy these requirements which are usually accomplished online. Entrance counseling is completed when the student borrows from the Direct Loan program for the first time at GCC. Exit Counseling must be completed every year that the student borrows a Direct Education Loan. The College recommends that students borrow only the minimum needed for educational costs to reduce their future loan burden.

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, as they register for summer classes. The Financial Aid Office will determine the amount of aid available to students before classes begin. 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.

Financial Aid from Private Sources
Students who receive financial aid awards from off-campus groups or individuals must provide GCC’s Financial Aid Office with official certification and complete terms of the award.

Student Financial Aid Handbook
All students receiving aid funds should be familiar with our policies. Specifically important are details regarding financial aid withdrawal and satisfactory academic progress in financial aid. A copy of the Student Financial Aid Handbook can be found online at our website.
MANAGING GRADES AND ACADEMIC PROGRESS

Students admitted to GCC are normally expected to undertake an organized program of courses leading toward a certificate or an associate degree. Some students take credit or credit-free courses during the day, evenings, or online to enhance occupational skills or enrich their lives without pursuing a degree or certificate. Juniors and seniors in high school may be eligible to take credit courses that will help fulfill high school graduation requirements while earning credit toward a college degree. To do so, high school students need the written approval of their principal.

Academic Advising

Students are encouraged to develop and maintain close relationships with their academic advisor. Advisors provide helpful guidance in selecting courses, exploring career options, and transferring to another institution. Obtaining good advice early can help students avoid problems later. All students who are matriculated into a degree or certificate program are assigned an academic advisor. Students can find information about their academic advisor by visiting either the Academic Advising Center (C118) or by logging onto MyGCC (the college’s student information system). Advisor contact information can typically be found via the GCC webpage employee directory at http://www.gcc.mass.edu/directories or advisors generally post office hours and other contact information on their office doors.

Placement Assessment

Most students are required to complete reading, writing, and mathematics assessments before registering for their first credit course. This assessment helps to place students in appropriate courses. Students may be exempt from skills assessment if:

• they have completed the assessment process at GCC or other college that uses Accuplacer tests within the past five years;
• they have successfully completed a college level general education course and/or college level mathematics course at another college (a math course must have been within the last five years);
• they are taking courses on an audit basis and not for credit.
• they are taking courses that require no pre-requisites.
• if a student has completed the block transfer gen ed requirements at another MA two or four year college, we accept this as meeting the GCC gen ed requirements.

Math placement test scores are used to place students into their first math course at GCC. Math placement scores may not be used to get into subsequent math courses, e.g. students may not “skip” a math course by retaking the placement test after completing a math course at GCC.

Those for whom their first language is not English, should call (413) 775-1226 for assistance with skills assessments. Students who believe their assessment scores do not reflect their level of skill should contact the Testing Center at (413) 775-1821 to discuss their options and to arrange for a retest.

Developmental Courses

Developmental courses, those courses coded below 100 (CIS 096, ENG 090, ENG 094 (COL 090), MAT 090, MAT 090S, MAT 094, MAT 095, MAT 095S, MAT 096, MAT 096S) are for improving basic reading, writing, mathematical, and study skills and will not be used to fulfill associate degree or certificate requirements. Grades earned for these courses will not be used in calculating grade point average. The grades for these classes are differentiated by putting a prefix of “D” in front of the earned grade. E.g. A “B” in a developmental class shows on the transcript as “DB”.

Changing Majors or Advisors

One of the objectives of a college education is to explore and experiment with a variety of academic interests and career options. As interests and goals develop, students may want to change their major program of study or academic advisor or both. To change majors, advisors, or both, contact the Academic Advising Center.

Course Load Maximum

Students may not carry a course load of more than 18 credits without approval of their advisor and the dean responsible for the student’s major. To be eligible, students must be in good academic standing.
General Information

Adding a Course

Students may add a course through the first week of classes using self-registration or by meeting with an advisor. Students may add courses after this time only with the approval of an advisor, the instructor and the instructor’s dean. Drop/add forms must be submitted to and processed by the Office of Enrollment Services before the change becomes official.

Dropping a Course

Students may drop a course through the first two-thirds of the class. Courses dropped during the first third of the class will not appear on a student’s transcript. Courses dropped during the second third of the class will appear with a grade of “W” on the transcript. Consult the Academic Calendar for specific dates.

Official drops will not be processed during the last third of the class. Students who stop attending class will receive a grade as assigned by the instructor. Drops/withdrawals cannot be processed for a class that has already ended. To drop a course, students should consult their advisor, complete a drop/add form and submit it to the Office of Enrollment Services for processing.

Otherwise, the change will not become official. Simply telling the instructor is not enough. If the change does not become official, students may jeopardize their eligibility for tuition refunds, financial aid, and continued enrollment. Students with extraordinary circumstances requiring dropping a course during the final third of a semester should discuss the possibility of making an exception with the Registrar or the Dean of Enrollment Services.

Repeating a Course

Students may repeat any course, but may not earn credit twice for the same course unless the course has been explicitly set up to be repeatable. When a course is repeated, the latest grade replaces the previous grade in the calculation of grade point average and in determining graduation requirements even if the newer grade is lower than a previous grade. Both grades will show on the transcript. Students will not receive financial aid for any repeated course unless they are replacing a grade of F. Some exceptions and choices apply when repeating English Composition I or II. Students should discuss options with their advisor or instructor.

Class Attendance

Regular class attendance is expected. Absences may jeopardize academic status, and financial aid in addition to lowering grades. Individual instructors and program coordinators have the authority to establish attendance standards appropriate for their courses, and they will inform students in writing of those standards at the beginning of the course.

Religious Absences

Religious beliefs may occasionally cause students to miss class or other college activities. Under Massachusetts state law, students are excused from class on a particular day when it conflicts with their religious beliefs. Instructors must provide students 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.

Pregnancy or Childbirth Absences

In accordance with Title IX of the Educational Amendments of 1972, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the student’s doctor deems the absences to be medically necessary. When the student returns to the College she shall be reinstated to the status she held when the leave began, which includes the opportunity to make up any missed work. The College may offer the student alternatives to making up missed work, such as retaking a semester, taking part in on-line instruction, or allowing the student additional time in a program to continue at the same pace and finish at a later date.

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: “Using another person’s ideas, information, or expressions without acknowledging that person’s work constitutes intellectual theft…Students exposed as plagiarists may suffer severe penalties, ranging from failure in the assignment or in the course to expulsion from school.” (MLA Handbook for Writers of Research Papers. 7th edition. Ed. Joseph Gibaldi [New York: MLA, 2009] 52-53). Students should consult with individual instructors for how to acknowledge sources properly and for the consequences of plagiarism. Students may also want to refer to Student Code of Conduct in the GCC Student Handbook.
Grading

Course grades are reported in letter symbols which include credit/no credit (CR/NC) and pass/fail (PA/FA). Grade reports are posted on MyGCC at the end of each semester. In the middle of each semester, early progress reports of academic deficiency are also posted on MyGCC for each course in which a student is earning grades of “D”, “F”, or “O”. In GCC’s 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”.

Grades for developmental classes have a “D” as a prefix to the grade (e.g. “DA”, “DB+”) to denote that the grade is for a developmental class. These grades are not included in the GPA and the classes are not used towards graduation requirements.

Listed below are GCC’s grading symbols.

A—Excellent      B—Good       C—Satisfactory      D—Poor       F—Failing
IN Incomplete: indicates work of acceptable quality where the student has failed to complete course requirements and the instructor wishes to allow time for the completion of the work. The “IN” must be removed within four weeks of the beginning of the next semester or it is replaced by an “F” or “NC” (for courses graded CR/NC). If an incomplete grade for a pre-requisite course is not completed by the next term, the student will be withdrawn from the course roster.
W Withdrawn: indicates an official withdrawal from a course or the College. Withdrawal from the College requires submission of a completed withdrawal form to the Registrar’s Office.
AW Administratively Withdrawn: indicates administrative withdrawal for failure to fulfill financial, medical (immunization records), or property obligations to the College. Once administratively withdrawn, a student 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)
PA** Pass
FA** Fail (Pass/fail option)
O Insufficient Basis for Evaluation: Indicates a student has 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.

* In courses designated CR/NC, student must perform work of “C” quality or better to earn credit (CR). Such courses often are not transferable to other institutions.

** Note: Full-time students may elect to take one course each semester on a PA/FA basis, in addition to courses normally graded PA/FA, provided that at least nine credits of coursework are taken on a graded (A, B, C, D, F) basis. Students must perform work of “C” quality or better to earn credit (PA). This option must be selected at the time of registration. Courses taken on a PA/FA basis often are not transferable to other institutions, with the exception of ART studio courses with 200-level ART prerequisites, all of which are graded PA/FA. A grade of FA will count negatively into student GPA calculations.

Auditing a Course

Students may 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. Contact Enrollment Services for information on changing audit status.
General Information

Grade Point Average

At the end of each semester or after any grade change, semester and cumulative grade point averages are calculated. These averages provide a general indication of academic performance, the first based on one semester and the latter on all of the courses taken by a student.

To calculate a grade point average (GPA), all letter grades are converted to numbers, called grade points, as follows:

A = 4.00  B = 3.00  C = 2.00  F = 0.00
A- = 3.65  B- = 2.65  C- = 1.65  O = 0.00
B+ = 3.35  C+ = 2.35  D = 1.00  FA = 0.00

Once the letter grades have been converted to grade points, grade points are multiplied by the number of credits for each course, resulting in what are called quality points. All of the quality points are totaled and the sum is divided by the total number of credits, resulting in the grade point average. In calculating a grade point average, only the grades listed above with their corresponding grade points are considered. No other grades affect the grade point average in any way.

President’s List and Dean’s List

The President’s List and Dean’s List are two ways that Greenfield Community College recognizes superlative student academic performance each semester. We applaud the success of students who earn these high grades and appreciate sacrifices that are often made by students in order to earn these grades.

To be included on the President’s List students must be matriculated in a program and have:

• achieved a term GPA of 4.0;
• earned at least 12 credits at GCC;
• earned at least 6 college-level graded credits for a semester or during summer terms I and II combined;
• no incomplete grades at the end of the term;
• no grade less than a “C” in the term; and
• achieved a cumulative GPA of at least 2.00 at the end of the term.

To be included on the Dean’s List students must be matriculated in a program and have:

• achieved a term GPA of 3.50 or higher but less than 4.0;
• earned at least 12 credits at GCC;
• earned at least 6 college-level graded credits for a semester or during summer terms I and II combined;
• no incomplete grades at the end of the term;
• no grade less than a “C” in the term; 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. Upon graduation, PTK membership will show on a student’s transcript.

Early Entrant Student Academic Recognition

Early Entrant students who meet the following qualifications are recognized each semester. We honor the exceptional performance of these students who are enrolled at GCC while still in secondary school.

To be included on the Early Entrant Student Academic Recognition list, students must have:

• achieved a term GPA of 3.50 or higher;
• earned at least 12 credits at GCC;
• earned at least 6 college-level graded credits for a semester or during summer terms I and II combined;
• no incomplete grades at the end of the term;
• no grade less than a “C” in the term; and
• achieved a cumulative GPA of at least 2.00 at the end of the term.
Academic Standing

GCC focuses considerable attention on ensuring students’ academic success. The academic standing policy the criteria by which the College evaluates academic progress. The College recognizes that various obstacles may interfere with making satisfactory academic progress, and the academic standing policy also provides a warning system to alert and respond to students who experience academic difficulty. The categories of academic standing follow:

<table>
<thead>
<tr>
<th>Status</th>
<th>Criteria</th>
<th>Impact</th>
<th>Recommendation/Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good Standing</td>
<td>Both a cumulative GPA and a term GPA of 2.00 or above.</td>
<td>No action required</td>
<td>No action by college – warning only</td>
</tr>
<tr>
<td>Academic Review</td>
<td>Either a cumulative GPA or a term GPA under 2.00 at the end of the term, or both under 2.00 and not previously on Academic Review.</td>
<td>No action by college – warning only</td>
<td>Reduction in academic load, work hours, and/or co-curricular activities recommended. Meet with assigned academic advisor.</td>
</tr>
<tr>
<td>Academic Probation</td>
<td>Both a cumulative GPA and a term GPA for current term under 2.00 and previously on Academic Review for one term.</td>
<td>Second level of warning of academic difficulty. Eligibility for financial aid and scholarships may be affected.</td>
<td>Reduction in academic load, work hours, and/or co-curricular activities recommended. Must meet with assigned academic advisor.</td>
</tr>
<tr>
<td>Academic Suspension</td>
<td>Both a cumulative GPA and a term GPA under 2.00 and a cumulative GPA lower than the previous term.</td>
<td>Precluded from enrollment for one full fall or spring term.</td>
<td>Following a full semester break, must appeal to the Dean of Enrollment or designee for reinstatement for readmission.</td>
</tr>
<tr>
<td>Academic Dismissal</td>
<td>Both a cumulative GPA and a term GPA under 2.00 and a cumulative GPA lower than the previous term, and previously on Academic Suspension.</td>
<td>Precluded from future enrollment.</td>
<td></td>
</tr>
</tbody>
</table>

GCC recognizes that unusual circumstances may affect any of the academic standing actions described above. Students may request a review of their individual circumstances to determine if they warrant additional action by contacting the Dean of Enrollment. Students receiving federal financial aid should refer to the Standards of Satisfactory Academic Progress (p.21) or the Financial Aid Student Handbook (http://web.gcc.mass.edu/student-and-academic-affairs/students/student-handbook/). Please be advised that different rules exist when considering status related to the College’s Academic Standing rules and those for Financial Aid’s Satisfactory Academic Progress.

Withdrawal from the College

Students may withdraw from the College any time during the first two-thirds of the term provided they are not enrolled in a class that has already ended. No record will appear on the transcript for withdrawals during the first third of the term. Students withdrawing during the second third of the semester will receive grades of “W” for all courses in which they were enrolled. Official withdrawals are not processed during the last third of the semester, and students who stop attending class will receive the grade assigned by the instructor. Students cannot withdraw from a class that ended prior to the submission of a withdrawal request.

Students considering withdrawing from GCC should consult with their academic advisor and instructors first. To withdraw officially, students must meet with their Academic Advisor or an academic advisor in the Academic Advising Center and submit a complete withdrawal form to the Enrollment Services office in room C103. As with dropping a course, simply stopping attending class or telling instructors of plans to withdraw do not lead to official withdrawal and may jeopardize eligibility for tuition refunds, financial aid, and future enrollment at GCC.

If extraordinary circumstances force a student to consider withdrawal during the last third of the semester, they may discuss the possibility of making an exception to the policy with the Registrar.
General Information

**Medical Withdrawal**
Students needing to withdraw from the College for health reasons may request a medical withdrawal by submitting the appropriate medical withdrawal forms to the Dean of Enrollment. A medical withdrawal requires the recommendation of the Dean of Enrollment. A note from a doctor, therapist, psychologist, etc. on letterhead stationery or a completed provider information form must accompany medical withdrawal requests. Please call the Dean of Enrollment for further guidance on medical withdrawals, at (413) 775-1804. If a medical withdrawal is approved, the Dean of Enrollment will notify the Registrar. That documentation, along with the original request, will become part of the student’s record. Medical withdrawals follow the same refund policy as any other withdrawal.

**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. Students who have been administratively withdrawn may not be reinstated until the next semester.

**New Start Policy**
Students who have not attended GCC for more than two academic years and who were on probation, suspension, or dismissal at the time they discontinued attendance may be re-admitted to the College on academic review for the first semester of their 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 a student returns to GCC after an absence of at least one full year; they can elect one of two “fresh start” options. Once a “fresh start” option is approved, courses earned before the semester when “fresh start” starts, may be eligible to count towards graduation requirements but the grades will not be used to calculate a student’s grade point average (GPA). Classes taken before the “fresh start” will only be eligible to be used for graduation if they meet the normal criteria for a particular program (e.g. passing grade, grade higher than a C for certain courses in Nursing).

The transcript will include a statement noting this “fresh start” option. All coursework including grades will show on the student’s transcript. Grades for courses before the “fresh start” semester will be denoted with an “*” in front of the original grade (e.g. a grade of “D” will be changed to “*D” to distinguish them.

Students will choose one of two fresh start options:
- If the student has been away from Greenfield Community College for at least two full years, the student may elect “fresh start” with no conditions
- If the student has been away for at least one full year but less than two full years, a student may elect “fresh start” after completing at least 12 graded non-developmental credits with a cumulative GPA for the new work of 2.0 or greater.

To elect either “fresh start” option the student must fill out the Fresh Start Option Petition for Consideration form and return it to the Office of Enrollment Services. Contact the Registrar’s Office to obtain the form. When the form is received it will be reviewed and the student notified in writing of the petition decision. If approved, the student’s record will be updated (e.g. grades and GPA).

**Graduation Requirements**
Only matriculated students are eligible for graduation. To be considered for graduation, students must complete and submit an application for graduation to the Registrar’s Office by the appropriate deadline. Deadlines are published in the academic calendar. Commencement is held for all graduating students on the first Sunday of June. GCC awards degrees three times a year; following the summer, fall and spring semesters. Additional information and applications for intended date of graduation are available in the Office of Enrollment Services.

In order to earn an associate’s degree or a certificate, students 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 developmental courses, those courses coded below 100) and be in good standing with the College. All associate’s degree programs require at least 60 credits of coursework. Students must complete at least 15 credits of coursework at GCC to receive a degree. Students must complete at least 15 credits or two-thirds of the credit hours required for a certificate program to receive a certificate.
Students wishing to earn an additional associate’s degree 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.

Note: a student may not earn more than one Associate in Liberal Arts degree.

Normally, students must fulfill the degree or certificate requirements that were stipulated in the catalog at the time the student matriculated into the college. However, if the degree or certificate requirements change after initial enrollment at GCC, students may elect to fulfill the requirements that were in effect in the catalog of the year when they matriculated or in any subsequent catalog year as long as the catalog requirements are not more than five years old.

If external certification and/or licensure requirements change, the College strongly recommends that students complete the new requirements to ensure that the student graduates with current skills and abilities.

Completion of a Discontinued Program

Discontinuation of an academic program of study or certificate comes after a great deal of consideration by the College. Within the limits noted below, students will have the opportunity to complete a program or certificate within which they are enrolled. Limits to this completion option:

• When an academic degree program of study is closed, students already enrolled in that program during the past five years will have the opportunity to complete the program of study within two years after closure of the program. Students who have not been enrolled in the program of study during the five years prior to the closure of the program of study are not eligible for this completion option. Programs will typically close at the end of the spring semester of a given academic year.
• When an academic degree program of study with special admission processes is closed, or when a certificate program is closed, students already enrolled in the program during the past two years have the opportunity to complete the program of study or certificate within two years after the closure of the program.

Contact the Registrar for specific information on completing a closed degree program or certificate.

Graduation with Honors

To graduate “with honors” students 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

Students may request transcripts of their GCC academic record for themselves or for other colleges or employers by completing a transcript request form. They also may request a transcript with a signed letter or a signed fax in which they clearly identify themselves and where they would like a transcript to be sent. Telephone requests are not accepted. Students are provided with one free official transcript and are charged $2 for each subsequent transcript. Due to the volume of requests, allow at least three days to process a request.

Petition to Review Academic Record

Currently enrolled students may petition the Transcript Review Committee to review their academic record for the purpose of seeking relief from past poor academic performance. Before submitting a petition, students must have either completed 12 credits of course work since the semester for which they are seeking relief, or have completed six (6) credits and include two letters of support from current instructors. Petition forms are available in the Registrar’s Office.

Exceptions to Academic Graduation Requirements

Students with unusual or extenuating circumstances that justify an exception to an academic graduation requirement may request an exemption using an Academic Requirements Exemption form. The form must be submitted to the Graduation Review Board by a student’s advisor by the deadline set each term. Advisors or the Office of Enrollment Services can provide additional information.
General Information

GCC is a Drug Free School and Campus

Greenfield Community College is in compliance with federal legislation, which requires the College to adopt and implement a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees.

Smoking is allowed only in designated location and is not allowed in buildings or in front of doorways or outdoor seating areas or benches.

Assessment

In keeping with GCC’s commitment to excellent educational experiences and high-quality programs for its students, and consistent with practices at other institutions within the state and nationally, GCC routinely engages in the assessment of student learning at the course, program, institution and system levels. The learning outcomes assessment process may include a variety of methods such as standardized tests, student surveys and focus groups, campus developed instruments, and a review of student course and co-curricular work. In circumstances beyond the individual course level, where a student’s course or co-curriculum work is selected for assessment, the identity of the student will be protected. The student’s name, grade or other identifying information will be removed before the student work is reviewed. Selected student work may be subject to review by a limited cohort of higher educational personnel, primarily faculty. Assessment of student learning is undertaken primarily for the purpose of improving student learning, curriculum development, instructional improvement, and enhancing student academic success. Assessment activities will have absolutely no effect on a student’s grade, academic standing, ability to transfer, or ability to be graduated. The College will take all necessary steps to ensure the confidentiality of all student records and student work reviewed through this process in accordance with FERPA regulation.

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.
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 inquire at the Registrar’s Office. GCC’s directory information consists of the following:

- Student’s Name
- Student’s Major
- Dates of Attendance
- Graduation Date(s)
- Honors Conferred
- State/Town

Under FERPA law, GCC students have the right to be notified annually by the college of what the college designates as “directory information,” and the right to request that their information not be designated as directory information.

A student must notify the college’s Registrar, in writing, if he/she does not wish to have any or some of his/her student information designated as directory information by completing the appropriate Non-Disclosure form with the Enrollment Services 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 Office of Enrollment Services.

The Jeanne Clery Disclosure Act

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (more commonly known as the Clery Act), Greenfield Community College publishes an annual report that includes crime statistics and institutional policies concerning campus security and safety matters. The report is available at the Public Safety Department’s website: http://www.gcc.mass.edu/safety/clery. A printed copy of the report is available at the office of Public Safety and at the Downtown Center. Students may have a copy of the report mailed to them by contacting Public Safety at (413) 775-1212.

Diversity at GCC

Creating a Culture of Diversity and Inclusion

Greenfield Community College is committed to a policy of Affirmative Action, equal opportunity, equal education, non-discrimination, and diversity. We are committed to providing a learning and working environment for our students, employees and other members of the College Community, which values the diverse backgrounds of all people. The College is committed to assuring that the “College Experience” is one that challenges, empowers, supports, and prepares its students to live in, work in, and value our increasingly global and diverse world. The College believes that the diversity of socioeconomic, racial, ethnic, religious, gender, sexual orientation, age and disability backgrounds of College Community members enriches the institution and our various constituencies. 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. The College will not tolerate behavior based on bigotry, which has the effect of discriminating unlawfully against any member of our community.

Affirmative Action

Greenfield Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College’s Affirmative Action and/or Title IX Coordinator, Peter H. Sennett, at 413-775-1312 or sennettp@gcc.mass.edu, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission, or the United States Department of Education’s Office for Civil Rights.
General Information

A copy of the Policy on Affirmative Action may be obtained in the Human Resource Office or from the Chief Academic & Student Affairs Officer. All inquiries concerning Affirmative Action issues should be directed to the college’s Affirmative Action/Chief Diversity Officer. Employees should contact the Director of Human Resources at (413) 775-1312. If a student expresses concern of discrimination they should contact the Chief Academic & Student Affairs Officer at (413) 775-1811.

Harassment

GCC considers harassment of a student, an employee, or any other person in the college community to be intolerable and not permissible. Those who believe they have been harassed should consult with the Executive Director of Human Resources/Chief Diversity Officer at (413) 775-1312 to obtain information concerning their rights and the process for filing a complaint and/or pursuing informal means of resolving grievances.

Individuals with Disabilities

Since each student is unique, we recognize that some may need academic accommodations to fully participate in our programs and services. If you feel that you will require accommodations due to a disability, please inform us of your needs and establish your eligibility by completing these three steps.

1. Complete and sign the Voluntary Statement of Learning Needs form, which informs us of the nature of your disability or situation and authorizes us to review disability related documentation you’ve provided or released to Disability Services for the purpose of determining eligibility for academic accommodations.

2. Submit recent documentation (medical, psychological, and/or educational) of your disability from your high school or medical provider. Documentation must clearly state your:
   - Diagnosis
   - Symptoms which impact your ability to function in an educational environment
   - Recommended accommodations

   All documentation received by the Office of Disability Services is confidential and is held in accordance with FERPA regulations.

3. Call (413) 775-1332 to schedule an appointment with the Coordinator of Disability Services who will work with you to develop an Accommodation Agreement (ADA/504 Plan) that you can present to instructors to advise them of your needs.

Some accommodations may take up to 12 weeks to obtain. We advise students to establish eligibility with Disability Services well before the semester begins. If you have any questions, please contact the Coordinator of Disability Services.

Students do not need to register with Disability Services in order to meet with the Learning Support Counselor or to access college support services. Students who feel that they may require some additional academic support and skill building are encouraged to take advantage of available services, such as peer tutoring, the writing and math assistance programs, the math studio, and student workshops.

Telephone Access for the Hearing Impaired

Those for whom traditional telephone does not suit their communication needs or preferences may contact the College via Mass Relay (dial 711) or via e-mail. A complete listing of departmental e-mail addresses and phone numbers can be obtained at the Greenfield Community College website. In addition, a videophone is located on the fourth floor of the Core outside of the Wellness Center for Deaf students to use should they need a videophone or to access Relay Services.

Student Right-to-Know Act

GCC is required 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 fall 2009, 42% graduated or transferred to another institution by December 31, 2012.
SERVICES TO STUDENTS

In addition to academic programs, the College offers a wide range of services and activities to enhance students' college experience. Students are encouraged to take advantage of these services and to become an active member of the College community.

Transferring to Other Schools

The Transfer Office provides services to students considering transfer to another college or university. Students considering transferring are encouraged to contact the Transfer Coordinator as early in their time at the College as possible. The Transfer Coordinator assists students in exploring transfer options, educational goals, planning appropriate course work while at GCC, completing applications to other schools, writing college essays, and in choosing people to write college recommendations.

Students planning to transfer to one of the Massachusetts state-supported colleges or universities are eligible for MassTransfer. MassTransfer provides community college graduates who complete designated associate's degrees with the benefits of the full transfer and applicability of credit, (2.5 GPA or higher), and a partial or full tuition discount (3.0 GPA or higher). Should be noted that some majors may require higher GPA and specified course work for placement into the major.

Massachusetts Department of Higher Education and Admissions Standards affecting transfer to the Massachusetts State University System and the University of Massachusetts:

Admission is not guaranteed for any applicant to a Massachusetts public institution of higher education. A wide range of factors is considered in admissions decisions and the final decision on accepting an applicant rests with the individual campus.

For details about the MassTransfer policy, contact the Transfer Coordinator in the Academic Advising Center or go to http://www.gcc.mass.edu/transfer.

OPTION I: Benefits for students who complete associate’s degrees under MassTransfer are:

<table>
<thead>
<tr>
<th>Minimum Final GPA</th>
<th>Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.00 GPA</td>
<td>Guaranteed full transfer of a minimum of 60 credits applied to the bachelor’s degree, if admitted. Satisfaction of the general education/distribution/core requirements at the receiving institution, with the receiving institution able to add no more than six additional credits/two courses, (\text{Note: Students will be required to submit the regular application and all supplemental materials required of the 4-yr school they are applying to.})</td>
</tr>
<tr>
<td>2.50 GPA</td>
<td>Guaranteed admission, plus all of the above benefits. Fill out simplified application, not Common Application.</td>
</tr>
<tr>
<td>3.00 GPA</td>
<td>A one-third tuition discount, plus all of the above benefits (UMass/Amherst offers 100% tuition break)</td>
</tr>
</tbody>
</table>

Stipulations:

If students change their majors or if the linked baccalaureate programs require a higher grade point average or specific courses which are required of native students, MassTransfer students must meet these additional requirements.

If, because of space or fiscal limitations, the receiving institution does not admit all qualified applicants to a given major or program, the receiving institution will use the same criteria for MassTransfer applicants as it does for its native students.
General Information

OPTION II: Transfer Block

MassTransfer also provides students in the Massachusetts public higher education system the intermediate goal of completing a portable general education Transfer Block that will satisfy the general education/distribution/core requirements across institutions. Students completing the Transfer Block without earning a degree at any Massachusetts higher education institution with a 2.0 or higher grade point average will earn the 34 credit hours outlined below, exclusive of developmental coursework.

Transfer Block

<table>
<thead>
<tr>
<th>Course Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition/Writing</td>
<td>6</td>
</tr>
<tr>
<td>Behavioral and Social Sciences</td>
<td>9</td>
</tr>
<tr>
<td>Humanities and Fine Arts</td>
<td>9</td>
</tr>
<tr>
<td>Natural or Physical Science</td>
<td>7</td>
</tr>
<tr>
<td>Mathematics/Quantitative Reasoning</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>34</strong></td>
</tr>
</tbody>
</table>

Benefits for students who complete the Transfer Block:

<table>
<thead>
<tr>
<th>Minimum Final GPA</th>
<th>Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.0 GPA</td>
<td>Satisfaction of the general education/distribution/core requirements at the receiving institution, with the receiving institution able to add no more than six additional credits/two courses, if admitted</td>
</tr>
</tbody>
</table>

Stipulations:

Students enrolled in a specific major or degree program may be required to take additional courses if these courses are specifically required for the major or program and are required of native students. Completion of the Transfer Block does not guarantee admission to the college or university.

Note: Students will be required to submit the regular application and all supplemental materials required of the four-year school they are applying to.

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 these 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 and may include scholarship funds to help lower tuition while others are specific to certain programs at GCC and the institution to which the student transfers.

In a few cases, the articulation agreements also include provisions for transfer scholarships. For information about articulation agreements with other colleges, contact the Transfer Coordinator. GCC hosts two bachelor's degree completion programs with Elm's College and Endicott College. Contact those schools directly for more information.

Foreign Language Requirements

Some colleges or universities may require proficiency in a foreign language to earn the Bachelor's degree. Please check with the GCC Transfer Office to determine which schools and degree programs have this requirement. Students may find it advantageous to complete a foreign language requirement at GCC, so they can concentrate on the requirements of their major when they transfer. For further information about foreign language requirements, contact the Transfer Coordinator.

The Isenberg School of Management at the University of Massachusetts - Amherst

Students seeking to enter programs of study in the Isenberg School of Management must meet the following additional requirements:

- **UMass Majors in Accounting, Finance, Operations Management, Management, and Marketing:** Students must graduate GCC with a BAT degree. Students who matriculate into the BAT degree may enter the Isenberg School under Mass Transfer option and must graduate with a GPA of 3.0 or higher.

- **UMass Hospitality and Tourism Management:** Students may graduate from GCC with a Liberal Arts Degree, and the Hospitality and Tourism Option is strongly recommended. Students may enter under the Mass Transfer option, but must graduate with a GPA of 2.7 or higher.
• **Sport Management**: Students must graduate from GCC with a BAT degree, and have a GPA of 3.0 or higher. It is highly recommended that students enroll in ECO 205 prior to transfer.

Notes:

Students who have a bachelor’s degree are not eligible for transfer to the Isenberg School of Management online or day division.

Changes in admission requirements are scheduled to take place for Fall 2016 affecting GPA transfer from previous colleges attended, and grade requirements for Business and Math predictor courses. [See Transfer Advisor for more details.](http://www.gcc.mass.edu/library)

**Library**

**Regular Semester Hours:**
Monday-Thursday 8:00 a.m. to 8:30 p.m.
Friday 8:00 a.m. to 5:00 p.m.
Saturday 10:00 a.m. to 4:00 p.m.

**Located At:**
Third Floor Core
(413) 775-1830
reference@gcc.mass.edu
http://www.gcc.mass.edu/library/
ASKALEXGCC (AIM or Meebo)

Text to 265010 and include ASKALEXGCC with a question

The Nahman-Watson Library serves the study and research needs of GCC students by providing a variety of services, collections, and technology. Both quiet and conversation-friendly study spaces are available. Drinks in covered containers and light snacks, candy and cold foods are allowed in the library. The library is open to the entire GCC community, as well as to the public. For more information on the library, visit their website at [http://www.gcc.mass.edu/library/](http://www.gcc.mass.edu/library/).

**Computers & Other Equipment.** The Library maintains computers for use within the Library by GCC students, faculty and staff. Other equipment includes a scanner, coin-operated photocopier, text magnifier, and video/DVD viewing stations. The wireless network, including wireless printing, is accessible from all Library spaces.

**Research Help.** Librarians provide reference and research assistance, including individual reference help offered in person, by phone, or by email, and group instruction sessions designed for specific courses and assignments. Research guides for a range of subject areas and several specific courses are available in print in the Library and on the Library’s website.

**Books, Magazines, Videos & Online Resources.** The Library collection contains over 50,000 physical items including circulating and reference books, newspapers, magazines, scholarly journals, videos, and DVDs. The Library’s 60+ online databases offering access to hundreds of thousands of periodical articles and reference sources are available from any on-campus computer and from off campus with a GCC student, faculty or staff library card.

**Special Collections.** The Archibald MacLeish Collection - for more information about the MacLeish Collection, contact the Curator at (413) 775-1835.

**Library Cards & Borrowing Policies.** Currently enrolled students will be issued a GCC library card upon presentation of a photo ID and proof of enrollment.

As part of the Central and Western Massachusetts Library Network, the GCC Library shares an online catalog (C/W MARS) with the other community colleges and most public libraries in the central and western regions of the state. Students may use their GCC library card to request items through the catalog from any library within the C/W MARS network. Students may also use Interlibrary Loan to request circulating items from libraries further away if they are not owned by any of the libraries within the C/W MARS network.

Circulating books from the GCC Library are checked out for 4 weeks and may be renewed once. Other libraries may have shorter borrowing periods.

Reference books, periodicals (newspapers, magazines, and journals), videos, and DVDs must be used in the Library. Materials put on Reserve for individual classes are available at the Circulation Desk and must be used in the Library.
General Information

Overdue Materials. There are no fines for overdue material, but borrowers must pay the replacement value of unreturned material. One reminder is sent for overdue material before a bill for the replacement cost is rendered. Borrowers may not check out additional materials until overdue items are returned. Students who have not returned Library materials that are a month overdue will have their college record flagged and will become subject to disqualification from registration and withholding of grades, transcripts, diplomas, and certificates.

Educational Technology Center (ETC)

Room S306, (413) 775-1842, edtech@gcc.mass.edu

Hours:
Monday – Thursday 8:30 a.m. to 9:00 p.m.
Friday 8:30 a.m. to 4:30 p.m.

During semester breaks, our staffing varies as we work on projects that may take us out of the ETC.

The mission of the ETC is to serve the academic community in all disciplines by providing access to, and assistance on traditional, new, and emerging educational technologies. The major focus of the ETC is to help faculty and students in developing and incorporating technology in the learning environment. This includes production of materials for and maintenance of the College's YouTube account and the College's digital signage. In addition, the ETC schedules, distributes, installs, and maintains media-related presentation equipment throughout the campus; this includes the digital signage system. When possible, appointments for services such as circulation equipment delivery, production support, access to our multimedia studio, or training services should be made in advance.

The ETC houses a complete production facility which includes a television production studio also equipped as a 45-seat multimedia presentation space; a faculty multimedia lab with video-editing suites and graphic/animation workstations; a satellite and cable distribution area with multimedia production capability and media duplication. In addition, the ETC stores the institutional media archives.

The ETC also staffs and operates satellite studios in the College's Dining Commons, Sloan Theater (SG01) and the Stinchfield Lecture Hall (N335). Sloan Theater is equipped with a theater lighting system. Our satellite studios are capable of producing live recordings of presentations and performances. The equipment is not for general use. ETC staff must be scheduled. Please schedule our services in the satellite studios when you reserve the room.

ETC's website provides the campus with current AV equipment locations and room descriptions. Our site includes a searchable database of the institutional media archives on our video page. It also offers recommended classroom equipment specifications, the YouTube guidelines, and other useful information.

ETC houses and circulates student equipment. Student equipment and our services are available for GCC academic purposes for direct or indirect classroom support and subject to institutional lending policies.

Transition Services

Transition Services is housed under Student Development.

• The Women’s Resource Center offers support, resources, networking opportunities and programs for women at GCC. It is located in C212.

• GCC offers a network of support services for student veterans at the Channing & Marie Bete Veterans Center. The Veterans Center offers convenience and a one-stop experience for most student veterans that stop in. It is located in N215.
ACADEMIC SUPPORT PROGRAMS

Student Communication
GCC uses the student email system as the official means for student communications. Students are expected to check their GCC email on a regular basis.

Wellness Center
Counseling by a trained professional is offered at GCC to help cope with personal challenges and academic struggles. Disability Services works with students, faculty and staff to promote access to all facets of the college experience for individuals with disabilities.

Peer Tutoring
Peer tutoring is provided free for any GCC student who needs help with course work and who wishes to improve academic performance. Tutors are available for most courses. Tutors and students meet to review course material, discuss and practice study skills, and work on specific assignments. The tutor’s role is to assist students with the content of these courses while furthering the process of learning how to learn. The Peer Tutoring Program is located on the 4th floor core, above the library. Students may stop by or call 413-775-1330 to make appointments. Hours are Monday - Thursday 8:30 a.m. - 7 p.m., Friday 8:30 a.m. - 4 p.m., Saturday 10 a.m. - 4 p.m.

• Math Assistance
  This program helps students succeed in math, science, information technology and business courses. Services include peer tutoring and Math Studio drop-in hours. The coordinator is available to meet with individual students to discuss tutoring and math advising.

• Writing Assistance
  This program helps students succeed in all courses that require writing and language learning. Peer tutoring is offered for writing papers, note-taking, exam preparation and content review. The coordinator is available to meet with individual students to discuss tutoring and general writing assistance for coursework.

Online Tutoring
Online tutoring is provided by Smarthinking, Inc., a live, on-demand, online tutoring and academic support service. This service is free to current GCC students, and can be accessed through Moodle located on the GCC main web page.

Studios
• The Math Studio, Fourth Floor North, is a place for students to work with each other and with faculty on questions and problems related to mathematics. The Math 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; students may just come by.

• The Social Sciences Studio, East Building Room 115, provides a welcoming and resource-rich space for students to convene and interact with each other and faculty in the social and behavioral sciences. Students and faculty use the Social Sciences Studio for tutorials, study groups, computer projects and access to the college network and the Internet, small group projects, as well as college/community meeting and networking. The studio also provides gallery display space and periodically presents special events, speakers, and films.

• The Science Studio, Main Building, Fourth Floor South, offers a cooperative work space for individual students or groups of students. The studio is equipped with two computers, anatomy and physiology models, resource books and movable furniture. It opens to faculty offices to allow student interactions with their professors. Students are encouraged to make use of the space during all building hours.

• The Hammond Business Studio, East Building Room 132, provides a working and brainstorming space for all students. The studio is equipped with pull-down outlets for laptop plug-ins, a SMARTBoard, whiteboards, a flat screen television with streaming stock quotes, full wireless capabilities and comfortable, modular furniture. Faculty offices ring the studio which encourages faculty-student interaction.
Student Academic Computing Lab
A student computing lab, located in the East Building, is open to all currently enrolled GCC students, regardless of major or credit load. The lab'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. Computers are also available at the college library in the main building.

Academic Technology Support
- GCC Email: All students receive a GCC email address upon registration. Those experiencing difficulty accessing their GCC email account should send their questions to studenthelp@stuemail.gcc.mass.edu.
- Moodle: GCC offers a variety of classes fully online through the Moodle course management system. In addition, Moodle is used by many instructors as a web-enhancement in face-to-face classes and hybrid classes. For assistance with Moodle, send an email to studenthelp@stuemail.gcc.mass.edu.

For handouts, information on user names, passwords and technical requirements to successfully run email, visit the Academic Technology Support website at http://www.gcc.mass.edu/instructional-technology.

Academic Advising Center
Academic Advising Center staff assist new students with their initial course registration and enrolled students when their assigned advisors are not available. Such assistance includes advice on the selection of appropriate courses to fulfill degree or certificate requirements, information about college policies and procedures, guidance in the admission and transfer processes, and referral to other services on campus. Student engagement with faculty and staff is a key element in their success. The Academic Advising Center does not replace the important relationship between students and their assigned advisor and seeks to strengthen that relationship by augmenting the information that an assigned advisor has shared or by referring students back to their assigned academic advisor whenever possible.

For more information about the Academic Advising Center or to view the Institutional Statement on Academic Advising, please go to http://www.gcc.mass.edu/advising/.

Student Activities and Community Service Office
The Student Activities and Community Service Office supports the academic mission of the College through leadership development opportunities and co-curricular programming. Through the establishment and support of clubs and organizations, students are encouraged to plan and assist in the planning of campus events. Activities include musical performances, cultural programs, involvement in clubs and organizations, orientation, commencement, volunteering and student governance. The Office of Student Activities and Community Service is located in Core 216 and is open daily when the college is open. For more information about clubs, upcoming events, and services visit us online at http://www.gcc.mass.edu/studentlife/ or call 413-775-1200.

To obtain a GCC student ID card, please bring a valid photo ID to the Office of Student Activities and Community Service (C216) between the hours of 8:30 AM – 4:30 PM during the fall and spring semesters.

Student Association
Students who pay the student activities fee automatically become members of the Student Association, the structure within which the Student Senate and the Student Activities Program operate. Members may hold office, vote in elections and participate in Association programs.

Student Senate
Members of the Student Association who are in good standing with the College are eligible for election by members of the Association to the Student Senate. The Student Senate reviews budget requests for, and oversees the allocation of, the Student Activity Fee 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.
GCC Alumni Association

The Greenfield Community College Alumni Association is an independent organization that cultivates lifelong relationships with current and future alumni. As a committed partner and supporter of the College, the Association strives to foster connections among graduates, former students, current students, friends, and the community.

The Alumni Association has created an endowed scholarship fund that awards two scholarships each year to GCC students, with alumni serving on the selection committee. Also, the Alumni Association helps connect GCC alums working in a variety of fields with current GCC students to provide information on career options. The Alumni Association four times per year at 5:30 p.m. at the GCC Downtown Center, 270 Main Street in Greenfield. All alumni are welcome and encouraged to attend. For scheduling information and to learn more, visit http://www.gcc.mass.edu/alumni or contact Regina Curtis (‘86), President of the Alumni Association at (413) 775-1426 or curtisr@gcc.mass.edu.

Performing Arts

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

Fitness Center

The Fitness Center, located in E106, 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. For more information contact the Fitness Center Coordinator at (413) 775-1143 or lapalme@gcc.mass.edu.

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 student enjoyment and relaxation.

Housing and Transportation

GCC does not have dormitory facilities. Students may refer to www.gcc.mass.edu/students/housing for a list of resources. 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. For more information go to the FRTA’s website at www.frta.org.

College Store (A Follett Business)

Up-to-date information in addition to textbooks and other merchandise is available at the College Store website, greenfieldshop.com.

To find textbook information online go to “greenfieldshop.com”. From the homepage click on “BOOKS” in the green bar. From the new page that opens select your term, course department, course number and section. Then click “submit”. If the instructor has given the bookstore information, a list of books and possibly supplies appears. You can choose between new, used, rental and ebooks, if available. Not all options are available for every book. Ordering from our website increases your chance of getting used books as stock can come from any Follett store in the US, our warehouse, or other vendor partners. Order early as it can take a week to deliver, if the book is coming from the west coast. Have the books shipped directly to your home and avoid the crowds on the first days of classes. You should be able to access text information on your GCC page when you select courses during registration. This depends on instructors giving the bookstore the information on time. You can also find text information and purchase your books in Moodle. Click the blue and orange flame symbol and enter Follett Discover.

Fall & Spring semester hours are Monday – Fridays 9:00am until 4:00pm. Summer session hours are Monday – Thursday 9:00am until 4:00pm and Fridays 9:00am until NOON. Evening, exceptions and special occasion hours will be posted.

The College Store stocks required and optional textbooks, study guides, software, school, office, medical and art supplies. Also available are snacks and GCC clothing and gifts. GCC gift certificates are available for sale in any denomination.
General Information

MasterCard, Visa, Discover and American Express, cash and personal checks for the amount of the purchase are accepted. Checks must belong to the person using them, ID required, no third party/parent checks. Any checks returned due to insufficient funds will incur a $20- $25 charge from the collection agency, FEDchex. Purchases on financial aid or other third party accounts require a valid photo ID.

Standard Return Policy: RECEIPT REQUIRED

A valid receipt and/or packing slip are required for all refunds or exchanges. All items (except Course Materials and Hardware/Software) unopened and in original condition returned within 30 days of purchase may be exchanged or refunded to the original form of tender.

Course Materials and Hardware/Software Details:

Course Materials (textbooks)

- A full refund will be given for textbooks (excluding Final Sale items) returned prior to the campus specific refund deadline. Generally Fall & Spring textbooks are returnable for one week from the first day of classes, two weeks after the first day of classes with proof of add drop. Specific dates are posted for each term. Materials purchased after the campus specific deadline (but before the final week of class) must be returned within 2 business days of purchase. Materials purchased during the last week of classes or final exams are not returnable/refundable. Books must be returned in the same condition as purchased, if applicable, still in shrink wrap
- Final Sale items include the following: Inking Digital Textbooks, Study Guides, Test Prep Books, Bar Charts, Cliff Notes, Professional Reference Study Aids or clearance items. All these items are not returnable/refundable.

Hardware & Software:

- No returns. No refunds. Please contact manufacturer for support. Keep your receipt.

We buy back books every day, but you get the most money when we have a need for the book in the store. The best time to sell your books is immediately after your last class or final exam.

Dining Facilities

The GCC Cafeteria and Dining Commons is located on the first floor of the main building. Equipped with wireless internet, the Dining Commons is the perfect places to socialize, relax, study or just enjoy the view of the Pioneer Valley. The cafeteria features a grill, deli, hot meals, grab and go, pizza, salad bar; beverages, kosher and fair trade air roasted coffee from Pierce Bros Java Coffee Roasters and foods from different cultures as well as eating styles. As a partner with the Mass Farm to School Program and CISA the College is able to bring the freshest local food to our students and community. The area is open from 7:30 am to 6 pm Monday –Thursday and 7:30 am to 4:00 pm on Friday’s during the fall and spring semesters and from 7:30 am to 1:30 pm Monday –Thursday and 7:30 am to noon on Friday’s during intersession and summer session. Up-to-date menu and catering information is available at www.gcc.mass.edu/dining.

Vending machines are located throughout both the main, east and downtown campuses.
COMMUNITY EDUCATION AND WORKFORCE DEVELOPMENT PROGRAMS

Credit-Free Workshops and Trainings

The Office of Workforce Development & Community Education (GCC Downtown Center, 270 Main Street) administers programs serving over 3,000 participants each year in many locations in Franklin and Hampshire counties, including Greenfield, Turners Falls, and Northampton. Workshops and trainings 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. Suggestions for new workshops, services or programs are welcomed. Contact Workforce Development & Community Education at (413) 775-1605 or the first floor of the Downtown Center.

Community Education Facilities

Facilities available through the Office of Workforce Development & Community Education include:

- The Downtown Center’s Computer classroom has access to the Internet, Microsoft Office Suite, Quickbooks, Photoshop and Illustrator and other applications.
- Meeting rooms available to outside organizations at the downtown or main campus locations. Presentation equipment is available at the Downtown Center for a fee.

Community Education Programs

- The Office of Workforce Development at Greenfield Community College provides open enrollment and customized education and training for area businesses and organizations, including courses, workshops and individualized instruction for managers, office and technical staff, machine operators, and child care workers. Instruction can be offered in the workplace, at GCC’s Downtown Center, at the main campus or at other locations in the region. These services are designed to increase the skills of employees and to contribute to greater organizational effectiveness and productivity. Open enrollment trainings are scheduled each semester and listed in the GCC Lifelong Learning Guide and on the Workforce Development website (www.gcc.mass.edu/wfd).
- Community Education Workshops cover a wide range of subjects, including business, computers, dance, arts and crafts, finance, 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 available in the GCC Lifelong Learning Guide and on the Community Education page on the GCC web site (www.gcc.mass.edu/shopcreditfree).
- The Senior Symposia Program, a collaborative effort between the Office of Community Education and area senior citizens, provides area seniors a way to continue their education in a format that suits their unique needs, interests, and resources. Symposia are held at the Downtown Center and other venues during the fall and spring semesters.
- The Pioneer Valley Institute has been bringing programs, exhibits, field trips and workshops to the public since 1989, highlighting regional history, literature, science, art and architecture, folklore, cultures, political and environmental issues. Resources designed to explore the rich and unique character of the Connecticut River Valley.
Academic Programs

- General Education Electives
- Associate in Arts Degree Programs
- Associate in Science Degree Programs
- Certificate Programs
- Programs in Collaboration with Neighboring Community Colleges
- Additional Academic Opportunities

Some of our academic programs enable you to transfer to Baccalaureate programs while others prepare you to enter a variety of career fields. Several programs serve both purposes, depending upon the elective courses that you take. Those degree programs and options designed for transfer are noted with "Satisfies MassTransfer Block." Associate degree programs require at least 60 credits of coursework and certificate programs require up to 42 credits of coursework.
ACADEMIC PROGRAMS AT
GREENFIELD COMMUNITY COLLEGE

Associate in Arts Degree
- Business Administration Transfer (BAT)
- Liberal Arts (LIB)
   All of the following are Liberal Arts advising options. You may focus on one of these options. Your diploma will read “Liberal Arts.” GCC will award you only one Liberal Arts degree.
- Art (LAA)
- Computer Science (LCS)
- Dance (LAD)
- Economics (LES)
- Education (LEO)
- English (LAE)
- Environmental Science (LEN)
- Farm and Food Systems (LFF)
- Food Science (LFO)
- Gender and Women’s Studies (LGW)
- Health Science (LHS)
- Hospitality and Tourism Management (LHT)
- Human Services (LSH)
- Math-Science (LMO)
- Music (LMU)
- Peace, Justice and Environmental Studies (LPE) ➀
- Renewable Energy/Energy Efficiency (LRE)
- Science-Math Education (LSM) ➄
- Social Sciences (LSS)
- Theater (LAT)

Associate in Science Degree
- Accounting (ACC)
- Art/Visual Arts (AVA)
- Art/Visual Arts MassTransfer Option (AVC)
- Computer Information Systems (CIS)
- Computer Information Systems – Office Management (OMN)
- Criminal Justice (CRJ)
- Criminal Justice MassTransfer Option (CJC)
- Early Childhood Education MassTransfer Option (ECE) ➀
- Engineering Science (EGS)
- Fire Science Technology (FST)
- Management (MAN)
- Marketing (MKT)
- Nursing (NUR) ➀ ➃

Certificate Programs
- Athletic Facility Administration (ATH)
- Computer-Assisted Bookkeeping (CAB)
- Computer Information Systems – General Office Administration (OFF) ➀
- Corrections (CRC)
- Dance (DNC)
- Digital Media (DME)
- Early Childhood Education (LEC) ➀
- Entrepreneurship (ENT)
- Environmental Science (NRC)
- Farm and Food Systems (FFS)
- Hospitality and Tourism (HOT)
- Human Services (HSV)
- Management (MGT)
- Medical Assistant (MAC)
- Medical Office Administration (MOC)
- Network Administration (NED)
- Outdoor Leadership (OLP) ➁ ➇
- Paramedic (PMC) ➀
- Practical Nursing-LPN (PNC) ➀ ➁
- Renewable Energy/Energy Efficiency (REE)
- Web Development and Design (WDD)

Programs in Collaboration with Neighboring Community Colleges
- Physical Therapist Assistant
- Radiologic Technology Program

All degree programs approved by the Massachusetts Department of Higher Education.

➀ This program is undergoing review and is not currently accepting new students.
➁ Accredited by the National Association for the Education of Young Children.
➂ Accredited by the Accreditation Commission for Education in Nursing
➃ Approved by the Massachusetts Board of Registration for Nursing
➄ Certificate programs approved by the Massachusetts Department of Higher Education.
➅ Program not eligible for federal or state financial assistance.
➆ Accredited by the Association for Experiential Education
➇ Accredited by the Commonwealth of Massachusetts’ Office for Emergency Medical Services (OEMS) with LOR from COAEMSP #600741
GENERAL EDUCATION ELECTIVES

The courses on this list may satisfy general education electives for transfer programs and some Associate in Science programs. Please refer to specific program course requirements before selecting from this list.

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www.gcc.mass.edu • (413) 775-1000
## HUMANITIES AND FINE ARTS

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Academic Programs

Associate in Arts Degrees

- Business Administration Transfer (BAT)
- Liberal Arts (LIB)

All of the following are Liberal Arts advising options. You may focus on one of these options. Your diploma will read “Liberal Arts.” GCC will award you only one Liberal Arts degree.

- Art (LAA)
- Computer Science (LCS)
- Dance (LAD)
- Economics (LES)
- Education (LEO)
- English (LAE)
- Environmental Science (LEN)
- Farm and Food Systems (LFF)
- Food Science (LFO)
- Gender and Women’s Studies (LGW)
- Health Science (LAH)
- Hospitality and Tourism Management (LHT)
- Human Services (LHS)
- Math-Science (LMO)
- Music (LMU)
- Peace, Justice and Environmental Studies (LPE) ➊
- Renewable Energy/Energy Efficiency (LRE)
- Science-Math Education (LSM)
- Social Sciences (LSS)
- Theater (LAT)

Our Associate in Arts programs consist of a broad range of general studies in the humanities, behavioral sciences, business, natural sciences, mathematics, and technology with program options to focus on more specialized fields of interest. These options lead to the associate in 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 transfer to Baccalaureate programs at other institutions. Students are strongly encouraged to become familiar with the particular degree requirements at colleges and universities of interest. Course requirements for junior status vary significantly across institutions. Selecting specific courses to meet those requirements can save time and money. ➋

Note: Total credits for a program indicate the minimum credits required to complete the program. Depending on your course selection, you may earn more than the minimum credits to complete a program.

Developmental courses will not be used to fulfill associate degree requirements. Refer to page 31 for more information on developmental courses.

➊ This program is undergoing review and is not currently accepting new students.
➋ To learn more about transfer requirements, see pages 41-43.
Business Administration Transfer (BAT)  

Satisfies MassTransfer Block  

The program provides the necessary courses for transfer to Baccalaureate programs in business administration. 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 program.

Your Next Step

Transfer to a Baccalaureate program

Program Contacts

Jeff Galbraith, Office: E132M, (413) 775-1483, galbraith@gcc.mass.edu

Thomas T. Simmons, Office: E132K, (413) 775-1482, email: simmonst@gcc.mass.edu

Total Credits: 62-67

General Education Requirements

English Composition/Writing

ENG 101, 103, or 105 English Composition I 3

ENG 112, 114, or 116 English Composition II 3

Behavioral and Social Sciences

ECO 101 Principles of Macroeconomics 3

ECO 102 Principles of Microeconomics 3

One of the following: PSY 101 Principles of Psychology or SOC 101 Principles of Sociology 3

Humanities and Fine Arts

One 200-level course coded ENG 3

One course coded HIS 3

One 3- or 4-credit course coded: AHS, ART, ASL, DAN, ENG, FRE, GGY, HIS, HUM, LAT, MUS, PCS, PHI, SPA, or THE, other than a developmental course (see page 31), English Composition I and English Composition II 3-4

Natural or Physical Science

Any two 4-credit courses coded: BIO, CHE, GEO, PHY, SCI or EGR 105 8

Mathematics/Quantitative Reasoning

Any course coded MAT other than a developmental course (see page 31), MAT 105, and MAT 106 3-4

Additional Program Requirements

One of the following: ACC 121 Principles of Financial Accounting I or ACC 151 Concepts of Financial Accounting I 3-4

One of the following: ACC 122 Principles of Financial Accounting II or ACC 152 Concepts of Financial Accounting II 3-4

One Business Survey course: BUS 111, BUS 112, BUS 113, BUS 114, or SPO 101 3

BUS 205 Principles of Management 3

BUS 209 Principles of Marketing 3

CIS 140 Microcomputer Software Tools I 3

Program Electives

Any courses coded ACC, BUS, CIS, ECO, or MAT 6

Open Electives

Any courses other than a developmental course (see page 31) 3-4

To plan degree completion, see the course descriptions in the catalog beginning on page 125 or at http://www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled. For a list of courses that can be taken online, refer to pages 162-163.

1. See pages 41-43 for the specific requirements of the MassTransfer policy.
2. 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 (Applied Calculus I).
3. While both ACC 121/122 and ACC 151/152 introduce the student to the accounting cycle and topics in accounting, ACC 151/152 focuses on accounting for corporations and the analysis of financial statements and is recommended for BAT students.
4. Many transfer schools require ACC 203 Management Accounting.
5. Recommended MAT 151 (Applied Calculus I).

The Business Administration Transfer degree may be completed fully online. Refer to page 121 or visit http://www.gcc.mass.edu/online for additional information. Also, see pages 162-163 for the anticipated online course offerings for the next several semesters.
Liberal Arts (LIB)  

Satisfies MassTransfer Block  

The course-selection guide below provides the most flexible way to complete a Liberal Arts degree at GCC. If students are uncertain about a career path or about the specific college or university to which they may transfer, then this general, flexible plan is a good choice. Students should work closely with their GCC advisor to select the specific courses that will help meet the course prerequisites and expectations at that institution.

<table>
<thead>
<tr>
<th>THE DEGREE</th>
<th>Associate in Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE PROGRAM</td>
<td>Provides a broad background in the humanities, behavioral sciences, and natural sciences.</td>
</tr>
<tr>
<td>YOUR NEXT STEP</td>
<td>Transfer to a Baccalaureate program.</td>
</tr>
<tr>
<td>PROGRAM CONTACT</td>
<td>Leo Hwang, Office: S322B, (413) 775-1221, <a href="mailto:hwangl@gcc.mass.edu">hwangl@gcc.mass.edu</a></td>
</tr>
</tbody>
</table>

General Education Requirements

<table>
<thead>
<tr>
<th>Total Credits: 60-62</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Composition/Writing</strong></td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I 3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II 3</td>
</tr>
<tr>
<td><strong>Behavioral and Social Sciences</strong></td>
</tr>
<tr>
<td>Any two courses from this list: ANT 104, ECO 101 or ECO 102, EVS 101, POL 101, PSY 101, or SOC 101 6</td>
</tr>
<tr>
<td>One 3-credit course coded: ANT, ECO, EVS, HSV, POL, P$\text{S}$, or SOC 3</td>
</tr>
<tr>
<td><strong>Humanities and Fine Arts</strong></td>
</tr>
<tr>
<td>One 200-level course coded ENG 3</td>
</tr>
<tr>
<td>One course coded HIS 3</td>
</tr>
<tr>
<td>One 3- or 4-credit course coded: AHS, ART, ASL, DAN, ENG, FRE, GGY, HIS, HUM, LAT, MUS, PCS, PHI, SPA, or THE, other than a developmental course (see page 31), English Composition I and English Composition II 3-4</td>
</tr>
<tr>
<td>PCS 101 or 141 3</td>
</tr>
<tr>
<td><strong>Natural or Physical Science</strong></td>
</tr>
<tr>
<td>Any two 4-credit courses coded: BIO, CHE, GEO, PHY, SCI or EGR 105 8</td>
</tr>
<tr>
<td><strong>Mathematics/Quantitative Reasoning</strong></td>
</tr>
<tr>
<td>Any course coded MAT other than a developmental course (see page 31), MAT 105, and MAT 106 3-4</td>
</tr>
<tr>
<td><strong>Open Electives</strong></td>
</tr>
<tr>
<td>Any courses other than a developmental course (see page 31) 22</td>
</tr>
</tbody>
</table>

Please note that transfer to many four year colleges and universities may require the completion of four semesters of World Languages. Four sequential semesters of World Language classes from GCC will fulfill any UMass, Amherst language requirement. To plan degree completion, see the course descriptions in the catalog beginning on page 125 or at http://www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.

① You may also select from the liberal arts options listed on page 54.
② See pages 41-43 for the specific requirements of the MassTransfer policy.

The Liberal Arts degree may be completed fully online. Refer to page 121 or visit http://www.gcc.mass.edu/online for additional information. Also, see pages 162-163 for the anticipated online course offerings for the next several semesters.
Liberal Arts Option: Art (LAA)  

The Liberal Arts option described below is one focused way to complete the Liberal Arts degree at GCC. By taking courses listed in this specific option, students complete courses that will help develop 100 and 200 course level knowledge and skills in a particular field. Students are advised to work closely with their GCC advisor to select the specific courses that will help meet their specific career or transfer goals. (Note: Students who complete this option will graduate with a diploma that reads “Associate in Arts in Liberal Arts”.

<table>
<thead>
<tr>
<th>THE DEGREE</th>
<th>Associate in Arts in Liberal Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE OPTION</td>
<td>Provides a broad range of liberal arts studies with an emphasis on the visual arts. Future careers may include art education, art therapy, museum or gallery work, and other arts-related fields.</td>
</tr>
<tr>
<td>YOUR NEXT STEP</td>
<td>Transfer to a Baccalaureate program.</td>
</tr>
<tr>
<td>OPTION ADVISOR</td>
<td>Paul Lindale, Office: S217, (413) 775-1241, <a href="mailto:lindale@gcc.mass.edu">lindale@gcc.mass.edu</a></td>
</tr>
</tbody>
</table>

**Total Credits:** 62-63

**General Education Requirements**

**English Composition/Writing**
- ENG 101, 103, or 105 English Composition I 3
- ENG 112, 114, or 116 English Composition II 3

**Behavioral and Social Sciences**
- Any two courses from this list: ANT 104, ECO 101 or ECO 102, EVS 101, POL 101, PSY 101, or SOC 101 6
- One 3-credit course coded: ANT, ECO, EVS, HSV, POL, PSJ, PSY, or SOC 3

**Humanities and Fine Arts**
- One 200-level course coded ENG 3
- One course coded HIS 3
- AHS 101 Art History Survey I 3
- AHS 102 Art History Survey II 3
- ART 121 Visual Concepts I 3
- ART 123 Visual Concepts II 3
- PCS 101 or 141 3

**Natural or Physical Science**
- Any two 4-credit courses coded: BIO, CHE, GEO, PHY, SCI or EGR 105 8

**Mathematics/Quantitative Reasoning**
- Any course coded MAT other than a developmental course (see page 31), MAT 105, and MAT 106 3-4

**Option Electives**
- Any five additional courses coded ART ② 15

Note: Courses coded ART and which have ART prerequisites are graded pass/fail.

Please note that transfer to many four year colleges and universities may require the completion of four semesters of World Languages. Four sequential semesters of World Language classes from GCC will fulfill any UMass, Amherst language requirement.

To plan degree completion, see the course descriptions in the catalog beginning on page 125 or at http://www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled. For a list of courses that can be taken online, refer to pages 162-163.

① See pages 41-43 for the specific requirements of the MassTransfer policy.

② Art Studio Transfer courses (ART 188, ART 288) as approved by Program Coordinator.
**Liberal Arts Option: Computer Science (LCS)**

The Liberal Arts option described below is one focused way to complete the Liberal Arts degree at GCC. By taking courses listed in this specific option, students complete courses that will help develop 100 and 200 course level knowledge and skills in a particular field. Students are advised to work closely with their GCC advisor to select the specific courses that will help meet their specific career or transfer goals. (Note: Students who complete this option will graduate with a diploma that reads “Associate in Arts in Liberal Arts”.)

<table>
<thead>
<tr>
<th>THE DEGREE</th>
<th>Associate in Arts in Liberal Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE OPTION</td>
<td>Provides a base of liberal arts, mathematics, sciences, and computer courses to prepare a student for transfer to a Bachelor of Science degree program in Computer Science.</td>
</tr>
<tr>
<td>YOUR NEXT STEP</td>
<td>Transfer to a Baccalaureate program in Computer Science.</td>
</tr>
<tr>
<td>OPTION ADVISOR</td>
<td>Doug Wilkins, Office: E132K, (413) 775-1480, email: <a href="mailto:wilkins@gcc.mass.edu">wilkins@gcc.mass.edu</a></td>
</tr>
</tbody>
</table>

**Total Credits: 62-63**

### General Education Requirements

<table>
<thead>
<tr>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Composition/Writing</strong></td>
<td></td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Behavioral and Social Sciences</strong></td>
<td></td>
</tr>
<tr>
<td>Any two courses from this list: ANT 104, ECO 101 or ECO 102, EVS 101, POL 101, PSY 101, or SOC 101</td>
<td>6</td>
</tr>
<tr>
<td>One 3-credit course coded: ANT, ECO, EVS, HSV, POL, PSY, PSY, or SOC</td>
<td>3</td>
</tr>
<tr>
<td><strong>Humanities and Fine Arts</strong></td>
<td></td>
</tr>
<tr>
<td>One 200-level course coded ENG</td>
<td>3</td>
</tr>
<tr>
<td>One course coded HIS</td>
<td>3</td>
</tr>
<tr>
<td>One 3- or 4-credit course coded: AH S, ART, ASL, DAN, ENG, FRE, GGY, HIS, HUM, LAT, MUS, PCS, PHI, SPA, or THE, other than a developmental course (see page 31), English Composition I and English Composition II</td>
<td>3-4</td>
</tr>
<tr>
<td>PCS 101 or 141</td>
<td>3</td>
</tr>
<tr>
<td><strong>Natural or Physical Science</strong></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><strong>Mathematics/Quantitative Reasoning</strong></td>
<td></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><strong>Additional Program Requirements</strong></td>
<td></td>
</tr>
<tr>
<td>CIS 251 Java Programming</td>
<td>4</td>
</tr>
<tr>
<td>CIS 254 Data Structures</td>
<td>4</td>
</tr>
<tr>
<td><strong>Option Electives</strong></td>
<td></td>
</tr>
<tr>
<td>Any 7 credits of courses coded: BIO, CHE, GEO, PHY, MAT 107 or higher; CIS 150, CIS 201, CIS 252, EGR 105, EGT 112, REE, SCI, other than REE 114, REE 131, REE 132, REE 133, REE 135, REE 136, REE 221, REE 228, SCI 114, SCI 131, SCI 132, SCI 133, SCI 135, SCI 136, SCI 221, and SCI 228, CIS 201 is strongly recommended.</td>
<td>7</td>
</tr>
</tbody>
</table>

Please note that transfer to many four year colleges and universities may require the completion of four semesters of World Languages. Four sequential semesters of World Language classes from GCC will fulfill any UMass, Amherst language requirement. To plan degree completion, see the course descriptions in the catalog beginning on page 125 or at http://www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled. For a list of courses that can be taken online, refer to pages 162-163.

1. See pages 41-43 for the specific requirements of the MassTransfer policy.
Liberal Arts Option: Dance (LAD)

The Liberal Arts option described below is one focused way to complete the Liberal Arts degree at GCC. By taking courses listed in this specific option, students complete courses that will help develop 100 and 200 course level knowledge and skills in a particular field. Students are advised to work closely with their GCC advisor to select the specific courses that will help meet their specific career or transfer goals. (Note: Students who complete this option will graduate with a diploma that reads “Associate in Arts in Liberal Arts”.)

### THE DEGREE
Associate in Arts in Liberal Arts

### THE OPTION
Provides a base 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 program.

### OPTION ADVISOR
Sharon Arslanian, Office: E109, (413) 775-1262, arslanian@gcc.mass.edu

### General Education Requirements

<table>
<thead>
<tr>
<th>Category</th>
<th>Course Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition/Writing</td>
<td>ENG 101, 103, or 105</td>
<td>3</td>
</tr>
<tr>
<td>English Composition/Writing</td>
<td>ENG 112, 114, or 116</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral and Social Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any two courses from this list:</td>
<td>ANT 104, ECO 101 or ECO 102, EVS 101, POL 101, PSY 101, or SOC 101</td>
<td>6</td>
</tr>
<tr>
<td>One 3-credit course coded:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>One of the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>One 200-level course coded ENG</td>
<td></td>
<td></td>
</tr>
<tr>
<td>One course coded HIS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAN 101 Introduction to Dance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>One of the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAN 102 World Dance and Culture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAN 121 Dance Repertory Group:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mixed Company</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PCS 101 or 141</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Humanities and Fine Arts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any two 4-credit courses coded:</td>
<td>BIO, CHE, GEO, PHY, SCI or EGR 105</td>
<td>8</td>
</tr>
<tr>
<td>Mathematics/Quantitative Reasoning</td>
<td>Any course coded MAT other than a developmental course (see page 31), MAT 105, and MAT 106</td>
<td>3-4</td>
</tr>
</tbody>
</table>

### Option Electives

Any 12 credits of courses from the Dance Electives list below (must include at least two dance styles and at least 3 credits at the 200 level)

### Open Electives

Any courses other than a developmental course (see page 31)

### Total Credits: 60-61

**DANCE ELECTIVES**

<table>
<thead>
<tr>
<th>Course Code</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>1-3</td>
</tr>
<tr>
<td>DAN 104 Jazz Dance II</td>
<td>3</td>
</tr>
<tr>
<td>DAN 105 African Dance I</td>
<td>1-3</td>
</tr>
<tr>
<td>DAN 106 Ballet I</td>
<td>3</td>
</tr>
<tr>
<td>DAN 107 Ballet II</td>
<td>3</td>
</tr>
<tr>
<td>DAN 111 Modern Dance I</td>
<td>1-3</td>
</tr>
<tr>
<td>DAN 112 Modern Dance II</td>
<td>3</td>
</tr>
<tr>
<td>DAN 114 Tap Dance I</td>
<td>1-3</td>
</tr>
<tr>
<td>DAN 115 Tap Dance II</td>
<td>3</td>
</tr>
<tr>
<td>DAN 116 Middle Eastern Dance I</td>
<td>1-3</td>
</tr>
<tr>
<td>DAN 117 Middle Eastern Dance II</td>
<td>3</td>
</tr>
<tr>
<td>DAN 120 World Dance and Culture</td>
<td>3</td>
</tr>
<tr>
<td>DAN 121 Dance History</td>
<td>3</td>
</tr>
<tr>
<td>DAN 122 Ballroom Dance: American Smooth Style</td>
<td>1</td>
</tr>
<tr>
<td>DAN 184 Ballroom Dance: Latin Style</td>
<td>1</td>
</tr>
<tr>
<td>DAN 201 Dance Repertory Group: Mixed Company</td>
<td>3</td>
</tr>
<tr>
<td>DAN 204 Jazz Dance IV</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 211 Modern Dance III</td>
<td>3</td>
</tr>
<tr>
<td>DAN 212 Modern Dance IV</td>
<td>3</td>
</tr>
<tr>
<td>DAN 214 Tap Dance III</td>
<td>3</td>
</tr>
<tr>
<td>DAN 215 Middle Eastern Dance III</td>
<td>3</td>
</tr>
<tr>
<td>DAN 216 Middle Eastern Dance III</td>
<td>3</td>
</tr>
<tr>
<td>DAN 217 Middle Eastern Dance IV</td>
<td>3</td>
</tr>
</tbody>
</table>

Please note that transfer to many four year colleges and universities may require the completion of four semesters of World Languages. Four sequential semesters of World Language classes from GCC will fulfill any UMass, Amherst language requirement.

To plan degree completion, see the course descriptions in the catalog beginning on page 125 or at http://www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.

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① See pages 41-43 for the specific requirements of the MassTransfer policy.
Liberal Arts Option: Economics (LES)

The Liberal Arts option described below is one focused way to complete the Liberal Arts degree at GCC. By taking courses listed in this specific option, students complete courses that will help develop 100 and 200 course level knowledge and skills in a particular field. Students are advised to work closely with their GCC advisor to select the specific courses that will help meet their specific career or transfer goals. (Note: Students who complete this option will graduate with a diploma that reads “Associate in Arts in Liberal Arts”.)

THE DEGREE
Associate in Arts in Liberal Arts

THE OPTION
Provides a foundational course of study for those seeking to transfer to Baccalaureate programs in economics. The program provides a strong base in mathematics, liberal arts, foreign language, and social sciences.

YOUR NEXT STEP
Transfer to a Baccalaureate program.

OPTION ADVISOR
Martha K. Field, Office: E132H, (413) 775-1421, field@gcc.mass.edu

Satisfies MassTransfer Block

Total Credits: 60

General Education Requirements

English Composition/Writing
ENGL 101, 103, or 105 English Composition I 3
ENGL 112, 114, or 116 English Composition II 3

Behavioral and Social Sciences
ECO 101 Principles of Macroeconomics 3
ECO 102 Principles of Microeconomics 3
POL 101 American Politics 3

Humanities and Fine Arts
One 200-level course coded ENG 3
One course coded HIS 3
Any 4 credits beyond current foreign language proficiency coded: ASL, FRE, LAT, or SPA 4
PCS 101 or 141 3

Natural or Physical Science
Any two 4-credit courses coded: BIO, CHE, GEO, PHY, SCI or EGR 105 8

Mathematics/Quantitative Reasoning
Any two 4-credit courses coded MAT other than a developmental course (see page 31), MAT 106, and MAT 116 8

Additional Program Requirements
Any two additional courses coded ECO 6

Option Electives
Any courses other than a developmental course (see page 31) 10

Note: Math courses to be chosen after consultation with faculty advisor and in consideration of the requirements of the transfer institution. A number of transfer schools require MAT 151 (Applied Calculus) or MAT 108 (Precalculus) or higher.

Please note that transfer to many four year colleges and universities may require the completion of four semesters of World Languages. Four sequential semesters of World Language classes from GCC will fulfill any UMass, Amherst language requirement.

To plan degree completion, see the course descriptions in the catalog beginning on page 125 or at http://www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.

See pages 41-43 for the specific requirements of the MassTransfer policy.
Liberal Arts Option: Education (LEO)  

The Liberal Arts option described below is one focused way to complete the Liberal Arts degree at GCC. By taking courses listed in this specific option, students complete courses that will help develop 100 and 200 course level knowledge and skills in a particular field. Students are advised to work closely with their GCC advisor to select the specific courses that will help meet their specific career or transfer goals. (Note: Students who complete this option will graduate with a diploma that reads “Associate in Arts in Liberal Arts”)

<table>
<thead>
<tr>
<th>THE DEGREE</th>
<th>Associate in Arts in Liberal Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE OPTION</td>
<td>Designed for students who plan to transfer to a Baccalaureate program with a goal toward gaining teacher licensure as a qualification for teaching positions in the public school system.</td>
</tr>
<tr>
<td>YOUR NEXT STEP</td>
<td>In order to enter directly into a teacher licensure program with junior standing, students seeking transfer to a Baccalaureate degree must meet two requirements prior to acceptance at the institution of their choice: passing scores on the Communication and Literacy Skills portion of the Massachusetts Tests for Educator Licensure (MTEL), and, completion of the first two years of a secondary major in Liberal Arts, or the Social Sciences, Math, or Science field. Work closely with your Education advisor to plan courses for the second major and to prepare to take the necessary tests. Contact the Transfer Office for more details.</td>
</tr>
<tr>
<td>OPTION ADVISOR</td>
<td>Peggy Martalock, Office: E116G, (413) 775-1118, email: <a href="mailto:martalockp@gcc.mass.edu">martalockp@gcc.mass.edu</a></td>
</tr>
<tr>
<td><strong>Total Credits:</strong></td>
<td><strong>61-62</strong></td>
</tr>
</tbody>
</table>

**General Education Requirements**

**English Composition/Writing**
- ENG 101, 103, or 105 English Composition I 3
- ENG 112, 114, or 116 English Composition II 3

**Behavioral and Social Sciences**
- PSY 101 Principles of Psychology 3
- PSY 233 Child Behavior and Development 3
- One of the following: ANT 104 Cultural Anthropology: Tribes, States, and the Global System, or GGY 101 Introduction to Geography 3

**Humanities and Fine Arts**
- Any 200 level ENG course except ENG 207, ENG 208, and ENG 241 3
- ENG 241 Survey of Children’s Literature 3
- HIS 101, 102, 105, or 106 3
- PCS 101 or 141 3

**Natural or Physical Science**
- One 4-credit course coded BIO 4
- One 4-credit course coded: CHE, GEO, PHY, SCI, or EGR 105 4

**Mathematics/Quantitative Reasoning**
- MAT 116 Mathematics for Early Childhood and Elementary Educators 3
- One of the following: MAT 117 Mathematical Problem Solving or MAT 114 Introduction to Statistics 3-4

**Additional Program Requirements**

EDU 111 Introduction to Special Education 3
EDU 205 Philosophy of Education or SOC 204 Sociology of Education 3
One of the following: ECO 101 Principles of Macroeconomics, ECO 102 Principles of Microeconomics, or POL 101 American Politics 3

**Open Electives**
- Any courses other than a developmental course (see page 31) to help start a content major 10

Students participating in this program must undergo a Criminal Offender Record Information (CORI) check. For details please refer to page 7.

For students who intend to pursue teacher licensure, all pre-service Education students must complete a secondary major in Liberal Arts or Social/Behavioral Sciences. In addition, in order to be accepted as a junior in a bachelor's level teacher preparation program, students must pass the MTEL exam. Students are encouraged to complete a practice program and to use online resources to gain the information and skills to pass this exam.

For additional information regarding Educator Licensure programs and the Massachusetts Teacher Education Licensure Exam (MTEL) please visit GCC's Education web site: [http://www.gcc.mass.edu/education/](http://www.gcc.mass.edu/education/).

Note: Some teacher licensure programs require a 2.7 GPA or higher for admission.

Refer to page 75 for another program option for the teacher licensure path.

Please note that transfer to many four year colleges and universities may require the completion of four semesters of World Languages. Four sequential semesters of World Language classes from GCC will fulfill any UMass, Amherst language requirement.

To plan degree completion, see the course descriptions in the catalog beginning on page 125 or at [http://www.gcc.mass.edu/academics/catalog/classes](http://www.gcc.mass.edu/academics/catalog/classes) which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.

1. See pages 41-43 for the specific requirements of the MassTransfer policy.
2. Consult with Education advisors and/or the Academic Advising Center.
The Liberal Arts option described below is one focused way to complete the Liberal Arts degree at GCC. By taking courses listed in this specific option, students complete courses that will help develop 100 and 200 course level knowledge and skills in a particular field. Students are advised to work closely with their GCC advisor to select the specific courses that will help meet their specific career or transfer goals. (Note: Students who complete this option will graduate with a diploma that reads “Associate in Arts in Liberal Arts.”)

<table>
<thead>
<tr>
<th>THE DEGREE</th>
<th>Associate in Arts in Liberal Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE OPTION</td>
<td>Offers the opportunity to study literature and to write and think critically and creatively. It provides a strong foundation for students considering a major or minor in English.</td>
</tr>
<tr>
<td>YOUR NEXT STEP</td>
<td>Transfer to a Baccalaureate program. Future careers may include writing, editing, publishing, education, public relations, advertising, business, media communications, information technology, law, and politics.</td>
</tr>
<tr>
<td>OPTION ADVISOR</td>
<td>Lillian Ruiz, Office: N315, (413) 775-1236, <a href="mailto:ruiz@gcc.mass.edu">ruiz@gcc.mass.edu</a></td>
</tr>
</tbody>
</table>

**General Education Requirements**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Composition/Writing</strong></td>
<td>ENG 101, 103, or 105 English Composition I 3</td>
</tr>
<tr>
<td><strong>Behavioral and Social Sciences</strong></td>
<td>Any two courses from this list: ANT 104, ECO 101 or ECO 102, EVS 101, POL 101, PSY 101, or SOC 101 6</td>
</tr>
<tr>
<td></td>
<td>One 3-credit course coded: ANT, ECO, EVS, HSV, POL, PSY, or SOC 3</td>
</tr>
<tr>
<td><strong>Humanities and Fine Arts</strong></td>
<td>Any six courses from the English Electives list below (must choose two to four courses from each column) 9</td>
</tr>
<tr>
<td><strong>Natural or Physical Science</strong></td>
<td>Any two 4-credit courses coded: BIO, CHE, GEO, PHY, SCI or EGR 105 8</td>
</tr>
<tr>
<td><strong>Mathematics/Quantitative Reasoning</strong></td>
<td>Any course coded MAT other than a developmental course (see page 31), MAT 105, and MAT 106 3-4</td>
</tr>
<tr>
<td><strong>Option Electives</strong></td>
<td>Any six courses from the English Electives list below (must choose two to four courses from each column) 9</td>
</tr>
<tr>
<td><strong>Open Electives</strong></td>
<td>Any courses other than a developmental course (see page 31) 7</td>
</tr>
</tbody>
</table>

**ENGLISH ELECTIVES**

<table>
<thead>
<tr>
<th>Column A (Survey Courses)</th>
<th>Column B (Genre Courses)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 201 Western Literature I 3</td>
<td>ENG 207 Creative Writing and Literature: Themes and Methods 3</td>
</tr>
<tr>
<td>ENG 202 Western Literature II 3</td>
<td>ENG 208 Creative Writing and Literature: Studies in Genre 3</td>
</tr>
<tr>
<td>ENG 203 American Literature I 3</td>
<td>ENG 210 Creative Nonfiction 3</td>
</tr>
<tr>
<td>ENG 204 American Literature II 3</td>
<td>ENG 212 Graphic Novel 3</td>
</tr>
<tr>
<td>ENG 205 British Literature I 3</td>
<td>ENG 229 Gothic Literature 3</td>
</tr>
<tr>
<td>ENG 206 British Literature II 3</td>
<td>ENG 240 Special Topics in Literature 3</td>
</tr>
<tr>
<td>ENG 219 Ethnic Literature 3</td>
<td>ENG 241 Survey of Children’s Literature 3</td>
</tr>
<tr>
<td>ENG 221 Shakespeare 3</td>
<td>ENG 243 Modern Poetry 3</td>
</tr>
<tr>
<td>ENG 228 Queer Literature 3</td>
<td>ENG 244 Science Fiction: Themes and Contexts 3</td>
</tr>
<tr>
<td>ENG 235 Survey of Latin American Literature 3</td>
<td>ENG 253 Valley/American Literature 3</td>
</tr>
<tr>
<td>ENG 247 Women in Literature I 3</td>
<td>ENG 261 The Short Story 3</td>
</tr>
<tr>
<td>ENG 248 Women in Literature II 3</td>
<td>ENG 270 Literature and the Environment 3</td>
</tr>
</tbody>
</table>

Please note that transfer to many four-year colleges and universities may require the completion of four semesters of World Languages. Four sequential semesters of World Language classes from GCC will fulfill any UMass, Amherst language requirement.

To plan degree completion, see the course descriptions in the catalog beginning on page 125 or at http://www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.

① See pages 41-43 for the specific requirements of the MassTransfer policy;
② Recommended: ENG 195, Introduction to Literary Journal Publishing;
③ Other English courses may be accepted with the approval of the Program Coordinator.
# Liberal Arts Option: Environmental Science (LEN)

The Liberal Arts option described below is one focused way to complete the Liberal Arts degree at GCC. By taking courses listed in this specific option, students complete courses that will help develop 100 and 200 course level knowledge and skills in a particular field. Students are advised to work closely with their GCC advisor to select the specific courses that will help meet their specific career or transfer goals. (Note: Students who complete this option will graduate with a diploma that reads “Associate in Arts in Liberal Arts”.)

<table>
<thead>
<tr>
<th>THE DEGREE</th>
<th>Associate in Arts in Liberal Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE OPTION</td>
<td>Provides a background in environmental science with course work geared toward transfer requirements for a four-year Baccalaureate program in environmental science.</td>
</tr>
<tr>
<td>YOUR NEXT STEP</td>
<td>Transfer to a Baccalaureate program.</td>
</tr>
<tr>
<td>OPTION ADVISOR</td>
<td>Brian Adams, Office: S410, (413) 775-1454, <a href="mailto:adams@gcc.mass.edu">adams@gcc.mass.edu</a></td>
</tr>
</tbody>
</table>

**Total Credits: 60-63**

## General Education Requirements

### English Composition/Writing
- ENG 101, 103, or 105 English Composition I 3
- ENG 112, 114, or 116 English Composition II 3

### Behavioral and Social Sciences
- ECO 113 Environmental Economics 3
- EVS 101 Environmental Studies: Issues in Sustainability 3
- One of the following: ANT 104, POL 101, PSY 101, or SOC 101 3

### Humanities and Fine Arts
- One 200-level course coded ENG 3
- One course coded HIS 3
- One 3- or 4-credit course coded: AHS, ART, ASL, DAN, ENG, FRE, GGY, HIS, HUM, LAT, MUS, PCS, PHI, SPA, or THE 3-4
- PCS 101 or 141 3

### Natural or Physical Science
- BIO 120 Introduction to Environmental Science 4
- BIO 126 Biology I 4
- BIO 127 Biology II 4
- One of the following: BIO 103 Ecology, BIO 104 Natural History, or BIO 122 Freshwater Ecology 4
- CHE 111 General Chemistry I 4
- Any two courses coded: BIO, CHE, GEO, MAT 107 or higher; EGR 105, EGT 112, REE, or SCI, other than REE 114, REE 131, REE 132, REE 133, REE 135, SCI 114, SCI 131, SCI 132, SCI 133, SCI 135, SCI 136, SCI 221, and SCI 228 6-8

### Mathematics/Quantitative Reasoning
- One of the following: MAT 107 College Algebra or MAT 114 Introduction to Statistics 4

### Open Electives
- Any courses other than a developmental course (see page 31) 3

Please note that transfer to many four-year colleges and universities may require the completion of four semesters of World Languages. Four sequential semesters of World Language classes from GCC will fulfill any UMass, Amherst language requirement.

To plan degree completion, see the course descriptions in the catalog beginning on page 125 or at [http://www.gcc.mass.edu/academics/catalog/classes](http://www.gcc.mass.edu/academics/catalog/classes) which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.

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1. See pages 41-43 for the specific requirements of the MassTransfer policy.
2. Students are strongly advised to also take CHE 112 General Chemistry II
3. Students are strongly advised to take CHE 112, MAT 107, and MAT 114
4. Students are strongly advised to take both MAT 107 and MAT 114
5. To be chosen in consultation with the faculty advisor and in consideration of the requirements of the transfer institution.
## Liberal Arts Option: Farm and Food Systems (LFF)

The Liberal Arts option described below is one focused way to complete the Liberal Arts degree at GCC. By taking courses listed in this specific option, students complete courses that will help develop 100 and 200 course level knowledge and skills in a particular field. Students are advised to work closely with their GCC advisor to select the specific courses that will help meet their specific career or transfer goals. (Note: Students who complete this option will graduate with a diploma that reads “Associate in Arts in Liberal Arts”.)

### THE DEGREE
Associate in Arts in Liberal Arts

### THE OPTION
Explores the broad field of sustainable farming and food systems. It provides students with an interdisciplinary understanding of the ecological, economic, political, and social systems as they relate to food and farming. Through additional applied courses and internships, students learn hands-on skills such as food cultivation, preservation, processing, techniques for propagation, and season-extension, and design of annual and perennial production systems. Students engage in community partnerships and participate in bioregional efforts to support food security, local economies, and planning for resiliency.

### YOUR NEXT STEP
Transfer to a Baccalaureate program in Sustainable Food and Farming or apply gained knowledge to jobs in sustainable farming, agriculture policy, food-related enterprises, or food systems planning.

### OPTION CONTACT
Amanda Hyde, Office: S414, (413) 775-1450, email: hydea@gcc.mass.edu

### General Education Requirements

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Composition/Writing</strong></td>
<td></td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Behavioral and Social Sciences</strong></td>
<td></td>
</tr>
<tr>
<td>EVS 101 Environmental Studies: Issues in Sustainability</td>
<td>3</td>
</tr>
<tr>
<td>EVS 118 Introduction to Food Systems</td>
<td>3</td>
</tr>
<tr>
<td>One of the following: ANT 104, ECO 101, ECO 102, POL 101, PSY 101, or SOC 101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Humanities and Fine Arts</strong></td>
<td></td>
</tr>
<tr>
<td>One 200-level course coded ENG</td>
<td>3</td>
</tr>
<tr>
<td>One course coded HIS</td>
<td>3</td>
</tr>
<tr>
<td>One 3- or 4-credit course coded: AHS, ART, ASL, DAN, ENG, FRE, GGY, HIS, HUM, LAT, MUS, PCS, PHI, SPA, or THE other than a developmental course (see page 31), English Composition I and English Composition II</td>
<td>3-4</td>
</tr>
<tr>
<td>PCS 101 or 141</td>
<td>3</td>
</tr>
<tr>
<td><strong>Natural or Physical Science</strong></td>
<td></td>
</tr>
<tr>
<td>SCI 138 Soil Science</td>
<td>4</td>
</tr>
<tr>
<td>Any two courses from the following: BIO 102, BIO 124, or SCI 137 (if recommended)</td>
<td>8</td>
</tr>
<tr>
<td><strong>Mathematics/Quantitative Reasoning</strong></td>
<td></td>
</tr>
<tr>
<td>One of the following: MAT 107, MAT 108 (if recommended), MAT 114, MAT 117, MAT 151, or MAT 201</td>
<td>3-4</td>
</tr>
<tr>
<td><strong>Additional Program Requirement</strong></td>
<td></td>
</tr>
<tr>
<td>BUS 114 Farm and Food Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td><strong>Option Electives</strong></td>
<td></td>
</tr>
<tr>
<td>Courses, totaling 15 credits, to be chosen from those with the following codes: ACC, AGR (re-skilling courses), BIO, BUS, CHE, CIS other than a developmental course (see page 31), ECO, EGT 112, EVS, MAT other than a developmental course (see page 31); PHI 206, PSJ, REE, SCI; Internship(s) of 1-6 credits (either 293 or 294) with an EVS, REE, SCI, BUS, or CIS coding may be available. Should be chosen in consultation with an advisor. It is recommended (but not required) to cluster electives around a theme (entrepreneurship, social justice, science, etc.)</td>
<td>15</td>
</tr>
</tbody>
</table>

Please note that transfer to many four year colleges and universities may require the completion of four semesters of World Languages. Four sequential semesters of World Language classes from GCC will fulfill any UMass, Amherst language requirement.

To plan degree completion, see the course descriptions in the catalog beginning on page 125 or at [http://www.gcc.mass.edu/academics/catalog/classes](http://www.gcc.mass.edu/academics/catalog/classes) which specify the planned semester(s) in which the course is to be scheduled. For a list of courses that can be taken online, refer to pages 162-163.

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1. See pages 41-43 for the specific requirements of the MassTransfer policy.
2. Recommended if transferring to the UMass Sustainable Food and Farming Program: BIO 102 Botany; CHE 111 General Chemistry I; SCI 137 Permaculture Design; MAT 108 Precalculus.
### Liberal Arts Option: Food Science (LFO)

The Liberal Arts option described below is one focused way to complete the Liberal Arts degree at GCC. By taking courses listed in this specific option, students complete courses that will help develop 100 and 200 course level knowledge and skills in a particular field. Students are advised to work closely with their GCC advisor to select the specific courses that will help meet their specific career or transfer goals. (Note: Students who complete this option will graduate with a diploma that reads “Associate in Arts in Liberal Arts”.)

<table>
<thead>
<tr>
<th>THE DEGREE</th>
<th>Associate in Arts in Liberal Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE OPTION</td>
<td>Provides a strong two-year program in food science or food science engineering, similar to the first two years of a university program.</td>
</tr>
<tr>
<td>YOUR NEXT STEP</td>
<td>Transfer to a Baccalaureate program in food science, food science engineering or, with modification, nutrition.</td>
</tr>
<tr>
<td>OPTION ADVISOR</td>
<td>Trish Basford, Office: S409, (413) 775-1862, <a href="mailto:basfordt@gcc.mass.edu">basfordt@gcc.mass.edu</a></td>
</tr>
</tbody>
</table>

#### General Education Requirements

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition/Writing</td>
<td>ENG 101, 103, or 105 English Composition I 3</td>
</tr>
<tr>
<td></td>
<td>ENG 112, 114, or 116 English Composition II 3</td>
</tr>
<tr>
<td>Behavioral and Social Sciences</td>
<td>Any two courses from this list: ANT 104, ECO 101 or ECO 102, EVS 101, POL 101, PSY 101, or SOC 101 6</td>
</tr>
<tr>
<td></td>
<td>One 3-credit course coded: ANT, ECO, EVS, HSV, POL, PSJ, PSY, or SOC 3</td>
</tr>
<tr>
<td>Humanities and Fine Arts</td>
<td>One 200-level course coded ENG 3</td>
</tr>
<tr>
<td></td>
<td>One course coded HIS 3</td>
</tr>
<tr>
<td></td>
<td>One 3- or 4-credit course coded: AHS, ART, ASL, DAN, ENG, FRE, GGY, HIS, HUM, LAT, MUS, PCS, PHI, SPA, or THE, other than a developmental course (see page 31), English Composition I and English Composition II 3-4</td>
</tr>
<tr>
<td></td>
<td>PCS 101 or 141 3</td>
</tr>
<tr>
<td>Natural or Physical Science</td>
<td>BIO 130 Human Nutrition 3</td>
</tr>
<tr>
<td></td>
<td>BIO 194 Comprehensive Anatomy and Physiology 4</td>
</tr>
<tr>
<td></td>
<td>BIO 205 Microbiology 4</td>
</tr>
<tr>
<td></td>
<td>CHE 111 General Chemistry I 4</td>
</tr>
<tr>
<td></td>
<td>CHE 112 General Chemistry II 4</td>
</tr>
<tr>
<td></td>
<td>PHY 101 General Physics I 4</td>
</tr>
<tr>
<td></td>
<td>PHY 102 General Physics II 4</td>
</tr>
<tr>
<td>Mathematics/Quantitative Reasoning</td>
<td>MAT 108 Precalculus 4</td>
</tr>
<tr>
<td>Additional Program Requirement</td>
<td>CIS 140 Microcomputer Software Tools I 3</td>
</tr>
</tbody>
</table>

**Total Credits:** 61-62

In Bachelor’s programs related to this degree, required coursework can vary significantly. Courses to take at GCC may include: BIO 130 with lab; BIO 215; BIO 216; CHE 201; MAT 114; BIO 126; PSY 101; BUS 205 and BUS 203. Work with your advisor to choose courses appropriate for transfer to a selected university.

Please note that transfer to many four year colleges and universities may require the completion of four semesters of World Languages. Four sequential semesters of World Language classes from GCC will fulfill any UMass, Amherst language requirement. To plan degree completion, see the course descriptions in the catalog beginning on page 125 or at http://www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.

① See pages 41-43 for the specific requirements of the MassTransfer policy.
## Liberal Arts Option: Gender and Women's Studies (LGW)

Satisfies MassTransfer Block

The Liberal Arts option described below is one focused way to complete the Liberal Arts degree at GCC. By taking courses listed in this specific option, students complete courses that will help develop 100 and 200 course level knowledge and skills in a particular field. Students are advised to work closely with their GCC advisor to select the specific courses that will help meet their specific career or transfer goals. (Note: Students who complete this option will graduate with a diploma that reads “Associate in Arts in Liberal Arts”.)

<table>
<thead>
<tr>
<th>THE DEGREE</th>
<th>Associate in Arts in Liberal Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE OPTION</td>
<td>Offers an opportunity to understand various academic disciplines through the material, social, and cultural experiences of women and through the concept and context of gender as it applies to the sexes and frames the way we make sense of the world. The program provides a focus for students interested in gender and women's studies within the framework of the traditional skills and content of a liberal arts education.</td>
</tr>
<tr>
<td>YOUR NEXT STEP</td>
<td>Transfer to a Baccalaureate program in any liberal arts discipline, women's studies, gender studies, queer studies, interdisciplinary studies, or related fields.</td>
</tr>
</tbody>
</table>
| OPTION ADVISORS | Wendy Barnes, Office N325, (413) 775-1283, barnesw@gcc.mass.edu  
Linda McCarthy, Office E116K, (413) 775-1154, mccarthyl@gcc.mass.edu  
Christine Monahan, Office N319, (413) 775-1273, monahan@gcc.mass.edu |

### General Education Requirements

<table>
<thead>
<tr>
<th>English Composition/Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101, 103, or 105 English Composition I 3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Behavioral and Social Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any two courses from this list: ANT 104, ECO 101 or ECO 102, EVS 101, POL 101, PSY 101, or SOC 101 6</td>
</tr>
<tr>
<td>One additional 3-credit 200-level course coded: ANT, ECO, EVS, POL, PSY, or SOC 2 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Humanities and Fine Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>One of the following: ENG 228 Queer Literature, ENG 247 Women in Literature I, or ENG 248 Women in Literature II 3</td>
</tr>
<tr>
<td>One course coded HIS 3</td>
</tr>
<tr>
<td>One 3- or 4-credit course coded: AHS, ART, ASL, DAN, ENG, FRE, GGY, HIS, HUM, LAT, MUS, PCS, PHI, SPA, or THE, other than a developmental course (see page 31), English Composition I and English Composition II 3-4</td>
</tr>
<tr>
<td>PCS 101 or 141 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Natural or Physical Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any two 4-credit courses coded: BIO, CHE, GEO, PHY, SCI or EGR 105 8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics/Quantitative Reasoning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any course coded MAT other than a developmental course (see page 31), MAT 105, and MAT 106 3-4</td>
</tr>
</tbody>
</table>

### Additional Program Requirement

| GWS 115 Introduction to Gender and Women’s Studies 3 |

### Option Electives

| Any three courses from the Gender and Women's Studies Electives list below 9 |
| One course from the Gender and Women's Studies Social and Cultural Diversity Elective list below, or any course that meets the University of Massachusetts social and cultural diversity requirement, marked with an * in the GCC Catalog 3 |

### Open Electives

| Any courses other than a developmental course (see page 31) 7 |

| Total Credits: 60-62 |

(Option Electives and Notes continued on next page)
### GENDER AND WOMEN'S STUDIES ELECTIVES
- ENG 228 Queer Literature .................................. 3
- ENG 247 Women in Literature I ............................. 3
- ENG 248 Women in Literature II ............................ 3
- EVS 121 Gender and the Environment ..................... 3
- HIS 131 Women in American History ....................... 3
- PSY 225 Psychology of Women and Gender ............... 3
- SOC 206 Sociology of Human Sexuality, Behaviors, Experiences, and Identities ................................ 3
- SOC 208 Sociology of Gender ............................... 3

### GENDER AND WOMEN'S STUDIES SOCIAL AND CULTURAL DIVERSITY ELECTIVES
- EDU 103 Creative Experiences in Art, Music, and Drama ............... 3
- EDU 205 Philosophy of Education ............................ 3
- ENG 241 Survey of Children's Literature ................... 3
- EDU 205 Philosophy of Education ......................... 3
- ENG 211 Introduction to Geography ......................... 3
- HUM 153 Media and Popular Culture ....................... 3
- PHI 206 Environmental Ethics .............................. 3
- PSY 214 Psychology of Peace, Conflict and Violence .......... 3
- SOC 203 Sociology of the Family ............................ 3

Please note that transfer to many four year colleges and universities may require the completion of four semesters of World Languages. Four sequential semesters of World Language classes from GCC will fulfill any UMass, Amherst language requirement.

To plan degree completion, see the course descriptions in the catalog beginning on page 125 or at http://www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.

1. See pages 41-43 for the specific requirements of the MassTransfer policy.
2. Recommended: PSY 225, SOC 203, or SOC 206.
Academic Programs

Liberal Arts Option: Health Science (LAH)  Satisfies MassTransfer Block

The Liberal Arts option described below is one focused way to complete the Liberal Arts degree at GCC. By taking courses listed in this specific option, students complete courses that will help develop 100 and 200 course level knowledge and skills in a particular field. Students are advised to work closely with their GCC advisor to select the specific courses that will help meet their specific career or transfer goals. (Note: Students who complete this option will graduate with a diploma that reads “Associate in Arts in Liberal Arts.”)

<table>
<thead>
<tr>
<th>THE DEGREE</th>
<th>Associate in Arts in Liberal Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE OPTION</td>
<td>Provides a foundation in the liberal arts with an emphasis on preparation for continued study in the health science field. The program includes an exploration of health careers, as well as basic science courses necessary for many health occupation programs.</td>
</tr>
<tr>
<td>YOUR NEXT STEP</td>
<td>Transfer to a Baccalaureate program related to health science, or a certificate or associate degree health occupation program such as clinical laboratory science or radiologic technology.</td>
</tr>
<tr>
<td>OPTION CONTACT</td>
<td>Jay Gump, Office: S419A, (413) 775-1152, <a href="mailto:gumpj@gcc.mass.edu">gumpj@gcc.mass.edu</a></td>
</tr>
</tbody>
</table>

### General Education Requirements

#### English Composition/Writing
- ENG 101, 103, or 105 English Composition I 3
- ENG 112, 114, or 116 English Composition II 3

#### Behavioral and Social Sciences
- PSY 101 Principles of Psychology 3
- One of the following: ANT 104, ECO 101, ECO 102, EVS 101, POL 101, or SOC 101 3
- One 3-credit course coded: ANT, ECO, EVS, HSV, POL, PSJ, PSY, or SOC 3

#### Humanities and Fine Arts
- One 200-level course coded ENG 3
- One course coded HIS 3
- One 3- or 4-credit course coded: AHS, ART, ASL, DAN, ENG, FRE, GGY, HIS, HUM, LAT, MUS, PCS, PHI, SPA, or THE, other than a developmental course (see page 31), English Composition I and English Composition II 3-4
- PCS 101 or 141 3

#### Natural or Physical Science
- Any two 4-credit courses coded: BIO, CHE, or PHY 8

#### Mathematics/Quantitative Reasoning
- Any course coded MAT other than a developmental course (see page 31), MAT 105, and MAT 106 3-4

## Additional Program Requirement
- One of the following: HSC 101 Introduction to Patient Care Skills, or HSC 127 Survey of Health Careers, or 3 credits of courses coded EMS, MAC, MOM, or NUR 3

### Open Electives
- Any courses other than a developmental course (see page 31) 19

Total Credits: 60-62

Note: Work closely with your advisor to select course requirements and electives most appropriate for meeting your career objectives and your transfer institution’s requirements.

Please note that transfer to many four year colleges and universities may require the completion of four semesters of World Languages. Four sequential semesters of World Language classes from GCC will fulfill any UMass, Amherst language requirement.

To plan degree completion, see the course descriptions in the catalog beginning on page 125 or at http://www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.

① See pages 41-43 for the specific requirements of the MassTransfer policy.
② Recommended: MAT 114 or MAT 151.
③ HSC 127 will be taken in the first year as a LAH major.
Liberal Arts Option: Hospitality and Tourism Management (LHT)  

Satisfies MassTransfer Block

The Liberal Arts option described below is one focused way to complete the Liberal Arts degree at GCC. By taking courses listed in this specific option, students complete courses that will help develop 100 and 200 course level knowledge and skills in a particular field. Students are advised to work closely with their GCC advisor to select the specific courses that will help meet their specific career or transfer goals. (Note: Students who complete this option will graduate with a diploma that reads “Associate in Arts in Liberal Arts.”)

### THE DEGREE
Associate in Arts in Liberal Arts

### THE OPTION
Provides a foundational course of study for those seeking to transfer to Baccalaureate programs in hospitality. The program combines a strong base in both business and liberal arts.

### YOUR NEXT STEP
Transfer to a Baccalaureate program.

### OPTION ADVISOR
Thomas T. Simmons, Office: E132K, (413) 775-1482, email: simmonst@gcc.mass.edu

### General Education Requirements

<table>
<thead>
<tr>
<th>Category</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition/Writing</td>
<td>ENG 101, 103, or 105 English Composition I 3</td>
</tr>
<tr>
<td>Behavioral and Social Sciences</td>
<td>ECO 101 Principles of Macroeconomics 3</td>
</tr>
<tr>
<td></td>
<td>ECO 102 Principles of Microeconomics 3</td>
</tr>
<tr>
<td></td>
<td>One 3-credit course coded: ANT, ECO, EVS, HSV, POL, PSJ, PSY, or SOC 3</td>
</tr>
<tr>
<td>Humanities and Fine Arts</td>
<td>One 200-level course coded ENG 3</td>
</tr>
<tr>
<td></td>
<td>One course coded HIS 3</td>
</tr>
<tr>
<td></td>
<td>One of the following: GGY 101 Introduction to Geography or any 3 or 4-credit course coded ASL, FRE, LAT, or SPA 3-4</td>
</tr>
<tr>
<td></td>
<td>One course coded PCS 3</td>
</tr>
<tr>
<td>Natural or Physical Science</td>
<td>BIO 130 Human Nutrition 3</td>
</tr>
<tr>
<td></td>
<td>BIO 130L Human Nutrition Lab 1</td>
</tr>
<tr>
<td></td>
<td>Any one 4-credit course coded: BIO, CHE, GEO, PHY, SCI or EGR 105 4</td>
</tr>
<tr>
<td>Mathematics/Quantitative Reasoning</td>
<td>MAT 114 Introduction to Statistics 4</td>
</tr>
</tbody>
</table>

### Additional Program Requirements

<table>
<thead>
<tr>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>One of the following: ACC 121 Principles of Financial Accounting I or ACC 151 Concepts of Financial Accounting I 3-4</td>
</tr>
<tr>
<td>One of the following: ACC 122 Principles of Financial Accounting II or ACC 152 Concepts of Financial Accounting II 3-4</td>
</tr>
<tr>
<td>One Business Survey course: BUS 111, BUS 113, BUS 114, or SPO 101 3</td>
</tr>
<tr>
<td>BUS 112 Introduction to Hospitality and Tourism 3</td>
</tr>
<tr>
<td>BUS 209 Principles of Marketing 3</td>
</tr>
</tbody>
</table>

### Option Elective
Any 3-credit course coded: ACC, BUS, CIS, ECO, or MAT 107 or higher 3

### Open Electives
Any courses other than a developmental course (see page 31) 3

Total Credits: 60-63

Students must earn a grade of C or better in BUS 112, MAT 114, and ECO 101 or ECO 102 for admission to the Hospitality and Tourism Management program at the University of Massachusetts at Amherst.

Please note that transfer to many four year colleges and universities may require the completion of four semesters of World Languages. Four sequential semesters of World Language classes from GCC will fulfill any UMass, Amherst language requirement. To plan degree completion, see the course descriptions in the catalog beginning on page 125 or at http://www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.

See pages 41-43 for the specific requirements of the MassTransfer policy.
Academic Programs

Liberal Arts Option: Human Services (LHS) Satisfies MassTransfer Block

The Liberal Arts option described below is one focused way to complete the Liberal Arts degree at GCC. By taking courses listed in this specific option, students complete courses that will help develop 100 and 200 course level knowledge and skills in a particular field. Students are advised to work closely with their GCC advisor to select the specific courses that will help meet their specific career or transfer goals. (Note: Students who complete this option will graduate with a diploma that reads “Associate in Arts in Liberal Arts.”)

<table>
<thead>
<tr>
<th>THE DEGREE</th>
<th>Associate in Arts in Liberal Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE OPTION</td>
<td>Provides a broad range of studies in the core curriculum and human services offerings.</td>
</tr>
<tr>
<td>YOUR NEXT STEP</td>
<td>Transfer to a Baccalaureate program.</td>
</tr>
<tr>
<td>OPTION ADVISOR</td>
<td>Amy Ford, Office: E132U, (413) 775-1127, email: <a href="mailto:forda1@gcc.mass.edu">forda1@gcc.mass.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Education Requirements</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition/Writing</td>
<td></td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral and Social Sciences</td>
<td></td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 217 Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Humanities and Fine Arts</td>
<td></td>
</tr>
<tr>
<td>One 200-level course coded ENG</td>
<td>3</td>
</tr>
<tr>
<td>One course coded HIS</td>
<td>3</td>
</tr>
<tr>
<td>One 3- or 4-credit course coded: AHS, ART, ASL, DAN, ENG, FRE, GGY, HIS, HUM, LAT, MUS, PCS, PHI, SPA, or THE, other than a developmental course (see page 31), English Composition I and English Composition II</td>
<td>3-4</td>
</tr>
<tr>
<td>PCS 101 or 141</td>
<td>3</td>
</tr>
<tr>
<td>Natural or Physical Science</td>
<td></td>
</tr>
<tr>
<td>Any two 4-credit courses coded: BIO, CHE, GEO, PHY, SCI or EGR 105</td>
<td>8</td>
</tr>
<tr>
<td>Mathematics/Quantitative Reasoning</td>
<td></td>
</tr>
<tr>
<td>Any course coded MAT other than a developmental course (see page 31), MAT 105, and MAT 106</td>
<td>3-4</td>
</tr>
<tr>
<td>Additional Program Requirements</td>
<td></td>
</tr>
<tr>
<td>HSV 101 Introduction to Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HSV 115 The Helping Relationship</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>Option Electives</td>
<td></td>
</tr>
<tr>
<td>Any two courses from the following: PSJ 120, PSY 209, PSY 214, PSY 215, PSY 225, PSY 277, any course coded ANT, SOC, HSV, or CRJ</td>
<td>6</td>
</tr>
<tr>
<td>Open Electives</td>
<td></td>
</tr>
<tr>
<td>Any courses other than a developmental course (see page 31)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 63-65

Students participating in this program must undergo a Criminal Offender Record Information (CORI) check. For more information please refer to page 7.

Please note that transfer to many four year colleges and universities may require the completion of four semesters of World Languages. Four sequential semesters of World Language classes from GCC will fulfill any UMass, Amherst language requirement.

To plan degree completion, see the course descriptions in the catalog beginning on page 125 or at http://www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.

See pages 41-43 for the specific requirements of the MassTransfer policy.

①
Liberal Arts Option: Math-Science (LMO)

The Liberal Arts option described below is one focused way to complete the Liberal Arts degree at GCC. By taking courses listed in this specific option, students complete courses that will help develop 100 and 200 course level knowledge and skills in a particular field. Students are advised to work closely with their GCC advisor to select the specific courses that will help meet their specific career or transfer goals. (Note: Students who complete this option will graduate with a diploma that reads “Associate in Arts in Liberal Arts”)

<table>
<thead>
<tr>
<th>THE DEGREE</th>
<th>Associate in Arts in Liberal Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE OPTION</td>
<td>Designed for students who plan to transfer to a Baccalaureate program in math or science, or into a pre-professional program.</td>
</tr>
<tr>
<td>YOUR NEXT STEP</td>
<td>Transfer to a Baccalaureate program.</td>
</tr>
<tr>
<td>OPTION ADVISOR</td>
<td>Dr. Sandra A. Gokey, Office: N412, (413) 775-1447, <a href="mailto:gokey@gcc.mass.edu">gokey@gcc.mass.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Education Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition/Writing</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
</tr>
<tr>
<td>Behavioral and Social Sciences</td>
</tr>
<tr>
<td>Any two courses from this list: ANT 104, ECO 101 or ECO 102, EVS 101, POL 101, PSY 101, or SOC 101</td>
</tr>
<tr>
<td>One 3-credit course coded: ANT, ECO, EVS, HSV, POL, PSJ, PSY, or SOC</td>
</tr>
<tr>
<td>Humanities and Fine Arts</td>
</tr>
<tr>
<td>One 200-level course coded ENG</td>
</tr>
<tr>
<td>One course coded HIS</td>
</tr>
<tr>
<td>One 3- or 4-credit course coded: AHS, ART, ASL, DAN, ENG, FRE, GGY, HIS, HUM, LAT, MUS, PCS, PHI, SPA, or THE, other than a developmental course (see page 31), English Composition I and English Composition II</td>
</tr>
<tr>
<td>PCS 101 or 141</td>
</tr>
<tr>
<td>Natural or Physical Science</td>
</tr>
<tr>
<td>Select two of the following course codes and take two 4-credit courses in each: BIO, CHE, GEO, MAT 201 or higher, PHY, or SCI</td>
</tr>
<tr>
<td>Mathematics/Quantitative Reasoning</td>
</tr>
<tr>
<td>Any two courses from the following: MAT 107, 108, 201, or 202</td>
</tr>
<tr>
<td>Option Electives</td>
</tr>
<tr>
<td>Any 11 credits of courses coded: BIO, CHE, CIS 200 level programming course, EGR, EGT 112, GEO, MAT 107 or higher, PHY, REE, or SCI, other than REE 114, REE 131, REE 132, REE 133, REE 135, REE 136, REE 221, REE 228, SCI 114, SCI 131, SCI 132, SCI 133, SCI 135, SCI 136, SCI 221, and SCI 228</td>
</tr>
</tbody>
</table>

Total Credits: 62-63

Work closely with your advisor to select electives most appropriate for meeting your next academic steps and career objectives.

Please note that transfer to many four year colleges and universities may require the completion of four semesters of World Languages. Four sequential semesters of World Language classes from GCC will fulfill any UMass, Amherst language requirement.

To plan degree completion, see the course descriptions in the catalog beginning on page 125 or at http://www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.

See pages 41-43 for the specific requirements of the MassTransfer policy.

Satisfies MassTransfer Block ➀
# Academic Programs

## Liberal Arts Option: Music (LMU)  
**Satisfies MassTransfer Block**

The Liberal Arts option described below is one focused way to complete the Liberal Arts degree at GCC. By taking courses listed in this specific option, students complete courses that will help develop 100 and 200 course level knowledge and skills in a particular field. Students are advised to work closely with their GCC music advisor to select the specific courses that will help meet their specific career or transfer goals. (Note: Students who complete this option will graduate with a diploma that reads “Associate in Arts in Liberal Arts”.)

<table>
<thead>
<tr>
<th><strong>THE DEGREE</strong></th>
<th>Associate in Arts in Liberal Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>THE OPTION</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>YOUR NEXT STEP</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>OPTION ADVISOR</strong></td>
<td>Matthew Shippee, Office: S334, (413) 775-1228, <a href="mailto:shippeem@gcc.mass.edu">shippeem@gcc.mass.edu</a></td>
</tr>
</tbody>
</table>

### Total Credits: 66-67

<table>
<thead>
<tr>
<th><strong>General Education Requirements</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Composition/Writing</strong></td>
<td></td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Behavioral and Social Sciences</strong></td>
<td></td>
</tr>
<tr>
<td>Any two courses from this list: ANT 104, ECO 101 or ECO 102, EVS 101, POL 101, PSY 101, or SOC 101</td>
<td>6</td>
</tr>
<tr>
<td>One 3-credit course coded: ANT, ECO, EVS, HSV, POL, PSY, or SOC</td>
<td>3</td>
</tr>
<tr>
<td><strong>Humanities and Fine Arts</strong></td>
<td></td>
</tr>
<tr>
<td>One 200-level course coded ENG</td>
<td>3</td>
</tr>
<tr>
<td>One course coded HIS</td>
<td>3</td>
</tr>
<tr>
<td>MUS 107 Music Theory I</td>
<td>3</td>
</tr>
<tr>
<td>MUS 108 Music Theory II</td>
<td>3</td>
</tr>
<tr>
<td>MUS 138 Creative Musicianship</td>
<td>2</td>
</tr>
<tr>
<td>MUS 147 Aural Skills I</td>
<td>1</td>
</tr>
<tr>
<td>MUS 148 Aural Skills II</td>
<td>1</td>
</tr>
<tr>
<td>MUS 230 Applied Music 2-credit</td>
<td>8</td>
</tr>
<tr>
<td>MUS 231 Recital Participation</td>
<td>8</td>
</tr>
<tr>
<td>One of the following Music History Courses: MUS 101, 102, 127, or 137</td>
<td>3</td>
</tr>
<tr>
<td>PCS 101 or 141</td>
<td>3</td>
</tr>
<tr>
<td><strong>Natural or Physical Science</strong></td>
<td></td>
</tr>
<tr>
<td>Any two 4-credit courses coded: BIO, CHE, GEO, PHY, SCI or EGR 105</td>
<td>8</td>
</tr>
<tr>
<td><strong>Mathematics/Quantitative Reasoning</strong></td>
<td></td>
</tr>
<tr>
<td>Any course coded MAT other than a developmental course (see page 31), MAT 105, and MAT 106</td>
<td>3-4</td>
</tr>
<tr>
<td><strong>Option Electives</strong></td>
<td></td>
</tr>
<tr>
<td>Any 6 credits of courses from the Ensemble Electives list below (must earn at least 4 credits in one ensemble)</td>
<td>6</td>
</tr>
<tr>
<td>Any two courses from the Music Electives list below</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>ENSEMBLE ELECTIVES</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 111 Chorus</td>
<td>2</td>
</tr>
<tr>
<td>MUS 125 Jazz Ensemble</td>
<td>2</td>
</tr>
<tr>
<td>MUS 139 Contemporary Music Ensemble</td>
<td>2</td>
</tr>
<tr>
<td><strong>MUSIC ELECTIVES</strong></td>
<td></td>
</tr>
<tr>
<td>MUS 101 An Introduction to Music</td>
<td>3</td>
</tr>
<tr>
<td>MUS 102 Jazz Eras and Styles</td>
<td>3</td>
</tr>
<tr>
<td>MUS 103 Music Theory Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>MUS 127 20th Century American Popular Music</td>
<td>3</td>
</tr>
<tr>
<td>MUS 137 World Music and Cultures</td>
<td>3</td>
</tr>
<tr>
<td>MUS 208 Jazz Improvisation</td>
<td>3</td>
</tr>
<tr>
<td>MUS 220 Songwriting</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

Please note that transfer to non-music programs at four year colleges and universities could require the completion of four semesters of World Languages. Four sequential semesters of World Language classes from GCC will fulfill any UMass, Amherst language requirement. Students are advised to check with their music advisor for more specific information.

To plan degree completion, see the course descriptions in the catalog beginning on page 125 or at [http://www.gcc.mass.edu/academics/catalog/classes](http://www.gcc.mass.edu/academics/catalog/classes) which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.

1. See pages 41-43 for the specific requirements of the MassTransfer policy.
2. Two semesters of MUS 138 required.
3. Two credit lessons (MUS 230) on primary instrument; four semesters required.
4. Four semesters of MUS 231 required.
**Liberal Arts Option: Renewable Energy/Energy Efficiency (LRE)**

The Liberal Arts option described below is one focused way to complete the Liberal Arts degree at GCC. By taking courses listed in this specific option, students complete courses that will help develop 100 and 200 level knowledge and skills in a particular field. Students are advised to work closely with their GCC advisor to select the specific courses that will help meet their specific career or transfer goals. (Note: Students who complete this option will graduate with a diploma that reads “Associate in Arts in Liberal Arts”.)

<table>
<thead>
<tr>
<th>THE DEGREE</th>
<th>Associate in Arts in Liberal Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE OPTION</td>
<td>Provides students with the knowledge and skills needed for entry-level employment opportunities in the renewable energy/energy efficiency field; provides students already employed in the trades with knowledge and skills relevant to specific renewable energy/energy efficiency technologies, as well as broader understanding of the scientific, economic and political context of the industry; provides students with a general education background combined with a comprehensive introduction to renewable energy/energy efficiency and technical and general electives with course work geared toward transfer requirements for a four-year Baccalaureate program.</td>
</tr>
<tr>
<td>YOUR NEXT STEP</td>
<td>Take appropriate industry exams based on your course work. Find employment in the renewable energy/energy efficiency field, e.g. green building, energy auditing and/or solar. Continue academic studies in a four-year Baccalaureate program.</td>
</tr>
<tr>
<td>OPTION ADVISOR</td>
<td>Teresa Jones, Office: S414, (413) 775-1462, <a href="mailto:jones@gcc.mass.edu">jones@gcc.mass.edu</a></td>
</tr>
</tbody>
</table>

**Total Credits: 60-62**

<table>
<thead>
<tr>
<th>General Education Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Composition/Writing</strong></td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
</tr>
<tr>
<td><strong>Behavioral and Social Sciences</strong></td>
</tr>
<tr>
<td>Select one of the following 9-credit options:</td>
</tr>
<tr>
<td>EVS 101 Environmental Studies: Issues in Sustainability</td>
</tr>
<tr>
<td>One of the following: ANT 104, ECO 101, ECO 102, POL 101, PSY 101, or SOC 101</td>
</tr>
<tr>
<td>One 3-credit course coded: ANT, ECO, EVS, HSV, POL, PSJ, PSY, or SOC</td>
</tr>
<tr>
<td>or</td>
</tr>
<tr>
<td>ECO 113: Environmental Economics</td>
</tr>
<tr>
<td>Two of the following: ANT 104, ECO 101, ECO 102, EVS 101, POL 101, PSY 101, or SOC 101</td>
</tr>
<tr>
<td><strong>Humanities and Fine Arts</strong></td>
</tr>
<tr>
<td>One 200-level course coded ENG</td>
</tr>
<tr>
<td>One course coded HIS</td>
</tr>
<tr>
<td>One 3- or 4-credit course coded: AHS, ART, ASL, DAN, ENG, FRE, GGY, HIS, HUM, LAT, MUS, PCS, PHI, SPA, or THE, other than a developmental course (see page 31), English Composition I and English Composition II</td>
</tr>
<tr>
<td>PCS 101 or 141</td>
</tr>
<tr>
<td><strong>Natural or Physical Science</strong></td>
</tr>
<tr>
<td>BIO 120 Introduction to Environmental Science</td>
</tr>
<tr>
<td>SCI 120 Sustainable Energy: Theory and Practice</td>
</tr>
<tr>
<td>REE 126 Residential Energy Efficiency and Energy Auditing</td>
</tr>
<tr>
<td><strong>Mathematics/Quantitative Reasoning</strong></td>
</tr>
<tr>
<td>Any course coded MAT other than a developmental course (see page 31), MAT 105, and MAT 106</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Program Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>One 3-credit course coded: ACC, BUS, CIS, or ECO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any 12 credits of courses from the Option Electives list on next page</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Open Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any 4 credits of courses coded: ACC, BIO, BUS, CHE, CIS, ECO, EGR, EGT 112, EVS, GEO, MAT, PHY, PSJ, REE or SCI, other than a developmental course (see page 31) and MAT 116</td>
</tr>
</tbody>
</table>

(Option Electives and Notes continued on next page)
Course requirements and electives to be chosen after consultation with faculty advisor and in consideration of the requirements of the transfer institution and student's professional goals.

Please note that transfer to many four year colleges and universities may require the completion of four semesters of World Languages. Four sequential semesters of World Language classes from GCC will fulfill any UMass, Amherst language requirement.

To plan degree completion, see the course descriptions in the catalog beginning on page 125 or at http://www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled. For a list of courses that can be taken online, refer to pages 162-163.

See pages 41-43 for the specific requirements of the MassTransfer policy.
Recommended: MAT 107.
No more than six total credits of any combination of internships and directed study may count toward this degree. Of these six credits, no more than three credits may count toward option electives.
**Liberal Arts Option: Science-Math Education (LSM) Satisfies MassTransfer Block**

The Liberal Arts option described below is one focused way to complete the Liberal Arts degree at GCC. By taking courses listed in this specific option, students complete courses that will help develop 100 and 200 course level knowledge and skills in a particular field. Students are advised to work closely with their GCC advisor to select the specific courses that will help meet their specific career or transfer goals. (Note: Students who complete this option will graduate with a diploma that reads “Associate in Arts in Liberal Arts”.)

<table>
<thead>
<tr>
<th><strong>THE DEGREE</strong></th>
<th>Associate in Arts in Liberal Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>THE OPTION</strong></td>
<td>Designed for students who plan to transfer to a Baccalaureate program in science or math with a goal toward gaining teacher licensure as a qualification for teaching positions in the public school system.</td>
</tr>
<tr>
<td><strong>YOUR NEXT STEP</strong></td>
<td>In order to enter directly into a teacher licensure program with junior standing, students seeking transfer to a Baccalaureate degree must meet two requirements prior to acceptance at the institution of their choice: passing scores on the Communication and Literacy Skills portion of the Massachusetts Tests for Educator Licensure (MTEL), and, completion of the first two years of a secondary major in the Math or Science field. Work closely with an Education advisor and your primary major advisor to plan courses for the second major and to prepare to take the necessary tests. Contact the Transfer Office for more details.</td>
</tr>
<tr>
<td><strong>OPTION ADVISOR</strong></td>
<td>Trish Basford, Office: S409, (413) 775-1862, <a href="mailto:basfordt@gcc.mass.edu">basfordt@gcc.mass.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>General Education Requirements</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Composition/Writing</strong></td>
<td></td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Behavioral and Social Sciences</strong></td>
<td></td>
</tr>
<tr>
<td>EVS 101 Environmental Studies: Issues in Sustainability</td>
<td>3</td>
</tr>
<tr>
<td>One of the following: ANT 104, ECO 101, ECO 102, POL 101, PSY 101, or SOC 101</td>
<td>3</td>
</tr>
<tr>
<td>One 3-credit course coded: ANT, ECO, EVS, HSV, POL, PSJ, PSY, or SOC</td>
<td>3</td>
</tr>
<tr>
<td><strong>Humanities and Fine Arts</strong></td>
<td></td>
</tr>
<tr>
<td>One 200-level course coded ENG</td>
<td>3</td>
</tr>
<tr>
<td>One course coded HIS</td>
<td>3</td>
</tr>
<tr>
<td>One 3- or 4-credit course coded: AHS, ART, ASL, DAN, ENG, FRE, GGY, HIS, HUM, LAT, MUS, PCS, PHI, SPA, or THE, other than a developmental course (see page 31), English Composition I and English Composition II</td>
<td>3-4</td>
</tr>
<tr>
<td>PCS 101 or 141</td>
<td>3</td>
</tr>
<tr>
<td><strong>Natural or Physical Science</strong></td>
<td></td>
</tr>
<tr>
<td>Any five 4-credit classes that include at least four different subject areas coded: BIO, CHE, GEO, MAT, PHY, SCI, and EGR</td>
<td>20</td>
</tr>
<tr>
<td><strong>Mathematics/Quantitative Reasoning</strong></td>
<td></td>
</tr>
<tr>
<td>One of the following: MAT 107, 108, 151, or 201</td>
<td>4</td>
</tr>
<tr>
<td><strong>Additional Program Requirement</strong></td>
<td></td>
</tr>
<tr>
<td>EDU 205 Philosophy of Education</td>
<td>3</td>
</tr>
<tr>
<td><strong>Open Electives</strong></td>
<td></td>
</tr>
<tr>
<td>Any courses other than a developmental course (see page 31) to help start a content major</td>
<td>7-8</td>
</tr>
</tbody>
</table>

Total Credits: 61-63

For students who intend to pursue teacher licensure, all pre-service Education students must complete a secondary major in Math or Science. In addition, in order to be accepted as a junior in a bachelor’s level teacher preparation program, students must pass the MTEL exam. Students are encouraged to complete a practice program and to use online resources to gain the information and skills to pass this exam.

For additional information regarding Educator Licensure programs and the Massachusetts Teacher Education Licensure Exam (MTEL) please visit GCC’s Education web site: [http://www.gcc.mass.edu/education/](http://www.gcc.mass.edu/education/).

Note: Some teacher licensure programs require a 2.7 GPA or higher for admission.

Refer to page 61 for another program option for the teacher licensure path.

Please note that transfer to many four year colleges and universities may require the completion of four semesters of World Languages. Four sequential semesters of World Language classes from GCC will fulfill any UMass, Amherst language requirement.

To plan degree completion, see the course descriptions in the catalog beginning on page 125 or at [http://www.gcc.mass.edu/academics/catalog/classes](http://www.gcc.mass.edu/academics/catalog/classes) which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.

1. See pages 41-43 for the specific requirements of the MassTransfer policy.
2. Note: You will probably major in a particular math or science when you transfer to another school. We recommend that 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 and/or someone in the Academic Advising Center for advice on the choices that best meet your academic goals.
Academic Programs

Liberal Arts Option: Social Sciences (LSS)  

The Liberal Arts option described below is one focused way to complete the Liberal Arts degree at GCC. By taking courses listed in this specific option, students complete courses that will help develop 100 and 200 course level knowledge and skills in a particular field. Students are advised to work closely with their GCC advisor to select the specific courses that will help meet their specific career or transfer goals. (Note: Students who complete this option will graduate with a diploma that reads “Associate in Arts in Liberal Arts.”)

<table>
<thead>
<tr>
<th><strong>THE DEGREE</strong></th>
<th>Associate in Arts in Liberal Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>THE OPTION</strong></td>
<td>Offers students an opportunity to explore the social sciences in depth. The option provides a focused concentration on the social sciences for students interested in psychology, sociology, environmental studies, political science, and anthropology within the framework of a traditional liberal arts education.</td>
</tr>
<tr>
<td><strong>YOUR NEXT STEP</strong></td>
<td>Transfer to a Baccalaureate program in sociology, psychology, environmental studies, political science, or anthropology. Enter a career field based in the social sciences.</td>
</tr>
</tbody>
</table>
| **OPTION ADVISORS** | Terry Boyce, Office: E121H, (312) 775-1123, boyce@gcc.mass.edu  
Brian Kapitulik, Office: E116G, (413) 775-1252, kapitulikb@gcc.mass.edu |

**General Education Requirements**

| **English Composition/Writing** | ENG 101, 103, or 105 English Composition I 3  
ENG 112, 114, or 116 English Composition II 3 |
| **Behavioral and Social Sciences** | Any two courses from this list: ANT 104, ECO 101 or ECO 102, EVS 101, POL 101, PSY 101, or SOC 101 6 |
| **Humanities and Fine Arts** | One 200-level course coded ENG 3  
One course coded HIS 3  
One 3- or 4-credit course coded: AHS, ART, ASL, DAN, ENG, FRE, GGY, HIS, HUM, LAT, MUS, PCS, PHI, SPA, or THE, other than a developmental course (see page 31), English Composition I and English Composition II 3-4  
PCS 101 or 141 3 |
| **Natural or Physical Science** | Any two 4-credit courses coded: BIO, CHE, GEO, PHY, SCI or EGR 105 8 |
| **Mathematics/Quantitative Reasoning** | Any course coded MAT other than a developmental course (see page 31), MAT 105, and MAT 106 3-4 |
| **Option Electives** | One 100-level course from the Social Science Electives list below 3  
Any five 200-level courses coded: ANT, POL, PSY, or SOC 15 |
| **Open Electives** | Any courses other than a developmental course (see page 31) 7-8 |

**Total Credits:** 60-63

Please note that transfer to many four year colleges and universities may require the completion of four semesters of World Languages. Four sequential semesters of World Language classes from GCC will fulfill any UMass, Amherst language requirement.

To plan degree completion, see the course descriptions in the catalog beginning on page 125 or at http://www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.

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① See pages 41-43 for the specific requirements of the MassTransfer policy.

② These courses will need to be selected while working with an academic advisor and will be determined by the student’s transfer field of interest or intended career choice. For example: If the student intends to transfer in psychology, they will need both PSY 210 and PSY 212.

③ Recommended: One course focused on Interdisciplinary approach, for example: PSJ 101, GWS 115, HUM 153.
# Liberal Arts Option: Theater (LAT)

The Liberal Arts option described below is one focused way to complete the Liberal Arts degree at GCC. By taking courses listed in this specific option, students complete courses that will help develop 100 and 200 course level knowledge and skills in a particular field. Students are advised to work closely with their GCC advisor to select the specific courses that will help meet their specific career or transfer goals. (Note: Students who complete this option will graduate with a diploma that reads “Associate in Arts in Liberal Arts.”)

<table>
<thead>
<tr>
<th>THE DEGREE</th>
<th>Associate in Arts in Liberal Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE OPTION</td>
<td>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.</td>
</tr>
<tr>
<td>YOUR NEXT STEP</td>
<td>Transfer to a Baccalaureate program.</td>
</tr>
<tr>
<td>OPTION ADVISOR</td>
<td>Leo Hwang, Office: S322B, (413) 775-1221, email: <a href="mailto:hwangl@gcc.mass.edu">hwangl@gcc.mass.edu</a></td>
</tr>
</tbody>
</table>

### General Education Requirements

<table>
<thead>
<tr>
<th>English Composition/Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Behavioral and Social Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any two courses from this list: ANT 104, ECO 101 or ECO 102, EVS 101, POL 101, PSY 101, or SOC 101</td>
</tr>
<tr>
<td>One 3-credit course coded: ANT, ECO, EVS, HSV, POL, PSY, or SOC</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Humanities and Fine Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>One 200-level course coded ENG</td>
</tr>
<tr>
<td>One course coded HIS</td>
</tr>
<tr>
<td>Select one of the following</td>
</tr>
<tr>
<td>One 2- or 3-credit course coded DAN other than DAN 102</td>
</tr>
<tr>
<td>or</td>
</tr>
<tr>
<td>One of the following: MUS 104, MUS 111, 2 credits of MUS 130 Voice, or MUS 230 Voice</td>
</tr>
<tr>
<td>ENG 221 Shakespeare</td>
</tr>
<tr>
<td>THE 101 Introduction to Theater</td>
</tr>
<tr>
<td>THE 113 Fundamentals of Acting</td>
</tr>
<tr>
<td>THE 133 College Theater Workshop</td>
</tr>
<tr>
<td>THE 225 Directing – Theory and Practice</td>
</tr>
<tr>
<td>PCS 101 or 141</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Natural or Physical Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any two 4-credit courses coded: BIO, CHE, GEO, PHY, SCI or EGR 105</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics/Quantitative Reasoning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any course coded MAT other than a developmental course (see page 31), MAT 105, and MAT 106</td>
</tr>
</tbody>
</table>

### Option Electives

Any three courses from the Theater Electives list below 9

### Theater Electives

<table>
<thead>
<tr>
<th>THE 105 Play Analysis</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE 106 Stage Craft</td>
<td>3</td>
</tr>
<tr>
<td>THE 108 Interactive Dramatics</td>
<td>3</td>
</tr>
<tr>
<td>THE 213 Advanced Acting</td>
<td>3</td>
</tr>
<tr>
<td>THE 217 Experimental Performance</td>
<td>3</td>
</tr>
<tr>
<td>THE 295 or 296 Directed Study in Theatre</td>
<td>3</td>
</tr>
</tbody>
</table>

Please note that transfer to many four year colleges and universities may require the completion of four semesters of World Languages. Four sequential semesters of World Language classes from GCC will fulfill any UMass, Amherst language requirement. To plan degree completion, see the course descriptions in the catalog beginning on page 125 or at http://www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled. For a list of courses that can be taken online, refer to pages 162-163.

1. See pages 41-43 for the specific requirements of the MassTransfer policy;
2. THE 133 required 2 out of 4 semesters.
Associate in Science Degrees

• Accounting (ACC)
• Art/Visual Arts (AVA)
• Art/Visual Arts MassTransfer Option (AVC)
• Computer Information Systems (CIS)
• Computer Information Systems – Office Management (OMN)
• Criminal Justice (CRJ) ➀
• Criminal Justice MassTransfer Option (CJC) ➀
• Early Childhood Education MassTransfer Option (ECE) ➁
• Engineering Science (EGS)
• Fire Science Technology (FST)
• Management (MAN)
• Marketing (MKT)
• Nursing (NUR) ➂

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 in 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 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. ➃

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 an open elective ➄ by completing any credit course offered by the college, except developmental courses. ➅
• You may satisfy a general education elective ➄ by completing any course on the list of General Education Electives on pages 52-53.

Note: Total credits for a program indicate the minimum credits required to complete the program. Depending on your course selection, you may earn more than the minimum credits to complete a program.

➀ Police Career Incentive Pay Program (PCIPP) or Quinn Bill approved by the Massachusetts Board of Higher Education.
➁ Accredited by the National Association for the Education of Young Children.
➂ Accredited by the Accreditation Commission for Education in Nursing.
➃ To learn more about transfer requirements, see pages 41-43.
➄ Please note: Some electives in career programs are footnoted and specific courses are suggested.
➅ Developmental courses will not be used to fulfill associate degree requirements. Refer to page 31 for more information about developmental courses.
# Accounting (ACC)

**THE DEGREE**
Associate in 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 CONTACT**
Thomas Fredrick, MBA, CPA, Office: E132J, (413) 775-1493, fredrickt@gcc.mass.edu

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Total Credits: 60-62</th>
</tr>
</thead>
<tbody>
<tr>
<td>One of the following: ACC 121 Principles of Financial Accounting I or ACC 151 Concepts of Financial Accounting I 3-4</td>
<td></td>
</tr>
<tr>
<td>One of the following: ACC 122 Principles of Financial Accounting II or ACC 152 Concepts of Financial Accounting II 3-4</td>
<td></td>
</tr>
<tr>
<td>ACC 203 Management Accounting 3</td>
<td></td>
</tr>
<tr>
<td>ACC 207 Financial Accounting Systems and Procedures 3</td>
<td></td>
</tr>
<tr>
<td>ACC 208 Introduction to Federal Income Taxes 3</td>
<td></td>
</tr>
<tr>
<td>ACC 210 Introduction to Computerized Accounting 3</td>
<td></td>
</tr>
<tr>
<td>BUS 105 Personal Financial Literacy 3</td>
<td></td>
</tr>
<tr>
<td>One Business Survey course: BUS 111, BUS 112, BUS 113, BUS 114, or SPO 101 3</td>
<td></td>
</tr>
<tr>
<td>BUS 155 Business Law I 3</td>
<td></td>
</tr>
<tr>
<td>BUS 205 Principles of Management 3</td>
<td></td>
</tr>
<tr>
<td>BUS 224 Business Communications 3</td>
<td></td>
</tr>
<tr>
<td>CIS 140 Microcomputer Software Tools I 3</td>
<td></td>
</tr>
<tr>
<td>CIS 145 Relational Database Design and Application 3</td>
<td></td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I 3</td>
<td></td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II 3</td>
<td></td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology 3</td>
<td></td>
</tr>
<tr>
<td><strong>Program Electives</strong></td>
<td></td>
</tr>
<tr>
<td>One 3-credit course coded: ECO 3</td>
<td></td>
</tr>
<tr>
<td>Any 9 credits of courses from the list of General Education Electives on pages 52-53 9</td>
<td></td>
</tr>
</tbody>
</table>

While both ACC 121/122 and ACC 151/152 introduce the student to the accounting cycle and topics in accounting, ACC 121/122 focuses on detailed analysis and recording of financial transactions and is recommended for ACC students.

To plan degree completion, see the course descriptions in the catalog beginning on page 125 or at [http://www.gcc.mass.edu/academics/catalog/classes](http://www.gcc.mass.edu/academics/catalog/classes) which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.
# Art/Visual Arts (AVA)

<table>
<thead>
<tr>
<th>THE DEGREE</th>
<th>Associate in Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE PROGRAM</td>
<td>Focuses on the development of critical, philosophical, visual, and technical skills in the visual arts. Students may concentration in photography, video, computer arts, painting, drawing, and interdisciplinary arts. The program includes studio foundation experiences in diverse media and required courses in liberal arts and art history.</td>
</tr>
<tr>
<td>YOUR NEXT STEP</td>
<td>Transfer to a four-year art college or seek entry-level employment. Your future career could include work in photography, video, design, computer graphics, illustration, art education, painting, museum curatorship, and arts administration.</td>
</tr>
<tr>
<td>PROGRAM COORDINATOR</td>
<td>Paul Lindale, Office: S217, (413) 775-1241, <a href="mailto:lindale@gcc.mass.edu">lindale@gcc.mass.edu</a></td>
</tr>
</tbody>
</table>

## Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACS 200</td>
<td>Professional Art Practices</td>
<td>3</td>
</tr>
<tr>
<td>AHS 101</td>
<td>Art History Survey I</td>
<td>3</td>
</tr>
<tr>
<td>AHS 102</td>
<td>Art History Survey II</td>
<td>3</td>
</tr>
<tr>
<td>ART 121</td>
<td>Visual Concepts I</td>
<td>3</td>
</tr>
<tr>
<td>ART 123</td>
<td>Visual Concepts II</td>
<td>3</td>
</tr>
<tr>
<td>ART 131</td>
<td>Drawing Foundation</td>
<td>3</td>
</tr>
<tr>
<td>ART 132</td>
<td>Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 151</td>
<td>Photography Foundation</td>
<td>3</td>
</tr>
<tr>
<td>ART 155</td>
<td>Video Foundation</td>
<td>3</td>
</tr>
<tr>
<td>ART 161</td>
<td>Computer Arts Foundation</td>
<td>3</td>
</tr>
<tr>
<td>ART 290</td>
<td>Visual Arts Seminar</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>One 3-credit course coded: ANT, ECO, EVS, HSV, POL, PSJ, PSY, or SOC</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>3- or 4-credits of courses coded: ACS, AHS, ASL, BIO, CHE, DAN, EGR, EGT 112, ENG, FRE, GGY, GEO, HIS, HUM, LAT, MAT 100 or higher, MUS, PCS, PHI, PHY, REE, SCI, SPA, or THE, other than a developmental course (see page 31), English Composition I and English Composition II</td>
<td>3–4</td>
<td></td>
</tr>
</tbody>
</table>

## Program Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 251</td>
<td>Intermediate Photography I</td>
<td>3</td>
</tr>
<tr>
<td>ART 252</td>
<td>Intermediate Photography II</td>
<td>3</td>
</tr>
<tr>
<td>ART 255</td>
<td>Intermediate Video</td>
<td>3</td>
</tr>
<tr>
<td>ART 256</td>
<td>Intermediate Video II</td>
<td>3</td>
</tr>
<tr>
<td>ART 241</td>
<td>Painting</td>
<td>3</td>
</tr>
<tr>
<td>ART 242</td>
<td>Painting and Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 235</td>
<td>Figure Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 236</td>
<td>Advanced Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 237</td>
<td>Advanced Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 173</td>
<td>Digital Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 263</td>
<td>Web Site Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 268</td>
<td>3D Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ART 269</td>
<td>3D Animation</td>
<td>3</td>
</tr>
<tr>
<td>ART 280</td>
<td>Creative Coding</td>
<td>3</td>
</tr>
</tbody>
</table>

## Concentration Options

- Students who concentrate in **Photography** take: ART 251 Intermediate Photography I, ART 252 Intermediate Photography II, and ART 152 Film and the Darkroom
- Students who concentrate in **Video** take: ART 255 Intermediate Video and ART 256 Intermediate Video II
- Students who concentrate in **Painting** take: ART 241 Painting, ART 242 Painting and Drawing I, and ART 243 Painting and Drawing II
- Students who concentrate in **Drawing** take: ART 235 Figure Drawing, ART 236 Advanced Drawing I, and ART 237 Advanced Drawing II
- Students who concentrate in **Computer Arts** may take: ART 173 Digital Design, ART 263 Web Site Design, ART 268 3D Computer Graphics, ART 269 3D Animation, and ART 280 Creative Coding
- Students who concentrate in **Interdisciplinary Arts** may take any additional courses code ART

For a complete list of Art studio courses, refer to pages 127-128

Courses coded ART and which have 200-level ART prerequisites are graded pass/fail.

To plan degree completion, see the course descriptions in the catalog beginning on page 125 or at [http://www.gcc.mass.edu/academics/catalog/classes](http://www.gcc.mass.edu/academics/catalog/classes) which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.
## Art/Visual Arts (AVC)  

### THE DEGREE  
Associate in Science  

### THE PROGRAM  
Focuses on the development of critical, philosophical, visual, and technical skills in the visual arts. Students may concentration in photography, video, computer arts, painting, drawing, and interdisciplinary arts. The program includes studio foundation experiences in diverse media and required courses in liberal arts and art history. This version of the Visual Arts program is designed to meet the specific requirements of the MassTransfer policy.

### YOUR NEXT STEP  
Transfer to a four-year university or liberal arts college or seek entry-level employment. Your future career could include work in photography, video, design, computer graphics, illustration, art education, museum/gallery curatorship, and arts administration.

### PROGRAM COORDINATOR  
Paul Lindale, Office: S217, (413) 775-1241, lindale@gcc.mass.edu

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 101 Art History Survey I</td>
<td>3</td>
</tr>
<tr>
<td>AHS 102 Art History Survey II</td>
<td>3</td>
</tr>
<tr>
<td>AHS 107 History of Modern Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 121 Visual Concepts I</td>
<td>3</td>
</tr>
<tr>
<td>ART 123 Visual Concepts II</td>
<td>3</td>
</tr>
<tr>
<td>ART 131 Drawing Foundation</td>
<td>3</td>
</tr>
<tr>
<td>ART 132 Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 151 Photography Foundation</td>
<td>3</td>
</tr>
<tr>
<td>ART 155 Video Foundation</td>
<td>3</td>
</tr>
<tr>
<td>ART 161 Computer Arts Foundation</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 three 3-credit courses coded: ANT, ECO, EVS, HSV, POL, PSJ, PSY, or SOC</td>
<td>9</td>
</tr>
<tr>
<td>Any course coded MAT other than a developmental course (see page 31), MAT 105, and MAT 106</td>
<td>3-4</td>
</tr>
<tr>
<td>Any two 4-credit courses coded: BIO, CHE, GEO, Phy, SCI or EGR 105</td>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Electives</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Any three additional courses coded ART, at least two of which must be at the 200-level (see below for concentration options)</td>
<td>9</td>
</tr>
</tbody>
</table>

### CONCENTRATION OPTIONS  

- Students who concentrate in **Photography** take: ART 251 Intermediate Photography I, ART 252 Intermediate Photography II, and ART 152 Film and the Darkroom
- Students who concentrate in **Video** take: ART 255 Intermediate Video and ART 256 Intermediate Video II
- Students who concentrate in **Painting** take: ART 241 Painting, ART 242 Painting and Drawing I, and ART 243 Painting and Drawing II
- Students who concentrate in **Drawing** take: ART 235 Figure Drawing, ART 236 Advanced Drawing I, and ART 237 Advanced Drawing II
- Students who concentrate in **Computer Arts** may take: ART 173 Digital Design, ART 263 Web Site Design, ART 268 3D Computer Graphics, ART 269 3D Animation, and ART 280 Creative Coding
- Students who concentrate in **Interdisciplinary Arts** may take any additional courses code ART

For a complete list of Art studio courses, refer to pages 127-128

Courses coded ART and which have 200-level ART prerequisites are graded pass/fail.

To plan degree completion, see the course descriptions in the catalog beginning on page 125 or at [http://www.gcc.mass.edu/academics/catalog/classes](http://www.gcc.mass.edu/academics/catalog/classes) which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.

---

1 See pages 41-43 for the specific requirements of the MassTransfer policy; UMass will accept up to 75 credits in transfer.
## Computer Information Systems (CIS)

<table>
<thead>
<tr>
<th>THE DEGREE</th>
<th>Associate in Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE PROGRAM</td>
<td>For students interested in applying knowledge of microcomputer operating systems, software, and networks to business needs. The program teaches the use of current application packages in databases, spreadsheets, word processing, and website design and administration, single-user and network operating systems, network administration and design, and database development and programming. A foundation of business courses is included.</td>
</tr>
<tr>
<td>YOUR NEXT STEP</td>
<td>Employment as the microcomputer specialist, consultant, or technical support person in a variety of business settings, or transfer to a four-year program.</td>
</tr>
<tr>
<td>PROGRAM CONTACT</td>
<td>Doug Wilkins, Office: E132P, (413) 775-1480, <a href="mailto:wilkins@gcc.mass.edu">wilkins@gcc.mass.edu</a></td>
</tr>
<tr>
<td>Total Credits</td>
<td>60-63</td>
</tr>
</tbody>
</table>

### Program Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>One of the following: ACC 151 Concepts of Financial Accounting I or ACC 121 Principles of Financial Accounting I</td>
<td>3-4</td>
</tr>
<tr>
<td>One Business Survey course: BUS 111, BUS 112, BUS 113, BUS 114, or SPO 101</td>
<td>3</td>
</tr>
<tr>
<td>BUS 116 E-Commerce</td>
<td>3</td>
</tr>
<tr>
<td>One of the following: ACC 122, ACC 152, BUS 155, BUS 224, or any 200-level course coded ACC or BUS</td>
<td>3-4</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 145 Relational Database Design and Application</td>
<td>3</td>
</tr>
<tr>
<td>CIS 150 Programming Principles and Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CIS 151 Web Site Development</td>
<td>3</td>
</tr>
<tr>
<td>CIS 180 Network Workstation Administration</td>
<td>3</td>
</tr>
<tr>
<td>One of the following: 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>One of the following: PSY 101 Principles of Psychology or SOC 101 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Any course coded MAT other than a developmental course (see page 31), MAT 105, and MAT 106</td>
<td>3-4</td>
</tr>
</tbody>
</table>

### Program Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any 9 credits of 200-level CIS courses</td>
<td>9</td>
</tr>
<tr>
<td>Any 6 credits of courses from the list of General Education Electives on pages 52-53</td>
<td>6</td>
</tr>
</tbody>
</table>

To plan degree completion, see the course descriptions in the catalog beginning on page 125 or at [http://www.gcc.mass.edu/academics/catalog/classes](http://www.gcc.mass.edu/academics/catalog/classes) which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.

1. CIS majors must pass or place out of MAT 096 to take CIS 150, so MAT 107 is strongly recommended.
2. Recommended: ART 161.
# Computer Information Systems - Office Management (OMN)

<table>
<thead>
<tr>
<th>THE DEGREE</th>
<th>Associate in Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE PROGRAM</td>
<td>Provides skills necessary to manage a wide variety of office settings and tasks. Students acquire training in financial, managerial, and communications principles, and master related computer applications, to assist with the administration of the modern, technology-based office.</td>
</tr>
<tr>
<td>YOUR NEXT STEP</td>
<td>Manage an office in a small to medium size organization.</td>
</tr>
<tr>
<td>PROGRAM COORDINATOR</td>
<td>Thomas T. Simmons, Office E132K, (413) 775-1482, <a href="mailto:simmonst@gcc.mass.edu">simmonst@gcc.mass.edu</a></td>
</tr>
</tbody>
</table>

**Program Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Business Survey course: BUS 111, BUS 112, BUS 113, BUS 114, or SPO 101</td>
<td>3</td>
</tr>
<tr>
<td>BUS 205 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 224 Business Communications</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 145 Relational Database Design and Application</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>One 3-credit course coded PCS</td>
<td>3</td>
</tr>
<tr>
<td>Complete all courses in one of the following concentrations</td>
<td>23</td>
</tr>
<tr>
<td><strong>Medical Office Management Concentration</strong></td>
<td></td>
</tr>
<tr>
<td>BIO 194 Comparative Anatomy and Physiology or BIO 216 (BIO 196) Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BUS 102 Career Planning and Job Search Skills</td>
<td>1</td>
</tr>
<tr>
<td>MAC 103 Medical Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>MOM 110 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MOM 121 Medical Coding: Diagnosis</td>
<td>3</td>
</tr>
<tr>
<td>MOM 122 Medical Coding: Procedures</td>
<td>3</td>
</tr>
<tr>
<td>MOM 210 Medical Billing and Insurance</td>
<td>3</td>
</tr>
<tr>
<td>MOM 215 Electronic Health Records</td>
<td>3</td>
</tr>
<tr>
<td><strong>General Office Management Concentration</strong></td>
<td></td>
</tr>
<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>BUS 105 Personal Financial Literacy</td>
<td>3</td>
</tr>
<tr>
<td>BUS 116 E-Commerce</td>
<td>3</td>
</tr>
<tr>
<td>BUS 155 Business Law I or BUS 203 Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 151 Web Site Development</td>
<td>3</td>
</tr>
<tr>
<td>Any 3-credit course coded ACC, BUS, CIS, ECO, MAC, or MOM, other than a developmental course (see page 31)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Program Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any 11 credits of courses from the list of General Education Electives on pages 52-53</td>
<td>11</td>
</tr>
</tbody>
</table>

To plan degree completion, see the course descriptions in the catalog beginning on page 125 or at http://www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled. For a list of courses that can be taken online, refer to pages 162-163.
# Criminal Justice (CRJ)

## THE DEGREE

Associate in 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 program or enter into any of several careers within the criminal justice system, including police work, correctional work, the law, or social work. (Transfer within Massachusetts may require additional general education course work.)

## PROGRAM COORDINATOR

Walter Nieliwocki, Office: E132L, (413) 775-1136, nieliwocki@gcc.mass.edu

<table>
<thead>
<tr>
<th>Total Credits: 60</th>
</tr>
</thead>
</table>

### Program Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 101 Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 103 Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 105 Police Process</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 107 Adjudication Process</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 109 Corrections Process</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 121 Criminology</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>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</td>
<td>3</td>
</tr>
<tr>
<td>PCS 101 or 141</td>
<td>3</td>
</tr>
</tbody>
</table>

Any 9 credits of courses coded: AHS, ART, ASL, BIO, CHE, DAN, EGR 105, EGT 112, ENG, FRE, GGY, GEO, HIS, HUM, LAT, MAT, MUS, PCS, PHI, PHY, REE, SCI, SPA, or THE, other than a developmental course (see page 31), English Composition I and English Composition II ⚫

### Program Electives

Any two courses from the Criminal Justice Electives list below 6

### Open Electives

Any courses other than a developmental course (see page 31) 6

### CRIMINAL JUSTICE ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 110 Contemporary Operational Inmate Treatment Practices</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 113 Juvenile Justice</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 215 Field Experience</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 219 Constitutional Criminal Procedure</td>
<td>3</td>
</tr>
</tbody>
</table>

PLEASE NOTE: Only credit from regionally accredited institutions of higher education is accepted for transfer into an undergraduate Criminal Justice Program, and not all credit is necessarily accepted. There are requirements for transfer credit which may be stricter than those for the college generally. The Criminal Justice Program does not award credit for life experience, military, police academy or related training. No more than 10 percent of an Associate’s Degree can be completed through knowledge-based examinations (e.g., CLEP, Dantes). Please contact the Program Coordinator with any questions or concerns.

Students participating in this program must undergo a Criminal Offender Record Information (CORI) check. For more information please refer to page 7.

To plan degree completion, see the course descriptions in the catalog beginning on page 125 or at http://www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.

adxantage of MassTransfer; refer to page 85.
Criminal Justice (CJC)

Satisfies MassTransfer Block

THE DEGREE
Associate in 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. The CJC major is designed for students who wish to transfer to a Baccalaureate program within the Massachusetts public education system.

YOUR NEXT STEP
Transfer into a Baccalaureate 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
Walter Nieliwocki, Office: E132L, (413) 775-1136, nieliwocki@gcc.mass.edu

Total Credits: 65-66

Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 101</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 103</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 105</td>
<td>Police Process</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 107</td>
<td>Adjudication Process</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 109</td>
<td>Corrections Process</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 121</td>
<td>Criminology</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>POL 101</td>
<td>American Politics</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 201</td>
<td>Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>PCS 101 or 141</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Any two 4-credit courses coded: BIO, CHE, GEO, PHY, SCI or EGR 105</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Any course coded MAT other than a developmental course (see page 31), MAT 105, and MAT 106</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td>Any 9 credits of courses coded: AHS, ART, ASL, DAN, ENG, FRE, GGY, HIS, HUM, LAT, MUS, PCS, PHI, SPA, or THE, other than a developmental course (see page 31), English Composition I and English Composition II</td>
<td>9</td>
<td></td>
</tr>
</tbody>
</table>

Program Electives

Any two courses from the Criminal Justice Electives list below

CRIMINAL JUSTICE ELECTIVES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 110</td>
<td>Contemporary Operational Inmate Treatment Practices</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 113</td>
<td>Juvenile Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 131</td>
<td>Social Issues in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 203</td>
<td>Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 215</td>
<td>Field Experience</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 219</td>
<td>Constitutional Criminal Procedure</td>
<td>3</td>
</tr>
</tbody>
</table>

PLEASE NOTE: Colleges accept for transfer into an undergraduate Criminal Justice Program only credit earned at regionally accredited institutions of higher education. Requirements for transfer credit may be stricter than those for the college generally. Colleges may transfer some Criminal Justice credits as electives and not apply them to the requirements of the major. The Criminal Justice Program does not award credit for life experience, military, police academy or related training. No more than 10 percent of the degree requirements may be completed through knowledge-based examinations (e.g., CLEP, Dantes). Please contact the Program Coordinator with any questions or concerns.

Students participating in this program must undergo a Criminal Offender Record Information (CORI) check. For more information please refer to page 7.

To plan degree completion, see the course descriptions in the catalog beginning on page 125 or at http://www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.

① See pages 41-43 for the specific requirements of the MassTransfer policy.
② Math course to be chosen after consultation with faculty advisor and in consideration of the requirements of the transfer institution.
## Early Childhood Education (ECE)  

**Satisfies MassTransfer Block**

<table>
<thead>
<tr>
<th>THE DEGREE</th>
<th>Associate in Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE PROGRAM</td>
<td>Provides a strong background in early childhood education and liberal arts. The curriculum integrates coursework with direct experience in a variety of early childhood settings.</td>
</tr>
<tr>
<td>YOUR NEXT STEP</td>
<td>Work as a professional with Lead Teacher Certification from the Department of Early Education and Care in various early childhood settings or transfer to a Baccalaureate program as preparation to teach in preschools and to work as a paraprofessional in early elementary schools.</td>
</tr>
<tr>
<td>PROGRAM COORDINATOR</td>
<td>Peggy Martalock, Office: E116G, (413) 775-1118, email: <a href="mailto:martalockp@gcc.mass.edu">martalockp@gcc.mass.edu</a></td>
</tr>
</tbody>
</table>

**Program Requirements**

<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 112</td>
<td>Early Childhood Special Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU 201</td>
<td>Early Childhood Curriculum</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</td>
<td>3</td>
</tr>
<tr>
<td>HIS 101, 102, 105, or 106</td>
<td></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>One of the following: ANT 104, ECO 101, ECO 102, POL 101, or any course coded SOC</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PCS 101, 131, or 141</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MAT 116</td>
<td>Mathematics for Early Childhood and Elementary Educators</td>
<td>4</td>
</tr>
<tr>
<td>One 4-credit course coded BIO</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>One 4-credit course coded: CHE, GEO, PHY, SCI, or EGR 105</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Program Electives</td>
<td>Any course(s) other than a developmental course (see page 29)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits:** 66

The associate’s degree program in Early Childhood Education is accredited by the National Association for the Education of Young Children.

Students participating in this program must undergo a full background records check, including a Criminal Offender Record Information (CORI) and Sexual Offender Record Information (SORI) with fingerprinting. For more information please refer to page 7.

Placement in a teaching site for EDU 215 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.

For additional information regarding Education Licensure Degree programs and the Massachusetts Teacher Education Licensure Exam (MTEL) please visit GCC’s Education web site: [http://www.gcc.mass.edu/education/](http://www.gcc.mass.edu/education/).

Please note that transfer to many four year colleges and universities may require the completion of four semesters of World Languages. Four sequential semesters of World Language classes from GCC will fulfill any UMass, Amherst language requirement.

To plan degree completion, see the course descriptions in the catalog beginning on page 125 or at [http://www.gcc.mass.edu/academics/catalog/classes](http://www.gcc.mass.edu/academics/catalog/classes) which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.

① See pages 41-43 for the specific requirements of the MassTransfer policy.

② Consult with Education Faculty
Engineering Science (EGS)

**THE DEGREE**
Associate in Science

**THE PROGRAM**
Provides a base of mathematics, science, and engineering fundamentals common to the first two years of a Baccalaureate engineering program. Engineering electives provide special courses to suit your particular interest in any sub-discipline of engineering including civil/environmental, electrical/computer; mechanical/industrial, or chemical engineering. Greenfield Community College participates in the College of Engineering Consortium Agreement with University of Massachusetts/Amherst, Western New England University, and others.

**YOUR NEXT STEP**
Transfer to a Baccalaureate program as an engineering major; GCC graduates have successfully transferred to University of Massachusetts, Northeastern University, Rensselaer Polytechnic Institute, Western New England University, Worcester Polytechnic University, and others.

**PROGRAM COORDINATOR**
Ted Johnson, Office: S419D, (413) 775-1429, johnsont@gcc.mass.edu

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Total Credits: 60-65</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any course coded ECO ➀</td>
<td>3</td>
</tr>
<tr>
<td>EGR 105 Introduction to Engineering, Science, Technology, and Society</td>
<td>3-4</td>
</tr>
<tr>
<td>EGR 107 Engineering Graphics</td>
<td>3-4</td>
</tr>
<tr>
<td>EGR 114 or any course coded CIS, other than CIS 096, CIS 110 ➀</td>
<td>3-4</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>MAT 203 Multivariate Calculus</td>
<td>3-4</td>
</tr>
<tr>
<td>One of the following: MAT 204 Elementary Differential Equations or MAT 205 Elementary Linear Algebra</td>
<td>3-4</td>
</tr>
<tr>
<td>or EGR 213 Statistics for Engineering ➀</td>
<td>3-4</td>
</tr>
<tr>
<td>PHY 111 General Physics I with Calculus</td>
<td>4</td>
</tr>
<tr>
<td>PHY 112 General Physics II with Calculus</td>
<td>4</td>
</tr>
</tbody>
</table>

Program Electives

Any 6 credits of courses from the list of General Education Electives on pages 52-53 coded: AHS, ANT, ART, ASL, DAN, ECO, ENG, EVS, FRE, GGY, HIS, HSV, HUM, LAT, MUS, PCS, PHI, POL, PSJ, PSY, SOC, SPA, or THE, other than a developmental course (see page 31), English Composition I and English Composition II ➀

At least 14 credits, see next page for examples for the different Engineering specialties, other than a developmental course (see page 31) ➀

Note: Courses shown with 3-4 credits refer to transfer credits, which vary depending on the transfer institution.

For a list of courses that can be taken online, refer to pages 162-163.

㊟ With the approval of the Engineering advisor: Students must meet with the Engineering program coordinator or an engineering academic advisor to select courses for their specific situation. Some Concentration Electives will be taken at UMass through our consortium agreement; or at another engineering college (strongly recommended that transfer credit receive prior approval of the transfer credit evaluator and engineering advisor).

(Additional Program Electives and Notes continued on next page)
Academic Programs

Engineering Science (EGS)  

CONCENTRATION ELECTIVES — SEE PROGRAM COORDINATOR

Students, with help from their Engineering academic advisor or the Engineering Coordinator, must select their specific concentration electives. 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.

GCC ASSOCIATE DEGREE GENERAL OUTLINE (NOT FOR ADVISING PURPOSES)

Fall – Freshman Year
- Computer Science
- Physics w/ Calculus I (GCC PH 111)
- Calculus I (GCC MAT 201)
- English Comp I (GCC ENG 101 or equivalent)
- General Education Elective from list on pages 52-53 of courses coded AHS, ANT, ART, ASL, DAN, ECO, ENG, EVS, FRE, GGY, HIS, HSV, HUM, LAT, MUS, PCS, PHI, POL, PSJ, PSY, SOC, SPA, or THE.
- Engineering Orientation (GCC EGR 105)

Spring – Freshman Year
- Physics w/ Calculus II (GCC PH 112)
- Calculus II (GCC MAT 202)
- Economics Elective (Any ECO course)
- General Education Elective from list on pages 52-53 of courses coded AHS, ANT, ART, ASL, DAN, ECO, ENG, EVS, FRE, GGY, HIS, HSV, HUM, LAT, MUS, PCS, PHI, POL, PSJ, PSY, SOC, SPA, or THE.
- Engineering Graphics (GCC EGR 107)

Fall – Sophomore Year
- Concentration Elective
- Multivariate Calculus (GCC MAT 203)
- Concentration Elective
- Concentration Elective

Spring – Sophomore Year
- English Comp II (GCC ENG 112, 114, 116)
- Math Elective (GCC MAT 204 or MAT 205 or EGR 213)
- Concentration Elective
- Concentration Elective

NOTES:
Placement tests determine readiness for MAT and ENG courses, MAT 090, 095, 096, 107, 108 and ENG 090 and ENG 094 (COL 090) may be required if present skills in these areas are insufficient.

The Concentration Electives are chosen on the basis of the specific Engineering field desired, and should be chosen with regard to the selected transfer institution. Select these in conjunction with your Engineering academic advisor, and as approved by EGS program coordinator.

EXAMPLE LIST OF POSSIBLE CONCENTRATION ELECTIVES:
For Electrical and Computer Engineering these could include: Circuits I, Circuits II, Data Structures and Algorithms, Hardware Org. and Design, Digital Logic, Advanced Computer Programming, Biology, etc.

For Mechanical Engineering these could include: Statics, Dynamics, Strength of Materials, Material Science, Thermodynamics, Material Design, Chemistry, etc.

For Civil and Environmental Engineering these could include: Statics, Dynamics, Strength of Materials, Material Science, Thermodynamics, Probability and Statistics in Civil Engineering, Civil Engineering Analysis, Chemistry, etc.

For Chemical Engineering these could include: Chemistry I and II, Organic Chemistry I, Organic Chemistry II, Thermodynamics, Biology, etc.

For Industrial Engineering these could include: Advanced Computer Programming Languages, Statics, Probability and Statistics, Material Science, Strength of Materials, Chemistry, etc.

With the approval of the Engineering advisor, Students must meet with the Engineering program coordinator or an engineering academic advisor to select courses for their specific situation. Some Concentration Electives will be taken at UMASS through our consortium agreement; or at another engineering college (strongly recommended that transfer credit receive prior approval of the transfer credit evaluator and engineering advisor).
Fire Science Technology (FST)

<table>
<thead>
<tr>
<th>THE DEGREE</th>
<th>Associate in Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE PROGRAM</td>
<td>Provides academic enhancement to the physical and technical training fire fighters receive at State and National Fire Academies in the areas of fire protection, fire prevention, hazardous materials, and department and fire scene organizational management.</td>
</tr>
<tr>
<td>YOUR NEXT STEP</td>
<td>Begin or enhance your career in municipal fire protection, insurance and building inspection, fire protection work with private firms, or transfer to a Baccalaureate program with major emphasis on fire department management or fire science education.</td>
</tr>
<tr>
<td>PROGRAM DIRECTOR</td>
<td>Dawn Josefski, Office: E130B, (413) 775-1761, <a href="mailto:josefski@gcc.mass.edu">josefski@gcc.mass.edu</a></td>
</tr>
</tbody>
</table>

Total Credits: 60-63

**Program Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>One of the following: CHE 105 Basic Principles of Chemistry or CHE 111 General Chemistry I</td>
<td>3-4</td>
</tr>
<tr>
<td>One of the Following: CIS 140 Microcomputer Software Tools I or a 3-credit CIS course approved by the Fire Science Program Coordinator</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>FST 151 Principles of Emergency Services</td>
<td>3</td>
</tr>
<tr>
<td>FST 152 Fire Behavior and Combustion</td>
<td>3</td>
</tr>
<tr>
<td>FST 153 Fire Prevention</td>
<td>3</td>
</tr>
<tr>
<td>FST 154 Principles of Fire and Emergency Services Safety and Survival</td>
<td>3</td>
</tr>
<tr>
<td>FST 155 Building Construction and Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td>FST 156 Hazardous Materials Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>FST 157 Fire Protection Hydraulics and Water Supply</td>
<td>3</td>
</tr>
<tr>
<td>FST 159 Fire Protection Systems</td>
<td>3</td>
</tr>
<tr>
<td>Any course coded MAT other than a developmental course (see page 31), MAT 105, and MAT 106</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>PCS 101 or 141</td>
<td>3</td>
</tr>
</tbody>
</table>

**Program Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>One 3- or 4-credit course coded: AHS, ART, ASL, DAN, ENG, FRE, GGY, HIS, HUM, LAT, MUS, PCS, PHI, SPA, or THE, other than a developmental course (see page 31), English Composition I and English Composition II</td>
<td>3-4</td>
</tr>
<tr>
<td>Any 9 credits of additional courses not used to satisfy other requirements chosen from: FST classes; up to 6 credits of EMS classes; and/or SPA 163 (Spanish for Fire Fighters)</td>
<td>9</td>
</tr>
</tbody>
</table>

To plan degree completion, see the course descriptions in the catalog beginning on page 125 or at http://www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled. For a list of courses that can be taken online, refer to pages 162-163.
# Management (MAN)

**THE DEGREE**  
Associate in 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 Baccalaureate program in business administration.

**PROGRAM CONTACT**  
Jeffrey Galbraith, Office: E132M, (413) 775-1483, galbraith@gcc.mass.edu

**Program Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 121</td>
<td>Principles of Financial Accounting I</td>
<td>3-4</td>
</tr>
<tr>
<td>ACC 151</td>
<td>Concepts of Financial Accounting I</td>
<td>3-4</td>
</tr>
<tr>
<td>ACC 122</td>
<td>Principles of Financial Accounting II</td>
<td>3-4</td>
</tr>
<tr>
<td>ACC 152</td>
<td>Concepts of Financial Accounting II</td>
<td>3-4</td>
</tr>
<tr>
<td>ACC 203</td>
<td>Management Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUS 105</td>
<td>Personal Financial Literacy</td>
<td>3</td>
</tr>
<tr>
<td>BUS 111, BUS 112, BUS 113, BUS 114, or SPO 101</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BUS 155</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 203</td>
<td>Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 205</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 209</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>CIS 140</td>
<td>Microcomputer Software Tools I</td>
<td>3</td>
</tr>
<tr>
<td>ECO 101</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 102</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112, 114, or 116</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Principles of Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Program Electives**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC, BUS, CIS, ECO, or SPO</td>
<td>Any two 3-credit courses coded:</td>
<td>6</td>
</tr>
<tr>
<td>Any 3 credits of courses from the list of General Education Electives on pages 52-53</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Open Electives**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any course other than a developmental course (see page 31)</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits: 60-62

To plan degree completion, see the course descriptions in the catalog beginning on page 125 or at http://www.gcc.mass.edu/academics/catalog/clases which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.

The Management degree may be completed fully online. Refer to page 121 or visit http://www.gcc.mass.edu/online for additional information. Also, see pages 162-163 for the anticipated online course offerings for the next several semesters.
Marketing (MKT)

THE DEGREE

Associate in Science

THE PROGRAM

Provides the necessary coursework for transfer to some Baccalaureate programs in marketing and business while preparing students to assume contemporary, marketing-related responsibilities in small and large businesses.

YOUR NEXT STEP

Entry-level employment in marketing management or transfer to a Baccalaureate program in business administration or marketing.

PROGRAM COORDINATOR

Thomas T. Simmons, Office: E132K, (413) 775-1482, email: simmonst@gcc.mass.edu

Program Requirements

<table>
<thead>
<tr>
<th>Course / Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>One of the following: ACC 121 Principles of Financial Accounting I or ACC 151 Concepts of Financial Accounting I</td>
<td>3-4</td>
</tr>
<tr>
<td>One of the following: ACC 122 Principles of Financial Accounting II or ACC 152 Concepts of Financial Accounting II</td>
<td>3-4</td>
</tr>
<tr>
<td>ART 161 Computer Arts Foundation</td>
<td>3</td>
</tr>
<tr>
<td>One Business Survey course: BUS 111, BUS 112, BUS 113, BUS 114, or SPO 101</td>
<td>3</td>
</tr>
<tr>
<td>BUS 116 E-Commerce</td>
<td>3</td>
</tr>
<tr>
<td>BUS 155 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 209 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 224 Business Communications</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 145 Relational Database Design and Application</td>
<td>3</td>
</tr>
<tr>
<td>CIS 151 Web Site Development</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>MAT 114 Introduction to Statistics</td>
<td>4</td>
</tr>
<tr>
<td>One of the following: PSY 101 Principles of Psychology, or SOC 101 Principles of Sociology, or ANT 104 Cultural Anthropology: Tribes, States and the Global System</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Elective

One 3-credit course coded: AHS, ANT, ART, BUS, CIS, ECO, PCS, PSY, or SOC

Open Electives

Any 3 credits of courses other than a developmental course (see page 31)

Total Credits: 61-63

While both ACC 121/122 and ACC 151/152 introduce the students to the accounting cycle and topics in accounting, ACC 151/152 focuses on accounting for corporations and the analysis of financial statements and is recommended for MKT students.

To plan degree completion, see the course descriptions in the catalog beginning on page 125 or at http://www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.
## Nursing (NUR)

### THE DEGREE
Associate in 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 articulation agreements and relationships to support seamless progression with Elms College, Fitchburg State University, UMass at Amherst, and AIC.

### PROGRAM CONTACT
Nancy Craig-Williams, Ph.D.®, M.S., R.N., Office: E121E, (413) 775-1758, craig-williams@gcc.mass.edu

### Total Credits: 70

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Lecture hours per week</th>
<th>Clinical and Lab hours per week</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 215 (BIO 195) Human Anatomy and Physiology I ➀ ➀</td>
<td>3</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>BIO 216 (BIO 196) Human Anatomy and Physiology II ➀ ➀</td>
<td>3</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>BIO 205 Microbiology ➀ ➀</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101, 103, or 115 English Composition I ➀ ⑦</td>
<td>4</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II ⑦</td>
<td>4</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>NUR 101 Fundamentals of Nursing ⑦</td>
<td>4</td>
<td>12</td>
<td>8</td>
</tr>
<tr>
<td>NUR 106 Pediatric Nursing ⑦</td>
<td>4</td>
<td>9</td>
<td>4</td>
</tr>
<tr>
<td>NUR 108 Obstetric Nursing ⑦</td>
<td>4</td>
<td>9</td>
<td>4</td>
</tr>
<tr>
<td>One of the following: NUR 111 Introduction to Nursing Process ⑦ ⑦ or NUR 112 Introduction to Professional Nursing and the Nursing Process ⑦ ⑦</td>
<td></td>
<td></td>
<td>1 or 2</td>
</tr>
<tr>
<td>NUR 201 Medical-Surgical Nursing I ⑦</td>
<td>4</td>
<td>12</td>
<td>8</td>
</tr>
<tr>
<td>NUR 202 Medical-Surgical Nursing II ⑦</td>
<td>4</td>
<td>16</td>
<td>9</td>
</tr>
<tr>
<td>NUR 203 Mental Health Nursing ⑦</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>NUR 204 Trends and Issues in Nursing ⑦</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology ⑦</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>PSY 217 Human Growth and Development ⑦ ⑦</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Principles of Sociology ⑦</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

### Program Elective
One 3-credit course coded: AHS, ART, ASL, DAN, ENG, FRE, GGY, HIS, HUM, LAT, MUS, PCS, PHI, SPA, or THE, other than a developmental course (see page 31), English Composition I and English Composition II ⑦

① C+ or better required  
② C or better required  
③ 5 year currency or exam required  
④ LPN advanced placement  
⑤ 3 hours/credit hour for clinical; 2 hours/credit hour for labs  
⑥ C+ or better required to advance to next course  
⑦ CR required to advance to next course  
⑧ 7 year currency or exam required

(Additional Program Notes continued on next page)
The Associate Degree Nursing Program is approved by the Massachusetts Board of Registration in Nursing and is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Atlanta, GA 30326, (404) 975-5000. The highly-regarded Associate Degree program offers personal support and a wide range of challenging clinical learning opportunities in the Springfield, Holyoke, Northampton, Greenfield and Brattleboro areas.

ADMISSION PROCESS - Nursing requires a special admission process. Students who have met all admission requirements may submit applications between September 1, 2015 and February 16, 2016. Applicants who are selected from the pool will be notified by the end of April. Any applicant not selected will be required to reapply if seeking admission for the subsequent year. Informational meetings are held to describe the details of the ADN program. Dates and locations for the meetings are available in semester course guides, from the Admission Office or the Nursing Department office (413) 775-1753 and www.gcc.mass.edu/admission/health-careers.

ACADEMIC ADMISSION REQUIREMENTS FOR THIS PROGRAM - High school diploma or GED certificate required. Must successfully complete ENG 101, 103, or 105, with a "C" or better. Must place out of MAT 096 (MAT 106) in placement assessment* or successfully complete MAT 096 (MAT 106) or MAT 096S within five (5) years. Ten credits from the list of required non-nursing courses listed on the previous page, (with the exception of ENG 101, 103, or 105, and including at least one of the BIO courses.)

Please note the prerequisite requirements for BIO 215 (BIO 195): College Biology within the past ten years or BIO 126; ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.

All students entering the ADN program will be required to have a CORI (Criminal Offenders Record Information) check. For more information please refer to page 7. A student with a charge in the Lifetime Presumptive Disqualification Category is ineligible for placement in the ADN Program. Discretionary Disqualification Category charges will be handled on a case-by-case basis. Some clinical facilities will run their own CORIs on students and may require a drug test screening. 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.

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, flu shots, possibly finger printing, 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 - Licensed Practical nurses who have graduated from GCC's Program 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 194 or BIO 215 (BIO 195), the in-house Fundamentals of Nursing Examination and NUR 111. LPNs who earn entrance into the third semester must have also successfully completed SOC 101, PSY 217, BIO 216 (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 go to: www.excelsion.edu.

Transfer students can be accommodated but are only accepted into the second semester of the ADN program, with priority given to LPN students.

* Applicants may also complete the MAT 096 (MAT 106) admission requirement by receiving an algebra placement test score of 61 or higher and an arithmetic placement test score of 91 or higher.

To plan degree completion, see the course descriptions in the catalog beginning on page 125 or at http://www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled. For a list of courses that can be taken online, refer to pages 162-163.
Certificate Programs

- Athletic Facility Administration (ATH)
- Computer-Assisted Bookkeeping (CAB)
- Computer Information Systems – General Office Administration (OFF) ①
- Corrections (CRC)
- Dance (DNC)
- Digital Media (DME)
- Early Childhood Education (LEC) ②
- Entrepreneurship (ENT)
- Environmental Science (NRC)
- Farm and Food Systems (FFS)
- Hospitality and Tourism (HOT)
- Human Services (HSV)
- Management (MGT)
- Medical Assistant (MAC)
- Medical Office Administration (MOC)
- Network Administration (NED)
- Outdoor Leadership (OLP) ① ③
- Paramedic (PMC) ④
- Practical Nursing-LPN. (PNC) ① ⑤
- Renewable Energy/Energy Efficiency (REE)
- Web Development and Design (WDD)

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.

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

Note: Total credits for a program indicate the minimum credits required to complete the program. Depending on your course selection, you may earn more than the minimum credits to complete a program.

Developmental courses will not be used to fulfill certificate requirements. Refer to page 31 for more information on developmental courses.

① Certificate programs approved by the Massachusetts Department of Higher Education.
② Program not eligible for federal or state financial assistance.
③ Accredited by the Association for Experiential Education.
④ Accredited by the Commonwealth of Massachusetts’ Office for Emergency Medical Services (OEMS).
⑤ Approved by the Massachusetts Board of Registration for Nursing.
Athletic Facility Administration (ATH)

<table>
<thead>
<tr>
<th>THE CERTIFICATE</th>
<th>Athletic Facility Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE PROGRAM</td>
<td>Provides the basic skills needed for entry level career positions in arenas, rinks, health clubs, and other sport and recreation facilities.</td>
</tr>
<tr>
<td>YOUR NEXT STEP</td>
<td>Entry-level employment in sports facility operations, or continuation toward the Associate in Arts, Business Transfer degree or an Associate in Arts in Liberal Arts.</td>
</tr>
</tbody>
</table>

Program Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 130 Human Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>BIO 130L Human Nutrition Lab</td>
<td>1</td>
</tr>
<tr>
<td>One of the following: CIS 140 Microcomputer Software Tools I or CIS 145 Relational Database Design and Application</td>
<td>3</td>
</tr>
<tr>
<td>ECO 105 Sports and Stadium Economics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>LED 156 Principles of Weight Training</td>
<td>1</td>
</tr>
<tr>
<td>LED 157 Personal Fitness Training</td>
<td>1</td>
</tr>
<tr>
<td>LED 162 Weight Training II: Personal Fitness Strategies</td>
<td>1</td>
</tr>
<tr>
<td>MAT 114 Introduction to Statistics</td>
<td>4</td>
</tr>
<tr>
<td>One of the following: PCS 101 Public Speaking or PCS 141 Interpersonal Communication or BUS 224 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>SPO 101 Introduction to Sports Management</td>
<td>3</td>
</tr>
<tr>
<td>SPO 294 Internship in Sports Management (1)</td>
<td>1-3</td>
</tr>
</tbody>
</table>

(1) Students should see page 122 for Internship requirements.

Note: Students in this Program must earn Heartsaver First Aid and Heartsaver CPR with AED certifications or beyond at additional cost.

To plan certificate completion, see the course descriptions in the catalog beginning on page 125 or at http://www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.

Total Credits: 27-29

PROGRAM CONTACT Thomas T. Simmons, Office E132F, (413) 775-1482, simmonst@gcc.mass.edu
## Computer-Assisted Bookkeeping (CAB)

<table>
<thead>
<tr>
<th>THE CERTIFICATE</th>
<th>Computer-Assisted Bookkeeping</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE PROGRAM</td>
<td>Provides practical skill sets and foundational perspectives for careers in bookkeeping, accounting, and banking.</td>
</tr>
<tr>
<td>YOUR NEXT STEP</td>
<td>Employment as a bookkeeper, accounting clerk, or bank teller; or continuation toward either the Associate in Arts, Business Administration Transfer degree, or Associate in Science, Accounting degree.</td>
</tr>
<tr>
<td>PROGRAM CONTACT</td>
<td>Thomas Fredrick, MBA, CPA, Office: E132J, (413) 775-1493, <a href="mailto:fredrickt@gcc.mass.edu">fredrickt@gcc.mass.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Total 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 210 Introduction to Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>One Business Survey course: BUS 111, BUS 112, BUS 113, BUS 114, or SPO 101</td>
<td>3</td>
</tr>
<tr>
<td>BUS 224 Business Communications</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 145 Relational Database Design and Application</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

To plan certificate completion, see the course descriptions in the catalog beginning on page 125 or at [http://www.gcc.mass.edu/academics/catalog/classes](http://www.gcc.mass.edu/academics/catalog/classes) which specify the planned semester(s) in which the course is to be scheduled. For a list of courses that can be taken online, refer to pages 162-163.
Computer Information Systems – General Office Administration (OFF)

<table>
<thead>
<tr>
<th>THE CERTIFICATE</th>
<th>Computer Information Systems – General Office Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE PROGRAM</td>
<td>Develops basic office communication skills, including writing, formatting and maintaining business documents and websites. The certificate also provides an understanding of business organization and practices, and includes extensive hands-on experience with manual and computerized bookkeeping, spreadsheet, database, and word-processing software, and web design programming.</td>
</tr>
<tr>
<td>YOUR NEXT STEP</td>
<td>Employment in general office administration in a variety of business settings, including web maintenance, bookkeeping, medical, or information technology, or continuation in the Associate in Science degree in Computer Information Systems - Office Management.</td>
</tr>
<tr>
<td>PROGRAM COORDINATOR</td>
<td>Thomas T. Simmons, Office: E132K, (413) 775-1482, email: <a href="mailto:simmonst@gcc.mass.edu">simmonst@gcc.mass.edu</a></td>
</tr>
</tbody>
</table>

Program Requirements

<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>BUS 105 Personal Financial Literacy</td>
<td>3</td>
</tr>
<tr>
<td>One Business Survey course: BUS 111, BUS 112, BUS 113, BUS 114, or SPO 101</td>
<td>3</td>
</tr>
<tr>
<td>BUS 224 Business Communications</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 145 Relational Database Design and Application</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Elective

Any 3-credit course coded ACC, BUS, CIS, ECO, or MOM

Total Credits: 32

To plan certificate completion, see the course descriptions in the catalog beginning on page 125 or at http://www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled. For a list of courses that can be taken online, refer to pages 162-163.
Corrections (CRC)

THE CERTIFICATE  Corrections

THE PROGRAM  Prepares students for employment in the expanding corrections field, increases the knowledge of persons already employed as corrections officers, and gives them career enhancement opportunities.

YOUR NEXT STEP  Employment as a corrections officer in a public correctional facility or continuation towards an Associate in Science Degree in Criminal Justice.

PROGRAM COORDINATOR  Walter Nieliwocki, MSAJ, Office: E132L, (413) 775-1136, nieliwocki@gcc.mass.edu

Total Credits: 27

Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 101</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 103</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 109</td>
<td>Corrections Process</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 110</td>
<td>Contemporary Operational and Inmate Treatment Practices</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 121</td>
<td>Criminology</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PCS 141</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

Students participating in this program must undergo a Criminal Offender Record Information (CORI) check. For more information please refer to page 7.

To plan certificate completion, see the course descriptions in the catalog beginning on page 125 or at http://www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.
Dance (DNC)

THE CERTIFICATE

Dance

THE PROGRAM

is designed for students who want to work in or operate a dance studio, who are interested in performing, or who simply love to dance. The 24-credit program provides students with intensive practical training in dance technique and theory. Students study a variety of styles of dance, including ballet, modern and jazz and have opportunities to perform and choreograph dances. All credits may be applied to the Associate in Arts degree in Liberal Arts-Dance Option (LAD) or the Associate in Arts degree in Liberal Arts (LIB).

YOUR NEXT STEP

Work in a dance studio or in the community teaching or assisting, continue to study for the Associate in Arts degree in Liberal Arts-Dance Option at GCC, or audition for performance opportunities, internships, or other education programs in dance.

PROGRAM COORDINATOR

Sharon Arslanian, Office: E109, (413) 775-1262, arslanian@gcc.mass.edu

Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAN 101</td>
<td>Introduction to Dance</td>
<td>3</td>
</tr>
<tr>
<td>DAN 201</td>
<td>Dance Repertory Group: Mixed Company</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>One of the following courses: DAN 120 World Dance and Culture; or DAN 121 Dance History; or EDU 103 Creative Experiences in Art, Music, and Drama; or MUS 101 An Introduction to Music; or THE 101 Introduction to Theater</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Program Electives

12 credits of courses coded DAN from the courses listed below. At least one DAN course must be at the 200 level.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAN 102 Pilates Mat Work</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>DAN 103 Jazz Dance I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>DAN 104 Jazz Dance II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>DAN 107 Ballet I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>DAN 108 Ballet II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>DAN 111 Modern Dance I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>DAN 112 Modern Dance II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>DAN 116 Middle Eastern Dance I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>DAN 117 Middle Eastern Dance II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>DAN 183 Ballroom Dance: American Smooth Style</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>DAN 184 Ballroom Dance: Latin Style</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>DAN 203 Jazz Dance III</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>DAN 204 Jazz Dance IV</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>DAN 207 Ballet III</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>DAN 208 Ballet IV</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>DAN 211 Modern Dance III</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>DAN 212 Modern Dance IV</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

To plan certificate completion, see the course descriptions in the catalog beginning on page 125 or at http://www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.
For a list of courses that can be taken online, refer to pages 162-163.
# Digital Media (DME)

**THE CERTIFICATE**

Digital Media Certificate

**THE PROGRAM**

The Digital Media Certificate is a 27-credit program offered through the Art Department. The program is designed to provide students with a strong foundation in design principles and working with contemporary digital media. Students explore the visual, critical, and practical aspects of digital media as currently employed in the development of web sites, photography, video, and computer applications. Course work produced by students may contribute towards the creation of a digital art portfolio. Note: due to certain elective options only being offered once a year, the program may require three or four semesters to complete.

**YOUR NEXT STEP**

Seek internships or entry-level employment in a field related to this course of study; continue your education at GCC in the Art/Visual Arts degree program and continue to develop a portfolio of work.

**PROGRAM COORDINATOR**

Paul Lindale, Office: S217, (413) 775-1241, lindale@gcc.mass.edu

---

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Total Credits: 27</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 121 Visual Concepts I</td>
<td>3</td>
</tr>
<tr>
<td>ART 123 Visual Concepts II</td>
<td>3</td>
</tr>
<tr>
<td>ART 151 Photography Foundation</td>
<td>3</td>
</tr>
<tr>
<td>ART 155 Video Foundation</td>
<td>3</td>
</tr>
<tr>
<td>ART 161 Computer Arts Foundation</td>
<td>3</td>
</tr>
</tbody>
</table>

**Program Electives**

Four courses from the Program Elective List below

**PROGRAM ELECTIVES**

- ART 173 Digital Design ................................................................. 3
- ART 251 Intermediate Photography I ........................................... 3
- ART 252 Intermediate Photography II ........................................... 3
- ART 255 Intermediate Video ....................................................... 3
- ART 256 Intermediate Video II .................................................... 3
- ART 261 Advanced Digital Processes ........................................... 3
- ART 263 Web Site Design .......................................................... 3
- ART 268 3D Computer Graphics ................................................... 3
- ART 269 3D Animation ............................................................... 3
- ART 273 Image and Text ............................................................... 3
- ART 280 Creative Coding .............................................................. 3

Note: Courses coded ART and which have 200-level ART prerequisites are graded pass/fail.

To plan certificate completion, see the course descriptions in the catalog beginning on page 125 or at [http://www.gcc.mass.edu/academics/catalog/classes](http://www.gcc.mass.edu/academics/catalog/classes) which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.
Early Childhood Education (LEC)

**THE CERTIFICATE**
Licensure for Early Childhood Educators

**THE PROGRAM**
Provides the courses required by the Department of Early Education and Care for those seeking licensure as head teachers in preschool settings. These five required courses must be supplemented by the addition of 27 months of preschool classroom experience in a site licensed by the Department of Early Education and Care or comparable state agency that are not provided or supervised by the College. The program is recommended for those who are now working as aides or who are interested in working with young children. Note that the employment standard is increasingly changing to completion of the associate’s degree in early childhood education.

**YOUR NEXT STEP**
Work in preschools or enter an associate degree program.

**PROGRAM COORDINATOR**
Peggy Martalock, Office: E116G, (413) 775-1118, email: martalockp@gcc.mass.edu

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

<table>
<thead>
<tr>
<th>Program Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>One course from the Program Elective list below</td>
</tr>
</tbody>
</table>

**PROGRAM ELECTIVE**
- EDU 103 Creative Experiences in Art, Music, and Drama .................................................. 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 141 Building Teacher-Parent Relationships ..................................................................... 3
- EDU 205 Philosophy of Education ......................................................................................... 3

Total Credits: 15

Students participating in this program must undergo a Criminal Offender Record Information (CORI) check. For more information please refer to page 7.

To plan certificate completion, see the course descriptions in the catalog beginning on page 125 or at http://www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.
Entrepreneurship (ENT)

THE CERTIFICATE: Entrepreneurship

THE PROGRAM: Provides the skills needed for a start-up business venture, or to invigorate an existing small business. Includes hands-on experiences in the chosen business field, and maximum flexibility to emphasize areas of personal need and interest.

YOUR NEXT STEP: Development of a proprietary business or continuation in an associate degree with a business or non-business emphasis.

PROGRAM COORDINATOR: Thomas T. Simmons, Office: E132K, (413) 775-1482, email: simmonst@gcc.mass.edu

Program Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 105 Personal Financial Literacy</td>
<td>3</td>
</tr>
<tr>
<td>One Business Survey course: BUS 111, BUS 112, BUS 113, BUS 114, or SPO 101</td>
<td>3</td>
</tr>
<tr>
<td>BUS 116 E-Commerce</td>
<td>3</td>
</tr>
<tr>
<td>BUS 209 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 224 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 140 Entrepreneurship Seminar</td>
<td>1</td>
</tr>
<tr>
<td>ECO 102 Principles of Microeconomics</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Electives

<table>
<thead>
<tr>
<th>Program Electives</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>One 3-credit course coded CIS ➀</td>
<td>3</td>
</tr>
<tr>
<td>General Education or Program Electives: Any six credits from a combination of courses from the list of General Education electives on pages 52-53 or from courses with the following course codes: ACC, BUS, CIS, ECO, or SPO ➁</td>
<td>6</td>
</tr>
</tbody>
</table>

Total Credits: 28

To plan certificate completion, see the course descriptions in the catalog beginning on page 125 or at http://www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.

➀ CIS elective should be chosen in consultation with faculty advisor and with consideration for the student’s skill level and needs.

➁ Electives should be chosen in consultation with a faculty advisor. These courses should reflect the particular entrepreneurial interests/needs of the student, and may be selected from outside of the business disciplines. Approval of the Entrepreneurship Program Coordinator is required.
Environmental Science (NRC)

THE CERTIFICATE
Environmental Science

THE PROGRAM
Provides students with the knowledge needed for entry-level employment opportunities in the environmental science field.

YOUR NEXT STEP
Work in an entry level position in the environmental science field or transfer to the Environmental Science program and pursue an Associate in Arts in Liberal Arts degree and transfer to a Baccalaureate program.

PROGRAM COORDINATOR
Brian Adams, Office: S410, (413) 775-1454, adams@gcc.mass.edu

Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 120</td>
<td>Introduction to Environmental Science</td>
<td>4</td>
</tr>
<tr>
<td>EVS 101</td>
<td>Environmental Studies: Issues in Sustainability</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Electives

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any two of the following: BIO 103 Ecology, BIO 104 Natural History, or BIO 122 Freshwater Ecology</td>
<td>8</td>
</tr>
<tr>
<td>Any three courses that total at least 9 credits coded: BIO, CHE, EGT 112, GEO, REE, or SCI</td>
<td>9-12</td>
</tr>
</tbody>
</table>

Total Credits: 24-27

If you are interested in an Associate in Arts in Liberal Arts Degree with a focus on Environmental Science please see program requirements on page 63.

To plan certificate completion, see the course descriptions in the catalog beginning on page 125 or at http://www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.
### Farm and Food Systems (FFS)

**THE CERTIFICATE**
Farm and Food Systems

**THE PROGRAM**
Focuses on sustainable farming and building resilient food systems. Students gain hands-on skills such as food cultivation, design of annual and perennial production systems, season-extension technologies, food preservation, and awareness of food safety rules. Students also learn entrepreneurial skills and develop critical thinking about the intersection of ecological, economic, and social systems as they relate to food and farming. Through internships and service-learning projects, students build their professional networks while gaining the tools to become active participants in shaping the regional food economy. This program also provides a certificate that can easily transfer into an associate’s degree program in Farm and Food Systems.

**YOUR NEXT STEP**
Depending on prior experience, pursue a farm apprenticeship, start a farm or food enterprise, or form a mission-driven organization; find employment in sustainable farming, food processing, or food justice work; continue academic studies in an associate’s degree program in Farm and Food Systems.

**PROGRAM CONTACT**
Amanda Hyde, Office: S414, (413) 775-1450, email: hydea@gcc.mass.edu

<table>
<thead>
<tr>
<th>Program Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 114 Farm and Food Entrepreneurship</td>
</tr>
<tr>
<td>EVS 118 Introduction to Food Systems</td>
</tr>
<tr>
<td>SCI 138 Soil Science</td>
</tr>
<tr>
<td>Any 2 courses from the following: BIO 102 Botany, BIO 124 Introductory Horticulture ①, or SCI 137 Permaculture Design ①</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any 11 credits from the Agriculture Electives and the Farm and Food Systems Electives below (3 credits must be from the Agriculture Electives)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agriculture Electives (Choose a minimum of 3 credits):</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGR 109 Organic Gardening ..................................</td>
</tr>
<tr>
<td>AGR 110 Beekeeping ..........................................</td>
</tr>
<tr>
<td>AGR 111 Four Season Farming ................................</td>
</tr>
<tr>
<td>AGR 112 Food Preservation and Storage .....................</td>
</tr>
<tr>
<td>AGR 113 Mushroom Foraging and Cultivation ...............</td>
</tr>
<tr>
<td>AGR 114 Creating Farm and Food Cooperatives .............</td>
</tr>
<tr>
<td>AGR 115 Permaculture Landscape Management and Installation ①</td>
</tr>
<tr>
<td>AGR 116 Wild Foods ..........................................</td>
</tr>
<tr>
<td>AGR 117 Greenhouse Production and Management ...........</td>
</tr>
<tr>
<td>AGR 293 / AGR 294 Internship in Agriculture .............</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Farm and Food Systems Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 113 Environmental Economics ...........................................</td>
</tr>
<tr>
<td>EVS 101 Environmental Studies: Issues in Sustainability ② ..................</td>
</tr>
<tr>
<td>EVS 204 Environmental Justice ..................................................</td>
</tr>
<tr>
<td>PHI 206 Environmental Ethics ..................................................</td>
</tr>
<tr>
<td>REE 125 Sustainable Landscape Design ① ..........................................</td>
</tr>
<tr>
<td>REE 133 Introduction to Architectural Modeling ① ..............................</td>
</tr>
<tr>
<td>Any course coded AGR, BUS, REE, SCI, BIO, or EGT 112 ...................</td>
</tr>
</tbody>
</table>

① Permaculture Landscape Design: If a student is interested in a sequence of courses that is tailored to learning permaculture landscape design, it is recommended to take these classes.

② Stackable Certificate: If a student is considering pursuing the Liberal Arts degree with an option in Farm and Food Systems (LFF) after completion of the FFS certificate, it is recommended to take this class to fulfill certificate requirements.

Note: Depending on your academic background and work experience, you may need to take additional courses as prerequisites or corequisites (concurrent enrollment).

To plan certificate completion, see the course descriptions in the catalog beginning on page 125 or at http://www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.
## Hospitality and Tourism (HOT)

<table>
<thead>
<tr>
<th>THE CERTIFICATE</th>
<th>Hospitality and Tourism</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE PROGRAM</td>
<td>Provides practical skill sets and foundational perspectives for entry-level careers in hospitality and tourism.</td>
</tr>
<tr>
<td>YOUR NEXT STEP</td>
<td>Entry-level employment in hospitality and tourism or continuation to earn Associate in Arts in Liberal Arts, Hospitality and Tourism option.</td>
</tr>
<tr>
<td>PROGRAM COORDINATOR</td>
<td>Thomas T. Simmons, Office: E132K, (413) 775-1482, email: <a href="mailto:simmonst@gcc.mass.edu">simmonst@gcc.mass.edu</a></td>
</tr>
</tbody>
</table>

### Program Requirements

Total Credits: 27-29

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>One of the following: ACC 121 Principles of Financial Accounting I or ACC 151 Concepts of Financial Accounting</td>
<td>3-4</td>
</tr>
<tr>
<td>One of the following: ACC 122 Principles of Financial Accounting II or ACC 152 Concepts of Financial Accounting II</td>
<td>3-4</td>
</tr>
<tr>
<td>One Business Survey course: BUS 111, BUS 113, BUS 114, or SPO 101</td>
<td>3</td>
</tr>
<tr>
<td>BUS 112 Introduction to Hospitality and Tourism</td>
<td>3</td>
</tr>
<tr>
<td>BUS 209 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>One of the following: ECO 101 Principles of Macroeconomics or ECO 102 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>One of the following: ECO 105 Sports and Stadium Economics or ECO 112 Hospitality Economics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>One course coded PCS</td>
<td>3</td>
</tr>
</tbody>
</table>

To plan certificate completion, see the course descriptions in the catalog beginning on page 125 or at [http://www.gcc.mass.edu/academics/catalog/classes](http://www.gcc.mass.edu/academics/catalog/classes) which specify the planned semester(s) in which the course is to be scheduled. For a list of courses that can be taken online, refer to pages 162-163.
Human Services (HSV)

<table>
<thead>
<tr>
<th>THE CERTIFICATE</th>
<th>Human Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE PROGRAM</td>
<td>Provides training for entry-level human service employment. Also provides opportunities for training those already employed in the field.</td>
</tr>
<tr>
<td>YOUR NEXT STEP</td>
<td>Work in the human services field or transfer to the Liberal Arts/Human Services Option and prepare to transfer to a Baccalaureate program.</td>
</tr>
<tr>
<td>PROGRAM COORDINATOR</td>
<td>Amy Ford, Office: E132U, (413) 775-1127, email: <a href="mailto:forda1@gcc.mass.edu">forda1@gcc.mass.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Total Credits: 28</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 The Helping Relationship</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>

Students participating in this program must undergo a Criminal Offender Record Information (CORI) check. For more information please refer to page 7.

To plan certificate completion, see the course descriptions in the catalog beginning on page 125 or at http://www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.
### Management (MGT)

<table>
<thead>
<tr>
<th><strong>Program Requirements</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>One of the following: ACC 121 Principles of Financial Accounting or ACC 151 Concepts of Financial Accounting</td>
</tr>
<tr>
<td>One of the following: ACC 122 Principles of Financial Accounting II or ACC 152 Concepts of Financial Accounting II</td>
</tr>
<tr>
<td>One Business Survey course: BUS 111, BUS 112, BUS 113, BUS 114, or SPO 101</td>
</tr>
<tr>
<td>One of the following: BUS 155 Business Law I or BUS 203 Human Resources Management</td>
</tr>
<tr>
<td>BUS 205 Principles of Management</td>
</tr>
<tr>
<td>BUS 209 Principles of Marketing</td>
</tr>
<tr>
<td>CIS 140 Microcomputer Software Tools I</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
</tr>
<tr>
<td>ENG 112, 114, or 116 English Composition II</td>
</tr>
</tbody>
</table>

To plan certificate completion, see the course descriptions in the catalog beginning on page 125 or at [http://www.gcc.mass.edu/academics/catalog/classes](http://www.gcc.mass.edu/academics/catalog/classes) which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.

The Management certificate may be completed fully online. Refer to page 121 or visit [http://www.gcc.mass.edu/online](http://www.gcc.mass.edu/online) for additional information. Also, see pages 162-163 for the anticipated online course offerings for the next several semesters.
Medical Assistant (MAC)

The Certificate
Medical Assistant

The Program
This technology-intensive program provides a comprehensive introduction to the field of medical assisting without the general education requirements of an associate’s degree. The program provides students with the knowledge and skills necessary to work as a medical assistant in ambulatory healthcare settings; provides hands-on experience performing both clinical procedures and administrative procedures in a medical office. This program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Your Next Step
Upon graduation from the program, seek entry-level work in a medical office or ambulatory healthcare setting, and sit for a national certification exam such as, National Healthcare Association (NHA) Certified Clinical Medical Assistant (CCMA) exam. Note: GCC has applied for accreditation, which is pending, from the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Program Requirements

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>One of the following: BIO 194 Comparative Anatomy and Physiology ➀</td>
<td>4</td>
</tr>
<tr>
<td>or BIO 216 (BIO 196) Human Anatomy and Physiology II ➁</td>
<td></td>
</tr>
<tr>
<td>BUS 102 Career Planning and Job Search Skills</td>
<td>1</td>
</tr>
<tr>
<td>HSC 101 Introduction to Patient Care Skills</td>
<td>3</td>
</tr>
<tr>
<td>MAC 101 Fundamentals of Medical Assisting</td>
<td>2</td>
</tr>
<tr>
<td>MAC 103 Medical Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>MAC 105 Clinical Procedures</td>
<td>4</td>
</tr>
<tr>
<td>MAC 111 Pharmacology for Medical Assistants</td>
<td>2</td>
</tr>
<tr>
<td>MAC 271 Medical Assistant Practicum</td>
<td>4</td>
</tr>
<tr>
<td>MOM 110 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MAC 120 Medical Claims Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Prerequisites for this program include ENG 090, ENG 094 (COL 090), MAT 095 (MAT 105) or MAT 095S, or satisfactory placement test scores. Recommended prerequisites: CIS 140, ENG 101, ENG 103, or ENG 105.

Students participating in this program must undergo a Criminal Offender Record Information (CORI) check. For more information please refer to page 7.

Upon graduation from the program, students are eligible to sit for the National Healthcare Association (NHA) Certified Clinical Medical Assistant (CCMA) exam. Note: GCC has applied for accreditation, which is pending, from the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

For additional information about the requirements of this program, including additional time-sensitive health requirements, go to http://web.gcc.mass.edu/academics/programs/ and check the website for additional information about the requirements of this program.

To plan certificate completion, see the course descriptions in the catalog beginning on page 125 or at http://www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.

1 Completion of BIO 194 must be within the last 5 years, with a C or better.
2 Completion of BIO 215 (BIO 195) and BIO 216 (BIO 196) within the last 5 years, with a C or better; satisfy the BIO 194 requirement.

(Additional Program Notes continued on next page)
LEGAL REQUIREMENTS

All students entering the MAC program will be required to have a CORI (Criminal Offenders Record Information) check. For more information please refer to page 7. A student with a charge in the Lifetime Presumptive Disqualification Category is ineligible for placement in the MAC Program. Discretionary Disqualification Category charges will be handled on a case-by-case basis. Some clinical facilities will run their own CORIs on students and may require a drug test screening. 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 examining board in order to apply for permission to take the certification examination after graduation. CORI issues may prevent a student from attending job, internship, and practicum sites, may interfere with a student’s success in the program, and may interfere with a student’s ability to become a Certified Medical Assistant.

ADDITIONAL HEALTH REQUIREMENTS

Students must complete and submit the MAC Health Requirements Form available at http://web.gcc.mass.edu/admission/health-careers, and have it signed by their doctor, showing that all immunizations required by the program are up to date and all physical requirements are met. See the MAC Health Requirements Form for time-sensitive deadlines that must be followed. The completed form and all supporting documents must be marked as "MAC" and submitted to the GCC Health Records Office by the deadline listed on the form.

Students are responsible for ensuring that all immunization cycles, as required by the college and/or by clinical sites, are completed in time for their Spring semester practicum. Some immunizations may require extra planning as the Hep B series of shots can take up to six months to complete, and must be completed before the first day of class in the Spring MAC 271 Medical Assistant Practicum course for which they have registered. Students unable to document to the Health Records Office their completion of the additional health requirements in full before the start of Spring classes will be administratively dropped from the MAC 271 Medical Assistant Practicum course.

To be assigned to a clinical site in the Spring practicum course, student CPR certification must also be kept current. The required CPR certification is the American Heart Association Health Care Provider level (infant, child, and adult). Students are additionally responsible for providing any additional health information that clinical sites may require, including but not limited to additional TB tests and proof of current flu vaccination.

EXTRA COSTS

Students are responsible for any costs associated with their participation in the program, including but not limited to travel, testing, maintaining certifications and malpractice insurance, acquiring immunizations, and completing the MAC Health Requirements form. Students are responsible for their own transportation between campus and clinical facilities.
Medical Office Administration (MOC)

<table>
<thead>
<tr>
<th>THE CERTIFICATE</th>
<th>Medical Office Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE PROGRAM</td>
<td>Provides students with the knowledge and skills to function in an administrative capacity in a medical office environment, and provides a pathway for sitting for privately-administered medical coding examinations. This certificate requires four semesters to complete.</td>
</tr>
<tr>
<td>YOUR NEXT STEP</td>
<td>Seek entry-level work in a medical office or healthcare setting; sit for Medical Coding examinations; or continue to an Associate in Science Degree, CIS-Office Management.</td>
</tr>
<tr>
<td>PROGRAM CONTACT</td>
<td>Thomas T. Simmons, Office: E132K, (413) 775-1482, <a href="mailto:simmonst@gcc.mass.edu">simmonst@gcc.mass.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Total Credits: 29</th>
</tr>
</thead>
<tbody>
<tr>
<td>One of the following BIO 194 Comprehensive Anatomy and Physiology or BIO 216 Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BUS 102 Career Planning and Job Search</td>
<td>1</td>
</tr>
<tr>
<td>CIS 140 Microcomputer Software Tools I</td>
<td>3</td>
</tr>
<tr>
<td>MAC 103 Medical Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>MOM 110 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MOM 121 Medical Coding: Diagnosis</td>
<td>3</td>
</tr>
<tr>
<td>MOM 122 Medical Coding: Procedures</td>
<td>3</td>
</tr>
<tr>
<td>MOM 210 Medical Billing and Insurance</td>
<td>3</td>
</tr>
<tr>
<td>MOM 215 Electronic Health Records</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

To plan certificate completion, see the course descriptions in the catalog beginning on page 125 or at http://www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.
Network Administration (NED)

<table>
<thead>
<tr>
<th>THE CERTIFICATE</th>
<th>Network Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE PROGRAM</td>
<td>Provides practical skills sets related to the day-to-day operation of an organization's computer networks.</td>
</tr>
<tr>
<td>YOUR NEXT STEP</td>
<td>Seek employment in network administration or continue to pursue the Associate in Arts degree in Business Administration Transfer (BAT) or the Associate in Science degree in Computer Information Systems (CIS).</td>
</tr>
<tr>
<td>PROGRAM CONTACT</td>
<td>Doug Wilkins, Office: E132P, (413) 775-1480, <a href="mailto:wilkins@gcc.mass.edu">wilkins@gcc.mass.edu</a></td>
</tr>
</tbody>
</table>

**Total Credits: 27-29**

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>One of the following: ACC 121 Principles of Financial Accounting I or ACC 151 Concepts of Financial Accounting</td>
<td>3-4</td>
</tr>
<tr>
<td>One of the following: ACC 122 Principles of Financial Accounting II or ACC 152 Concepts of Financial Accounting II</td>
<td>3-4</td>
</tr>
<tr>
<td>One Business Survey course: BUS 111, BUS 112, BUS 113, BUS 114, or SPO 101</td>
<td>3</td>
</tr>
<tr>
<td>CIS 140 Microcomputer Software Tools I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 145 Relational Database Design and Application</td>
<td>3</td>
</tr>
<tr>
<td>CIS 150 Programming Principles and Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CIS 180 Network Workstation Administration</td>
<td>3</td>
</tr>
<tr>
<td>CIS 280 Network Server Administration</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101, 103, or 105 English Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

To plan certificate completion, see the course descriptions in the catalog beginning on page 125 or at http://www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.
Academic Programs

Outdoor Leadership (OLP)

<table>
<thead>
<tr>
<th>THE CERTIFICATE</th>
<th>Outdoor Leadership</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE PROGRAM</td>
<td>Provides students with the skills and knowledge needed to lead entry-level or above adventure programs and services. Students 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 sports, Nordic skiing, and challenge course work. Certification competencies comply with adventure industry nationally recognized standards. OLP is accredited by the Association for Experiential Education.</td>
</tr>
<tr>
<td>YOUR NEXT STEP</td>
<td>Students are prepared to work in outdoor centers and organizations, paddling schools, outdoor schools such as NOLS and Outward Bound, human services organizations, educational institutions that utilize adventure, and a diverse variety of recreational programs. Students with previous career skills may combine those with current technical training towards entrepreneurial ventures, counseling, or other specialized fields. Students also choose to continue studies in outdoor education, adventure recreation, natural or social sciences, and a myriad of related fields.</td>
</tr>
<tr>
<td>PROGRAM COORDINATOR</td>
<td>Austin Paulson, Office: N112, (413) 775-1126, <a href="mailto:paulsona@gcc.mass.edu">paulsona@gcc.mass.edu</a></td>
</tr>
</tbody>
</table>

Program Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OLP 111 Introduction to Outdoor Adventure Skills</td>
<td>4</td>
</tr>
<tr>
<td>OLP 112 Leadership and Group Management I</td>
<td>4</td>
</tr>
<tr>
<td>OLP 116 Adventure Program Planning and Fieldwork I</td>
<td>3</td>
</tr>
<tr>
<td>OLP 120 Wilderness Medical Preparedness and Rescue</td>
<td>2</td>
</tr>
<tr>
<td>OLP 124 Natural/Cultural History and Resource Management</td>
<td>2</td>
</tr>
<tr>
<td>OLP 143 Backcountry Travel Instructor I</td>
<td>2</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 Leadership and Group Management II</td>
<td>2</td>
</tr>
<tr>
<td>OLP 216 Adventure Program Planning and Fieldwork II</td>
<td>3</td>
</tr>
<tr>
<td>OLP 239 Backcountry Travel Instructor II</td>
<td>2</td>
</tr>
</tbody>
</table>

Program Electives

At least three 200-level courses from the Program Electives list below 6

**PROGRAM ELECTIVES**

- OLP 230 Rock Climbing Instructor ................................................. 2
- OLP 231 River Canoe Instructor ................................................... 2
- OLP 232 Nordic Ski Instructor ..................................................... 2
- OLP 234 Challenge Course Practitioner ........................................... 2
- OLP 238 Coastal Kayak Instructor ................................................ 2

**OTHER SPRING ELECTIVES (optional)**

- OLP 146 Whitewater Kayaking ..................................................... 2
- OLP 147 Mountaineering and Ice Climbing ..................................... 2

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

PROGRAM POLICIES: Students must have current Wilderness First Responder certification or equivalent first aid training to enter the program.

ADMISSION REQUIREMENT: This program requires a different admission process. Please contact the program coordinator listed above or the Admission Office for additional information.

Students must meet all Essential Eligibility Requirements for the program. See the OLP website at http://www.gcc.mass.edu/olp/apply.

To plan certificate completion, see the course descriptions in the catalog beginning on page 125 or at http://www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.
Paramedic (PMC)

<table>
<thead>
<tr>
<th>THE CERTIFICATE</th>
<th>Paramedic</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE PROGRAM</td>
<td>Meets the most recent National Standard curriculum requirements for Paramedic education and prepares you to take the Massachusetts and National Registry certification examinations. Students begin hands-on clinical experiences during the didactic portion of the program.</td>
</tr>
<tr>
<td>YOUR NEXT STEP</td>
<td>Take certification examination for NREMT-Paramedic.</td>
</tr>
<tr>
<td>PROGRAM DIRECTOR</td>
<td>Dawn Josefski, Office: E130B, (413) 775-1761, <a href="mailto:josefski@gcc.mass.edu">josefski@gcc.mass.edu</a></td>
</tr>
</tbody>
</table>

**Program Requirements**

<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>
</tbody>
</table>

The Paramedic Program is accredited by the Commonwealth of Massachusetts’ Office for Emergency Medical Services (OEMS) and has a current LOR from COAEMSP #600741.

Applicants must have current basic, intermediate or advanced certification and be able to pass a written Basic EMT test administered by the Program; placement beyond or satisfactory completion of ENG 090, ENG 094 (COL 090), MAT 090 or MAT 090S. Students must complete health requirements no later than August 1st of the year they are accepted into the PMC program. Students must be 18 years of age to begin classes in the program.

All students entering the Paramedic program will be required to have a CORI (Criminal Offenders Record Information) check. For more information please refer to page 7. A student with a charge in the Lifetime Presumptive Disqualification Category is ineligible for placement in the Paramedic Program. Discretionary Disqualification Category charges will be handled on a case-by-case basis. Some clinical facilities will run their own CORIs on students and may require a drug test screening. 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 Office for Emergency Medical Services (OEMS) in order to be permitted to take the certification exam.

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. Students are also required to cover the costs of national certifying examinations and state certification/licensure fees.

To plan certificate completion, see the course descriptions in the catalog beginning on page 125 or at [http://www.gcc.mass.edu/academics/catalog/classes](http://www.gcc.mass.edu/academics/catalog/classes) which specify the planned semester(s) in which the course is to be scheduled. For a list of courses that can be taken online, refer to pages 162-163.
# Practical Nursing-L.P.N. (PNC)

<table>
<thead>
<tr>
<th>THE CERTIFICATE</th>
<th>Practical Nursing</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE PROGRAM</td>
<td>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.</td>
</tr>
<tr>
<td>YOUR NEXT STEP</td>
<td>Take the LPN licensure examination and enter the LPN work force and/or continue your education in an RN program. An articulation agreement exists with GCC’s Associate Degree Nursing program. Refer to page 92 for the requirements.</td>
</tr>
<tr>
<td>PROGRAM COORDINATOR</td>
<td>Virginia Wahl, Office: D312 at GCCs Downtown Center; (413) 775-1634, <a href="mailto:wahl@gcc.mass.edu">wahl@gcc.mass.edu</a></td>
</tr>
</tbody>
</table>

## Program Requirements

<table>
<thead>
<tr>
<th>Course Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>One of the following: BIO 194 Comprehensive Anatomy and Physiology or BIO 216 (BIO 196) Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>NUR 103 Fundamentals of Practical Nursing</td>
<td>12</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>

The Practical Nursing Certificate program is approved by the Massachusetts Board of Registration for Nursing.

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

Practical 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 Composition I (ENG 101, 103, or 105) with a minimum “C” grade, Introductory Algebra (MAT 095 (MAT 105) or MAT 095S) or equivalent or higher level 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: Biology I (BIO 126), Comprehensive Anatomy and Physiology (BIO 194), Human Anatomy and Physiology I BIO 215 (BIO 195), Human Anatomy and Physiology II BIO 216 (BIO 196). In addition, successful completion of the Test for Essential Academic Skills (TEAS) examination is required. A composite score (reading, math, science and English) of 50% with a reading score of 50% and math score of 50% is required for admission. Also, a completed physical examination and immunization record, as well as a current CPR certification card covering Adults, Children, and Infants, are required.

All students entering the PNC program will be required to have a CORI (Criminal Offenders Record Information) check. For more information please refer to page 7. A student with a charge in the Lifetime Presumptive Disqualification Category is ineligible for placement in the PNC Program. Discretionary Disqualification Category charges will be handled on a case-by-case basis. Some clinical facilities will run their own CORIs on students and may require a drug test screening. 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.

Interested applicants should review the Practical Nursing video and an information packet online, which describes admission requirements, the curriculum and program policies, before beginning the application process. This information and a program application are available at [www.gcc.mass.edu/pnc](http://www.gcc.mass.edu/pnc) or by calling the Office of Admission at (413) 775-1802.

Nursing students are required to purchase uniforms, 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, NCLEXPN exams.)

To plan certificate completion, see the course descriptions in the catalog beginning on page 125 or at [http://www.gcc.mass.edu/academics/catalog/classes](http://www.gcc.mass.edu/academics/catalog/classes) which specify the planned semester(s) in which the course is to be scheduled. For a list of courses that can be taken online, refer to pages 162-163.

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⃣ Applicants may also complete the Introductory Algebra admission requirement by receiving an algebra placement test score of 61 or higher and an arithmetic placement test score of 67 or higher.
## Renewable Energy/Energy Efficiency (REE)

### THE CERTIFICATE

Renewable Energy/Energy Efficiency

### THE PROGRAM

Provides students with a comprehensive introduction to renewable energy and energy efficiency; provides students with the knowledge and skills needed for entry-level employment opportunities in the renewable energy/energy efficiency field without the general education requirements of the associate's degree; provides students already employed in the trades with knowledge and skills relevant to specific renewable energy/energy efficiency technologies, as well as broader understanding of the scientific, economic and political context of the industry; and provides students with the knowledge and skills needed for continued learning and education in the renewable energy/energy efficiency field, including transfer into the associate's degree program.

### YOUR NEXT STEP

Take appropriate industry exams based on your course work. Find employment in the renewable energy/energy efficiency field e.g., green building, energy auditing and/or solar. Continue academic studies in a degree program.

### PROGRAM COORDINATOR

Teresa Jones, Office: S414, (413) 775-1462, jones@gcc.mass.edu

### Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>REE 126</td>
<td>Residential Energy Efficiency and Energy Auditing</td>
<td>4</td>
</tr>
<tr>
<td>SCI 120</td>
<td>Sustainable Energy: Theory and Practice</td>
<td>3</td>
</tr>
<tr>
<td>BUS 102</td>
<td>Career Planning and Job Search Skills</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 102</td>
<td>Career Planning and Job Search Skills</td>
<td>3</td>
</tr>
</tbody>
</table>

### Program Electives

- Any 11 credits of courses from the Program Electives list below

### Open Electives

- Any 7 credits of courses coded: ACC, BIO, BUS, CHE, CIS, ECO, EGR, EVS, GEO, MAT (3-4 credits), PHY, PSJ, REE, SCI, ENG 101, ENG 103, or ENG 105, and/or other than a developmental course (see page 31), MAT 105, MAT 106, and MAT 116

### PROGRAM ELECTIVES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGT 112</td>
<td>Fundamentals of Electricity</td>
<td>3</td>
</tr>
<tr>
<td>REE 110</td>
<td>Community Energy Solutions</td>
<td>1</td>
</tr>
<tr>
<td>REE 114</td>
<td>Residential Construction Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>REE 116</td>
<td>Introduction to Geothermal Heating and Cooling</td>
<td>1</td>
</tr>
<tr>
<td>REE 118</td>
<td>Greenhouse Gas Assessment and Carbon Cap and Trade</td>
<td>1</td>
</tr>
<tr>
<td>REE 121</td>
<td>Introduction to Photovoltaic (Solar Electric) Technology</td>
<td>3</td>
</tr>
<tr>
<td>REE 122</td>
<td>Solar Domestic Hot Water</td>
<td>1</td>
</tr>
<tr>
<td>REE 123</td>
<td>Passive Solar Technology</td>
<td>1</td>
</tr>
<tr>
<td>REE 124</td>
<td>Energy Conservation and Efficiency</td>
<td>1</td>
</tr>
<tr>
<td>REE 125</td>
<td>Sustainable Landscape Design</td>
<td>3</td>
</tr>
<tr>
<td>REE 127</td>
<td>Introduction to Sustainable Design and Green Building</td>
<td>3</td>
</tr>
<tr>
<td>REE 128</td>
<td>Solar Thermal Systems</td>
<td>3</td>
</tr>
<tr>
<td>REE 129</td>
<td>Fundamentals of Wind Energy</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGT 112</td>
<td>Fundamentals of Electricity</td>
<td>3</td>
</tr>
<tr>
<td>REE 110</td>
<td>Community Energy Solutions</td>
<td>1</td>
</tr>
<tr>
<td>REE 114</td>
<td>Residential Construction Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>REE 116</td>
<td>Introduction to Geothermal Heating and Cooling</td>
<td>1</td>
</tr>
<tr>
<td>REE 118</td>
<td>Greenhouse Gas Assessment and Carbon Cap and Trade</td>
<td>1</td>
</tr>
<tr>
<td>REE 121</td>
<td>Introduction to Photovoltaic (Solar Electric) Technology</td>
<td>3</td>
</tr>
<tr>
<td>REE 122</td>
<td>Solar Domestic Hot Water</td>
<td>1</td>
</tr>
<tr>
<td>REE 123</td>
<td>Passive Solar Technology</td>
<td>1</td>
</tr>
<tr>
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<td>Energy Conservation and Efficiency</td>
<td>1</td>
</tr>
<tr>
<td>REE 125</td>
<td>Sustainable Landscape Design</td>
<td>3</td>
</tr>
<tr>
<td>REE 127</td>
<td>Introduction to Sustainable Design and Green Building</td>
<td>3</td>
</tr>
<tr>
<td>REE 128</td>
<td>Solar Thermal Systems</td>
<td>3</td>
</tr>
<tr>
<td>REE 129</td>
<td>Fundamentals of Wind Energy</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>REE 130</td>
<td>Extreme Insulation Retrofits</td>
<td>3</td>
</tr>
<tr>
<td>REE 131</td>
<td>Introduction to Piping</td>
<td>2</td>
</tr>
<tr>
<td>REE 132</td>
<td>Introduction to Home Heating and Cooling</td>
<td>3</td>
</tr>
<tr>
<td>REE 133</td>
<td>Introduction to Architectural Modeling</td>
<td>2</td>
</tr>
<tr>
<td>REE 134</td>
<td>Building with Earth, Straw, Wood, and Stone</td>
<td>3</td>
</tr>
<tr>
<td>REE 135</td>
<td>Green Careers Exploration and Career Skill Building</td>
<td>3</td>
</tr>
<tr>
<td>REE 136</td>
<td>Applied Residential Energy Auditing</td>
<td>3</td>
</tr>
<tr>
<td>REE 221</td>
<td>Photovoltaic (Solar Electric) Installation</td>
<td>3</td>
</tr>
<tr>
<td>REE 227</td>
<td>Sustainable Design and Green Building Practices</td>
<td>3</td>
</tr>
<tr>
<td>REE 228</td>
<td>Photovoltaic Technical Sales and Marketing</td>
<td>3</td>
</tr>
<tr>
<td>REE 293/294</td>
<td>Internship in Renewable Energy/Energy Efficiency</td>
<td>1-6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCI 119</td>
<td>Introduction to Global Warming</td>
<td>3</td>
</tr>
<tr>
<td>SCI 133</td>
<td>Permaculture Design</td>
<td>4</td>
</tr>
</tbody>
</table>

Course requirements and electives to be chosen after consultation with faculty advisor and in consideration of the requirements of the transfer institution and student's professional goals.

To plan certificate completion, see the course descriptions in the catalog beginning on page 125 or at http://www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.

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1. Not required for students who have taken BUS 224.
2. Depending on your academic background and work experience, you may need to take additional courses as prerequisites or co-requisites (concurrent enrollment).
3. These courses may have additional prerequisites. Please consult the course catalog.
4. A student concentrating in photovoltaics may qualify to take the North American Board of Certified Energy Providers (NABCEP) Basic Knowledge in Photovoltaics exam.
5. Internships may be taken as Program Electives or as Open Electives in consultation with faculty advisor. No more than six total credits of internship may count toward this certificate.
Web Development and Design (WDD)

THE CERTIFICATE | Web Development and Design

THE PROGRAM | Provides the technical and design skills needed to develop, implement, and maintain a functional website for a variety of business or non-profit applications.

YOUR NEXT STEP | Entry-level employment as a web developer, web designer, or content manager; proprietorship of a contracted web development service; or continuation towards an Associate's Degree in Computer Information Systems or Marketing.

PROGRAM CONTACT | Doug Wilkins, Office: E132P, (413) 775-1480, wilkins@gcc.mass.edu

Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 161</td>
<td>Computer Arts Foundation</td>
<td>3</td>
</tr>
<tr>
<td>ART 263</td>
<td>Web Site Design</td>
<td>3</td>
</tr>
<tr>
<td>BUS 116</td>
<td>E-Commerce</td>
<td>3</td>
</tr>
<tr>
<td>CIS 140</td>
<td>Microcomputer Software Tools I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 141</td>
<td>Microcomputer Software Tools II</td>
<td>3</td>
</tr>
<tr>
<td>CIS 145</td>
<td>Relational Database Design and Application</td>
<td>3</td>
</tr>
<tr>
<td>CIS 151</td>
<td>Web Site Development</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 151</td>
<td>Photography Foundation</td>
<td>3</td>
</tr>
<tr>
<td>ART 155</td>
<td>Video Foundation</td>
<td>3</td>
</tr>
<tr>
<td>BUS 224</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 150</td>
<td>Programming Principles and Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CIS 245</td>
<td>Advanced Database Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 251</td>
<td>Java Programming</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credits: 27-28

Note: This Program provides a balance of technical and design skills necessary to carry out basic web development. Students interested in designing, proposing, and implementing webpage design changes for businesses as a career should strongly consider enrolling in the Marketing or Computer Information Systems Associate Degree programs.

To plan certificate completion, see the course descriptions in the catalog beginning on page 125 or at http://www.gcc.mass.edu/academics/catalog/classes which specify the planned semester(s) in which the course is to be scheduled.

For a list of courses that can be taken online, refer to pages 162-163.
Greenfield Community College has enrollment agreements with Berkshire Community College (BCC), Holyoke Community College (HCC), and Mount Wachusett Community College (MWCC). GCC students can complete the general education courses listed at GCC before transferring to BCC, HCC, or MWCC 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 BCC, HCC, or MWCC during their first year of study to learn about the admissions process required for these programs.
Physical Therapist Assistant
(with Berkshire Community College or Mt. Wachusett Community College)

THE DEGREE
Associate in Science

THE PROGRAM
Prepares a 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
Apply at Berkshire Community College (BCC) or Mount Wachusett Community College (MWCC) to take the technical courses. The program at BCC and MWCC 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.

BCC PROGRAM DIRECTOR
Michele Darroch, PTA Program Coordinator, Berkshire Community College (413) 236-4525 or (800) 816-1233, x4525, email: mdarroch@berkshirecc.edu

MWCC PROGRAM DIRECTOR
Jacqueline Shakar, PTA Program Coordinator, Mt. Wachusett Community College, (978) 630-9287, email: j_shakar@mwcc.mass.edu

GCC PROGRAM CONTACT
Lou Peugh, Health Science Option Program Advisor, Greenfield Community College, Office: C118F, (413) 775-1848, email: peugh@gcc.mass.edu

Required courses that can be taken at GCC for the BCC program

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 103</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 116</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PCS 101</td>
<td>Personal Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td>PCS 141</td>
<td>Personal Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Behavioral Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Behavioral Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>BIO 215</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 216</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>General Education Elective from list on pages 52-53</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>TOTAL:</td>
<td></td>
<td>26</td>
</tr>
</tbody>
</table>

Students should contact the BCC program coordinator early on to select General Education Elective.

Students should consult with BCC advisor concerning math placement testing/math coursework and application to BCC and the PTA program. BIO 215 (BIO 195), BIO 216 (BIO 196) should be no more than 5 years old.

The program accepts students every two years, with the next incoming classes in 2015 and 2017.

Required courses that must be taken at BCC

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 230</td>
<td>Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>PHY 111</td>
<td>The Ideas of Physics</td>
<td>3</td>
</tr>
<tr>
<td>PTA 100</td>
<td>Introduction to Physical Therapy</td>
<td>2</td>
</tr>
<tr>
<td>PTA 101</td>
<td>Physical Therapist Assistant I</td>
<td>4</td>
</tr>
<tr>
<td>PTA 102</td>
<td>Structural Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>PTA 115</td>
<td>Functional Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>PTA 150</td>
<td>Clinical Education I</td>
<td>2</td>
</tr>
<tr>
<td>PTA 200</td>
<td>Rehab Neurology</td>
<td>3</td>
</tr>
<tr>
<td>PTA 201</td>
<td>Physical Therapist Assistant II</td>
<td>2</td>
</tr>
<tr>
<td>PTA 202</td>
<td>Therapeutic Exercise</td>
<td>4</td>
</tr>
<tr>
<td>PTA 203</td>
<td>PTA Seminar</td>
<td>3</td>
</tr>
<tr>
<td>PTA 250</td>
<td>Clinical Education II</td>
<td>4</td>
</tr>
<tr>
<td>PTA 260</td>
<td>Clinical Education III</td>
<td>4</td>
</tr>
<tr>
<td>TOTAL:</td>
<td></td>
<td>40</td>
</tr>
</tbody>
</table>

(continued on next page)
Physical Therapist Assistant
(continued from previous page)

<table>
<thead>
<tr>
<th>Required courses that can be taken at GCC for the MWCC program</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>BIO 215 (BIO 195) Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 216 (BIO 196) Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>CIS or Business elective (ACC, BUS, CIS ➀ ECO 101 or ECO 102)</td>
<td>3-4</td>
</tr>
<tr>
<td>Humanities elective ➁</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 217 Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td><strong>25-26</strong></td>
</tr>
</tbody>
</table>

Students should consult with MWCC advisor concerning math placement testing/math coursework. A mathematics competency equal to at least MAT 126 (Topics in Mathematics) is required prior to Semester I coursework. GCC’s equivalent math course is MAT 117 (Mathematical Problem Solving).

Students should also consult with MWCC advisor concerning application to MWCC and the PTA program.

BIO 215 (BIO 195), BIO 216 (BIO 196) should be no more than 5 years old with a minimum grade of C+.

➀ Selected computer course. Students should consult with MWCC advisor for more information.

➁ Courses coded ART, ASL, ENG (200 level), FRE, HUM, MUS, PHI, SPA, and selected speech and theatre courses. Students should consult with MWCC advisor for more information.

<table>
<thead>
<tr>
<th>Required courses that must be taken at MWCC</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 105 Assessment Techniques</td>
<td>3</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 110 Clinical Practicum I</td>
<td>3</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>PTA 139 Human Disease and Pathology</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td><strong>52</strong></td>
</tr>
</tbody>
</table>
Radiologic Technology Program  
(with Holyoke Community College)

THE DEGREE  Associate in Science

THE PROGRAM  Offers students training in operating state of the art radiology equipment, basics in positioning and radiography in a variety of settings.

YOUR NEXT STEP  Apply 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.

HCC PROGRAM DIRECTOR  Holly Martin-Peele, Chair, Radiologic Technology Department, Holyoke Community College  
(413) 552-2460, email: hmartin@hcc.edu

GCC PROGRAM CONTACT  Lou Peugh, Health Science Option Program Advisor  
Greenfield Community College, Office: C118F, (413) 775-1848, email: peugh@gcc.mass.edu

Required courses that can be taken at GCC  

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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>BIO 215 (BIO 195) Anatomy and Physiology I ➀</td>
<td>4</td>
</tr>
<tr>
<td>BIO 216 (BIO 196) Anatomy and Physiology II ➀</td>
<td>4</td>
</tr>
<tr>
<td>MAT 107 College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MOM 110 Introduction to Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Principles of Sociology ➁</td>
<td>3</td>
</tr>
<tr>
<td>SOC 201 Social Problems ➂</td>
<td>3</td>
</tr>
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</table>

TOTAL: 27

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>3</td>
</tr>
<tr>
<td>RDL 122 Radiographic Technique and Control I</td>
<td>3</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>3</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 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>
</tbody>
</table>

TOTAL: 43

➀ BIO 215 (BIO 195), BIO 216 (BIO 196) should be no more than 5 years old with a minimum grade of C+.

➁ Other Social Science courses may apply. Contact HCC for details.

Note: For admission, students must successfully complete or have placement beyond MAT 096 (MAT 106) (Intermediate Algebra) within the past 5 years.

Students must complete MAT 107 (College Algebra) by graduation date.

Students should consult with HCC advisor concerning application to HCC and the RTA program.
ONLINE COURSES
Online courses are offered at GCC to provide flexibility to students who are balancing the other demands on his or her schedule. Students taking online courses can access their courses anywhere there is an internet connection. While taking an online course at GCC, students interact with their instructor through Moodle, the college’s learning management system. Just like our face-to-face classes, GCC prides itself on the individualized attention students receive in our online classes. Students are given syllabi; access to readings, video, lectures; take quizzes and exams; submit papers and projects; participate in discussions; and access their grades all online.

In addition to the same demands of a face-to-face class, students taking online classes should be well organized, open to using new technology, able to manage time well, like to work independently, and be comfortable communicating in writing. Students should expect to spend a minimum of nine hours on their online course. This includes what could be considered “class time.”

For more information visit: http://www.gcc.mass.edu/distance-ed/.

ONLINE CERTIFICATES AND DEGREES
GCC offers several online degrees and certificates. Students enrolled in these online degrees and certificates have access to the campus student services and resources. Students are able to complete an associate’s degree in four semesters and certificates can be completed in an even shorter timeframe. For students who are not able to travel to campus, need to maintain flexible schedules, or who wish to experience GCC’s outstanding commitment to its students from afar; an online degree program may be the perfect solution.

HUMAN DEVELOPMENT COURSES
For those students seeking to strengthen their academic skills, the college provides a set of one to three-credit courses for development of knowledge and skills that help students be successful in their course work. HUD 114 College Success (3 credits) is a useful option for students new to college and who may desire more confidence about studying, taking college tests, etc. The College offers several one and two credit courses that each focus on a specific set of skills or specialized opportunities for students to pursue their personal and professional interests.

- HUD 117 Managing Stress (2 credits; offered every fall & spring)
- HUD 122 Practicum in Governance (1 credit; offered every fall & spring)
- HUD 130 General Education Seminar: Introduction to Information Literacy (1 credit; offered every fall & spring)
- HU 131 Student Ambassador (1 credit; offered every fall & spring)
- HUD 135 Career Exploration and Planning (1 credit; offered every fall & spring)

SPECIAL TOPICS COURSES
Greenfield Community College offers Special Topics courses that provide students opportunities to enhance their learning by exploring particular topics or themes more intensively and creatively than is possible in regular course offerings. Special topics courses are 200 level courses, require introductory (100) level courses as prerequisites, and are designated by the appropriate three-letter department code and the number 240. Students may repeat a 240 Special Topics course for credit within the same department as long as the title of the course is different. Otherwise, refer to the standard procedure regarding repeating a course found in the college catalog.

SERVICE LEARNING
Service learning provides an excellent opportunity for students to advance their knowledge and skills while also helping to address the needs of the community. Students interested in service learning should connect with Judy Raper, the Director of Student Development. Note: internships are also available. See http://www.gcc.mass.edu/cesl/ for guidance on pursuing this option.
DIRECTED STUDY

Directed study allows a student to collaborate with a qualified instructor to complete a project for advanced individual study beyond the specific offerings at Greenfield Community College. To qualify, the student must have completed all available offerings in the given topic. A course described in the Greenfield Community College catalog may not be completed through a directed study, except in extraordinary circumstances.

A directed study carries the course number 295 or 296 and may be completed for one, two or three credits. If a 295 course is completed for one credit, the student may complete additional 295 courses in the same subject field until a maximum of three credits is earned.

The successful completion of a 295 course is prerequisite to the 296 course in the same field. Once a student embarks on a 296, they may not go back to a 295 in the same subject field, even if the maximum of three credits in the 295 has not been earned.

A directed study may not be accepted in transfer to a Baccalaureate degree awarding institution.

For additional information and application materials, contact the Registrar or an Academic Grouping Office, or visit http://www.gcc.mass.edu/registrar/forms.

INTERNSHIPS

Internships extend students’ learning beyond the classroom setting and allow them to work with a faculty mentor and a sponsor from a business or organization to gain hands-on experience in professional work environments that relate to their academic and career interests. Students should be able to relate the internship experience to knowledge and skills that they have gained through college-level classroom instruction.

Internships I and II carry the course number 293 and 294 respectively, and may be completed for one to six credits. No more than six credits from 293/294 numbered courses can be used to satisfy requirements for any one degree or certificate. An internship might not be accepted in transfer to a Baccalaureate degree awarding institution.

293 (1–6 credits) Internship I and 294 (1–6 credits) Internship II are site-based learning experiences. In consultation with an appointed faculty mentor and a site supervisor, students will develop and fulfill a list of learning goals and expectations.

Activities for 293 could include site-based research and presentations, field experiences, apprenticeships, performing tasks commensurate with the student’s professional goals, shadowing professionals, etc.

For 294, students will put into practice skills and knowledge gained in previously taken courses and program related experiences. It is expected that the relationship between student and the site is mutually beneficial: students will gain real-life experience as they put theory to practice, and the site will have value added in some significant way.

Before an internship begins, the student and a faculty mentor will agree upon the credits to be awarded (45 on-site hours per credit). At the end of the internship, the work will be assessed for its academic and career planning value. A grade will be determined by the faculty mentor, in consultation with the student and the site personnel, on the basis of the extent to which the student has advanced their understanding in the field of interest and demonstrated learning.

To learn more about internships, students should visit the GCC internship website at: http://www.gcc.mass.edu/internships/. Here they will find internship postings and general information about the internship process as well as a blank internship contract and other valuable resources they can use to prepare for an internship interview. They may also consult with the internship coordinator and/or see their academic advisor or another potential faculty mentor to determine if they are a good match for internship postings that interest them. Internship forms are available on the website and from Academic Group Offices, or at http://www.gcc.mass.edu/registrar/forms. Note: The faculty mentor will confer with the department’s chair/coordinator to confirm the appropriateness of the placement. A student may start an internship once all necessary documents have been signed by student, faculty mentor, host supervisor, and grouping dean and the internship has been created as a course on the Banner system by the administrative assistant. Midway through and at the end of an internship, evaluation forms will be sent to both the student and the host site. These are intended to help in the student’s progress and will be forwarded to the faculty mentor as well.
STUDY ABROAD OPPORTUNITY

International Language and Culture Study Award

This scholarship program, administered by the GCC International Studies Committee, has been sponsored jointly by the Student Senate and the President since 2000. Each summer, scholarship recipients spend several weeks in a language and culture institute in a French- or Spanish-speaking country, immersing themselves in that country’s culture and language. Students develop communication skills and gain understanding of other cultures by attending language classes at the institute, visiting local sites of cultural interest and staying with local host families. Students must have had some prior study of the language, must be returning to GCC in the fall following study abroad and must have completed 12 credits at GCC. For more information, contact the chair of the International Studies Committee at (413) 775-1282.

COMPLETE A FOUR-YEAR DEGREE

Elms College at Greenfield Community College

Elms College is partnering with GCC on the delivery of four GCC/Elms Bachelor’s Degree Completion Programs. The Elms programs at GCC expand baccalaureate opportunities for students and alumni of GCC and result from a formal agreement between GCC and Elms College. Students earn an Associate’s degree from GCC. Students then build on their education at GCC and earn a bachelor’s degree from Elms College on the GCC Main Campus and/or online.

In August, 2015, two new programs will be introduced. A Bachelor’s Degree Completion Program in Business Management and Marketing will be offered in two ways. A full-time, accelerated, 20-month program will be offered on Saturdays with Elms College delivering 60 credits of courses. This program will be available to students holding an associate’s degree from any college. A very affordable, full-time, day program will be offered over two years on the GCC Main Campus to students possessing the GCC A.S. Business Administration Transfer (BAT) degree. Beyond the BAT, students will be required to take at least nine additional GCC credits, for a total of at least 72, with Elms College delivering 48 credits so that students earn the Bachelor’s Degree in Business Management and Marketing from Elms College.

The 2+2 Bachelor’s Degree Completion Program in Early Care and Education will also launch on Saturdays on the GCC Main Campus in Fall, 2015. These programs will join the already existing Bachelor’s Degree Completion Program in Social Work and the Bachelor’s Degree Completion Program in Speech Language Pathology Assistance which were successfully launched in August, 2014. For more information, contact Kathleen M. Vranos, Dean, Greenfield Community College, East 120C, 413-775-1471, vranosk@gcc.mass.edu, or contact Kristine Gomes, Program Coordinator; Elms College on the GCC Main Campus, East 123A, 413-835-1772, gomesk@elms.edu.
Credit Courses

This section contains descriptions of the College’s approved credit courses. Developmental courses use numbers 090-096 and will not be used to fulfill associate degree or certificate requirements and grades earned from developmental course will not be used in calculating grade point average; introductory level and first-year courses use numbers 100-199; intermediate level and advanced level courses use numbers 200-299.

A course with an asterisk meets the University of Massachusetts/Amherst social and cultural diversity requirement. Students who transfer to the University without completing a designated MassTransfer associate degree will have to complete one course that focuses on diversity in the United States and one course that focuses on global diversity. Students who elect to finish the MassTransfer block option only must fulfill the U.S. and global diversity requirement at the University if it’s not completed at GCC.

The College does not offer all courses every semester. The course descriptions indicate how often a course is offered, for example: every fall, every other summer; spring in odd numbered years, periodically. Students should visit https://my.gcc.mass.edu or refer to the Registration Bulletin published in the spring, summer, and fall to determine whether a course labeled periodic is offered that term.

The college makes every effort to offer courses as indicated in this Catalog. Occasionally, there are changes to our curriculum which occur after the Catalog is published. For up-to-date information, visit our website: www.gcc.mass.edu.

Course contact time is established in compliance with the federal definition in NEASC’s Policy on Credits and Degrees, which states: Federal regulation defines a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutional established equivalence that reasonably approximates not less than —

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.
Credit Courses

ACCOUNTING

ACC 121 Principles of Financial Accounting I 4 cr
An introduction to accounting principles and theory for the sole proprietorship. The course concentrates on the recording of business transactions through the accounting cycle, from journalizing, posting, adjusting, and closing to the preparation of financial statements. Additional topics include merchandise and inventory accounting. NOTE: Students may receive credit for ACC 121 or ACC 151, but not for both. (Offered: Every Fall)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores

ACC 122 Principles of Financial Accounting II 4 cr
A continuation of ACC 121. Topics include internal control and accounting for cash, accounts receivable, property and equipment and related depreciation, intangible assets, long term liabilities, accounting for a partnership and corporation, payroll accounting, and preparation of the cash flows statement. The student completes an electronic practice set. NOTE: Students may receive credit for ACC 122 or ACC 152, but not for both. (Offered: Every Fall)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores

ACC 151 Concepts of Financial Accounting I 3 cr
An introduction to accounting principles and theory for the corporation. The course concentrates on the recording of business transactions through the accounting cycle, from journalizing, posting, adjusting, and closing to the preparation of financial statements. Additional topics include merchandise and inventory accounting. The course also focuses on how general purpose financial statements communicate information about the business corporation’s performance and position for users of financial statements. NOTE: Students may receive credit for ACC 151 or ACC 121, but not for both. (Offered: Every Fall)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores

ACC 152 Concepts of Financial Accounting II 3 cr
A continuation of ACC 151. Topics include internal control and accounting for cash, accounts receivable, property and equipment and related depreciation, intangible assets, long term liabilities, accounting for a partnership, payroll accounting, and preparation of the cash flows statement. The student completes a detailed analysis of a corporate annual report with an emphasis on the analysis and interpretation of financial information. NOTE: Students may receive credit for ACC 152 or ACC 122, but not for both. (Offered: Every Spring)
Prereq: ACC 151

ACC 203 Management Accounting 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. (Offered: Every Fall)
Prereq: ACC 152 or ACC 122; CIS 140 or permission of instructor

ACC 207 Financial Accounting Systems and Procedures 3 cr
The capstone course in financial accounting for students graduating with an Associate in Science in Accounting. Topics include the adjusting process, finding and correcting accounting errors, calculation of depreciation for both book- and tax purposes, payroll administration, inventory systems and controls and internal control concepts and techniques. Students discuss and analyze current accounting and tax issues. Successful completion of this course qualifies the student to sit for the Certified Bookkeeper Examination issued by the American Institute of Professional Bookkeepers. (Offered: Every Fall)
Prereq: ACC 122 or ACC 152

ACC 208 Introduction to Federal Income Taxes 3 cr
Acquaints the student with the federal income tax system. The course emphasizes the basic concepts of income recognition, deductible business and non-business expenses, and special tax calculations. Students learn identification of the tax issues and proper research techniques for solving tax problems. (Offered: Every Fall)
Prereq: ACC 122 or ACC 152

ACC 209 Introduction to Income Tax Preparation 1–3 cr
A practical 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 filing out federal and state income tax returns for area residents. The students contract with the instructor to earn from one to three credits. (Offered: Every Spring)
Prereq: ACC 208

ACC 210 Introduction to Computerized Accounting 3 cr
An introduction to computerized accounting systems. The course provides the student with the knowledge and skills to bridge the gap between a manual accounting system and a computerized system. The course utilizes commonly available commercial accounting software. (Offered: Every Spring)
Prereq: ACC 152 or ACC 122 or concurrent enrollment in ACC 152 or ACC 122.

AGRICULTURE

AGR 109 Organic Gardening 1 cr
Provides instruction in a natural gardening program and “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 plant management. The course includes in-the-field instruction. NOTE: Students may receive credit for only one of the following: EVS 152, HEC 152 or AGR 109. (Offered: Periodically)
Prereq: None

AGR 110 Beekeeping 1 cr
Provides strategies and techniques for the beginner beekeeper. Topics include: hive construction, life cycle of the honey bee, hive management through the seasons, threats to the health and wellness of bees, diverse approaches and the joys of beekeeping. Special Requirement: Must possess physical ability to use hand tools. Field trip required. NOTE: Students work with bees. (Offered: Periodically)
Prereq: None

AGR 111 Four Season Farming 1 cr
Explores strategies for extending growing seasons into the fall and winter. Topics include: hoop houses, coldframes, raised beds, mulch, managing seasonal crops, frost proofing, cold hardy crops, early spring greenhouse management, winter snow removal, and seed germination under unheated conditions. Special Requirement: Must possess physical ability to use hand tools. Field trip required. (Offered: Periodically)
Prereq: None

AGR 112 Food Preservation and Storage 1 cr
Provides strategies and techniques for preserving and storing food. Topics include: kitchen safety, rules for food safety, canning basics, dehydration, cold storage and freezing, food selection, choosing and maintaining equipment, and awareness of local food resources. Special Requirement: Must possess physical ability to use kitchen tools. (Offered: Periodically)
Prereq: None

AGR 113 Mushroom Foraging and Cultivation 1 cr
Applies permaculture principles in the foraging and cultivation of wild fungi. Field activities include collection, identification, and cultivation of fungi for culinary purposes. Students learn to identify, cook, and preserve safe-to-eat mushrooms using field guides. Students acquire cultivation skills for shiitake, reishi, and/or oyster mushrooms and understand how to integrate mushroom logs into homescale gardens. NOTE: A spring offering focuses more on cultivation while a fall offering focuses more on foraging. Special Requirement: Field trips. Students assume any travel costs. (Offered: Every Fall)
Prereq: None; Recomm: SCI 137
Credit Courses

AGR 114 Creating Farm and Food Co-operatives 1 cr
Explores cooperative member-owned business models (co-ops) and their various forms of democratic ownership with a focus on the local food economy. Students form groups and receive mentorship in creating their own co-op enterprise with the goals of strengthening food security, sustainability, and/or food access. Interactive workshops and guest speakers inform students' understanding of the local food economy in the Pioneer Valley. (Offered: Every Fall)
Prereq: None; Recomm: EVS 118

AGR 115 Permaculture Landscape Management and Installation 1 cr
Offers students hands-on permaculture skills for productive landscapes. Students gain applied skills through direct observation of and interaction with permaculture systems, including an edible forest garden, stormwater irrigation system, greenhouse, constructed pond, earth-bermed root cellar, and living roof. This course combines on-site lectures describing landscape management procedures and hands-on installation activities such as mulching, planting, pruning, and light-construction. Special Requirement: Field trips. Students assume any travel costs. Students must use gardening hand tools, work in soil for an extended period of time, and traverse sloped landscape. (Offered: Periodically)
Prereq: None; Recomm: SCI 137

AGR 116 Wild Foods 1 cr
A basic introduction to observing, identifying, harvesting and preserving native plants, herbs, and weeds for edible and nutritional purposes. Topics include how common weeds, including invasive species, can be turned into value-added products—improving the productivity of farms, gardens, and homesteads. Special Requirement: Field trips; students assume any travel costs and make arrangements for their own transportation. Students must traverse uneven landscapes. (Offered: Periodically)
Prereq: None; Recomm: SCI 137, BIO 102

AGR 117 Greenhouse Production and Management 4 cr
An introduction to the basic principles of greenhouse management. Students study the physical systems necessary to successfully operate a greenhouse along with the techniques for growing and cultivating plants. Topics include greenhouse construction materials, heating and cooling, soil media; irrigation; fertilization; lighting; insect and disease control and propagation techniques. NOTE: This course does not fulfill the Natural or Physical Science requirement. Special Requirement: Field trips. Students assume any travel costs. (Offered: Every Spring)
Prereq: MAT 090 or MAT 090S, ENG 090 and ENG 094 (COL 090) or satisfactory placement test scores. Recomm: BIO 102 Botany or BIO 124 Introductory Horticulture.

AMERICAN SIGN LANGUAGE

ASL 101 Elementary American Sign Language I 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. (Offered: Every Fall, Every Spring)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores

ASL 102 Elementary American Sign Language II 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. (Offered: Every Fall, Every Spring)
Prereq: ASL 101 or equivalent, or permission of instructor

ASL 201 Intermediate American Sign Language I 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. (Offered: Periodically)
Prereq: ASL 101 and 102, or permission of instructor

ANTHROPOLOGY

ANT 104 Cultural Anthropology: Tribes, States and the Global System 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. (Offered: Every Fall, Spring & Summer)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores

ART CRITICAL STUDIES

ACS 200 Professional Art Practices 3 cr
An examination of the visual arts beyond the studio. Study includes creative career paths available to the artist, application processes, the writing of artist statements, portfolio documentation and presentation. Class participates in Art Department gallery events and museum/gallery visits. Special Requirement: Attending off-campus meetings at other schools, museums, galleries, and artist's studios; students assume any travel costs. (Offered: Every Fall)
Prereq: ENG 101, 103, or 105 and two 200-level ART studio courses or permission of the instructor.

ACS 201 Art Now 3 cr
Examines the recent art and artists that have promoted significant change in the art world. Students critically discuss the thinking behind this art, the process through which it becomes recognized as art, and how we understand the impact and aesthetic of a new art that is unfamiliar and may challenge what we consider "art" to be. NOTE: Students may receive credit for either ACS 201 or AHS 201, but not for both. Special Requirement: Students may be required to visit major exhibitions in NYC during the department New York trip. Students assume any travel costs. (Offered: Periodically)
Prereq: ENG 101, 103, or 105; ART 121 or permission of the department chair.

ART HISTORY

AHS 101 Art History Survey I* 3 cr
A survey of the history of art from pre-history through the Gothic period. Topics include an introduction to the vocabulary of art through contemporary forms, with an emphasis on developing visual awareness of formal elements, aesthetics, and the components of style; an examination of the role of the artist in society and culture; and of the importance of art throughout history. NOTE: Students may receive credit for ART 103 or AHS 101, but not for both. (Offered: Every Fall, Every Spring)
Prereq: ENG 101, 103, or 105

AHS 102 Art History Survey II 3 cr
A survey of the history of art from the early Renaissance in Europe to the contemporary International scene. Topics include the study of art from non-western cultures; an examination of the role of the artist in society and culture; and of the importance of art throughout history. NOTE: Students may receive credit for ART 104 or AHS 102, but not for both. (Offered: Every Fall, Every Spring)
Prereq: AHS 101 or permission of the instructor
AHS 107 History of Modern Art 3 cr
A survey of modern art from Post-Impressionism to the present. Topics include major expressions in painting, sculpture, performance, installation, architecture; an examination of the role of the artist in society and culture; and of the importance of art throughout modern history. NOTE: Students may receive credit for AHS 107 or ART 107, but not for both. (Offered: Every Summer)
Prereq: ENG 101, 103 or 105

AHS 108 History of Photography 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 of photography, as well as critical approaches to photography and the relationship of photography to other art forms. NOTE: Students may receive credit for ART 108 or AHS 108, but not for both. (Offered: Periodically)
Prereq: ENG 101, 103 or 105

AHS 110 History of Film and Video 3 cr
Presents the significant contributions of important filmmakers and artists including primary forms such as avant-garde and experimental film, documentary, and video art. Students study film and video works by artists such as Maya Deren, Shinn Neshat, Stan Brakhage, Nam June Paik, and Bill Viola and gain an understanding of the importance of the film medium throughout the history of contemporary culture and society. NOTE: Students may receive credit for ART 110 or AHS 110, but not for both. (Offered: Periodically)
Prereq: ENG 101, 103, or 105

ART 201 Art Now 3 cr
Examines the recent art and artists that have promoted significant change in the art world. Students critically discuss the thinking behind this art, the process through which it becomes recognized as art, and how we understand the impact and aesthetic of a new art that is unfamiliar and may challenge what we consider “art” to be. NOTE: Students may receive credit for ACS 201 or ART 201, but not for both. Special Requirement: Students may be required to visit major exhibitions in NYC during the department New York trip. Students assume any travel costs. (Offered: Periodically)
Prereq: ENG 101, 103, or 105; ART 121 or permission of the department chair.

ART 121 Visual Concepts I 3 cr
Introduces the visual language of art-making and the principles of design. The course emphasizes problem-solving through the investigation of composition, spatial issues, the perceptual use of color and the development of visual ideas in 2D, 3D, and time. (Offered: Every Fall, Every Spring)
Prereq: ENG 094 (COL 090) or concurrent enrollment or satisfactory placement test score; Recommm: ENG 090 or satisfactory placement test score

ART 123 Visual Concepts II 3 cr
Continues to develop proficiency in visual problem-solving through the investigation of composition, spatial issues, the perceptual use of color and the development of visual ideas in 2D, 3D, and time. Students produce a portfolio of work that demonstrates a critical understanding of the principles of design. (Offered: Every Fall, Every Spring)
Prereq: ART 121

ART 131 Drawing Foundation 3 cr
Presents a series of problems to acquaint the student with perceptual and inventive skills in drawing. The course introduces the visual language, drawing materials, and techniques while examining ways of implying space on a two-dimensional surface. (Offered: Every Fall, Every Spring)
Prereq: ENG 094 (COL 090) or concurrent enrollment or satisfactory placement test score; Recommm: ENG 090 or satisfactory placement test score

ART 132 Drawing II 3 cr
A continuation of Drawing Foundation with emphasis on personal expression, idea development, and the use of color. Students work through a series of problems leading to the development of a drawing portfolio. (Offered: Every Fall, Every Spring)
Prereq: ART 121 and ART 131

ART 141 Color 3 cr
An exploration of the perceptual characteristics of color. Students develop sensitivity to color through direct visual experiences and practice. The course emphasizes color mixing and interaction in application. (Offered: Periodically)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores; Recomm: ART 121

ART 151 Photography Foundation 3 cr
Introduces the visual, critical, and technical issues of photography. Students learn the essential aspects of camera control and functionality leading to the production of a body of printed work. Special Requirement: Students must provide their own digital camera, preferably with shutter speed and f-stop controls. (Offered: Every Fall, Every Spring)
Prereq: ENG 094 (COL 090) or satisfactory placement test score; Recomm: ART 121 and ENG 090 or satisfactory placement test score

ART 152 Film and the Darkroom 3 cr
Introduces the visual, critical, and technical issues of darkroom-based black and white photography. The course covers the essential aspects of camera control and functionality when working with film and chemistry. Students produce a portfolio of silver gelatin prints. (Offered: Every Spring)
Prereq: ART 121 and ART 115

ART 155 Video Foundation 3 cr
An art-based introduction to digital video. Topics include instruction in the use of digital video cameras, non-linear editing platforms, and digital sound. Students study video as a form of artistic expression with an emphasis on the development of the compositional, shooting, editing, conceptual, and critical skills associated with time-based media. (Offered: Every Fall, Every Spring)
Prereq: ENG 094 (COL 090) or satisfactory placement test score; Recomm: ART 121 and ENG 090 or satisfactory placement test score

ART 161 Computer Arts Foundation 3 cr
Introduces the computer as a medium for the creation of works of art. Students work through a series of problems that investigate different approaches to the medium providing a solid foundation in computer-based creation. (Offered: Every Fall, Every Spring)
Prereq: ENG 094 (COL 090) or satisfactory placement test score; Recomm: ART 121 and ENG 090 or satisfactory placement test score

ART 173 Digital Design 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. (Offered: Periodically)
Prereq: ART 121 and ART 161

ART 224 Visual Concepts III 3 cr
A culminating experience shared by visual arts majors. The course emphasizes the critical examination of the formal and conceptual elements of design as they apply to the content of diverse media. Students present and critique work in progress on a weekly basis. (Offered: Every Spring)
Prereq: ART 123 plus two courses from one of the Art/Visual Arts program concentration requirements: Photography, Video, Computer Art, or Painting & Drawing

ART 235 Figure Drawing 3 cr
An introduction to figure drawing. This course emphasizes observational drawing skills through an investigation of the human form, its underlying anatomical structure, and its spatial environment. The course focuses on drawing from the model with emphasis on gesture, proportion, foreshortening, and composition. (Offered: Every Fall)
Prereq: ART 132
ART 236  Advanced Drawing I  3 cr  
Approaches drawing as a personalized form of expression and investigation. Students work in series to develop a body of work. Possibilities include figurative, life drawing, abstraction, and conceptual. (Offered: Every Spring)  
Prereq: ART 123 and ART 235

ART 237  Advanced Drawing II  3 cr  
Continuation of ART 236, Advanced Drawing I. Students discuss and analyze the drawing medium in greater depth than in previous coursework and go on to create an individualized drawing portfolio demonstrating a critical understanding of the issues inherent in developing a cohesive body of work. (Offered: Every Fall, Every Spring)  
Prereq: ART 236

ART 241  Painting  3 cr  
Introduces the medium and craft of painting. The course includes study in the mixing and application of color; construction of canvases and other painting supports. The course emphasizes composition and image development. (Offered: Every Fall, Every Spring)  
Prereq: ART 123 and ART 132

ART 242  Painting and Drawing I  3 cr  
An investigation of interrelationships of painting and drawing. Students work through a series of problems addressing formal and conceptual issues. The course emphasizes the development of an individual, cohesive, body of work. (Offered: Every Fall, Every Spring)  
Prereq: ART 241

ART 243  Painting and Drawing II  3 cr  
A continuation of ART 242, Painting and Drawing I, with emphasis on the development of an individual, cohesive, portfolio of work. (Offered: Every Fall, Every Spring)  
Prereq: ART 242

ART 251  Intermediate Photography I  3 cr  
Emphasizes the range of possibilities in photography, including film, digital, and the exploration of experimental processes. Students explore their interests through a project orientation and discuss issues and methodologies that concern the contemporary photographer. Special Requirement: Students must provide their own camera with shutter speed and f-stop controls. (Offered: Every Fall, Every Spring)  
Prereq: ART 151 RECOMM: ART 121

ART 252  Intermediate Photography II  3 cr  
Continuation of ART 251, Intermediate Photography I. Students discuss and analyze the photographic image in greater depth than in previous coursework and go on to create an individualized photography portfolio demonstrating a critical understanding of the issues inherent in developing a cohesive body of work. Special Requirement: Students must provide their own camera with shutter speed and f-stop controls. (Offered: Every Fall, Every Spring)  
Prereq: ART 251

ART 255  Intermediate Video  3 cr  
An exploration of video as a medium for artistic expression. Students strengthen their conceptual, critical, technical and observational skills through the creation of a series of short video works that explore a particular theme. Special Requirement: Students are expected to provide their own high definition digital video camera. (Offered: Every Spring)  
Prereq: ART 255 or permission of Art department chair

ART 256  Intermediate Video II  3 cr  
A continuation of ART 255, Intermediate Video. Students produce a series of thematically linked video works that display an increased level of critical thinking and technical achievement and go on to develop a video portfolio comprised of previous and new work. Students refine and expand their understanding of, and ability to create, video for personal artistic expression. Special Requirement: Students are expected to provide their own high definition digital video camera. (Offered: Every Spring)  
Prereq: ART 255 or permission of Art department chair

ART 261  Advanced Digital Processes  3 cr  
Course covers the editing, manipulation, and printing of photographic images using the computer and related resources. Students develop their ideas through a project orientation. Special Requirement: Students must provide their own analog or digital camera with shutter speed and f-stop controls. (Offered: Periodically)  
Prereq: ART 121 and ART 151; and either ART 152 or permission of the instructor

ART 263  Web Site Design  3 cr  
An introduction to the languages, tools, methods, and philosophies relative to planning, designing, creating, and publishing web sites. Students design and develop their own web sites using industry-standard software. (Offered: Every Spring)  
Prereq: ART 161; ART 123 or permission of the instructor

ART 268  3D Computer Graphics  3 cr  
Builds on the fundamental principles studied in ART 161, Computer Arts Foundation. Students continue study of the concepts and techniques of computer-based three-dimensional modeling and animation. (Offered: Every Fall)  
Prereq: ART 161

ART 269 3D Animation 3 cr  
A continuation of ART 268, 3D Computer Graphics. This course introduces the fundamental concepts and techniques of computer-based three-dimensional animation. Students use professional 3D software to complete various animation assignments. (Offered: Every Spring)  
Prereq: ART 268; ART 123 or permission of the instructor

ART 273  Image and Text  3 cr  
Addresses issues inherent in combining image and text. Students explore the voice and content of the written word when combined with visual imagery, and vice-versa, through the production of a thematic body of work. (Offered: Every Spring)  
Prereq: ENG 101, 103, or 105; ART 123; one 200-level art studio course within major concentration; and ART 151, ART 161, or ART 155.

ART 280  Creative Coding  3 cr  
An introduction to coding for artists. Topics include programming motion, interactivity, sound, video, graphics and the study of the history of code-based art. Students complete a body of work exploring conceptual and visual ideas. (Offered: Every Spring)  
Prereq: ART 161; ART 123 or concurrent enrollment in ART 123 Recomm: MAT 095

ART 290  Visual Arts Seminar  3 cr  
Builds on prior studio experience within a student's visual arts concentration. Each student produces a body of thematically linked works that display an advanced level of critical thinking and technical achievement. Students and faculty use regular class meetings for critical discussion and review of work. Student produce work outside of class time. (Offered: Every Fall)  
Prereq: Two 200-level courses coded ART

BIOLOGY

BIO 102  Botany  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. (Offered: Every Fall)  
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores

BIO 103  Ecology  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. (Offered: Every Fall, Every Spring)  
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores
BIO 104  Natural History  4 cr
An introductory study of plants and animals in their natural environment including the historical and biological processes that have led to the present day landscape of southern New England. Topics may include a survey of local flora and fauna, species identification, survival strategies, conservation, evolution, disturbance history and interpretation, biodiversity, animal tracks and sign, water resources and food webs. Field trips to local natural history sites and a project focusing on a natural area enhance student observation skills and understanding of class topics. (Offered: Every Fall)
PreReq: ENG 090, ENG 094 (COL 090), and MAT 090 or MAT 090S, or satisfactory placement test scores.

BIO 108  Human Systems  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, and MTC students. PMC students must receive a minimum final grade of "C" in this course to maintain eligibility in the Paramedic Certificate Program. (Offered: Every Fall)
Pre Req: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.

BIO 120  Introduction to Environmental Science  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. (Offered: Every Fall, Every Spring)
PreReq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.

BIO 122  Freshwater Ecology  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. (Offered: Every Spring)
Pre Req: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.

BIO 124  Introductory Horticulture  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. NOTE: Students may receive credit for BIO 111 or BIO 124, but not for both. (Offered: Every Spring)
PreReq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.

BIO 126  Biology I  4 cr
An introduction to cellular and molecular biology. Major topics include the biochemical basis of life, cell biology, photosynthesis, respiration, mitosis, meiosis, genetics, DNA structure and replication and protein synthesis. Students engage the scientific method by designing, conducting, and evaluating laboratory experiences that include selected topics in cell structure and function, enzymes, respiration, photosynthesis, genetics and molecular biology. NOTE: Students may receive credit for BIO 119 or BIO 126, but not for both. (Offered: Every Fall, Spring & Summer)
PreReq: ENG 090, ENG 094 (COL 090), and MAT 095 (MAT 105) or MAT 095S with a C or better, or satisfactory placement test scores. Recomm: MAT 096 or MAT 096S strongly recommended.

BIO 127  Biology II  4 cr
An introduction to organismal biology with a focus on evolution, the diversity of life and ecology. Major topics include the processes and outcomes of microevolution, macroevolution and the history of life, a survey of the major groups of eukaryotic organisms, basic plant and animal structures and their functions, and ecology. Students engage the scientific method by designing, conducting and evaluating laboratory experiences that include selected topics in seedless plants, seed plants, invertebrates, chordates, animal behavior; ecology and evolution. Field-based lab experiences train students to observe, collect, measure and monitor organisms in the wild. (Offered: Every Spring)
PreReq: BIO 126

BIO 130  Human Nutrition  3 cr
The study of nutrition and its application to good health and a sense of well being. Topics include the applications of nutrition to physical fitness, preventive medicine, and health care. NOTE: This course satisfies the four-credit laboratory science requirement only when combined with a successful completion of BIO 130L. (Offered: Every Fall, Spring & Summer)
PreReq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.

BIO 130L  Human Nutrition Lab  1 cr
A laboratory supplement to BIO 130. This course introduces students to various biological and chemical aspects of nutrition using laboratory experiments designed to highlight specific nutrients and properties of foods. Students learn laboratory procedures and common techniques used by food scientists and chemists in the field of nutrition and food science. NOTE: This course satisfies the four-credit laboratory science requirement only when combined with a successful completion of BIO 130. (Offered: Every Fall, Every Spring)
PreReq: ENG 090, ENG 094 (COL 090), and MAT 090 or MAT 090S, or satisfactory placement test scores and BIO 130 concurrently or satisfactory completion.

BIO 132  Lifestyle, Health, and Medicine  4 cr
An investigation into the impact of lifestyle on the human body with an emphasis on the treatment of lifestyle related disease. Topics include an overview of physiology, metabolism, stress, nutrition, and exercise. Topics relate to the treatment of obesity, heart disease, hypertension and type II diabetes. Students apply class knowledge to emerging trends in the business of medicine. (Offered: Every Spring)
PreReq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores; MAT 095 (MAT 105) or MAT 095S or satisfactory placement test score or permission of instructor.

Note to Practical Nursing (PNC) graduates who intend to enter the Associate Degree Nursing (ADN) program:
PNC graduates who have completed BIO 117 or BIO 194 with a B or better can complete the anatomy and physiology sequence required for the ADN program by taking BIO 216 (BIO 196). PNC graduates who receive a grade lower than a B in BIO 117 or BIO 194 and all other Health Occupations students have to take both BIO 215 (BIO 195) and BIO 216 (BIO 196) to qualify for the ADN program. Five (5) year currency or currency exam is required for all anatomy and physiology courses. Please contact the ADN program for more information.

BIO 194  Comprehensive Anatomy and Physiology  4 cr
A one semester survey of human anatomy and physiology. Students learn basic concepts of chemistry and cytology in order to understand human systems as well as the structure and function of organs, organ systems and their interactions. This course may involve dissection. NOTE: Students may receive credit for only one of the following: BIO 105 or BIO 107 or BIO 117 or BIO 194 or BIO 215 (BIO 195). Students may receive credit for BIO 106 or BIO 216 (BIO 196), but not for both. (Offered: Every Fall, Every Spring)
PreReq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.

BIO 205  Microbiology  4 cr
An introduction to the biology of microorganisms with emphasis on the properties of microorganisms and their relationship to disease. Lab required. (Offered: Every Fall, Spring & Summer)
PreReq: BIO 126 or BIO 194 or BIO 215 (BIO 195).
BIO 215 Human Anatomy and Physiology I 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 the neural integration. This is a Lab course that requires animal tissue dissection. NOTE: Students may receive credit for only one of the following courses: BIO 105 or BIO 107 or BIO 117 or BIO 194 or BIO 215 (BIO 195). (Offered: Every Fall, Spring & Summer)
PreReq: BIO 126 with a grade of C or better or a college level equivalent within the last ten years with a grade of C or better; ENG 090 and ENG 094 (COL 090); MAT 096 (MAT 106) or MAT 096S, or satisfactory placement test scores. Recomm: MAT 107

BIO 216 Human Anatomy and Physiology II 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. This is a Lab course that may require animal tissue dissection. NOTE: Students may receive credit for BIO 106 or BIO 216 (BIO 196), but not for both. (Offered: Every Fall, Spring & Summer)
PreReq: BIO 126 with a grade of C or better or a college level equivalent within the last ten years with a grade of C or better and one of the following: BIO 215 (BIO 195) or BIO 117, or a grade of B or better within the past 5 years in BIO 194; ENG 090 and ENG 094 (COL 090); MAT 096 (MAT 106) or MAT 096S, or satisfactory placement test scores. Recomm: MAT 107

BUS 102 Career Planning and Job Search Skills 1 cr
Introduces students to concepts and tools necessary for developing and implementing a personal education and career plan and effective job search strategies. Special Requirement: Field Trips. Students assume any travel costs. (Offered: Every Fall, Every Spring)
PreReq: ENG 090; ENG 094 (COL 090) or satisfactory placement test scores. Recomm: CIS 140 or concurrent enrollment in CIS 140.

BUS 105 Personal Financial Literacy 3 cr
Fundamentals of financial planning are presented to prepare students to make informed choices related to spending, saving, borrowing, and investing that lead to long-term financial security. Students learn to identify and evaluate choices as well as understand the consequences of their decision. Topics include the management of personal and family finances, budgeting, consumer buying, personal credit, savings and investment, home ownership, insurance and retirement planning. (Offered: Every Fall, Every Spring)
PreReq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores; MAT 090 or MAT 090S, or placement by examination.

BUS 111 Introduction to Business 3 cr
For students from any field of study who want to explore the study of business, and/or prepare themselves for employment, entrepreneurship, or simply informed consumer decision-making. Course introduces students to the contemporary context of business practices by exploring topics related to globalization, business ethics, entrepreneurship, business plan development, strategic planning, management, marketing, finance, and personal investing. (Offered: Every Fall, Every Spring)
PreReq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.

BUS 112 Introduction to Hospitality and Tourism 3 cr
An introduction to the scope, components, development, effects, and future of the hospitality industry. Topics include background on industry structure and overviews of specialized areas relating to the management of food service, lodging, travel, and event planning operations. (Offered: Every Fall)
PreReq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.

BUS 113 Fundamentals of Fashion and Textiles 3 cr
An overview of the history and characteristics of the fashion, apparel, and textile industries. Students explore the process of textile production from the design concept through retail sales for apparel, home furnishings, industrial fabric and geotextiles. Topics include synthetic and natural fiber production, historic fashion influences, garment manufacturing options, design costing and pricing, and the manner in which fashion products are conceived, produced, and offered to the consumer through industry-specific supply chains. (Offered: Every Spring)
PreReq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.

BUS 114 Farm and Food Entrepreneurship 3 cr
Provides students interested in farm and food systems with an awareness of the business skills necessary to run their businesses successfully. Students examine the social and ethical values common to both successful business operations and sustainable farm systems. This course is for students with interests in farms, restaurants, food production, systems planning, and entrepreneurship. (Offered: Every Fall)
PreReq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.

BUS 140 Entrepreneurship Seminar 1 cr
An application of small business skills and principles to real situations. Students work individually and in a small group seminar on personalized entrepreneurship projects. The curriculum focuses the student on specific concepts, expertise, and skills that are the key to an actual business start-up. Typical projects involve problem definition, development of the team workplan, completion of research and analysis, derivation of conclusions and recommendations, execution, generation of a final report, and project evaluation. Using the concept of a balanced mentorship, the faculty and student(s) together develop specific course content and deliverables. (Offered: Every Fall, Every Spring)
PreReq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.

BUS 155 Business Law 1 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. (Offered: Every Spring)
PreReq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.

BUS 203 Human Resources Management 3 cr
Provides a practical approach to the tasks of recruiting, hiring, training, and compensating employees. Students explore opportunity, motivation, health and safety, and labor relations. (Offered: Every Fall)
PreReq: BUS 111 or BUS 112 or BUS 114 or SPO 101; Recomm: PSY 101

BUS 205 Principles of Management 3 cr
An introduction to managerial roles and functions. Topics include planning, organizing, controlling, leading, staffing, and decision-making in contemporary organizations. Students work in teams to develop group skills. (Offered: Every Fall, Every Spring)
PreReq: BUS 111 or BUS 112 or BUS 114 or SPO 101; Recomm: PSY 101
CHEMISTRY

CHE 105  Basic Principles of Chemistry  3 cr
A survey course for students interested in the basics of chemistry from a descriptive point of view. Topics include matter, properties of families of compounds and their characteristic compounds, mixtures, acids and bases, chemical reactions, introductory biochemistry, and environmental effect of chemistry. This course could be the basis for coursework in selected technical areas but is not a substitute for CHE 111, 112. (Offered: Periodically)
PreReq: ENG 090, ENG 094 (COL 090), and MAT 090 or MAT 090S, or satisfactory placement test scores

CHE 111  General Chemistry I  4 cr
Theoretical and descriptive topics of chemistry, including nature of matter, atomic and molecular structure, nuclear stability, periodic properties of the elements, chemical bonding, nomenclature, stoichiometry, gaseous, liquid, and solid states, and thermochemistry. Lab required. (Offered: Every Fall, Every Spring)
PreReq: ENG 090, ENG 094 (COL 090), MAT 096 (MAT 106) or MAT 096S, or satisfactory placement test scores

CHE 112  General Chemistry II  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. (Offered: Every Fall, Every Spring)
PreReq: CHE 111; MAT 107 concurrently or placement by examination

CHE 201  Organic Chemistry I  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. (Offered: Periodically)
PreReq: CHE 112

CHE 202  Organic Chemistry II  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 amidines. Examination of various classes of natural products. Introduction to biochemistry, polymers and polymerization. Lab required. (Offered: Periodically)
PreReq: CHE 201
CIS 145  Relational Database Design and Application  3 cr
Provides a foundation in business information management, data mining and business intelligence using a relational database. Topics include the theory of managing data; planning and design of a database; creation, normalization and management of tables; design and development of queries to extract specific information and data; creation of reports and forms for controlling ease and accuracy of data entry; and use of macros to automate operations. Students learn to create, manage, and extract data from a variety of common business database applications. (Offered: Every Fall, Every Spring)
Prereq: CIS 140 or permission of instructor.

CIS 150  Programming Principles and Concepts  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. (Offered: Every Fall, Every Spring)
Prereq: CIS 106, (MAT 106) or MAT 106S or equivalent; ENG 101, 103 or 105 or concurrent enrollment.

CIS 151  Web Site Development  3 cr
A study of the creation of effective web sites and pages for use on the Internet or as an Intranet. Topics include: creating web sites and pages with a web site development tool; managing site presentation with Layers; block level elements and Cascading Style Sheets; Dynamic Web Templates; and behaviors. Students explore and modify HTML, CSS and JavaScript code, manage a web site’s associated files and folders; manage the web publishing client/server process and administration of a web site. Students create and enhance a number of web sites in this course. Students need dependable internet access as part of this course. (Offered: Every Spring)
Prereq: CIS 140, or CIS 150, or permission of instructor.

CIS 180  Network Workstation Administration  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. (Offered: Every Fall)
Prereq: CIS 140 or CIS major; and ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.

CIS 201  Introduction to Discrete Computation  4 cr
An introduction to discrete mathematics. Students study structures and concepts useful to computer science from the following areas: set theory, strings and formal languages, propositional and predicate calculus, relations and functions, and basic number theory. Additional topics include: interplay of inductive definition, inductive proof, combinatorics, recursive algorithms, search on graphs and trees, finite-state machines, regular languages, nondeterministic finite automata, and Kleene’s Theorem. (Offered: Spring in odd numbered years)
Prereq: MAT 202 and permission of a Business or an Engineering Program Chair, or Recom: MAT 203.

CIS 243  JavaScript  3 cr
An introduction to the fundamental applications of the JavaScript scripting language for the World Wide Web. Students modify existing functions and write their own to create user interfaces, animation, and interactive slideshows through extensive project-based assignments. The course includes study in the integration of jQuery libraries and Ajax. (Offered: Fall in odd numbered years)
Prereq: CIS 150.

CIS 251  Java Programming  4 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. (Offered: Every Spring)
Prereq: CIS 150 or permission of instructor.

CIS 252  C++ Programming  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. (Offered: Every Fall)
Prereq: CIS 150 or status of a second year engineering student.

CIS 254  Data Structures  4 cr
Introduces and develops methods for designing and implementing abstract data types, using the Java programming language. The main focus is on how to build and encapsulate data objects and their associated operations. Specific topics include linked structures, recursive structures and algorithms, binary trees, balanced trees, and hash tables. Special Requirement: Enrollment requires permission of a Business or an Engineering Program Chair. (Offered: Every Fall)
Prereq: CIS 251 and MAT 107.

CIS 280  Network Server Administration  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. (Offered: Spring in odd numbered years)
Prereq: CIS 180.

CIS 283  Linux  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. (Offered: Fall in even numbered years)
Prereq: CIS 180 or permission of instructor.

CRJ 101  Introduction to Criminal Justice  3 cr
Examines the agencies and processes involved in the criminal justice system, including but not limited to the legislature, the police, the prosecution, the defense, the courts, probation, corrections, and social service agencies designed to function in the context of the criminal justice system. The course examines public policy concerns the system is intended to address, with a special emphasis on the tension between public safety and the due process rights of the accused, and the role that class, poverty, race, gender and other statuses might play in the effectiveness of the criminal justice system. (Offered: Every Fall, Every Spring)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.
CRJ 103  Criminal Law 3 cr
Examines the legal definition of crime and defenses; the presumption of innocence and proof beyond a reasonable doubt; purposes and functions of substantive criminal law, including statutes, constitutions and criminal procedure; historical foundations of criminal law, and the limits of criminal law. (Offered: Every Fall, Every Spring)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.

CRJ 105  Police Process 3 cr
Provides the student an appreciation of the social and historical perspectives on American Policing. Topics include a critical study of the police role, career; discretion, values; normal and deviant behavior; ethical and moral issues; diversity, ethnicity, and race. The course analyzes the challenges of policing in a democratic society with a discussion of interagency relations. (Offered: Every Fall, Every Spring).
Prereq: CRJ 101 or permission of instructor. Recomm: CRJ 103

CRJ 107  Adjudication Process 3 cr
Examines the role of prosecution, public defense and the courts; basic elements of the substantive criminal law; procedural law and its relation to constitutional guarantees; and an analysis of trial and pretrial process, case law, rules of evidence and the appellate process. (Offered: Every Spring)
Prereq: CRJ 101 and 103, or permission of instructor.

CRJ 109  Corrections Process 3 cr
Examines post-conviction process; the development of correctional philosophy, theory and practice; management; and community-based correctional probation and parole. Special Requirement: Field trips required. (Offered: Every Fall, Every Spring)
Prereq: CRJ 101 or permission of instructor.

CRJ 110  Contemporary Operational and Inmate Treatment Practices 3 cr
An exploration of theory and implementation of jail design and inmate management in a correctional setting. The course examines "Cognitive Behavioral Programming" and the use of assessment tools to determine the proper housing and rehabilitative programs for inmates. The course introduces the student to evidence-based research to achieve a measurable and sustained increase in the number of offenders who do not recidivate in the three years following release. The course gives pre-service and in-service corrections professionals the skill set to implement best practices in the daily management of a correctional facility. (Offered: Every Fall, Every Spring)
Prereq: CRJ 109 or permission of instructor.

CRJ 113  Juvenile Justice 3 cr
A study of the laws, agencies and processes involved in the juvenile justice system, including the police, the juvenile court, juvenile probation, corrections, as well as a sampling of the social service agencies that function in the context of the juvenile justice system. The course examines the three principle juvenile court systems: delinquency, care and protection, and the child in need of services. The course also explores various sociological and psychological perspectives on child development and socialization, with an emphasis on the roles of class, race, gender, and inculturation. (Offered: Every Fall)
Prereq: CRJ 101 or permission of instructor. Recomm: PSY 101, SOC 101

CRJ 121  Criminology 3 cr
Examines various aspects of crime, criminals, criminal behavior; and society’s response to all three. The course looks at behavior from a sociological perspective. Other topics include the history of criminological thought and crime causation; the nature and extent of crime, criminal typologies; victimization; and whether status such as class, poverty, race, and gender help to explain deviant or normative behavior in our society. (Offered: Every Fall, Every Spring)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores; Recomm: CRJ 101 and CRJ 103

CRJ 131  Social Issues in Criminal Justice 3 cr
Increases personal and professional awareness of contemporary social issues in criminal justice. This course allows students to view influences such as race, class, gender and the distribution of wealth and power through the prism of the legal system. Topics may include abortion, domestic violence, racial profiling, hate crimes, the death penalty and white collar crime. (Offered: Every Fall)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores. Recomm Any ONE of the following CRJ 101, CRJ 103, POL 101, SOC 101, SOC 201, HIS 105, or HIS 106

CRJ 203  Criminal Investigation 3 cr
Examines 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. (Offered: Every Spring)
Prereq: CRJ 101 and CRJ 105. Recomm: CRJ 103

CRJ 215  Field Experience 3 cr
A field experience at an agency within the criminal justice system. The course integrates classroom theory with practical experience. Placement is at the discretion of the criminal justice faculty consistent with the policies of the cooperating agency. (Offered: Every Spring)
Prereq: CRJ 101 and 103, or permission of instructor.

CRJ 219  Constitutional Criminal Procedure 3 cr
Examines general principles of criminal procedure contained in the Fourth, Fifth, Sixth, Eighth, and Fourteenth Amendments of the U.S. Constitution, focusing on governmental power and the restrictions on it in the enforcement of state and federal criminal law. (Offered: Every Spring)
Prereq: CRJ 101, 103, or permission of instructor. Recomm: POL 101, POL 203, or CRJ 121

DANCE

DAN 101  Introduction to Dance 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. (Offered: Every Fall)
Prereq: None

DAN 102  Pilates Mat Work 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. NOTE: Students may repeat this course once for a maximum of two credits. (Offered: Every Fall)
Prereq: None

DAN 103  Jazz Dance 1 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. NOTE: Students may earn a total of three credits in DAN 103. (Offered: Every Fall, Every Spring)
Prereq: None
**Credit Courses**

**DAN 104 Jazz Dance II 3 cr**
A continuation of the study and practice of the basic elements of dance, with emphasis on movement vocabulary essential to the jazz style. 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. (Offered: Every Fall, Every Spring)
Prereq: 3 credits of DAN 103, or permission of instructor

**DAN 105 African Dance I* 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. NOTE: Students may earn a total of three credits in DAN 105. (Offered: Periodically)
Prereq: None

**DAN 107 Ballet I 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. NOTE: Students may earn a total of three credits in DAN 107. (Offered: Every Fall, Every Spring)
Prereq: None

**DAN 108 Ballet II 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. (Offered: Every Fall, Every Spring)
Prereq: DAN 107

**DAN 109 Modern Dance I 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. NOTE: Students may earn a total of three credits in DAN 111. (Offered: Every Fall, Every Spring)
Prereq: None

**DAN 111 Modern Dance II 1–3 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. (Offered: Every Fall, Every Spring)
Prereq: 3 credits of DAN 111, or permission of instructor

**DAN 112 Modern Dance III 3 cr**
A continuation of the study of modern dance. 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. NOTE: Students may earn a total of three credits in DAN 112. (Offered: Periodically)
Prereq: None

**DAN 113 Tap Dance I 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. NOTE: Students may earn a total of three credits in DAN 113. (Offered: Periodically)
Prereq: None

**DAN 114 Tap Dance II 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. (Offered: Periodically)
Prereq: 3 credits of DAN 114, or permission of instructor

**DAN 115 Tap Dance III 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. (Offered: Periodically)
Prereq: 3 credits of DAN 115, or permission of instructor

**DAN 116 Middle Eastern Dance I* 1–3 cr**
An introductory course in Middle Eastern Dance. Students learn the history and theory 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. NOTE: Students may earn a total of three credits in DAN 116. (Offered: Every Fall, Every Spring)
Prereq: 3 credits of DAN 116, or permission of instructor

**DAN 117 Middle Eastern Dance II* 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. (Offered: Every Fall, Every Spring)
Prereq: 3 credits of DAN 116, or permission of instructor

**DAN 120 World Dance and Culture* 3 cr**
A global view of dance as a universal element of human culture. Students learn about dance traditions from different societies as celebration, religion and ritual, socialization and courtship, cultural/national identity and political strategy, and art and entertainment. Students examine selected dance forms from Africa, the Caribbean and Brazil, Asia, Europe and the United States, and Native American culture through outside reading, DVD/video viewing, and in-class discussion. This is a non-performance course. (Offered: Periodically)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores

**DAN 121 Dance History 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. (Offered: Every Other Spring)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores

**DAN 183 Ballroom Dance: American Smooth Style 1 cr**
Provides physical enjoyment to participants through the performance of the specific rhythms and movements of American smooth style dancing and social interaction through group participation. Topics include the fundamentals of waltz, fox trot, jitterbug (swing), with emphasis on dance positions, leading and following, and dance etiquette. NOTE: Students may repeat this course once for a maximum of two credits. Special Requirement: Lightweight shoes with non-skid soles. (Offered: Every Fall, Spring & Summer)
Prereq: None
DAN 184 Ballroom Dance: Latin Style 1 cr
Provides physical enjoyment to participants through the performance of the specific rhythms and movements of Latin style dancing and social interaction through group participation. Topics include the fundamentals of rumba, cha cha, and tango with an emphasis on dance positions, leading and following, and dance etiquette. NOTE: Students may repeat this course once for a maximum of two credits. Special Requirement: Lightweight shoes with non-skid soles. (Offered: Every Fall, Spring & Summer)
Prereq: None

DAN 201 Dance Repertory Group: Mixed Company 3 cr
Provides an opportunity for students to learn, rehearse, and perform dances in a variety of styles in area schools, community centers, and at special events. When appropriate, students assist in teaching dance classes and give lecture/demonstrations. Students perform and rehearse outside of class. NOTE: The course may be repeated for a maximum of 6 credits. (Offered: Every Fall, Every Spring)
Prereq: Open to students by audition or permission of Dance Program Coordinator. Recomm: Concurrent enrollment in a dance studio course.

DAN 203 Jazz Dance III 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. (Offered: Every Fall, Every Spring)
Prereq: DAN 104, or permission of instructor

DAN 204 Jazz Dance IV 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. (Offered: Every Fall, Every Spring)
Prereq: DAN 203

DAN 207 Ballet III 3 cr
An intermediate course in classical ballet with emphasis on increased technical skill. Students learn principles of épaulement, 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. (Offered: Every Fall, Every Spring)
Prereq: DAN 108, or permission of instructor

DAN 208 Ballet IV 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. (Offered: Every Fall, Every Spring)
Prereq: DAN 207

DAN 211 Modern Dance III 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, style, 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. (Offered: Every Fall, Every Spring)
Prereq: DAN 112, or permission of instructor

DAN 212 Modern Dance IV 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. (Offered: Every Fall, Every Spring)
Prereq: DAN 211

DAN 214 Tap Dance III 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. (Offered: Periodically)
Prereq: DAN 115, or permission of instructor

DAN 216 Middle Eastern Dance III* 3 cr
An intermediate course in Middle Eastern Dance. Students continue to practice the movements and rhythms of the dance, with an emphasis on personal expression, the development of individual style, musicality, improvisation and performance skills. Students learn extended dance sequences and group choreographies. The course incorporates the continued study of the complex history of the dance and its meaning and function in Middle Eastern and North African cultures, and in other areas that are home to people of Arabic heritage. Video viewing and outside-of-class reading assignments augment in-class practice. (Offered: Every Fall, Every Spring)
Prereq: DAN 216, or permission of instructor

DAN 217 Middle Eastern Dance IV* 3 cr
A conclusion of the intermediate study of Middle Eastern Dance. Students continue to practice the movements, rhythms and choreography of the dance. The course emphasizes personal performance style, based on informed choices and improvisational and creative responses to both contemporary and traditional Arabic or Arab-influenced music and rhythms. Students learn extended dance sequences, group choreographies for performance, and to play zills as an accompaniment to the dance. The course incorporates the study of the history, meaning and function of Middle Eastern dance in the various cultures and countries in which it is performed. Video viewing and outside-of-class reading assignments augment in-class practice. (Offered: Every Fall, Every Spring)
Prereq: DAN 216, or permission of instructor

ECO 101 Principles of Macroeconomics 3 cr
A study of economic analysis of the national and global economy with discussion of current issues. This course includes business cycles, unemployment, inflation, economic growth, banking systems, monetary and fiscal policies. (Offered: Every Fall, Every Spring)
Prereq: ENG 090, ENG 094 (COL 090), and MAT 095 (MAT 105) or MAT 095S or satisfactory placement test scores.

ECO 102 Principles of Microeconomics 3 cr
A study of the economics of the firm, the consumer, and their interaction in the domestic and global marketplace. This course includes resource allocation, supply and demand, elasticity, market structure, labor, and an economic perspective of current issues facing business and society. (Offered: Every Fall, Every Spring)
Prereq: ENG 090, ENG 094 (COL 090), and MAT 095 (MAT 105) or MAT 095S or satisfactory placement test scores.
EDU 103  Creative Experiences in Art, Music, and Drama  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. (Offered: Every Fall)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores

EDU 111  Introduction to Special Education  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. (Offered: Periodically)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores

EDU 112  Early Childhood Special Education  3 cr
Emphasizes the acquisition of strategies and skills to provide developmentally appropriate learning experiences for young children with special needs in multiple settings. Students examine prominent preschool special education curricula and learn to evaluate and adapt curriculum materials to specific learning needs. (Offered: Every Spring)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores

EDU 121  Reading and Language for the Young Child  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. (Offered: Periodically)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores

EDU 133  Day Care Administration  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. (Offered: Periodically)
Prereq: EDU 201; Recomm: Office of Child Care Services (OCCS) Lead Teacher Qualified

EDU 141  Building Teacher-Parent Relationships  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. (Offered: Periodically)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores

EDU 201  Early Childhood Curriculum  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. (Offered: Every Spring)
Prereq EDU 101 or permission of instructor

EDU 205  Philosophy of Education  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. (Offered: Every Spring)
Prereq ENG 101, 103, or 105

EDU 215  Student Teaching I  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 EDU 215 is not guaranteed and depends upon agreement among the teaching site, the EDU faculty, and the student. (Offered: Every Fall)
Prereq: EDU 101 and permission of the program coordinator

EDU 216  Student Teaching II  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 EDU 216 is not guaranteed and depends upon agreement among the teaching site, the EDU faculty, and the student. (Offered: Every Spring)
Prereq: EDU 215 or permission of instructor

EMERGENCY MEDICAL SERVICES
EMS 101  Emergency Medical Technician - Basic  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 extraction, 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. (Offered: Every Fall, Spring & Summer)
Prereq ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores
EMS 105  Principles of Advanced Life Support  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. (Offered: Every Fall)
Prereq: Current EMT certification, ENG 090 and ENG 094 (COL 090) and MAT 090 or MAT090S, or satisfactory placement test scores. Concurrent enrollment or completion of BIO 108 or equivalent.

EMS 106  EMT - Intermediate Internship  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. (Offered: Every Spring & January)
Prereq: Successful completion of EMS 105

EMS 202  Pharmacology  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. (Offered: Every January)
Prereq: Successful completion of EMS 105 or permission of instructor.

EMS 204  Management of Cardiovascular Emergencies  8 cr
A comprehensive approach to adult cardiac emergencies encountered by paramedics. This 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 Education for Prehospital Professionals (PEPP- Advanced Life Support) certification upon successful course completion. (Offered: Every Spring)
Prereq: Successful completion of EMS 202 or permission of instructor.

EMS 210  Paramedic Clinical  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. (Offered: Every Fall)
Prereq: Successful completion of EMS 204. Concurrent registration in EMS 211.

EMS 211  Paramedic Fieldwork Internships I 2 cr
Provides assignments with certified paramedics. Students perform prehospital treatment under supervision. (Offered: Every Fall)
Prereq: Successful completion of EMS 204. Concurrent registration in EMS 210.

EMS 212  Paramedic Fieldwork Internships II 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. (Offered: Every Fall, Every Spring)
Prereq: Successful Completion of EMS 211.

ENGINEERING

EGR 100  Engineering Culture  0 cr
Supports engineering students’ success through student-faculty interaction, peer study groups, and academic and career guidance. NOTE: Students may repeat this course without limit. Special Requirement: Open to Engineering majors only. (Offered: Every Fall, Every Spring)
Prereq: None.

EGR 105  Introduction to Engineering, Science, Technology, and Society  4 cr
A survey introductory course that combines hands-on experience with sociological analysis of engineering, science, and technology using lab, lecture, research, design, and discussion. Includes aspects of electrical, mechanical, environmental, civil, and chemical engineering. NOTE: Students may receive credit for EGR 105 or SCI 105, but not for both. (Offered: Every Fall, Every Spring)
Prereq: MAT 107 or concurrent enrollment in MAT 107 or a score of 71 or higher on the College Level Math placement test; ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores. Recomm: Any 3-credit course coded ANT, ECO, EVS, HSV, POL, PSY, or SOC.

EGR 107  Engineering Graphics  4 cr
An introduction to engineering graphics concepts and applications. Topics covered include lettering, scaling, orthographic projection, pictorials, sections, auxiliary views, dimensioning, tolerances, fasteners, isometric and orthographic depiction. The course includes Computer Aided Design, manual drafting, and sketching. (Offered: Every Fall, Every Spring)
Prereq: ENG 090, ENG 094 (COL 090), and MAT 095 (MAT 105) or MAT 095S or satisfactory placement test scores.

EGR 114  Numerical Computing for Engineers and Scientists using Mathematica  3 cr
An introduction to numerical and symbolic computing using Mathematica, a high level knowledge based programming language for engineering problem solving and analysis, as well as creating algorithms for data manipulation and for solving basic mathematical equations which model real world phenomena. (Offered: Every Spring & Summer)
Prereq: MAT 108 or concurrent enrollment in MAT 108.

EGR 205  Statics  3 cr
A vector treatment of equilibrium of particles and rigid bodies. Topics include: forces, moments, couples, equations of equilibrium, free body diagrams, machines, trusses, frames, friction and centroids, and shear and bending moment diagrams. (Offered: Every Spring)
Prereq: MAT 201, PHY 111.

EGR 206  Strength of Materials  3 cr
Analysis of the stress and strain in structural members due to axial loads, torsion and bending. (Offered: Periodically)
Prereq: EGR 205 or permission of instructor.

EGR 209  Dynamics  3 cr
A study of kinetics and kinematics of particles and rigid bodies including Newton’s laws, work-energy and impulse-momentum principles, laws of linear and angular momentum, conservation of momentum, and planar motion of rigid bodies. (Offered: Periodically)
Prereq: PHY 111, MAT 201, MAT 202 (or concurrent enrollment in MAT 202); Recomm: PHY 112, MAT 202, EGR 205.

EGR 210  Thermodynamics  3 cr
The fundamentals of the science of thermodynamics including control volume analysis, conservation of mass and energy, the second law of thermodynamics, pure substance property relations, and applications of refrigeration and power systems. (Offered: Every Spring)
Prereq: MAT 202, PHY 112, Recomm: MAT 203.

EGR 211  Circuit Analysis  4 cr
Mathematical models for analog and digital circuit elements, basic circuit laws and network theorems applied to digital logic MOSFET gates, and to DC, transient, and steady-state response of first- and second-order circuits. Modeling circuit responses using differential equations. Lab includes circuit hardware and PSPICE simulation experiments. (Offered: Every Fall)
Prereq: MAT 202, PHY 112.

Credit Courses
EGR 212  Circuit Analysis II  4 cr
Continuation of EGR 211. Analysis techniques for AC circuits, frequency response, resonance, Bode plots, phasor representation of sinusoidal steady-state systems, complex frequency domain, transfer functions, MOSFETs as amplifiers; operational amplifiers. Transformers, two-port networks, Fourier series. Lab includes circuit hardware and PSPICE simulation experiments. (Offered: Every Spring)
Prereq: EGR 211 with a grade of C or better.

EGR 213  Statistics for Engineering  3 cr
Probability and statistical theory, with primary emphasis on engineering applications. Students utilize techniques of collection, analysis and interpretation of experimental data, and explore probability modeling using discrete and continuous random variables. Topics include: an examination of estimation and inference conducted through the use of confidence intervals and hypothesis testing, regression, correlation, and analysis of variance (ANOVA). (Offered: Every Fall)
Prereq: MAT 202

ENGINEERING TECHNOLOGY

EGT 112  Fundamentals of Electricity  3 cr
An introduction to electricity with an emphasis on sustainable energy applications. Topics include DC/AC circuit operations, electrical distribution systems, common semiconductor devices, the National Electrical Code, electrical safety, and common electrical methods and techniques. Special Requirement: Field trips required. (Offered: Every Fall)
Prereq: MAT 095 (MAT 105) or MAT 095S, ENG 090, and ENG 094 (COL 090), or satisfactory placement test scores.

ENGLISH

ENG 090  College Writing Strategies  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 these 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. (Offered: Every Fall, Spring & Summer)
Prereq: None

ENG 094  College Reading Strategies  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 these 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. NOTE: Students may receive credit for COL 090 or ENG 094, but not for both. (Offered: Every Fall, Spring & Summer)
Prereq: None

ENG 101  English Composition I: Expository Writing  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. NOTE: Students may receive credit for only ENG 101 or ENG 103 or ENG 105. (Offered: Every Fall, Every Spring)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores

ENGLISH COMPOSITION II (ENG 112, 114, 116)
A study of the imaginative and symbolic use of language. The coursework emphasizes the development of critical standards and written responses to fiction, poetry, drama, and in some options, to other print and electronic resources. This course focuses on analysis, critical thinking, and writing. Three options are available; students receive credit for only one.

ENG 112  English Composition II: Exploring Literature  3 cr
An examination and analysis of major literary genres including fiction, poetry, and drama. Writing assignments emphasize the formal critical essay and may include more personal and creative responses. Students develop analytical standards for reading and writing about literature. The course includes selections from a wide variety of authors. NOTE: Students may receive credit for only ENG 112 or ENG 114 or ENG 116. (Offered: Every Fall, Every Spring)
Prereq: ENG 101, 103, or 105

ENG 114  English Composition II: Literature and Creative Writing  3 cr
An examination and analysis of major literary genres including fiction, poetry, and drama. Writing assignments include creative experiments and literary analysis. Students develop skills in the production as well as the understanding of literary art. NOTE: Students may receive credit for only ENG 112 or ENG 114 or ENG 116. (Offered: Every Fall, Every Spring)
Prereq: ENG 101, 103, or 105

ENG 116  English Composition II: Analysis of Literature and Film  3 cr
An examination and analysis of major literary genres including fiction, poetry, and film. Writing assignments emphasize the formal critical essay, and may include more personal and creative responses. Coursework engages students in literary and visual analysis. NOTE: Students may receive credit for only ENG 112 or ENG 114 or ENG 116. (Offered: Every Fall, Every Spring)
Prereq: ENG 101, 103, or 105

ENG 195  Introduction to Literary Journal Publishing  3 cr
Guides students through the process of producing a literary journal. Students solicit, evaluate and edit submissions for publication in GCC’s literary journal. This course includes promotion and production and prepares students to enter the wider literary market. Students may repeat this course for up to 6 credits. (Offered: Every Fall, Every Spring)
Prereq: ENG 101, 103 or 105 and permission of the instructor.

ENG 201  Western Literature I  3 cr
Reading and critical analysis of selected literary masterpieces from early Greek through the Elizabethan era. (Offered: Periodically)
Prereq: ENG 112, 114, or 116

ENG 202  Western Literature II  3 cr
Reading and critical analysis of selected literary masterpieces from the Elizabethan era to the present. (Offered: Periodically)
Prereq: ENG 112, 114, or 116
ENG 203 American Literature I 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. (Offered: Every Other Fall)
Prereq: ENG 112, 114, or 116

ENG 204 American Literature II 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. (Offered: Every Other Spring)
Prereq: ENG 112, 114, or 116

ENG 205 British Literature I 3 cr
Readings in English literature from the Anglo-Saxon period to the late 17th century. Major emphasis on Chaucer and Shakespeare. (Offered: Periodically)
Prereq: ENG 112, 114, or 116

ENG 206 British Literature II 3 cr
Readings in English literature from the late 17th century to the present. (Offered: Periodically)
Prereq: ENG 112, ENG 114 or ENG 116

ENG 207 Creative Writing and Literature: Themes and Methods 3 cr
Focuses on broad themes in creative writing and explores analytical as well as creative methods for responding to literature. Students explore a variety of creative genres, including drama, poetry, fiction, and creative nonfiction, from many cultures and times. The course culminates in the production of original creative works. (Offered: Periodically)
Prereq: ENG 112, 114, or 116

ENG 208 Creative Writing and Literature: Studies in Genre 3 cr
Explores creative writing through analysis of the writer’s craft. Students focus on one or more creative genres such as drama, poetry, fiction, or creative nonfiction. Students engage with literary texts that present diverse worldviews. Students also conduct research and apply critical reading and writing strategies to their own analytical as well as creative work. The course culminates in the production of original creative works. (Offered: Periodically)
Prereq: ENG 112, 114, or 116

ENG 210 Creative Nonfiction 3 cr
Explores creative nonfiction essays and essay writing through extensive reading, individualized research, and writing workshops. Students develop familiarity with the variety and history of creative nonfiction. Students use multiple research methods, drafting approaches, and writing styles to explore topics of their choice. Students combine academic and creative writing strategies in new ways to explore and analyze their experiences and the world around them. (Offered: Periodically)
Prereq: ENG 112, 114, or 116

ENG 212 Graphic Novel 3 cr
Explores the history and development of the graphic novel, a hybrid genre that combines visual and written textual elements. Students read, discuss, and write about graphic novels exploring issues of power, sexuality, race, gender, class, and identity. (Offered: Periodically)
Prereq: ENG 112, 114, or 116

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

ENG 221 Shakespeare 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. (Offered: Every Spring)
Prereq: ENG 112, 114, or 116

ENG 228 Queer Literature* 3 cr
A study of various genres and periods of literary texts by lesbian, gay, bisexual, and transgender writers. The course includes lectures and classroom discussions on the texts and their cultural and historical contexts. Students discuss how the texts relate to expressions of, and arguments about, being queer in a predominantly heterosexual world. Readings also address more general issues of marginalization, such as those involving gender, race, class, and age. The course is appropriate for any student interested in the way literature expresses human difference. (Offered: Periodically)
Prereq: ENG 112, 114, or 116

ENG 229 Gothic Literature 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. (Offered: Periodically)
Prereq: ENG 112, 114, or 116

ENG 235 Survey of Latin American Literature* 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. (Offered: Periodically)
Prereq: ENG 112, 114, or 116

ENG 241 Survey of Children’s Literature 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. (Offered: Every Spring)
Prereq: ENG 112, 114, or 116

ENG 243 Modern Poetry 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. (Offered: Periodically)
Prereq: ENG 112, 114, or 116

ENG 244 Science Fiction: Themes and Contexts 3 cr
Examines science fiction from diverse cultural perspectives. Students explore critical and social contexts that inform science fiction, gain an understanding of its history and development as a genre, and analyze its contributions to contemporary culture as well as its place within the arts. The course focuses on literature, although students may also study science fiction in multiple media such as film, television, and the visual arts. Students write critical essays and have the opportunity to produce creative works of their own. (Offered: Periodically)
Prereq: ENG 112, 114, or 116; Recomm: A college-level science or philosophy course.

ENG 247 Women in Literature I* 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. (Offered: Every Other Summer)
Prereq: ENG 112, 114, or 116

ENG 248 Women in Literature II* 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 of literary technique as she explores important themes in women’s lives. (Offered: Every Other Spring)
Prereq: ENG 112, 114, or 116
ENGL 253 Valley/American Literature 3 cr
A critical study of American literature from the Puritan period to the present with focus on the significant achievements of Valley writers. This course explores the impact of the geographical, social, and cultural environment of the Pioneer Valley on their works. Students study Jonathan Edwards, Emily Dickinson, Mark Twain, Robert Frost, Archibald MacLeish, and other writers. (Offered: Periodically)
Prereq: ENGL 12, 114, or 116

ENGL 261 The Short Story 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. (Offered: Periodically)
Prereq: ENGL 11, 114, or 116

ENGL 270 Literature and the Environment 3 cr
Examines the relationship between literature and the environment. Students read works of literature drawn from multiple genres, times and cultures and analyze how they depict or frame questions about the relationship between humans and the natural world as well as the built environment. Students also learn about and apply critical approaches from ecocriticism, urban and regional studies, and ecofeminism while writing analytical essays on specific texts and producing creative works. (Offered: Periodically)
Prereq: ENGL 12, 114, or 116

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

ESL 102 Writing Advanced Beginners Level 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. (Offered: Every Spring)
Prereq: Placement by examination

ESL 103 Written English Intermediate Level 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. (Offered: Every Fall, Every Spring)
Prereq: ESL 102 or placement by examination

ESL 104 Written English Advanced Level 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. (Offered: Every Fall, Every Spring)
Prereq: ESL 103 or placement by examination

ESL 106 English Grammar Advanced Beginners 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. (Offered: Periodically)
Prereq: Placement by examination

ESL 107 American English Grammar in Context 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. (Offered: Every Fall, Every Spring)
Prereq: ESL 106 or placement by examination

ESL 108 American English Grammar in Use 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. (Offered: Every Fall, Every Spring)
Prereq: ESL 107 or placement by examination

ESL 109 Intermediate Grammar Review 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. (Offered: Periodically)
Prereq: ESL 107 or permission of instructor

ESL 110 ESL Computer Training 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. (Offered: Periodically)
Prereq: Concurrent enrollment in ESL 103 or permission of instructor

ESL 112 Spoken English Advanced Beginners 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. (Offered: Periodically)
Prereq: Placement by examination

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

ESL 114 Spoken English High Intermediate Level 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. (Offered: Every Fall)
Prereq: ESL 113 or placement by examination

ESL 117 English Sounds and Spelling 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. (Offered: Every Fall)
Prereq: ESL 112 or permission of instructor

ESL 118 Advanced ESOL Grammar 3 cr
Advanced topics in English grammar for bilingual students. Topics include verb tenses for narration; adjectives and prepositional phrases for description; active and passive voice; agreement and sentence combining; sentence transitions; time expressions; articles; and vocabulary. Students contrast U.S. styles of writing and class participation with writing and class participation styles in other countries. (Offered: Every Fall, Every Spring)
Prereq: ESL 104, or ESL 108, or permission of instructor

ESL 119 English at Work 3 cr
Introduces English language and cultural patterns to students who are working or seeking work in the American workplace. Topics include basic English vocabulary for employment, basic mathematical operations in English, interacting with co-workers and supervisors, using electronic communications, resume writing, labor laws in the U.S. and the Commonwealth of Massachusetts and cultural expectations on the job. (Offered: Every Spring)
Prereq: For students whose native language is not English. Intermediate level of English proficiency determined by ESOL placement examination. Contact ESOL Program Coordinator. Recmm: Concurrent enrollment in ESL 110 or CS 110 or basic proficiency in computer skills.
ENGLISH

ESL 123  Reading and Vocabulary-Intermediate Level  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. (Offered: Every Fall, Every Spring)
Prereq: Placement by examination

ESL 124  Reading and Vocabulary-High Intermediate  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. (Offered: Every Fall, Every Spring)
Prereq: ESL 123 or placement by examination

ENVIRONMENTAL STUDIES

EVS 101  Environmental Studies: Issues in Sustainability  3 cr
An introduction to basic concepts and principles in ecology including ecosystems, population, food production, energy, pollution, technology, and resource depletion. The course focuses on people’s impact on the natural environment emphasizing current problems and alternative solutions to them. NOTE: Students may receive credit for HEC 101 or EVS 101, but not for both. (Offered: Every Fall, Every Spring)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.

EVS 118  Introduction to Food Systems  3 cr
An introduction to the current state of the global food system and its implications for people, the environment, and our future. Topics include the benefits and drawbacks of the industrial agricultural model; food justice, food security and public health; the real-life challenges to creating a local food system; and innovative responses to meet those challenges. Students undertake research projects that follow food study models and assess the capacity of a municipality to develop a local food system. Special Requirement: Field trips required. (Offered: Every Fall)
Prereq: ENG 090 and ENG 094 (COL 090) or satisfactory placement test scores.

EVS 121  Gender and the Environment  3 cr
Examination of historical and present day roles of women and men in relation to their environment. The course 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. The course focuses on understanding gender-linked relationships between population, poverty, and environmental degradation and the importance of new cooperative models for converting to an ecologically sustainable society utilizing case studies and role models. NOTE: Students may receive credit for HEC 121 or EVS 121, but not for both. (Offered: Periodically)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.

EVS 150  The 24-Hour Outdoor Personal Growth Experience  1 cr
A 24-hour back-country experience focusing 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 one or two in-class sessions. NOTE: Course graded credit/no credit. Students may receive credit for EVS 150 or HEC 150, but not for both. Special Requirement: Students must be 18 to register for this course. (Offered: Every Fall)
Prereq: None

EVS 151  Youth, Culture and Rites of Passage in Contemporary America  1 cr
Investigates vision quest and rites of passage, ancient and contemporary ceremonies, and rituals that are found in most cultural traditions to assist individuals to pass symbolically and literally from youth to adulthood. This experiential course offers instruction in phases of personal transition, and connections to the natural environment to promote clarity and connections with the environment. Opportunities include in-the-field teachings and one night and two days of residency at a solo site in a backcountry area, and personal reflection through inner guidance. NOTE: Course graded credit/no credit. Students may receive credit for EVS 151 or HEC 151, but not for both. Special Requirement: Students must be 18 to register for this course. (Offered: Every Spring)
Prereq: None

EVS 153  Ancient Wilderness Living Skills  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. The course introduces students to the following skills: carving and using a bow and drill fire making set; building and sleeping in a shelter made from natural materials; and instruction in crafts like natural baskets, wooden utensils, and natural rope. The course includes backcountry foraging for wild, edible foods and materials for crafts as well as an overnight residency experience. NOTE: Course graded credit/no credit. Students may receive credit for EVS 153 or HEC 153, but not for both. Special Requirement: Students must be 18 to register for this course. (Offered: Every Spring)
Prereq: None

EVS 154  Exploring Ecological Consciousness  1 cr
Explores experiential education practices that shift students’ perception towards an awareness of being part of the natural world, directly related to other life forms and ecologies. Students increase their knowledge of nature awareness exercises for diverse age ranges and backgrounds. The course includes experiential exercises, visualization and personal sharing in the natural environment. NOTE: Course graded credit/no credit. Students may receive credit for EVS 154 or HEC 154, but not for both. (Offered: Every Fall)
Prereq: None

EVS 155  Introduction to Sustainable Energy: Solar Living  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. NOTE: Course graded credit/no credit. Students may receive credit for EVS 155 or HEC 155, but not for both. (Offered: Every Fall)
Prereq: None

EVS 204  Environmental Justice  3 cr
A social and ecological examination of human needs and scarce resources. Students focus on environmental justice and how sustainable development contributes to reduced conflict and increased security. Students learn new strategies for sustainable living and an ecological perspective as a tool for peace, sustainability and social change. (Offered: Every Spring)
Prereq: Any 3-credit course coded ANT, ECO, EVS, HSV, POL, PSJ, PSY, or SOC; Recomm: PSJ 101 or EVS 101
FIRE SCIENCE TECHNOLOGY

FST 151 Principles of Emergency Services 3 cr
Provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; and life safety initiatives. NOTE: Students may receive credit for FST 151 or FST 101, but not for both. (Offered: Periodically)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.

FST 152 Fire Behavior and Combustion 3 cr
Explores the theories and fundamentals of how and why fires start, spread, and are controlled. (Offered: Periodically)
Prereq: ENG 090, ENG 094 (COL 090) or satisfactory placement test scores.

FST 153 Fire Prevention 3 cr
Provides fundamental knowledge relating to the field of fire protection. Topics include: history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of codes and standards; plans review; fire inspections; fire and life safety education; and fire investigation. NOTE: Students may receive credit for FST 153 or FST 125, but not for both. (Offered: Periodically)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.

FST 154 Principles of Fire and Emergency Services Safety and Survival 3 cr
Introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services. (Offered: Periodically)
Prereq: ENG 090, ENG 094 (COL 090) or satisfactory placement test scores.

FST 155 Building Construction for Fire Protection 3 cr
Provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies. NOTE: Students may receive credit for FST 155 or FST 111, but not both. (Offered: Periodically)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.

FST 156 Hazardous Materials Chemistry 3 cr
Provides basic chemistry relating to the categories of hazardous materials including recognition, identification, reactivity, and health hazards encountered by emergency services. NOTE: Students may receive credit for FST 156 or FST 109, but not both. (Offered: Periodically)
Prereq: FST 151; CHE 105 or CHE 111; or permission of instructor or program coordinator.

FST 157 Fire Protection Hydraulics & Water Supply 3 cr
Provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems. NOTE: Students may receive credit for FST 157 or FST 113, but not for both. (Offered: Periodically)
Prereq: ENG 090, ENG 094 (COL 090), and MAT 095 (MAT 105) or MAT 095S or satisfactory placement test scores.

FST 158 Principles of Fire and Emergency Service Administration 3 cr
Introduces the student to the organization and management of a fire and emergency services department and the relationship of government agencies to the fire service. Emphasis is placed on fire and emergency service, ethics, and leadership from the perspective of the company officer. NOTE: Students may receive credit for FST 158 or FST 105, but not for both. (Offered: Periodically)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.

FST 159 Fire Protection Systems 3 cr
Provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers. NOTE: Students may receive credit for FST 201 or FST 159 but not for both. (Offered: Periodically)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.

FST 252 Strategy and Tactics 3 cr
Provides principles of fire ground control through utilization of personnel, equipment, and extinguishing agents. NOTE: Students may receive credit for FST 252 or FST 203, but not for both. (Offered: Periodically)
Prereq: FST 151 and FST 155 or permission of instructor or program coordinator. Recmm: FST 159 or some experience with protection systems.

FST 253 Fire Investigation I 3 cr
Provides the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the fire setter, and types of fire causes. NOTE: Students may receive credit for FST 253 or FST 205, but not for both. (Offered: Periodically)
Prereq: FST 151 and FST 155 or permission of instructor or program coordinator.

FST 254 Legal Aspects of Emergency Services 3 cr
Addresses the Federal, State, and local laws that regulate emergency services and include a review of national standards, regulations, and consensus standards. NOTE: Students may receive credit for FST 254 or FST 206, but not for both. (Offered: Periodically)
Prereq: FST 151 or permission of instructor or program coordinator.

FRENCH

FRE 101 Elementary French I 4 cr
Fundamentals of French. The course emphasizes the acquisition of language functions, vocabulary, structures, and culture through contextualized presentations, interactive activities, and extensive laboratory practice. (Offered: Every Spring)
Prereq: None

FRE 102 Elementary French II 4 cr
Fundamentals of French. The course emphasizes continued acquisition of language functions, vocabulary, structures, and culture through contextualized presentations, interactive activities, and extensive laboratory practice. (Offered: Every Fall)
Prereq: FRE 101 or equivalent.

FRE 201 Intermediate French I 4 cr
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. (Offered: Every Spring)
Prereq: FRE 102 or equivalent.

FRE 202 Intermediate French II 4 cr
Conclusion of the basic intermediate sequence in 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. (Offered: Every Fall)
Prereq: FRE 201 or equivalent.

FRE 255 French Film and Language I 3 cr
The intermediate study of French through francophone films. The course emphasizes the acquisition of language functions, vocabulary, idioms, and cultures through the study of francophone films. Students study representative French language films, selected from films by Renoir; Godard, Poulenc, Ocelot, Chabrol and Jugnot. These are the subject of class discussions, dramatizations and oral and written assignments. Students practice listening comprehension, study idiomatic speech, analyze cultural content and examine historical contexts. The instructor and the students conduct the class in French. NOTE: This course and FRE 257 are not sequential; they may be taken in either order. (Offered: Periodically)
Prereq: FRE 202 or equivalent
FRE 256 French Reading for Communication I 3 cr
Emphasizes continued acquisition of language functions, vocabulary, idioms, and cultures through an introduction to authentic francophone texts. Students study a representative selection of French readings. These readings are the subject of class discussions, dramatizations and oral and written assignments. Students practice reading comprehension, study idiomatic speech, analyze cultural content and examine historical contexts within the selected readings. The instructor and the students conduct class in French. (Offered: Periodically)
Prereq: FRE 202 or equivalent.

FRE 257 French Film and Language II 3 cr
The intermediate study of French through francophone films. The course emphasizes the acquisition of language functions, vocabulary, idioms, and cultures through the study of francophone films. Students study representative French language films, selected from films by Cocteau, Truffaut, Berri, Lecocq, Denis and Jeunet. These are the subject of class discussions, dramatizations and oral and written assignments. Students practice listening comprehension, study idiomatic speech, analyze cultural content and examine historical contexts. The instructor and the students conduct class in French. NOTE: This course and FRE 255 are not sequential; they may be taken in either order. (Offered: Periodically)
Prereq: FRE 202 or equivalent.

GENDER AND WOMEN'S STUDIES

GWS 115 Introduction to Gender and Women's Studies* 3 cr
Introduction to gender and women's studies as a basis for understanding human development, social systems, and the historical and biological perspectives that affect people's lives in the contemporary world. (Offered: Every Spring & Summer)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.

GEOLOGY

GEO 101 Physical Geology 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. NOTE: Students may receive credit for GEO 101 or GEO 103, but not for both. (Offered: Every Fall)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.

GEO 102 Historical Geography 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. NOTE: Students may receive credit for GEO 102 or GEO 103, but not for both. (Offered: Every Spring)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.

GEO 103 Valley Geology 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. NOTE: If credit is granted for GEO 103, it cannot also be granted for either GEO 101 or GEO 102. (Offered: Periodically)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.

GEO 104 Introduction to Oceanography 4 cr
The nature of the ocean realm—its physical, chemical, biological, and geologic characteristics and importance. Topics to be discussed: origin and characteristics of ocean basins, physical and chemical nature of seawater; origin and movement of water masses, importance of the oceans to life on earth. Lab and Field trips are required. NOTE: Students may receive credit for GEO 104 or GEO 105, but not for both. (Offered: Every Fall, Every Spring)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.

HEALTH SCIENCE

HSC 101 Introduction to Patient Care Skills 3 cr
Provides a case based learning methodology through patient simulation and explores a variety of job duties related to health care occupations. Students learn vital signs, sterile techniques, handling of body fluids, body mechanics, Cardio Pulmonary Resuscitation (CPR), first aid and proper chart documentation. Students gain familiarity with research techniques, professionalism, ethics, cultural diversity, and communication skills in healthcare settings. (Offered: Every Fall, Every Spring)
Prereq: None.

HSC 127 Survey of Health Careers 3 cr
An introduction to the responsibilities, settings and qualifications of various health careers. This course examines the role of different professionals as members of the healthcare team. Students develop strategies for achieving their career goals using self-evaluation and research. (Offered: Every Fall, Spring & Summer)
Prereq: None.

HSC 127L Job Shadowing for Health Careers 1 cr
An exploration of career options in health care. Students observe health care clinicians and staff on the job, providing students with realistic career information. Students observe the tasks, the level of responsibility and the work environment for several careers. The experience provides career information that aids the student in making career choices. Students document and share their experiences with other students in the class. Special Requirement: Students must apply to the instructor to participate in HSC 127L and pass a Criminal Offender Record Information (CORI) check. Clinical sites may require additional health documentation. (Offered: Every Fall, Spring & Summer)
Prereq: HSC 127 or concurrent enrollment; and student must be a LAH major; and permission of the instructor.

HISTORY

HIS 101 Western Civilization to 1500 A.D. 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. (Offered: Every Fall)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.

HIS 102 Western Civilization Since 1500 A.D. 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. (Offered: Every Fall, Every Spring)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.

HIS 105 History of the American People to 1865 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. NOTE: Students may receive credit for HIS 105 or 107, but not for both. (Offered: Every Fall, Every Spring)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.
Credit Courses

**HIS 106** History of the American People Since 1865 3 cr
Reconstruction: industrialism and triumphalist 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. NOTE: Students may receive credit for HIS 106 or 108, but not for both. (Offered: Every Fall, Every Spring)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores

**HIS 127** History of African-American Peoples* 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. (Offered: Every Spring)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores

**HIS 129** Introduction to Modern Africa* 3 cr
A survey of a 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. (Offered: Every Fall, Every Spring)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores

**HIS 131** Women in American History* 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. (Offered: Every Fall, Every Spring)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores

**HUMAN DEVELOPMENT**

**HUD 112** Assertiveness Training 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. (Offered: Periodically)
Prereq: None

**HUD 114** College Success 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. (Offered: Every Fall, Every Spring)
Prereq: None

**HUD 117** Managing Stress 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. (Offered: Every Fall, Every Spring)
Prereq: None

**HUD 122** Practicum in Governance 1 cr
An opportunity for students to participate in group problem solving and decision making within the context of Greenfield Community College’s governance structure. This practicum introduces the student to several skills including organizing and conducting a meeting, communicating within a group, understanding the roles of group members, handling conflict, and presenting group decisions to outside constituents. NOTE: Students receive one credit per semester upon successful completion of the course. Students may repeat this course two times, for a maximum total of three credits. GCC waives tuition and fees for this course. (Offered: Every Fall, Every Spring)
Prereq: Must be currently enrolled at GCC, must have completed one academic semester at GCC, and must be appointed in the manner required by the GCC Assembly Bylaws.

**HUD 128** General Education Seminar: First-Year Experience 1 cr
Introduces new college students to the academic and co-curricular materials of a first year experience (FYE). Topics include: college services, self-assessment and reflection, time management, and goal setting with emphasis on long term and short term planning. Students learn about GCC’s general educational abilities and draw connections between these outcomes and areas of their own learning. NOTE: This course fulfills one of three general education seminar courses needed to complete the FYE for Educational Transitions Program (ETP) students. Special Requirement: Open to ETP Students only. (Offered: Every Fall, Every Spring)
Prereq: None

**HUD 129** Learning Support 0 cr
Supports the success of Educational Transitions Program (ETP) students through student-faculty interaction, peer study groups, and academic and career guidance. NOTE: Students may repeat this course without limit. Special Requirement: Open to ETP students only. (Offered: Every Fall, Every Spring)
Prereq: None

**HUD 130** General Education Seminar: Introduction to Information Literacy 1 cr
An introduction to information literacy and research skills enabling students to locate, evaluate, and use information. Topics include: the organization of information, the use of structured inquiry to conduct efficient discipline-based search strategies, the evaluation of information for authority and content, and the ethical use of information within the context of a literature review. (Offered: Every Fall, Every Spring)
Prereq: ENG 094 or satisfactory placement test score or concurrent enrollment in ENG 094.

**HUD 131** Student Ambassador 1 cr
Develops leadership and communication skills of student ambassadors. Students gain a strong knowledge of theory related to leadership and student success as well as the services available to students at GCC, and they enhance their mentoring and communication skills. Special Requirement: Must submit a completed student ambassador application. Student plans to continue at GCC for at least one more semester. (Offered: Every Fall, Every Spring)
Prereq: Have a minimum of a 2.5 cumulative GPA, and have completed a minimum of 12 credits at GCC.

**HUD 135** Career Exploration and Planning 1 cr
Introduces students to online career exploration and self-assessment tools, and guides them through processes to decide upon a career interest direction and to create a plan to achieve it. The course is open to students of any program, and can be especially helpful to starting students who are unsure of their program choice or career direction. (Offered: Every Fall, Every Spring)
Prereq: ENG 090, ENG 094 Recmm: CS 140; ENG 101, 103, 105

**HUMAN SERVICES**

**HSV 101** Introduction to Human Services 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. (Offered: Every Fall, Every Spring)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores

**HSV 115** The Helping Relationship 3 cr
Introduces students to the roles and responsibilities of a helping relationship and the interpersonal skills needed to be an effective human services worker. The course includes development of self-awareness, the professional helper role, ethical considerations, and diversity issues in the helping profession. (Offered: Every Fall)
Prereq: ENG 101, 103, or 105 (or concurrent enrollment); and PSY 101 (or concurrent enrollment); and HSV 101 (or concurrent enrollment)
HUMANITIES

HUM 108 Introduction to Topics in Humanities 3 cr
A one-semester course concentrating on a specified topic or period in the humanities (art, dance, geography, history, language, literature, music, philosophy, and theater). Students learn about the disciplines of the humanities that influence and are influenced by culture, and how the interplay of passion and creativity combine to give meaning and identity to perspectives of society. Topics or major themes are announced each semester. (Offered: Periodically)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores

HUM 150 The Lively Arts® 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. (Offered: Every Fall, Every Spring)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores

HUM 153 Media and Popular Culture 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. (Offered: Every Summer)
Prereq: ENG 101, 103, or 105

INTERDISCIPLINARY STUDIES

IDS 108 Mathematics for Medical Dosage Calculations 3 cr
Introduces math topics used in allied health fields. Students develop basic math skills and problem solving strategies necessary to perform medication dose calculations accurately. Topics include the four main methods of dosage calculations; standard forms of measurement and conversions; and the basic language of pharmacology necessary for interpretation of medication orders and labels. Students may use a web-based course management system, such as Blackboard, as a learning resource tool. NOTE: Students may receive credit for IDS 110 or IDS 108, but not for both. (Offered: Every Spring)
Prereq: MAT 095 (MAT 105) or MAT 095S or a score of 67 or higher on the Arithmetic Placement test and a score of 61 or higher on the Algebra placement test; ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores

LATIN

LAT 101 Elementary Latin I 4 cr
Fundamentals of the Latin language. Students learn Latin vocabulary, syntax, and grammar and then translate Latin into polished English and vice-versa. Students use Latin orally and listen to and write Latin as a part of the language learning process. (Offered: Every Fall)
Prereq: None

LAT 102 Elementary Latin II 4 cr
Fundamentals of the Latin language. Students continue to learn Latin vocabulary, syntax, and grammar and then translate Latin into polished English and vice-versa. Students use Latin orally and listen to and write Latin as a part of the language learning process. (Offered: Every Spring)
Prereq: LAT 101 or equivalent

LEISURE EDUCATION

LED 156 Principles of Weight Training 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. (Offered: Every Fall, Every Spring)
Prereq: None

LED 157 Personal Fitness Training 1 cr
To help students at all fitness levels learn safe and proper exercise techniques and the importance of nutrition to promote a healthy lifestyle. The course introduces a circuit of calisthenic and dynamic movements for a whole body workout that includes strength and cardiovascular endurance. Participants progress at their own pace through the course activities. NOTE: This course may be repeated three times for credit. Students may not earn more than four credits combined for LED 157 and LED 158. Special Requirement: Students participate in movement every class. Specific footwear and clothing requirements will be discussed in the first class session, or students may email the instructor prior to class for further information. (Offered: Every Fall, Every Spring)
Prereq: None

LED 161 Golf 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. (Offered: Every Spring)
Prereq: None
Credit Courses

LED 162  Weight Training II: Personal Fitness Strategies  1 cr
A combination of weight lifting and other fitness practices to create
sound strategies for an independent conditioning and training plan.
(Offered: Every Fall, Every Spring)
Prereq: LED 156 or LED 157 or permission of instructor

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

LED 168  Introductory Tae Kwon Do II (Karate)  1 cr
Intermediate level skills and techniques of the Korean martial art of Tae
Kwon Do-Moo Duk Kwan as it has evolved from its origins in Tae Kyun
in approximately 57 BC. The emphasis is on familiarization with some
Korean language, stretching exercises, calisthenics, punching, blocking, and kicking
techniques, practical self-defense, hyung patterns of movement
and exposure to some of the philosophical underpinnings of Tae Kwon Do.
(Offered: Every Fall, Every Spring)
Prereq: LED 167 or permission of instructor

LED 170  Gentle Yoga  1 cr
Introduces students to gentle yoga practice with an emphasis on stress
reduction and body awareness. Each session includes gentle movement
warm-up and a series of gentle yoga postures, breath awareness, guided
relaxation and meditation. Students gain sufficient practical knowledge to
sustain independent yoga practice. (Offered: Every Fall, Every Spring)
Prereq: None

LED 171  Yoga  1 cr
An introduction to Hatha Yoga practice. Students learn classical yoga
postures such as standing poses, backbends, forward bends, hip openers,
balances, inversions and restorative poses. Students study alignment
principles of Yoga and incorporate basic philosophy, meditation and deep
relaxation into each class for a well-rounded, active and enjoyable
practice. The course follows a sequential flow building knowledge and
skills from week to week. Students gain sufficient practical knowledge to
sustain independent yoga practice. (Offered: Every Fall, Every Spring)
Prereq: None

LED 172  Self-Defense for Women  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. (Offered: Every Fall, Every Spring)
Prereq: For women only

MATHEMATICS

MAT 090  Basic Mathematics Skills  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, whole numbers, fractions,
decimals, ratios, rates, proportions, and percents. Students analyze
problems and arrive at solutions using the techniques of mathematical
reasoning. Students practice mathematical discovery and develop study
skills for math. NOTE: This course may not be used to fulfill degree or
certificate requirements. A grade of C minus or higher is required to
pass this course (Ds are not awarded). Students may receive credit for
MAT 090 (MAT 100), or MAT 090S, but not for both. (Offered: Every Fall, Spring & Summer)
Prereq: None

MAT 090S Basic Mathematics Skills Self-Paced  3 cr
An alternative to MAT 090 for students who are highly motivated, goal
oriented and able to independently move through the course material.
Students set their own deadlines; instructor assistance is available during
class and Math Studio time. Students use an online homework system
both in and out of class. This course is 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,
whole numbers, fractions, decimals, ratios, rates, proportions, and
percents. Students analyze problems and arrive at solutions using the
techniques of mathematical reasoning. Students practice mathematical
discovery and develop study skills for math. NOTE: Students can enroll
in this course at any time during the semester (based on seat
availability) and work as quickly as they wish to complete the course
during the semester. This course may not be used to fulfill degree or
certificate requirements. A grade of C minus or higher is required to
pass this course (Ds are not awarded). Students may receive credit for
MAT 090S or MAT 090 (MAT 100), but not for both. Special
Requirement: Students need access to high-speed internet for
homework. (Offered: Every Fall, Every Spring)
Prereq: None. Recomm: ENG 094 or satisfactory placement test score

MAT 094  Preparatory Course for Algebra  3 cr
A preparatory course for Introductory Algebra, MAT 095 (105). This
course is for students with a working knowledge of arithmetic who have
never had algebra before or who would benefit from a slower
introduction to algebra. Students study many of the topics covered in
Introductory Algebra but at a significantly more elementary level and at
a slower pace. Topics include the concept of a variable, negative
numbers, numeric and algebraic expressions, linear equations in one
variable, positive exponents and square roots, and an introduction to
graphing of equations in two variables. Students work with applications
to help them understand and connect algebraic concepts to real world
situations. NOTE: This course may not be used to fulfill degree or
certificate requirements. A grade of C minus or higher is required to
pass this course (Ds are not awarded). (Offered: Every Fall, Every Spring)
Prereq: MAT 090 or MAT 090S or a score of 67 or higher on the Arithmetic placement
test; ENG 094 (COL 090) or satisfactory placement test score or concurrent enrollment.
Placement tests are used only for initial course placement; see catalog for details.
Recomm: If you’ve never been successful in or it has been decades since you studied
introductory algebra or if you received a C or C- in MAT 090 or MAT 090S, then consider
taking MAT 094 before taking MAT 095 or MAT 095S.

MAT 095  Introductory Algebra  3 cr
An introductory algebra course that assumes a working knowledge of
basic arithmetic skills. Students study topics that include the concept of a
variable, negative numbers, properties of real numbers, numeric and
algebraic expressions, linear equations and inequalities in one variable
including their graphic representations, ratio and proportion, quadratic
equations (with no linear term) in one variable, integer exponents
(including scientific notation) and graphing of two-variable equations (by
plotting points). Students work with applications throughout the course
to help them understand and connect algebraic concepts to real world
situations. NOTE: This course may not be used to fulfill degree or
certificate requirements. A grade of C minus or higher is required to
pass this course (Ds are not awarded). (Offered: Every Fall, Spring & Summer)
Prereq: MAT 090 or MAT 090S or a score of 67 or higher on the Arithmetic placement
test; ENG 094 (COL 090) or satisfactory placement test score or concurrent enrollment.
Placement tests are used only for initial course placement; see catalog for details.
Recomm: If you’ve never been successful in or it has been decades since you studied
introductory algebra or if you received a C or C- in MAT 090 or MAT 090S, then consider
taking MAT 094 before taking MAT 095 or MAT 095S.

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MAT 095S Introductory Algebra Self-Paced 3 cr
An alternative to MAT 095 for students who are highly motivated, goal oriented and able to independently move through the course material. Students set their own deadlines; instructor assistance is available during class and Math Studio time. Students use an online homework system both in and out of class. This course is an introductory algebra course that assumes a working knowledge of basic arithmetic skills. Students study topics that include the concept of a variable, negative numbers, properties of real numbers, numeric and algebraic expressions, linear equations and inequalities in one variable including their graphic representations, ratio and proportion, quadratic equations (with no linear term) in one variable, integer exponents (including scientific notation) and graphing of two-variable equations (by plotting points). Students work with applications throughout the course to help them understand and connect algebraic concepts to real world situations. NOTE: Students can enroll in this course at any time during the semester (based on seat availability) and work as quickly as they wish to complete the course during the semester. This course may not be used to fulfill degree or certificate requirements. A grade of C minus or higher is required to pass this course (Ds are not awarded). Special Requirement: Students need access to high-speed internet for homework. (Offered: Every Fall, Every Spring)
Prereq: MAT 095, MAT 095S or a score of 67 or higher on the Arithmetic placement test. ENG 094 (COL 090) or satisfactory placement test score or concurrent enrollment. Recommt: If you’ve never been successful in or it has been decades since you studied introductory algebra or if you received a C or C- in MAT 090 or MAT 095S, then consider taking MAT 094 before taking MAT 095S or MAT 095.

MAT 096 Intermediate Algebra 4 cr
Develops algebra skills and a conceptual understanding of algebraic topics, and focuses on the relationship between algebraic, graphical, and numeric 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. NOTE: This course may not be used to fulfill degree or certificate requirements. A grade of C minus or higher is required to pass this course (Ds are not awarded). (Offered: Every Fall, Spring & Summer)
Prereq: MAT 095 (MAT 105) or MAT 095S or a score of 67 or higher on the Arithmetic placement test and a score of 61 or higher on the Algebra placement test: ENG 094 (COL 090) or satisfactory placement test score, or concurrent enrollment: ENG 094 (COL 090) or satisfactory placement test score. Placement tests are used only for initial course placement; see catalog for details.

MAT 096S Intermediate Algebra Self-Paced 4 cr
An alternative to MAT 096 for students who are highly motivated, goal oriented and able to independently move through the course material. Students set their own deadlines; instructor assistance is available during class and Math Studio time. Students use an online homework system both in and out of class. This course develops algebra skills and a conceptual understanding of algebraic topics, and focuses on the relationship between algebraic, graphical, and numeric 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. NOTE: This course may not be used to fulfill degree or certificate requirements. A grade of C minus or higher is required to pass this course (Ds are not awarded). Special Requirement: Students need access to high-speed internet for homework. (Offered: Every Fall, Every Spring)
Prereq: MAT 095 (MAT 105), MAT 095S or a score of 67 or higher on the Arithmetic placement test and a score of 61 or higher on the Algebra placement test: ENG 090 or satisfactory placement test score, or concurrent enrollment: ENG 094 (COL 090) or satisfactory placement test score. Placement tests are used only for initial course placement; see catalog for details.

MAT 097 College Algebra 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. (Offered: Every Fall, Spring & Summer)
Prereq: MAT 096 (MAT 106) or MAT 096S or a score of 67 or higher on the Arithmetic placement test and a score of 91 or higher on the Algebra placement test; ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores. Placement tests are used only for initial course placement; see catalog for details.

MAT 108 Precalculus 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. (Offered: Every Spring & Summer)
Prereq: A grade of C- or better in MAT 107 or a score of 71 or higher on the College Level Math placement test; ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores. Placement tests are used only for initial course placement; see catalog for details.

MAT 114 Introduction to Statistics 4 cr
An introduction to statistics that teaches broadly relevant concepts. Topics include but are not limited to graphical and numerical methods for summarizing data; linear regression and correlation; normal probability distributions; confidence intervals; statistical inference and hypothesis testing; Laboratory activities emphasize the analysis of real world data. Students use computer software to enhance the study of mathematics. (Offered: Every Fall, Spring & Summer)
Prereq: MAT 096 (MAT 106) or MAT 096S or a score of 67 or higher on the Arithmetic placement test and a score of 91 or higher on the Algebra placement test; ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores. Placement tests are used only for initial course placement; see catalog for details.

MAT 116 Mathematics for Early Childhood and Elementary Educators 4 cr
Provides prospective early childhood and elementary teachers with a mathematical foundation designed to support their future work teaching mathematics. Students build on their mathematical understanding, enhance their comprehension of the mathematical/problem solving process, develop their confidence in exploring mathematical concepts, and communicate that understanding to others. Students do college level mathematics in the context of the following topics with particular emphasis on the first one: Number sense and Operations; Geometry and Measurement; and Patterns, Relations and Algebra. Students become conversant with the National Council of Teachers of Mathematics Principles and Standards for School Mathematics and with the Massachusetts Department of Education Mathematics Curriculum Frameworks, especially as those documents pertain to the level at which the student intends to teach. (Offered: Every Spring)
Prereq: MAT 095S (MAT 105) or MAT 095 or a score of 67 or higher on the Arithmetic placement test and a score of 72 or higher on the Algebra placement test; must be an Early Childhood Education or Liberal Arts/Elementary Education Option major or have permission from a full-time math or education faculty person; ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores. Placement tests are used only for initial course placement; see catalog for details.
MAT 117 Mathematical Problem Solving 3 cr
Provides 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. (Offered: Every Fall, Spring & Summer)
Prereq: MAT 095 (MAT 105) or MAT 095S or a score of 67 or higher on the Arithmetic placement test and a score of 72 or higher on the Algebra placement test; ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores. Placement tests are used only for initial course placement; see catalog for details.

MAT 151 Applied Calculus I 4 cr
Provides a practical approach to the basic tools and methods of calculus. A brief review of polynomial, rational, exponential, and log functions is included in the course. Students study topics that include limits, the derivative, the definite integral, and the fundamental theorem of calculus. Students learn how to interpret derivatives and integrals in the context of calculus models and applications from many fields. (Offered: Every Fall, Every Spring)
Prereq: A grade of C- or better in MAT 107 or a score of 71 or higher on the College Level Math placement test; ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores. Placement tests are used only for initial course placement; see catalog for details.

MAT 201 Calculus with Analytic Geometry I 4 cr
Theoretical and applied calculus for students interested in mathematics, engineering, and the physical sciences. A prerequisite knowledge of power, polynomial, rational, exponential, logarithmic, and trigonometric functions is assumed. Students study topics that include limits, continuity, differentiation, antidifferentiation, the definite integral, and the fundamental theorem of calculus. Students work with applications throughout the course to help them understand and connect calculus concepts to real world situations. (Offered: Every Fall)
Prereq: A grade of C- or better in MAT 108 or a score of 103 or higher on the College Level Math placement test and approval from Math Dept.; ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores. Placement tests are used only for initial course placement; see catalog for details.

MAT 202 Calculus with Analytic Geometry II 4 cr
A second semester calculus course for students interested in mathematics, engineering, and the physical sciences. Students study topics that include graphical and numerical antiderivatives, indefinite integrals, the fundamental theorems of calculus, integration techniques, improper integrals, applications of the integral, sequences, series, convergence tests, power series, Taylor series, and differential equations. Students work with applications throughout the course to help them understand and connect calculus concepts to real world situations. (Offered: Every Spring)
Prereq: A grade of C- or better in MAT 201; ENG 090 or ENG 094 (COL 090), or satisfactory placement test scores.

MAT 203 Multivariate Calculus 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. (Offered: Every Fall)
Prereq: A grade of C- or better in MAT 202; ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.

MAT 204 Elementary Differential Equations 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. (Offered: Every Spring)
Prereq: A grade of C- or better in MAT 202; ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.

MAT 205 Elementary Linear Algebra 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. (Offered: Fall in even numbered years)
Prereq: A grade of C- or better in MAT 202; ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.

MAC 101 Fundamentals of Medical Assisting 2 cr
An introduction to both the theory and practical skills necessary to assist the physician with clinical and administrative procedures. Students explore the role of the professional medical assistant, the healthcare team, the history of the profession, and credentialing requirements. Course topics include how to obtain patient histories, documentation of procedures, coping skills of the medical assistant, therapeutic communication skills, establishing multicultural communication, the roles played by verbal and non-verbal communication, professional boundaries in the context of providing patient care, while understanding the impact of law and ethics on health care. (Offered: Every Fall, Every Spring)
Prereq: ENG 090, ENG 094, MAT 090 or MAT 090S or satisfactory test scores. Recomm: CIS 140 or concurrent enrollment in CIS 140.

MAC 102 Medical Office Procedures 3 cr
An introduction to both the theory and practical skills necessary to assist the physician with clinical and administrative procedures. Students explore the role of the professional medical assistant, the healthcare team, the history of the profession, and credentialing requirements. Course topics include how to obtain patient histories, documentation of procedures, coping skills of the medical assistant, therapeutic communication skills, establishing multicultural communication, the roles played by verbal and non-verbal communication, professional boundaries in the context of providing patient care, while understanding the impact of law and ethics on health care. (Offered: Every Fall, Every Spring)
Prereq: ENG 090, ENG 094, MAT 090 or MAT 090S or satisfactory test scores. Recomm: CNS 140 or concurrent enrollment in CIS 140.

MAC 103 Medical Office Procedures 3 cr
An introduction to the procedures common to medical office work, including modern office technology, appointment scheduling, billing, insurance and collection, basic accounting, patient reception and processing, customer-service oriented communication, and the use of electronic medical record (EMR) systems. Course topics include managed care policies and procedures, third-party guidelines, patient care ethics, administrative laws such as Health Insurance Portability and Accountability Act (HIPPA), and the developmental of interpersonal communication and organizational skills to work professionally in a medical office. (Offered: Every Fall)
Prereq: MAT 090 or MAT 090S or satisfactory placement test scores; CS 096 or complete the MAC keyboarding Proficiency Test at the GCC Testing Center with a score of 35 words per minute and with three or fewer errors using the best of three attempts. Recomm: CS 140; ENG 101, 103 or 105.
MAC 105 Clinical Procedures 4 cr
An introduction to the knowledge and clinical procedures performed by medical assistants, including patient instruction for diagnostic procedures, phlebotomy for lab tests, electrocardiography, assisting the physician with office procedures and the physical exam, and assisting with minor surgery in the ambulatory care setting, while understanding the importance of sterilization, infectious agents and infection control. Develop an understanding of Occupation Safety and Health Administration (OSHA)-require safety precautions, personal protective equipment (PPE), forms of asepsis, quality control and handling of microbiological specimens, use of Clinical Laboratory Improvement Amendments (CLIA)-waived tests, precautions taken with regard to body fluids, and the role of Centers for Disease Control and Prevention (CDC) regulations in the healthcare setting. Students learn to develop an environmental safety plan and participate in a mock environmental exposure event, while documenting steps taken. This is a lab course. (Offered: Every Fall)
Prereq: MAT 090 or MAT 095 or satisfactory placement test scores, BIO 194 or BIO 216 (BIO 196), with a C or better within the last 5 years, or concurrent enrollment in BIO 194 or BIO 216 (BIO 196). Recomm: CS 140, ENG 101, 103, or 105.

MAC 111 Pharmacology for Medical Assistants 2 cr
Provides an overview of the pharmacological language, symbols, and abbreviations used to interpret prescriptions, as well as the system of measurements and conversions used to calculate medication dosages. Students learn to prepare, verify and administer doses via oral and parenteral routes. Topics include drug classification, interactions, forms of medication, safety protocols, and the recording, interpretation and analysis of normal and abnormal lab test results. Students receive information appropriate to the Medical Assistant occupation regarding the most commonly prescribed drugs, compliance with drug regulations, quality control of prescription requests, and how to maintain professionalism when communicating with patients and healthcare professionals. (Offered: Every Fall)
Prereq: MAT 090 or MAT 095 or satisfactory placement test scores; BIO 194 or BIO 216 (BIO 196) with a C or better within the last 5 years.

MAC 120 Medical Claims Management 3 cr
An introduction to medical insurance billing, credit and collection procedures, as well as the various insurance options and the laws governing the payers/insurers. Additional topics include preparing and reviewing claims forms, the significance of coding, electronic and computerized billing, and fraud and abuse, as well as other pertinent topics. NOTE: Students may receive credit for only one of the following: MAC 120, MOM 120 or ADM 222. (Offered: Every Spring)
Prereq: MOM 110 or concurrent enrollment in MOM 110 or permission of Instructor.

MAC 271 Medical Assistant Practicum 4 cr
Provides students with fieldwork, competency training, and skill-building through directed and closely supervised participation in a mixed medical clinical and office setting. Students practice their acquired skills through professionally supervised individual and/or group-focused opportunities for involvement. Students write weekly journal entries documenting and discussing the experience, followed by a final reflective paper at the end of the semester. This course requires completion of 160 hours of supervised, unpaid, clinical practice at a work site. Special Requirement: Enrollment requires permission of the MAC program coordinator. Refer to the MAC program page in the catalog for additional requirements which include time-sensitive additional health requirements, CPR certification, costs associated with these, and costs for transportation to and from the work site. The required CPR certification that must be kept current is the American Heart Association Health Care Provider Level, (infant, child, and adult). (Offered: Every Spring)
Prereq: BIO 194 or BIO 216 (BIO 196) with a C or better within the last 5 years, HSC 101, MAC 101, MAC 105, and MOM 110. Recomm: CS 140, ENG 101, 103, or 105.

MEDICAL OFFICE MANAGEMENT

MOM 110 Medical Terminology 3 cr
Provides students with an understanding of medical language and a foundation to recognize medical terms in context. The course emphasizes improving written and oral communication skills pertaining to medical terminology and using electronic research to build health informatics skills. Topics include basic anatomical and physiological terms, including those used in diagnosis and surgical and diagnostic procedures. NOTE: Students may receive credit for MOM 110 or ADM 122, but not for both. (Offered: Every Fall, Every Spring)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores

MOM 121 Medical Coding: Diagnosis 3 cr
An introduction to analyzing and classifying medical documents for reporting medical diagnostics, services and procedures by physicians according to current ICD-10-CM professional standards. The course introduces students to specificity, completeness, accuracy of coding procedures and techniques, and cross-referencing to ICD-9 coding system elements as necessary. Significant case study lab practice required. (Offered: Every Spring)
Prereq: MOM 110

MOM 122 Medical Coding: Procedures 3 cr
Introduces the methodology and guidelines for medical coding for Evaluation and Management services, Anesthesia, Surgery, Radiology, Laboratory, Medicine and the use of modifiers. Students analyze and classify medical documents for reporting medical procedures and services by providers according to Current Procedural Terminology Standards. Significant case study lab practice required. (Offered: Every Fall)
Prereq: MOM 121

MOM 210 Medical Billing and Insurance 3 cr
An introduction to the concepts and processes for gathering, storing and reporting electronic and paper medical billing and insurance healthcare information. Topics include computerization of healthcare information, medical coding, computerized billing and patient care data analysis. Students learn the functions of a medical biller and how to apply the technical knowledge and skills acquired in this course to a healthcare setting. (Offered: Every Spring)
Prereq: MOM 122 or permission of Instructor

MOM 215 Electronic Health Records 3 cr
Provides an in-depth study of health information systems. Topics include the history of health informatics in the US and current electronic health record standards. Students become familiar with software used in establishing, implementing and supporting electronic health record (EHR) systems. (Offered: Every Spring)
Prereq: CS 140 and MOM 122 or permission of instructor

MUSIC

MUS 101 An Introduction to Music 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. (Offered: Spring in even numbered years)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores

MUS 102 Jazz Eras and Styles 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. (Offered: Periodically)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores
MUS 103  Music Theory Fundamentals  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. (Offered: Every Fall, Every Spring)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores

MUS 104  Jazz and Pop Chorus  2 cr
A performing vocal ensemble focusing on jazz and popular music choral repertoire. Students rehearse selections from various periods and styles with piano or band accompaniment. The group performs at least two public concerts each semester. The course is open to all students and previous choral experience is not required. NOTE: Students may repeat this course three times for a maximum of 8 credits. (Offered: Every Fall, Every Spring)
Prereq: None

MUS 107  Music Theory I  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. (Offered: Every Spring)
Prereq: MUS 103 or permission of instructor

MUS 108  Music Theory II  3 cr
Dominant seventh and extended chords in root position and inversions. Modulation to closely related keys. Harmonic analysis of great composers' works. Keyboard harmony and ear training. (Offered: Every Fall)
Prereq: MUS 107 or permission of instructor

MUS 111  Chorus  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. NOTE: Students may repeat this course three times for a maximum of 8 credits. (Offered: Every Fall, Every Spring)
Prereq: None

MUS 125  Jazz Ensemble  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. (Offered: Every Fall)
Prereq: Permission of instructor

MUS 127  20th Century American Popular Music  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. (Offered: Fall in even numbered years)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores

MUS 137  World Music and Cultures*  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. (Offered: Periodically)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores

MUS 138  Creative Musicianship  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. NOTE: Students may repeat this course once for a maximum of 2 credits. (Offered: Every Fall, Every Spring)
Prereq: Concurrent enrollment in 2 credit Applied Music Lessons. Non-music majors need permission of instructor

MUS 139  Contemporary Music Ensemble  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. NOTE: Students may repeat this course three times for a maximum of 8 credits. (Offered: Every Fall, Every Spring)
Prereq: Permission of instructor or Program Coordinator; basic instrumental or vocal proficiency; the ability to read and play chord changes

MUS 140  Vocal Jazz Ensemble  2 cr
An ensemble-based study of vocal jazz for singers and instrumentalists. Beginning and intermediate singers learn jazz standard repertoire, stylistic techniques, and performance elements of singing with rhythm section accompaniment. Advanced instrumental students in the group learn and practice the art of accompanying singers in a vocal jazz combo context. Students perform publicly twice each semester. NOTE: Students may repeat this course three times for a maximum of 8 credits. Special Requirement: Vocalists need basic vocal proficiency, instrumentalists need advanced proficiency. (Offered: Periodically)
Prereq: All students need permission of instructor or Department Chair

MUS 147  Aural Skills I  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. (Offered: Every Spring)
Prereq: MUS 103 or permission of instructor; concurrent enrollment in MUS 107

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

MUS 150  African Percussion Ensemble*  2 cr
A course in African and African diaspora drumming and percussion genres from around the world. Students learn traditional rhythms and improvisational techniques on various instruments including ashiko drums, congas, bells, rattles, and shakers. Classes focus on rehearsing techniques, group interaction, and traditional repertoire from various world music cultures. The ensemble performs in concert at least twice at the end of each semester. The variety of instruments and instrumental roles allows both experienced and beginner students to join at any time. NOTE: Students may repeat this course three times for a maximum of 8 credits. (Offered: Every Fall, Every Spring)
Prereq: MUS 103 or permission of instructor; basic music reading skills; basic instrumental proficiency

MUS 208  Jazz Improvisation  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. (Offered: Every Fall, Every Spring)
Prereq: MUS 103 or permission of instructor; basic music reading skills; basic instrumental proficiency
MUS 220  Songwriting  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. (Offered: Periodically)
Pre-req: MUS 103 or permission of instructor or Program Coordinator; basic proficiency in choral accompaniment on guitar or piano

MUS 221  Audio Recording and Production  1 3 cr
Introduces students to basic practices in computer based audio recording, editing, and mixing. The course teaches students how to use Pro Tools software and hardware interfaces to make multi-track recordings. The course also introduces students to the role of the music producer. (Offered: Every Fall, Every Spring)
Pre-req: MUS 103 or permission of instructor. Course has Digital Recording Music Fee of $20.00.

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 master classes on a quarterly basis. Questions regarding music faculty 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) 775-1801.

MUS 130  Applied Music  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. NOTE: There is a charge for a studio instructor fee in addition to tuition. Students may repeat this course without limit. See college course catalog for details. Students can register for only one section of MUS 130 per semester. (Offered: Every Fall, Every Spring)
Pre-req: None

MUS 230  Applied Music  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. NOTE: There is a charge for a studio instructor fee in addition to tuition. Students may repeat this course without limit. See college course catalog for details. Students can register for only one section of MUS 230 per semester. (Offered: Every Fall, Every Spring)
Pre-req: None. Recomm: concurrent enrollment in MUS 231

MUS 231  Recital Participation  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. NOTE: Students may repeat this course without limit. (Offered: Every Fall, Every Spring)
Pre-req: Non-music majors need permission of Music Program Coordinator; concurrent enrollment in MUS 230 for music majors

NURSING
NUR 101  Fundamentals of Nursing  8 cr
Provides a fundamental understanding of nursing. The course introduces the concepts of the curriculum framework: cultural proficiency, professional development, communication, collaboration, clinical reasoning and client-centered care. The nursing process, a scientific method of assessing, planning and evaluating a client's health status is the foundation of practice. The use of Gordon's functional health patterns guides the student to fully assess the client in a variety of settings. The course introduces the student to acquisition of interviewing and physical assessment skills to guide students to provide basic nursing care to the geriatric population. Service learning projects integrate concepts and skills in health promotion activities in supervised community settings. (Offered: Every Fall)
Pre-req: Nursing Majors Only; ENG 101, 103, or 105 or concurrent enrollment in ENG 101, 103, or 105; BIO 215 (BIO 195) and PSY 101 or concurrent enrollment in BIO 215 (BIO 195) and PSY 101

NUR 103  Fundamentals of Practical Nursing  12 cr
Provides the basic principles of safe, caring and competent nursing care in classroom, laboratory, and structured health care settings. The course introduces the nursing process as a holistic, problem solving approach to studying physiological and psychosocial adaptations common to many health problems experienced across the lifespan. The course emphasizes nursing concepts such as cultural aspects of nursing care, health promotion, legal and ethical issues, documentation and role of the practical nurse. The course includes nursing skills and interventions including those related to nutrition, pharmacology, safety, infection control, wound care, surgery, mobility, aging, grief and therapeutic communication. (Offered: Every Fall)
Pre-req: PNC majors only; BIO 194 or BIO 216 (BIO 196) or concurrent enrollment; and PSY 101 or concurrent enrollment.

NUR 105  Practical Nursing Practicum  2 cr
Provides direct application of all the basic principles learned in NUR 103, BIO 194 and PSY 101. The course emphasizes the application of nursing concepts, skills, interventions and therapeutic communication principles to the delivery of holistic nursing care in structured health care settings. (Offered: Every January)
Pre-req: NUR 103; BIO 117 or BIO 194; PSY 101

NUR 106  Pediatric Nursing  4 cr
Introduces students to the uniqueness of pediatrics within our changing society. The 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 care and community setting. The course introduces each of the curriculum concepts as they relate to the pediatric client and family. The service learning component of the course focuses on the delivery of holistic nursing care in structured health care settings. (Offered: Every Spring)
Pre-req: NUR 101 or NUR 111; BIO 216 (BIO 196) or concurrent enrollment; SOC 101 or concurrent enrollment; PSY 217 or concurrent enrollment. Recomm: Concurrent enrollment in NUR 108
NUR 107 Nursing Care of Clients and Families 14 cr
Focuses on the role of the practical nurse in the delivery of basic therapeutic, restorative and preventive nursing care in structured health care settings. The course emphasizes clients and their families as holistic beings adapting to common, well-defined health problems. The student uses the nursing process as a framework to study physiological and psychosocial health problems as they affect clients of all ages. The course provides instruction on anatomy, physiology and pathophysiology, physiologic changes related to all ages; nursing assessment, diagnosis and intervention, diagnostic tests and procedures; common therapeutic measures and patient education. The course includes vocational trends and entry into practice issues. (Offered: Every Spring)
Prereq: NUR 105; PSY 217 or concurrent enrollment

NUR 108 Obstetric Nursing 4 cr
Focuses on the care of families during the childbearing experience, including pregnancy, labor, birth, and the initial postpartum and neonatal periods. Utilizing the nursing process, students provide care to new mothers and neonates, integrating curriculum concepts. Teaching and learning is emphasized and the course concludes with an overview of women's health issues. The service learning component focuses on health promotion activities in selected community settings. (Offered: Every Spring)
Prereq: NUR 101 or NUR 111; enrollment in PSY 217 or concurrent enrollment; BIO 216 (BIO 196) or concurrent enrollment; SOC 101 or concurrent enrollment. Recomm: Concurrent enrollment in NUR 106

NUR 109 Advanced Concepts in Practical Nursing 5 cr
Continues to develop the knowledge and skills necessary for utilizing the nursing process through classroom and clinical experience to deliver holistic nursing care to individuals and their families as they adapt to common, well-defined health problems. Course topics include maternal, child and family nursing as well as leadership skills. The course emphasizes integration and application of all previous content in this final course of the curriculum with opportunities to practice supervision and delegation skills in the clinical area. (Offered: Every Spring)
Prereq: NUR 107; PSY 217

NUR 111 Introduction to Nursing Process 1 cr
Introduces the concept of the curriculum framework: cultural competence, professional development, communication, collaboration, clinical reasoning and client-centered care. The nursing process is introduced as the foundation of professional nursing practice. Provides licensed practical nurses with the opportunity to demonstrate assessment of client’s health status through the use of Gordon’s functional health patterns and physical assessment skills. Attention to the impact and process of the LPN to RN role transition. Service learning is introduced and focuses on a health promotion activity provided in the community setting. (Offered: Periodically)
Prereq: Advanced placement into the ADN program with successful score in Excelsior Fundamentals exam; ENG 101, 102, or 105; BIO 215 (BIO 195); PSY 101

NUR 112 Introduction to Professional Nursing and the Nursing Process 2 cr
Introduces the concepts of the curriculum framework: cultural competence, professional development, communication, collaboration, clinical reasoning and client-centered care. Utilizing the nursing process as the foundation for professional nursing practice provides licensed practical nurse with the opportunity to demonstrate assessment of client health care status through the use of Gordon’s functional health patterns and physical assessment skills. Nursing care planning for the older adult and maternity client and family are introduced. Comparative discussions related to the care of the pediatric client and family provide an exploration of the pediatric experience. Attention is paid to the LPN to RN transition. Introduces service learning, focusing on a health promotion activity provided in the community. (Offered: Periodically)
Prereq: Advanced placement into the ADN program with a successful score in the Excelsior Fundamentals and Materials- Child Nursing exams; ENG 101, 103, or 105; BIO 216 (BIO 196); PSY 217; SOC 101

NUR 201 Medical-Surgical Nursing I 8 cr
Provides a correlation between nursing theory and clinical practice by applying the concepts set forth in our curriculum framework. Guides student practice delivering complete individual care for 1-2 clients, utilizing the nursing process to form the basis for integration of evidence-based practice into the provision of care of the acutely ill, hospitalized client. The service learning component focuses on health promotion activities in selected community settings. (Offered: Every Fall)
Prereq: Both NUR 106 and NUR 108 or NUR 112; BIO 205 or concurrent enrollment in BIO 205. Recomm: Concurrent enrollment in NUR 203

NUR 202 Medical-Surgical Nursing II 9 cr
A continuation of NUR 201 with an additional focus on developing time management and leadership skills. The course emphasizes honing the prioritization of individual client needs, and the incorporation of delegation, supervision and client advocacy into the professional nurse role. The course expands the teaching role of nurses to provide health promotion education to a selected community group. The service learning component focuses on health promotion activities in selected community groups. (Offered: Every Spring)
Prereq: NUR 201; NUR 203; ENG 112, 114, or 116 or concurrent enrollment; any 3- or 4-credit course coded AHS, ART, ASL, DAN, ENG, PRE, GGY, HIS, HUM, LAT, MUS, PCS, PHI, SPA, or THE (other than ENG 090, ENG 094 (COL 090), 101, 103, 105, 112, 114, 116) or concurrent enrollment. Recomm: Concurrent enrollment in NUR 204

NUR 203 Mental Health Nursing 4 cr
Provides a correlation between nursing theory and clinical practice by applying the concepts set forth in the curriculum framework. Focuses on mental health nursing principles in the formulation of a therapeutic approach to client care. Utilizing the nursing process, the nurse facilitates and establishes a plan of care based on an understanding of the individual, group and society. (Offered: Every Fall)
Prereq: Both NUR 106 and NUR 108 or NUR 112; BIO 205 or concurrent enrollment in BIO 205. Recomm: Concurrent enrollment in NUR 201

NUR 204 Trends and Issues in Nursing 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 introduces the history of nursing, professional organizations, educational and employment opportunities in nursing and provides a context for professional practice. Students participate in credentialing activities related to licensure and continuing education. (Offered: Every Spring)
Prereq: NUR 203. Recomm: Concurrent enrollment in NUR 202

OUTDOOR LEADERSHIP

OLP 111 Introduction to Outdoor Adventure Skills 4 cr
Develops technical skills in four adventure program areas: backcountry travel, paddling, rock climbing, and challenge course programming. Students observe, imitate, practice and adapt technical and facilitation skills. Students participate in local and extended field trips including a model canoe expedition. (Offered: Every Fall)
Prereq: OLP students only; ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores; Wilderness First Responder certification.

OLP 112 Leadership and Group Management I 4 cr
Provides an introduction to outdoor leadership history, theories, and adventure concepts and foundations. Topics include intrapersonal, interpersonal and group relations models; core competencies for effective leadership and group dynamics; values and ethics in outdoor leadership. Students use OLP learning community as a laboratory group. Students develop professional portfolios. (Offered: Every Fall)
Prereq: OLP students only; ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores; Wilderness First Responder certification.

OLP 116 Adventure Program Planning and Fieldwork I 3 cr
Focuses on principles and methods of program development, risk management, and teaching strategies in the adventure recreation field. This course prepares students to plan, organize, conduct and evaluate supervised outdoor adventure programs. Students participate in field trips. (Offered: Every Fall)
Prereq: OLP students only; ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores; Wilderness First Responder certification.
OLP 120 Wilderness Medical Preparedness and Rescue 2 cr
Develops student knowledge and skills in wilderness medical preparedness through core skills review and field simulations for land and water-based activities. Students participate in field trips. (Offered: Every Fall)
Prereq: OLP students only; ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores; Wilderness First Responder certification.

OLP 124 Natural/Cultural History and Resource Management 2 cr
Provides an introduction to environmental studies. Topics include: ecological literacy, ethics, resource and land management and, Leave No Trace skills and Trainer certification, place-based natural and cultural history topics of the Northeast region. Students participate in field trips. (Offered: Every Fall)
Prereq: OLP students only; ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores; Wilderness First Responder certification.

OLP 143 Backcountry Travel Instructor I 2 cr
Prepares students to become proficient in expedition planning, implementation and leadership of backcountry travel experiences. Students learn core competencies, design, and execute a backpacking expedition. Students participate in field trips. (Offered: Every Fall)
Prereq: OLP students only; ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores; Wilderness First Responder certification.

OLP 146 Whitewater Kayaking 2 cr
Promotes an understanding of American Canoe Association (ACA) river kayak curriculum. Topics include: moving and whitewater boat skills, strokes and maneuvers, paddling in a cold river environment, surfing and rolling, and river safety. This course progresses from flatwater review through moving and whitewater up to class II-III. Students participate in Advanced Swiftwater Rescue training. Students participate in regional fieldtrips to area waterways. (Offered: Every Spring)
Prereq: OLP participants only; OLP 111, OLP 112 and OLP 120

OLP 147 Mountaineering and Ice Climbing 2 cr
Provides students with an introduction to the philosophy and principles of mountaineering and ice climbing in New England. Topics include: equipment selection and use, mountain travel, objective hazard evaluation, safety systems, snow/ice climbing techniques, and climbing experiences. This course introduces AAIRÉ competencies and curriculum for avalanche awareness certificate. Students participate in local and regional field trips, including New Hampshire’s White Mountains. (Offered: Every Spring)
Prereq: OLP participants only; successful completion of OLP 111, OLP 120 and OLP 143

OLP 201 Individual Project in Outdoor Leadership I 1 cr
Introduces a student-directed learning project. Topics include: research and development of ideas and competencies related to student’s career goals, broadening understanding of the adventure industry, developing objectives, time-lines and learning outcomes for project to be completed and presented in OLP 202. (Offered: Every Fall)
Prereq: OLP participants only; ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores; Wilderness First Responder certification.

OLP 202 Individual Project in Outdoor Leadership II 1 cr
Continuation of OLP 201. Students complete and present the final project involving a significant expedition planned, curriculum development, or business plan. Self, peer, and instructor assessment will focus on research, written and oral communications, and unique personal inquiry. (Offered: Every Spring)
Prereq: OLP participants only; OLP 201

OLP 205 Leadership and Group Management II 2 cr
Continuation of OLP 112. Students evaluate core competencies in outdoor leadership. Topics include: interpersonal relations skills, group development concepts, situational leadership, self-assessment, professional portfolio and job search, application and interview process. Students participate in fieldtrips. (Offered: Every Spring)
Prereq: OLP participants only; OLP 112

OLP 210 Wilderness Medical Preparedness and Rescue 2 cr
Continuation of OLP 116. Topics include: managing logistics, organizing, conducting, and evaluating outdoor adventure education programs with diverse populations. Students refine their instructional and shared leadership abilities. Students participate in field trips. (Offered: Every Spring)
Prereq: OLP Participants only; OLP 111, OLP 112, OLP 116 and OLP 120

OLP 230 Rock Climbing Instructor 2 cr
Introduces the professional Climbing Instructors Association (PCIA) instructor competencies and curriculum for institutional top rope rock climbing certification. Topics include: technical proficiency, selection of equipment, safety systems, site and group management, leadership and teaching approaches, curriculum development, and basic rock rescue. Students participate in local and regional fieldtrips, including Acadia National Park. (Offered: Every Spring)
Prereq: OLP participants only; OLP 111, OLP 112, OLP 116 and OLP 120.

OLP 231 River Canoe Instructor 2 cr
Introduces American Canoe Association (ACA) instructor competencies and curriculum for certification in canoe touring and river canoe courses. Topics include hazard assessment and safety; technical knowledge and skills development, decision-making and judgment, instructional and leadership abilities in a river environment. This course progresses from flatwater review through moving and whitewater up to class II-III. Students participate in Advanced Swiftwater Rescue training. Students participate in regional field trips to area waterways. (Offered: Every Spring)
Prereq: OLP participants only; OLP 111, OLP 112, OLP 116 and OLP 120

OLP 232 Nordic Ski Instructor 2 cr
Introduces Professional Ski Instructors of America (PSIA) competencies and curriculum for certification in Nordic Track and Skate and Nordic Downhill disciplines. Topics include: beginner and intermediate cross-country track and ski touring skills, technical knowledge, decision-making and judgment, and instructional/leadership abilities in low to moderate elevation snow terrain. Students participate in regional field trips. (Offered: Every Spring)
Prereq: OLP participants only; OLP 111, OLP 112 and OLP 120

OLP 233 Challenge Course Practitioner 2 cr
Introduces Association for Challenge Course Technology (ACCT) low and high ropes course competencies and curriculum for certification. Topics include: adventure foundations, facilitation and technical skills, risk management, program design, delivery and evaluation. Students participate in regional fieldtrips. (Offered: Every Spring)
Prereq: OLP participants only; OLP 111, OLP 112, OLP 116 and OLP 120

OLP 234 Coastal Kayak Instructor 2 cr
Introduces American Canoe Association (ACA) instructor competencies and curriculum for certification in kayak touring and coastal kayaking courses. Topics include hazard assessment and safety; technical skills development, technical knowledge, decision-making and judgment, and instructional and leadership abilities in a coastal environment, including proficiency in rescues. Students participate in pool sessions. Students participate in local and regional fieldtrips, including mid-Maine Coast. (Offered: Every Spring)
Prereq: OLP participants only; OLP 111, OLP 112, OLP 116 and OLP 120

OLP 239 Backcountry Travel Instructor II 2 cr
Continuation of OLP 143. Students design, execute and evaluate a winter backcountry ski and snowshoe expedition and demonstrate core competencies for effective leadership. Topics include: advanced planning, winter navigation, snow/ice terrain, sled travel, snow shelters, cold-weather food management, and wilderness medical considerations. Students participate in field trips, including Adirondack State Park. (Offered: Every Spring)
Prereq: OLP participants only; completion of OLP 143
Credit Courses

PEACE AND SOCIAL JUSTICE

PSJ 101 Introduction to Peace Studies 3 cr
An interdisciplinary study of the concepts of peace and the interplay of cultural, ideological, and environmental factors since the end of the Cold War. This course familiarizes students with the salient concepts of positive and negative peace, peacemaking and the principles of a culture of peace and sustainability. (Offered: Periodically)

Prereq: ENG 101, or ENG 103, or ENG 105; or satisfactory placement test scores; Recmm: Any 3-credit course coded ANT, ECO, EVS, HSV, POL, PSJ, PSY, or SOC

PSJ 120 Mediation and Conflict Resolution 3 cr
A study of the theories of conflict and conflict styles including how to define issues in mediation, reframing, neutrality and bias, and moving parties to mutually satisfactory resolution. Students explore the role of mediator as a neutral third-party who facilitates resolution which is designed by the parties based on their needs. Class includes simulated mediations and has a skills-based component. (Offered: Every Fall)

Prereq: ENG 101, 103, or 105

PSJ 225 Peacemaking and Sustainability in Practice: Strategies for a Sustainable Future 3 cr
An exploration of strategies for social change and creating an ecologically sustainable future. Students study the history of nonviolent and environmental movements and actions, the women and men who promote nonviolence and sustainability and under what cultural conditions social change occurs. The course gives special attention to the strategic significance of direct individual actions. Students complete a related service learning component in the form of a placement or action in the wider community. Special Requirement: Service Learning component of 21 hours is required. (Offered: Periodically)

Prereq: PSJ 101 or EVS 101; Recmm: PSJ 101 and EVS 101

PERSONAL COMMUNICATION SKILLS

PCS 101 Public Speaking 3 cr
Principles of public speaking as communication, stressing the role of the speaker in the communication process. The course emphasizes the proper preparation and delivery of speeches. Each student delivers a minimum of five speeches and participates in small group activities.

NOTE: Students may receive credit for PCS 101 or PCS 131, but not both. (Offered: Every Fall, Spring & Summer)

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

PCS 141 Interpersonal Communication 3 cr
Provides an opportunity for students to increase their ability to communicate effectively in daily interactions through the study of basic interpersonal communication concepts and the practice of speaking, listening, and conflict resolution skills. Students identify and analyze current communication patterns as a step toward increasing interpersonal communication competence. (Offered: Every Fall, Every Spring)

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

PCS 241 Intercultural Communications 3 cr
Provides training in understanding the importance of intercultural communication and theories. The course focuses on the communication processes that occur when individuals of differing cultural backgrounds come into direct contact with one another. Topics include: definitions of communication; definitions of cultural communication elements; diversity of cultural patterns; cultural variables influencing communication, such as language, non-verbal behavior; perception, values, and beliefs; factors that facilitate or inhibit intercultural communication; and examination of American culture in comparison to other cultures. (Offered: Every Fall, Every Spring)

Prereq: ENG 101, or 103, or 105; PCS 141

PHILOSOPHY

PHI 103 Introduction to Philosophy 3 cr
Introduction to the major, classical philosophical problems through a thematic approach. Emphasis on active, informal discussion of contemporary issues. (Offered: Every Fall, Every Spring)

Prereq: ENG 090 and ENG 094 (COL 090) or satisfactory placement test scores

PHI 104 Introduction to Ethics 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. (Offered: Every Fall, Every Spring)

Prereq: ENG 090 and ENG 094 (COL 090) or satisfactory placement test scores

PHI 108 Western Religions 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. (Offered: Every Fall)

Prereq: ENG 090 and ENG 094 (COL 090) or satisfactory placement test scores

PHI 110 Eastern Religions 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. (Offered: Every Fall)

Prereq: ENG 090 and ENG 094 (COL 090) or satisfactory placement test scores

PHI 204 Issues in Ethics and Social Philosophy 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. (Offered: Periodically)

Prereq: PHI 103, PHI 104, or permission of instructor

PHI 205 Biomedical Ethics 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. (Offered: Periodically)

Prereq: ENG 101, 103, or 105 or PHI 104 or permission of instructor

PHI 206 Environmental Ethics 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. (Offered: Periodically)

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

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**PHYSICS**

**PHY 101  General Physics I  4 cr**
An algebra based physics course with topics including vector kinematics, mechanics of particles and rigid bodies, and conservation laws. This course prepares students for further study in the fields of science, mathematics and health professions. Students use physical concepts and mathematical relations to solve physics problems. The course meets in the Physics lab and uses a combination of lecture, demonstration, discussion, and laboratory exercises. Students develop skills in the use of modern computer software packages and graphing calculators. (Offered: Every Spring)

PreReq: MAT 107, or placement by examination beyond MAT 107, or permission of instructor

**PHY 102  General Physics II  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. (Offered: Every Spring)

PreReq: PHY 101 or permission of instructor

**PHY 111  General Physics I with Calculus  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. (Offered: Every Fall)

PreReq: MAT 201 or concurrent enrollment in MAT 201

**PHY 112  General Physics II with Calculus  4 cr**
A calculus-based study of the laws of electricity and magnetism. Topics include properties of electricity and magnetism, fields, elementary electric current analysis, wave motion, electromagnetic waves. This course is taught in the physics laboratory using a combination of lecture, demonstration, discussion, and laboratory exercise. (Offered: Every Spring)

PreReq: PHY 111; MAT 202 or concurrent enrollment in MAT 202

**POLITICAL SCIENCE**

**POL 101  American Politics  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. (Offered: Every Fall, Every Spring)

PreReq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores

**POL 103  Comparative Politics  3 cr**
An exploration of political systems in several nation states in various regions of the world. Students gain conceptual tools to analyze and understand diverse political systems, beliefs, ideologies and practices. Students describe and analyze generalized comparative approaches, considering issues and challenges of political and economic development. Students compare case histories of various political systems to promote engagement and reflection on the meaning and implications of globalization. Students examine political institutions and processes, political culture, leaders, parties, elections and political participation in each country studied. (Offered: Every Fall)

PreReq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores

**POL 105  International Politics  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. (Offered: Every Spring)

PreReq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores

**POL 201  Principles of Psychology  3 cr**
An 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. (Offered: Every Term)

PreReq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores

**PSY 210  Statistics for Psychology and the Social Sciences  3 cr**
An introduction to statistics for students interested in careers in psychology or related fields in social sciences. Students analyze the use of descriptive and inferential statistics for an understanding of qualitative and quantitative research strategies with application to psychological and social problems. Students use a computer based statistical package to analyze data. The course provides a basic background in the design of preliminary research strategies, research analysis and critique as well as provides an analytical approach to research articles in psychology and social sciences. (Offered: Every Fall)

PreReq: ENG 112, 114 or 116; PSY 101; MAT 095 (MAT 105) or MAT 095S. Recomm: MAT 096. (MAT 106) or MAT 096S.

**PSY 212  Research Methods in Psychology  3 cr**
An introduction to research methods in psychology as well as the importance of understanding the methodology to conduct research. Topics include typical research methods in psychology, ethical issues, interpretation and communication of research methods and results. (Offered: Every Fall)

PreReq: PSY 101; PSY 210 or MAT 114 or permission of Social Sciences department chair. Recomm: ENG 101, ENG 103, or ENG 105
PSY 214 Psychology of Peace, Conflict and Violence 3 cr
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, and develop more complex views of the immediate causes of violence and deeper appreciation for the structural roots of violence with an emphasis on healing from trauma through reconciliation methods. (Offered: Every Spring)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores. Any 3-credit course coded ANT, ECO, EVS, HSV, POL, PSY, or SOC. Recmm: ENG 101, 103, or 105; PSY 101 or PSY 101

PSY 215 Theories of Personality 3 cr
An exploration and application of the major schools of personality theory: psychoanalytic, trait, biological and evolutionary, behavioral, cognitive, humanistic, relational, and sociocultural. (Offered: Periodically)
Prereq: PSY 101. For HSV/HS majors, HSV 101 is also required

PSY 217 Human Growth and Development 3 cr
A survey of human physical, psychological, and social development from birth through death. Framework for the study of the individual's cumulative, integrative growth experience. Theories of development and their applications. (Offered: Every Fall, Spring & Summer)
Prereq: PSY 101 or permission of instructor

PSY 220 Social Psychology 3 cr
An introduction to the scientific study of how individuals think, feel, perceive, and behave in a social context. The course explores the intersections of psychology and sociology including the self, social cognition, perception, emotions, attitudes, pro-social and anti-social behavior, attraction, prejudice, and group behavior. The course introduces theoretical perspectives and research on individual behavior within a social context. NOTE: Students may receive credit for PSY 220 or SOC 220, but not for both. (Offered: Every Spring)
Prereq: SOC 101 or PSY 101; Recmm: SOC 101 and PSY 101; ENG 101, 103, or 105

PSY 225 Psychology of Women and Gender® 3 cr
An exploration of current and historical understandings of the psychology of women and gender. Topics include psychological, biological, and social explanations of women's psychology and development and critical examination of research on gender differences and similarities. The course introduces the student to a general overview of what psychologists have learned about the role of gender in people's daily lives and explores in depth psychological research and theory on gender-related topics of interest. (Offered: Fall in odd numbered years)
Prereq: PSY 101 or permission of instructor. Recmm: ENG 101, ENG 103 or ENG 105

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

PSY 277 Psychology of Death and Dying 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. (Offered: Periodically)
Prereq: PSY 101 or permission of instructor

RENEWABLE ENERGY AND ENERGY EFFICIENCY

REE 110 Community Energy Solutions 1 cr
Explores community-based solutions to our current environmental, energy and climate change crises. Students learn the fundamental concepts of energy use and conservation, different regional energy sources and their environmental and economic impacts, with an emphasis on exploring how sustainable energy systems create opportunities for social and economic justice. Students participate in field trips to grass-roots energy projects in the community. Special Requirement: Field trips required. (Offered: Periodically)
Prereq: None

REE 114 Residential Construction Fundamentals 3 cr
An introduction to residential construction techniques with an emphasis on basic construction skills. Students explore the safe work habits of trades people, construction systems and material handling. Topics include site assessment, material analysis, safe use of power and hand tools, framing, insulation, thermal control practices, and design process overview. Students integrate green, environmentally-responsive practices into each component of the course. Special Requirement: Students must be 18 years of age. (Offered: Periodically)
Prereq: MAT 090 or MAT 095, ENG 090, and ENG 094 (COL 090), or satisfactory placement test scores. Recmm: MAT 095 (MAT 105) or MAT 095S.

REE 116 Introduction to Geothermal Heating and Cooling 1 cr
An introduction to geothermal heating and cooling with particular emphasis on ground source heat exchange systems. Topics include geothermal basics, ground loop selection and design, building evaluation and equipment sizing, performance monitoring and verification. Site visits to geothermal system installations reinforce classroom learning. Special Requirement: Field trips required. (Offered: Periodically)
Prereq: MAT 095 (MAT 105) or MAT 095S, ENG 090, and ENG 094 (COL 090), or satisfactory placement test scores. Recmm: SCI 119

REE 118 Greenhouse Gas Assessment and Carbon Cap and Trade 1 cr
An introduction to the policy and technical issues of greenhouse gas assessment and reporting, and carbon cap and trade mechanisms. Students learn about existing European cap and trade models; the issues associated with instituting a cap and trade program in the US; how to assess greenhouse emissions for registration and trading purposes; and the evolving carbon trading markets. (Offered: Periodically)
Prereq: MAT 095 (MAT 105) or MAT 095S, ENG 090, and ENG 094 (COL 090), or satisfactory placement test scores. Recmm: SCI 119

REE 121 Introduction to Photovoltaic (Solar Electric) Technology 3 cr
An introduction to photovoltaic (solar electric) technology for students with a strong personal interest in photovoltaics (PV) as well as those considering a career in solar electric technology. This course provides students with the theoretical basis for understanding the various types of solar electric systems. The course covers the history of solar electricity, current markets and industry status, basic electrical theory, and other considerations necessary for solar electric systems. Topics include a detailed study of system components as well as the proper and safe electrical interconnection of these components and includes hands-on training exercises and experiments. Local visits to PV related facilities and assembly of real world systems examples reinforce classroom learning. Special Requirement: Field trips required. (Offered: Every Fall)
Prereq: MAT 095 (MAT 105) or MAT 095S, ENG 090, and ENG 094 (COL 090), or satisfactory placement test scores. Recmm: EGT 112
**REE 122** Solar Domestic Hot Water 1 cr
An examination of solar hot water systems for heating water for residences. Topics include the environmental benefits and economics of solar hot water systems, siting and sizing systems, choosing appropriate equipment, descriptions of all components as well as their assembly and function. Students assemble a solar system to heat water. Special Requirement: Field trips required. (Offered: Periodically)
Prereq: MAT 095 (MAT 105) or MAT 095S, ENG 090, and ENG 094 (COL 090), or satisfactory placement test scores

**REE 123** Passive Solar Technology 1 cr
An examination of the history, science and implementation of passive solar technologies to offset heating, hot water and lighting needs for a house and commercial/industrial buildings. Topics include fundamental principles such as structure orientation, proper glazing materials and installation, use of thermal mass, adequate ventilation, landscape features for cooling, and others. Students see and visit real world applications of these technologies. Special Requirement: Field trips required. (Offered: Periodically)
Prereq: MAT 095 (MAT 105) or MAT 095S, ENG 090, and ENG 094 (COL 090), or satisfactory placement test scores

**REE 124** Energy Conservation and Efficiency 1 cr
An exploration of the methods and equipment to improve the energy efficiency of existing and new structures. These energy uses include heating/cooling loads and electrical consumption. Students learn how to use existing technology to assess energy usage, evaluate opportunities for reducing and managing loads, and learn best current practices. (Offered: Periodically)
Prereq: MAT 090 or MAT 090S or satisfactory placement test score

**REE 125** Sustainable Landscape Design 3 cr
An exploration into the fundamentals of landscape design with particular attention to integrating both existing and new buildings sustainably into their landscapes. Students investigate sustainable design strategies that address the ecological, water, energy and food system links between buildings and their supporting sites, as exemplified by the LEED (Leadership in Energy and Environmental Design) rating system. Topics include geology, hydrology, soils, vegetation, design principles, green roofs, green walls, rainwater collection systems, native planting, edible landscapes, and the human dimension of landscape architecture. Special Requirement: Field trips required. (Offered: Every Fall)
Prereq: MAT 090 or MAT 090S, ENG 090, and ENG 094 (COL 090), or satisfactory placement test scores

**REE 126** Residential Energy Efficiency and Energy Auditing 3 cr
An exploration of the methods and the skills required to perform energy audits of residential buildings. Topics include methods of energy conservation; elements and steps of energy auditing; equipment; energy audit reporting and sustainable energy systems. Students perform a residential energy audit. Successful completion of REE 126 prepares students to take the Building Performance Institute (BPI) Building Analyst I written exam. Special Requirement: Field trips required. (Offered: Every Fall)
Prereq: MAT 095 (MAT 105) or MAT 095S, ENG 090, and ENG 094 (COL 090), or satisfactory placement test scores. Recmm: Concurrent enrollment in REE 136 (Applied Residential Energy Auditing) is recommended for those desiring a hands on component to energy auditing.

**REE 127** Introduction to Sustainable Design and Green Building 3 cr
An introduction to sustainable design and Green building. Topics include the study of energy issues related to buildings. Additional topics include residential building site analysis and design; air; heat and moisture flow; Green building materials; climate and designing with nature; energy conservation and efficiency; sustainable energy systems; and on-site power generation. Students visit Green buildings to reinforce classroom learning. Special Requirement: Field trips required. (Offered: Every Spring)
Prereq: MAT 095 (MAT 105) or MAT 095S, ENG 090, and ENG 094 (COL 090), or satisfactory placement test scores

**REE 128** Solar Thermal Systems 3 cr
An examination of solar water heating for domestic hot water; house heating, swimming pool heating, process heating and electrical generation. Topics include system economics, environmental benefits, siting and sizing of systems, types of systems, equipment installation, operation and maintenance. Students assemble and operate a domestic solar hot water system. Special Requirement: Field trips required. (Offered: Every Spring)
Prereq: MAT 095 (MAT 105) or MAT 095S, ENG 090, and ENG 094 (COL 090), or satisfactory placement test scores

**REE 129** Fundamentals of Wind Energy 3 cr
An introduction to the practice and theory of wind electric generation. Topics include homeowner, small/business, utility, interior, offshore, grid tied and off grid wind systems; mechanical and electrical components; economic viability; environmental, aesthetic and safety concerns; and laws and permits. Students participate in the site visits and meet with wind energy experts. Special Requirement: Field trips required. (Offered: Periodically)
Prereq: MAT 095 (MAT 105) or MAT 095S, ENG 090, and ENG 094 (COL 090), or satisfactory placement test scores. Recmm: EGT 112

**REE 130** Extreme Insulation Retrofits 3 cr
An examination of the science and techniques of super insulating existing homes to significantly reduce heating energy requirements in an environmentally sound manner. Topics include building construction as it relates to insulation, current problems in insulation envelopes, heat loss in buildings, insulation priorities, insulation material characteristics, costs, construction strategies for insulating basements, walls and roofs, and demonstrations of insulation materials. Students participate in site visits. Special Requirement: Field trips required. (Offered: Periodically)
Prereq: MAT 095 (MAT 105) or MAT 095S, ENG 090, and ENG 094 (COL 090), or satisfactory placement test scores. Recmm: EGT 112

**REE 131** Introduction to Piping 2 cr
An introduction to piping and materials used to install various piping systems, with an emphasis on solar thermal energy applications. Topics include analysis and characteristics of the most commonly used piping system materials - copper, steel and polyvinylchloride (PVC); best methods to join these materials; and calculation and proper assembly of basic piping projects. NOTE: Course is taught at an off campus location. Special Requirement: Must possess physical ability to use power tools. (Offered: Every Spring)
Prereq: ENG 090, ENG 094 (COL 090), and MAT 090 or MAT 090S or satisfactory placement test scores

**REE 132** Introduction to Home Heating and Cooling 3 cr
An overview of the basic principles behind heating, ventilation, and air conditioning (HVAC). Topics include heat transfer; refrigeration cycles; differentiation of system types, and the tools needed for emerging HVAC technologies. Students explore equipment hands-on, to include hydronic and air systems, heat recovery ventilators (HRVs), geothermal heat pumps, filters, and humidifiers. This course is ideal for students wishing to work with solar hot water systems or do energy audits, for real estate agents and home inspectors updating their knowledge of modern HVAC options, and for current or future homeowners seeking the best combination of efficiency and comfort. NOTE: Course is taught at an off-campus location. Special Requirement: Must possess physical ability to use power tools. (Offered: Every Fall)
Prereq: ENG 090, ENG 094 (COL 090), and MAT 090 or MAT 090S or satisfactory placement test scores

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REE 133 Introduction to Architectural Modeling 2 cr
An introduction to architectural modeling utilizing computer software and hand tools. The course introduces computer assisted drafting basics such as working with pens, layers, fills, textures, and objects before moving into more advanced topics including building modeling; presentation rendering; animation creation; and drawing layout. Students create a 3-D model of a building and generate simple architectural plans, elevations; rendered perspectives; and even “fly through” animations. Special Requirement: Students should have a basic knowledge of how to operate a computer. (Offered: Periodically)
Prereq: ENG 090, ENG 094 (COL 090), or MAT 090 or MAT 090S or satisfactory placement test scores

REE 134 Building with Earth, Straw, Wood, and Stone 3 cr
Explores aspects of building with minimally-processed, locally available, plentiful, natural and recycled building materials with an emphasis on residential construction. Students learn techniques for working with straw bale, cordwood masonry, cob, “Earthship” rammed-earth tires, light straw, earth plasters, etc. through research, projects, hands-on activities and field trips. Students examine natural building materials impact on energy efficiency and the environment. Special Requirement: Use of power and hand tools. (Offered: Periodically)
Prereq: ENG 090, ENG 094 (COL 090), and MAT 090 or MAT 090S or satisfactory placement test scores; physical ability to use power and hand tools. Recomm: REE 114, REE 127

REE 135 Green Careers Exploration & Career Skill Building 3 cr
Explores the diverse array of expanding green career opportunities and the impact of sustainability on existing occupations and industries. Students engage local community members, organizations and employers. Students develop important work-finding skills such as resume creation; interviewing and networking. Special Requirement: Field trips required. (Offered: Every Fall, Every Spring)
Prereq: ENG 090, ENG 094 (COL 090) or satisfactory placement test scores. Recomm: CS 140 or competency in word processing & spreadsheets.

REE 136 Applied Residential Energy Auditing 1 cr
A hands-on use of equipment for conducting a residential home energy efficiency audit. Students perform an inspection and evaluation of the exterior and interior of an actual structure; operate a blower door and measure air leakage; evaluate air sealing and insulation; test heating systems, stoves and water heaters. Successful completion of REE 136 prepares students to take the Building Performance Institute (BPI) Building Analyst I Field Exam. Special Requirement: Physical ability to use power tools. Must be able to handle test equipment weighing up to 20 pounds. Must be able to climb short ladders and be capable of wearing a respirator and a dust mask. (Offered: Every Fall, Every Spring)
Prereq: MAT 095 (MAT 105) or MAT 095S, ENG 090, and ENG 094 (COL 090), or satisfactory placement test scores; REE 126 or concurrent enrollment

REE 221 Photovoltaic (Solar Electric) Installation 3 cr
An examination of the practical skills needed to install utility-connected and off-grid Photovoltaic (PV) systems. Topics include the study of electrical load analysis, system and component design and sizing, system siting, shading, electrical and mechanical system configuration, and safety and electrical and building code compliance supplemented with hands-on system installation. Successful completion of this course enables the student to sit for the NABCEP (North American Board of Certified Energy Practitioners) PV Entry Level Certificate. With additional education, training and installation experience, this certificate can lead to becoming a NABCEP Certified PV Solar Installer. In Massachusetts, only licensed electricians may install PV systems. Special Requirement: Field trips required. (Offered: Every Spring)
Prereq: EGT 112 and REE 121

REE 227 Sustainable Design and Green Building Practices 3 cr
An investigation into sustainable design and green building techniques and how they may be synthesized to best fit a specific construction project. Students expand upon and utilize concepts learned in REE 127, Introduction to Sustainable Design and Green Building. Students work through a controlled process of analysis and design to produce drawings and models of their personal green building project. Topics include building form, orientation and site considerations, conservation measures, energy modeling, heating system and fuel choices, renewable energy systems, material choices, construction budget, and mortgage and payback considerations. Special Requirement: Field trips required. (Offered: Periodically)
Prereq: REE 127 or permission of instructor; and MAT 095 (MAT 105) or MAT 095S.

REE 228 Photovoltaic Technical Sales and Marketing 3 cr
An advanced course in Photovoltaic Sales and Marketing for those already familiar with photovoltaic technology and looking to develop and demonstrate their expertise in siting, design, analysis of customer needs, and performance analysis of photovoltaic systems. Topics include costs, savings, government incentives, and financing options for both ownership and Power Purchase Agreement (PPA) models. Students prepare proposals based on specific customer locations and needs. The course closely aligns with the NABCEP (North American Board of Certified Energy Practitioners) task-analysis for their industry certification in Photovoltaic Technical Sales, and students should seek such certification after completion of the course and additional NABCEP requirements. Special Requirement: Field trips; students assume any travel costs. (Offered: Every Spring)
Prereq: EGT 112, REE 121; REE 221 or concurrent enrollment in REE 221 or permission of instructor. Recomm: MAT 096 (106) or MAT 096S strongly recommended.

SCI 103 Astronomy 4 cr
An introductory course in Astronomy. Students examine the history of the universe from 13.7 billion years ago to the present. Concepts include the nature of space and time, Quasars, galaxies, stars, star systems, planets, life, and how each has changed over time. Coursework involves independent article reviews, research, observing and reporting. Students learn to work with mathematical formulas and use scientific calculators. (Offered: Every Fall, Spring & Summer)
Prereq: ENG 090, ENG 094 (COL 090), and MAT 090 or MAT 090S or satisfactory placement test scores

SCI 117 Meteorology 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. (Offered: Every Fall, Spring & Summer)
Prereq: ENG 090, ENG 094 (COL 090), and MAT 090 or MAT 090S or satisfactory placement test scores

SCI 119 Introduction to Global Warming 3 cr
An introduction to global warming and global climate change. Topics include climate change history and projections, the impacts of climate change, vulnerability and adaptation to climate change, and strategies to reduce the impact of global warming. (Offered: Periodically)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores
SCI 120 Sustainable Energy: Theory and Practice 4 cr
Explores the theoretical and practical aspects of renewable and non-renewable energy sources with an emphasis on sustainable energy use and efficiency. Students investigate fundamental scientific concepts—in biology, chemistry and physics—that underpin energy efficiency and renewable energy (RE/EE) strategies and technologies, and provide a foundation for further technical study in the college certificate and degree programs. Topics include conventional and alternative power generation, solar (thermal and electric), wind, transportation, green building and building efficiency, climate change, bioenergy, sustainable agriculture and others. Field trips and labs provide hands-on experience working with a variety of energy technology models. Students explore potential career and educational pathways in the field. Special Requirement: Field trips required. (Offered: Every Summer)
Prereq: ENG 090 and ENG 094 (COL 090), MAT 095 (MAT 105) or MAT 095S, or satisfactory placement test scores. Recommended: MAT 096 or MAT 096S strongly recommended.

SCI 137 Permaculture Design 4 cr
An introduction to permaculture: a practice of designing systems, modeled from ecological relationships, that respects the land while serving its inhabitants. Topics include permaculture theory, innovative techniques, systems-thinking, and site assessment and analysis. (e.g. patterns of sun/shade, drainage, vegetation). Lab components include hands-on learning and technical skills through field work on campus, field trips, and design studio. Students apply these skills to a real design project and recommend appropriate permaculture applications such as perennial food production, soil regeneration, and integrated water management. NOTE: students who successfully complete a minimum of 72 class hours and the final design project will receive a Permaculture Design Certificate. Special Requirement: Field trips. Students assume any travel costs. Students must use garden hand tools and work in the soil of permaculture gardens. (Offered: Every Spring)
Prereq: ENG 090, ENG 094 (COL 090), and MAT 090 or MAT 090S, or satisfactory placement test scores. Recommended: REE 125 or SCI 138 and/or any course coded AGR.

SCI 138 Soil Science 4 cr
An introduction to the basic principles of soil science. Students study the physical, chemical and biological properties of soil as they relate to agriculture, horticulture, forestry, landscaping and environmental science. Topics include soil morphology, formation, fertility, chemistry, testing and conservation; ecological relationships; agricultural applications; plant nutrition and fertilization; environmental and water resource management. Special Requirement: Field trips required. (Offered: Every Fall)
Prereq: MAT 090 or MAT 090S, ENG 090, ENG 094 (COL 090), satisfactory placement test scores.

SCI 141 Cosmic Life Becomes You: Scientific Literacy for Today 4 cr
An introduction to the joy of science for all comers through the exploration of the beauty, wonder, and interconnectedness of the natural world. Together the class explores contemporary issues in cosmology, astronomy, physics, chemistry, biology, ecology, and art through dialogue, group research, and guest experts. The course helps the student to work with models, experimentation, and laboratory verification to understand the physical world. (Offered: Every Summer)
Prereq: ENG 090, ENG 094 (COL 090), MAT 090 or MAT 090S or satisfactory placement test scores.

SOCIOMETRY
SOC 101 Principles of Sociology 3 cr
The study of society through basic concepts and scientific methodology. Examines culture, social systems, institutions, status, roles, norms, interaction, deviance, small groups, and social stratification. (Offered: Every Fall, Spring & Summer)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.

SOC 106 Social Inequality 3 cr
Introduces students to the theories and fundamental concepts of social diversity and social stratification in the United States. Through an individual, cultural, and systemic lens, students examine the construction of identities, including race, gender, sexual orientation, religion, class, and disability. This course provides a sociological understanding of the social construction of difference and inequality and combines cognitive and experiential learning to promote recognition, understanding, and acknowledgement of disparate experiences of equality in the United States. (Offered: Periodically)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores; Recommended: SOC 101.

SOC 108 Crime & Punishment in the U.S.: A Sociological Overview 3 cr
An examination of a variety of perspectives on crime and punishment in U.S. society—from personal testimonies to historical accounts, from statistical reports and articles to documentary film and popular media. This interdisciplinary course is appropriate for a wide variety of students in social sciences, criminal justice, humanities, and the arts. Its aim is to cultivate a transformative conversation between students of diverse backgrounds. Topics include: History of incarceration in the U.S., the economics of the contemporary prison system, gender and incarceration, concepts of retributive and restorative justice, race and the legacies of slavery, enfranchisement and education, and shifting attitudes towards crime and punishment. Classes meet at the Franklin County House of Correction (FCHC) in Greenfield. (Offered: Every Fall, Every Spring)
Prereq: Special application and interview process; permission of the instructor/Education Director at FCHC required.

SOC 201 Social Problems 3 cr
A sociological examination of the nature, structure, causes, and consequences of social problems, with a particular focus on their interconnections. The course uses major theoretical frameworks to examine social problems at both the micro and macro level. The course investigates a variety of social problems, with a focus on problems in the United States. The course examines how to define and distinguish social problems from social issues. (Offered: Every Fall, Every Spring)
Prereq: SOC 101 or SOC 106.

SOC 203 Sociology of the Family 3 cr
A sociological focus on the structure and role of the family including the impact of culture, age, gender, and class in the contemporary United States. The course investigates the significance of social forces, attitudes and policies on the structure of the family. Students learn about the relationship between the family and other institutions in society. The course focuses on an understanding of historical shifts in household organization and family behavior in the U.S., including recent controversial topics regarding how contemporary United States society defines a family. (Offered: Periodically)
Prereq: SOC 101 or SOC 106 or PSY 101.
SOC 204  Sociology of Education  3 cr
A sociological understanding of the role of the educational system in the United States. The course investigates the function of schooling, the social stratification evident in schools, and the outcomes of the educational process. Students investigate the relationship between education policy and practice and everyday educational experiences. Students study the confluence of social inequality, especially as rooted in economics and funding for education. The course focuses on an overall understanding of the role of public education as it is constructed in our lives. (Offered: Periodically)
Prereq: SOC 101, SOC 106, EDU 111, EDU 101, or PSY 101

SOC 206  Sociology of Human Sexuality: Behaviors, Experiences, and Identities  3 cr
A sociological perspective on human sexuality. The course provides an overview of historical and contemporary perspectives on sexuality. The course focuses on the construction of meaning of sexual behavior and experience, sexual orientation, and identity. Students study the impact of culture, religion, race, gender, and other social identities on sexuality. Students examine the inextricable nature of the meaning of sexuality and the socio-political milieu. The course investigates the significance of social policies on sexuality. Students learn about the relationship between the seemingly individual experience of sex and the larger social structures of society. (Offered: Periodically)
Prereq: SOC 101 or SOC 106

SOC 208  Sociology of Gender*  3 cr
A focus on sociological dimensions of gender. This course examines the ways in which society and its institutions create, maintain and reproduce gender. Students investigate how gender categories are constructed and represented, and examine the consequences of these categories for the lives of individuals. Students learn about the significance of gender differences in the experiences of women, men, and transgender people on the micro and macro levels. The course investigates structural inequalities and the reproduction of those hierarchies in social processes and in everyday life, especially within the matrix of race, class, and gender. Contemporary research on gender is incorporated into the course. (Offered: Periodically)
Prereq: SOC 101 or SOC 106

SOC 220  Social Psychology  3 cr
An introduction to the scientific study of how individuals think, feel, perceive, and behave in a social context. The course explores the interactions of psychology and sociology including the self, social cognition, perception, emotions, attitudes, pro-social and anti-social behavior, attraction, prejudice, and group behavior. The course introduces theoretical perspectives and research on individual behavior within a social context. NOTE: Students may receive credit for PSY 220 or SOC 220, but not for both. (Offered: Every Spring)
Prereq: SOC 101 or PSY 101; Recomm: SOC 101 and PSY 101; ENG 101, 103, or 105

SPANISH

SPA 101  Elementary Spanish I  4 cr
Fundamentals of Spanish. The course emphasizes the acquisition of language functions, vocabulary, structures, and culture through contextualized presentations, interactive activities and extensive laboratory practice. (Offered: Every Fall, Every Spring)
Prereq: None

SPA 102  Elementary Spanish II  4 cr
Fundamentals of Spanish. The course emphasizes continued acquisition of language functions, vocabulary, structures, and culture through contextualized presentations, interactive activities, and extensive laboratory practice. (Offered: Every Fall, Every Spring)
Prereq: SPA 101 or equivalent

SPA 111  Spanish Skills Practice I  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. (Offered: Every January)
Prereq: SPA 101 or equivalent or permission of instructor

SPA 112  Spanish Skills Practice II  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. (Offered: Every January)
Prereq: SPA 102 or equivalent, or permission of instructor

SPA 114  Spanish for Health Professionals  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 an impact on their work. Much of the class is spent working in pairs and small groups role-playing situations that participants will encounter on the job. (Offered: Every Fall)
Prereq: None

SPA 201  Intermediate Spanish I  4 cr
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. (Offered: Every Fall, Every Spring)
Prereq: SPA 102 or equivalent

SPA 202  Intermediate Spanish II  4 cr
Conclusion of the basic intermediate sequence in 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. (Offered: Every Fall, Every Spring)
Prereq: SPA 201 or equivalent

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SPA 255  Spanish Film and Language I  3 cr
The intermediate study of Spanish through Spanish language films. The course emphasizes the acquisition of language functions, vocabulary, idioms, and cultures through an introduction to cinema from the Spanish-speaking world. Students study representative Spanish language films, selected from films by Schroeder, Gutierrez Alea, Gonzalez Iñarritu, Almodovar, Buuel, and Puenzo. These are the subject of class discussions, dramatizations and oral and written assignments. Students practice listening comprehension, study idiomatic speech, analyze cultural content and examine historical contexts. The instructor and the students conduct the class in Spanish. NOTE: This course and SPA 257 are not sequential; they may be taken in either order. (Offered: Periodically)
Prereq: SPA 202 or equivalent

SPA 257  Spanish Film and Language II  3 cr
The intermediate study of Spanish through Spanish language films. The course emphasizes the acquisition of language functions, vocabulary, idioms, and cultures through an introduction to cinema from the Spanish-speaking world. Students study representative Spanish language films, selected from films by Cuerda, Bielinsky, Salles, Marston, Gutierrez Alea, and Sayles. These are the subject of class discussions, dramatizations and oral and written assignments. Students practice listening comprehension, study idiomatic speech, analyze cultural content and examine historical contexts. The instructor and the students conduct the class in Spanish. NOTE: This course and SPA 255 are not sequential; they may be taken in either order. (Offered: Periodically)
Prereq: SPA 202 or equivalent

SPORTS MANAGEMENT
SPO 101  Introduction to Sports Management  3 cr
Emphasizes basic management principles as they relate to the business of sports. Topics include sports marketing, sports law, sports supervision, sports media, sports ethics, recreational sports management and other related areas. Students investigate opportunities and career pathways in this field. (Offered: Every Fall)
Prereq: ENG 090, ENG 094 (COL 090), and MAT 090 or MAT 090S, or satisfactory placement test scores.

THEATER
THE 101  Introduction to Theater  3 cr
An introductory course for students who are interested in theatre and performance but may or may not have any direct experience. The course explores all the basic elements of Theatre Arts: its origins, history, cultural importance and relevance in modern society. It also focuses on each aspect of production: acting, directing, dramaturgy and design. Students read and study major works and have the opportunity to see, discuss, and analyze live performance. The course provides a sampling of the many kinds of experiences that can be had in the Theatre as a practitioner and/or audience member. (Offered: Every Fall, Every Spring)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.

THE 105  Play Analysis  3 cr
Concentrates on the interpretation and analysis of various types of dramatic literature. Students learn to explore and respond to plays effectively in the context of dramatical elements such as plot, theme, character development, structure and other critical components specific to the genre. The course covers a variety of traditional and contemporary forms and texts. Students also explore the challenges and opportunities of translating these texts into live production and film. (Offered: Every Fall)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.

THE 106  Stage Craft  3 cr
The study of the processes of scenery, lighting, and sound design for production realization from the stage designer’s point of view. The course emphasizes the creative process in developing the physical elements of a theatrical production. The student learns how to safely execute the skills of the scenic designer in a hands-on method and work environment. Students aid in the construction and technical work required for GCC's mainstage production, student- directed projects, or an off-campus, instructor-approved theater facility. (Offered: Periodically)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.

THE 108  Interactive Dramatics  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. (Offered: Periodically)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.

THE 113  Fundamentals of Acting  3 cr
An introduction to acting with emphasis on characterization, voice, and movement, as well as varieties of acting techniques, script analysis, improvisation, and theatre games. Students prepare monologues, scenework and short one-act plays. The course also emphasizes the uses of acting skills to improve self-confidence and self-expression. (Offered: Every Fall, Every Spring)
Prereq: None

THE 133  College Theater Workshop  1 cr
Practical experience in acting, house management, public relations, publicity, shop, and production crews for the current GCC production or instructor-approved, off-campus production. NOTE: Students may repeat this course three times for a maximum of 4 credits. No more than one credit may be earned in any given semester. (Offered: Every Fall, Every Spring)
Prereq: ENG 090 and ENG 094 (COL 090), or satisfactory placement test scores.

THE 213  Advanced Acting  3 cr
Explores the actor’s use of improvisation, character development, motivation, and action through internal and external techniques. The course includes an in-depth concentration in training, theory, and practice in relation to character, scene and ensemble work. These studies are directly applied in workshops, rehearsal, and performance. (Offered: Every Fall, Every Spring)
Prereq: THE 113

THE 217  Experimental Performance  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. (Offered: Periodically)
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 225  Directing-Theory and Practice  4 cr
An introduction to the skills of directing with an emphasis on the elements of play production. The student studies the concepts/requirements necessary to mount a full theatrical production. The student chooses, analyzes, casts, and directs for performance a one-act instructor approved play. This one-act play is a minimum of 45 minutes performance time and is presented for the GCC community in the Sloan Theater at semester’s end. NOTE: Students may receive credit for either THE 224 or THE 225, but not for both. (Offered: Every Spring)
Prereq: ENG 112, 114, or 116, and either THE 101, 113, 105, or permission of the instructor.
## Anticipated Online Course Offerings
### Fall 2015 – Spring 2019

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For additional online course information as well as updates and changes to courses being offered, visit [http://www.gcc.mass.edu/online](http://www.gcc.mass.edu/online).

^ Each fall and spring semester, two 200-level English courses will be offered online, indicated by 2xx above.

Note: This listing is updated as of May 11, 2015 and is subject to change.
## Anticipated Online Course Offerings (continued)
### Fall 2015 – Spring 2019

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For additional online course information as well as updates and changes to courses being offered, visit [http://www.gcc.mass.edu/online](http://www.gcc.mass.edu/online).

~ Each fall and spring semester, up to three Fire Science (FST) courses could be offered online, indicated by FST xxx above.

Note: This listing is updated as of May 11, 2015 and is subject to change.
Faculty & Staff

- Full-Time Faculty, Faculty Emeritae/Emeriti
- President's Office, Administrative Services/Facilities, and Student and Academic Affairs
- GCC Foundation
- GCC Board of Trustees
- Massachusetts Department of Higher Education
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M.S., St. Thomas University
Ph.D., University of Texas at Austin

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E.D.S., Ph.D., Florida Institute of Technology

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J.D., Syracuse University College of Law
LL.M., George Washington University College of Law

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M.L.I.S., Simmons College

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B.A., Suffolk University
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Library Assistant
A.A., Greenfield Community College
B.A., Vermont College

Hope B. Schneider
Library Assistant
Theresa Smith  
Library Assistant  
CAB Certificate, A.S., Greenfield Community College  
TBD  
Evening/Weekend Librarian

## Administrative Services/Facilities

**Tim Braim**  
Chief Financial Officer  
B.S., Rider College  

**Karen Phillips**  
Comptroller  
B.B.A., University of Massachusetts  

**Ryan Aiken**  
Director of Purchasing and Business Services  
A.A., Brevard Community College  

**Bjorn Silvia**  
Administrative Services Department Assistant  
A.A., Mt. Wachusett Community College  

## Business Office

**Tigran Ayrapetyan**  
Accountant II  
A.A., Greenfield Community College  
B.B.A., Isenberg School of Management  
B.S., University of Massachusetts  

**James Connelly**  
Accountant IV/Accounts Payable  
A.S., Greenfield Community College  

**Mary Jane Connelly**  
Accountant V/Payroll  
B.A., Western New England University  

**Marilyn Odeh**  
Accountant I/Payroll  
A.S., Greenfield Community College  

## Bursar’s Office

**Glenn A. Howe**  
Bursar/Student Accounts  
A.S., Greenfield Community College  

**Alecia J. Bardwell**  
Student Accounts  
A.S., Greenfield Community College  

**Earl Cruz**  
Teller I/Student Accounts  

## Mail Services

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

## Shipping, Receiving, and Duplicating Services

**John P. Markoski**  
Storekeeper  
B.A., University of Massachusetts  

**Katherine R. Maleno**  
Duplication Technician II  
A.A., A.S., Greenfield Community College  
B.B.A., Western New England University  

## Facilities Management

**Jeffrey Marques**  
Director of Facilities  
B.A., Boston College  

**Rebecca Devino-Shaw**  
Clerk III  

**Bradley Bellville**  
Plumber and Steamfitter I  
A.A., Greenfield Community College  
Journeyman Plumber’s License  

**James Brissone**  
Maintainer I  
A.A., A.S., Greenfield Community College  

**John Chapman**  
Maintainer I  
A.S., Greenfield Community College  

**Colin Faith**  
Skilled Laborer  

**Mark Fletcher**  
Maintainer I  

**Louis Hale**  
Carpenter I  

**James Hall**  
Maintainer I  
A.A., Greenfield Community College  

**Andrew Helgerson**  
Maintainer I  
A.A., Greenfield Community College  

**Ted Linnell**  
Utility Plant Operator/Electrician  
Massachusetts Journeyman Electrician’s License  

**Henry Malek**  
Maintainer I  

**Dana McGuffey**  
Utility Plant Operator/HVAC  
Refrigeration Technician License  
Universal Refrigerant Reclamation License  

**Alan R. Miner**  
Maintenance Equipment Operator  
A.S., Stockbridge School of Agriculture  

**Frank Peterson**  
Building Maintenance Supervisor II  
Master Pipefitter License  
Refrigeration Technician License  
Universal Refrigerant Reclamation License  

**Roy Richardson**  
Skilled Laborer  

**David M. Robert**  
Painter I  

**Darren Sallee**  
Motor Equipment Mechanic II  
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**Yevgeniy Stytsenko**  
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Journeyman Electrician’s License  

Greenfield Community College Catalog ❤ 2015–2016
Information Technology

Michael Assaf
Chief Information Officer
B.S., Western New England University

Corey Ames
Systems Analyst I
A.S., Greenfield Community College

Alan R. Bailou
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B.S., New England Institute of Technology

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Erica Goleman
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B.A., Reed College
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A.S., Holyoke Community College

Kathy Mielenkowski
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Instructional Media Specialist
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Evening Audiovisual Technician
B.A., M.Ed., University of Massachusetts

Karen Trueheart
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Administrative Assistant

Sean Prive
Officer

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Administrative Assistant
AA, Greenfield Community College

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Fernando M. Reimers
Henry Thomas III
Paul F. Toner
Final Exam Schedule

Fall Semester 2015 Final Exam Schedule

Day Division

December 17, 18, 21, 22, 2015 (make up day, December 23*)

Evening Division

Tuesday, December 15 – Monday, December 21, 2015

Evening final exams are held at the same time, on the same evening, and in the same room as when the class normally meets, with the possible exception of GCC’s Northampton site classes, which may meet at a different location. If the evening class meets more than once per week, the final exam is held on the first evening available in the final exam period on the evening the class normally meets.

* Wednesday, December 23, 2015 is reserved for final exam make-up due to cancellation. The schedule will be determined as necessary.

Notes:

• Final Exams are held in the regular class meeting room. 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.

• The Final Exam period runs two hours with 30 minutes between each exam period, unless students have approved accommodations for a longer testing period. In these cases, students should work with their instructor(s) for extended time.

• Classes with a lab use the lecture period time to determine their final exam.

• Some courses in the Art and Nursing departments may not follow the schedule above. Instructors for these courses will notify students of the final exam day, time, and room assignment several weeks prior to the end of the semester. These instructors will also provide alternative arrangements for any conflicts with regularly scheduled exams.

• 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.

If your class meets FOR LESS THAN ONE HOUR on Mon / Wed / Fri and starts between:

<table>
<thead>
<tr>
<th>Time</th>
<th>Mon, Dec. 21</th>
<th>Fri, Dec. 18</th>
<th>Fri, Dec. 18</th>
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<td>3-4:50 pm</td>
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If your class meets FOR LESS THAN ONE AND ONE-HALF HOURS on Tue / Thu and starts between:

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<td>3-4:15 pm</td>
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</tr>
</tbody>
</table>

If your class meets FOR ONE AND ONE-HALF HOURS OR MORE on Tue / Thu and starts between:

<table>
<thead>
<tr>
<th>Time</th>
<th>Thu, Dec. 17</th>
<th>Thu, Dec. 17</th>
<th>Thu, Dec. 17</th>
<th>Tue, Dec. 22</th>
<th>Tue, Dec. 22</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-8:50 am</td>
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<tr>
<td>9-9:45 am</td>
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<td>10-10:45 am</td>
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<td>11-11:45 am</td>
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<td>12-12:45 am</td>
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<td>1-2:15 pm</td>
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<tr>
<td>2-3:15 pm</td>
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<tr>
<td>3-4:15 pm</td>
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</tbody>
</table>

If your class meets on Friday-only

<table>
<thead>
<tr>
<th>Time</th>
<th>Friday, December 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-8:50 am</td>
<td>during your regular class meeting time (between 8:00 am and 3:00 pm)</td>
</tr>
</tbody>
</table>

Fall Multiple Section Exams:

• Humanities, Thu, Dec. 17 at 3:30 pm
• Social Sciences, Fri, Dec. 18 at 3:30 pm
• Mathematics, Tue, Dec. 22 at 8:00 am
• Business/Professional Studies, Tue, Dec. 22 at 3:30 pm
## Spring Semester 2016 Final Exam Schedule

### Day Division

**May 17, 18, 19, 20, 2016**

<table>
<thead>
<tr>
<th>Time</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>Room</td>
<td>at 8:00 am</td>
<td>at 8:00 am</td>
<td>at 10:30 am</td>
<td>at 10:30 am</td>
<td>at 1:00 pm</td>
<td>at 1:00 pm</td>
<td>at 3:30 pm</td>
</tr>
</tbody>
</table>

**Notes:**

- Final Exams are held in the regular class meeting room. 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.
- The Final Exam period runs two hours with 30 minutes between exam periods, unless students have approved accommodations for a longer testing period. In these cases, students should work with their instructor(s) for extended time.
- Classes with a lab use the lecture period time to determine their final exam.
- Some courses in the Art and Nursing departments may not follow the schedule above. Instructors for these courses will notify students of the final exam day, time, and room assignment several weeks prior to the end of the semester. These instructors will also provide alternative arrangements for any conflicts with regularly scheduled exams.
- 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.

### Evening Division

**Tuesday, May 17 – Monday, May 20, 2016**

Evening final exams are held at the same time, on the same evening, and in the same room as when the class normally meets, with the possible exception of GCC's Northampton site classes, which may meet at a different location. If the evening class meets more than once per week, the final exam is held on the first evening available in the final exam period on the evening the class normally meets.

### Spring Multiple Section Exams:

- Mathematics, Tue, May 17 at 8:00 am
- Business/Professional Studies, Tue, May 17 at 3:30 pm
- Social Sciences, Thu, May 19 at 3:30 pm
- Humanities, Fri, May 20 at 3:30 pm
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Greenfield Community College Catalog 2015–2016
Directions to Greenfield Community College

Greenfield Community College is conveniently located near the intersection of Interstate 91 and Route 2.

From the north, south, or east (from the east, take Route 2 to I-91 south first)
Take exit 26 off I-91 and follow the traffic rotary to Route 2 west. Once on Route 2, take an immediate right at the traffic light onto Colrain Road. We are located on College Drive, six-tenths of a mile ahead on the left.

From the west
Turn left at the traffic light onto Colrain Road just before the I-91 rotary. We are located on College Drive, six-tenths of a mile ahead on the left.

Please note:
This publication is neither a contract nor an offer to make a contract. While every reasonable effort has been made to ensure the accuracy of the information in this publication, the College reserves the right to make changes at any time with respect to any provision or requirement described herein, including but not limited to: the elimination or a course or program, course and program offerings, degree requirements, licensure or certification requirements, services provided, and/or costs of attendance. The information in this publication is provided solely for the convenience of the reader and the College expressly disclaims any liability which may otherwise be incurred.

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Greenfield Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College’s Affirmative Action and/or Title IX Coordinator, Peter H. Sennett, at 413-775-1312 or sennettp@gcc.mass.edu, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission, or the United States Department of Education’s Office for Civil Rights.
# 2016–2017 Academic Calendar

## FALL SEMESTER 2016

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>Aug 20</td>
<td>Saturday Enrollment Day; College open for Late Enrollment</td>
</tr>
<tr>
<td>Aug 31</td>
<td>New Employee Orientation</td>
</tr>
<tr>
<td>Aug 31</td>
<td>Faculty on contract</td>
</tr>
<tr>
<td>Sep 1</td>
<td>GCC Community Breakfast</td>
</tr>
<tr>
<td>Sep 5</td>
<td>Faculty Professional Half-Day (MCCC)</td>
</tr>
<tr>
<td>Sep 6</td>
<td>Labor Day – no day or evening classes</td>
</tr>
<tr>
<td>Sep 9</td>
<td>Day and evening classes begin</td>
</tr>
<tr>
<td>Sep 12</td>
<td>Last day to add day and evening classes</td>
</tr>
<tr>
<td>Sep 12</td>
<td>Last day to drop/withdraw from credit courses with 100% refund (%)</td>
</tr>
<tr>
<td>Sep 19</td>
<td>Last day to drop/withdraw from credit courses with 75% refund (%)</td>
</tr>
<tr>
<td>Oct 4</td>
<td>Incomplete (“IN”) grades converted to “F”</td>
</tr>
<tr>
<td>Oct 7</td>
<td>Last day to drop/withdraw – No Record</td>
</tr>
<tr>
<td>Oct 10</td>
<td>Columbus Day – no day classes; evening classes meet as scheduled</td>
</tr>
<tr>
<td>Nov 1</td>
<td>Early Progress Reports due by 2:00 p.m.</td>
</tr>
<tr>
<td>Nov 1</td>
<td>Advising Day: students meet with their advisor – no day or evening classes</td>
</tr>
<tr>
<td>Nov 1</td>
<td>Priority registration for current students begins (course schedule available online 2 weeks prior)</td>
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## JANUARY INTERSESSION 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Jan 4</td>
<td>Classes begin</td>
</tr>
<tr>
<td>Jan 4</td>
<td>Last day to add classes</td>
</tr>
<tr>
<td>Jan 5</td>
<td>Last day to drop/withdraw from credit courses with 100% refund (%)</td>
</tr>
<tr>
<td>Jan 6</td>
<td>Last day to drop/withdraw from credit courses with 75% refund (%)</td>
</tr>
<tr>
<td>Jan 10</td>
<td>Last day to drop/withdraw – No Record</td>
</tr>
<tr>
<td>Jan 11</td>
<td>Early Progress Reports due by 2:00 p.m.</td>
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## SPRING SEMESTER 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Jan 7</td>
<td>Saturday enrollment Day; College open for Late Enrollment</td>
</tr>
<tr>
<td>Jan 23</td>
<td>New Employee Orientation</td>
</tr>
<tr>
<td>Jan 23</td>
<td>Faculty on contract</td>
</tr>
<tr>
<td>Jan 24</td>
<td>Faculty Professional Half-Day (MCCC)</td>
</tr>
<tr>
<td>Jan 26</td>
<td>Day and evening classes begin</td>
</tr>
<tr>
<td>Feb 1</td>
<td>Last day to add day and evening classes</td>
</tr>
<tr>
<td>Feb 1</td>
<td>Last day to drop/withdraw from credit courses with 100% refund (%)</td>
</tr>
<tr>
<td>Feb 3</td>
<td>Applications for June graduation due in Enrollment Services</td>
</tr>
<tr>
<td>Feb 8</td>
<td>Last day to drop/withdraw from credit courses with 75% refund (%)</td>
</tr>
<tr>
<td>Feb 20</td>
<td>Washington’s Birthday – no day classes; evening classes meet as scheduled</td>
</tr>
<tr>
<td>Feb 24</td>
<td>Follow Monday’s schedule for day classes</td>
</tr>
<tr>
<td>Feb 24</td>
<td>Incomplete (“IN”) grades converted to “F”</td>
</tr>
<tr>
<td>Mar 1</td>
<td>Last day to drop/withdraw – No Record</td>
</tr>
<tr>
<td>Mar 18-26</td>
<td>Spring Recess – no day or evening classes</td>
</tr>
<tr>
<td>Mar 29</td>
<td>Early Progress Reports due by 2:00 p.m.</td>
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</table>

## SUMMER SESSION I - 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>May 22</td>
<td>Classes begin</td>
</tr>
<tr>
<td>May 23</td>
<td>Last day to add classes</td>
</tr>
<tr>
<td>May 25</td>
<td>Last day to drop/withdraw from credit courses with 100% refund (%)</td>
</tr>
<tr>
<td>May 29</td>
<td>Memorial Day – no day or evening classes</td>
</tr>
<tr>
<td>May 30</td>
<td>Last day to drop/withdraw from credit courses with 75% refund (%)</td>
</tr>
<tr>
<td>June 7</td>
<td>Last day to drop/withdraw from credit courses with 75% refund (%)</td>
</tr>
<tr>
<td>June 14</td>
<td>GCC Staff Professional Half-Day – day and evening classes meet as scheduled</td>
</tr>
<tr>
<td>June 16</td>
<td>Early Progress Reports due by 2:00 p.m.</td>
</tr>
<tr>
<td>June 23</td>
<td>Last day to drop/withdraw with a grade of “W” - credit classes</td>
</tr>
<tr>
<td>July 4</td>
<td>Independence Day – no day or evening classes</td>
</tr>
<tr>
<td>July 11</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>July 13</td>
<td>Final grades due by 10:00 a.m.</td>
</tr>
</tbody>
</table>

## SUMMER SESSION II - 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun 18-26</td>
<td>Spring Recess – no day or evening classes</td>
</tr>
<tr>
<td>Jul 12</td>
<td>Classes begin</td>
</tr>
<tr>
<td>Jul 13</td>
<td>Last day to add classes</td>
</tr>
<tr>
<td>Jul 17</td>
<td>Last day to drop/withdraw from credit courses with 100% refund (%)</td>
</tr>
<tr>
<td>Jul 19</td>
<td>Last day to drop/withdraw from credit courses with 75% refund (%)</td>
</tr>
<tr>
<td>Jul 27</td>
<td>Last day to drop/withdraw – No Record - credit classes</td>
</tr>
<tr>
<td>Aug 28</td>
<td>No classes due to computer shutdown for upgrades</td>
</tr>
<tr>
<td>Aug 8</td>
<td>Early Progress Reports due by 2:00 p.m.</td>
</tr>
<tr>
<td>Aug 15</td>
<td>Last day to drop/withdraw with a grade of “W” - credit classes</td>
</tr>
<tr>
<td>Aug 29</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>Aug 31</td>
<td>Final grades due by 10:00 a.m.</td>
</tr>
</tbody>
</table>

## Confirining Rosters preferred due date:

- Fall Semester: **Tuesday, September 27**
- January InterSession: **Monday, January 9**
- Spring Semester: **Thursday, February 16**
- Summer Session I: **Thursday, June 1**
- Summer Session II: **Friday, July 21**

0/minus $20 registration fee
0/Financial Aid enrollment freeze date on the following day
### OFFICE PHONE WEB ADDRESS

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>PHONE</th>
<th>WEB ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising Center</td>
<td>(413) 775-1339</td>
<td><a href="http://www.gcc.mass.edu/advising">www.gcc.mass.edu/advising</a></td>
</tr>
<tr>
<td>Admission</td>
<td>(413) 775-1801</td>
<td><a href="http://www.gcc.mass.edu/admissions">www.gcc.mass.edu/admissions</a></td>
</tr>
<tr>
<td>Enrollment Services (Registration)</td>
<td>(413) 775-1801</td>
<td><a href="http://www.gcc.mass.edu/register">www.gcc.mass.edu/register</a></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>(413) 775-1109</td>
<td><a href="http://www.gcc.mass.edu/financial-aid">www.gcc.mass.edu/financial-aid</a></td>
</tr>
<tr>
<td>Registrar</td>
<td>(413) 775-1807</td>
<td><a href="http://www.gcc.mass.edu/registrar">www.gcc.mass.edu/registrar</a></td>
</tr>
<tr>
<td>Transfer Office</td>
<td>(413) 775-1207</td>
<td><a href="http://www.gcc.mass.edu/transfer">www.gcc.mass.edu/transfer</a></td>
</tr>
<tr>
<td>Wellness Center–Counseling Services</td>
<td>(413) 775-1812</td>
<td><a href="http://www.gcc.mass.edu/counseling">www.gcc.mass.edu/counseling</a></td>
</tr>
<tr>
<td>Wellness Center–Disability Services</td>
<td>(413) 775-1812</td>
<td><a href="http://www.gcc.mass.edu/ds">www.gcc.mass.edu/ds</a></td>
</tr>
</tbody>
</table>

Phone the college’s main number (413) 775-1000 or visit www.gcc.mass.edu for offices not listed above.