

2008-2009

Catalog

*Featuring Student Art
on the cover*



Work by Donna Macartney

Greenfield Community College

2008-2009 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 2008

Aug 28	Open Registration	Oct 13	Columbus Day - no day classes; evening classes meet as scheduled
Aug 28	New Staff and Faculty Orientation	Nov 3	Spring registration for current students begins
Aug 29	New Student Orientation	Nov 6	Last day to drop/withdraw with a grade of "W"
Sep 1	Labor Day	Nov 11	Veterans' Day - no day classes; evening classes meet as scheduled
Sep 2	Opening Day for faculty and staff	Nov 26	No evening classes
Sep 3	Day and Evening classes begin	Nov 27-28	Thanksgiving Recess - no day or evening classes
Sep 9	Last day to add day and evening classes	Dec 12	Last day of Evening classes
Sep 16	Last day to drop/withdraw from credit courses/partial tuition refund	Dec 16	Last day of Day classes
Sep 30	Incomplete ("IN") grades converted to "F"	Dec 17-22	Final Exams
Oct 1	Early Progress Reports due in Registrar's Office	Dec 23	Reserved for final exam make-up due to snow cancellation
Oct 3	Last day to drop/withdraw - No Record	Dec 25 - Jan 2	College closed
Oct 8	Advising Day - no day classes; evening classes meet as scheduled	Jan 5	Final grades due to the Registrar's Office by 10:00 a.m.

JANUARY INTERSESSION 2009

Jan 6	Classes begin	Jan 19	Martin Luther King, Jr. Day - no classes
Jan 7	Last day to add classes	Jan 20	Last day to drop/withdraw with a grade of "W"
Jan 8	Last day to drop/withdraw from credit courses/50% tuition refund	Jan 26	Last day of classes/Final Exams
Jan 12	Last day to drop/withdraw - No Record	Jan 27	Reserved for class/Final Exam make-up due to snow cancellation
Jan 13	Early Progress Reports due in Registrar's Office	Jan 30	Final grades due to the Registrar's Office by 10:00 a.m.

SPRING SEMESTER 2009

Jan 23	Open Registration	Mar 4	Advising Day - no day classes; evening classes meet as scheduled
Jan 23	New Staff and Faculty Orientation	Mar 16-20	Spring Recess - no day or evening classes
Jan 26	New Student Orientation	Apr 3	Last day to drop/withdraw with a grade of "W"
Jan 28	Day and Evening classes begin	Apr 6	Fall registration for current students begins
Feb 3	Last day to add day and evening classes	Apr 20	Patriot's Day - no day classes; evening classes meet as scheduled
Feb 6	Applications for graduation due in Student Life Office	Apr 23	Staff Development Day - no day classes; evening classes meet as scheduled
Feb 10	Last day to drop/withdraw from credit courses/partial tuition refund	May 12	Last day of Evening classes
Feb 16	Presidents' Day - no day classes; evening classes meet as scheduled	May 18	Last day of Day classes
Feb 25	Incomplete ("IN") grades converted to "F"	May 19-22	Final Exams
Feb 27	Early Progress Reports due in Registrar's Office	May 26	Final grades due to the Registrar's Office by 10:00 a.m.
Mar 3	Last day to drop/withdraw - No Record	Jun 7	Commencement

SUMMER SESSION I - 2009

May 25	Memorial Day - no day or evening classes
May 26	Classes begin
May 28	Last day to add credit classes
June 1	Last day to drop/withdraw from credit courses/50% tuition refund
June 9	Last day to drop/withdraw - No Record - credit classes
June 10	Early Progress Reports due in Registrar's Office
June 25	Last day to drop/withdraw with a grade of "W" - credit classes
July 3	Independence Day (observed) - no day or evening classes
July 9	Last day of Tuesday/Thursday classes
July 13	Last day of Monday/Wednesday classes
July 16	Final grades due to the Registrar's Office by 11:00 a.m.

SUMMER SESSION II - 2009

July 15	Classes begin
July 17	Last day to add credit classes
July 17	Last day to drop/withdraw from credit courses/50% tuition refund
July 29	Early Progress Reports due in Registrar's Office
July 30	Last day to drop/withdraw - No Record - credit classes
Aug 17	Last day to drop/withdraw with a grade of "W" - credit classes
Sept 1	Last day of classes
Sept 3	Final grades due to the Registrar's Office by 11:00 a.m.



WELCOME

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

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Pura". The signature is fluid and cursive, with a long horizontal stroke at the end.

Robert Pura, President

2008-2009 Catalog

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 Voice/Relay: (413) 775-1000 • Fax: (413) 775-1827 • www.gcc.mass.edu

General Information

- Principles of Education
- History
- Mission
- Statement of Non-Discrimination
- Standards of Behavior
- Accreditation
- Admission
- Tuition and Fees
- Financial Aid
- Grades and Academic Progress
- Individual Rights
- Services to Students
- Academic Support Programs
- Community Education and Workforce Development Programs
- GCC Alumni Association

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

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

OUR HISTORY

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

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

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

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

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

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

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

OUR MISSION

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

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

This, then, is our mission:

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

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
Website: www.gcc.mass.edu

Fax: (413) 775-1827

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.

WE ARE FULLY ACCREDITED

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

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

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

- The associate's degree program in Nursing is accredited by the National League for Nursing Accreditation Commission.
- The certificate program in Outdoor Leadership is accredited by the Association for Experiential Education.
- The certificate program in Massage Therapy is accredited by the Commission on Massage Therapy Accreditation (COMTA).
- The certificate program in Paramedic is accredited by the Commonwealth of Massachusetts' Office for Emergency Medical Services (OEMS).
- GCC is a Title IV Federal Student Financial Aid eligible institution.

GENERAL POLICY ON ADMISSION

Greenfield Community College maintains a policy of open admission to all but a few of its degree and certificate programs. This open admission policy means that students who have earned a high school diploma or its equivalent, earned a General Education Diploma (GED), scored satisfactorily on a federally-approved Ability-to-Benefit test, or completed an approved home-schooling plan may matriculate into a degree or certificate program. Matriculation means that GCC has admitted a student into a particular degree or certificate program. Students who have not reached their high school graduation dates should refer to the General Policy on Early Entrants below. Students who have completed an approved home school program should refer to the Home Schooling Policy below.

Certain programs (majors) of study may require students to earn a high school diploma, or its equivalent, or a GED either as a prerequisite for admission or as a requirement of graduation. State governing boards may require a high school diploma or its equivalent or a GED for certification or licensure. For more information about these programs, contact the Office of Admission at (413) 775-1809.

Students who seek to register for a class, but not matriculate into a degree or certificate program, must demonstrate their readiness for coursework at GCC by scoring satisfactorily on standardized placement tests in reading, writing, and mathematics, or have successfully completed an appropriate course in English Composition and/or mathematics at another college (a math course must have been within the last five years). 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.

Matriculation Process

1. Obtain an Application for Admission by visiting or calling our Office of Admission at (413) 775-1801 or by visiting a local high school guidance office.
2. Complete the Application for Admission and send it to our Office of Admission at Greenfield Community College, One College Drive, Greenfield, MA 01301-9739.
3. Include a non-refundable admission fee with the completed application. The application fee is \$10 for permanent residents of Massachusetts and \$35 for all other students. Make the check or money order payable to Greenfield Community College. Students may apply to up to three Massachusetts community colleges using a single application fee. Students who have paid an application fee to another Massachusetts community college should indicate the name of the college on the application fee card. Students for whom the application fee is a financial hardship should contact the Office of Admission at (413) 775-1801.
4. Students who are high school seniors at the time of application should ask their high schools to send an official transcript of their academic records upon graduation to the Office of Admission at Greenfield Community College, One College Drive, Greenfield, MA 01301-9739.

Readmission to the College

If you are applying for readmission to a degree or certificate program, or have completed an application for admission from a previous semester but did not attend, you must complete a new Application for Admission and send it to the Office of Admission at Greenfield Community College, One College Drive, Greenfield, MA 01301-9739. No application fee is required.

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. Early entrants must:

- Complete an application for Early Entrant. Submit with application fee and fee card.
- Meet with the Director of Admission to discuss the early entrant's plans and GCC's ability to meet the early entrant's needs.
- Demonstrate their readiness for coursework at GCC by scoring satisfactorily on standardized placement tests in reading, writing, and mathematics.
- Provide written authorization from a school official, such as a principal or guidance counselor, recommending specific coursework at GCC, if affiliated with a school.

The Educational Transition Program (ETP)

The Educational Transition Program serves students who are looking for an alternative approach to completing high school and getting a head start on college. This program is designed for students who are 16 years of age or older, in their junior or senior year in high school, and are committed to getting their high school diploma while attending classes at the college. Students participating in the program simultaneously earn high school and college credit, in addition to receiving a full range of support services from program staff. Working with the guidance counselor at the student's local high school, we put together a program of study that takes advantage of the variety of course offerings at the college while fulfilling the student's high school graduation requirements.

For more information, please contact the ETP Coordinator at (413) 775-1336 or (413) 775-1385.

Home Schooling Policy

All home schooled students, without a high school diploma 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. If a home schooled student has not completed an approved home school program, the student will not be eligible to enroll in a degree or certificate program until the student has taken and passed a federally-approved Ability-to-Benefit test. Inasmuch as high school students may self-certify their completion of a public or private high school program, so too may home schooled students self-certify their completion of an approved home school program.

To determine whether a student has participated in an approved home school program, the student 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. In addition, if the student is under the age of compulsory attendance, which is 16 years old in Massachusetts, and completed a home school program, the student's school district's superintendent or school committee must provide a letter stating that the student is not considered truant and would not be required to attend further schooling or continue to be home schooled.

How to Apply for Admission to Health Careers

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

Greenfield Community College has collaborative agreements with Berkshire Community College, Holyoke Community College and Mount Wachusett Community College for enrollment in selected health occupations programs that are not currently available at GCC. Participating students are subject to program requirements at the collaborating institutions. See pages 115-119 for program information. For further information contact the Office of Admission at (413) 775-1802.

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-time and part-time students on visas, must provide the Health Services Office with documentation of immunity to specified communicable diseases within 30 days of starting classes. Failure to comply with these requirements will jeopardize continued enrollment, receipt of grade reports, transcripts, etc. Medical and religious exemptions are allowed. All full and part-time health occupation students must provide the Health Services Office with documentation of a physical exam and immunity to specified communicable diseases. Health occupation students will not be permitted to attend classes without a completed health record.

For a list of current immunization requirements, or assistance in meeting immunization requirements, contact the Health Services Office, North Modular Building, (413) 775-1430.

Criminal Offender Record Information Checks

Students interested in participating in an academic program that involves working with children, the disabled, or the elderly, or includes a clinical affiliation with a private or public health care provider, will be required to undergo a Criminal Offender Record Information (CORI) check. Depending

General Information

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 Laura Earl, Staff Assistant to the Dean of Student Affairs (413) 775-1816.

*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:

1. You need documentation of appropriate previous successful college course work for exemption from placement testing, or
2. You intend to transfer credit toward your degree or certificate program at GCC, or
3. You expect to enter one of GCC's health occupation programs.

Transfer credit is generally given for those courses that are similar in content, level, and scope to courses offered at Greenfield Community College, and in which at least a C- grade has been earned. An evaluation of transfer credit is based on a student's academic program of study at GCC. Course descriptions should be provided for each course that you are requesting to receive transfer credit. Any change of major in the future will require a re-evaluation of this transfer credit. A student must earn a minimum of 15 semester hours at GCC to be eligible to receive the associate's degree. 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.

* *There are stricter standards for the Criminal Justice Programs. Please see pages 69-70.*

Additional Certifications

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

International Students

We welcome international students at Greenfield Community College. The College does not have housing, but our Student Life Office is willing to assist you in finding housing in the community. We are unable to offer financial assistance to students with Visas under any federally-funded financial aid program. Therefore, international students should 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*

Tuition and fees.....	\$12,378
Room and board (food).....	\$8,606
Books and supplies.....	\$1,275
Medical care and insurance.....	\$ 881
Personal expenses.....	\$2,455
Transportation (after arrival in U.S.)	\$1,570
Total expenses	\$27,165

* *These costs reflect the tuition-and-fee schedule for the 2008-2009 school year, based on 15 credit hours per semester. All costs are subject to change and may vary for each student.*

If you are an international student, you should submit your completed application to the Office of Admission at least six months prior to the time you plan to attend. We recommend that you contact the admission staff at (413) 775-1840 as soon as possible to ensure that all necessary requirements have been met in sufficient time.

English for Speakers of Other Languages

If you demonstrate proficiency in English through your scores on placement assessments, you will not be required to take course work in English for Speakers of Other Languages (ESOL). However, if your placement assessment scores indicate that you need further English language study, you will be enrolled in ESOL classes at the appropriate level and limit your enrollment in other classes as well. GCC offers four levels of ESOL courses. Students interested in language support or ESOL tutoring may call (413) 775-1226 for more information.

How to Get Credit Applied to Your Program of Study

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

You may transfer credit earned at other colleges and universities to GCC provided you earned a grade of C- or better, and the courses will apply to your certificate or degree at GCC. Grades will not transfer and are not used to calculate your grade point average at GCC. Complete details about our transfer policies may be obtained by contacting the Office of Admission*.

You may also receive college credit for:

- satisfactory performance on selected College Board Advanced Placement Examinations and American College Testing subject examinations;
- satisfactory performance on selected College Level Examination Program examinations;
- demonstrated competence on GCC challenge examinations;
- unique life and work experiences that lend themselves to evaluation*; or
- course work completed in the military through recognized educational programs*.
- high school articulation agreement.

* *Criminal Justice programs do not award life experience credits or credit for military or police training. Please see pages 69-70.*

The content of each challenge examination is roughly equivalent in scope and content to the final examination for the selected subject. The passing standard is a "C" or better. Some departments or programs may require a specific score to meet their own requirements or prerequisites.

Students enrolled in a certificate or degree program who wish to earn credit by examination should request an application form and contact information from the Enrollment Services (N219). A fee of \$40 per credit is charged. A receipt of payment and the application form should be left in the division office before the date of the exam. Study guides for some examinations may be on reserve in the library.

Courses that currently can be challenged for credit at GCC are:

- ACC 121, Principles of Financial Accounting I
- ADM 106, Keyboarding for Info. Processing
- BUS 105, Mathematics for Business
- CIS 115, Intro. to Business Information Systems
- CIS 140, Microcomputer Software Tools I

Please note that you can not challenge a course for credit if you have failed the course at GCC.

How to Satisfy Currency/Proficiency Requirements for a Course or Program

A number of courses and programs at GCC require students to satisfy a currency or proficiency requirement for some required or prerequisite courses. This 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. Courses for which a student may demonstrate currency at GCC are:

- BIO 194, Comprehensive Anatomy and Physiology I
- BIO 195, Human Anatomy and Physiology I
- BIO 196, Human Anatomy and Physiology II
- BIO 205, Microbiology
- CHE 105, Basic Principles of Chemistry
- IDS 110, Math and the Nursing Role in Medication Administration
- PSY 217, Human Growth and Development

To qualify for a currency examination for BIO 194, BIO 195, BIO 196, BIO 205, 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 Occupations 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.

To qualify for a proficiency exam for IDS 110, a student must be a practicing LPN or submit a college transcript showing successful completion of an equivalent medication calculation and pharmacology course within the last 5 years.

General Education Development (GED) Tests

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

TUITION AND FEES

The Costs of Attendance

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

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

Tuition and Fees

Tuition cost is based on your official permanent residence. Residents of Massachusetts pay the lowest tuition. Students from other New England states who qualify for the Regional Student Program of the New England Board of Higher Education (NEBHE) currently pay 150 percent of the Massachusetts resident tuition listed in Figure 1.

Figure 1: Massachusetts Resident Tuition and Fee Charges for Credit Courses (subject to change):

Charge	Basis	Rate Day	Rate Evening/Summer
Tuition	Per Credit	\$26*	\$26
College Service Fee	Per Credit	\$119.50	\$119.50
Registration Fee	Per Person	\$20	\$20
Health Service Fee	Per Person	\$11	\$0
Student Activity Fee	Per Person	\$30	\$0

Other fees may apply.

* NEBHE day tuition is \$39 per credit; this is a special rate for qualifying New England residents. Out-of-state day tuition is \$281 per credit. The college offers no reduction in tuition and fees for auditing a course. Credit-free courses are priced individually.

The New England Regional Student Program

Through the New England Board of Higher Education (NEBHE), Massachusetts participates in the Regional Student Program (RSP), which enables students from one New England state to attend public colleges or universities in another New England state at tuition rates below those normally charged to out-of-state students. Eligible New England students who reside outside of Massachusetts currently pay 150 percent of the tuition charged Massachusetts residents. This is a substantial saving, compared to the standard non-resident tuition. To qualify, you must be a resident of one of the

General Information

five other New England states, and be pursuing a degree or certificate program not offered at a two-year community college in your home state or offered at a Massachusetts community college closer to your home. For more information, please contact our Office of Admission.

How Your Fees Are Used

Registration Fee: The registration fee is used to help defray some of the administrative costs of registration.

College Service Fee: The college service fee helps pay for a variety of academic services, equipment, supplies, and technology expenses.

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

Student Activity Fee: The student activity fee supports a wide range of student activities offered by the College. These include concerts, guest speakers, music productions, clubs and special events.

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

Estimated Expenses

The cost of attending GCC involves several types of expenses that will vary depending on your individual circumstances. In general, though, your total expenses will include tuition and fees, books and supplies, room and board, transportation, and personal expenses (such as clothing, laundry, and recreation).

	Living with Parents	Living Away from Home
Books and Supplies	\$1,020	\$1,020
Room	\$3,064	\$6,885
Transportation	\$1,256	\$1,256
Personal	\$1,964	\$1,964
Tuition (12 credits, in-state)	\$624	\$624
Fees	\$3,158	\$3,158
Total Estimated Expenses	\$11,086	\$14,907

Housing and Transportation

GCC does not have dormitory facilities. However, our Student Life Office provides an information booklet and a bulletin board for notices about housing. The Student Life Office can be reached at (413) 775-1200.

Ample, well-lit parking is available free of charge. The Greenfield/Montague Transportation Authority and the Franklin Regional Transit Authority provide regular bus service to campus from the greater Greenfield area.

Annual Department 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)	\$ 10,807
- State annual operating subsidy (estimate)	- \$ 6,800
<hr/>	<hr/>
≡ Annual tuition and mandatory fees	\$ 4,007
- Student annual financial aid (average)	\$ 2,376
Net Student Cost	\$ 1,631

In addition to the state subsidy and student financial aid, students may also be eligible for federal income tax credits (Hope Scholarship). Actual tax credits will vary with a maximum being \$1,500. Tax credits do not reduce the initial cost to attend college, but are instead a reimbursement of tuition paid. In the example above the student's cost would be fully covered through financial aid and the tax credit. 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.

MassPIRG

The Massachusetts Student Public Interest Research Group (MassPIRG) is a statewide student-directed, student-funded, not-for-profit, nonpartisan organization doing research, education, service, and action on issues including environmental, consumer, higher education, voter registration and hunger relief. MassPIRG chapters across the state pool resources through a \$9 waivable fee each semester; and hire a staff or professionals to work with students on issues. GCC students have voted to fund a MassPIRG chapter on campus. For more information on MassPIRG and its projects, refer to www.masspirgstudents.org.

Day students are automatically assessed a \$9 per semester voluntary contribution to the MassPIRG organization. You can waive this fee by completing the necessary paperwork in the Bursar's Office.

Insurance

Health Insurance: The Commonwealth of Massachusetts mandates health insurance coverage for students enrolled in a degree or certificate program who are taking nine (9) credits or more. The insurance charge can be waived by completing the waiver online at www.universityhealthplans.com, giving proof of comparable US insurance coverage under another plan. This waiver applies only to students who have been billed for health insurance in a specific semester. No coverage is available for students taking fewer than nine (9) credits. Student insurance brochures are also available at the student Health Services Office and the Bursar's Office.

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

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

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

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

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

Payment and Refund Policies

Paying Your Bill

Payment for tuition and fees is due three weeks before classes begin each semester, or upon registration after that date. We recommend that you pay your bill by mail, and make a check, bank check, or money order payable to Greenfield Community College. We also accept payment by MasterCard, Discover, and Visa by mail or phone. Please do not mail cash. If you prefer, you may pay your bill in person at our Bursar's Office in N220. A four-month installment plan is available for your convenience. Contact the Bursar's Office at (413) 775-1301 if you have any questions about your bills and payments.

What Happens if Your Payments are Late

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

Tuition Waivers

For those students who are eligible for a tuition waiver, the college requires a completed tuition waiver form. The form must be presented at the time of registration. Proof of eligibility for the waiver must be provided. No refunds will be made for failure to submit the proper waiver form in a timely manner.

Generally, fees cannot be waived, except for senior citizens and certain college employees. Special program fees are not waivable.

Refund Policies

Formal withdrawal is required - failure to attend class or notification to the Instructor is insufficient. Failing to follow the formal written withdrawal process will result in a failing grade for the course and the obligation to pay all charges. The student must complete and submit a Withdrawal Form to the Registrar’s Office. The date of filing will determine whether the student is to receive a refund.

If a student needs to withdraw from the college for health reasons, they may request a medical withdrawal by discussing your situation with the Director of Health Services. A medical withdrawal requires the recommendation of the Director of Health Services and the approval of the Registrar.

Withdrawal and refunds for workshops

A full refund is made if a workshop is cancelled. Official withdrawal by one week prior to the scheduled first workshop session results in a refund minus a \$10 administrative charge; withdrawal beyond that point in time allows for no refund. Please allow four weeks for processing your refund.

Figure 2: Refunds for Credit Courses

A full refund is made if a credit course is cancelled. Official withdrawal before the term begins results in a refund of all tuition and fees, except for a \$20 registration fee. Official withdrawal within the first ten (10) days of the fall and spring terms, the first three (3) days of intersession and the first five (5) days of the summer term results in the following refunds*:

<u>Charge</u>	<u>Refund First 10 Days of Term*</u>
Tuition, day	75%
Tuition, evening	50%
Registration fee	no refund
College Service Fee	no refund
Health Service Fee	no refund
Student Activity Fee	no refund

* *Refund rates will vary for classes that do not meet for the entire term.*

NO REFUNDS ARE GIVEN AFTER THE END OF THE ABOVE NOTED REFUND PERIODS.

Credit cards will not be credited. The Bursar's Office will send refund checks out via mail. Please allow four weeks for processing your refund.

Exceptions:

For credit courses, student may request an exception to the refund policy by writing to the Dean of Administrative Services. Exceptions are made on a case-by-case basis. The request should contain enough information to allow an examination of all the pertinent facts and include any applicable documentation, which will strengthen the request. Students should submit their requests to:

Dean of Administrative Services
ATTN: Susan McCaffrey
One College Drive
Greenfield, MA 01301-9739

Financial Aid Refund Policy

Students withdrawing from the College may have their financial aid payments adjusted to reflect the actual percentage of time that they attended class or taken part in an educational activity. Financial aid students must contact the Financial Aid Office (N202B; 413/775-1109) concerning the prorating of financial aid.

FINANCIAL AID

(www.gcc.mass.edu/financial_aid)

Many Students Are Helped with Financial Aid

Many students attending Greenfield Community College receive financial aid, which comes from federal, state, institutional, and private or community resources. Receiving financial aid carries certain obligations for the College and for students.

You should be aware of a few key points:

Your particular academic program and enrollment status may impact your financial aid award. For example, developmental courses, withdrawing from the college, or repeating courses may affect the status of your 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 Do I Apply For Financial Aid?

To be eligible for financial aid, you must:

- be a US citizen or an eligible non-citizen;
- have a high school diploma, a High School Equivalency Diploma (GED), or have passed a federal Ability-to-Benefit test;
- 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.

The priority application deadline is April 15 to be considered for all forms of financial aid, although you may apply for financial aid throughout the academic year. Please note the following points:

Verification of all income, which includes a copy of your federal income tax forms for the calendar year prior to enrollment, will be required for those students selected by the Department of Education. You must also submit verification of untaxed income such as Social Security or welfare benefits to the Financial Aid Office. If you are a dependent student, we need to verify your parents' or guardians' income as well.

General Information

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

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

Expect that the complete application process may take approximately two months. If you adhere to the following deadline, you will most likely be informed about your eligibility for financial aid before tuition bills are due:

For the Fall Semester—

- Submit FAFSA by April 15.
- Bring documents to the GCC Financial Aid Office by May 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 semester will not be considered for aid.

For the Spring Semester—

- Submit FAFSA by November 7.
- Bring 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.
- Files not completed within 30 days of the end of the semester will not be considered for aid.

Kinds of Financial Aid

In an effort to enable all qualified students to attend GCC, we offer assistance to students with demonstrated financial need, and we participate in all major federal and state financial aid programs. Our Financial Aid Office can help you with a combination of three general types of financial assistance:

- Grants and scholarships from federal, state, and institutional sources, which you do not repay;
- Loans backed by federal, state, or private sources, which you must repay, usually at long-term, low-interest rates; and
- Federal work-study, which provides you with a part-time job during the summer or the school year, either on or off-campus.

Financial Aid Funds That Are Available

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

Federal Pell Grants

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

Federal Supplemental Educational Opportunity Grant

The Federal Supplemental Educational Opportunity Grant 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 in, and the funds available to the college.

Federal Academic Competitiveness Grant

The ACG is a Federal grant for Pell Grant recipients who are U.S. citizens and recent high school graduates. The ACG is available to first and second year students who have completed a rigorous high school program. First year students receive \$750 and second year students \$1300. To review eligibility criteria please go to www.studentaid.ed.gov. Detailed information about Massachusetts Recognized Rigorous High School Programs can be obtained in the Financial Aid Office.

Federal Work-Study Program

The Federal Work-Study Program offers part-time on-campus and off-campus jobs to students with demonstrated financial need.

Federal Perkins Student Loan Program

The Federal Perkins Student Loan Program offers low-interest, deferred-payment loans to students with demonstrated financial need. Borrowers begin repayment after they graduate or withdraw from the college. Entrance and exit interviews are required.

Nursing Student Loan Program

The Nursing Student Loan Program provides low-interest, deferred-payment loans to students who are matriculated in one of the College's nursing programs and who demonstrate financial need. Entrance and exit interviews are required.

General Information

Federal Family Educational Loan Programs: The Stafford (Subsidized and Unsubsidized) Loan

The Federal Stafford Loan Program enables students with financial need to obtain low-interest, deferred-payment loans through banks or other lending agencies. Borrowers begin repayment six months after they graduate, fall below six credits, or withdraw from the College. Loans will not be processed until a student's financial aid file is complete. Entrance and exit interviews are required.

The Parents PLUS Loan Program

The Federal Parent Loan (PLUS) lets a parent of a student receive a loan to pay a student's educational expenses. Students must be dependent and enrolled at least half-time. 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.

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, 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. Students who receive the Adams Scholarship must maintain a 3.0 grade point average.

Vermont Student Assistance

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

Institutional Grants

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) and Greenfield Traffic Fine Scholarships (GTFS). All of these are contingent upon funding.

GCC Foundation Scholarships

Scholarships and awards are given to students at the annual Foundation Scholarship Awards Ceremony event in the spring to honor students for their academic achievements, their leadership, and their community involvement. Applications are available for some awards, while other recipients are selected by faculty and staff. After January 1, a complete list of scholarships and awards is available online (www.gcc.mass.edu/financial_aid) or in the Financial Aid Office.

Community Access Scholarship

Funded generously by anonymous donors, the Community Access Scholarship Fund provides the bridge of financial support our future students need to help overcome their personal circumstances and allow them to make a successful transition to college. Its mission is to raise the aspirations and expectations of individuals who have heard too often that they do not belong or cannot succeed in college.

General Information

Community Access Scholarship

The GCC Community Access Scholarship aims to increase access to the College for students who have heard they cannot succeed in college. Funded generously by anonymous donors, the Community Access Scholarship is aimed at increasing access to GCC for community members who are at risk of dropping out of high school, those who have dropped out, and those who are pursuing a GED with no plans of continuing their education at GCC.

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 to determine your eligibility at www.va.gov/education or at 888-442-4551. For general information, contact our Certifying Official in the Financial Aid Office, at (413) 775-1102 or (413) 775-1109.

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. 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. (See Tuition Waivers, page 21, for further details.)

Financial Aid Policies

Packaging Policy for Financial Aid

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

Repeated Class Policy for Financial Aid

Students who have received credit for a class and wish to repeat that class are generally not eligible for financial aid to cover the charges for that class. Students will be eligible to receive financial aid for a course that is replacing a grade of "F." A detailed Repeated Class Policy will be available in the Financial Aid Office after the start of the school year.

Financial Aid and Standards of Satisfactory Academic Progress

All students will be academically eligible for financial aid during their first semester of attendance at Greenfield Community College, regardless of their previous academic experience. After their first semester of attendance, students must maintain satisfactory academic progress in order to remain eligible for financial aid in subsequent semesters.

In order to maintain satisfactory academic progress, students must not be dismissed from, suspended from, or placed on academic probation by the college, according to the current academic standing policy published in the College Catalog, Student Handbook, and elsewhere.

Entrance and Exit Loan Interviews

Student loan borrowers may be required to attend entrance and exit interviews in order to receive a loan. You will be notified about the place and time of the meetings. Funds will not be disbursed until these requirements have been fulfilled. The College recommends that you borrow only the minimum needed for educational costs to reduce your 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

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

MANAGING YOUR GRADES AND ACADEMIC PROGRESS

When you are admitted to GCC, we normally expect that you will undertake an organized program of courses that will enable you to earn a certificate or an associate degree. You may, however, decide to take credit or credit-free courses during the day, evenings, or online to enhance your occupational skills or enrich your personal life, without pursuing a degree or certificate. If you are a junior or senior in high school, you may be eligible to take credit courses that will help fulfill your high school graduation requirements while earning credit toward a college degree. To do so, you will need the written approval of your principal.

Academic Advising

We encourage you to develop and maintain a close relationship with your academic advisor. Your advisor can provide helpful guidance in selecting courses, exploring career options, and transferring to another institution. Obtaining good advice early can help you to avoid problems later. If you are enrolled in a degree or certificate program and take courses during the day, a faculty or professional staff member will serve as your academic advisor. If you are enrolled in a degree or certificate program and take courses only in the evening, an evening academic advisor will serve as your advisor. You can find out who your advisor is, where your advisor's office is located, and your advisor's telephone number by visiting either the Academic Advising Center (N209-N214) or the Registration Office (N219). Advisors generally post their 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 ensure academic success by placing students in appropriate courses. You may be exempt from skills assessment if:

- you have already completed the assessment process at GCC within the last year;
- you have successfully completed an appropriate course in English composition and/or mathematics at another college (a math course must have been within the last five years);
- you are taking courses on an audit basis and not for credit.

If your first language is not English, please call (413) 775-1226 or 775-1840 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) 775-1147 to discuss their options and to arrange for a retest.

Developmental Courses

Courses with the advising code “D” (this is an administrative code, not a grade of D) are for improving basic reading, writing, mathematical, and study skills and may not be used to fulfill associate degree requirements. Grades earned for these courses will not be used in calculating your grade point average.

Changing Your Major or Your Advisor

One of the objectives of a college education is to explore and experiment with a variety of academic interests and career options. As a result, we recognize that as your interests and goals evolve, you may want to change either your major program of study or your academic advisor or both. If you would like to change your major, your advisor, or both, contact the Academic Advising Center (N209-N214) for additional information.

Course Load Maximum

You cannot carry a course load of more than 18 credits unless you have the approval of your advisor and your advisor’s associate dean. To be eligible, you must be in good academic standing.

How to Add a Course

You may add a course through the first week of classes with the approval of your advisor. You may add courses after this time only with the approval of the instructor and the appropriate associate dean, in addition to the approval of your advisor. You must use a drop/add form to add courses, and the form must be submitted to and processed by the Registrar’s Office before the change becomes official.

How to Drop a Course

You may drop a course through the first two-thirds of the class. If you drop a course during the first third of the class, no record of it will appear on your transcript. If you drop a course during the second third of the class, you will receive a grade of “W”.

We will not process an official drop during the last third of the class, and if you stop attending, you will receive a grade as assigned by the instructor. We cannot process a drop/withdrawal for a class that has already ended. If you want to drop a course, you should consult your advisor, and you must complete a drop/add form and submit it to the Registrar’s Office for processing; otherwise, the change will not become official. Simply telling your instructor is not enough. If the change does not become official, you may jeopardize your eligibility for tuition refunds, financial aid, and continued enrollment. If extraordinary circumstances force you to drop a course during the final third of a semester, you should discuss the possibility of making an exception with the Dean of Student Affairs.

If You Need to Repeat a Course

You may repeat any course, but you may not earn credit twice for the same course. When you repeat a course, your latest grade replaces the previous grade in the calculation of your grade point average. You will not receive financial aid for any repeated course unless you are replacing a grade of F.

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

Class Attendance

We expect you to attend class regularly. Absences may jeopardize your academic status and lower your grades. Individual instructors and program coordinators have the authority to establish attendance standards appropriate for their courses, and they should inform you in writing of those standards at the beginning of the course.

Religious Absences

We recognize that your religious beliefs may occasionally cause you to miss class or other college activities. Under Massachusetts state law, you are excused from class on a particular day when it conflicts with your religious beliefs. Your professor must provide you with the opportunity to make up a missed examination or class work, provided that such makeup examinations or work do not create an unreasonable burden on the College.

Academic Honesty

The faculty and staff at Greenfield Community College expect academic honesty. The college upholds the definition of plagiarism published by the Modern Language Association: "Using another person's ideas, information, or expressions without acknowledging that person's work constitutes intellectual theft. . . Students exposed as plagiarists suffer severe penalties, ranging from failure in the assignment or in the course to expulsion from school." (MLA Handbook for Writers of Research Papers, 6th edition. Ed. Joseph Gibaldi [New York: MLA, 2003] 66-67). Students should consult with individual instructors for how to acknowledge sources properly and for the consequences of plagiarism. Students may also want to see the "Academic Honesty /Academic Offences" in the *GCC Student Handbook*.

Grading

Course grades are reported in letter symbols which include credit/no credit (CR/NC). We will mail a grade report to you at the end of each semester. In addition, in the middle of each semester we will mail preliminary reports of academic deficiency to you for each course in which you are earning grades of "D", "F", or "O". In our grading system, plus (+) and minus (-) symbols may be used only for grades of "B" and "C", while a minus symbol may be used for the grade of "A". Listed below are the grading symbols that we use.

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

- IN Incomplete: indicates work of acceptable quality where you have failed to complete course requirements and the instructor wishes to allow time for the completion of the work. The "IN" must be removed within four weeks of the beginning of the next semester or it is replaced by an "F" or "NC" (for courses graded CR/NC).
- W Withdrawn: indicates that you have officially withdrawn from a course or from the College. Withdrawal from the College requires the submission of a completed withdrawal form, to the Registrar's Office.
- AW Administratively Withdrawn: indicates that you have been administratively withdrawn for failure to fulfill financial, medical (immunization records), or property obligations to the College. Once you have been administratively withdrawn, you may not be reinstated during that semester.
- AU An audit carries no credit and has no grade point equivalent. AU grades cannot be used to satisfy graduation requirements.
- CR Credit
- NC No Credit (credit/no credit option): Full-time students may elect to take one course each semester on a CR/NC basis, in addition to courses normally graded CR/NC, provided that at least nine credits of coursework are taken on a graded (A, B, C, D, F) basis. You must perform work of "C" quality or better to earn credit (CR). This option must be selected at the time of registration. Courses taken on a CR/NC basis often are not transferable to other institutions.
- NG No Grade Submitted is assigned temporarily by the Registrar to indicate that no grade was received from the instructor.
- O Insufficient Basis for Evaluation: indicates that you have discontinued attendance without formally withdrawing from the class or the College prior to the final withdrawal date. The "O" grade will be treated as an "F" in the calculation of the grade point average. The "O" grade is considered an indication of unsatisfactory academic progress for financial aid purposes.

Auditing a Course

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

Grade Point Average

At the end of each semester or after any grade change, we calculate your semester and cumulative grade point averages. These averages provide a general indication of your academic performance, the first based on one semester and the latter on all of the courses that you have taken.

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

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	

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

Dean's List

The Dean's List recognizes matriculated students with superior academic achievement for a given term. To be included on the Dean's List, you must have:

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

Phi Theta Kappa International Honor Society

Each candidate for membership must have completed 12 semester hours of associate degree work, with a GPA of 3.5 or better. A GPA of 3.25 or better must be maintained to continue membership. Candidates with a 3.5 GPA or better; that adhere to the school conduct code and possess recognized qualities of citizenship will be invited to join Alpha Sigma Omicron chapter of Phi Theta Kappa, the international honor society for two-year colleges.

Academic Standing

We focus considerable attention on ensuring your academic success. Our academic standing policy provides the criteria by which we evaluate your academic progress. While we hope all students will maintain good academic standing throughout their time at GCC, we recognize that various obstacles may interfere with making satisfactory academic progress. Our academic standing policy also provides a warning system to alert and respond to students who experience academic difficulty. The categories of academic standing follow:

Status	Criteria	Actions
Good Standing	Both a cumulative GPA and a term GPA of 2.00 or above.	No action required.
Academic Review	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.	Placed on Academic Review. Reduction in academic load and/or co-curricular activities expected.
Academic Probation	Both a cumulative GPA and a term GPA for current term under 2.00 and previously on Academic Review for one term.	Placed on Academic Probation. NOT ELIGIBLE FOR FINANCIAL AID. Other actions same as for Academic Review.
Academic Suspension	Both a cumulative GPA and a term GPA under 2.00 and a cumulative GPA lower than the previous term.	Precluded from enrollment for one full fall or spring term, (if previously on Academic Probation). Otherwise, placed on Academic Probation.
Academic Dismissal	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.	Precluded from future enrollment.

General Information

We recognize that unusual circumstances may affect any of the academic standing actions described on page 35. You may request a review of your individual circumstances to determine if they warrant additional action by contacting the Associate Dean of Student Affairs.

Withdrawal from the College

You may withdraw from the College any time during the first two-thirds of the term provided you are not enrolled in a class that has already ended. If you withdraw during the first third of the term, no record of the courses in which you were enrolled will appear on your transcript. If you withdraw during the second third of the semester, you will receive grades of "W" for all courses in which you were enrolled. We will not process an official withdrawal during the last third of the semester, and if you stop attending class you will receive the grade assigned by the instructor.

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

If you find it necessary to consider withdrawing from GCC, you should consult with your academic advisor and your instructors first. To withdraw officially, you must meet with an academic advisor in the Academic Advising Center (N209-N214). As with dropping a course, if you simply stop attending class or if you only tell your instructors that you are withdrawing, the withdrawal will not become official and you may jeopardize your eligibility for tuition refunds, financial aid, and future enrollment at GCC. You cannot withdraw from a class that ended prior to the submission of your withdrawal form.

If extraordinary circumstances force you to consider withdrawal during the last third of the semester, you may discuss the possibility of making an exception to the policy with the Dean of Student Affairs.

Medical Withdrawal

If you need to withdraw from the College for health reasons, you may request a medical withdrawal by discussing your situation with the Director of Health Services. A medical withdrawal requires the recommendation of the Director of Health Services and the approval of the Registrar.

Administrative Withdrawal

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

New Start Policy

If you have not attended GCC for more than two academic years and you were on probation, suspension, or dismissal at the time that you discontinued your attendance, you may be re-admitted to the college on academic review

for the first semester of your return. Normal academic progress standards will apply thereafter. Such readmission will be at the discretion of the Director of Admission.

Fresh Start Option

Greenfield Community College has a “fresh start” option for students. Once in a lifetime, if you return to GCC after being away for at least two consecutive years, you can elect the “fresh start” option. For the purposes of the College’s academic standing policy, your grade point average (GPA) will be calculated only from the point you are re-admitted. Your previous coursework may be applied toward your degree under this policy, but it will not be calculated in your GPA. Your official transcript will include a statement noting this “fresh start” option. In the event of multiple two-year absences, you have the option of choosing the effective readmission date of the policy. You must elect this option in person in the Registrar’s Office.

Graduation Requirements

Only matriculated students are eligible for graduation. To be considered for graduation, you must complete and submit an application for graduation to the Student Life Office. Commencement is held for all graduating students on the first Sunday of June, we award degrees three times a year, following the summer, fall and spring semesters. Additional information and applications for your intended date of graduation are available in the Registrar’s Office, N219.

In order to earn an associate’s degree, you must complete the course requirements of the curriculum, achieve a cumulative grade point average of at least 2.00 for all courses taken at GCC (excluding courses with an advising code of “D”) and be in good standing with the College. All associate’s degree programs require at least 60 credits of coursework. You must complete at least 15 credits of coursework at GCC to receive a degree or certificate.

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

- a. meet all specific requirements of each degree program;
- b. complete at least 15 credits of course work beyond the previous degree awarded; and
- c. of those 15 additional credits, at least 12 must be completed at GCC.

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

Graduation with Honors

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

Transcripts

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

Petition to Review Academic Record

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

Exceptions to Academic Graduation Requirements

If you think that unusual or extenuating circumstances justify an exception to an academic graduation requirement, you may request an exemption using an Academic Requirements Exemption form obtained from your advisor, the Registrar's Office, or an academic division office. For additional information contact your advisor or the Registrar's Office.

We Maintain a Drug Free School and Campus

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

INDIVIDUAL RIGHTS

The Family Educational Rights and Privacy Act of 1974

You have certain rights to privacy about the information that we maintain about you. For more information, including a full text of the regulations regarding your records and your right to privacy, please consult your Student Handbook or inquire at the Registrar's Office.

The Hazing Act of 1985

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

Office of Diversity

Greenfield Community College has a policy of non-discrimination. The Office of Diversity was created to help attract and retain a culturally diverse college community. The College wishes to increase its representation of under-represented students, faculty and staff on campus, and to improve the general climate of comfort and acceptance experienced by individuals who are not among the campus majority.

GCC strives to do this not just in words but in deeds. The Office of Diversity is responsible for overseeing and coordinating all of the College's efforts to meet its objective of providing equality of opportunity for everyone.

The College's curriculum contains courses that meet the University of Massachusetts cultural diversity requirement. These courses are noted with an asterisk in the Credit Courses section of this catalog.

Harassment

We consider harassment of a student, an employee, or any other person in the college community to be intolerable and not permissible. If you believe you have been the subject of harassment, you should consult with the Dean of Student Affairs, at (413) 775-1811, to obtain counseling concerning your rights and effective means of resolving grievances. The Community Colleges of Massachusetts Affirmative Action Plan is available in the college library and from the Dean of Student Affairs.

Affirmative Action - "Creating the Culture of Diversity"

Affirmative action and equal opportunity applies to all segments of the College. If you believe you have been the subject of discrimination, you should consult with the Dean of Student Affairs, at (413) 775-1811.

Individuals with Disabilities

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

The College has in place a protocol for securing needed accommodations. This protocol is available from the Office of Admission and is available on the college web site. Because securing and scheduling services and equipment requires time, individuals anticipating the need for accommodations should request them as early as possible. For further consultation, please contact Disability Services at (413) 775-1330 or visit the GCC website.

TTY/TDD Telephone Equipment for the Hearing Impaired

If a traditional telephone does not suit your communication needs or preferences please contact the college via Mass Relay (dial 711) or use e-mail. A complete listing of departmental e-mail addresses and phone numbers can be obtained at the Greenfield Community College website.

Student Right-to-Know Act

The Student Right-to-Know Act requires GCC to report graduation rate data to the U.S. Department of Education annually. From among the first-time, full-time, degree-seeking students who enrolled at GCC in the fall of 2003, 45 percent graduated or transferred to another institution by December 31, 2007.

SERVICES TO STUDENTS

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

Help with Transferring to Other Schools

The Transfer Office provides services to students considering transfer to another college or university. If you think you might want to transfer, we encourage you to contact the Transfer Coordinator as early in your time at the College as possible. The Transfer Coordinator can assist you in exploring transfer options, educational goals, planning appropriate course work while you are at GCC, completing applications to other schools, writing college essays, and in choosing people to write college recommendations for you.

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

The Commonwealth Transfer Compact

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

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

- Complete an associate's degree with a minimum of 60 credits, excluding developmental course work;
- Achieve a cumulative grade point average of not less than 2.00; and
- Complete the following minimum general education core, excluding developmental coursework:
 - English composition/writing: 6 credits
 - Behavioral and social sciences: 9 credits
 - Humanities and fine arts: 9 credits
 - Natural or physical science: two 4-credit courses
 - Mathematics: 3 credits

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

- Art/Fine Art, Commonwealth Transfer Compact Option
- Art/Graphic Design, Commonwealth Transfer Compact Option
- Art/Media Arts, Commonwealth Transfer Compact Option
- Business Administration Transfer
- Criminal Justice, Commonwealth Transfer Compact Option
- Early Childhood Education (see Transfer Office)
- Liberal Arts (and all Liberal Arts options).

You may add the course work necessary to any other associate's degree program to qualify for the benefits of the Compact. No separate application or form is required to qualify for the Commonwealth Transfer Compact. For

General Information

further information about the Compact, contact the Transfer Coordinator by telephone at (413) 775-1207 or in person in room C233 of the Main Building.

The Joint Admissions Program

The Joint Admissions Program is an agreement between the fifteen Massachusetts community colleges and the Massachusetts state colleges and universities that offer bachelor's degrees. The purpose of the program is to guarantee participating students admission to the University of Massachusetts and most Massachusetts state colleges. To qualify for the Joint Admissions Program, you must:

- Enroll in an eligible program of study
- Complete an associate's degree in an eligible program of study
- Achieve a cumulative grade point average of 2.50 or higher.

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

Tuition Advantage Program

The Tuition Advantage Program is an additional benefit for students enrolled in the Joint Admissions Program. Qualified students receive a reduction of one-third off the in-state tuition rate for their first year at the university or state college. The University of Massachusetts/Amherst offers 100% tuition waiver at the in-state tuition rate. To qualify, you must meet all of the conditions for the Joint Admissions Program (see above) and maintain a cumulative grade point average of 3.00 or higher. You may renew your eligibility for a second year by maintaining a cumulative grade point average of 3.00 or higher at the university or state college.

Transfer Agreements with Other Colleges

GCC maintains several articulation agreements with colleges that award bachelor's degrees. The purpose of articulation agreements is to make transfer from GCC to those colleges easier than it would be otherwise. In most cases, the articulation agreements ensure the transfer of a minimum number of credits and placement at the junior year level. Some of the articulation agreements are general and may include scholarship funds to help lower tuition, while others are specific to certain programs at GCC and the institution you transfer to.

In addition, an Academic Articulation Agreement between Massachusetts College of Liberal Arts (MCLA) and Greenfield Community College provides a part-time option towards a B.A. degree in Interdisciplinary Studies with Teacher Certification in Elementary Education, and offered on the GCC campus. For more information, please refer to page 74 (Education program), or call the Transfer office at: (413) 775-1207.

In a few cases, the articulation agreements also include provisions for transfer scholarships. For further information about articulation agreements with other colleges, contact the Transfer Coordinator by telephone at (413) 775-1207 or in person in room N213 in the north wing, Main Building.

Foreign Language Requirements

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

Library

Fourth Floor North • (413) 775-1830 • reference@gcc.mass.edu

Regular Semester Hours:

Monday-Thursday 8:00 a.m. to 8:30 p.m.

Friday 8:00 a.m. – 5:00 p.m.

Saturday 10:00 a.m. – 4:00 p.m.

The GCC Library serves the study and research needs of a diverse group of teachers and learners by providing a variety of services, collections, technology, and study spaces. The Library is open to the entire GCC community, as well as to the public.

Equipment

The Library maintains 19 public desktop computers, including an 14-station computer lab, and 10 laptops for use within the Library by GCC students, faculty and staff. Free printing is available. Other equipment includes a scanner, coin-operated photocopier, text magnifier, microfilm reader/printer, and two video/DVD viewing stations. The wireless network, including wireless printing, is accessible from all Library spaces.

Collections

The Library collection contains over 50,000 physical items including circulating and reference books, newspapers, magazines, scholarly journals, microfilm, videos and DVDs. The Library's collection of online databases offers access to thousands of periodical articles and reference sources, which are available from any on-campus computer and from off campus with a GCC student, faculty or staff library card.

The majority of the Library's circulating collection is housed offsite during the renovations of the Library's permanent home on the third floor of the Main Building. Library staff retrieves items from the offsite facility daily; requests for items are filled within 24 hours Monday through Friday.

General Information

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. Library patrons may request items from any library within the C/W MARS network.

Special Collections

The Library maintains three special collections. The Archibald MacLeish Collection is currently located at the Memorial Libraries in Deerfield, Massachusetts. The Pioneer Valley Resource Center collections are stored offsite with some items available upon request. The Yankee Nuclear Power Station Public Information Repository is available in the Library.

Services

Librarians provide reference and research assistance, including individual reference help offered in person, by phone, by instant message chat, 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.

The Library offers a course reserves system to set aside print and audiovisual materials for short-term loan for students in specific courses.

GCC students, faculty and staff may use Interlibrary Loan to request circulating items from libraries throughout the state if they are not owned by any of the libraries within the C/W MARS network. Members of the GCC community are also welcomed to suggest materials to be purchased and added to the GCC Library collection.

Educational Technology Center (ETC)

Room S314, (413) 775-1842, etsc.gcc.mass.edu

Hours:

Days, Monday – Friday 8:30 a.m. to 4:30 p.m.

Nights, Monday – Thursday 5:15 p.m. to 10:00 p.m.

Student Equipment Circulation Hours:

Monday to Friday 10:00 a.m. to 1:00 p.m.

The Educational Technology Center (ETC) is a college-wide support service developed to assist faculty, staff, and students in teaching and learning through the integration of technology into the educational process.

The ETC schedules, distributes, and maintains media related classroom presentation equipment throughout the campus and provides student equipment circulation. ETC works with faculty and staff in the design, production and evaluation of teaching materials for all academic programs. Using technology based experiential learning, ETC offers workshops in media literacy, group building, and communication. The production facility houses a complete television production studio, a 60-seat multimedia presentation

studio, a 10-station multimedia computer lab, digital video editing suites, computer animation workstations, satellite and cable distribution area, faculty multimedia production areas, media duplication and institutional media archives.

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

ACADEMIC SUPPORT PROGRAMS

The Learning Center

Monday–Thursday 8:00 a.m. to 7:00 p.m.

Friday 8:00 a.m. to 4:00 p.m.

Saturday 10:00 a.m. to 4:00 p.m.

Learning Center (fourth floor North)

(413) 775-1330

The Learning Center houses services to help students improve study skills, build confidence and clarify goals. Services are free and confidential. They include Counseling, Peer Tutoring, Writing Assistance Program, Math Assistance Program, and Disability Services.

- **Counseling:** Licensed professional counseling is available for GCC students. Many students struggle with school pressures, physical or learning disabilities, difficult relationships, substance abuse, family problems or illness. Sometimes they find it helpful to see a counselor to explore the challenges they face. Counseling helps students learn to take charge of their lives and to accomplish their goals. Referrals to community service agencies can be arranged.
- **Peer Tutoring:** Peer tutoring is provided for any GCC student who needs help with course work and who wishes to improve academic performance. Tutors and students meet in the Learning Center 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.
- **Writing Assistance Program:** This program offers a variety of services to help students succeed in all courses that require writing and language learning. Peer tutoring is offered for writing papers, word processing, note taking, exam preparation and content review for all humanities and behavioral science courses. The coordinator is available to meet with individual students to discuss special tutoring accommodations, writing anxiety, general writing assistance for coursework, and transfer application essays.

General Information

- **Math Assistance Program:** This program offers a variety of services to help students succeed in math, science, information technology and business courses. Services include peer tutoring, Math Studio drop-in hours, graphing calculator rental program, and loans of math videotapes. The coordinator is available to meet with individual students to discuss special tutoring accommodations, math anxiety, math course placement and any other concerns they have about their success at Greenfield Community College.
- **Students with Disabilities:** Disability Services provides ongoing support for students with a variety of disabilities. The Coordinator of Disability Services is available to explore how each student learns best, to develop individual accommodation agreements, and to assist each student with the advocacy process.

Studios

- The Math Studio, in the East building room E124A, 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 - just come by.
- The Social Sciences Studio, in the East building room E115, 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 in the day and evening.
- The Science Studio, located on the 4th floor in the south wing of the Main Building, 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.

Academic Computing Center

The Academic Computing Center, located in the East Building, is open to all currently enrolled GCC students, regardless of major or credit load. The Center's personal computers may be used for homework, term papers, or other student projects. For those who need help working on a computer, a monitor or consultant is on duty.

Academic Technology Support

<http://online.gcc.mass.edu/student.html>

- GCC Email: All students receive a GCC email address upon registration. If you are experiencing difficulty accessing your GCC email account, contact Academic Computing at (413) 775-1368.
- Blackboard: GCC offers a variety of classes fully online through the Blackboard course management system. In addition, Blackboard is used by many instructors as a web-enhancement in face-to-face classes and hybrid classes. For assistance with Blackboard, contact the Distance Learning Office at (413) 775-1481.

For handouts, information on user names, passwords and technical requirements to successfully run email, visit our website.

The Career Center

The Career Center provides students, alumni, and members of the community with an opportunity to gain the skills and knowledge necessary to find success in the world of work. The objective of the Career Center is to assist you in assessing a career path or major most suitable to your interests, values, abilities, and lifestyle. Individual counseling is available to assist you with this process and all other phases of career development.

The Center is equipped with technology and other resources to assist with exploring career information on line, formatting resumes and cover letters and developing leads in the “hidden job” market.

The staff in the Career Center is happy to assist in meeting your career objectives. To make an appointment to work with a career counselor call (413) 775-1818 or stop by the Career Center located in North 253.

The Academic Advising Center

The Academic Advising Center, located in N209-N214 of the Main Building, provides you with assistance designed to help you enjoy and benefit from your experience at GCC as much as possible. While we encourage you to develop strong and lasting relationships with your instructors and your academic advisors, we in the Academic Advising Center can help you with questions about course offerings, grade reports and transcripts, enrolling in degree and certificate programs, dropping or adding courses, changing majors, transferring to other institutions, and understanding GCC's academic policies and procedures.

Health Services

The Student Health Services staff is able to help you with a variety of health problems and referrals, and will assist you in complying with immunization requirements (see page 11). Services are free of charge, confidential and available to students enrolled in day classes. An adult nurse practitioner and a registered nurse are available on a drop-in basis or by appointment, and physician visits are available by appointment only. All medical records are confidential, and information cannot be released without your permission.

A variety of self-care items, as well as a selection of health-related educational materials is available in the Health Services Office. The staff can help with questions about the health insurance coverage, which is mandated for students carrying nine (9) or more credits. (See pages 19–20.)

The Health Services Office, located in North Modular Building, is open from 9:00 a.m. to 3:30 p.m., Monday through Friday. You are invited to drop in or call (413) 775-1430 for help in achieving and maintaining a high level of wellness.

Student Life

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

The Student Association

When you pay your student activities fee, you automatically become a member of the Student Association, the structure within which the Student Senate and the Student Life Program operate. Members may hold office, vote in elections and participate in Association programs.

The Student Senate

As a student in good standing, you will be eligible for election by the members of the Student Association to the Student Senate. The Student Senate approves student organization budgets and supervises expenditures with the consent of the College President. The Senate's objectives are:

- to promote and support activities that enhance the life of the college community;
- to administer and allocate the funds of the Student Association in conjunction with the college administration;
- to represent the student body on and off campus; and
- to act with college officers in supervising the college activities program.

Performing Arts

The theater, music, and dance departments offer opportunities for student performances. The college choir performs on campus and in the community several times each year. At least one major theater production is presented each semester, as well as, dance concerts and musical performances.

The Fitness Center

The Fitness Center offers a variety of cardiovascular and weight-training equipment in a fun, friendly, and inviting atmosphere. It is open to all GCC students, staff, and faculty at no charge. Fitness assessment, program design, and incentive programs are available to all members.

Activities Hours

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

The College Store

More up-to-date information along with online textbooks are available at our website, www.gcc.mass.edu/offices/bookstore/.

The College Store is open from 9:00 a.m. to 4:00 p.m. daily during the academic year. Evening and special occasion hours will be posted outside the store entrance. The College Store carries school and art supplies, required texts, paperbacks, and study guides. We strongly recommend you attend classes before buying your books.

MasterCard, Visa, and Discover are accepted, and personal checks will be accepted for the amount of purchase. A maximum personal check of \$5 can be cashed by the College Store upon presentation of college ID. There is no charge for this service; however, there is a \$10 charge for returned checks.

Textbooks are returnable for one week from the first day of classes, with a sales receipt and in the same condition as sold. The cover and pages of new textbooks must be free from any marks or other signs of wear and any shrink wrap still intact.

A signed add/drop slip, valid ID and sales receipt are required for all textbook returns during the second week of classes. The text book(s) returned must match the required or optional book(s) for the dropped class(es) and must be in the same condition as sold, with no marks or signs of wear on the cover or pages of new texts and the shrink wrap still intact.

General Information

January and Summer Session books are returnable for one week from the beginning of classes, with a receipt and in the same condition as sold. One week course books may be returned with a receipt, within 24 hours of purchase.

Defective books (missing pages, pages out of order, blurred print, etc.) should be returned to the Bookstore, with the sales receipt, as soon as the defect is discovered within the semester purchased.

This policy does not apply to other merchandise.

Dining Facilities

Up-to-date menu and catering information may be available at our website, www.gcc.mass.edu/offices/food/.

The Café Academia is wireless internet café and food court located in the front of the East building (E106). The food court is a joint venture between the College's student body Business Club and the College's administration. The food court features daily specials along with soups, salads, pizza, wraps, grinders, gourmet sandwiches, pastries, beverages and organic, kosher and fair trade air roaster coffee from Pierce Bros Java Coffee Roasters. The area will be open from 7:30 a.m. to 2 p.m. throughout the fall and spring semesters and from 9 a.m. to 1 p.m. during the summer months.

Vending machines are also available throughout the campus at the following locations:

- **North 101** (the end of the hall next to the College Store) | Internet access available
- **North 252** (sitting area between stairs going to 3rd floor)
- **North 357** (sitting area between stairs going to 4th floor)
- **South 234** (sitting area between stairs going to 3rd floor)
- **South 353** (sitting area between stairs going to 4th floor)
- **East 106** (Café Academia area)

COMMUNITY EDUCATION AND WORKFORCE DEVELOPMENT PROGRAMS

Credit-Free Workshops and Seminars

The Office of Community Education is located at GCC's Downtown Center, 270 Main Street in Greenfield. The programs it administers serve over 3,000 participants each year and take place at many locations in Franklin and Hampshire counties and beyond, with campus locations in Greenfield, Turners Falls, and Northampton.

Workshops are designed in response to community needs, often in cooperation with other organizations, drawing upon both college and community resources. Instructors include faculty members, professors from other colleges, area business professionals, and local residents with special skills or expertise. We welcome your suggestions for new workshops, services or programs. Contact Community Education at (413) 775-1605, or stop by the office on the first floor of the Downtown Center.

Community Education Facilities

Facilities available through the Office of Community Education include:

- The Downtown Center's Computer Classroom that is equipped with 15 computers, using the Windows XP Professional operating system with access to the Internet, Microsoft Office 2007, Quickbooks, Photoshop and Illustrator and other applications.
- Meeting rooms that are available to outside organizations at our 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 customized education and training for area businesses and organizations. Courses, workshops and individualized instruction are offered for managers, office and technical staff, machine operators, and child care workers, to give just a few examples. Instruction can be offered in the workplace, at GCC's Downtown Center, at the main campus or at other locations in our region. These services are designed to increase the skills of employees and to contribute to greater organizational effectiveness and productivity. Open enrollment business workshops are scheduled each semester.

General Information

- **Community Education Workshops** cover a wide range of subjects, including: business, computers, dance, arts and crafts, finance, horticulture and other leisure and work programs. Workshops are scheduled for spring, summer and fall, usually in the evening but also during the day and on weekends. They are offered for both personal and professional growth. The complete schedule of workshops is printed each semester in the GCC Course Guide and on the Community Education page on the GCC web site.
- **Technical Skills Workshops** are credit-free offerings designed to provide work-related skills for a variety of professions and vocations. Topics include: computer-aided design, electricity, plumbing, welding, machine science, mill carpentry, and blacksmithing. Workshops are scheduled for spring and fall, usually in the evening, and are often held at area technical and vocational high schools.
- **The Senior Symposia Program** is a collaborative effort between the Office of Community Education and area senior citizens to provide a way for area seniors to continue their education in a format that best suits their unique needs, interests, and resources. Symposia are held at the Downtown Center during the fall and spring semesters.

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, with alumni serving on the selection committee.

The Alumni Association meets the fourth Thursday of every month at 5:30 p.m. at the Downtown Center, 270 Main Street in Greenfield. All alumni are welcome and encouraged to attend. The Association works on many exciting projects, for example, the GCC alumni calendar that is distributed at graduation in June. It features twelve alums whose lives were changed by the college. You can visit the Alumni Association website at <http://alumni.gcc.mass.edu> to learn more.

For more information, contact Regina Curtis ('86), President of the Alumni Association at (413) 775-1426 or curtisr@gcc.mass.edu.

Academic Programs

- Degree Programs
- Certificate Programs
- Programs in Collaboration with Neighboring Community Colleges
- Additional Academic Opportunities

Our academic programs enable you to transfer to baccalaureate degree colleges and universities or prepare you to enter a variety of career fields. Several programs serve both purposes, depending upon the elective courses that you take. We offer associate degree programs, which require at least 60 credits of coursework, and certificate programs, which require up to 42 credits of coursework.

Academic Programs

All programs approved by the Board of Trustees of Greenfield Community College.

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

① Certificate programs approved by the Massachusetts Department of Higher Education.

Degree Programs

Associate of Arts Degree

- ◆ Business Administration Transfer (BAT)
- ◆ Liberal Arts
All of the following are Liberal Arts program options. You may concentrate in one of the following areas (your diploma will read "Liberal Arts"):
 - ◆ American Studies (LAS)
 - ◆ Art (LAA)
 - ◆ Computer Science (LCS)
 - ◆ Dance (LAD)
 - ◆ Economics (LES)
 - ◆ Education (LEO)
 - ◆ English (LAE)
 - ◆ Environmental Studies/ Human Ecology (LEH)
 - ◆ Environmental Studies/ Natural Resources (LEN)
 - ◆ Food Science (LFO)
 - ◆ General (LIB)
 - ◆ Healing Arts (LHA)
 - ◆ Health Fitness and Wellness (LHF)
 - ◆ Health Science (LAH)
 - ◆ Human Services (LHS)
 - ◆ International Studies (LIS)
 - ◆ Math-Science (LMO)
 - ◆ Music (LMU)
 - ◆ Peace and Social Justice Studies (LPJ)
 - ◆ Science-Math Education (LSM)
 - ◆ Social Sciences (LSS)
 - ◆ Theater (LAT)
 - ◆ Women's Studies (LWS)

Degree Programs

Associate of Science Degree

- ◆ Accounting (ACC)
- ◆ Art/Fine Art (AFA)
- ◆ Art/Fine Art Commonwealth Transfer Compact (AFC)
- ◆ Art/ Graphic Design (GRD)
- ◆ Art/Graphic Design Commonwealth Transfer Compact (GDC)
- ◆ Art/Media Arts (AMP)
- ◆ Art/Media Arts Commonwealth Transfer Compact (AMC)
- ◆ Computer Information Systems (CIS)
- ◆ Criminal Justice (CRJ)
- ◆ Criminal Justice Commonwealth Transfer Compact (CJC)
- ◆ Early Childhood Education (ECE)
- ◆ Engineering Science (EGS)
- ◆ Fire Science Technology (FST)
- ◆ Management (MAN)
- ◆ Marketing (MKT)
- ◆ Nursing (NUR)
- ◆ Occupational Technology (OCC)
- ◆ Office Management (OMN)

Certificate Programs

- ◆ Business Microcomputer Applications (BMA)
- ◆ Computer Assisted Bookkeeping (CAB)
- ◆ Digital Media (DME)
- ◆ Early Childhood Education (LEC)
- ◆ Entrepreneurship (ENT)
- ◆ Environmental Studies/ Natural Resources (NRC)
- ◆ Human Services (HSV)
- ◆ Massage Therapy (MTC) ①
- ◆ Microsoft Office Applications (MOA)
- ◆ Office Assistant (OFF) ①
- ◆ Outdoor Leadership (OLP) ①
- ◆ Paramedic (PMC)
- ◆ Practical Nursing-L.P.N. (PNC) ①
- ◆ Real Estate (RST)
- ◆ Renewable Energy/Energy Efficiency (REE)

Programs

in Collaboration with Neighboring Community Colleges

- ◆ Pharmacy Technology Certificate
- ◆ Physical Therapist Assistant Associate in Science Degree
- ◆ Radiologic Technology Program Associate in Science Degree

Degree Programs

Program descriptions begin on page 56.

Associate of Arts Degrees

see list on facing page

Our Associate of 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 programs lead to the associate of arts degree and transfer status as a junior at many four-year colleges and universities. Many professions, including law, medicine, economics, education, and human services, require a strong liberal arts background. Our programs are designed to provide a strong foundation in liberal studies that will enable you to transfer to baccalaureate degree programs at other institutions.^①

Advising codes for Liberal arts electives for Associate of Arts degrees are listed on page 56.

Associate of Science Degrees

see list on facing page

Our career degree programs consist of specialized education, which may include studies in humanities, behavioral sciences, business, natural sciences, mathematics, and technology, in addition to studies in specific career fields. Career degree programs lead to the associate of science degree. We have designed these programs to prepare you for employment in a variety of career areas, as well as, in many cases, to enable you to transfer to baccalaureate degree programs at other institutions. You should work closely with your academic advisor in selecting your courses. If you are considering transfer to another school, you should contact our Coordinator of Transfer Affairs as early as possible.^①

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

- You may satisfy a **general elective**^② by completing any credit course offered by the college, except courses with advising codes of D.
- You may satisfy a **liberal arts elective**^② by completing any credit course offered by the college with any advising code other than A, X, or D.
- You may satisfy an **elective from a specific subject area**^② by completing any credit course with these advising codes:

Subject Area	Advising Code
Humanities elective	HC or HL
Behavioral Science elective	BC or BL
Math/Science elective	NC or NL

^① To learn more about transfer requirements, see pages 40-43.

^② Please note: Some electives in career programs are footnoted and specific courses are suggested.

Liberal Arts/General Program (LIB) ① ②

(Meets Commonwealth Transfer Compact Requirements)

THE DEGREE: Associate of Arts

THE PROGRAM: provides a broad background in the humanities, behavioral sciences, and natural sciences.

YOUR NEXT STEP: transfer to a baccalaureate degree institution.

CORE REQUIREMENTS	CREDITS
English Composition I (ENG 101, 103, or 105)	3
English Composition II (ENG 112, 114, or 116)	3
Personal Communication Skills (PCS 101 or 121 or 131 or 141)	3
Behavioral Sciences Core:	9
<i>a) Select two courses from the following: ANT 103 or 104, ECO 101 or 102, HEC 101, POL 101, PSY 101, or SOC 101</i>	
<i>b) Select any additional course coded BC</i>	
Humanities Core:	9
One three-credit course from each of the following categories:	
<i>a) History: any HIS course coded HC</i>	
<i>b) Literature: any 200 level ENG course EXCEPT ENG 207 and ENG 208</i>	
<i>c) A Humanities course with an HC advising code in: ART, ASL, DAN, ENG, FLK, FRE, GGY, HIS, HUM, LAT, MUS, PHI, SPA, THE</i>	
Science/Math Core:	11-12
<i>a) Science: two 4-credit BIO, CHE, EGR, GEO, PHY, or SCI courses with NC advising codes</i>	
<i>b) Math: MAT course with NC advising code</i>	
Electives (see notes below)	22
	TOTAL 60-61

ELECTIVES

- Elective requirements in this program can be satisfied by the successful completion of any course coded A, BC, HC, NC, BL, HL, NL, L, and X.
 - No more than 18 credits in any specific subject (such as chemistry, psychology) may be applied toward the degree requirements, except in English. You may apply 18 credits beyond English Composition II to your degree.
 - You may apply no more than 12 X-coded credits (including a maximum of 4 credits in Leisure Education) toward the Liberal Arts degree.
- ① You may also select from among the liberal arts concentrations listed on page 54.
 ② All courses needed to complete this program/option will be offered both in the day and in the evening.

Accounting (ACC)

THE DEGREE: Associate of Science

THE PROGRAM: prepares you for work at the paraprofessional level in industry, retail, and wholesale enterprises, or public accounting offices.

YOUR NEXT STEP: work in such entry-level positions as accounts payable clerk, junior accountant in a public accounting firm, or full-charge bookkeeper in a service firm.

REQUIRED COURSES	CREDITS
ACC 121 Principles of Financial Accounting I	4
ACC 122 Principles of Financial Accounting II	4
ACC 203 Management Accounting.....	3
ACC 207 Financial Accounting Systems and Procedures	3
ADM 106 Keyboarding for Information Processing.....	1
BUS 105 Personal Financial Literacy	3
BUS 107 Introduction to Federal Income Taxes	3
BUS 111 The Contemporary Business World.....	3
BUS 123 Business Communications	3
BUS 155 Business Law I.....	3
BUS 205 Principles of Management	3
CIS 140 Microcomputer Software Tools I	3
CIS 145 Relational Database Design and Application	3
ENG 101, 103, or 105 English Composition I.....	3
ENG 112, 114, or 116 English Composition II	3
PSY 101 Principles of Psychology	3
Liberal Arts Electives	12
Program Elective (any ACC, ADM, BUS, CIS, or ECO course, (including up to 3 credits of COE that must be related to program major)).....	6
	TOTAL 66

PROGRAM COORDINATORS

Dr. Thomas R. Simmons, Office: E132F, (413) 775-1482, email: simmonst@gcc.mass.edu

American Studies (LAS)

(Meets Commonwealth Transfer Compact Requirements)

THE DEGREE: Associate of Arts in Liberal Arts

THE PROGRAM OPTION: provides a comprehensive overview of American culture for those planning to pursue careers in education, public service, social service, law, advertising, public relations, journalism, library science, and the ministry. The program's major emphasis is on American literature, history, and government.

YOUR NEXT STEP: transfer to a baccalaureate degree institution.

REQUIRED COURSES	CREDITS
ENG 101, 103, or 105 English Composition I	3
ENG 112, 114, or 116 English Composition II	3
ENG 203 American Literature I	3
ENG 204 American Literature II	3
PCS 101 or 121 or 131 or 141 Personal Communication Skills	3
HIS 105 History of the American People to 1865	3
HIS 106 History of the American People since 1865	3
POL 101 American Politics	3
Behavioral Sciences Core:	6
<i>a) Select one course from the following: ANT 103 or 104, ECO 101 or 102, HEC 101, PSY 101, or SOC 101</i>	
<i>b) Select any additional course coded BC</i>	
Science/Math Core:	11-12
<i>a) Science: two 4-credit BIO, CHE, EGR, GEO, PHY, or SCI courses with NC advising codes</i>	
<i>b) Math: MAT course with NC advising code</i>	
General Electives ^①	13
American Studies Electives	6
	TOTAL 60-61

AMERICAN STUDIES ELECTIVES

ENG 219 Ethnic Literature	3
ENG 235 Survey of Latin American Literature	3
ENG 253 Valley American Literature	3
GEO 103 Valley Geology	4
HIS 127 History of African-American Peoples	3
HIS 128 Latin American History	3
HIS 131 Women in American History	3
POL 203 American Civil Liberties	3
POL 205 American Foreign Policy	3
Appropriate Directed Study (295 or 296)	

^① See Liberal Arts/General Program (page 56) for specific requirements.

PROGRAM OPTION ADVISOR

Joanne McNeil Hayes, Office: N316, (413) 775-1230, email: hayes@gcc.mass.edu

Art/Fine Art (AFA)

THE DEGREE: Associate of Science

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

YOUR NEXT STEP: transfer to a four-year art college or professional institution. Your future career may involve work in the fine arts, commercial art, art education, museum curatorship, arts administration, or illustration.

REQUIRED COURSES	CREDITS
ART 103 Art History I	3
ART 104 Art History II	3
ART 121 Two-Dimensional Design	3
ART 125 Three-Dimensional Design	3
ART 131 Drawing I	3
ART 132 Drawing II	3
ART 141 Color	3
ART 235 Figure Drawing I: Anatomy and Structure	3
ART 236 Figure Drawing II-A	3
ART 241 Painting I	3
ART 291 Fine Arts Seminar	3
Media Arts Electives (choose one of the following)	3
<i>ART 151 Introduction to Photography,</i>	
<i>or ART 155 Digital Video</i>	
<i>or ART 161 Introduction to Electronic Studio</i>	
Art Studio Electives (from the list below)	9
ENG 101, 103, or 105 English Composition I	3
ENG 112, 114, or 116 English Composition II	3
Behavioral Sciences Elective	3
Humanities Elective ①,	
or Math/Science Elective	3
General Elective	3
Liberal Arts Electives ①	6
TOTAL 66	

ART STUDIO ELECTIVES (9 credits): at least six credits must be at the 200 level.

ART 151 Introduction to Photography	3	ART 252 Photography I-B	3
ART 155 Digital Video	3	ART 255 Video Art	3
ART 161 Introduction to the Electronic Studio	3	ART 256 Video Portfolio	3
ART 173 Digital Design	3	ART 261 Electronic Imaging	3
ART 225 Three-Dimensional Design II	3	ART 263 Web Site Design	3
ART 232 Thematic Drawing	3	ART 264 Flash Site Design	3
ART 237 Figure Drawing II-B	3	ART 268 Three-Dimensional Modeling	3
ART 238 Perspective Drawing	3	ART 269 Three-Dimensional Animation	3
ART 242 Painting II-A	3	ART 271 Graphic Design I: Typography	3
ART 243 Painting II-B	3	ART 272 Graphic Design II: Problems in Design	3
ART 251 Photography I-A	3	ART 290 Media Arts Seminar	3

① Art studio electives may not be used as Liberal Arts or Humanities electives in this program.

PROGRAM COORDINATOR

Thomas W. Boisvert, Office: S222, (413) 775-1224, email: boisvert@gcc.mass.edu

Art/Fine Art (AFC)

Commonwealth Transfer Compact Option

THE DEGREE: Associate of Science

THE PROGRAM OPTION: is designed to fulfill the requirements of the Massachusetts Commonwealth Transfer Compact (CTC) within the context of the GCC Fine Art program. Graduation with a grade point average of 2.50 or higher may qualify you for the Massachusetts Joint Admissions Program and graduation with a GPA of 3.00 or higher may qualify you for the Massachusetts Tuition Advantage Program^①.

YOUR NEXT STEP: transfer to a baccalaureate degree college.

REQUIRED COURSES	CREDITS
ART 103 Art History I	3
ART 104 Art History II.....	3
ART 121 Two-Dimensional Design	3
ART 125 Three-Dimensional Design	3
ART 131 Drawing I.....	3
ART 132 Drawing II	3
ART 141 Color	3
ART 235 Figure Drawing I:Anatomy and Structure	3
ART 236 Figure Drawing II-A	3
ART 241 Painting I	3
ART 291 Fine Arts Seminar.....	3
Media Arts Electives (choose one of the following)	3
<i>ART 151 Introduction to Photography,</i>	
<i>or ART 155 Digital Video</i>	
<i>or ART 161 Introduction to Electronic Studio</i>	
Art Studio Electives (from the list below).....	9
ENG 101, 103, or 105 English Composition I	3
ENG 112, 114, or 116 English Composition II	3
Behavioral Sciences Elective (coded BC)	9
Humanities Elective (coded HC).....	3
Mathematics Elective (any MAT course coded NC).....	3
Science Elective (two 4-credit lab science courses coded NC).....	8
TOTAL^②	74

ART STUDIO ELECTIVES (9 credits): at least six credits must be at the 200 level.

ART 151 Introduction to Photography	3	ART 252 Photography I-B	3
ART 155 Digital Video	3	ART 255 Video Art	3
ART 161 Introduction to the Electronic Studio	3	ART 256 Video Portfolio	3
ART 173 Digital Design	3	ART 261 Electronic Imaging	3
ART 225 Three-Dimensional Design II	3	ART 263 Web Site Design	3
ART 232 Thematic Drawing	3	ART 264 Flash Site Design	3
ART 237 Figure Drawing II-B	3	ART 268 Three-Dimensional Modeling	3
ART 238 Perspective Drawing	3	ART 269 Three-Dimensional Animation	3
ART 242 Painting II-A	3	ART 271 Graphic Design I:Typography	3
ART 243 Painting II-B	3	ART 272 Graphic Design II: Problems in Design	3
ART 251 Photography I-A	3	ART 290 Media Arts Seminar	3

^① See pages 40-43 for the specific requirements of these programs; admission to UMass Art programs is subject to portfolio review.

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

PROGRAM COORDINATOR

Thomas W. Boisvert, Office: S222, (413) 775-1224, email: boisvert@gcc.mass.edu

Art/Graphic Design (GRD)

This program is undergoing review and is not currently accepting new students.

THE DEGREE: Associate of Science

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

YOUR NEXT STEP: transfer to a four-year art college or professional institution, or seek employment in graphic design. Your future career may lie in a design profession, marketing, advertising, or the publication and information design industry.

REQUIRED COURSES	CREDITS
ART 103 Art History I	3
ART 104 Art History II	3
ART 121 Two-Dimensional Design	3
ART 125 Three-Dimensional Design	3
ART 131 Drawing I	3
ART 141 Color	3
ART 151 Introduction to Photography	3
ART 161 Introduction to the Electronic Studio	3
ART 173 Digital Design	3
ART 263 Designing for the World Wide Web	3
ART 264 Dynamic Web Page Design	3
ART 271 Graphic Design I: Typography	3
ART 272 Graphic Design II: Problems in Design	3
Fine Art Elective (select one of the following)	3
<i>ART 132 Drawing II</i>	
or <i>ART 238 Perspective Drawing</i>	
Art Studio Electives (from the list below)	6
ENG 101, 103, or 105 English Composition I	3
ENG 112, 114, or 116 English Composition II	3
Behavioral Sciences Elective	3
Humanities Elective ^① ,	
or Math/Science Elective ^①	3
Liberal Arts Electives ^①	6
TOTAL 66	

ART STUDIO ELECTIVES (6 credits): at least three credits must be at the 200 level.

ART 132 Drawing II	3	ART 243 Painting II-B	3
ART 155 Introduction to Video	3	ART 251 Photography I-A	3
ART 157 Animation	3	ART 252 Photography I-B	3
ART 225 Three-Dimensional Design II	3	ART 255 Video I-A	3
ART 232 Thematic Drawing	3	ART 256 Video I-B	3
ART 235 Figure Drawing I: Anatomy and Structure	3	ART 261 Electronic Imaging	3
ART 236 Figure Drawing II-A	3	ART 265 Multimedia Design I	3
ART 237 Figure Drawing II-B	3	ART 266 Multimedia Design II	3
ART 238 Perspective Drawing	3	ART 267 3-D Modeling and Animation	3
ART 241 Painting I	3	ART 290 Media Arts Seminar	3
ART 242 Painting II-A	3	ART 291 Fine Arts Seminar	3

^① Art studio electives may not be used as Liberal Arts or Humanities electives in this program.

PROGRAM COORDINATOR

Thomas W. Boisvert, Office: S222, (413) 775-1224, email: boisvert@gcc.mass.edu

Art/Graphic Design (GDC)

Commonwealth Transfer Compact Option

This program is undergoing review and is not currently accepting new students.

THE DEGREE: Associate of Science

THE PROGRAM OPTION: designed to meet the specific requirements of the Commonwealth Transfer Compact (CTC) within the context of the GCC Graphic Design program. Graduation with a grade point average of 2.50 or higher may qualify you for the Massachusetts Joint Admissions Program and graduation with a GPA of 3.00 or higher may qualify you for the Massachusetts Tuition Advantage Program^①.

YOUR NEXT STEP: transfer to a baccalaureate degree college.

REQUIRED COURSES	CREDITS
ART 103 Art History I	3
ART 104 Art History II.....	3
ART 121 Two-Dimensional Design	3
ART 125 Three-Dimensional Design	3
ART 131 Drawing I.....	3
ART 141 Color	3
ART 151 Introduction to Photography.....	3
ART 161 Introduction to the Electronic Studio	3
ART 173 Digital Design	3
ART 263 Designing for the World Wide Web	3
ART 264 Dynamic Web Page Design	3
ART 271 Graphic Design I:Typography.....	3
ART 272 Graphic Design II: Problems in Design.....	3
Fine Art Elective (select one of the following)	3
ART 132, <i>Drawing II</i>	
or ART 238, <i>Perspective Drawing</i>	
Art Studio Electives (from the list below).....	6
ENG 101, 103, or 105 English Composition I.....	3
ENG 112, 114, or 116 English Composition II	3
Behavioral Sciences Elective (coded BC).....	9
Humanities Elective (coded HC).....	3
Mathematics Elective (any MAT course coded NC).....	3
Science Elective (two 4-credit lab science courses coded NC).....	8
TOTAL^②	77

ART STUDIO ELECTIVES (6 credits): at least three credits must be at the 200 level.

ART 132 Drawing II	3	ART 243 Painting II-B	3
ART 155 Introduction to Video	3	ART 251 Photography I-A	3
ART 157 Animation	3	ART 252 Photography I-B	3
ART 225 Three-Dimensional Design II	3	ART 255 Video I-A	3
ART 232 Thematic Drawing	3	ART 256 Video I-B	3
ART 235 Figure Drawing I:Anatomy and Structure	3	ART 261 Electronic Imaging	3
ART 236 Figure Drawing II-A	3	ART 265 Multimedia Design I	3
ART 237 Figure Drawing II-B	3	ART 266 Multimedia Design II	3
ART 238 Perspective Drawing	3	ART 267 3-D Modeling and Animation	3
ART 241 Painting I	3	ART 290 Media Arts Seminar	3
ART 242 Painting II-A	3	ART 291 Fine Arts Seminar	3

① See pages 40-43 for the specific requirements of these programs; admission to UMass Art programs is subject to portfolio review.

② UMass will accept up to 75 credits in transfer.

PROGRAM COORDINATOR

Thomas W. Boisvert, Office: S222, (413) 775-1224, email: boisvert@gcc.mass.edu

Art (Liberal Arts) (LAA)

(Meets Commonwealth Transfer Compact Requirements)

THE DEGREE: Associate of Arts in Liberal Arts

THE PROGRAM OPTION: provides a broad range of liberal arts studies with an emphasis on fine art. Future careers may include art education, art therapy, museum or gallery work.

YOUR NEXT STEP: transfer to a baccalaureate degree college or university.

REQUIRED COURSES	CREDITS
ART 103 Art History I	3
ART 104 Art History II	3
ART 121 Two-Dimensional Design	3
ART 125 Three-Dimensional Design	3
ART 131 Drawing I	3
ART 132 Drawing II	3
ART 141 Color	3
Art Studio Electives (from the list below).....	6
ENG 101, 103, or 105 English Composition I	3
ENG 112, 114, or 116 English Composition II	3
PCS 101 or 121 or 131 or 141 Personal Communication Skills.....	3
Behavioral Sciences Core:	9
a) Select two courses from the following: ANT 103 or 104, ECO 101 or 102, HEC 101, POL 101, PSY 101, or SOC 101	
b) Select any additional course coded BC	
Humanities Core:	6
One three-credit course from each of the following categories:	
a) History: any HIS course coded HC	
b) Literature: any 200 level ENG course EXCEPT ENG 207 and ENG 208	
Science/Math Core:	11-12
a) Science: two 4-credit BIO, CHE, EGR, GEO, PHY, or SCI courses with NC advising codes	
b) Math: MAT course with NC advising code	
Electives ^①	3
	TOTAL 65-66

ART STUDIO ELECTIVES (6 credits)—Select two of the following

ART 235 Figure Drawing I: Anatomy and Structure.....	3
ART 236 Figure Drawing II-A	3
ART 241 Painting I	3
ART 242 Painting II-A.....	3
ART 151 Introduction to Photography	3
ART 251 Photography I.....	3

① Any credit course(s) with an advising code other than A, X, or D; however, you may not use an ART course as your Liberal Arts Elective.

PROGRAM OPTION ADVISOR

Thomas W. Boisvert, Office: S222, (413) 775-1224, email: boisvert@gcc.mass.edu

Art/Media Arts (AMP)

THE DEGREE: Associate of Science

THE PROGRAM: focuses on the development of critical, philosophical, visual, and technical skills in the media arts. Students select a concentration in either photography or computer arts. The program includes foundation experiences in the fine arts and required courses in liberal arts and art history.

YOUR NEXT STEP: transfer to a four-year art college or professional institution or seek employment. Your career may include work in photography, electronic imaging, video, animation, and web site design.

REQUIRED COURSES	CREDITS
ART 103 Art History I	3
ART 104 Art History II	3
ART 121 Two-Dimensional Design	3
ART 131 Drawing I	3
ART 141 Color	3
ART 151 Introduction to Photography	3
ART 155 Digital Video	3
ART 161 Introduction to the Electronic Studio	3
ART 290 Media Arts Seminar	3
Concentration requirements (choose one of the following concentrations)	9
Photography Concentration	
<i>ART 251 Photography I-A, ART 252 Photography I-B, and ART 261 Electronic Imaging</i>	
Computer Arts Concentration	
<i>ART 268 Three-Dimensional Modeling, ART 269 Three-Dimensional Animation, and Computer Arts Elective (from the corresponding list below)</i>	
Art Studio Electives (from the corresponding list below)	9
ENG 101, 103, or 105 English Composition I	3
ENG 112, 114, or 116 English Composition II	3
Behavioral Sciences Elective	3
Humanities Elective ^①	
or Math/Science Elective ^①	3
General Elective	3
Liberal Arts Electives ^①	6
TOTAL 66	

ART STUDIO ELECTIVES (9 credits): at least six credits must be at the 200 level.

ART 125 Three-Dimensional Design	3	ART 251 Photography I-A	3
ART 132 Drawing II	3	ART 252 Photography I-B	3
ART 173 Digital Design	3	ART 255 Video Art	3
ART 225 Three-Dimensional Design II	3	ART 256 Video Portfolio	3
ART 232 Thematic Drawing	3	ART 261 Electronic Imaging	3
ART 235 Figure Drawing I: Anatomy and Structure	3	ART 263 Web Site Design	3
ART 236 Figure Drawing II-A	3	ART 264 Flash Site Design	3
ART 237 Figure Drawing II-B	3	ART 268 Three-Dimensional Modeling	3
ART 238 Perspective Drawing	3	ART 269 Three-Dimensional Animation	3
ART 241 Painting I	3	ART 271 Graphic Design I: Typography	3
ART 242 Painting II-A	3	ART 272 Graphic Design II: Problems in Design	3
ART 243 Painting II-B	3	ART 291 Fine Arts Seminar	3

COMPUTER ARTS ELECTIVES (3 credits):

ART 255 Video Art	3
ART 263 Web Site Design	3
ART 264 Flash Site Design	3

^① Art studio electives may not be used as Liberal Arts or Humanities electives in this program.

PROGRAM COORDINATOR

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Art/Media Arts (AMC)

Commonwealth Transfer Compact Option

THE DEGREE: Associate of Science

THE PROGRAM OPTION: is designed to meet the specific requirements of the Massachusetts Commonwealth Transfer Compact (CTC) within the context of the GCC Media Arts program. Graduation with a grade point average of 2.50 or higher may qualify you for the Massachusetts Joint Admissions Program and graduation with a GPA of 3.00 or higher may qualify you for the Massachusetts Tuition Advantage Program^①.

YOUR NEXT STEP: transfer to a baccalaureate degree college.

REQUIRED COURSES	CREDITS
ART 103 Art History I	3
ART 104 Art History II	3
ART 121 Two-Dimensional Design	3
ART 131 Drawing I	3
ART 141 Color	3
ART 151 Introduction to Photography	3
ART 155 Digital Video	3
ART 161 Introduction to the Electronic Studio	3
ART 290 Media Arts Seminar	3
Concentration requirements (choose one of the following concentrations)	9
Photography Concentration	
<i>ART 251 Photography I-A, ART 252 Photography I-B, and ART 261 Electronic Imaging</i>	
Computer Arts Concentration	
<i>ART 268 Three-Dimensional Modeling, ART 269 Three-Dimensional Animation, and Computer Arts Elective (from the corresponding list below)</i>	
Art Studio Electives (from the corresponding list below)	9
ENG 101, 103, or 105 English Composition I	3
ENG 112, 114, or 116 English Composition II	3
Behavioral Sciences Elective (coded BC)	9
Humanities Elective (coded HC)	3
Mathematics Elective (any MAT course coded NC)	3
Science Elective (two 4-credit lab science courses coded NC)	8
TOTAL ^② 74	

ART STUDIO ELECTIVES (9 credits): at least six credits must be at the 200 level.

ART 125 Three-Dimensional Design	3	ART 251 Photography I-A	3
ART 132 Drawing II	3	ART 252 Photography I-B	3
ART 173 Digital Design	3	ART 255 Video Art	3
ART 225 Three-Dimensional Design II	3	ART 256 Video Portfolio	3
ART 232 Thematic Drawing	3	ART 261 Electronic Imaging	3
ART 235 Figure Drawing I: Anatomy and Structure	3	ART 263 Web Site Design	3
ART 236 Figure Drawing II-A	3	ART 264 Flash Site Design	3
ART 237 Figure Drawing II-B	3	ART 268 Three-Dimensional Modeling	3
ART 238 Perspective Drawing	3	ART 269 Three-Dimensional Animation	3
ART 241 Painting I	3	ART 271 Graphic Design I: Typography	3
ART 242 Painting II-A	3	ART 272 Graphic Design II: Problems in Design	3
ART 243 Painting II-B	3	ART 291 Fine Arts Seminar	3

COMPUTER ARTS ELECTIVES (3 credits):

ART 255 Video Art	3
ART 263 Web Site Design	3
ART 264 Flash Site Design	3

^① See pages 40-43 for the specific requirements of these programs; admission to UMass Art programs is subject to portfolio review.

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

PROGRAM COORDINATOR

Thomas W. Boisvert, Office: S222, (413) 775-1224, email: boisvert@gcc.mass.edu

Business Administration Transfer (BAT)

(Meets Commonwealth Transfer Compact Requirements)

THE DEGREE: Associate of Arts

THE PROGRAM: provides the necessary courses for transfer to baccalaureate degree-awarding business administration programs. The program has a core of business administration courses combined with courses in liberal arts with an emphasis on mathematics. By using electives, you may complete the program of study typically offered in the first two years of a baccalaureate degree institution.

YOUR NEXT STEP: transfer to a baccalaureate degree institution.

REQUIRED COURSES	CREDITS
ACC 151 Concepts of Financial Accounting I or ACC 121 Principles of Financial Accounting I	3 or 4
ACC 152 Concepts of Financial Accounting II or ACC 122 Principles of Financial Accounting II	3 or 4
ACC 203 Management Accounting	3
ADM 106 Keyboarding for Information Processing	1
BUS 111 The Contemporary Business World.....	3
BUS 205 Principles of Management	3
BUS 209 Principles of Marketing.....	3
CIS 115 Introduction to Business Information Systems or CIS 141 Microcomputer Software Tools II	3
CIS 140 Microcomputer Software Tools I	3
ECO 101 Principles of Macroeconomics.....	3
ECO 102 Principles of Microeconomics.....	3
ENG 101, 103, or 105 English Composition I	3
ENG 112, 114, or 116 English Composition II	3
PSY 101 Principles of Psychology	3
Humanities Core:	9
One three-credit course from each of the following categories:	
a) <i>History: any HIS course coded HC</i>	
b) <i>Literature: any 200 level ENG course EXCEPT ENG 207 and ENG 208</i>	
c) <i>A Humanities course with an HC advising code in: ART, ASL, DAN, ENG, FLK, FRE, GGY, HIS, HUM, LAT, MUS, PHI, SPA, THE</i>	
Science/Math Core:.....	11-12
a) <i>Science: two 4-credit BIO, CHE, EGR, GEO, PHY, or SCI courses with NC advising codes</i>	
b) <i>Math: MAT course with NC advising code ②</i>	
Liberal Arts Elective ① (Recommended MAT 151, Applied Calculus I)	3
TOTAL 63-67	

① See Liberal Arts/General Program (page 56) for specific requirements.

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).

PROGRAM COORDINATORS

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Computer Information Systems (CIS)

THE DEGREE: Associate of Science

THE PROGRAM: is for students interested in applying knowledge of microcomputer operating systems, software, and networks to business needs. The program teaches the use of current application packages in databases, spreadsheet, and word processing, single-user and network operating systems, and database development and programming. A foundation of business courses is included.

YOUR NEXT STEP: employment as the microcomputer specialist, consultant, or technical support person in a variety of business settings.

REQUIRED COURSES	CREDITS
ACC 121 Principles of Financial Accounting I, or ACC 151 Concepts in Financial Accounting I	3-4
ACC 122 Principles of Financial Accounting II, or ACC 152 Concepts in Financial Accounting II.....	3-4
ACC 203 Management Accounting.....	3
ADM 106 Keyboarding for Information Processing.....	1
BUS 111 The Contemporary Business World.....	3
CIS 140 Microcomputer Software Tools I	3
CIS 150 Programming Principles and Concepts	3
ECO 101 Principles of Macroeconomics, or ECO 102 Principles of Microeconomics	3
ENG 101, 103, or 105 English Composition I.....	3
ENG 112, 114, or 116 English Composition II	3
Math Elective (coded NC)	3
PSY 101 Principles of Psychology, or SOC 101 Principles of Sociology.....	3
Liberal Arts Electives ^①	6
Concentration Electives (Choose one of the options below)	21
TOTAL 61-63	

GENERAL CIS TRACK

CIS 115 Introduction to Business Information Systems	3
CIS 141 Microcomputer Software Tools II	3
CIS 145 Relational Database Design and Application	3
CIS 180 Network Workstation Administration	3
CIS 245 Advanced Database Programming	3
CIS 280 Network Server Administration	3
CIS Elective or 3 credits of COE (must be related to program major)	3

CIS PROGRAMMING TRACK

CIS 145 Relational Database Design and Application	3
CIS 151 HTML and Web Page Design	3
CIS 245 Advanced Database Programming	3
CIS 250 Advanced Basic	3
CIS 251 Java Programming	3
Programming Elective to be selected in consultation with your advisor	3
CIS Elective or 3 credits of COE (must be related to program major)	3

① To be chosen in consultation with the faculty advisor and in consideration of the requirements of the transfer institution.

PROGRAM COORDINATORS

Dr. Thomas R. Simmons, Office: E132F, (413) 775-1482, email: simmonst@gcc.mass.edu

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

THE DEGREE: Associate of Arts in Liberal Arts

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

YOUR NEXT STEP: transfer to a baccalaureate degree institution in Computer Science.

REQUIRED COURSES	CREDITS
ADM 106 Keyboarding for Information Processing.....	1
CIS 150 Programming Principles and Concepts	3
CIS 251 Java Programming	3
CIS 252 C++ Programming	3
ENG 101, 103, or 105 English Composition I	3
ENG 112, 114, or 116 English Composition II	3
PCS 101 or 121 or 131 or 141 Personal Communication Skills.....	3
MAT 201 Calculus with Analytic Geometry I.....	4
MAT 202 Calculus with Analytic Geometry II.....	4
MAT 203 Multivariate Calculus	4
PHY 111 General Physics I with Calculus	4
PHY 112 General Physics II with Calculus.....	4
Behavioral Sciences Core:	9
a) <i>Select two courses from the following: ANT 103 or 104, ECO 101 or 102, HEC 101, POL 101, PSY 101, or SOC 101</i>	
b) <i>Select any additional course coded BC</i>	
Humanities Core:	9
One three-credit course from each of the following categories:	
a) <i>History: any HIS course coded HC</i>	
b) <i>Literature: any 200 level ENG course EXCEPT ENG 207 and ENG 208</i>	
c) <i>A Humanities course with an HC advising code in: ART, ASL, DAN, ENG, FLK, FRE, GGY, HIS, HUM, LAT, MUS, PHI, SPA, THE</i>	
Program Electives - nine credits coded NC.....	9
	TOTAL 66

PROGRAM OPTION ADVISORS

Dr. Thomas R. Simmons, Office: E1 32F, (413) 775-1482, email: simmonst@gcc.mass.edu

Criminal Justice (CRJ)

THE DEGREE: Associate of Science

THE PROGRAM: provides a broad education in the administration, operations and objectives of the criminal justice system and its component parts: police, courts, and corrections.

YOUR NEXT STEP: transfer into a baccalaureate degree program or enter into any of several careers within the criminal justice system, including police work, correctional work, the law, or social work.

REQUIRED COURSES	CREDITS
CRJ 101 Introduction to Criminal Justice	3
CRJ 103 Criminal Law	3
CRJ 105 Police Process	3
CRJ 107 Adjudication Process.....	3
CRJ 109 Corrections Process	3
CRJ 121 Criminology	3
ENG 101, 103, or 105 English Composition I	3
ENG 112, 114, or 116 English Composition II, or ENG 123 Report Writing.....	3
POL 101 American Politics	3
PSY 101 Principles of Psychology	3
SOC 101 Principles of Sociology	3
SOC 201 Social Problems.....	3
PCS 101 or 121 or 131 or 141 Personal Communication Skills.....	3
General Elective ^①	6
Natural Science/Humanities Electives ^①	9
Criminal Justice Electives	6
TOTAL	60

CRIMINAL JUSTICE ELECTIVES

CRJ 113 Juvenile Justice Process	3
CRJ 131 Social Issues in Criminal Justice	3
CRJ 203 Criminal Investigation	3
CRJ 209 Community Policing in the 21st Century.....	3
CRJ 215 Field Experience Practicum ^②	3
CRJ 219 Issues in Constitutional Law.....	3

^① Students who wish to take advantage of the Commonwealth Transfer Compact, see page 70.

^② Select with the assistance of the program advisors.

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.

PROGRAM COORDINATOR

Walter Nielwocki, Office: E132L, (413) 775-1136, email: nielwocki@gcc.mass.edu

Criminal Justice (CJC)

Commonwealth Transfer Compact Option

THE DEGREE: Associate of Science

THE PROGRAM OPTION: 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 degree program within the Massachusetts public education system.

YOUR NEXT STEP: transfer into a baccalaureate degree program or enter into any of several careers within the criminal justice system, including police work, correctional work, the law, or social work.

REQUIRED COURSES	CREDITS
CRJ 101 Introduction to Criminal Justice.....	3
CRJ 103 Criminal Law	3
CRJ 105 Police Process.....	3
CRJ 107 Adjudication Process.....	3
CRJ 109 Corrections Process	3
CRJ 121 Criminology	3
ENG 101, 103, or 105 English Composition I.....	3
ENG 112, 114, or 116 English Composition II	3
POL 101 American Politics.....	3
PSY 101 Principles of Psychology.....	3
SOC 101 Principles of Sociology	3
SOC 201 Social Problems.....	3
PCS 101 or 121 or 131 or 141 Personal Communication Skills.....	3
Science/Math Core	11-12
<i>a) Science: two 4-credit BIO, CHE, EGR, GEO, PHY, SCI with NC advising codes</i>	
<i>b) Math: MAT course with NC advising code ①</i>	
Humanities: course with an HC advising code in ART, ASL, DAN, ENG, FLK, FRE, GGY, HIS, HUM, LAT, MUS, PHI, SPA, THE	9
Criminal Justice Electives	6
	TOTAL 65-66

CRIMINAL JUSTICE ELECTIVES

CRJ 113 Juvenile Justice Process	3
CRJ 131 Social Issues in Criminal Justice	3
CRJ 203 Criminal Investigation	3
CRJ 209 Community Policing in the 21st Century	3
CRJ 215 Field Experience Practicum	3
CRJ 219 Issues in Constitutional Law	3

① Math course to be chosen after consultation with faculty advisor and in consideration of the requirements of the transfer institution.

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.

PROGRAM COORDINATOR

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Dance (LAD) (Meets Commonwealth Transfer Compact Requirements)

THE DEGREE: Associate of Arts in Liberal Arts

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

YOUR NEXT STEP: transfer to a baccalaureate degree institution

REQUIRED COURSES	CREDITS
DAN 101 Introduction to Dance.....	3
DAN 120 Dance in Culture	
or DAN 121 Dance History.....	3
DAN 201 Dance Repertory Group: Mixed Company	3
ENG 101, 103, or 105 English Composition I.....	3
ENG 112, 114, or 116 English Composition II	3
PCS 101 or 121 or 131 or 141 Personal Communication Skills.....	3
Behavioral Sciences Core:	9
a) <i>Select two courses from the following: ANT 103 or 104, ECO 101 or 102, HEC 101, POL 101, PSY 101, or SOC 101</i>	
b) <i>Select any additional course coded BC</i>	
Humanities Core:	6
One three-credit course from each of the following categories:	
a) <i>History: any HIS course coded HC</i>	
b) <i>Literature: any 200 level ENG course EXCEPT ENG 207 and ENG 208</i>	
Science/Math Core:.....	11-12
a) <i>Science: two 4-credit BIO, CHE, EGR, GEO, PHY, or SCI courses with NC advising codes</i>	
b) <i>Math: MAT course with NC advising code</i>	
Liberal Arts electives ^①	3
Dance electives.....	15
TOTAL 62-63	

DANCE ELECTIVES: To graduate with the Liberal Arts Dance option, students are required to complete 15 credits of dance electives. Selection must include at least two dance styles, and at least 3 credits at the 200 level.

DAN 102 Pilates Mat Work	1	DAN 211 Modern Dance III	3
DAN 103 Jazz Dance I	1 to 3	DAN 212 Modern Dance IV	3
DAN 104 Jazz Dance II	3	DAN 114 Tap Dance I	1 to 3
DAN 203 Jazz Dance III	3	DAN 115 Tap Dance II	3
DAN 204 Jazz Dance IV	3	DAN 214 Tap Dance III	3
DAN 105 African Dance I	1 to 3	DAN 215 Tap Dance IV	3
DAN 106 African Dance II	3	DAN 116 Middle Eastern Dance I	1 to 3
DAN 205 African Dance III	3	DAN 117 Middle Eastern Dance II	3
DAN 206 African Dance IV	3	DAN 216 Middle Eastern Dance III	3
DAN 107 Ballet I	1 to 3	DAN 217 Middle Eastern Dance IV	3
DAN 108 Ballet II	3	DAN 120 World Dance and Culture	3
DAN 207 Ballet III	3	DAN 121 Dance History	3
DAN 208 Ballet IV	3	DAN 130 Choreography/Performance	3
DAN 110 Caribbean Dance I	3	DAN 183 Ballroom Dance: American Smooth Style	1
DAN 111 Modern Dance I	1 to 3	DAN 184 Ballroom Dance: Latin Style	1
DAN 112 Modern Dance II	3		

① See Liberal Arts/General Program (page 56) for specific requirements.

PROGRAM OPTION ADVISOR

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Early Childhood Education (ECE) (Meets Commonwealth Transfer Compact Requirements)

THE DEGREE: Associate of Science

THE PROGRAM: provides a strong background in early childhood education and liberal arts. The curriculum integrates coursework with direct experience in a variety of early childhood settings.

YOUR NEXT STEP: 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 degree institution as preparation to teach in preschools and elementary schools.

REQUIRED COURSES	CREDITS
EDU 101 Introduction to Early Childhood Education	3
EDU 103 Creative Experiences in Art, Music, and Drama	3
EDU 111 Introduction to Special Education	3
EDU 201 Early Childhood Curriculum	3
EDU 215 Student Teaching I	6
EDU 216 Student Teaching II	6
ENG 101, 103, or 105 English Composition I	3
ENG 112, 114, or 116 English Composition II	3
ENG 205 British Literature I, or ENG 206 British Literature II	3
ENG 241 Survey of Children's Literature	3
HIS 101, 102, 105, or 106	3
PSY 101 Principles of Psychology	3
PSY 233 Child Behavior and Development	3
Choose one of the following	3
<i>ANT 104 Cultural Anthropology: Tribes, States and the Global System,</i> <i>or ECO 101 Principles of Macroeconomics,</i> <i>or ECO 102 Principles of Microeconomics,</i> <i>or POL 101 American Politics</i>	
PCS 101 or 121 or 131 or 141 Personal Communication Skills	3
MAT 116 Mathematics for Early Childhood and Elementary Educators	4
Science Core	8
One biological science and one physical science: a) Science: one 4-credit BIO course b) Science: one 4-credit CHE, GEO, PHY, or SCI course; or EGR with NC advising code	
Liberal Art Elective: (Consult with Education Faculty)	3
TOTAL	66

Students participating in this program must undergo a Criminal Offender Record Information (CORI) check. For more information please refer to pages 11-12.

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.

PROGRAM COORDINATOR

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

Economics (LES)

(Meets Commonwealth Transfer Compact Requirements)

THE DEGREE: Associate of Arts in Liberal Arts

THE PROGRAM OPTION: provides a foundational course of study for those seeking to transfer to baccalaureate degree-awarding economics programs. The program has a strong mathematics core combined with courses in liberal arts, foreign language, and business administration.

YOUR NEXT STEP: transfer to a baccalaureate degree institution

REQUIRED COURSES	CREDITS
ENG 101, 103, or 105 English Composition I.....	3
ENG 112, 114, or 116 English Composition II.....	3
Literature: any 200 level ENG course EXCEPT ENG 207 and ENG 208.....	3
History: any HIS course coded HC.....	3
Foreign Language: Any two courses beyond current proficiency.....	6
Behavioral Sciences Core:.....	3
<i>One 3-credit course from the following: ANT 103 or 104, HEC 101, POL 101, PSY 101, or SOC 101</i>	
ECO 101 Principles of Macroeconomics.....	3
ECO 102 Principles of Microeconomics.....	3
Science Core:.....	8
<i>Two 4-credit BIO, CHE, EGR, GEO, PHY, or SCI courses with NC advising codes</i>	
MAT 108 Precalculus.....	4
MAT 201 Calculus with Analytic Geometry I.....	4
MAT 202 Calculus with Analytic Geometry II.....	4
ADM 106 Keyboarding for Information Processing.....	1
BUS 111 The Contemporary Business World.....	3
CIS 140 Microcomputer Software Tools.....	3
Program Electives ^①	9-12
<i>Select a total of three courses coded ACC, BUS, CIS, ECO, MAT, POL. The courses coded MAT must be from the following list: MAT 107, MAT 114, any 200 level math course.</i>	
TOTAL 63-66	

① Program electives to be chosen after consultation with faculty advisor and in consideration of the requirements of the transfer institution. Completion of this program does not guarantee that the student will be able to graduate from a four-year institution in four semesters.

PROGRAM OPTION ADVISORS

Dr. Thomas R. Simmons, Office: E132F, (413) 775-1482, email: simmonst@gcc.mass.edu

Education (LEO)

(Meets Commonwealth Transfer Compact Requirements)

THE DEGREE: Associate of Arts in Liberal Arts

THE PROGRAM OPTION: provides a broad range of liberal arts studies with an emphasis on education.

YOUR NEXT STEP: transfer to a baccalaureate degree institution as preparation to teach in preschools and elementary schools.

REQUIRED COURSES	CREDITS
EDU 111 Introduction to Special Education	3
EDU 205 Philosophy of Education.....	3
ENG 101, 103, or 105 English Composition I.....	3
ENG 112, 114, or 116 English Composition II	3
ENG 205 British Literature I	
or ENG 206 British Literature II	3
ENG 241 Survey of Children's Literature	3
PCS 101 or 121 or 131 or 141 Personal Communication Skills.....	3
PSY 101 Principles of Psychology.....	3
PSY 233 Child Behavior and Development	3
ANT 104 Cultural Anthropology: Tribes, States and the Global System,	
or GGY 101 Introduction to Geography	3
Choose one of the following	3
<i>ECO 101 Principles of Macroeconomics,</i>	
<i>or ECO 102 Principles of Microeconomics,</i>	
<i>or POL 101 American Politics</i>	
HIS 101, 102, 105, or 106	3
Science Core.....	8
One biological science and one physical science:	
a) Science: one 4-credit BIO course	
b) Science: one 4-credit CHE, GEO, PHY, or SCI course; or EGR with NC advising code	
MAT 117 Mathematical Problem Solving	
or MAT 114 Introduction to Statistics	3 or 4
MAT 116 Mathematics for Early Childhood and Elementary Educators	4
Liberal Arts Electives: (Consult with Education Faculty) ^①	10
TOTAL 61 OR 62	

Students participating in this program must undergo a Criminal Offender Record Information (CORI) check. For more information please refer to pages 11-12.

^① See Liberal Arts/General Program (page 56) for specific requirements.

PROGRAM OPTION ADVISOR

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

Engineering Science (EGS)

THE DEGREE: Associate of Science

THE PROGRAM: provides a base of mathematics, science, and engineering fundamentals common to the first two years of a baccalaureate degree engineering program. Engineering electives provide special courses to suit your particular interest in civil/environmental, electrical/computer, mechanical/industrial, or chemical engineering. Greenfield Community College participates in the College of Engineering Consortium Agreement with University of Massachusetts/Amherst.

YOUR NEXT STEP: transfer as an engineering major to a baccalaureate degree institution. In addition to the UMass Joint Admission programs, GCC graduates have successfully transferred to Northeastern University, Rensselaer Polytechnic Institute, Western New England College, and Worcester Polytechnic Institute.

REQUIRED COURSES	CREDITS
Computer Based Course (CIS 140, 150, 251, or 252) ①	3
ECO Elective ①.....	3
<i>ECO 101 Principles of Macroeconomics,</i> <i>or ECO 102 Principles of Microeconomics</i>	
EGR 105 Introduction to Engineering, Science, Technology, and Society	3-4
EGR 107 Engineering Graphics	3-4
ENG 101, 103, or 105 English Composition I	3
ENG 112, 114, or 116 English Composition II or ENG 123 Report Writing ①	3
MAT 201 Calculus with Analytic Geometry I	3-4
MAT 202 Calculus with Analytic Geometry II	3-4
MAT 203 Multivariate Calculus	3-4
MAT Elective (advanced) ①	3-4
<i>MAT 204 Elementary Differential Equations</i> <i>or MAT 205 Elementary Linear Algebra</i>	
PHY 111 General Physics I with Calculus	4
PHY 112 General Physics II with Calculus.....	4
Electives with BC or HC advising code ①	6
Concentration Electives (see list on next page) ①	21-28
TOTAL	65-78

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

① Students must meet with the Engineering program coordinator to select courses for their specific situation. Some Concentration Electives will be taken at UMASS through our consortium agreement.

CONCENTRATION ELECTIVES, PROGRAM COORDINATOR
(continued on the next page)

Engineering Science (EGS)

(continued from previous page)

CONCENTRATION ELECTIVES – SEE PROGRAM COORDINATOR

Students, with help from their advisor or the Engineering Coordinator, must select their specific concentration electives. CHE 111 and CHE 112 are recommended except when not required by transfer institution. 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

GENERAL ENGINEERING PROGRAM ADVISING GUIDE FOR GCC ASSOCIATE DEGREE

Fall – Freshman Year

Computer Based Course ①
 Physics w/ Calculus I (GCC PHY 111)
 Calculus I (GCC MAT 201)
 English Comp I (GCC ENG 101 or equivalent)
 Concentration Elective (GCC CHE 111) ①
 Engineering Orientation (GCC EGR 105)

Spring – Freshman Year

Physics w/ Calculus II (GCC PHY 112)
 Calculus II (GCC MAT 202)
 Economics Elective (ECO 101 or 102) ①
 Liberal Arts Elective (BC or HC) ①
 Engineering Graphics (GCC EGR 107)
 Concentration Elective ①

Fall – Sophomore Year

Concentration Elective ①
 Multivariate Calculus (GCC MAT 203)
 Concentration Elective ①
 Concentration Elective ①
 Liberal Arts Elective (BC or HC) ①

Spring – Sophomore Year

English Comp 2 (GCC ENG 112, 114, 116, or 123) ①
 Math Elective (GCC MAT 204 or 205) ①
 Concentration Elective ①
 Concentration Elective ①

NOTES:

Placement tests determine readiness for MAT and ENG courses, MAT 090, 105, 106, 107, 108 and ENG 090 and 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. Chemistry is accepted as a Concentration Elective. Other Concentration Electives will most likely be taken off campus either at HCC, or UMASS, or through distance learning courses. Select these in conjunction with your advisor, and as approved by EGS program coordinator.

LIST OF POSSIBLE CONCENTRATION ELECTIVES:

For Electrical and Computer Engineering these could include: Circuits I, Circuits II, Data Structures & Algorithms, Hardware Org. & Design, Digital Logic, Advanced Computer Programming, Chemistry, Biology, etc.

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

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

For Chemical Engineering these could include: Chemistry I and II, Organic Chemistry I, Organic Chemistry II, Thermodynamics, Fluid Mechanics.

For Industrial Engineering these could include: Advanced Computer Programming Languages, Statics, Probability & Statistics, Material Science, Strength of Materials, Introduction to Mechanical Design, Chemistry, etc.

① Students must meet with the Engineering program coordinator to select courses for their specific situation. Some Concentration Electives will be taken at UMASS through our consortium agreement.

PROGRAM COORDINATOR

Ted Johnson, Office: E124L, (413) 775-1429, email: johnson@gcc.mass.edu

English (LAE)

(Meets Commonwealth Transfer Compact Requirements)

THE DEGREE: Associate of Arts in Liberal Arts

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

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

REQUIRED COURSES	CREDITS
English Composition I (ENG 101, 103, or 105)	3
English Composition II (ENG 112, 114, or 116)	3
PCS 101 or 121 or 131 or 141 Personal Communication Skills.....	3
Behavioral Sciences Core:	9
a) <i>Select two courses from the following: ANT 103 or 104, ECO 101 or 102, HEC 101, POL 101, PSY 101, or SOC 101</i>	
b) <i>Select any additional course coded BC</i>	
Humanities Core:	6
a) <i>History: any HIS course coded HC</i>	
b) <i>A Humanities course with an HC advising code in: ART, ASL, DAN, ENG, FLK, FRE, GGY, HIS, HUM, LAT, MUS, PHI, SPA, THE</i>	
Science/Math Core:	11-12
a) <i>Science: two 4-credit BIO, CHE, EGR, GEO, PHY, or SCI courses with NC advising codes</i>	
b) <i>Math: MAT course with NC advising code</i>	
General Electives:	7
Elective requirements in this program can be satisfied by the completion of any course coded A, BC, HC, NC, BL, HL, NL, L, and X.	
English Electives (from list below) ^①	18
TOTAL 60-61	

ENGLISH ELECTIVES (18 credits are required)

Choose two (2) to four (4) courses from each column for a total of 18 credits

Column A	3	Column B	3
ENG 201 Western Literature I	3	ENG 207 Advanced Creative Writing I	3
ENG 202 Western Literature II	3	ENG 208 Advanced Creative Writing II	3
ENG 203 American Literature I	3	ENG 210 Creative Nonfiction	3
ENG 204 American Literature II	3	ENG 211 Modern Novel	3
ENG 205 British Literature I	3	ENG 224 Technology and Literature	3
ENG 206 British Literature II	3	ENG 229 Gothic Literature	3
ENG 219 Ethnic Literature	3	ENG 240 Special Topics in Literature	3
ENG 221 Shakespeare	3	ENG 241 Survey of Children's Literature	3
ENG 228 Queer Literature	3	ENG 243 Modern Poetry	3
ENG 235 Survey of Latin American Literature	3	ENG 253 Valley/American Literature	3
ENG 247 Women in Literature I	3	ENG 261 The Short Story	3
ENG 248 Women in Literature II	3	FLK 218 Storytelling	3

① Other English courses may be accepted with the approval of the Program Coordinator.

PROGRAM OPTION ADVISOR

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

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

THE DEGREE: Associate of Arts in Liberal Arts

THE PROGRAM OPTION: provides a background in human ecology and environmental studies through an interdisciplinary approach in the behavioral and natural sciences. The program prepares students who are interested in pursuing careers in education, advocacy or policy related to the environment.

YOUR NEXT STEP: transfer to a baccalaureate degree institution.

REQUIRED COURSES	CREDITS
ANT 104 Cultural Anthropology: Tribes, States and the Global System	3
BIO 103 Ecology	
or BIO 120 Introduction to Environmental Science	4
ENG 101, 103, or 105 English Composition I	3
ENG 112, 114, or 116 English Composition II	3
HEC 101 Human Ecology: Problems and Solutions.....	3
HEC 118 Education and Advocacy for the Environment.....	3
HEC 201 Strategies for a Sustainable Future.....	3
HEC 253 Eco-Action Seminar and Field Placement	3
HEC 121 Gender Issues in Human Ecology	
or three one-credit Green Living Seminars: HEC 150, 151 152, 153, 154, 155	
or HEC 240 Special Topics in Human Ecology.....	3
PCS 101 or 121 or 131 or 141 Personal Communication Skills.....	3
Behavioral Science Core.....	6
One three-credit course from 2 of the following categories:	
a) <i>Sociology: SOC 101 or 106</i>	
b) <i>Political Science: POL 101, 105, 203</i>	
c) <i>Anthropology: ANT 103</i>	
d) <i>Peace and Social Justice: PSJ 101</i>	
Humanities Core:	9
One three-credit course from each of the following categories:	
a) <i>History: any HIS course coded HC</i>	
b) <i>Literature: any 200 level ENG course EXCEPT ENG 207 and ENG 208</i>	
c) <i>A Humanities course with an HC advising code in: ART, ASL, DAN, ENG, FLK, FRE, GGY, HIS, HUM, LAT, MUS, PHI, SPA, THE</i>	
Science/Math Core	10-12
One course from each of the following categories:	
a) <i>Lab Science: any 4 credit BIO, CHE, EGR, GEO, PHY, or SCI course with NC advising code</i>	
b) <i>Science: any 3 or 4 credit BIO, CHE, GEO, PHY, or SCI course</i>	
c) <i>MAT: any 3 or 4 credit MAT course with NC advising code^①</i>	
General electives.....	4
	TOTAL 60-62

^① Transfer to a 4-year institution may require a higher level math course.

PROGRAM CONTACT

Associate Dean for Behavioral Sciences, Office: E118A, (413) 775-1121

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

THE DEGREE: Associate of Arts in Liberal Arts

THE PROGRAM OPTION: provides a background in environmental studies with course work geared toward transfer requirements for a four-year baccalaureate degree environmental science program.

YOUR NEXT STEP: transfer to a baccalaureate degree institution.

REQUIRED COURSES	CREDITS
BIO 126 Biology I.....	4
BIO 127 Biology II	4
BIO 103 Ecology or BIO 104 Natural History or BIO 122 Freshwater Ecology	4
BIO 120 Introduction to Environmental Science.....	4
CHE 111 General Chemistry I ^①	4
ECO 113 Environmental Economics.....	3
ENG 101, 103, or 105 English Composition I.....	3
ENG 112, 114, or 116 English Composition II	3
HEC 101 Human Ecology: Problems and Solutions.....	3
MAT 107 College Algebra ^② or MAT 114 Introduction to Statistics	4
PCS 101 or 121 or 131 or 141 Personal Communication Skills.....	3
Any two of GEO, BIO, SCI, MAT, EGR (coded NC) or CHE course ^③	6-8
Behavioral Science Core.....	3
<i>One three credit course from the following: ANT 103, ANT 104, POL 101, PSY 101, or SOC 101</i>	
Humanities Core:	9
One three credit course from each of the following categories:	
a) History: any HIS course coded HC	
b) Literature: any 200 level ENG course EXCEPT ENG 207 and ENG 208	
c) A Humanities course with an HC advising code in: ART, ASL, DAN, ENG, FLK, FRE, GGY, HIS, HUM, LAT, MUS, PHI, SPA, THE	
General electives ^④	3
TOTAL 60-62	

① Students are strongly advised to also take CHE 112 General Chemistry II

② Students are strongly advised to take both MAT 107 and MAT 114

③ Students are strongly advised to take CHE 112, MAT 107, and MAT 114

④ To be chosen in consultation with the faculty advisor and in consideration of the requirements of the transfer institution.

PROGRAM OPTION ADVISOR

Brian Adams, Office: S410, (413) 775-1454, email: adams@gcc.mass.edu

Fire Science Technology (FST)

THE DEGREE: Associate of Science

THE PROGRAM: 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.

YOUR NEXT STEP: begin or enhance your career in municipal fire protection, insurance and building inspection, fire protection work with private firms, or transfer to a baccalaureate degree institution with major emphasis on fire department management or fire science education.

REQUIRED COURSES	CREDITS
CHE 105 Basic Principles of Chemistry, or CHE 111 General Chemistry I.....	3-4
CIS 140 Microcomputer Software Tools I..... or a CIS course approved by the Fire Science Program Coordinator	3
ENG 101, 103, or 105 English Composition I.....	3
ENG 112, 114, or 116 English Composition II, or ENG 123 Report Writing.....	3
FST 101 Introduction to Fire Protection	3
FST 109 Hazardous Materials I.....	3
FST 111 Building Construction.....	3
FST 113 Fire Hydraulics	3
FST 125 Fire Prevention, Codes and Ordinances	4
FST 201 Fire Protection Systems and Equipment I	3
MAT (Any math course with NC coding)	3-4
PSY 101 Principles of Psychology	3
SOC 101 Principles of Sociology	3
PCS 101 or 121 or 131 or 141 Personal Communication Skills.....	3
FST/EMS/SPA 163 Electives ^①	15
Humanities elective (Any course coded HC or HL)	3
TOTAL 61-63	

^① FST/EMS/SPA 163 electives consist of all courses designated FST or EMS not specifically required in the curriculum. No more than 10 EMS credits can be used in this category. SPA 163 (Spanish for Fire Fighters) can count either as elective credits in this category or as Humanities elective credit but not both.

PROGRAM COORDINATOR

Dr. Peter Rosnick, Office: E123A, (413) 775-1446, email: rosnick@gcc.mass.edu

Food Science (LFO)

(Meets Commonwealth Transfer Compact Requirements)

THE DEGREE: Associate of Arts in Liberal Arts

THE PROGRAM OPTION: provides a strong two-year program in food science or food science engineering, similar to the first two years of a university program.

YOUR NEXT STEP: transfer to a baccalaureate degree institution as a major in food science, food science engineering, or, with modification, nutrition.

REQUIRED COURSES	CREDITS
BIO 130 Human Nutrition	3
BIO 194 Comprehensive Anatomy and Physiology I	4
BIO 205 Microbiology	4
CHE 111 General Chemistry I.....	4
CHE 112 General Chemistry II	4
CIS 140 Microcomputer Software Tools I	3
ENG 101, 103, or 105 English Composition I	3
ENG 112, 114, or 116 English Composition II	3
MAT 108 Precalculus	4
PHY 101 General Physics I.....	4
PHY 102 General Physics II	4
PCS 101 or 121 or 131 or 141 Personal Communication Skills.....	3
Behavioral Sciences Core:	9
a) Select two courses from the following: ANT 103 or 104, ECO 101 or 102, HEC 101, POL 101, PSY 101, or SOC 101	
b) Select any additional course coded BC	
Humanities Core:	9
One three-credit course from each of the following categories:	
a) History: any HIS course coded HC	
b) Literature: any 200 level ENG course EXCEPT ENG 207 and ENG 208	
c) A Humanities course with an HC advising code in: ART, ASL, DAN, ENG, FLK, FRE, GGY, HIS, HUM, LAT, MUS, PHI, SPA, THE	
	TOTAL 61

PROGRAM OPTION ADVISOR

Mary Ellen Fydenkevez, Office: S411, (413) 775-1469, email: fydenkevez@gcc.mass.edu

Healing Arts (LHA)

(Meets Commonwealth Transfer Compact Requirements)

THE DEGREE: Associate of Arts in Liberal Arts

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

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

REQUIRED COURSES	CREDITS
HAO 101 Healing Arts ^① or courses with MTC prefix.....	12
ACC 103 Analysis of Financial Statements	3
BUS 111 The Contemporary Business World.....	3
ENG 101, 103, or 105 English Composition I.....	3
ENG 112, 114, or 116 English Composition II	3
PCS 101 or 121 or 131 or 141 Personal Communication Skills.....	3
PSY 101 Principles of Psychology.....	3
PSY 217 Human Growth and Development.....	3
Any additional course coded BC	3
Humanities Core:	9
One three-credit course from each of the following categories:	
a) <i>History: any HIS course coded HC</i>	
b) <i>Literature: any 200 level ENG course EXCEPT ENG 207 and ENG 208</i>	
c) <i>A Humanities course with an HC advising code in: ART, ASL, DAN, ENG, FLK, FRE, GGY, HIS, HUM, LAT, MUS, PHI, SPA, THE</i>	
Science/Math Core:.....	11-12
a) <i>Science: two 4-credit lab science courses with NC advising codes</i>	
b) <i>Any math course coded NC</i>	
Electives other than "X" or "A" coded courses	9
TOTAL 65-66	

^① Awarded to Stillpoint Center School of Massage graduates after successful completion of 15 liberal arts credits at GCC.

PROGRAM OPTION ADVISOR

Patricia A. Wachter, Office: D312, (413) 775-1634, email: wachter@gcc.mass.edu

Health Fitness and Wellness (LHF)

(Meets Commonwealth Transfer Compact Requirements)

THE DEGREE: Associate of Arts in Liberal Arts

THE PROGRAM OPTION: provides a broad range of liberal arts studies with health fitness and wellness offerings.

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

REQUIRED COURSES	CREDITS
BIO 195 Human Anatomy and Physiology I.....	4
BIO 196 Human Anatomy and Physiology II	4
Select ONE course from the following:	
BIO 101, 102, 103, 104, 120, 122, or 124	4
BIO 130 Human Nutrition	3
ENG 101, 103, or 105 English Composition I.....	3
ENG 112, 114, or 116 English Composition II	3
PCS 101 or 121 or 131 or 141 Personal Communication Skills.....	3
LED 156 Strength Training.....	1
LED 157 Aerobics	1
HFW 100 Survey of Movement Science	1
HFW 101 Introduction to Exercise Science.....	3
HFW 103 Principles of Health and Well-Being	3
HFW 104 Foundations of Movement Science I.....	3
HFW 105 Foundations of Movement Science II	3
Behavioral Sciences Core:	9
One three-credit course from each of the following categories:	
a) <i>PSY 101 Principles of Psychology</i>	
b) <i>Select ONE course from the following:</i>	
<i>ANT 104, ECO 101 or 102, HEC 101, POL 101, or SOC 101</i>	
c) <i>Select ONE course coded BC from the following:</i>	
<i>Any ANT course except 103, any ECO course, any POL course, any SOC course</i>	
Humanities Core:	9
One three-credit course from each of the following categories:	
a) <i>History (HIS 101, 102, 105, 106, 107, 108, 113, 123, 127, 128, 129, 131)</i>	
b) <i>Literature (ENG 201, 202, 203, 204, 205, 206, 211, 219, 221, 224, 235, 243, 247, 248, 253)</i>	
c) <i>Select ONE course from the following coded HC:</i>	
<i>ART 103, 104, 107, 108</i>	
<i>HUM 130, 150, 153, 201, 202</i>	
<i>MUS 101, 102, 103, 107, 108, 122, 127, 137, 220, 207</i>	
<i>PHI 103, 104, 108, 110, 204, 205, 206</i>	
Math Core:.....	3-4
<i>MAT 114 or 117</i>	
TOTAL 60-61	

PROGRAM CONTACT

Associate Dean for Behavioral Sciences, Office: E118A, (413) 775-1121

Health Science (LAH)

(Meets Commonwealth Transfer Compact Requirements)

THE DEGREE: Associate of Arts in Liberal Arts

THE PROGRAM OPTION: 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. Programs of study include, but are not limited to, medical technology, clinical laboratory science, radiologic technology, public health, occupational therapy, physical therapy, and emergency management science.

YOUR NEXT STEP: transfer to a certificate or associate degree health occupation program or a bachelor's degree program in health science.

REQUIRED COURSES:	CREDITS
ENG 101, 103, or 105 English Composition I	3
ENG 112, 114, or 116 English Composition II	3
PCS 101, 121, 131, or 141 Personal Communication Skills.....	3
HUD 127 Survey of Health Careers ^① or MTC, NUR or PMC credits.....	2
Behavioral Science Core:	9
a) PSY 101 Principles of Psychology	
b) Select one course from the following: ANT103 or 104, ECO101 or 102, HEC101, POL101, or SOC101 ^②	
c) Select any additional course with a BC advising code ^②	
Humanities Core	9
One three credit course from each of the following categories:	
a) History: any HIS course with an HC advising code	
b) Literature: any 200-level ENG course EXCEPT ENG 207 and 208	
c) A Humanities course with an HC advising code in: ART, ASL, DAN, ENG, FLK, FRE, GGY, HIS, HUM, LAT, MUS, PHI, SPA, THE	
Science/ Math Core:	11-12
a) Science: two 4-credit BIO, CHE, or PHY courses with NC advising codes ^②	
b) Math: MAT course with NC advising codes (MAT 114 or MAT 151 recommended) ^②	
Electives ^② ^③	20
TOTAL	60-61

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

- ^① HUD 127 will be taken in the first year as a LAH major.
- ^② Behavioral science, science, math and elective courses will be chosen in consultation with your academic advisor and in consideration of the requirements for your career program or transfer institution.
- ^③ See Liberal Arts/General Program (page 56) for specific requirements.

PROGRAM OPTION ADVISOR

Lou Peugh, Office: N214, (413) 775-1848, email: peugh@gcc.mass.edu

Human Services (LHS)

(Meets Commonwealth Transfer Compact Requirements)

THE DEGREE: Associate of Arts in Liberal Arts

THE PROGRAM OPTION: provides a broad range of studies in the core curriculum and human services offerings.

YOUR NEXT STEP: transfer to a baccalaureate degree institution.

REQUIRED COURSES	CREDITS
ENG 101, 103, or 105 English Composition I	3
ENG 112, 114, or 116 English Composition II	3
HSV 101 Introduction to Human Services	3
HSV 115 The Helping Relationship	3
HSV 205 Case Management Practices	3
HSV 215 Counseling Skills.....	3
HSV 271 Practicum in Human Services	4
PSY 101 Principles of Psychology	3
PSY 217 Human Growth and Development.....	3
SOC 101 Principles of Sociology	3
PCS 101 or 121 or 131 or 141 Personal Communication Skills.....	3
Human Services Electives	6
<i>Select two courses from the following: PSJ 120, PSY 209, PSY 214, PSY 215, PSY 225, PSY 227, PSY 259, PSY 277, any course coded ANT, SOC, HSV, CRJ</i>	
Humanities Core:	9
One three-credit course from each of the following categories:	
a) <i>History: any HIS course coded HC</i>	
b) <i>Literature: any 200 level ENG course EXCEPT ENG 207 and ENG 208</i>	
c) <i>A Humanities course with an HC advising code in: ART, ASL, DAN, ENG, FLK, FRE, GGY, HIS, HUM, LAT, MUS, PHI, SPA, THE</i>	
Science/Math Core:	11-12
a) <i>Science: two 4-credit BIO, CHE, EGR, GEO, PHY, or SCI courses with NC advising codes</i>	
b) <i>Math: MAT course with NC advising code</i>	
Elective ^①	3
TOTAL 63-64	

Students participating in this program must undergo a Criminal Offender Record Information (CORI) check. For more information please refer to pages 11-12.

^① See Liberal Arts/General Program (page 56) for specific requirements.

PROGRAM OPTION ADVISOR

Abigail Jenks, Office: E132U, (413) 775-1127, email: jenks@gcc.mass.edu

International Studies (LIS)

(Meets Commonwealth Transfer Compact Requirements)

THE DEGREE: Associate of Arts in Liberal Arts

THE PROGRAM OPTION: provides an introduction to the broad area of international studies, examining culture, history, literature, and society from a global perspective. Helps prepare students for careers in international fields.

YOUR NEXT STEP: transfer to a baccalaureate degree institution.

REQUIRED COURSES	CREDITS
ANT 104 Cultural Anthropology: Tribes, States and the Global System, or ECO 101 Principles of Macroeconomics	3
ENG 101, 103, or 105 English Composition I	3
ENG 112, 114, or 116 English Composition II	3
Literature: any 200 level ENG course EXCEPT ENG 207 and ENG 208 (recommended: ENG 235 Survey of Latin American Literature).....	3
HIS 113 China and Japan: A Cultural History, or HIS 123 The Pacific Century, or HIS 128 Latin American History, or HIS 129 Introduction to Modern Africa	3
POL 103 Comparative Politics, or POL 105 International Politics	3
PCS 101 or 121 or 131 or 141 Personal Communication Skills.....	3
Language (any combination of courses coded ASL, FRE, LAT, SPA).....	8
Any additional course coded BC (recommended: ECO 129 Emerging Nations).....	3
Science/Math Core:.....	11-12
a) Science: two 4-credit BIO, CHE, EGR, GEO, PHY, or SCI courses with NC advising codes	
b) Math: MAT course with NC advising code	
General electives ^①	6
International Studies electives.....	12
	TOTAL 61-62

INTERNATIONAL STUDIES ELECTIVES:

(if not already used to fulfill required courses; select from at least 2 subject areas)

ANT 104 Introduction to Cultural Anthropology	3	HIS 106 History of the American People Since 1865	3
ART 103 Art History I	3	HIS 113 China and Japan: A Cultural History	3
ART 104 Art History II	3	HIS 123 The Pacific Century	3
DAN 105 or 106 African Dance I or II	3	HIS 128 Latin American History	3
DAN 205 or 206 African Dance III or IV	3	HIS 129 Introduction to Modern Africa	3
DAN 116 or 117 Middle Eastern Dance I or II	3	HUM 130 Latin American/North American Cultures	3
DAN 120 Dance in Culture	3	MUS 128 World Music Ensemble	2
ECO 129 Economics of Emerging Nations	3	MUS 137 World Music and Cultures	3
ENG 219 Ethnic Literature	3	POL 103 Comparative Politics	3
ENG 235 Survey of Latin American Literature	3	POL 105 International Politics	3
Language (any combination of courses coded ASL, FRE, LAT, SPA)	4	POL 205 American Foreign Policy	3

^① See Liberal Arts/General Program (page 56) for specific requirements.

PROGRAM OPTION ADVISOR

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

Management (MAN)

THE DEGREE: Associate of Science

THE PROGRAM: provides occupational and some transfer possibilities. You will be required to take a core of management courses, as well as liberal arts courses and electives that will allow you to transfer or enter the workplace. You may choose either a general management concentration or a total quality management concentration.

YOUR NEXT STEP: work in entry-level management positions in business and public organizations or transfer to a business administration program at a baccalaureate degree institution.

REQUIRED COURSES	CREDITS
ACC 121 Principles of Financial Accounting I or ACC 151 Concepts of Financial Accounting I	4 or 3
ACC 122 Principles of Financial Accounting II or ACC 152 Concepts of Financial Accounting II	4 or 3
ACC 203 Management Accounting.....	3
ADM 106 Keyboarding for Information Processing.....	1
BUS 105 Personal Financial Literacy	3
BUS 111 The Contemporary Business World.....	3
BUS 155 Business Law I	3
BUS 203 Human Resources Management	3
BUS 204 Managerial Communication.....	3
BUS 205 Principles of Management	3
BUS 209 Principles of Marketing.....	3
CIS 115 Introduction to Business Information Systems.....	3
CIS 140 Microcomputer Software Tools I	3
ECO 101 Principles of Macroeconomics	3
ECO 102 Principles of Microeconomics.....	3
ENG 101, 103, or 105 English Composition I.....	3
ENG 112, 114, or 116 English Composition II, or ENG 123 Report Writing	3
PSY 101 Principles of Psychology	3
Program Electives (ACC, BUS, CIS, or ECO course, or COE that must be related to program major) ①	6
Liberal Arts Electives	6
TOTAL	64 OR 66

① Entrepreneurial Option

Students take the following courses as the Program Electives above:

BUS 116 E-Commerce.....	3
BUS 140 Entrepreneurial Field Studies	3

PROGRAM COORDINATORS

Dr. Thomas R. Simmons, Office: E132F, (413) 775-1482, email: simmonst@gcc.mass.edu

Marketing (MKT)

THE DEGREE: Associate of Science

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

YOUR NEXT STEP: work in entry-level management or sales positions in retail, wholesale, or industrial organizations.

REQUIRED COURSES	CREDITS
ACC 103 Analysis of Financial Statements	3
BUS 105 Personal Financial Literacy	3
BUS 111 The Contemporary Business World.....	3
BUS 125 Principles of Advertising	3
BUS 155 Business Law I	3
BUS 203 Human Resources Management, or BUS 205 Principles of Management.....	3
BUS 204 Managerial Communications.....	3
BUS 209 Principles of Marketing.....	3
Program Elective (CIS 141, CIS 145, or CIS 151 recommended)	3
COE 297 Cooperative Education I, or BUS 223 Business Applications, or Directed Study in Marketing.....	3
CIS 140 Microcomputer Software Tools I	3
ECO 101 Principles of Macroeconomics.....	3
ECO 102 Principles of Microeconomics.....	3
ENG 101, 103, or 105 English Composition I.....	3
ENG 112, 114, or 116 English Composition II, or ENG 123 Report Writing.....	3
PSY 101 Principles of Psychology.....	3
Program Elective (ACC, BUS, CIS, or ECO course) ^①	3
Liberal Arts Electives.....	6
General Elective.....	3
TOTAL	60

^① Any student planning a baccalaureate degree in the future should consider taking ACC 121 and ACC 122 in place of ACC 103.

PROGRAM COORDINATORS

Dr. Thomas R. Simmons, Office: E1 32F, (413) 775-1482, email: simmonst@gcc.mass.edu

Math-Science (LMO)

(Meets Commonwealth Transfer Compact Requirements)

THE DEGREE: Associate of Arts in Liberal Arts

THE PROGRAM OPTION: is designed for students who plan to transfer to a baccalaureate degree institution as a math or science major; or into a pre-professional program.

YOUR NEXT STEP: transfer to a baccalaureate degree institution.

REQUIRED COURSES	CREDITS
ENG 101, 103, or 105 English Composition I	3
ENG 112, 114, or 116 English Composition II	3
PCS 101 or 121 or 131 or 141 Personal Communication Skills	3
MAT 107, 108, 201, 202 (at least 2)	8
Behavioral Sciences Core:	9
a) <i>Select two courses from the following: ANT 103 or 104, ECO 101 or 102, HEC 101, POL 101, PSY 101, or SOC 101</i>	
b) <i>Select any additional course coded BC</i>	
Humanities Core:	9
One three-credit course from each of the following categories:	
a) <i>History: any HIS course coded HC</i>	
b) <i>Literature: any 200 level ENG course EXCEPT ENG 207 and ENG 208</i>	
c) <i>A Humanities course with an HC advising code in: ART, ASL, DAN, ENG, FLK, FRE, GGY, HIS, HUM, LAT, MUS, PHI, SPA, THE</i>	
Math-Science Electives ^①	16
Program Electives ^②	11
	TOTAL 62

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

① Math-Science Electives (16 credits): Select two 4-credit courses with NC Advising Code, from any two of the following: BIO, CHE, EGR, GEO, PHY, SCI, or MAT (the Math must be 201 or higher).

② Program Electives (11 credits): Select courses from among those that have an NC Advising Code, or an EGR prefix, or are 200 level CIS programming courses.

PROGRAM OPTION ADVISOR

Dr. Peter Rosnick, Office: E123A, (413) 775-1446, email: rosnick@gcc.mass.edu

Music (LMU)

(Meets Commonwealth Transfer Compact Requirements)

THE DEGREE: Associate of Arts in Liberal Arts

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

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

REQUIRED COURSES	CREDITS
MUS 230 Applied Music (2 credit lessons on primary instrument, 4 semesters)	8
MUS 231 Recital Participation (4 semesters)	0
MUS 138 Creative Musicianship (2 semesters)	2
Music History Elective (choose MUS 101, 102, 127, or 137)	3
MUS 107 Music Theory I	3
MUS 147 Aural Skills I	1
MUS 108 Music Theory II	3
MUS 148 Aural Skills II	1
Ensemble Electives (2 credits each; at least 4 credits earned in one ensemble)	6
Music Electives (excluding ensembles)	4
ENG 101, 103, or 105 English Composition I	3
ENG 112, 114, or 116 English Composition II	3
PCS 101 or 121 or 131 or 141 Personal Communication Skills	3
Behavioral Sciences Core	9
a) Select two courses from the following: ANT 103 or 104, ECO 101 or 102, HEC 101, POL 101, PSY 101, or SOC 101	
b) Select any additional course coded BC	
Humanities Core	6
One three-credit course from each of the following categories:	
a) History: any HIS course coded HC	
b) Literature: any 200 level ENG course EXCEPT ENG 207 and ENG 208	
Science/Math Core	11-12
a) Science: two 4-credit BIO, CHE, EGR, GEO, PHY, or SCI courses with NC advising codes	
b) Math: MAT course with NC advising code	
TOTAL 66-67	

(continued on next page)

Music (LMU)

(Meets Commonwealth Transfer Compact Requirements)

(continued from previous page)

ENSEMBLE ELECTIVES: (6 CREDITS)

MUS 111 Chorus	2
MUS 125 Jazz Ensemble.	2
MUS 128 World Music Ensemble.	2
MUS 129 Chamber Ensemble.	2
MUS 139 Contemporary Music Ensemble	2

MUSIC ELECTIVES: (4 CREDITS)

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

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.

PROGRAM OPTION ADVISOR

Matthew Shippee, Office: S334, (413) 775-1228, email: shippeem@gcc.mass.edu

Nursing (NUR)

THE DEGREE: Associate of Science

THE PROGRAM: prepares you for a career as a nurse, providing patient care for adults and children in varied health care settings. You will be required to take a combination of liberal arts and clinical nursing courses in sequence over four semesters. Some students prefer to complete the program over a longer period of time.

YOUR NEXT STEP: take the R.N. licensure examination, and enter the R.N. work force, and/or continue your education part-time or full-time at a baccalaureate degree institution. We have direct articulation agreements with American International College, Elms College, Framingham State College, UMass/Amherst, and Vermont College's Schools of Nursing.

REQUIRED COURSES	Lecture hours per week	Clinical and lab hours per week ^⑤	Credits
BIO 195 Human Anatomy and Physiology I ^{① ③}	3	2	4
BIO 196 Human Anatomy and Physiology II ^{① ③}	3	2	4
BIO 205 Microbiology ^{① ③}	3	3	4
ENG 101, 103, or 105 English Composition I ^②	4		3
ENG 112, 114, or 116 English Composition II ^②	4		3
NUR 101 Fundamentals of Nursing ^⑥	4	12	8
NUR 106 Pediatric Nursing ^⑥	5	9	4
NUR 108 Obstetric Nursing ^⑥	5	9	4
NUR 111 Introduction to Nursing Process ^{⑦ ④} or NUR 112 Introduction to Professional Nursing and the Nursing Process ^{⑦ ④}			(1 or 2)
NUR 201 Medical Surgical Nursing I ^⑥	4	12	8
NUR 203 Mental Health Nursing ^⑥	3	3	4
NUR 202 Medical Surgical Nursing II ^①	4	15	9
NUR 204 Trends and Issues in Nursing ^①	3		3
PSY 101 Principles of Psychology ^②	3		3
PSY 217 Human Growth and Development ^{② ③}	3		3
SOC 101 Principles of Sociology ^②	3		3
Humanities Elective ^②	3		3
TOTAL			70

- 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

Students participating in this program must undergo a Criminal Offender Record Information (CORI) check. For more information please refer to pages 11-12.

PROGRAM DIRECTOR

TBA, Office: D203, (413) 775-1630

(continued on next page)

Nursing (NUR)

(continued from previous page)

The Associate Degree Nursing Program is approved by the Massachusetts Board of Registration in Nursing and is accredited by the National League for Nursing Accrediting Commission, 61 Broadway, New York, NY 10006, (212) 363-5555. The highly-regarded Associate Degree program offers personal support and a wide range of challenging clinical learning opportunities in the Springfield, 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 10, 2008 and February 23, 2009. Applicants who are selected from the pool will be notified by the end of March. 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 A.D.N. program. Dates and locations for the meetings are available in semester course guides, from the Admission Office or the Health Occupations office (413) 775-1620.

ACADEMIC ADMISSION REQUIREMENTS FOR THIS PROGRAM - High school diploma or GED certificate required. Must place into ENG 101, 103, or 105 in placement assessment or successfully complete ENG 090 and COL 090 with a "C" or better. Must place out of MAT 105 (095) in placement assessment or successfully complete MAT 105 (095) within five (5) years. Ten credits from the list of required non-nursing courses listed on the previous page, (including at least one of the BIO courses.) Successful completion of Math and the Nursing Role in Medication Administration (IDS 110) with a grade of B or better is a requirement for enrollment in the A.D.N. program for all accepted students.

LEGAL REQUIREMENTS - Applicants need to know that individuals with a record of conviction by a Court of Law will be required to provide a complete explanation to the Board of Registration in Nursing in order to be permitted to take the licensing examination (NCLEX) after graduation. Some of the clinical facilities require that students meet the requirements of a CORI (Criminal Offenders Record Information) check every six months. Students who fail to meet the requirements of GCC clinical affiliates will not be able to continue in the program.

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

EDUCATIONAL MOBILITY OPPORTUNITIES FOR LPNS - Licensed Practical nurses who have graduated from GCC's Program or the Thompson School (Brattleboro, VT), with a B average or better, who apply to GCC's associate degree nursing program within five years of graduation can be accepted into the second year of GCC's ADN Program on a space-available basis. All other LPNs are encouraged to apply for advanced placement into the second semester or the third semester of the ADN Program. LPNs entering the second semester of the program must have successfully completed English Comp. I, PSY 101, BIO 195 or 117, the Excelsior College Fundamentals of Nursing, Associate Degree level Examination and NUR 111. LPNs who earn entrance into the third semester or second year must have also successfully completed SOC 101, PSY 217, BIO 196, Excelsior College Maternal and Child Nursing, Baccalaureate Degree Examination and NUR 112 (in the place of NUR 111). For testing applications and study guides write to: Excelsior College Exams, Excelsior College, 7 Columbia Circle, Albany, NY 12203-5159, (888) 723-9267.

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

Occupational Technology (OCC)

THE DEGREE: Associate of Science

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

YOUR NEXT STEP: transfer into a baccalaureate degree program within the program's transfer articulation agreement to obtain a bachelor in science in Occupational Education or work in entry level supervisory positions within your technical career choice.

REQUIRED COURSES	CREDITS
OCC 101 Vocational-Technical Teacher Competency	18
ADM 106 Keyboarding for Information Processing.....	1
CIS 140 Microcomputer Software Tools I	3
Any Economics course ②	3
ENG 101, 103 or 105 English Composition I	3
ENG 112, 114, or 116 English Composition II or ENG 123 Report Writing ③	3
Any HIS course coded HC ④	3
MAT 114 Introduction to Statistics or MAT 117 Mathematical Problem Solving	3-4
PSY 101 Principles of Psychology.....	3
Any lab science course coded NC ⑤	4
Liberal Arts Electives and/or Program Electives	16
TOTAL 60-61	

LIBERAL ARTS ELECTIVES (these courses satisfy core requirements at Westfield State College)

C2 requirement (ENG 201, 202, 203, 204, 205, 206, or 221; FRE 102, 201, 202, or 251; PHI 103; SPA 102, 201, 202, 251, or 252)	3-6
C3 requirement (ART 103, 104, or 121; MUS 101, 102, or 103)	3-6
C4 requirement (HIS 105, 106, 107, or 108; POL 101) ⑥	3
C5 requirement (ANT 104; ECO 101 or 102; HIS 101 or 102; POL 101; SOC 101).....	3
C6 requirement (BIO 101, 102, 195, or 196; CHE 111 or 112; GEO 101 or 102; PHY 101, 102, 111, or 112; SCI 103).....	4
C7 requirement (MAT 108, 114, 117, 151, 201, or 202)	3-4

PROGRAM ELECTIVES

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

(continued on next page)

Occupational Technology (OCC)

(continued from previous page)

- ① Two (2) credits per year will be granted for each year of successful full-time teaching under contract at an accredited vocational-technical high school. Up to three (3) credits may be granted for business experience (private, public, or non-profit) including experience in management, employee relations, and/or government regulations, taxes, and requirements. The total for these life experiences shall not exceed six (6) credits. To be granted these credits, applicants must submit a portfolio including proof of employment, performance reviews, letters of administrative support, and a narrative describing the applicant's business experience that will be reviewed by the program advisor, the Division Dean, and the Admission office.
- ② To transfer to Westfield State College, take ECO 101 or ECO 102
- ③ To transfer to Westfield State College, take ENG 112, 114, or 116
- ④ To transfer to Westfield State College, take HIS 101, 102, 105, 106, 107, or 108
- ⑤ To transfer to Westfield State College, take BIO 101, 102, 195, 196, CHE 111, 112, GEO 101, 102, PHY 101, 102, 111, 112, or SCI 103
- ⑥ To transfer to Westfield State College, take no credits from this category if HIS 105, 106, 107, or 108 was taken to satisfy the required courses.

PROGRAM COORDINATOR

Dr. Peter Rosnick, Office: E123A, (413) 775-1446, email: rosnick@gcc.mass.edu

Office Management (OMN)

THE DEGREE: Associate of Science

THE PROGRAM: develops skills needed to manage an office setting. You may choose electives to develop a curriculum that meets your own career goals.

YOUR NEXT STEP: manage an office in a small to medium size organization.

REQUIRED COURSES	CREDITS
ACC 121 Principles of Financial Accounting I	4
ACC 122 Principles of Financial Accounting II	4
ADM 106 Keyboarding for Information Processing.....	1
BUS 105 Personal Financial Literacy	3
BUS 111 The Contemporary Business World.....	3
BUS 123 Business Communications or ENG 123 Report Writing.....	3
BUS 203 Human Resources Management or BUS 205 Principles of Management.....	3
BUS 204 Managerial Communication.....	3
COE 297 Cooperative Education I, or Program Elective ①	3-4
CIS 140 Microcomputer Software Tools I	3
CIS 141 Microcomputer Software Tools II.....	3
CIS 143 Advanced Word Processing or program elective	3
CIS 145 Relational Database Design and Application	3
ENG 101, 103, or 105 English Composition I	3
ENG 112, 114, or 116 English Composition II	3
Any course with the prefix PCS (Personal Communication Skills).....	3
Program Elective ①.....	3
Liberal Arts Electives	12
TOTAL	63-64

① A Program Elective shall be defined as any course with a prefix of ACC, ADM, BUS, CIS, or ECO.

PROGRAM COORDINATORS

Dr. Thomas R. Simmons, Office: E132F, (413) 775-1482, email: simmonst@gcc.mass.edu

Peace and Social Justice Studies (LPJ)

(Meets Commonwealth Transfer Compact Requirements)

THE DEGREE: Associate of Arts in Liberal Arts

THE PROGRAM OPTION: offers students an opportunity to understand the relationship between social justice, peace and culture. The program provides a focus for students interested in peace and social justice studies within the framework of the traditional skills and content of a liberal arts education.

YOUR NEXT STEP: transfer to a baccalaureate degree institution to study any liberal arts discipline, peace and/or social justice studies, or related fields.

REQUIRED COURSES	CREDITS
ENG 101, 103, or 105 English Composition I.....	3
ENG 112, 114, or 116 English Composition II	3
PCS 101 or 121 or 131 or 141 Personal Communication Skills.....	3
PSJ 101 Introduction to Peace Studies.....	3
PSJ 120 Mediation and Conflict Theory	3
PSJ 225 Peacemaking in Practice: Seminar on Nonviolence and Action	3
PSY 101 Introduction to Psychology	3
PSY 214 Psychology of Peace, Conflict and Violence	3
Behavioral Sciences Core.....	6
a) Choose one of the following: ANT 103, ANT 104, ECO 101, ECO 102, HEC 101, POL 101, SOC 101	
b) any additional course with BC advising code (recommended POL 203, SOC 106, PSY 259)	
Humanities Core.....	9
One three-credit course from each of the following categories:	
a) History: any HIS course with HC advising code (recommended HIS 127 or HIS 131)	
b) Choose one course: ENG 219, ENG 228, ENG 235, ENG 247 or ENG 248	
c) A Humanities course with HC advising code in: ART, ASL, DAN, ENG, FLK, FRE, GGY, HIS, HUM, LAT, MUS, PHI, SPA, THE	
Science/Math Core	11-12
a) Science: one four-credit BIO, CHE, EGR, GEO, PHY, or SCI course with NC advising code	
b) Choose one course: SCI 120, BIO 103, BIO 120	
c) Math: one MAT course with NC advising code (recommended MAT 117)	
Peace and Social Justice Studies Electives	12
TOTAL	62-63

PEACE AND SOCIAL JUSTICE STUDIES ELECTIVES

(if not already used to fulfill required courses)

ANT 204 Discovering Culture: Adventures in the Field	3	POL 203 American Civil Liberties	3
BIO 103 Ecology	4	POL 207 Politics of the Middle East	3
BIO 120 Environmental Science	4	SCI 120 Sustainable Energy: Theory and Practice	4
ECO 101 Principles of Macroeconomics	3	PCS 141 Interpersonal Communication	3
ECO 102 Principles of Microeconomics	3	THE 108 Interactive Dramatics	3
ECO 113 Environmental Economics	3	Any course that meets the University of Massachusetts social and cultural diversity requirement, marked with an * in the GCC Catalog	3
ECO 129 Economics of Emerging Nations	3	Any language course coded ASL, FRE, SPA	3-12
HUM 130 Latin American/North American Cultures	3		
MAT 114 Introduction to Statistics	4		
POL 101 American Politics	3		

PROGRAM OPTION ADVISOR

Abbie Jenks, Office: E132U, (413) 775-1127, email: jenks@gcc.mass.edu

Science-Math Education (LSM)

(Meets Commonwealth Transfer Compact Requirements)

THE DEGREE: Associate of Arts in Liberal Arts

THE PROGRAM OPTION: is designed for students who plan to transfer to a baccalaureate degree institution as a science or math major with an eye towards gaining teaching certification.

YOUR NEXT STEP: transfer to a baccalaureate degree institution

REQUIRED COURSES	CREDITS
EDU 205 Philosophy of Education.....	3
ENG 101, 103, or 105 English Composition I.....	3
ENG 112, 114, or 116 English Composition II.....	3
HEC 101 Human Ecology.....	3
MAT 107, 108, 151, or 201.....	4
PCS 101 or 121 or 131 or 141 Personal Communication Skills.....	3
Behavioral Sciences Core.....	6
a) Select one course from the following: ANT 103 or 104, ECO 101 or 102, POL 101, PSY 101, SOC 101	
b) Select any additional course coded BC	
Humanities Core:	9
One three-credit course from each of the following categories:	
a) History: any HIS course coded HC	
b) Literature: any 200 level ENG course EXCEPT ENG 207 and ENG 208	
c) A Humanities course with an HC advising code in: ART, ASL, DAN, ENG, FLK, FRE, GGY, HIS, HUM, LAT, MUS, PHI, SPA, THE	
Science-Math Electives	20
Take five 4-credit courses coded NC that include at least four different course rubrics from among the following: BIO, CHE, EGR, GEO, MAT, PHY, and SCI ^①	
Electives ^①	7-8
TOTAL 61-62	

^① Note: You will probably major in a particular math or science when you transfer to another school. We recommend that the fifth NC course and the electives be chosen from within the discipline in which you will ultimately major. Furthermore, students who will major in science when they transfer should strongly consider including chemistry and physics among their choices. Talk to your advisor for advice on the choices that best meet your academic goals.

PROGRAM OPTION ADVISOR

Mary Ellen Fydenkevez, Office: S411, (413) 775-1469, email: fydenkevez@gcc.mass.edu

Social Sciences (LSS)

(Meets Commonwealth Transfer Compact Requirements)

THE DEGREE: Associate of Arts in Liberal Arts

THE PROGRAM OPTION: 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, human ecology, political science, and anthropology within the framework of a traditional liberal arts education.

YOUR NEXT STEP: transfer to a baccalaureate degree granting institution to major in sociology, psychology, human ecology, political science, or anthropology. Enter a career field based in the social sciences.

REQUIRED COURSES	CREDITS
ENG 101, 103, or 105 English Composition I.....	3
ENG 112, 114, or 116 English Composition II.....	3
PCS 101 or 121 or 131 or 141 Personal Communication Skills.....	3
Behavioral Sciences Core.....	6
<i>Select two courses from the following: ANT 103 or ANT 104, ECO 101 or ECO 102, HEC 101, POL 101, PSY 101 or SOC 101</i>	
Humanities Core.....	9
One three-credit course from each of the following categories:	
a) <i>History: choose any history course with an HC advising code</i>	
b) <i>Literature: any 200-level ENG course EXCEPT ENG 207 and ENG 208</i>	
c) <i>Humanities: choose any Humanities course with an HC advising code in: ART, ASL, DAN, ENG, FLK, FRE, GGY, HIS, HUM, LAT, MUS, PHI, SPA, THE</i>	
Science/Math Core.....	11-12
a) <i>Science: two 4-credit lab science courses with an NC advising code in the following: BIO, CHE, EGR, GEO, PHY, SCI</i>	
b) <i>Math: choose one MAT course with an NC advising code</i>	
General Electives ^①	7-8
Social Science Electives.....	18
a) <i>Select one 100-Level Social Science Elective (from list below)</i>	
b) <i>Select five 200-level courses with the prefix ANT, POL, PSY, SOC ^②</i>	
TOTAL 60-62	

100-LEVEL SOCIAL SCIENCE ELECTIVES

Select one 100-level course from the list below

ANT 102 Introduction to Archaeology	3	POL 105 International Politics	3
ANT 103 Introduction to Physical Anthropology	3	PSY 101 Principles of Psychology	3
ANT 104 Cultural Anthropology: Tribes, States and the Global System	3	PSJ 101 Introduction to Peace Studies	3
HEC 101 Human Ecology: Problems and Solutions	3	SOC 106 The Social Construction of Difference and Inequality	3
POL 101 American Politics	3		

^① See Liberal Arts/General Program (page 56) for specific requirements. Recommended: One course focused on Interdisciplinary approach, for example: PSJ 101, WST 115, HUM 153. Students may also want to consider a course in world languages.

^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.

PROGRAM OPTION ADVISOR

Anne M. Wiley, Ed.D., Office: E116N, (413) 775-1132, email: wiley@gcc.mass.edu

Theater (LAT)

(Meets Commonwealth Transfer Compact Requirements)

THE DEGREE: Associate of Arts in Liberal Arts

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

YOUR NEXT STEP: transfer to a baccalaureate degree institution

REQUIRED COURSES	CREDITS
THE 101 Introduction to Theater.....	3
THE 105 Play Analysis.....	3
THE 106 StageCraft.....	3
THE 113 Fundamentals of Acting.....	3
THE 133 College Theater Workshop (required 3 out of 4 semesters).....	3
THE 224 Directing Practice, or THE 213 Advanced Acting.....	3
DAN 103 Jazz Dance I, or DAN 105 African Dance I, or DAN 130 Choreography/Performance.....	3
ENG 101, 103, or 105 English Composition I.....	3
ENG 112, 114, or 116 English Composition II.....	3
ENG 221 Shakespeare.....	3
MUS 111 Chorus.....	2
Behavioral Sciences Core.....	9
a) Select two courses from the following: ANT 103 or 104, ECO 101 or 102, HEC 101, POL 101, PSY 101, or SOC 101	
b) Select any additional course coded BC	
Humanities Core:.....	9
One three-credit course from each of the following categories:	
a) History: any HIS course coded HC	
b) Literature: any 200 level ENG course EXCEPT ENG 207 and ENG 208	
c) PCS 101 or 121 or 131 or 141 Personal Communication Skills	
Science/Math Core.....	11-12
a) Science: two 4-credit BIO, CHE, EGR, GEO, PHY, or SCI courses with NC advising codes	
b) Math: MAT course with NC advising code	
Theater Electives.....	9
	TOTAL 70-71

THEATER ELECTIVES

THE 108 Interactive Dramatics.....	3
THE 213 Advanced Acting.....	3
THE 214 Directing - Theory.....	3
THE 217 Experimental Performance.....	3
THE 223 Acting in Shakespeare.....	3
THE 224 Directing - Practice.....	3
THE 226 Stage Skills.....	3
Appropriate Directed Study (THE 295 or THE 296) see advisor.....	3

PROGRAM OPTION ADVISOR

Kimberley Morin, Office: N214, (413) 775-1278, email: morin@gcc.mass.edu

Women’s Studies (LWS)

(Meets Commonwealth Transfer Compact Requirements)

THE DEGREE: Associate of Arts in Liberal Arts

THE PROGRAM OPTION: offers an opportunity to understand various disciplines from the perspective of women. Provides a focus for students interested in women’s studies within the framework of the traditional skills and content of a liberal arts education.

YOUR NEXT STEP: transfer to a baccalaureate degree institution to study any liberal arts discipline, women’s studies, interdisciplinary studies, or related fields.

REQUIRED COURSES	CREDITS
ENG 101, 103, or 105 English Composition I.....	3
ENG 112, 114, or 116 English Composition II	3
PCS 101 or 121 or 131 or 141 Personal Communication Skills.....	3
WST 115 Introduction to Women’s Studies	3
Behavioral Science Core.....	9
a) choose two of the following: ANT 103 or ANT 104, ECO 101 or ECO 102, HEC 101, POL 101, PSY 101, SOC 101	
b) any additional course coded BC (recommended PSY 225, PSY 259, or HEC 121)	
Humanities Core.....	9
a) History: any HIS course coded HC (recommended HIS 131)	
b) Choose one course: ENG 247 or ENG 248	
c) A Humanities course with an HC advising code in: ART, ASL, DAN, ENG, FLK, FRE, GGY, HIS, HUM, LAT, MUS, PHI, SPA, THE	
Science/Math Core	11-12
a) Science: two four-credit BIO, CHE, EGR, GEO, PHY, or SCI courses coded NC	
b) Math: MAT course coded NC	
Electives ^①	7
Women’s Studies Electives	9
Women’s Studies Social and Cultural Diversity Elective.....	3
TOTAL 60-61	

WOMEN’S STUDIES ELECTIVES

(if not already used to fulfill required courses)

Select three (3) from the following list:

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

WOMEN’S STUDIES SOCIAL AND CULTURAL DIVERSITY ELECTIVE

Select one course from the following:

EDU 103 Creative Experiences in Art, Music, Drama, and Dance	3
EDU 205 Philosophy of Education	3
ENG 228 Queer Literature	3
ENG 241 Survey of Children’s Literature	3
GGY 101 Introduction to Geography	3
HUM 153 Media and Popular Culture	3
HUM 155 Representing Families Through Media	3
PHI 206 Environmental Ethics	3
PSY 214 Psychology of Peace, Conflict, and Violence	3
Any course that meets the University of Massachusetts social and cultural diversity requirement, marked with an * in the GCC Catalog	3

^① See Liberal Arts/General Program (page 56) for specific requirements.

PROGRAM OPTION ADVISORS

Dr. Anne M. Wiley, Office: E1 16N, (413) 775-1132, email: wiley@gcc.mass.edu

Joanne McNeil Hayes, Office: N316, (413) 775-1230, email: hayes@gcc.mass.edu

Certificate Programs

- Business Microcomputer Applications (BMA)
- Computer Assisted Bookkeeping (CAB)
- Digital Media (DME)
- Early Childhood Education (LEC)
- Entrepreneurship (ENT)
- Environmental Studies/Natural Resources (NRC)
- Human Services (HSV)
- Massage Therapy (MTC)^①
- Microsoft Office Applications (MOA)
- Office Assistant (OFF)^①
- Outdoor Leadership (OLP)^①
- Paramedic (PMC)
- Practical Nursing-L.P.N. (PNC)^①
- Real Estate (RST)
- Renewable Energy/Energy Efficiency (REE)

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

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

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

Due to the sequence in which the certificate course requirements are offered, completion of these certificate programs within the normal time frame is not possible if a student begins required coursework in January.

^① Certificate programs approved by the Massachusetts Department of Higher Education.

Business Microcomputer Applications (BMA)

This program is undergoing review and is not currently accepting new students.

THE CERTIFICATE: Business Microcomputer Applications

THE PROGRAM: provides a comprehensive introduction to microcomputer use in business or medical records management. Includes hands-on experience with office automation software tools.

YOUR NEXT STEP: employment in a variety of business and medical office settings or continuation in an associate degree with a business or allied health emphasis.

REQUIRED COURSES	CREDITS
ADM 106 Keyboarding for Information Processing.....	1
BUS 105 Personal Financial Literacy, or MAT 090 Basic Mathematics Skills.....	3
BUS 111 The Contemporary Business World.....	3
CIS 140 Microcomputer Software Tools I.....	3
CIS 141 Microcomputer Software Tools II.....	3
CIS 145 Relational Database Design and Application.....	3
ENG 101, 103, or 105 English Composition I.....	3
General Elective.....	3
Program Electives (any ACC, ADM, BUS, CIS, or ECO course, which may include up to 3 credits of COE that must be related to program major) ^①	6
	TOTAL 28

① Those interested in medical may take ADM 122, Medical Terminology; those interested in legal may take BUS 155, Business Law; and those interested in real estate may take BUS 119, Principles of Real Estate as electives in this program.

PROGRAM COORDINATORS

Dr. Thomas R. Simmons, Office: E132F, (413) 775-1482, email: simmonst@gcc.mass.edu

Computer Assisted Bookkeeping (CAB)

This program is undergoing review and is not currently accepting new students.

THE CERTIFICATE: Computer Assisted Bookkeeping

THE PROGRAM: develops business math and English skills, provides an understanding of business organization and practices, and includes extensive hands-on experience with manual and computerized bookkeeping.

YOUR NEXT STEP: this two-semester program is designed to prepare students for entry-level bookkeeping positions with local businesses, professional offices, or CPA firms.

REQUIRED COURSES	CREDITS
ACC 121 Principles of Financial Accounting I.....	4
ACC 122 Principles of Financial Accounting II.....	4
ADM 106 Keyboarding for Information Processing.....	1
BUS 105 Personal Financial Literacy.....	3
BUS 111 The Contemporary Business World.....	3
CIS 140 Microcomputer Software Tools I.....	3
CIS 145 Relational Database Design and Application.....	3
General Elective.....	3
ENG 101, 103, or 105 English Composition I.....	3
	TOTAL 27

PROGRAM COORDINATORS

Dr. Thomas R. Simmons, Office: E132F, (413) 775-1482, email: simmonst@gcc.mass.edu

Digital Media (DME)

THE CERTIFICATE: Digital Media

THE PROGRAM: The Digital Media Certificate is a 27-credit program offered through the Art Department. It is designed to provide students with a strong foundation in working with digital media, such as sound, video, animation, and the design principles used in creating interactive experiences. Students explore the visual, critical, and practical aspects of digital media as currently employed in the development of interactive web sites and DVD's. Course work produced by students may contribute towards the creation of a digital art portfolio. For most students the program requires a minimum of four semesters to complete.

YOUR NEXT STEP: Seek entry-level employment in an area of specialization covered within the course of study; continue your education in the Greenfield Community College Communication Media Arts program; transfer to a similar program at other professional and degree granting institutions; and continue to create personal digital artwork.

REQUIRED COURSES	CREDITS
ART 155 Digital Video.....	3
ART 161 Introduction to the Electronic Studio.....	3
ART 173 Digital Design.....	3
ART 255 Video Art.....	3
ART 263 Web Site Design.....	3
ART 264 Flash Site Design.....	3
ART 268 Three-Dimensional Modeling.....	3
ART 269 Three-Dimensional Animation.....	3
Program elective.....	3
	TOTAL 27

PROGRAM ELECTIVE (select one from the following)

ART 121 Two-Dimensional Design.....	3
ART 125 Three-Dimensional Design.....	3
ART 131 Drawing I.....	3
ART 132 Drawing II.....	3
ART 141 Color.....	3
ART 151 Introduction to Photography.....	3
ART 238 Perspective Drawing.....	3

Note: All "program electives" provide valuable art and design skills and experiences that will help strengthen the quality of work produced within the certificate; students without a visual arts background are strongly advised to consider taking as many of these courses as possible before or concurrent with their required courses.

PROGRAM COORDINATOR

Thomas W. Boisvert, Office: S222, (413) 775-1224, email: boisvert@gcc.mass.edu

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 in combination with 27 months of classroom experience qualify you for licensure. The program is recommended for those who are now working as aides, or who are interested in working with young children.

YOUR NEXT STEP: work in preschools or enter an associate degree program.

REQUIRED COURSES	CREDITS
EDU 101 Introduction to Early Childhood Education	3
EDU 201 Early Childhood Curriculum	3
PSY 101 Principles of Psychology	3
PSY 233 Child Behavior and Development	3
Program elective	3
	TOTAL 15

PROGRAM ELECTIVES (choose one of the following courses)

EDU 103 Creative Experiences in Art, Music, Drama, and Dance	3	EDU 123 Educating the Infant and Toddler	3
EDU 111 Introduction to Special Education	3	EDU 139 Women in Education	3
EDU 121 Reading and Language Arts for the Young Child	3	EDU 141 Building Teacher-Parent Relationships	3
		EDU 205 Philosophy of Education	3
		HSV 119 Contemporary Parenting	3

Students participating in this program must undergo a Criminal Offender Record Information (CORI) check. For more information please refer to pages 11-12.

PROGRAM COORDINATOR

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

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.

REQUIRED COURSES	CREDITS
BUS 105 Personal Financial Literacy	3
BUS 111 The Contemporary Business World.....	3
BUS 116 E-commerce.....	3
BUS 123 Business Communication	3
BUS 209 Principles of Marketing.....	3
BUS 140 Entrepreneurial Field Studies	3
CIS elective ①.....	3
Special Interest Electives ②.....	6
	TOTAL 27

① CIS elective should be chosen in consultation with faculty advisor and with consideration for the student's skill level and needs.

② Special Interest electives should be chosen in consultation with a faculty advisor. These courses must reflect the particular entrepreneurial interests/needs of the student outside of the business disciplines. Approval of the Entrepreneurship Program Coordinator is required.

PROGRAM COORDINATOR

Dr. Thomas R. Simmons, Office: E132F, (413) 775-1482, email: simmonst@gcc.mass.edu

Environmental Studies/Natural Resources (NRC)

THE CERTIFICATE: Environmental Studies/ Natural Resources

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

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

REQUIRED COURSES	CREDITS
BIO 120 Introduction to Environmental Science.....	4
HEC 101 Human Ecology: Problems and Solutions.....	3
HEC 118 Education and Advocacy for the Environment.....	3
Program electives:	
Select two courses from the following	8
<i>BIO 103 Ecology, BIO 104 Natural History, BIO 122 Freshwater Ecology</i>	
Select two courses from the following.....	6-8
<i>Any Science, Biology, Geology, or Chemistry course</i>	
TOTAL	24-26

If you are interested in an Associate of Arts in Liberal Arts Degree with a focus on Environmental Studies/Natural Resources please see program requirements on page 79.

PROGRAM COORDINATOR

Brian Adams, Office: S410, (413) 775-1454, email: adams@gcc.mass.edu

Human Services (HSV)

THE CERTIFICATE: Human Services

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

YOUR NEXT STEP: work in the human services field or transfer to the Liberal Arts/Human Services Option and prepare to transfer to a baccalaureate degree program.

REQUIRED COURSES	CREDITS
ENG 101, 103, or 105 English Composition I	3
ENG 112, 114, or 116 English Composition II	3
HSV 101 Introduction to Human Services	3
HSV 115 The Helping Relationship	3
HSV 205 Case Management Practices	3
HSV 215 Counseling Skills.....	3
HSV 271 Practicum in Human Services	4
PSY 101 Principles of Psychology	3
PSY 217 Human Growth and Development.....	3
TOTAL	28

Students participating in this program must undergo a Criminal Offender Record Information (CORI) check. For more information please refer to pages 11-12.

PROGRAM COORDINATOR

Abigail Jenks, Office: E132U, (413) 775-1127, email: jenks@gcc.mass.edu

Massage Therapy (MTC)

(The Stillpoint Massage Therapy Program at GCC)

THE CERTIFICATE: Massage Therapy

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

YOUR NEXT STEP: obtain licensure under local and/or state regulations in order to establish independent massage therapy practices, or seek employment as a massage therapist. Graduates may choose to continue their massage therapy training through additional Massage Therapy courses and/or enroll in the Liberal Arts/Healing Arts Option, Associate Degree Program.

FULL TIME PROGRAM SEQUENCE

FALL SEMESTER REQUIRED COURSES – 16 CREDITS	CREDITS
BIO 194 Comprehensive Anatomy and Physiology (formerly BIO 117)	4
MTC 101 Structure and Process of the Therapeutic Healing Relationship	3
MTC 102 Myology I for Massage and Bodywork	1
MTC 103 Massage Therapy Theory and Technique I	6
MTC 110 Kinesiology I: The Art of Functional Movement.....	1
MTC 111 Documentation for Massage & Bodywork Practice	1
SPRING SEMESTER/SUMMER SESSION REQUIRED COURSES – 24 CREDITS	
BIO 129 Pathology	3
MTC 107 Myology II: Clinical Assessment Testing for Massage & Bodywork	2
MTC 112 Massage Therapy Clinic	2
MTC 113 Massage Therapy Theory and Technique II	7
MTC 114 Interpersonal Dynamics of the Therapeutic Massage Relationship	3
MTC 115 The Business and Marketing of Massage & Bodywork	2
MTC 116 Clinical Assessment Practicum Seminar	3
MTC 120 Kinesiology II: The Science of Functional Movement	2
	TOTAL 40

PART TIME PROGRAM SEQUENCE

FALL SEMESTER—FIRST YEAR REQUIRED COURSES – 5 CREDITS	CREDITS
BIO 194 Comprehensive Anatomy and Physiology (formerly BIO 117)	4
MTC 102 Myology I for Massage and Bodywork	1
SPRING SEMESTER/SUMMER SESSION—FIRST YEAR REQUIRED COURSES – 5 CREDITS	
BIO 129 Pathology	3
MTC 107 Myology II: Clinical Assessment Testing for Massage & Bodywork	2
FALL SEMESTER—SECOND YEAR REQUIRED COURSES – 11 CREDITS	
MTC 101 Structure and Process of the Therapeutic Healing Relationship	3
MTC 103 Massage Therapy Theory and Technique I	6
MTC 110 Kinesiology I: The Art of Functional Movement.....	1
MTC 111 Documentation for Massage & Bodywork Practice	1
SPRING SEMESTER/SUMMER SESSION—SECOND YEAR REQUIRED COURSES – 19 CREDITS	
MTC 112 Massage Therapy Clinic	2
MTC 113 Massage Therapy Theory and Technique II	7
MTC 114 Interpersonal Dynamics of the Therapeutic Massage Relationship	3
MTC 115 The Business and Marketing of Massage & Bodywork	2
MTC 116 Clinical Assessment Practicum Seminar	3
MTC 120 Kinesiology II: The Science of Functional Movement	2
	TOTAL 40

(continued on next page)

Massage Therapy (MTC)

(The Stillpoint Massage Therapy Program at GCC)

(continued from previous page)

EVENING PROGRAM SEQUENCE

FALL SEMESTER—FIRST YEAR REQUIRED COURSES – 5 CREDITS

	CREDITS
BIO 194 Comprehensive Anatomy and Physiology (formerly BIO 117)	4
MTC 102 Myology I for Massage and Bodywork	1

SPRING SEMESTER/SUMMER SESSION—FIRST YEAR REQUIRED COURSES – 11 CREDITS

MTC 101 Structure and Process of the Therapeutic Healing Relationship	3
MTC 103 Massage Therapy Theory and Technique I	6
MTC 110 Kinesiology I: The Art of Functional Movement.....	1
MTC 111 Documentation for Massage & Bodywork Practice	1

SUMMER SESSION—FIRST YEAR REQUIRED COURSES – 3 CREDITS

BIO 129 Pathology.....	3
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FALL SEMESTER—SECOND YEAR REQUIRED COURSES – 7 CREDITS

MTC 107 Myology II: Clinical Assessment Testing for Massage & Bodywork	2
MTC 112 Massage Therapy Clinic	2
MTC 114 Interpersonal Dynamics of the Therapeutic Massage Relationship	3

SPRING SEMESTER/SUMMER SESSION—SECOND YEAR REQUIRED COURSES – 14 CREDITS

MTC 113 Massage Therapy Theory and Technique II	7
MTC 115 The Business and Marketing of Massage & Bodywork	2
MTC 116 Clinical Assessment Practicum Seminar	3
MTC 120 Kinesiology II: The Science of Functional Movement	2

TOTAL 40

Students participating in this program must undergo a Criminal Offender Record Information (CORI) check. For more information please refer to pages 11-12.

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

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

Students are required to pass every course in the Massage Therapy Certificate curriculum plan. A passing grade is defined as a minimum of "C-" (70) in classwork and in clinical performance. Since the curriculum is sequential and learning skills build on each other, failing one course prohibits continuing in the program.

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

Admission requirements for full-time program option (requirements for evening and part-time options are available from the admission office): high school diploma or GED; English placement assessment at the college level; completion of or Math placement assessment beyond MAT 090 (or equivalent with a "C-" or better within 5 years). If a student has college level English or Math within 5 years, the placement exam is waived with proof of college training. Students must also complete health requirements prior to admission acceptance. Students must be 18 years of age to begin classes in the program. Entering students must present current CPR certification.

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

Informational meeting dates and locations are available from the Admission office or Division of Health Occupations office (413) 775-1620.

PROGRAM COORDINATOR

Patricia A. Wachter, Office: D312, (413) 775-1634, email: wachter@gcc.mass.edu

Microsoft Office Application (MOA)

This program is undergoing review and is not currently accepting new students.

THE CERTIFICATE: Microsoft Office Application

THE PROGRAM: provides a working knowledge of Microsoft Office and its components: Word, Excel, Access, and Powerpoint.

YOUR NEXT STEP: employment in a variety of business, professional or non-profit organizations using the components of Microsoft Office.

REQUIRED COURSES	CREDITS
CIS 140 Microcomputer Software Tools I	3
CIS 141 Microcomputer Software Tools II	3
CIS 145 Relational Database Design and Application	3
	TOTAL 9

PROGRAM COORDINATORS

Dr. Thomas R. Simmons, Office: E1 32F, (413) 775-1482, email: simmonst@gcc.mass.edu

Office Assistant (OFF)

This program is undergoing review and is not currently accepting new students.

THE CERTIFICATE: Office Assistant

THE PROGRAM: provides students with basic office skills.

YOUR NEXT STEP: enter the office workplace in such positions as entry-level secretary or clerk-typist.

REQUIRED COURSES	CREDITS
ACC 121 Principles of Financial Accounting I	4
ADM 106 Keyboarding for Information Processing.....	1
BUS 105 Personal Financial Literacy	3
CIS 140 Microcomputer Software Tools I	3
CIS 141 Microcomputer Software Tools II.....	3
ENG 101, 103, or 105 English Composition I.....	3
PSY 101 Principles of Psychology	3
PCS 101, PCS 121, PCS 131, or PCS 141 Personal Communication Skills	3
Program Electives (from list below).....	9-10
	TOTAL 32-33

PROGRAM ELECTIVES (Select three courses from the following)

ACC 122 Principles of Financial Accounting II ①	4
BUS 111 The Contemporary Business World.....	3
BUS 123 Business Communication.....	3
BUS 203 Human Resources Management ①	3
BUS 205 Principles of Management ①	3
CIS 143 Advanced Word Processing ①.....	3
CIS 145 Relational Database Design and Application ①.....	3
3 credits of COE (must be related to program major).....	3
Any ECO course.....	3

① These courses have prerequisites which must be met. Please consult the catalog course descriptions.

PROGRAM COORDINATORS

Dr. Thomas R. Simmons, Office: E1 32F, (413) 775-1482, email: simmonst@gcc.mass.edu

Outdoor Leadership (OLP)

THE CERTIFICATE: Outdoor Leadership

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

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

REQUIRED COURSES	CREDITS
OLP 111 Introduction to Outdoor Adventure Skills I	4
OLP 112 Group Management for Outdoor Leaders I	2
OLP 116 Adventure Program Planning & Fieldwork I	3
OLP 120 Wilderness Emergency Preparedness.....	3
OLP 124 Natural History for Outdoor Leaders.....	2
OLP 127 Outdoor Adventure Skills II	4
OLP 143 Backcountry Travel Instructor	3
OLP 201 Individual Project in Outdoor Leadership I.....	1
OLP 202 Individual Project in Outdoor Leadership II	1
OLP 205 Group Management for Outdoor Leaders II.....	2
OLP 216 Field Work Experience in OLP.....	3
Program Electives.....	4-8
TOTAL 32-36	

PROGRAM ELECTIVES (Minimum requirement is two of the following instructor courses)

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

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

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

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

PROGRAM COORDINATOR

Austin Paulson, Office: NI 14, (413) 775-1251, email: paulsona@gcc.mass.edu

Paramedic (PMC)

THE CERTIFICATE: Paramedic

THE PROGRAM: 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. Students with Basic EMT certification have the option to become EMT-Intermediates during the first half of the program, allowing for earlier work experience at the Advanced Life Support level.

YOUR NEXT STEP: take certification examination for EMT-Intermediate (optional); take certification examination for EMT-Paramedic.

REQUIRED COURSES	CREDITS
EMS 105 Principles of Advanced Life Support.....	5
EMS 202 Pharmacology	2
EMS 203 Management of Medical and Shock-Trauma Emergencies.....	8
EMS 204 Management of Cardiovascular Emergencies.....	8
EMS 210 Paramedic Clinical.....	2
EMS 211 Paramedic Fieldwork Internships I	2
EMS 212 Paramedic Fieldwork Internships II.....	2
TOTAL	29

The Paramedic Program is accredited by the Commonwealth of Massachusetts' Office for Emergency Medical Services (OEMS).

Applicants must have current basic or intermediate certification and be able to pass a written Basic EMT test administered by the Program; placement beyond or satisfactory completion of COL 090, ENG 090, MAT 090; and concurrent enrollment or prerequisite completion of BIO 108 or equivalent. Students must complete health requirements no later than October 1st of the year they are accepted into the PMC program. Students must be 18 years of age to begin classes in the program.

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

EXTRA COSTS: paramedic students are required to purchase malpractice insurance, lab coats, uniforms, emblems, and texts. There are lab fees which cover the costs of ACLS, PALS, PHTLS, and PEPP certifications, disposable goods, instructor/student ratios, and examination supplies. Students are required to cover the costs associated with travel to and from clinical and field sites, and to cover the costs associated with travel to and housing at a high-volume EMS system, if applicable. Students are also required to cover the costs of state and/or national certifying examinations.

Students participating in this program must undergo a Criminal Offender Record Information (CORI) check. For more information please refer to pages 11-12.

PROGRAM DIRECTOR

Dawn Josefski, Office: D313A, (413) 775-1628, email: josefski@gcc.mass.edu

Practical Nursing (PNC)

THE CERTIFICATE: Practical Nursing

THE PROGRAM: prepares you for a career as a practical nurse, who provides direct and competent bedside care for adults and children in nursing homes and hospitals. You will be required to take a rigorous combination of liberal arts and clinical nursing courses over 40 weeks between September and the end of June.

YOUR NEXT STEP: take the LPN licensure examination and enter the LPN work force and/or continue your education in an RN program. A direct articulation agreement exists with GCC's associate degree nursing program.

REQUIRED COURSES

CREDITS

BIO 194 Comprehensive Anatomy and Physiology (formerly BIO 117) or BIO 196 Human Anatomy and Physiology II	4
NUR 103 Fundamentals of Practical Nursing.....	11
NUR 105 Practical Nursing Practicum	2
NUR 107 Nursing Care of Clients and Families.....	14
NUR 109 Advanced Concepts in Practical Nursing	5
PSY 101 Principles of Psychology	3
PSY 217 Human Growth and Development.....	3

TOTAL 42

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

Nursing requires a special admission process. Students who have met all admission requirements are accepted on a space available basis to the practical nursing program.

Admission requirements for this program are a high school diploma or GED, English Composition I (Eng 101, 103, or 105), Algebra I (MAT 105 (095) or equivalent taken within the last five years with a minimum "C+" grade), and one course from the following list taken within the last five years with a minimum "C" grade: one year of high school/college preparatory biology, chemistry, or physics, or one semester of college biology, chemistry, physics, or nutrition. In addition, a completed physical examination and immunization record, as well as a current CPR certification card covering Adults, Children, and Infants, are required.

Informational meetings are held where admission materials are distributed and the curriculum is explained. The meetings are highly recommended, with dates and locations for the meetings available from the Admission office, Practical Nursing Certificate Program office in Northampton (413-582-3055), as well as the GCC Website.

Applicants need to know that individuals with a record of conviction by a Court of Law will be required to provide a complete explanation to the Board of Registration in Nursing in order to be permitted to take the licensing examination (NCLEX-PN) after graduation. The Board's revised policy, Initial Nurse Licensure by Examination or Endorsement; Determination of Good Moral Character now identifies specific criminal convictions which will permanently exclude an individual from initial nurse licensure in Massachusetts due to the egregious nature of the crime. The policy also allows initial nurse licensure applicants only one conviction within five years before the submission of an application for initial nurse licensure. In addition, the disposition of any criminal conviction must be closed for a minimum of one year before the submission of a nurse licensure application; any other criminal case must also be closed at the time of application. For any questions on this, be sure to call the program coordinator. Some of the clinical facilities require that students meet the requirements of a CORI (Criminal Offenders Record Information) check every six months. Students who fail to meet the requirements of GCC clinical affiliates will not be able to continue in the program.

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

Students participating in this program must undergo a Criminal Offender Record Information (CORI) check. For more information please refer to pages 11-12.

PROGRAM COORDINATOR

Virginia Wahl, Office:VA Medical Center; (413) 582-3055, email: lpn@gcc.mass.edu

Real Estate (RST)

THE CERTIFICATE: Real Estate

THE PROGRAM: is designed for students desiring to enter the real estate field as a licensed salesperson. Students are prepared to take the state licensing exam after the first semester. Selling and business communication skills, business computer usage, and daily operations of a real estate business are emphasized. Students are expected to possess basic touch keyboarding skills equivalent to ADM 106 upon entrance into this program.

YOUR NEXT STEP: find employment in the real estate field.

REQUIRED COURSES	CREDITS
BUS 105 Personal Financial Literacy	3
BUS 111 The Contemporary Business World.....	3
BUS 119 Principles of Real Estate	3
BUS 123 Business Communication	3
BUS 125 Principles of Advertising	3
BUS 155 Business Law I	3
BUS 209 Principles of Marketing.....	3
CIS 140 Microcomputer Software Tools I	3
PSY 101 Principles of Psychology	3
	TOTAL 27

PROGRAM COORDINATORS

Dr. Thomas R. Simmons, Office: E132F, (413) 775-1482, email: simmonst@gcc.mass.edu

Renewable Energy/Energy Efficiency (REE)

THE CERTIFICATE: Renewable Energy/Energy Efficiency

THE PROGRAM: provides students with the knowledge and skills needed for entry-level employment opportunities in the renewable energy/energy efficiency field. The program 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. The program 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 or four-year programs.

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 an associate's degree or four year program.

REQUIRED COURSES ^①	CREDITS
SCI 120 Sustainable Energy: Theory and Practice ^②	4
SCI 126 Residential Energy Efficiency and Energy Auditing.....	3
BUS 123 Business Communication	
or BUS 111 The Contemporary Business World ^③	3
Program electives (from Electives I or a combination of Electives I and Electives II) ^①	18
	TOTAL 28

(continued on next page)

Renewable Energy/Energy Efficiency (REE)

(continued from previous page)

ELECTIVES I (Up to 18 credits, minimum 11 credits)

Students acquire theoretical knowledge and applied skills relating to specific renewable energy and energy efficiency technologies. Students may select course concentrations relating to specific career and educational goals. Students may select all 18 elective credits from Electives I courses, but must take a minimum of 11 credits from Electives I courses. Students may take required and elective courses in any order unless prerequisites apply. Courses should be chosen in consultation with a program coordinator.

SCI 110 Sustainable Energy Fundamentals	1	SCI 124 Energy Conservation and Efficiency	1
SCI 112 Fundamentals of Electricity	3	SCI 127 Introduction to Sustainable Design and Green Building	3
SCI 114 Residential Construction Fundamentals	3	SCI 128 Solar Thermal Systems	3
SCI 121 Introduction to Photovoltaic (Solar Electric) Technology	3	SCI 129 Fundamentals of Wind Energy	3
SCI 122 Solar Domestic Hot Water	1	SCI 221 Photovoltaic (Solar Electric) Installation ^④	3
SCI 123 Passive Solar Technology	1		

ELECTIVES II ^⑤ (No more than 7 credits)

Students select courses to master skills that support a range of career and educational goals. Students may apply no more than seven credits from these electives toward the certificate. Courses should be chosen in consultation with a program coordinator.

BIO 120 Introduction to Environmental Science	4	EGR 107 Engineering Graphics	3
BUS 105 Personal Financial Literacy	3	HEC 101 Human Ecology: Problems and Solutions	3
BUS 111 The Contemporary Business World	3	HEC 155 Introduction to Sustainable Energy: Solar Living	1
BUS 123 Business Communication	3	HEC 201 Strategies for a Sustainable Future	3
BUS 209 Principles of Marketing	3	MAT 105 Introductory Algebra or MAT 106 Intermediate Algebra ^⑥	3
CIS 140 Microcomputer Software Tools I	3	Any MAT course with an NC advising code except MAT 116	4
ECO 113 Environmental Economics	3		
EGR 105 Introduction to Engineering, Science, Technology, and Society	4		

- ① Depending on your academic background and work experience, you may need to take additional courses as prerequisites or co-requisites (concurrent enrollment).
- ② MAT 105 Introductory Algebra or satisfactory placement test (3 cr) is a prerequisite or co-requisite for SCI 120. Recommended: Math courses beyond MAT 105.
- ③ BUS 123 has a prerequisite of ENG 101 English Composition I: Expository Writing (3 cr). Of the required business courses, BUS 123 is recommended.
- 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 These courses may have additional prerequisites. Please consult the course catalog.
- ⑥ MAT 105 and MAT 106 do not satisfy college level mathematics courses at any institution.

PROGRAM CONTACTS

Teresa Jones, Office: S413, (413) 775-1462, email: jones@gcc.mass.edu

Programs

in Collaboration with Neighboring Community Colleges

- Pharmacy Technology Certificate
- Physical Therapist Assistant Associate in Science Degree
- Radiologic Technology Program Associate in Science Degree

Greenfield Community College has enrollment agreements with Holyoke Community College (HCC), Berkshire Community College (BCC), and Mount Wachusett Community College (MWCC). GCC students can complete the general education courses listed at GCC before transferring to HCC, BCC, or MWCC to earn their certificate or degree. Students must still apply to the college offering the program they intend to pursue. Students are encouraged to contact the program chairs at HCC, BCC, or MWCC during their first year of study to learn about the admissions process required for these programs.

Pharmacy Technology (with Holyoke Community College)

THE CERTIFICATE: Pharmacy Technology

THE PROGRAM: In the pharmacy profession today, there is an increasing need for highly trained pharmacy technicians or pharmacist assistants. The Program, which is accredited by the American Society of Health-System Pharmacists, is designed to educate students to become pharmacy technicians or pharmacist assistants, as well as to enhance the education of individuals already working as such.

The Certificate Program provides a thorough training in Pharmacy Technology in one intensive year, covers pharmaceutical dispensing for diverse settings, and includes an understanding of the therapies prescribed, computer systems utilized, drug preparation involved, and legal ramifications implicated. The program provides experiential field training through the cooperative education program developed with area pharmacies and provides the knowledge and skills necessary to sit for the national Pharmacy Technician Certification Board examination and seek gainful employment.

Due to its intensive nature and limited general requirements, this program is ideally suited for those already working as technicians who wish to further their knowledge and experience. However, the program is open to any student, regardless of past experience.

YOUR NEXT STEP: enroll at Holyoke Community College (HCC) to take the technical courses. After completion, employment opportunities exist with hospitals, HMO clinics, nursing homes, home health care pharmacies, governmental agencies, wholesale drug companies, correctional facilities, and pharmaceutical companies.

REQUIRED COURSES THAT CAN BE TAKEN AT GCC	CREDITS
ADM 122 Introduction to Medical Terminology	3
CIS 110 Introduction to Computers	3
	TOTAL 6

REQUIRED COURSES THAT MUST BE TAKEN AT HCC	CREDITS
PHM 103 Community Based Pharmaceutics.....	4
PHM 104 Institutional Based Pharmaceutics	4
PHM 111 Pharmacology I.....	3
PHM 112 Pharmacology II	3
PHM 121 Pharmacy Law and Ethics.....	3
PHM 131 Medical Calculations Credits	3
PHM 211 Community Pharmacy Practicum & Seminar; or PHM 212 Institutional Pharmacy Practicum & Seminar	5
	TOTAL 25

Certificate Prerequisite: passing scores on the English placement examinations or satisfactory completion of ENG 097 and ENG 098 (at HCC).

Students must achieve a minimum grade of "C" in all pharmacy (PHM) courses and maintain an overall G.P.A. of 2.0 to graduate from this Program.

HCC PROGRAM DIRECTOR

Gloria A. DeFillipo, Dean of Distance Education - Coordinator Pharmacy Technology Certificate
Holyoke Community College, (413) 552-2263

GCC PROGRAM CONTACT

Health Occupations Division,
Greenfield Community College Office: D216, (413) 775-1621

Physical Therapist Assistant

(with Berkshire Community College and 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: enroll 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.

REQUIRED COURSES THAT CAN BE TAKEN AT GCC FOR THE BCC PROGRAM	CREDITS
ADM 122 Introduction to Medical Terminology	3
BIO 195 Anatomy and Physiology I	4
BIO 196 Anatomy and Physiology II ①	4
ENG 101, 103, or 105 English Composition I.....	3
ENG 112, 114, or 116 English Composition II	3
Behavioral Science Elective – any BC coded course	3
Liberal Arts Elective – any C coded course	3
PCS 101 or PCS 121 or PCS 141 Personal Communication Skills	3
TOTAL 26	

① High School or college Chemistry within past ten years or placement by currency exam or CHE 105 or CHE 111 concurrently.

Students should consult with BCC advisor concerning math placement testing/math coursework and application to BCC and the PTA program.

BIO 195,196 should be no more than 5 years old.

REQUIRED COURSES THAT MUST BE TAKEN AT BCC	CREDITS
AHS 230 Pathophysiology	3
PHY 111 The Ideas of Physics	3
PTA 100 Introduction to Physical Therapy	2
PTA 101 Physical Therapist Assistant I.....	4
PTA 102 Structural Anatomy	3
PTA 115 Functional Anatomy.....	3
PTA 150 Clinical Education I.....	2
PTA 200 Rehab Neurology	3
PTA 201 Physical Therapist Assistant II	2
PTA 202 Therapeutic Exercise	4
PTA 203 PTA Seminar	3
PTA 250 Clinical Education II	4
PTA 260 Clinical Education III.....	4
TOTAL 40	

The sequence of PTA courses is offered every other year, with classes beginning in the Fall ('09,'11).

(continued on next page)

Physical Therapist Assistant

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

(continued from previous page)

REQUIRED COURSES THAT CAN BE TAKEN AT GCC FOR THE MWCC PROGRAM CREDITS

BIO 195 Anatomy and Physiology I	4
BIO 196 Anatomy and Physiology II ①	4
CIS or Humanities elective.....	3
ENG 101, 103, or 105 English Composition I.....	3
ENG 112, 114, or 116 English Composition II	3
HFW elective	1
PSY 101 Principles of Psychology.....	3
PCS 101 Public Speaking.....	3

TOTAL 24

- ① High School or college Chemistry within past ten years or placement by currency exam or CHE 105 or CHE 111 concurrently.
 Students should consult with MWCC advisor concerning math placement testing/math coursework and application to MWCC and the PTA program.
 BIO 195,196 should be no more than 5 years old.

REQUIRED COURSES THAT MUST BE TAKEN AT MWCC

CREDITS

PTA 101 Introduction to Physical Therapy Assisting	1
PTA 102 Basic Therapeutic Techniques	4
PTA 104 Applied Anatomy and Kinesiology.....	4
PTA 107 Therapeutic Exercise	4
PTA 108 Clinical Orthopedics	4
PTA 109 Human Disease and Pathology.....	4
PTA 112 Therapeutic Modalities	4
PTA 113 Advanced Rehabilitation Techniques	3
PTA 114 Neurophysiological Techniques	4
PTA 116 Clinical Practicum II	5
PTA 117 Special Topics	3
PTA 118 Clinical Management & Healthcare Issues	1
PTA 119 Clinical Practicum III.....	5
Assessment Techniques.....	3
Clinical Practicum I	2

TOTAL 50

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

BCC PROGRAM DIRECTOR

Michele Darroch, PTA Program Coordinator; mdarroch@berkshirecc.edu,
 Berkshire Community College, (413) 236-4525 or (800) 816-1233, x266

MWCC PROGRAM DIRECTOR

Jackie Shakar, PTA Department Chair,
 Mt. Wachusett Community College, (978) 630-9287, j_shakar@mwcc.mass.edu

GCC PROGRAM CONTACT

Health Occupations Division,
 Greenfield Community College, Office: D216, (413) 775-1621

Radiologic Technology Program

(with Holyoke Community College)

THE DEGREE: Associate in Science

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

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

REQUIRED COURSES THAT CAN BE TAKEN AT GCC	CREDITS
BIO 195 Anatomy and Physiology I ①	4
BIO 196 Anatomy and Physiology II ①	4
CIS 110 Introduction to Computers	3
ENG 101, 103, of 105 English Composition I	3
ENG 112, 114, of 116 English Composition II	3
Behavioral Science Elective – any two BC coded course	6
	TOTAL 23

① BIO 194/196 sequence can be substituted for BIO 195/196. See prerequisites for BIO 196 for this sequence.
 Note: Students must successfully complete or have placement beyond MAT 105 (095).
 Students should consult with HCC advisor concerning application to HCC and the RTA program

REQUIRED COURSES THAT MUST BE TAKEN AT HCC	CREDITS
RDL 115 Patient Care I	2
RDL 120 Health Care Skills and Development	4
RDL 122 Radiographic Technique and Control I	2
RDL 123 Radiographic Technique and Control II	3
RDL 132 Radiographic Positioning and Related Anatomy II	4
RDL 133 Radiographic Positioning and Related Anatomy III	3
RDL 141 Clinical Education and Lab Experience I	2
RDL 142 Clinical Education and Lab Experience II	3
RDL 158 Clinical Internships II	1
RDL 190 Radiologic Instrumentation	3
RDL 215 Patient Care II	2
RDL 221 Advanced Procedures and Techniques I	3
RDL 233 Special Radiographic Studies and Contrast Media	3
RDL 234 Advanced Imaging and Radiobiology Procedures and Techniques II	3
RDL 241 Clinical Education and Lab Experience III	3
RDL 242 Clinical Education and Lab Experience IV	3
RDL 251 Clinical Internships III	4
RDL 265 Topics in Radiography	1
	TOTAL 45

HCC PROGRAM DIRECTOR

Holly Martin, Chair, Radiologic Technology Department, Holyoke Community College
 (413) 552-2460, email: hmartin@hcc.mass.edu

GCC PROGRAM CONTACT

Health Occupations Division, Greenfield Community College, Office: D216, (413) 775-1621

Additional Academic Opportunities

ONLINE COURSES

GCC offers a variety of on-campus, hybrid, and fully online courses which use a variety of Internet-based resources to provide flexibility and increase accessibility to college courses and degree programs. Typically, courses at GCC will involve some work on computers using standard applications like Microsoft Word and PowerPoint. There are numerous areas on campus with accessible computers for student use, including the library and computer labs. The Blackboard Enterprise course management system is the platform used in many GCC courses. It provides learning tools, such as, discussion board, course announcements, online quizzes, web links, a grade book and audio/video segments. All registered GCC students receive an email account. Only students enrolled in a Blackboard-enhanced or online course will receive a user login and password for access to Blackboard.

Are online courses right for you? Distance Learning options work well for some students – but not all. Students who typically succeed in online courses are those who are self-directed, well-organized, and like to work independently. For more information on whether online learning is right for you, visit: online.gcc.mass.edu, email: online@gcc.mass.edu, or call: (413) 775-1481.

SPECIAL TOPICS COURSES

Greenfield Community College offers Special Topics courses. Special topics courses 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 so long as the title of the course is different. Otherwise, please refer to the standard procedure regarding repeating a course found in the college catalog.

TRANSITIONS PROGRAM

Next Step Up

Next Step Up Program is open to any GED or nontraditional student. Students are part of a cohort with whom they attend classes. The program helps them fiscally and logistically for the first two semesters and students transition into the academic program of their choice. They have the same advisor throughout those semesters and attend workshops on additional college and career topics.

GCC Educational Transitions Programs (Amherst & Greenfield High School)

The Educational Transitions Programs provide an option for students who want to complete their high school education outside of the traditional high school environment. Students who participate in the ETP program may be at risk for either not graduating from high school or for under achieving academically. 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.

DIRECTED STUDY

Directed Study allows a student to work with an identified instructor to complete a project for advanced individual study beyond the specific course offerings at Greenfield Community College. To qualify, the student must have completed all available course offerings in the given subject field. Courses described in the Greenfield Community College catalog may not be completed through the directed study course number, except in extraordinary circumstances, such as periods when the courses are not offered as part of the regular schedule.

A directed study project is one which 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, he/she 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.

The student must realize that a directed study may not be accepted in transfer to a Baccalaureate degree awarding institution.

Contact the Registrar or a Division Office to obtain additional Directed Study information and application materials.

COOPERATIVE EDUCATION

Cooperative education is a three-credit course that gives students the opportunity to work or volunteer in a place of employment to gain skills and knowledge in a particular field. This course is not designed to give students credit for work they are currently doing in a job. Instead, the work chosen for this experience must be related to the student's major or career goals and provide an opportunity for new learning. So that students may have an opportunity to learn about a variety of work experiences, students are required to attend a seminar during the semester. Cooperative education is an excellent opportunity to explore career choices.

For more information please stop by the Career Center, room N253 in the Main building, or call (413) 775-1818.

SECONDARY TO POSTSECONDARY (2+2) LINKAGE (TECH PREP)

Greenfield Community College is both a member and coordinator of the Upper Pioneer Valley Secondary to Postsecondary (2+2) Linkage Consortium. One purpose of this consortium is to coordinate curricula between area high schools and Greenfield

Academic Programs

Community College to eliminate duplication of coursework and to streamline education in the changing technologies.

To facilitate the transition from high school to college, course articulation agreements have been developed with area high schools, which allow students to earn free college credit for competencies they have developed while in high school.

Additional agreements are continuously being developed. If you are entering GCC from a 2+2 Linkage Consortium member school, check with your guidance counselor for details regarding access to these college courses at your school.

Other 2+2 Consortium activities include college career pathways days, career fairs, college placement testing, and college transitional services.

The high schools included in The Upper Pioneer Valley Tech Prep Consortium are Franklin County Technical, Frontier Regional, Greenfield, Mohawk Trail Regional, Pioneer Valley Regional, Turners Falls, and Smith Vocational and Agricultural.

To learn more about admission, advanced credit, or other admission-related issues, contact the GCC 2+2 Coordinator at (413) 775-1815 or Admission staff at (413) 775-1809.

MASSACHUSETTS COLLEGE OF ART AND DESIGN AT GREENFIELD COMMUNITY COLLEGE

Greenfield Community College and Massachusetts College of Art and Design, a public four-year college, have an academic collaboration to provide GCC students with the opportunity to take Bachelor of Fine Arts courses at the Greenfield campus. The program is offered on a part-time basis, with courses in drawing, painting, and photography.

For more information contact:

- Greenfield Community College, Humanities Office (413) 775-1221, hwang-carlos@gcc.mass.edu, <http://hum.gcc.mass.edu/>
- Mass College of Art and Design, Continuing Education (617) 879-7200, continuing_education@massart.edu, http://www.massart.edu/at_massart/academic_prgms/continuing/

MASSACHUSETTS COLLEGE OF LIBERAL ARTS AT GREENFIELD COMMUNITY COLLEGE

Greenfield Community College and Massachusetts College of Liberal Arts (MCLA), a public four-year college, have formalized an academic collaboration to provide GCC students with the opportunity to pursue teacher licensure in Elementary Education and a Bachelor of Arts degree program in Interdisciplinary Studies with areas of study in English and Psychology. The program is offered on a part-time basis, with courses in the evening to better assist working adults.

For more information contact:

- Greenfield Community College, Transfer Office, (413) 775-1207, maisto@gcc.mass.edu
- Massachusetts College of Liberal Arts, Continuing Education, (413) 662-5543, m.james@mcla.edu

Credit Courses

- Accounting
- Office Administration
- Anthropology
- Art
- American Sign Language
- Biology
- Business
- Chemistry
- College Orientation Series
- Computer Information Systems
- Cooperative Education
- Criminal Justice
- Dance
- Economics
- Education
- Emergency Medical Services
- Engineering
- English
- English for Speakers of Other Languages
- Fire Science Technology
- Folklore
- French
- Geography
- Geology
- Healing Arts
- Health Fitness and Wellness
- History
- Human Development
- Human Ecology
- Human Services
- Humanities
- Interdisciplinary Studies
- Latin
- Leisure Education
- Massage Therapy
- Mathematics
- Music
- Applied Music
- Nursing
- Occupational Technology
- Outdoor Leadership
- Peace and Social Justice
- Personal Communication Skills
- Philosophy
- Physics
- Political Science
- Psychology
- Science
- Sociology
- Spanish
- Theater
- Women's Studies

Credit Courses

This section contains descriptions of the College's approved credit courses. Developmental courses use numbers 090-095; introductory level and first-year courses use numbers 101-199; intermediate level and advanced level courses use numbers 200-299.

* A course with an asterisk meets the University of Massachusetts social and cultural diversity requirement. Students who transfer to the University without completing the Commonwealth Transfer Compact will have to complete one course that focuses on diversity in the United States and one course that focuses on global diversity.

The College does not offer all courses each semester. Students should refer to the Course Guide published in the spring, summer and fall for the specific courses offered during those semesters.

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

ACCOUNTING

ACC 103 Analysis of Financial Statements (X) 3 cr

Interpretation and analysis of financial statements; cost allocation procedures, breakeven analysis, the budgeting process, preparation of flexible and rolling budgets.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

ACC 121 Principles of Financial Accounting I (X) 4 cr

An introduction to accounting principles, concepts, and techniques. Students create and maintain the manual accounting records, and prepare financial statements for a sole proprietorship. Other topics covered are internal control structure, short-term assets, and liabilities.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

ACC 122 Principles of Financial Accounting II (X) 4 cr

A continuation of ACC 121, which is an introduction to accounting principles, concepts, and techniques. Students use accounting software to form partnerships and corporations. Other topics include long-term assets and liabilities, cash flow statements, and financial statement analysis.

Prereq: ACC 121

ACC 151 Concepts of Financial Accounting I (X) 3 cr

Provides students with a conceptual understanding of how accounting events impact on the elements of a business entity's financial statements for the current and/or future periods. Students will read and interpret annual reports of public corporations.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

ACC 152 Concepts of Financial Accounting II (X) 3 cr

A continuation of ACC 151 which provides students with a conceptual understanding of how accounting events impact on the elements of a business entity's financial statements for the current and/or future periods. The course includes a research paper.

Prereq: ACC 151

ACC 203 Management Accounting (X) 3 cr

An introduction to the process of gathering and analyzing accounting data for use by managers in planning, decision-making, and controlling. Topics include basic cost concepts, cost volume-profit relationships, relevant cost decisions, capital investment decisions performance evaluation, and budgeting. The student uses spreadsheet software.

Prereq: ACC 152 or ACC 122; CIS 140 or permission of instructor

ACC 207 Financial Accounting Systems and Procedures (X) 3 cr

Designed as a final course in Financial Accounting for Accounting Associate majors. Emphasis is on internal control concepts and techniques as they apply to small and medium sized financial accounting systems. Topics covered include: an overview of flowcharting and basic internal controls in an accounting system, creation and indexing of work papers, complexities of bank reconciliations, using work sheets as a general ledger; conversion of a trial balance from a cash basis to the accrual basis, depreciation schedules and controls, an overview of payroll accounting systems, and the completion of tax forms. Completion of two practice sets required.

Prereq: ACC 112 or ACC 122

OFFICE

ADMINISTRATION

ADM 106 Keyboarding for Information Processing (X) 1 cr

Introduction to basic keyboarding skill by touch. Using proper technique students learn to input specifically designed alphabetic information quickly and accurately. Additional topics include the basic vocabulary and concepts used in keyboarding operations. Laboratory suggested. Course is graded on a Credit/No Credit basis.

Prereq: None

ADM 122 Introduction to Medical Terminology (X) 3 cr

Introduction to medical terminology including prefixes, suffixes, and medical abbreviations. Course will emphasize terminology familiarization for entry level office careers.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

ANTHROPOLOGY

ANT 102 Introduction to Archaeology (*BC) 3 cr

An introduction to prehistory, the bulk of the human past, emphasizing what archaeologists really do and how they do it. Surveys current methods and theories, the major findings of Old and New World archaeology, and the present worldwide crisis surrounding the loss of sites and information. Field trips in the northern New England area required, and some laboratory work follows these trips.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

ANT 103 Introduction to Physical Anthropology (BC) 3 cr

The human species' place in nature from an evolutionary and ecological perspective; the interaction between biology, culture, and environment in shaping human evolution and human adaptive patterns; the significance of racial classifications and modern theories of variation.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

ANT 104 Cultural Anthropology: Tribes, States and the Global System (*BC) 3 cr

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

ANT 204 Discovering Culture: Adventures in the Field (BC) 3 cr

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

ART**ART 103 Art History I (*HC) 3 cr**

The vocabulary of art introduced through the study of contemporary art forms. Art of prehistory through the Gothic period is studied in traditional chronology. Emphasis on visual awareness of formal elements, aesthetics, and components of style; causal factors of change; and the role of the artist.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

ART 104 Art History II (HC) 3 cr

History of Western art from Renaissance to contemporary art, introduced by a review of the elements of style in Gothic architecture.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090; Recomm: ART 103

ART 107 History of Modern Art (HC) 3 cr

A survey of modern visual art from Post-Impressionism to the present. Although the emphasis is on the art of painting, major expressions in sculpture and architecture are also studied. Field trips are required.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

ART 108 History of Photography (HC) 3 cr

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

ART 110 Art and Film (*HC) 3 cr

Understanding art and art history through contemporary film and documentary. This course has an emphasis on historical and visual analysis of films from Western and non-Western cultures. The student explores through critical thinking and writing exercises how the cinematic approach shapes our understanding of an artist or artwork. Instruction includes lectures and interactive activities.
Prereq: ENG Composition I (ENG 101, 103, or 105); Recomm: ART 103 or ART 104

ART 114 History of Design (HL) 3 cr

Presents the significant contributions made by important designers and primary design movements such as Arts and Crafts, Art Nouveau, Futurism, the Bauhaus, Art Deco and Modernism. Through weekly lectures, films, required readings and the viewing of hundreds of examples of design (including craft and industrial design, architectural design, graphic design, advertising design, book and publication design, poster art and illustration) students gain an understanding of the importance of design throughout history.
Prereq: ENG Composition I (ENG 101, 103, or 105); Recomm: ART 104

ART 121 Two-Dimensional Design (HL) 3 cr

Introduction to the visual vocabulary through an investigation of two-dimensional order. Emphasis on the development of visual awareness, craftsmanship, and use of media and materials.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

ART 125 Three-Dimensional Design (HL) 3 cr

An exploration of three-dimensional space. The students apply design principles in relation to height, width, and depth. The course emphasizes conceptualization and problem solving.
Prereq: ART 121; Recomm: ART 131

Credit Courses

ART 131 Drawing I (HL) 3 cr

A series of problems designed to acquaint the student with perceptual and inventive skills in drawing. Introduction to drawing materials and techniques while examining ways of implying space on a two-dimensional surface.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

ART 132 Drawing II (HL) 3 cr

A continuation of Drawing I with emphasis on perceptual and inventive skills.

Prereq: ART 131

ART 141 Color (HL) 3 cr

An exploration of the perceptual characteristics of color. Students develop sensitivity to color through direct visual experiences and practice. The course emphasizes color mixing and interaction in application.

Prereq: COL 090 and ENG 090, or satisfactory placement test score; Recomm: ART 121

ART 151 Introduction to Photography (HL) 3 cr

Introduction to basic camera operation, processing, and printing. Students must provide their own cameras, film, and paper. Processing and darkroom equipment furnished.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

ART 155 Digital Video (HL) 3 cr

An art-based introduction to digital video production. 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.

Prereq: ART 161 or permission of instructor

ART 161 Introduction to the Electronic Studio (HL) 3 cr

An introduction to the visual, critical, and technical skills used in creating and manipulating images via computers and electronic imaging software.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090; Recomm: ART 121

ART 173 Digital Design (X) 3 cr

An exploration of the tools and processes of digital design. The course emphasizes development of strong visual and technical skills in digital design, layout, and illustration.

Prereq: ART 121 and ART 161

ART 225 Three-Dimensional Design II (HL) 3 cr

A continuation of ART 125, Three-Dimensional Design with emphasis on three-dimensional form in relation to site and space. Students use various materials, technologies, and design processes, and explore concepts through the process of drawing.

Prereq: ART 125 and ART 132

ART 232 Thematic Drawing (HL) 3 cr

Emphasizes structure, organization, approach, problem solving, and expressive concerns as they relate to thematic development in drawing.

Prereq: ART 132 and ART 141

ART 235 Figure Drawing I: Anatomy and Structure (HL) 3 cr

An introduction to figure drawing with emphasis on the skeletal and muscular anatomy and the structure of the human form.

Prereq: ART 121 and ART 132, or permission of the instructor

ART 236 Figure Drawing II-A (HL) 3 cr

Focuses on drawing from the model with emphasis on gesture, proportion, foreshortening, and composition.

Prereq: ART 132 and ART 235

ART 237 Figure Drawing II-B (HL) 3 cr

A continuation of ART 236, Figure Drawing II-A, with emphasis on the development of a cohesive body of work.

Prereq: ART 236

ART 238 Perspective Drawing (HL) 3 cr

Introduces principles of perspective drawing. The course emphasizes diminution, foreshortening, and convergence. Students explore drawing problems involving determining height, width and depth, and the study of light and shadow in the spatial field.

Prereq: ART 131

ART 241 Painting I (HL) 3 cr

An introduction to oil painting, composition, and construction. Emphasis on the properties of the materials and the approaches to representational and non-representational forms.

Prereq: ART 132 and ART 141

ART 242 Painting II-A (HL) 3 cr

A continuation of the disciplines of painting. Expression through exploration of the various problems of painting. Students work from the model and a variety of sources.

Prereq: ART 241

ART 243 Painting II-B (HL) 3 cr

A continuation of ART 242, Painting II-A, with emphasis on the integration and development of paintings surrounding a basic idea or theme.

Prereq: ART 242

ART 251 Photography I-A (HL) 3 cr

Emphasis on the quality and range possibilities in photography. Students explore their interests through project orientation. Issues and methodologies that concern the contemporary photographer are discussed in relation to the projects chosen.

Prereq: ART 151

ART 252 Photography I-B (HL) 3 cr

Continuation of Photography IA. Emphasis on the quality and range of possibilities in photography. Students continue to explore their interests through project orientation. Issues and methodologies that concern the contemporary photographer discussed in relation to the projects chosen.

Prereq: ART 251

ART 255 Video Art (HL) 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 single theme of their choosing.

Prereq: ART 155

ART 256 Video Portfolio (HL) 3 cr

A continuation of ART 255, Video Art. Students produce a series of thematically linked video works that display a level of critical thinking and technical achievement beyond that of previous work. Students develop a video portfolio composed of previous and new work and refine and expand their understanding of, and ability to create video for artistic expression.

Prereq: ART 255 or permission of Art department chair

ART 261 Electronic Imaging (HL) 3 cr

An exploration of the language and processes of digital photography. The course covers scanning, manipulation, and printing of photographic images using the computer and related resources. Students explore their interests through a project orientation.

Prereq: ART 161 and ART 251

ART 263 Web Site Design (HL) 3 cr

An introduction to the languages, tools, methods, and philosophies relative to planning, designing, creating, and publishing web sites. Students develop their own DHTML/CSS-based web sites using contemporary industry-standard software.

Prereq: ART 161

ART 264 Flash Site Design (HL) 3 cr

An introduction to the language, tools, methods and philosophies relative to designing, creating, and publishing animated and interactive web sites. Students design and develop Flash-based web sites on a chosen theme.

Prereq: ART 161

ART 268 Three-Dimensional Modeling (HL) 3 cr

An introduction to the fundamental concepts and techniques of computer-based three-dimensional modeling. Students learn and use professional 3D software to create three-dimensional models and environments.

Prereq: ART 161

ART 269 Three-Dimensional Animation (HL) 3 cr

An introduction to the fundamental concepts and techniques of computer-based three-dimensional animation. Students use professional 3D software to create models and environments as the basis for animation.

Prereq: ART 268

ART 271 Graphic Design I: Typography (X) 3 cr

An exploration of typographic elements and their application to various forms of visual communication. Building on established visual principles, students investigate problems in typographical structure, sequence, and communication effectiveness.

Prereq: ART 121, ART 131, and ART 173

ART 272 Graphic Design II: Problems in Design (X) 3 cr

Explores problems in graphic design requiring practical solutions with visual integrity. Students integrate text, image, and color utilizing traditional and computer processes.

Prereq: ART 271

ART 290 Media Arts Seminar (HL) 3 cr

Designed for students nearing completion of their course work in the Media Arts programs. Working independently, each student produces a thematic body of work suitable for inclusion in a transfer or employment portfolio, or for exhibition purposes. Students work outside of class; students and faculty use regular class meetings for critical discussion and review of work.

Prereq: Completion of a minimum of three 200-level art studio courses, or permission of the instructor.

ART 291 Fine Arts Seminar (HL) 3 cr

Designed for students nearing completion of their course work in the Fine Arts programs. Working independently, each student produces a thematic body of work suitable for inclusion in a transfer or employment portfolio, or for exhibition purposes. Students work outside of class; students and faculty use regular class meetings for critical discussion and review of work.

Prereq: Completion of a minimum of three 200-level art studio courses, or permission of the instructor.

AMERICAN SIGN LANGUAGE

ASL 101 Elementary American Sign Language I (HC) 4 cr

Presents basic grammatical rules in the use of American Sign Language. The course covers basic ASL vocabulary, manual alphabet/numbers, visual-gestural communication, and information related to deaf culture. Students develop basic competence in receptive and expressive use of ASL. Students and teacher use ASL in the class to communicate.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090.

ASL 102 Elementary American Sign Language II (HC) 4 cr

A continuation of ASL 101, designed to further develop students' proficiency infrequently used signs. The course offers students the opportunity for individual hands on experience in language learning. The course emphasizes a study of cultural behaviors, values, and norms. The course uses video text to improve conversational skills and preserve the integrity of the language. Students and teacher use ASL in the class to communicate.

Prereq: ASL 101 or equivalent, or permission of instructor

ASL 201 Intermediate American Sign Language I (HC) 4 cr

Offers the student continuing opportunities for hands-on experience in language learning. A critical component of the course is the use of video text to improve conversational skills at the intermediate level and to preserve the integrity of the language. The course emphasizes a deeper understanding of Deaf norms, allowing students to learn appropriate behavior in order to function comfortably in a wide variety of situations in the Deaf community.

Prereq: ASL 101 and 102, or permission of instructor

BIOLOGY

BIO 101 Zoology (NC) 4 cr

An exploration of major groups of animals through studying how representative species carry on life sustaining functions such as reproduction, feeding, waste removal, response to stimuli, and respiration. Students study the classification of animals and how they relate to their environment. In the laboratory, students study the structure and behavior of preserved and live animals from each of the major groups.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

BIO 102 Botany (NC) 4 cr

An introduction to the study of plants through exploring the structure and function of roots, stems, leaves, flowers, fruits, and seeds. Students study the processes of reproduction, respiration, photosynthesis, and inheritance. In the laboratory, students study the structure and function of live and preserved plant materials as they relate to lecture subjects.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

BIO 103 Ecology (NC) 4 cr

Environmental studies with emphasis on concepts of ecology, conservation of natural resources and their relationship to the quality of life. Lab sessions focus on forest, field, stream, and pond habitats, with field trips to local sites.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

BIO 104 Natural History (NC) 4 cr

Environmental studies with emphasis on natural history, climate, life zones, and conservation of natural resources. Lab required.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

BIO 108 Human Systems (NL) 3 cr

Presents a comprehensive examination of human anatomy and physiology with particular emphasis on the cardiovascular and respiratory systems. It highlights the anatomy and physiology of the central nervous system, as well as the autonomic and somatic peripheral nervous systems. This course surveys other body systems, including topics in geriatrics and infection control. The course satisfies course requirement for PMC Advanced Life Support students. It does not satisfy course requirement for LPN, ADN, and MTC students. PMC students must receive a minimum final grade of "C" in this course to maintain eligibility in the Paramedic Certificate Program.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

BIO 120 Introduction to Environmental Science (NC) 4 cr

Provides an overview of the principles of environmental sciences with the overall objective of increasing student awareness and understanding of regional, national, and global environmental issues. Students focus on environmental problems, ecological principles, human population, natural resources, environmental quality, pollution, biodiversity, and conservation.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

BIO 122 Freshwater Ecology (NC) 4 cr

Provides an overview of the ecology of freshwater habitats and freshwater organisms. The course emphasizes the study of wetlands (marshes, bogs, swamps and vernal ponds), streams, rivers, ponds, lakes and the biological communities (including plants, insects, fish, reptiles and amphibians) that they support. Students utilize fish-stocked recirculating tanks to conduct experiments and study the science of aquaculture (aquatic plant and animal farming). Students study the composition and conditions of freshwater habitats and go on field trips to different freshwater sites.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

BIO 124 Introductory Horticulture (NC) 4 cr

Provides knowledge on how to propagate and care for plants through experiences with soils, seeds, bulbs, potting, watering, pruning, dividing, terrariums, and fertilizers. Students learn how to design and manage a vegetable garden for maximum harvest. The laboratory sessions provide experiences with plants, such as mixing soil, planting seeds, taking cuttings, potting up plants, fertilizing plants, plant growth, constructing terrariums, and a trip to a local plant growing business. Credit can be granted for BIO 111 or BIO 124, but not for both.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

BIO 126 Biology I (NC) 4 cr

An introduction to the basic mechanisms of life. Major topics include the biochemical basis of life, cell structure, DNA structure and replication, protein synthesis, mitosis, meiosis, inheritance, respiration, photosynthesis, and biotechnology. Students use the scientific method in laboratory experiences that include selected topics in cell structure, cell functions, mitosis and meiosis, genetics, enzymes, respiration, photosynthesis, developmental biology, and microbiology. Credit can be granted for BIO 119 or BIO 126, but not both.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090 and MAT 090

BIO 127 Biology II (NC) 4 cr

An introduction to the major structures, functions, and ecology of plants and animals. Major topics include basic plant structures and their functions, basic animal structures and physiology, survey of major animal groups, survey of major plant groups, and ecology. Students use the scientific method in laboratory experiences that include selected topics in basic mammalian anatomy, nervous system and senses, musculoskeletal systems, seedless plants, seed plants, plant anatomy, selected invertebrates, chordates, evolution, and ecology.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090 and MAT 090

BIO 129 Pathology (NL) 3 cr

Surveys illnesses and injuries commonly found in clients seeking massage therapy.

Prereq: BIO 101 or BIO 105 or BIO 117 or BIO 119 or BIO 194 or BIO 195

BIO 130 Human Nutrition (NL) 3 cr

The study of nutrition and its application to good health and a sense of well being. Applications of nutrition to physical fitness, preventive medicine, and health care.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090.

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 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 195 and 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 (NC) 4 cr

The study of human anatomy and physiology with emphasis on anatomy. Students study the anatomy of the nine organ systems using the structure to underscore the function of body parts and their relationship to each other. This is a Lab course.

NOTE: Students can earn graduation credit for only one of the following: BIO 105 or BIO 107 or BIO 117 or BIO 194 or BIO 195. Students can earn graduation credit for BIO 106 or BIO 196, but not both. Prereq: COL 090 and ENG 090, or satisfactory placement test scores.

BIO 195 Human Anatomy and Physiology I (NC) 4 cr

A first semester of a comprehensive study of the anatomy and physiology of the human body, including biochemistry, cell anatomy and physiology, histology, the skeletal system, articulations, muscle anatomy and physiology, neurophysiology, the anatomy of the central and peripheral nervous systems, the anatomy and physiology of the special senses, and the neural integration. This is a Lab course that requires animal tissue dissections.

NOTE: Students can earn credit for only one of the following courses: BIO 105 or BIO 107 or BIO 117 or BIO 194 or BIO 195.

Prereq: High school or college chemistry within the past ten years, or placement by currency exam, or CHE 105 or CHE 111 concurrently; COL 090 and ENG 090, or satisfactory placement test scores

BIO 196 Human Anatomy and Physiology II (NC) 4 cr

A second semester of a comprehensive study of the anatomy and physiology of the human body, including endocrinology, blood, cardiovascular anatomy and physiology, lymphatic system, immunity, respiratory anatomy and physiology, digestive anatomy and physiology, metabolism, urinary anatomy and physiology, fluid dynamics, reproductive anatomy and physiology, genetics, and development. This is a Lab course.

Note: Students can earn graduation credit for BIO 106 or BIO 196, but not both.

Prereq: 1, or both 2 and 3 as follows: (1) BIO 195, or (2) BIO 117 or BIO 194 with a grade of B or better within the past five years AND (3) high school or college chemistry within the past ten years, or placement by currency exam, CHE 105 or CHE 111 concurrently.

BIO 205 Microbiology (NC) 4 cr

An introduction to the biology of microorganisms with emphasis on the properties of micro-organisms and their relation to disease. Lab required.

Prereq: BIO 101 or BIO 105 or BIO 107 or BIO 117 or BIO 194 or BIO 195

BIO 207 Human Pathophysiology (NL) 3 cr

An introduction to the physiology of adult disease processes. Students study pathogenesis, clinical manifestations, diagnostic assessment and the rationale for therapeutic regimens. This course places emphasis on common disorders of the cardiovascular, respiratory, endocrine, gastrointestinal and reproductive systems abnormalities. This course is primarily for primary care practitioners in the health care fields.

Prereq: BIO 117, BIO 118, BIO 194, or BIO 196, or permission of instructor.

BIO 281 Interpretation of Diagnostic Laboratory Tests (NL) 3 cr

The study of current information on commonly ordered laboratory tests. Includes normal values, background, test explanation, and clinical information. This course is intended for practitioners and students in the healthcare areas.

Prereq: BIO 196

BUSINESS

BUS 105 Personal Financial Literacy (X) 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. Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090; MAT 090 or placement by examination

BUS 107 Introduction to Federal Income Taxes (X) 3 cr

Designed to acquaint the student with the federal income tax system. Emphasis is on the basic concepts of income recognition, deductible business and non-business expenses, and special tax calculations. Identification of the tax issue and proper research techniques for solving tax problems also stressed.

Prereq: ACC 112 or ACC 122

BUS 108 Introduction to Income Tax Preparation (X) 1-3 cr

A practicum in income tax preparation. The course provides training in tax preparation procedures and prepares the student for the VITA (Volunteer Income Tax Assistance) course examination. Upon successful completion of the VITA exam, the student performs community service in cooperation with the Internal Revenue Service and the Massachusetts Department of Revenue by filling out federal and state income tax returns for area residents. The students contract with the instructor to earn from one to three credits.

Prereq: BUS 107

BUS 111 The Contemporary Business World (A) 3 cr

For students from any field of study who want to prepare themselves for employment, entrepreneurship, or simply informed, consumer decision-making. The course introduces students to the contemporary context for business practices by exploring topics related to globalization, business ethics, entrepreneurship, business plan development, strategic planning, management, marketing, finance and personal investing. The course focuses on the global, national, local, and personal perspectives of business.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

BUS 116 E-commerce (A) 3 cr

For students interested in entrepreneurship, management, or marketing careers. This course is an exploration of the strategic, technical, and legal considerations of conducting business via the internet. Students investigate business-to-business and business-to-consumer models; identify necessary computer technologies and needed skill sets; explore methods for branding, communicating and persuading via internet marketing; examine database management requirements; and identify legal considerations.

Prereq: COL 090 and ENG 090 or satisfactory placement test scores Recomm: Competency in word processing and spreadsheet operation

BUS 119 Principles of Real Estate (X) 3 cr

Surveys the principles of real estate. Designed for those who want to know more about the field for personal knowledge or for possible employment. Of help to those who intend to take a state real estate examination. Includes the legal, financial, brokerage, marketing, and other important aspects of the real estate business.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

BUS 123 Business Communication (X) 3 cr

Designed to familiarize students with the principles of effective communication. Emphasis on planning, organizing, and writing a variety of business letters. Oral communication and basic telephone techniques also covered.

Prereq: ENG 101, 103, or 105

BUS 125 Principles of Advertising (X) 3 cr

An introduction to the field of advertising. Intended for those interested in the role of advertising in our business and economic structure. Emphasis on how a mass communication program should be developed.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

BUS 140 Entrepreneurial Field Studies (X) 3 cr

An application of small business skills and principles to a real situation. Students work individually or in a small group on a significant entrepreneurial project. 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 teamwork plan, completion of research and analysis, derivation of

conclusions and recommendations, execution, generation of a final report, and project evaluation. The faculty and student(s) together at the beginning of the course develop specific course content and deliverables. This course uses the concept of balanced mentorship, which benefits both student and the entrepreneur mentor.

Prereq: Completion of at least 12 credits in the Entrepreneurship or Management programs with the following course codes: ACC, BUS, CIS, or ECO

BUS 155 Business Law I (A) 3 cr

An introduction to the law as it pertains to transactions in business and commercial fields. Laws of contracts, social forces, and legal rights, bailments, and personal property transactions.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

BUS 163 Diversity Management: Understanding Multiculturalism (A) 3 cr

Focuses on multicultural organizational development, and demonstrates how many of us find ourselves ill-prepared to work or go to school in today's socially and culturally diverse society. An interdisciplinary approach (historical, sociological, and anthropological) used to understand cross-cultural differences.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

BUS 203 Human Resources Management (A) 3 cr

Provides a practical approach to the tasks of recruiting, hiring, training, and compensating employees. Students will also study equal opportunity, motivation, health and safety, and labor relations.

Prereq: BUS 111

BUS 204 Managerial Communication (A) 3 cr

A study of the rhetoric of managerial communications. The student learns to improve his or her ability to communicate in such management situations as conflict resolution, negotiation, conducting meetings, making presentations, and working with teams using multiple genres-listening, written, oral, multimedia, and the Internet.

Prereq: ENG 101, 103, or 105, CIS 140, or permission of instructor

BUS 205 Principles of Management (A) 3 cr

Fundamentals of the management of organizations. Introduces students to the process of management, including decision making and the role of the individual. Emphasis on the functions of management.

Prereq: BUS 111; Recomm: PSY 101

BUS 209 Principles of Marketing (A) 3 cr

A study of the distribution of goods and services from producer to consumer. Topics include structure of marketing institutions, price determination and policies, consumer and industrial marketing, market research and legislation affecting marketing.

Prereq: BUS 111. Recomm: PSY 101

BUS 223 Business Applications (L) 3 cr

An upper level course for business students. Students combine classroom instruction in a current business topic with practical involvement in a specific business

enterprise or industry. While topics may change every semester, the course includes such activities as data collection, document analysis, topical research, stakeholder interviews, business planning, and strategy development. The course includes significant writing assignments and a major project.

Prereq: BUS 111; ECO 101 or ECO 102; completion of 24 college-level credits; MAT 107 concurrently or placement by examination

CHEMISTRY

CHE 105 Basic Principles of Chemistry (NC) 3 cr

A survey course for students interested in the basics of chemistry from a descriptive point of view. 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.

Prereq: COL 090, ENG 090 and MAT 090 or satisfactory test scores

CHE 111 General Chemistry I (NC) 4 cr

Theoretical and descriptive topics of chemistry, including nature of matter; atomic and molecular structure, periodic properties of the elements, chemical bonding, nomenclature, stoichiometry, gaseous, liquid, and solid states. Lab required.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090; MAT 106 (096) concurrently or placement by examination

CHE 112 General Chemistry II (NC) 4 cr

Interrelated descriptive and theoretical topics of chemistry, including chemical kinetics, chemical equilibrium, acids and bases, solubility equilibria, free energy, entropy, equilibrium and free energy, electrochemistry, nuclear chemistry, environmental impact of chemistry. Some basic chemistry of metals and non-metals, as well as some organic chemistry concepts are covered in this course. Lab required.

Prereq: CHE 111; MAT 107 concurrently or placement by examination

CHE 201 Organic Chemistry I (NC) 4 cr

Introduction to the chemistry of carbon compounds. In-depth study of the structure, physical properties, and reactivity of alkanes, cycloalkanes, alkenes, alkynes, and conjugated unsaturated systems. Special topics integrated into the survey include conformational analysis, nucleophilic substitution, elimination reactions, electrophilic addition, and stereochemistry of chiral molecules. Lab required.

Prereq: CHE 112

CHE 202 Organic Chemistry II (NC) 4 cr

In-depth study of aromatic compounds, physical methods of structure determination, organic halides, organometallic compounds, alcohols, phenols, ethers, aldehydes, ketones, carboxylic acids, carboxylic acid derivatives, amines, and amides. Examination of various classes of natural products. Introduction to biochemistry. Polymers and polymerization. Lab required.

Prereq: CHE 201

COLLEGE ORIENTATION SERIES

GCC 101 The College Connection: Building a Community of Scholars (L) 3 cr

An intensive two-week experience for in-coming first-year students as an introduction to life as a college student. Working collaboratively with peers and faculty in a learning community, students participate in multi-disciplinary activities centering on themes from a work of literature that the students read prior to taking the class. Students also participate in experiences that provide them with a view of several college disciplines. Students explore different learning styles and assess what methods of note taking, study, reading, and exam taking work best for them individually. In addition to their academic pursuits, students learn of the opportunities available to them at the college including support services, the library, student life, health services, etc. Students have learning experiences in the classroom, computer lab, and outdoor settings. Students write extensively.

Prereq: Students must be entering GCC for the first time in the following semester. Students must read the assigned work of literature before starting the class.

GCC 105 Understanding College Culture (L) 3 cr

An introduction to the academic and social aspects of college for current high school students considering or planning to attend college. Students visit college classes, interview professors and students, learn about student support services, and use the study of literature to reflect on their own learning styles, expectations, and goals.

Prereq: must be currently enrolled in high school

COMPUTER INFORMATION SYSTEMS

CIS 101 Computer Literacy (X) 1 cr

A general introductory level microcomputer course for novices. Students learn to use basic computer vocabulary and to create, save, and print a simple document. Also included is a preview to computer electronic mail and information retrieval. Graded credit/no credit.

Prereq: None

CIS 110 Introduction to Computers (L) 3 cr

A non-technical survey course in computers what they are, what they can do, what they cannot do, how to use them, and what impact they have on society. Ideal for someone looking for a single course in computer literacy. Not designed to prepare for a career in computing, although it provides a background for a select group of computer information systems (CIS) offerings. Introduction to data management, graphics, word processing, and spreadsheets with student use of commercial software. Writing and running simple programs in the BASIC language also included. Students spend time, outside of class time, in the computer lab.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090; MAT 105 (095) or equivalent

Credit Courses

CIS 111 Introduction to the Internet (X) 3 cr

An introduction to the Internet and its components, the World Wide Web, Gopher, and Veronica. Topics include: networking, working with email, search strategies, web page construction, security and privacy issues, legal and social issues. Graded credit/no credit.

Prereq: None

CIS 115 Introduction to Business Information Systems (A) 3 cr

The application of computers to business and like organizations. Topics include: data processing systems, computer concepts, teleprocessing, business data base systems, distributed processing. Emphasis is on the use of microcomputers in business. Students complete hands-on exercises using current word processing, spreadsheet, and database software. Examines the role of management and the user in the development and operation of business computer systems. An appropriate beginning course for those contemplating careers in computing and business as well as those wishing to use the computer as a business tool.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090; MAT 105 (095) or equivalent

CIS 121 Word Processing on Microcomputers (X) 1 cr

Using text editor programs, this course explores the facilities available on standard editor programs, along with giving the student a facility for using such programs in research paper writing, and other applications according to the needs and wishes of the students. Graded credit/no credit.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090; ADM 106 or permission of instructor

CIS 123 Database Applications (A) 1 cr

A non-technical view of data base management systems, with a survey of possible applications. Includes hands-on use of microcomputer database management systems, with discussions of their relative effectiveness.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090; Recomm: CIS 110 or CIS 115

CIS 125 Internet Literacy (X) 1 cr

A basic overview of the Internet. Topics include: the World Wide Web and how to access it; configuration of a browser; use a browser to do research, transfer files, and send/receive mail. Graded credit/no credit.

Prereq: None

CIS 140 Microcomputer Software Tools I (A) 3 cr

Provides students with an introduction to several major "productivity" programs used on microcomputers. Topics include the Windows operating system, word processing, electronic spreadsheet management and graph production using currently popular software packages, and some database management. This is a hands-on course.

Prereq: ADM 106 and placement beyond or satisfactory completion of COL 090, ENG 090 and MAT 090

CIS 141 Microcomputer Software Tools II (A) 3 cr

Provides students with intermediate training in the use of word processing and electronic spreadsheet software. In addition to building upon software skills taught in CIS 140, Microcomputer Software Tools I, students learn the integration of data created in various programs and the development of presentation-quality output. Students use each application's macro language to automate and customize documents, worksheets, and data entry operations. Students are introduced to graphics software used for business and multimedia presentations.

Prereq: CIS 140

CIS 143 Advanced Word Processing (X) 3 cr

Provides students with advanced concepts in word processing. Topics include mail merge, collaboration, advanced formatting and pagination, advanced table manipulation, forms, and advanced paragraph formatting. Students also learn to utilize modern task management software. Topics include creating calendar entries with special features, use of task pads, use of mailing lists, and e-mail group and document management. Students learn correct formatting options for many commonly used business documents, including letters, reports, and brochures.

Prereq: CIS 140

CIS 145 Relational Database Design and Application (X) 3 cr

Provides a foundation in business information management 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, forms and reports, techniques for controlling ease and accuracy of data entry; use of macros to automate operations. Students create and manage a variety of common business database applications.

Prereq: COL 090 and ENG 090, or satisfactory placement test scores; ADM 106 or permission of instructor

CIS 150 Programming Principles and Concepts (L) 3 cr

Computer problem-solving principles and techniques for students contemplating a career in computer programming, or computer information systems. Structured problem-solving methods are introduced, including techniques for decomposing complex problems, and expressing the problem solutions in terms which can be expressed in any computer programming language.

Prereq: MAT 106 (096) or equivalent; ENG 101, 103, or 105 or concurrent enrollment

CIS 151 HTML and Web Page Design (X) 3 cr

A study of HTML programming language and the creation of the effective web pages for use on the Internet. Topics include creating web pages with HTML and with web page construction tools, managing files, administering web sites, and managing commerce on the web. Students create inter-active web pages, and complete an extensive final project.

Prereq: CIS 140, or CIS 150, or permission of instructor.

CIS 170 Introduction to Computer Maintenance (X) 3 cr

An in-depth coverage of microcomputer (PC) hardware design, operation, maintenance, troubleshooting and repair. The course provides thorough coverage of and hands-on experience with Intel-based microcomputers; the interaction between software and hardware in managing resources and controlling operation; components of the motherboard; optimization of the motherboard; support for I/O devices; and hard drive operations. Topics also include troubleshooting techniques which are useful to diagnose and correct a wide variety of PC problems. This is a hands-on course and requires extensive lab work.

Prereq: CIS 115, or CIS 140, or permission of instructor

CIS 180 Network Workstation Administration (X) 3 cr

Provides a basic working knowledge of installing, setting up, and administering workstations using a current operating system. Topics include installing and configuring workstations to operate on a variety of network topologies. Other topics include configuring protocols, security, sharing of resources, and allowing access to information. Students set up, debug, and troubleshoot actual workstation installations.

Prereq: CIS 115, or CIS 140, or a CIS major

CIS 245 Advanced Database Programming (L) 3 cr

A continuation of CIS 145, Relational Database Design and Application. The student begins with advanced macro design, then is introduced to Access Basic (a 4GL version of Microsoft Visual Basic for Windows) in conjunction with built-in database tools. This is used by the student to create custom applications using the Microsoft Access relational database. Students complete a database term project.

Prereq: CIS 145

CIS 250 Advanced Basic (L) 3 cr

A continuation of CIS 150, Programming Principles and Concepts. Students study additional command structures and coding techniques utilizing contemporary Basic software. The course emphasizes proper programming techniques and structure, and industrial practices.

Teaching methodology includes lab activities, and problem solving, both individually and in small groups. Students complete extensive programming assignments.

Prereq: CIS 150 and CIS 145, or permission of instructor

CIS 251 Java Programming (L) 3 cr

A study of computer programming using the Java language. The course emphasizes proper programming techniques and structure, and industrial practices.

Teaching methodology includes lab activities, and problem solving, both individually and in small groups. Students complete extensive programming assignments.

Prereq: CIS 150 or status as a second year engineering student

CIS 252 C++ Programming (A) 3 cr

A study of computer programming using the C++ language. The course emphasizes proper programming techniques and structure, and industrial practices.

Teaching methodology includes lab activities and problem solving, both individually and in small groups. Students complete extensive programming assignments.

Prereq: CIS 150 or status of a second year engineering student

CIS 253 Pascal Programming (A) 3 cr

Introduction to a structured computer programming language lending itself well to modern programming techniques. Student facility in programming is emphasized by direct interaction with the computer. A number of problems are assigned to be solved.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090; MAT 106 (096) or equivalent, or permission of instructor

CIS 257 Current Concepts in Programming (L) 3 cr

A study of computer programming using industry standard, current language and principles. The course focuses on current, recently developed programming techniques and methods, with a focus on graphics, multimedia, file i/o and database connectivity. Teaching methodology includes lectures, hands-on classroom activities, and problem solving. Students complete a wide variety of programming assignments.

Prereq: CIS 150 or permission of instructor

CIS 258 Advanced Current Concepts in Programming (L) 3 cr

A continuation of computer programming using industry standard, current language and principles. The course focuses on advanced programming techniques and methods, with a focus on graphics, multimedia, file i/o and database connectivity. Teaching methodology includes lectures, hands-on classroom activities, and problem solving. Students complete a wide variety of programming assignments.

Prereq: CIS 257 or permission of instructor

CIS 270 Advanced Computer Hardware Maintenance (X) 3 cr

A continuation of CIS 170, Introduction to Computer Maintenance. Hardware related topics include techniques for customizing a PC with internal and peripheral equipment; understanding and managing physical and virtual memory; and electricity and power supplies in PC's. Software related topics include configuring and troubleshooting the Windows operating systems; and hard disk drive management and use of troubleshooting programs. Students learn methods and techniques used by professional PC technicians to diagnose and repair systems. This is a hands on course and requires extensive lab work.

Prereq: CIS 170

CIS 280 Network Server Administration (L) 3 cr

Provides instruction in the installation, configuration, and management of a local area network server using current industry server software. Topics include installation of software, configuration of software and common services, protection of data, client requirements and setup, setting up groups and users, managing and securing access to server files, remote access, and other topics. Students complete extensive hands-on lab activities and homework.

Prereq: CIS 180

CIS 281 Network Principles and Techniques (L) 3 cr

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

Prereq: CIS 180

CIS 283 Linux (L) 3 cr

Provides a basic working knowledge of the Linux operating system and an understanding of the Unix environment. Topics include installing Linux as a server; configuring Linux; managing users; the UNIX command line; file systems; security; Internet services (DNS, HTTP, SMTP, POP, SSH), and Intranet services (NFS, DHCP). Students set up, debug, and troubleshoot actual workstation installations.

Prereq: CIS 180 or permission of instructor

CIS 285 Managing Network Information Resources (L) 3 cr

Provides instruction in the installation, configuration, and management of system-wide electronic messaging exchange software. Topics include understanding system architecture and messaging protocols, installation of system software, communication and information transfer; managing users; setting up and managing clients; messaging server management; intersite connectivity and mail systems; system security; and other maintenance and connectivity issues.

Prereq: CIS 280

CIS 290 Systems Analysis and Design (X) 3 cr

An investigation and analysis of the methods and techniques used by the systems analyst in analyzing present systems, whether manual or automated systems. The systems development life cycle is followed, from feasibility study through implementation. A major portion of the course is a case study involving the design of a microcomputer-based system for inventory and accounts receivable for a small business.

Prereq: CIS 115 or CIS 150

CIS 292 Cooperative Work Experience in CIS (X) 1-3 cr

Supervised employment in a local organization which employs a computer in performing some tasks, combined with a seminar coordinating the employment situation with educational experience.

Prereq: Accumulation of at least 9 credits in CIS courses

COOPERATIVE EDUCATION

COE 297 Cooperative Education I (X) 3 cr

Provides students with an opportunity for experiential learning in a work setting that is directly related to their field of study. Students gain experience in full/part-time and on/off campus settings in order to gain and/or increase skills and knowledge in a particular field. Students attend a weekly seminar where they discuss on-the-job issues with peers who are also currently involved in Cooperative Education.

Prereq: Completion of 18 college level credits; 2.5 GPA; ENG 101, 103, or 105; must register for course with Career Center staff

COE 298 Cooperative Education II (X) 3 cr

Provides further opportunity for experiential learning directly related to student's field of study. Students gain experience in full/part-time and on/off campus settings and attend a weekly seminar. In the seminar, students focus on broad work related issues as well as prepare for the job search. Topics include ageism, racism, ADA, glass ceiling, sexual harassment in the workplace, portfolio development and job search planning.

Prereq: Completion of 24 college level credits; 2.5 GPA; ENG 101, 103, or 105; COE 297; must register for course with Career Center staff

CRIMINAL JUSTICE

CRJ 101 Introduction to Criminal Justice (A) 3 cr

Agencies and processes involved in the criminal justice system including the legislature, the police, the prosecutor; the public defender; the courts, and corrections. An analysis of the roles and problems of the criminal justice system in a democratic society with an emphasis upon inter-agency relations and checks and balances.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

CRJ 103 Criminal Law (A) 3 cr

The legal definition of crime and defenses; purposes and functions of the substantive criminal law; historical foundations; the limits of the criminal law.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

CRJ 105 Police Process (X) 3 cr

Social and historical perspectives on the police; police role and career; police discretion; police values and cultures; police organization and control.

Prereq: CRJ 101 or permission of instructor

CRJ 107 Adjudication Process (X) 3 cr

Role and structure of prosecution, public defense and the courts; basic elements of the substantive criminal law; procedural law and its relation to constitutional guarantees.

Prereq: CRJ 101 and 103, or permission of instructor

CRJ 109 Corrections Process (X) 3 cr
 Post-conviction correction process; the development of correctional philosophy, theory and practice; a description of institutional operation, programming and management; community-based correctional probation and parole. Field trips are required.
Prereq: CRJ 101 or permission of instructor

CRJ 113 Juvenile Justice Process (A) 3 cr
 Definition of delinquent behavior; contributing social problems; adolescence as a subculture; the adjudication process of juveniles; philosophy and practice; treatment procedures.
Prereq: CRJ 101 or permission of instructor

CRJ 121 Criminology (A) 3 cr
 Deviant behavior as it relates to the definition of crime; crime statistics; theories of crime causation; crime typologies.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

CRJ 131 Social Issues in Criminal Justice (A) 3 cr
 Designed to increase personal, professional, and academic awareness on contemporary issues in the criminal justice system, this course provides students with opportunities to investigate social issues such as racism, sexism, and domestic violence. At the end of the course, students have personal and practical awareness of these issues and their effects in the criminal justice system.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

CRJ 203 Criminal Investigation (X) 3 cr
 Fundamentals of investigation; crime scene search and recording, collection and preservation of physical evidence; scientific aids; modus operandi; sources of information; interview and interrogation; follow-up and case preparation.
Prereq: CRJ 105. Recomm: CRJ 103

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

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

CRJ 219 Issues in Constitutional Law (X) 3 cr
 An examination of those provisions of the Constitution that directly relate to both federal and state law enforcement, and limitations placed on the enforcement activity through constitutional interpretation.
Prereq: CRJ 101, 103, or permission of instructor

DANCE

DAN 101 Introduction to Dance (HC) 3 cr
 Provides students with an introduction to the fundamentals of dance, and exposure to a wide range of different styles of dance, both western and non-Euro-American. The course includes a daily technique class with instructor or guest teacher; lectures and class discussions, video viewing, and outside-of-class reading assignments. Styles of dance introduced and experienced in the course may include: jazz, ballet, African, tap, Middle Eastern dance, Isadora Duncan dance, social and folk dance, modern, Classical Indian dance, Renaissance, and Baroque dance.
Prereq: None

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

DAN 103 Jazz Dance I (HL) 1-3 cr
 An introductory course in jazz dance. Classes consist of a full body warm up, and basic dance exercises to improve strength, flexibility, balance, and coordination. Students learn and practice the movement vocabulary essential to the jazz style, including body isolations, propulsive and syncopated rhythms, and standard jazz style traveling steps. The course presents the history of jazz dance as a fusion form with African roots, and its impact on concert dance and the entertainment industry through lecture, video viewing, outside-of-class reading, and assigned performance attendance. Students may earn a total of three credits in DAN 103.
Prereq: None

DAN 104 Jazz Dance II (HL) 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.
Prereq: 3 credits of DAN 103, or permission of instructor

Credit Courses

DAN 105 African Dance I (*HL) 1-3 cr

An introductory course in African Dance. Students learn traditional movements, rhythms, and dances from a variety of African cultures and countries. Lectures on African history, geography, and culture provide a background for understanding the importance of dance in African life. Assignments may include attending performances outside of class. Students may earn a total of three credits in DAN 105.

Prereq: None

DAN 106 African Dance II (*HL) 3 cr

Continued practice of the traditional movements and dances of various African cultures. Increased emphasis on rhythmic awareness, coordination and performance style inherent in African dance. Lectures on African history, geography, and culture provide a background for understanding the importance of dance in African life. Assignments may include attending performances outside of class.

Prereq: 3 credits of DAN 105, or permission of instructor

DAN 107 Ballet I (HL) 1-3 cr

An introduction to the study of classical ballet. Students learn the ballet terminology that denotes the traditional position of the feet, arms, and body, and the basic ballet steps. Each class includes barre work, center floor exercises to improve balance and coordination, and traveling across the floor combinations incorporating jumps and leaps. The course presents the rich history and theory of ballet, and its widespread cultural impact through lectures, video viewing, outside-of-class reading, or assigned performance attendance. Students may earn a total of three credits in DAN 107.

Prereq: None

DAN 108 Ballet II (HL) 3 cr

A continuation of the study of classical ballet. Students learn the ballet terminology that denotes the traditional position of the feet, arms, and body, and the basic ballet steps. Each class includes barre work, center floor exercises to improve balance and coordination, and traveling across the floor combinations incorporating jumps and leaps. The course presents the rich history and theory of ballet, and its widespread cultural impact through lectures, video viewing, outside-of-class reading, or assigned performance attendance.

Prereq: 3 credits of DAN 107, or permission of instructor

DAN 110 Caribbean Dance I (HL) 1-3 cr

An introductory study of Caribbean dances with West African roots. Students learn the traditional movements, rhythms, songs, and chants of selected dances from a variety of Caribbean countries and Brazil, such as lbo and Nago from Haiti, and Samba from Brazil. Using lectures and video presentations students explore the history of the dances and the cultural links between Africa, the Americas, and the Caribbean. Students learn how these dances function within their cultural context. Assignments may include attending performances outside of class. The course may be repeated for a maximum of 3 credits.

Prereq: None

DAN 111 Modern Dance I (HL) 1-3 cr

An introduction to modern dance. Students learn the terminology and practice the fundamental movement vocabulary of modern dance. Classes consist of a full body warm-up, specific modern dance exercises, traveling step patterns, short dance combinations, and improvisational assignments. Class activities are designed to increase strength, flexibility, coordination, rhythmic awareness and musicality, and self expression. The course presents the history, theory and significance of modern dance through lectures, video viewing, outside-of-class reading, or assigned performance attendance. Students may earn a total of three credits in DAN 111.

Prereq: None

DAN 112 Modern Dance II (HL) 3 cr

A continuation of the study of modern dance. Students gain proficiency in movement fundamentals, learning and performing dance combinations and locomotor movements to various rhythms and styles of music in large and small groups. The course presents the history, theory and significance of modern dance through lectures, video viewing, outside-of-class reading, or assigned performance attendance.

Prereq: 3 credits of DAN 111, or permission of instructor

DAN 114 Tap Dance I (HL) 1-3 cr

Introduction to the basic tap dance steps and their style of performance, in conjunction with general concepts of dance technique. Students learn traditional tap-step patterns such as time steps and waltz clog, and short combinations. The course presents tap history, including its development as a fusion of African and European dance-music forms through lectures, video viewing, outside-of-class reading and assigned performance attendance. Students may earn a total of three credits in DAN 114.

Prereq: None

DAN 115 Tap Dance II (HL) 3 cr

A continuation of the study of tap dance, with increasing complexity and length of patterns. Students focus on clarity of rhythm and tap sounds, and body coordination, while working on style and expression. The course presents tap history, including its development as a fusion of African and European dance-music forms through lectures, video viewing, outside-of-class reading and assigned performance attendance.

Prereq: 3 credits of DAN 114, or permission of instructor

DAN 116 Middle Eastern Dance I (*HL) 1-3 cr

An introductory course in Middle Eastern Dance. Instruction includes the historical and social context in which the dance is traditionally performed, and general concepts of dance technique and practice. Students primarily learn Middle Eastern "Belly Dance," which functions as a form of social dance and/or entertainment. The class also studies regional or national dances, such as Lebanese debke, and dance steps to the 9/8 and 6/8 rhythms of Turkey and Armenia. Video viewing and outside-of-class reading assignments augment in-class practice. Students may earn a total of three credits in DAN 116.

Prereq: None

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

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

Prereq: 3 credits of DAN 116, or permission of instructor

**DAN 120 World Dance and Culture
(*HC) 3 cr**

A global tour of dance as a universal element of human culture. Students learn how dance functions within 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.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

DAN 121 Dance History (HC) 3 cr

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

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

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

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

Prereq: Concurrent enrollment in a dance studio course

**DAN 183 Ballroom Dance: American
Smooth Style (HL) 1 cr**

Provides physical enjoyment to participants through the performance of the specific rhythms and movements of American smooth style dancing and social satisfaction through group participation. Topics include the fundamentals of waltz, fox trot, jitterbug (swing), with an emphasis on dance positions, leading and following, and dance etiquette. Special requirement: Lightweight shoes with non-skid soles.

Prereq: None

**DAN 184 Ballroom Dance: Latin Style
(HL) 1 cr**

Provides physical enjoyment to participants through the performance of the specific rhythms and movements of Latin style dancing and social satisfaction 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. Special requirement: lightweight shoes.

Prereq: None

**DAN 201 Dance Repertory Group: Mixed
Company (HL) 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. The course may be repeated for a maximum of 6 credits.

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 (HL) 3 cr

An intermediate course in jazz dance. Students continue to refine skills and movement vocabulary of the jazz style. Increased emphasis on performance skills, clarity of rhythm and line, expansion of range of movement, and personal expression. The course presents the history of jazz dance as a fusion form with African roots, and its impact as a performance style and in the entertainment industry through lecture, video viewing, outside-of-class reading, and assigned performance attendance.

Prereq: DAN 104, or permission of instructor

DAN 204 Jazz Dance IV (HL) 3 cr

A conclusion of the intermediate study of jazz dance. Students continue to refine skills and movement vocabulary of the jazz style at the intermediate level. Increased emphasis on clarity of rhythm and line, expansion of range of movement, and personal expression. Assignments may include outside-of-class reading, video viewing, and performance participation.

Prereq: DAN 203

DAN 205 African Dance III (*HL) 3 cr

An intermediate course in African dance. Students learn to execute polyrhythmic movement, and increase understanding of the relationship between the live drumming and dances. Students learn and practice increasingly complex movement combinations and choreography which incorporate songs of various African languages and integral parts of the dance. The course provides a background for understanding the importance of dance in African life through lectures on African history, geography, and culture. Assignments may include attending performances outside of class.

Prereq: DAN 106, or permission of instructor

Credit Courses

DAN 206 African Dance IV (*HL) 3 cr

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

Prereq: DAN 205

DAN 207 Ballet III (HL) 3 cr

An intermediate course in classical ballet with emphasis on increased technical skill. Students learn principles of epaulement, placement, and multiple turns. Students may dance en pointe with instructor's approval. The course presents longer, more intricate combinations and repertoire, the rich history and theory of ballet, and its widespread cultural impact through lectures, video viewing, outside-of class reading, or assigned performance attendance.

Prereq: DAN 108, or permission of instructor

DAN 208 Ballet IV (HL) 3 cr

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

Prereq: DAN 207

DAN 211 Modern Dance III (HL) 3 cr

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

Prereq: DAN 112, or permission of instructor

DAN 212 Modern Dance IV (HL) 3 cr

A conclusion of the intermediate study of modern dance with continued emphasis on the development of individual performance quality and style and the mastery of dance technique in the modern dance tradition. Students are encouraged to explore their individual movement ideas through choreography and improvisation. The course presents the history, theory and significance of modern dance through lectures, video viewing, outside-of-class reading, or assigned performance attendance.

Prereq: DAN 211

DAN 214 Tap Dance III (HL) 3 cr

An intermediate course in tap dance with emphasis on the acquisition of performance skills, rhythmic accuracy and speed. Students learn traditional repertoire and time steps with their rhythmic breaks and explore improvisation. The course presents tap history, including its development as a fusion of African and European dance-music forms through lectures, video viewing, outside-of-class reading, and assigned performance attendance.

Prereq: DAN 115, or permission of instructor

DAN 215 Tap Dance IV (HL) 3 cr

A conclusion of the intermediate study of tap dance. Students continue to refine technical and performance skills, improve rhythmic accuracy and speed and to learn and practice traditional repertoire, time steps with their rhythmic breaks, and improvisation. The course presents tap history, including its development as a fusion of African and European dance-music forms through lectures, video viewing, outside-of-class reading, and assigned performance attendance.

Prereq: DAN 214, or permission of instructor

DAN 216 Middle Eastern Dance III (*HL) 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.

Prereq: DAN 117, or permission of instructor

DAN 217 Middle Eastern Dance IV (*HL) 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.

Prereq: DAN 216, or permission of instructor

ECONOMICS

ECO 101 Principles of Macroeconomics (BC) 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.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090 and MAT 105 (095)

ECO 102 Principles of Microeconomics (BC) 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.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090 and MAT 106 (096) or concurrent enrollment in MAT 106

ECO 113 Environmental Economics (BC) 3 cr

Introduction to the contemporary problems of environmental quality. Economic analysis of the institutions and practices leading to pollution of air, water, and land resources. Study of alternative public policies for improving environmental quality.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

ECO 129 Economics of Emerging Nations (*BC) 3 cr

Issues of economic growth in emerging nations. Topics include population, poverty, income distribution, property rights, rural development, and the role of trade and international investment. Students use case studies or other methodologies to examine developing nations and people groups.

Prereq: Placement beyond or satisfactory completion of ENG 090, COL 090, and MAT 090

ECO 205 Sports Economics (L) 3 cr

An economic analysis of sports teams, leagues, and institutions. Topics include antitrust, public funding of sports venues, labor relations, competitive balance, wagering markets, athletic compensation, amateurism, and application of economic principles to sports settings.

Prereq: ECO 101 or ECO 102

EDUCATION

EDU 101 Introduction to Early Childhood Education (A) 3 cr

Purposes of early childhood education and the role of the teacher. Considers the developmental needs of young children. Attention to physical environment, recording and reporting progress and administration.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

EDU 103 Creative Experiences in Art, Music, and Drama (X) 3 cr

Deals with the methods, content, and theory of the arts as they relate to the young child. Students will develop leadership abilities and their ability to research, plan, and implement developmentally appropriate activities in the arts for young children.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090; ECE major, or permission of instructor

EDU 111 Introduction to Special Education (L) 3 cr

Overview of development, physical, and behavioral disabilities; basic principles of intervention techniques; overview of legislation (Chapter 766) and its implications for the young child.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

EDU 121 Reading and Language for the Young Child (X) 3 cr

Emphasizes the importance of effective communication and implements the belief that skills, abilities, and attitudes needed for such communication are identifiable and teachable. The integration of all the language arts into a curriculum for young children is stressed.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

EDU 123 Educating the Infant and Toddler (X) 3 cr

Emphasis is directed toward the education of the child from infancy to two years, nine months in group and home settings. Participants learn about early development, physical space, selection, and presentation of materials and activities, schedules, and strategies of child care for the very young child.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

EDU 133 Day Care Administration (X) 3 cr

Explores the intricacies of managing a center for young children. Topics include the children, the curriculum, the environment, personnel management and development, budget and funding, legal concerns, state and local regulations and working with the parents and the community to provide a sound program for young children.

Prereq: EDU 201; Recomm: Office of Child Care Services (OCCS) Lead Teacher Qualified

EDU 139 Women in Education (L) 3 cr

A study of women in education that explores the historical perspective of women's schooling, their contributions to the field of education, and contemporary children's experiences in school. Emphasis on the strategies of inclusive teaching.

Prereq: WST 115 or permission of instructor

EDU 141 Building Teacher-Parent Relationships (X) 3 cr

Examines the inherent complexities of the parent-teacher/caregiver relationship and explores techniques for improving communication. Diverse family structures will be examined and discussed in view of their implications for teachers, parents, and children with attention to increasing parent involvement and creating successful partnerships with parents.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

EDU 201 Early Childhood Curriculum (X) 3 cr

Organization of curriculum including the research, theory, methods, and materials necessary in a classroom of young children. Emphasis on reading readiness and language skills.

Prereq: EDU 101 or permission of instructor

EDU 205 Philosophy of Education (A) 3 cr

Examines the role of school in society, the organization and history of American education, the historical foundations of education and its theorists. The relationship between theoretical perspectives and current issues emphasized.

Prereq: ENG 101, 103, or 105

EDU 215 Student Teaching I (X) 6 cr

Provides work experience in an early childhood setting with responsibility for setting up a safe and healthy environment; providing for social and emotional development in children; and becoming a professional teacher. Placement in a teaching site for EDU 215 is not guaranteed and depends upon agreement among the teaching site, the EDU faculty, and the student.

Prereq: EDU 101 and permission of the program coordinator

EDU 216 Student Teaching II (X) 6 cr

Provides work experience in an early childhood setting with extensive responsibility for the total management of a classroom; experience working with families; and providing an environment which promotes physical and intellectual competence in children. Placement in a teaching site for EDU 216 is not guaranteed and depends upon agreement among the teaching site, the EDU faculty, and the student.

Prereq: EDU 215 or permission of instructor

EDU 243 Leadership in Early Education and Care (A) 3 cr

Offers early education and care professionals who work closely with children and families the opportunity to expand their roles as leaders and advocates in early childhood programs. Through reflection and analysis, students consider the historical foundations of early childhood education as well as the current socio-economic systems and policies which affect the field. The course examines theoretical frameworks of individual and organizational leadership. In addition, the course addresses concrete skill development, including coalition building, effective organizing and advocacy strategies, communications and media work.

Prereq: Completion of or concurrent enrollment in EDU 216 or permission of instructor contingent upon experience in the field of early education and care for at least a year

EMERGENCY MEDICAL SERVICES

EMS 101 Emergency Medical Technician-Basic (X) 6 cr

Provides training in the primary care of injuries, semiautomatic external defibrillator (AED), acute illnesses, birth, and people in emergency situations. Students learn rescue extrication, transportation, communication, medical-legal aspects, and ambulance training. The course is taught using lectures, slides, demonstration, and practice. Students completing the course are eligible for the Massachusetts Basic EMT examination.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

EMS 105 Principles of Advanced Life Support (X) 5 cr

Introduces the certified EMT to principles of Department of Transportation Advanced Life Support curriculum. Students study roles and responsibilities, EMS systems, legal and ethical issues, patient assessment, fundamentals of respiration and advanced airway management. The course includes the fundamentals of perfusion and techniques of intravenous therapy.

Prereq: Current EMT certification. Placement beyond or satisfactory completion of COL 090, ENG 090, MAT 090. Concurrent enrollment or completion of BIO 108 or equivalent

EMS 106 EMT - Intermediate Internship (X) 2 cr

Provides supervised clinical and field experiences for EMT-Intermediate Students. Students attend two class meetings and complete all Massachusetts and program clinical and field requirements within prescribed deadlines. Students are eligible to take the Massachusetts EMT-Intermediate Examination upon successful course completion. Only non-paramedic certificate students may enroll in this course.

Prereq: Successful completion of EMS 105

EMS 202 Pharmacology (X) 2 cr

Introduces pharmacology, pharmacokinetics and pharmacodynamics. The course includes a review of the metric system. Students calculate drug dosage concentrations and IV medication infusion rates. The course introduces basic concepts of pathophysiology.

Prereq: Successful completion of EMS 105 or permission of instructor

EMS 203 Management of Medical and Shock-Trauma Emergencies (X) 8 cr

Expands upon pharmacological interventions and integrates patient management skills with medical and trauma situations encountered by paramedics. The course includes the pathophysiology and management of disease processes and shock-trauma conditions. It provides special considerations of neonatology, pediatrics, geriatrics, medical incident command and rescue situations. Students begin limited clinical experiences. Students receive Pre-Hospital Trauma Life Support (PHTLS) certification and Pediatric Education for Prehospital Professionals (PEPP-Advanced Life Support) certification upon successful course completion.

Prereq: Successful completion of EMS 202 or permission of instructor

EMS 204 Management of Cardiovascular Emergencies (X) 8 cr

A comprehensive approach to adult cardiac emergencies encountered by paramedics. The course includes cardiovascular pathophysiology, 3-lead and 12-lead dysrhythmia interpretation techniques, dysrhythmia management, electrical therapy and cardiac pharmacology. Students practice intensive patient management simulation. The student receives Advanced Cardiac Life Support (ACLS) certification upon successful course completion.

Prereq: Successful completion of EMS 203 or permission of instructor

EMS 210 Paramedic Clinical (X) 2 cr

Provides student with practice of invasive skills and patient management under the supervision and direction of licensed hospital staff. Students attend one class meeting and produce a research paper based on clinical experiences. Students attend Pediatric Advanced Life Support seminar (off-campus) and receive Pediatric Advanced Life Support (PALS) certification upon successful seminar completion.

Prereq: Successful completion of EMS 204. Concurrent registration in EMS 211.

EMS 211 Paramedic Fieldwork Internships I (X) 2 cr

Provides assignments with certified paramedics. Students perform pre-hospital treatment under supervision.

Prereq: Successful completion of EMS 204. Concurrent registration in EMS 210

EMS 212 Paramedic Fieldwork Internship II (X) 2 cr

A continuation of fieldwork assignments with certified paramedics. The course includes fieldwork rotation at a high-volume EMS system outside of New England. The student is eligible to take Massachusetts and National Registry qualifying examinations upon successful completion of the course.

Prereq: Successful Completion of EMS 211

ENGINEERING**EGR 101 Surveying (X) 3 cr**

Elements of plane surveying, taping, theory and use of instruments, leveling, traversing, and computation. Lab required.

Prereq: MAT 107 or its equivalent; may be taken concurrently

EGR 105 Introduction to Engineering, Science, Technology, and Society (NC) 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. Students may earn credit for EGR 105 or SCI 105 but not for both.

Prereq: MAT 106 (096) or concurrent enrollment in MAT 106; COL 090 and ENG 090 or satisfactory placement test score. Recomm: A course with a BC advising code

EGR 107 Engineering Graphics (X) 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.

Prereq: COL 090, ENG 090, and MAT 105 or satisfactory placement test scores.

EGR 205 Statics (X) 3 cr

Components and resultants of forces, concurrent and non-concurrent force systems. Free body diagrams. Couples and moments, centroids, moment of inertia, friction. Distributed loads.

Prereq: PHY 101 or 111; MAT 151 or 201 concurrently

EGR 206 Mechanics of Materials (X) 3 cr

Axial and shear stress and strain, torsion, bending, shear and moment diagrams. Deflection, columns, connections, indeterminate beams.

Prereq: EGR 205

ENGLISH**ENG 090 College Writing Strategies (D) 4 cr**

Develops the writing strategies, critical thinking skills, research methods, and confidence required in English Composition I and other college-level courses. This course covers word processing and methods of using print texts, electronic texts and databases, as well as techniques for evaluating those resources. This course does not satisfy the English composition requirements of the College and does not fulfill associate degree credit requirements. "C-" is the lowest passing grade in this course.

Prereq: None

COL 090 College Reading Strategies (D) 4 cr

Develops reading study skills for comprehension, vocabulary building, and critical reading and thinking. Students learn techniques for effectively and efficiently obtaining information from reading materials, especially textbooks. The course covers word processing and methods for conducting research using print texts, electronic texts and databases, as well as techniques for evaluating those resources. This course does not satisfy the English composition requirements of the College and does not fulfill associate degree credit requirements; "C-" is the lowest passing grade in this course.

Prereq: None

COL 095 College Writing and Reading Strategies (D) 3 cr

Improves reading, writing, critical thinking, and study skills, using each to reinforce the development of the others. This course is a bridge between ENG 090/COL 090 courses and Composition I, although enrollment is not limited to students who have taken developmental courses. Students focus on analysis and comprehension of reading using print and electronic texts from their other college courses. The course also offers extensive practice writing essays, summaries, personal responses, and answers to essay questions, as well as a grammar review and individualized instruction. In addition, students review word processing and methods of conducting and evaluating research using print and electronic texts. This course does not satisfy the English composition requirements of the College and does not fulfill associate degree credit requirements; "C-" is the lowest passing grade in this course.

Prereq: None

Credit Courses

English Composition I (ENG 101, 103, 105)

A study of the various aspects of reading and writing expository prose. The coursework emphasizes analytical reading, critical thinking, oral and written communication skills, and research and documentation. The course also covers basic word processing and e-mail skills, as well as instruction in the mechanics of locating and evaluating information in electronic texts and databases. Three options are available; students receive credit for only one.

ENG 101 English Composition I: Expository Writing (E) 3 cr

Focuses on the writing of essays. This course offers students the opportunity to understand writing as a process and to develop clear, effective presentation of ideas. The student develops an awareness of the relationship between writer and reader. The course includes word processing methods and research and documentation using print and electronic texts. Students may receive credit for only ENG 101 or ENG 103 or ENG 105.

Prereq: COL 090 and ENG 090, or satisfactory placement test score

ENG 103 English Composition I: Purposes and Technique of Prose (E) 3 cr

Emphasizes expository writing for students who feel confident of their skills in analysis and organization. The student develops an understanding of voice in writing. The course includes word processing methods and research and documentation using print and electronic texts. Students may receive credit for only ENG 101 or ENG 103 or ENG 105.

Prereq: COL 090 and ENG 090, or satisfactory placement test score

ENG 105 English Composition I: The Impact of Language (E) 3 cr

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

Prereq: COL 090 and ENG 090, or satisfactory placement test score

ENG 109 English Grammar and Usage (HL) 1 cr

A survey of the elements, structures, mechanics, conventions, and rhetorical devices by which writers make their meanings clear to their readers.

Prereq: None

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 (E) 3 cr

Examination and analysis of the three major literary genres: prose fiction, poetry, and drama. Writing assignments emphasize the formal, thoughtful, "critical" paper; but do not preclude more personal and creative responses. Students develop analytical standards for both reading and writing about literature. The course includes selections from a wide variety of authors. Students may receive credit for only ENG 112 or ENG 114 or ENG 116.

Prereq: ENG 101, 103, or 105

ENG 114 English Composition II: Literature and Creative Writing (E) 3 cr

Examination of the creative modes of writing: short fiction, poetry, drama, and song. The writing assignments include creative experiments and literary analysis. The student develops skills in the production as well as understanding of literary art. Students may receive credit for only ENG 112 or ENG 114 or ENG 116.

Prereq: ENG 101, 103, or 105

ENG 116 English Composition II: Analysis of Literature and Film (E) 3 cr

Study of film, fiction, poetry, and drama from Western and non-Western cultures. Coursework involves analysis of other electronic media which may include television, radio, and computer-mediated text. Students produce written work stressing critical evaluation and participate in classroom analysis of printed and electronic text. Students may receive credit for only ENG 112 or ENG 114 or ENG 116.

Prereq: ENG 101, 103, or 105

ENG 123 Report Writing (L) 3 cr

Intense study and practice in the writing of letters, memos, and reports (proposals or feasibility studies) related to specific technical and service occupations. Instruction in persuasive writing, presentation techniques, resume writing, use of graphics, research, and documentation. Term project required.

Prereq: ENG 101, 103, or 105

ENG 201 Western Literature I (HC) 3 cr

Reading and critical analysis of selected literary masterpieces from early Greek through the Elizabethan era.

Prereq: ENG 112, 114, or 116

ENG 202 Western Literature II (HC) 3 cr

Reading and critical analysis of selected literary masterpieces from the Elizabethan era to the present.

Prereq: ENG 112, 114, or 116

**ENG 203 American Literature I
(HC) 3 cr**

Critical study of significant achievements in American literature from the Puritan period through the period of the Reconstruction. Emphasis on the growth of an American literature, its modes and purposes.

Prereq: ENG 112, 114, or 116

**ENG 204 American Literature II
(HC) 3 cr**

Critical study of significant achievements in American literature from the late 19th century to the present. Emphasis on literary modes and thought as they reflect the modern society.

Prereq: ENG 112, 114, or 116

ENG 205 British Literature I (HC) 3 cr

Readings in English literature from the Anglo-Saxon period to the late 17th century. Major emphasis on Chaucer and Shakespeare.

Prereq: ENG 112, 114, or 116

ENG 206 British Literature II (HC) 3 cr

Readings in English literature from the late 17th century to the present.

Prereq: ENG 112, 114, or 116

**ENG 207 Advanced Creative Writing I
(HC) 3 cr**

Techniques and approaches in narrative, lyric, and dramatic forms of writing.

Prereq: ENG 112, 114, or 116.

Note: This course does not fulfill the Liberal Arts literature requirement.

**ENG 208 Advanced Creative Writing II
(HC) 3 cr**

Techniques in narrative, lyric and dramatic forms of writing for students who have completed ENG 207 and wish to continue exploring the problems of creative writing.

Prereq: ENG 112, 114, or 116 and ENG 207.

Note: This course does not fulfill the Liberal Arts literature requirement.

ENG 210 Creative Nonfiction (HC) 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.

Prereq: ENG 112, 114, or 116

ENG 211 Modern Novel (HC) 3 cr

Themes and methods of novelists of the modern western world. This course explores such topics as alienation and the failure of communication and gives attention to modern experiments in point of view, structure, and style.

Prereq: ENG 112, 114, or 116

ENG 212 Graphic Novel (HC) 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.

Prereq: ENG 112, 114, or 116

ENG 219 Ethnic Literature (*HC) 3 cr

A study of American literature through writers representative of various ethnic groups in the United States.

Prereq: ENG 112, 114, or 116

ENG 221 Shakespeare (HC) 3 cr

A critical study of a selected group of plays by Shakespeare, approached by theme. The course will also give some attention to contemporary presentations or adaptations.

Prereq: ENG 112, 114, or 116

**ENG 224 Technology and Literature
(HC) 3 cr**

A critical examination of the impacts of technology on literature as expressed in poetry, fiction, essay, film, and electronic text. Students consider how technological developments from factory production and the railroad to the personal computer and genetic engineering have influenced literature, art, thought, communication, work, and community.

Prereq: ENG 112, 114, or 116

ENG 228 Queer Literature (*HC) 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.

Prereq: ENG 112, 114, or 116

ENG 229 Gothic Literature (HC) 3 cr

A critical and analytical study of the gothic tradition in both classic and modern supernatural literature, with some attention to film. Students examine the significance of the supernatural horror tale in its larger literary, social, and cultural context.

Prereq: ENG 112, 114, or 116.

**ENG 235 Survey of Latin American
Literature (*HC) 3 cr**

A study of Latin American writings from the pre-Columbian era to the present. Emphasis on the social, political, and cultural forces that have shaped the voices of contemporary Latin American literature. Authors include Bartolome de las Casas, Andres Bello, Ruben Darlo, Clorinda Matto de Turner, Jorge Borges, Isabel Allende, and Gabriel Garcia Marquez.

Prereq: ENG 112, 114, or 116

ENG 241 Survey of Children's Literature (HC) 3 cr

Wide reading of classic and current children's literature, including the history and development of the genre. This course examines criteria for judging children's books and reviews classroom techniques in early childhood education.

Prereq: ENG 112, 114, or 116

ENG 243 Modern Poetry (HC) 3 cr

An examination of modern poetry with an emphasis on interpretation and analysis of voice, language, sound, and form. This course provides an in-depth study of some major innovators as well as a study of other contemporary poets.

Prereq: ENG 112, 114, or 116

ENG 247 Women in Literature I (*HC) 3 cr

A study of works by women writers through the 19th century. Students discuss literature in various genres within the historical and social context of the times, in relation to early literary movements and from the perspective of a unique female literary tradition.

Prereq: ENG 112, 114, or 116

ENG 248 Women in Literature II (*HC) 3 cr

A study of poetry, short fiction, novels, and drama that presents the richness of diversity in the work of women writers from the 20th century to the present. Students focus on the voice of the writer and her use of literary technique as she explores important themes in women's lives.

Prereq: ENG 112, 114, or 116

ENG 253 Valley/American Literature (HC) 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.

Prereq: ENG 112, 114, or 116

ENG 261 The Short Story (HC) 3 cr

A survey of the short story as a literary genre from its beginnings in the early 19th century to the present time with emphasis on interpretation and analysis, characters in conflict, point of view, and symbolism.

Prereq: ENG 112, 114, or 116

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

ESL 102 Writing-Advanced Beginners Level (X) 3 cr

Focuses on basic writing skills needed for successful participation in American communities, including sentence structure, paragraph structure, mechanics, and introduction to academic writing. Individualized programs are provided as needed. Writing and computer laboratories are required.

Prereq: Placement by examination

ESL 103 Written English-Intermediate Level (X) 3 cr

Develops students' writing skills for academic and professional use, such as patterns of organizing paragraphs and compositions, basic business letters, exercises in sentence structure and other composition skills. Writing and computer laboratories are required.

Prereq: ESL 102 or placement by examination

ESL 104 Written English-Advanced Level (X) 3 cr

Emphasizes advanced writing skills in preparation for beginning-level college courses, such as research paper, reading and writing responses, essays, compositions, and grammar of advanced sentence structure. Writing and computer laboratories are required.

Prereq: ESL 103 or placement by examination

ESL 106 English Grammar-Advanced Beginners (X) 3 cr

Focuses on the systematic study of basic English grammar patterns through reading, writing, listening, and discussion. Individualized programs are provided as needed. Laboratory is required.

Prereq: Placement by examination

ESL 107 American English Grammar in Context (X) 3 cr

The study of intermediate-level grammar patterns in English, with focus on verb tenses and on parts of speech. This course emphasizes recognition and understanding of grammar patterns in reading and speech, and the development of grammar skills in writing. Laboratory is required.

Prereq: ESL 106 or placement by examination

ESL 108 American English Grammar in Use (X) 3 cr

Continued study of English verb tenses and parts of speech. The course includes practice of other complex patterns needed for college coursework in English as well as a review of articles and advanced sentence structure. Students will learn accurate and appropriate use of grammar patterns in writing. Laboratory is required.

Prereq: ESL 107 or placement by examination

ESL 109 Intermediate Grammar Review (X) 2 cr

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

ESL 110 ESL Computer Training (X) 1 cr

Introduces English terms for basic keyboarding operations. Students develop techniques and concepts for word-processing using both Macintosh and IBM clone computers. ESL students begin to use electronic mail and learn how to find information on the Internet.
Prereq: Concurrent enrollment in ESL 103 or permission of instructor

ESL 112 Spoken English-Advanced Beginners (X) 3 cr

Emphasizes development of basic vocabulary, pronunciation, listening and speaking skills needed to communicate in class, in the community, and in social situations. Laboratory is required.
Prereq: Placement by examination

ESL 113 Spoken English-Intermediate Level (X) 3 cr

Emphasizes development of vocabulary, pronunciation, listening and speaking skills through group discussions, role plays, oral presentations, and interactive tasks. Content units reflect student interest in social and global issues and in situations from everyday life. Laboratory is required.
Prereq: ESL 112 or placement by examination

ESL 114 Spoken English- High Intermediate Level (X) 3 cr

Expands listening and speaking skills for academic activities such as note-taking during class lectures, summarizing and reporting information taken from the media, debating, taking part in discussions, and interviewing. Individual programs in pronunciation and clear speech are provided as needed. Laboratory is required.
Prereq: ESL 113 or placement by examination

ESL 116 Connections (Intermediate Listening) (X) 3 cr

Emphasizes development of intermediate level English vocabulary, pronunciation, and listening skills through viewing and class discussion of the ESOL video drama "Connect with English." Course content includes basic aspects of North American culture such as career development, family responsibilities, and U. S. travel. Reading and writing activities provide additional language practice.
Prereq: Concurrent enrollment in ESL 112 or permission of instructor

ESL 117 English Sounds and Spelling (X) 3 cr

Provides practice for non-native speakers in American English pronunciation as it relates to basic patterns of spelling. Techniques from phonetics and phonics help students master "exceptions" or words with irregular spelling and/or pronunciation. Students apply understanding of sounds, rhythm, intonation, spelling of syllables, and spelling rules in creative practice for people with diverse learning styles.
Prereq: ESL 112, ESL 116, or permission of instructor

ESL 118 Advanced ESOL Grammar (X) 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.
Prereq: ESL 104, or ESL 108, or permission of instructor

ESL 122 Reading and Vocabulary-Advanced Beginners (X) 3 cr

Introduces strategies for improving reading comprehension, using the dictionary and expanding vocabulary. Students present oral and written book reports and focus on active reading of fiction and non-fiction on a variety of topics. Laboratory is required.
Prereq: Placement by examination

ESL 123 Reading and Vocabulary-Intermediate Level (X) 3 cr

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

ESL 124 Reading and Vocabulary-High Intermediate (X) 3 cr

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

ESL 125 Vocabulary for College Courses (X) 3 cr

For advanced non-native speakers of English who plan to enroll in college programs. The course introduces concepts, essential vocabulary, and study skills which students need in first-year college requirements. Modules of readings and vocabulary include psychology, sociology, anthropology, business, and literature.
Prereq: ESL 124 or placement by examination. Recomm: Concurrent enrollment in ESL 115, ENG 090, and COL 090

FIRE SCIENCE TECHNOLOGY

FST 101 Introduction to Fire Protection (X) 3 cr

An introduction to fire protection and careers in the fire service. Students survey the history, scope, and resources of the fire service, including reviewing fire department structure and administration. The course provides students with an overview of the chemistry and physics of fire, of the training and support of fire service personnel, and of fire protection systems and equipment. Students gain an understanding of different career directions in the fire service and of the various local, state, and federal agencies that support and oversee fire service professionals.

Prereq: COL 090 and ENG 090, or satisfactory placement test scores

FST 105 Organizational Management (X) 3 cr

An exploration of organizational principles with emphasis on fire department organization. Students study the history, types, methods and principles of fire department organization, both formal and informal, line and staff. The course places emphasis on supervisory responsibilities and functions.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

FST 109 Hazardous Materials I (X) 3 cr

Includes a review of basic chemistry, storage and handling of hazardous materials, laws, standards and fire fighting practices within extreme fire hazard areas. Demonstrations illustrate and supplement the class work.

Prereq: FST 101 and CHE 105 or CHE 111 or permission of instructor or program coordinator

FST 110 Hazardous Materials II (X) 3 cr

A continuation of Hazardous Materials I. This course provides guidance on how to inspect property for possible accidents involving hazardous materials and how to plan for the prevention of such accidents. Students study the storage and transporting of hazardous materials as well as related protective systems and inspection procedures.

Prereq: FST 109

FST 111 Building Construction (X) 3 cr

An exploration of building construction and design with an emphasis on fire protection concerns. The course reviews statutory and suggested local, state, and national guidelines.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

FST 113 Fire Hydraulics (X) 3 cr

A study in incompressible fluids including fluid properties, principles of fluid status, fluid flow system principles, pipe friction and heat loss, flow measurements, pumps, and other hydraulic devices and machinery. Students study the applications of fire protection systems such as sprinklers, standpipes, hoses, nozzles, pumpers, and water supply systems. Demonstrations illustrate and supplement the principles developed in the class.

Prereq: Placement beyond or satisfactory completion of COL 090, ENG 090, and MAT 105 (095)

FST 125 Fire Prevention, Codes and Ordinances (X) 4 cr

An overview of the organization and function of fire prevention within the fire service. In addition, students study existing fire and building codes and ordinances and their role in providing for the public safety. Students examine the code development and adoption process, code administration, and major code producing organizations. Students become familiar with national standards, especially those contained within the National Fire Protection Association's Life Safety Code, its referenced standards, and the Building Officials & Code Administration Building Code. Students also study Massachusetts General Law, Chapter 148, and Code of Massachusetts Regulation 527, and local ordinances.

Note: Graduation credit can be earned for FST 125 or FST 207 but not both.

Prereq: COL 090 and ENG 090, or satisfactory placement test scores

FST 129 Emergency Incident Management (X) 3 cr

The study of command and control activities at emergencies together with techniques of fire suppression. Topics include pre-incident planning, command organization, incident sizeup, and strategic and tactical planning. This course stresses the integration of local, regional, and national emergency management systems.

Prereq: FST 101 or permission of instructor or program coordinator

FST 201 Fire Protection Systems and Equipment I (X) 3 cr

Reviews automatic and manual detection and extinguishing systems, including sprinkler and standpipe systems, inert gases, foam and dry chemicals, temperature and smoke responsive devices, and alarm and signaling systems. Demonstrations illustrate and supplement the class work.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

FST 202 Fire Protection Systems and Equipment II (X) 3 cr

A continuation of Fire Protection Systems and Equipment I for people interested in advanced fire control systems. The course places particular emphasis on sprinkler systems, and covers Halogen agents.

Prereq: FST 201

FST 203 Fire Fighting Tactics (X) 3 cr

An introduction to overall firefighting strategy considerations. Students learn to formulate tactical objectives and methods based upon contemporary knowledge of building construction, modern technology such as automatic nozzles and thermal imaging, and current firefighting techniques. Students learn to assess and develop tactics to manage target hazards and special situations such as hazardous materials and incidences of terrorism. Students learn procedures from pre-fire planning activities through post-incident critique.

Prereq: FST 101 and FST 111 or permission of the instructor or program coordinator. Recomm: FST 201 or some experience with protection systems.

FST 205 Fire Causes, Detection, and Investigation (X) 3 cr

Explores the history, development and philosophy of fire investigation and detection. This course includes inspection techniques, gathering evidence and development of technical reports, fundamentals of arson investigation, processing of criminal evidence and criminal procedures related to various state and local statutes.

Prereq: FST 101 or permission of instructor or program coordinator

FST 206 Legal Aspects of Fire Protection (X) 3 cr

Legal rights and responsibilities of fire fighters and departments in performing their duties. This course also examines the range of fire laws affecting property owners and others. Students cover recent developments in government regulations and liability concerns.

Prereq: FST 101 or permission of instructor or program coordinator

FOLKLORE**FLK 217 American Folklore (HC) 3 cr**

An introduction to the materials and methods of the study of American folklore, with emphasis on its appreciation, on its relevance to the development of literature, and its relationship to lifestyles. Folklore and folk literature of the southern Appalachian serve as models for study.

Prereq: ENG 112, 114, or 116

FLK 218 Storytelling (HC) 3 cr

Folktales from American, European, and other ethnic folklore traditions are examined from a contemporary perspective. Attention given to structure, content, language, literary and social issues, and techniques. Students learn to tell the folktales within the context of their own cultural experiences.

Prereq: ENG 112, 114, or 116

FLK 219 Valley Folklife (HC) 3 cr

An introduction to the materials and methods of American folklore studies with emphasis on specific areas of Valley folklife as evidenced in music, story, art, architecture, dance, customs and festivals, as well as in other manifestations or oral, customary, and material folk traditions. Students work on a class project examining a unique aspect of Valley folklife. Credit can be granted for FLK 217 or FLK 219 but not for both.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

FRENCH**FRE 101 Elementary French I (HC) 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.

Prereq: None

FRE 102 Elementary French II (HC) 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.

Prereq: FRE 101 or equivalent.

FRE 111 French Skills Practice I (X) 2 cr

An intensive immersion workshop conducted in French, for students who have completed at least FRE 101 or who are returning to the study of French. Using the material studied in FRE 101, students will work to practice and internalize the basic building blocks of French in listening, speaking, reading, and writing.

Prereq: FRE 101 or equivalent, or permission of instructor

FRE 201 Intermediate French I (HC) 4 cr

The intermediate study of French. The course emphasizes continued acquisition of language functions, vocabulary, idioms, structures, and culture through contextualized presentations, interactive activities, video, and selected readings. The class is conducted in French.

Prereq: FRE 102 or equivalent.

FRE 202 Intermediate French II (HC) 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.

Prereq: FRE 201 or equivalent.

FRE 252 French Composition and Conversation II (HC) 4 cr

Continued development of advanced writing and speaking skills. The course covers representative works of Francophone literature, available cultural readings and periodicals through class discussion and of oral and written assignments. The class is conducted in French.

Prereq: FRE 251 or equivalent, or permission of instructor

FRE 255 French Film and Language I (HC) 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, Pouliot, 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. This course and FRE 257 are not sequential; they may be taken in either order.

Prereq: FRE 202 or equivalent

FRE 257 French Film and Language II (HC) 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, Leconte, 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 the class in French. This course and FRE 255 are not sequential; they may be taken in either order.

Prereq: FRE 202 or equivalent

GEOGRAPHY

GGY 101 Introduction to Geography (HC) 3 cr

Explores major geographic concepts, contemporary world regions and the development of the science of geography. Subjects of discussion range from basic map and globe concepts to population dynamics and economic development. Student use case studies from around the world to increase their awareness of geography.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

GEOLOGY

GEO 101 Physical Geology (NC) 4 cr

Nature and origin of the landscape; features of the earth's surface; common rocks and minerals; agents of erosion; role of earthquakes, volcanoes, and the mountain building process. Particular attention to regional geology. Lab and Field trips are required. Credit can be granted for GEO 101 or GEO 103, but not for both.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

GEO 102 Historical Geology (NC) 4 cr

An introduction to the origin and development of the earth, with emphasis on the Eastern United States. Topics include geologic time, myths and science of creation, meaning and interpretation of rocks and fossils. Lab and Field trips are required. Credit can be granted for GEO 102 or GEO 103, but not for both.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

GEO 103 Valley Geology (NC) 4 cr

An introduction to the unique geology and geohistory of our region. Topics include rocks, minerals, rivers, glaciers, dinosaurs, continental drift, resources, and geologic hazards. Lab required. If credit is granted for GEO 103, it cannot also be granted for either GEO 101 or GEO 102.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

GEO 104 Introduction to Oceanography (NC) 4 cr

The nature of the ocean realm—its physical, chemical, biologic, and geologic characteristics and importance. Topics to be discussed: origin and characteristics of ocean basins, physical and chemical nature of sea water, origin and movement of water masses, importance of the oceans to life on earth. Lab and Field trips are required. Credit can be granted for GEO 104 or GEO 105 but not for both.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

GEO 105 Survey of Oceanography (NC) 3 cr

Introduction to ocean science. Deals with how the oceans affect the earth. Topics include ocean life and ecosystem, origin of sea water and ocean basins, coastal zones, mineral and fishery resources. Field trips. No lab. Credit can be granted for GEO 104 or GEO 105 but not for both.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

HEALING ARTS

HAO 101 Healing Arts (X) 12 cr

Awards 12 credits to graduates of the Stillpoint Center School of Massage, Inc. who enroll in the Liberal Arts/General program or the Liberal Arts/Healing Arts Option program and earn 15 GCC liberal arts credits. The course of study at Stillpoint includes bodywork sciences of anatomy and physiology, myology, kinesiology, pathology, and hydrotherapy; massage theory and technique of Swedish massage, body awareness, body mechanics, and therapeutic techniques; and professional development and clinical applications.

Prereq: Graduate of Stillpoint Center School of Massage, Inc.

HEALTH FITNESS AND WELLNESS

HFW 100 Survey of Movement Science (A) 1 cr

Provides the student with an introductory study and critical analysis of the movement science profession.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

HFW 101 Introduction to Exercise Science (A) 3 cr

Provides the student with the opportunity to examine the cardiorespiratory, musculoskeletal, and nervous systems of the body and the impact of exercise on their functioning. Topics may include the effect of changing one's own personal exercise habits, risk factors for cardiovascular disease, longevity, and quality of life. Students participate in fitness assessments for body composition, muscular strength and endurance, flexibility and cardiovascular endurance.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

HFW 103 Principles of Health and Well-Being (A) 3 cr

Provides the student with awareness and knowledge of wellness issues. This course is geared toward the development and implementation of lifestyle behaviors to encourage more positive lifestyles and overall well-being. Topics may include lifestyle choices, stress management, nutrition, weight control, physical activity, cardiovascular health, smoking, substance misuse, and sexually transmitted diseases.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

HFW 104 Foundations of Movement Science I (A) 3 cr

Provides the student with the opportunity to examine the historical and philosophical foundations of human movement and sport.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

HFW 105 Foundations of Movement Science II (A) 3 cr

Provides the student with the opportunity to examine the sociological and psychological foundations of human movement and sport.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

HISTORY

HIS 101 Western Civilization to 1500 A.D. (HC) 3 cr

The major ideas, institutions, and developments of Western Civilization from ancient times to the Renaissance. Themes include the nature of humankind; relationship of the individual to society and the universe; the role of religion; the individual in history; the tradition to modern modes of life and thought.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

HIS 102 Western Civilization Since 1500 A.D. (HC) 3 cr

Analysis of ideas, attitudes, and developments of Western Civilization from the dawn of the modern age to the present. Topics include the scientific and industrial revolutions; the rise and triumph of nation states; the French and Russian revolutions; European imperialism in Asia and Africa; socialism, communism, and fascism; dictatorships and World War II; challenge of the non-Western world.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

HIS 105 History of the American People to 1865 (HC) 3 cr

Economic, social, and cultural development of the American people prior to the Civil War. Utopianism; the Revolutionary Era; the development of national consciousness; consensus and conflicts; constitutionalism; the roots of American foreign policy; race relations; slavery and war. Credit can be granted for HIS 105 or 107 but not for both.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

HIS 106 History of the American People Since 1865 (HC) 3 cr

Reconstruction; industrialism and triumphant capitalism; the capitalist model of society; business and the protestant ethic; labor, populism, and dissent; imperial expansion and the progressive politics; crisis in the American Dream; The Great Depression and the New Deal; minorities and change; the roots of contemporary American foreign policy to Vietnam. Credit can be granted for HIS 106 or 108 but not for both.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

HIS 107 Valley/American History I (HC) 3 cr

Analysis and examination of major developments - political, social, economic - in American history from Colonial times to the Civil War period with the focus on the local and national levels. Emphasis on local resources. Credit can be granted for HIS 105 or 107 but not for both.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

HIS 108 Valley/American History II (HC) 3 cr

Analysis and examination of major developments - political, social, economic - in American history from the latter part of the 19th century to the present with the

focus on the local and national levels. Emphasis on local resources. Credit can be granted for HIS 106 or 108 but not for both.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

HIS 113 China and Japan: A Cultural History (*HC) 3 cr

The origins and development of traditional society and culture in China and Japan. Dynastic history in China, and imperial and feudal history in Japan. Emphasis on literary and linguistic development, the formation of political systems and the evolution of cultural life; the complex developments of the 19th and 20th centuries which brought China and Japan into the world community; the critical role played by western contacts in this process; and the emergence of China and Japan as global powers.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

HIS 123 The Pacific Century (*HC) 3 cr

A comprehensive look at the 19th-20th century transformation of the societies of the Pacific basin including those of Southeast Asia, Korea, and the Philippines, as well as China and Japan. The coherent themes through the course include: "progress" and tradition; collisions between East and West; economic resources and interdependence; democracy, authority, and power; and the United States in the Pacific.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

HIS 127 History of African-American Peoples (*HC) 3 cr

A survey of the African-American experience in the United States, including African heritage, enslavement and slavery, resistance, the Civil War and Reconstruction and their combined legacies of racism and oppression, and the continuing struggles of African-Americans for full and equal rights.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

HIS 128 Latin American History (*HC) 3 cr

A survey of Latin American history from first encounters to the present. The course focuses on indigenous, Hispanic and Afro-Latino peoples, including the histories of conquest and colonization, independence and revolutionary movements, political and diplomatic development, economic and social organization, religion, culture, and the environment.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

HIS 129 Introduction to Modern Africa (*HC) 3 cr

A survey of geography, climate, and the diverse ethnic and cultural groups of the continent. After a brief outline of pre-European civilizations, concentration is on Africa's history from the period of European colonization to the present. Current political, social, and economic conditions are highlighted.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

Credit Courses

HIS 131 Women in American History (*HC) 3 cr

A survey of women's roles in American history emphasizing the social history of unknown as well as famous women of diverse ethnic and class backgrounds who helped shape life and culture in America from the Colonial period through the Revolutionary era, the Frontier movement, 19th Century political activism and urbanization, and the 20th century through reform movements and the global community.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

HUMAN DEVELOPMENT

HUD 095 Study Skills (D) 1 cr

Teaches academic success skills, including techniques for effective reading and remembering, increasing class involvement, preparing for tests, taking lecture notes, and managing time. This course may not be used to fulfill associate degree requirements. Course graded credit/no credit.

Prereq: None

HUD 109 Career Decision-Making and Planning (X) 3 cr

An individualized introduction to the career/life planning process. The course covers seven major steps in decision-making: commitment to planning, self-assessment, generating options, information seeking, choosing, planning, and taking action. The student develops specific career plans.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090.

HUD 112 Assertiveness Training (X) 1 cr

Skills training in behavior which allows individuals to express their own opinions, feelings, needs, and preferences, without unnecessary anxiety and in a way that is not threatening to others.

Prereq: None

HUD 113 Job Search Training (X) 1 cr

An introduction to the techniques used in effective job search. Specific attention is paid to helping each student to match his/her skills, needs, and values to specific types of jobs. Content emphasizes informational interviewing, resume development, formal job interviewing, and job contract negotiations.

Prereq: None

HUD 114 College Success (X) 3 cr

Designed to assist incoming students make a successful transition from high school, home, or the workplace to college. Adopts a seminar approach requiring students to use a textbook, listen to lectures, participate in discussions, and complete a variety of written and oral assignments. Adjustment and transition issues-academic, career, and interpersonal-are addressed with a structured, content-based curriculum, flexible enough to promote the exploration and resolution of individual concerns.

Prereq: None

HUD 117 Managing Stress (X) 2 cr

Designed to transmit basic information about how stress works to help students isolate their own stress responses, and to help them find appropriate stress reduction techniques within a lab setting.

Prereq: None

HUD 120 Issues in Wellness, Fitness, and Health (X) 1 cr

A series of seminars, lectures, and workshops designed to provide current information related to health and lifestyle concerns. Topics/content selected from such areas as fitness, nutrition, wellness, tobacco issues, substance abuse, attitudes, and preventive modalities.

Prereq: None

HUD 121 Applied Leadership Training (X) 1 cr

Fundamental leadership skills, problem-solving, decision-making techniques, and group process; college governance structure, principles of the planning process and budget preparation. Maximum two graded credits.

Prereq: Offered only to GCC Student Senators selected by the GCC student body.

HUD 125 Issues in Contemporary Society: Substance Abuse (X) 1 cr

Issues such as substance abuse, racism, sexual harassment, wellness, diversity, family abuse offered to students wishing to explore them via discussions, presentations, lectures, and workshops. Focus issues will be delineated as part of the course title.

Prereq: None

(Note: Each semester this course will be offered with a different focus which will be reflected as part of the title.)

HUD 127 Survey of Health Careers (X) 2 cr

An introduction to the responsibilities, settings and qualifications of various health careers. This course examines the role of different health professionals as members of the healthcare team. Using self-evaluation and decision-making exercises, students begin to better match their interest with appropriate careers in healthcare.

Prereq: None

HUD 160 Mentoring (X) 1 cr

Designed to train students to be mentors learning how to help new students by providing guidance, counsel, and practical advice in negotiating the college experience.

Prereq: At least second semester student

HUMAN ECOLOGY

HEC 101 Human Ecology: Problems and Solutions (BC) 3 cr

An introduction to basic concepts and principles in ecology including ecosystems, population, food production, energy, pollution, technology, and resource depletion. Focus is on people's impact on the natural environment emphasizing current problems and alternative solutions to them.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

HEC 118 Education and Advocacy for the Environment (BC) 3 cr

Explores the contributions of indigenous and Western models of education and their influence on our relationship to the environment from historical and contemporary perspectives. Students analyze and research the effectiveness of advocacy models from the early years of the US environmental movement to the recent globalization of the social and environmental eco-justice movement. Students gain practical skills in education and advocacy by applying their knowledge and understanding in a community service project.

Special requirements: Students will do up to 5 hours of non-class time in the field participating in an environmental education and/or advocacy related service and experience.

Prereq: COL 090 and ENG 090 or satisfactory placement test score; *Recomm:* HEC 101

HEC 121 Gender Issues in Human Ecology (BC) 3 cr

Examination of pre-historical, historical, and present day roles of women and men in relation to their environment. Surveys how gender roles have affected survival in hunter gatherer and agrarian societies, earth-centered practices in religion and medicine, and the growth and influence of industrialism and nationalism. Particular attention will be given to understanding gender-linked relationships between population, poverty, and environmental degradation. The importance of new cooperative models for converting to an ecologically sustainable society explored utilizing case studies and role models.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

HEC 150 The 24-Hour Outdoor Personal Growth Experience (X) 1 cr

A 24-hour back-country experience focused on the expansion of the individual's awareness and sensitivity to his or her relationship with the environment through interpretation and participation in its cyclical rhythms. The course also includes in-class sessions. Course graded credit/no credit.

Special Requirement: Students must be 18 to register for this course

Prereq: None

HEC 151 Vision Quest and Rites of Passage (X) 1 cr

Investigates vision quest and rites of passage, ancient ceremonies and rituals that are found in most cultural traditions to assist individuals to symbolically and literally pass from one life event to the next. It offers instruction in phases of personal transition, earth experiences for clarity and connection, and guidance in self-generated ceremonies. Opportunities include in-the-field teachings and two nights and three days of residency at a solo site in a backcountry area, and personal reflection through inner guidance. Course graded credit/no credit.

Special Requirement: Students must be 18 to register for this course

Prereq: None

HEC 152 Sustainable Agriculture: Organic Gardening (X) 1 cr

Provides instruction in a natural gardening program and practical "hands-on" introduction to the basic philosophy, content, and methods of organic gardening and permaculture design. Using a model garden site, participants plan and design a garden, prepare the soil, plant the seeds, and prepare for harvesting and storage. Topics include compost, soil improvement, seed selection, crop rotation, and pest management. Includes in-the-field instruction and an overnight residency. Course graded credit/no credit.

Special Requirement: Students must be 18 to register for this course

Prereq: None

HEC 153 Ancient Wilderness Living Skills (X) 1 cr

An introduction to the principles and practices of ancient wilderness living skills that enable people to live closer to the earth and to realize a deeper understanding of their heritage as human beings. Skills include carving and using a bow and drill fire making set, building and sleeping in a shelter made from natural materials, and instruction in crafts like natural baskets, wooden utensils, and natural rope. The course includes backcountry foraging for wild edible foods and materials for crafts, as well as an overnight residency experience. Course graded credit/no credit.

Special Requirement: Students must be 18 to register for this course

Prereq: None

HEC 154 Earth Education: The Council of All Beings (X) 1 cr

An experience that enables students to respond to the Earth's ecological deterioration. The Council of All Beings, an internationally recognized program, gives form to students' fears and frustration, as well as guidance for establishing harmony with the planet. The course includes experiential exercises, visualization, mask-making, and personal sharing. The overnight resident experience helps students rediscover their Deep Ecology and their interconnection with all of life. Course graded credit/no credit.

Special Requirement: Students must be 18 to register for this course

Prereq: None

HEC 155 Introduction to Sustainable Energy: Solar Living (X) 1 cr

An introduction to the basic principles and practical applications of sustainable energy systems for small-scale use in the home, office, and work space. The course introduces the basics of renewable energy and sustainable living technologies. The seminar introduces the operation and maintenance of rechargeable solar equipment, independent living techniques and wind, biomass, hydrogen, and conservation strategies for heating and cooling. Course graded credit/no credit.

Special Requirement: Students must be 18 to register for this course

Prereq: None

Credit Courses

HEC 201 Strategies for a Sustainable Future (BC) 3 cr

Expands on human ecology themes in analyzing historical, cultural, and socioeconomic causes of the accelerating deterioration of global ecosystems. Examines global, national, and regional strategies for creating an ecologically sustainable future. Gives special attention to the strategic significance of direct individual actions in both lifestyle choices and democratic social change processes for achieving eco-system sustainability. Prereq: ANT 104 or BIO 103 or HEC 101 or permission of instructor

HEC 253 Eco-Action Seminar and Field Placement (BL) 3 cr

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

HUMAN SERVICES

HSV 101 Introduction to Human Services (BL) 3 cr

A study of the human service field from historical, ecological, economic, political, and social perspectives. This course familiarizes students with the basic skills, strategies, and functions common to the field through readings, discussions, guest lectures, research, field trips, and service learning projects. Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

HSV 115 The Helping Relationship (BL) 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. Prereq: ENG 101, 103, or 105 (or concurrent enrollment); and PSY 101 (or concurrent enrollment); and HSV 101 (or concurrent enrollment)

HSV 119 Contemporary Parenting (BL) 3 cr

Explores reasons for having children, the birthing process, and the changes that take place within the family unit with the arrival of a child. Parenting styles and their effects are explored along with the impact of the changing societal values on the American family. Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

HSV 121 Aging: An Interdisciplinary Approach (*BL) 3 cr

An introduction to the study of aging in contemporary society from an interdisciplinary perspective. Topics include cultural, physiological, economic, psychological, sociological and public policy aspects of aging. Students survey career opportunities in human service settings. Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

HSV 141 Chemical Dependency: Understanding Drug Use (BL) 3 cr

An examination of the nature of substance abuse and chemical dependency in society today. Topics studied include: commonly abused substances and their effects, physical symptoms and behavioral signs of substance abuse, stages of dependency, factors which influence chemical dependency, and personal and social influences. Prereq: PSY 101 or concurrent enrollment

HSV 205 Case Management Practices (BL) 3 cr

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

HSV 215 Counseling Skills (BL) 3 cr

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

HSV 271 Practicum in Human Services (BL) 4 cr

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

HUMANITIES

HUM 108 Introduction to Topics in Humanities (HL) 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. *Prereq: Placement beyond or concurrent enrollment in COL 090 and ENG 090*

HUM 110 Media Literacy: The World of Advertising (HL) 1 cr

An examination and discussion of print, audio, and electronic advertising in our society. This course develops critical thinking and critical writing skills through the analysis of various forms of advertising media. The topics for discussion may include gender, ethnicity, race, class, and politics. *Prereq: None*

HUM 113 Introduction to the Pioneer Valley (HL) 3 cr

Overview of the geography, geology, history, and culture of the Pioneer Valley, with instruction in methods of research, including oral history and work in libraries, newspaper files, and museums. Field trips in the local area. *Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090*

HUM 119 Women in the Pioneer Valley (*HL) 3 cr

Through historical and literary readings and original research, students explore the experience of women of the Pioneer Valley. Letters, diaries, journals, oral histories, fictional works, and other similar sources examined. *Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090*

HUM 130 Latin American/North American Cultures (HC) 3 cr

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

HUM 150 The Lively Arts (*HC) 3 cr

Provides experience in the performing and visual arts through attendance at Fine Arts Center Performing Arts Series concerts of music and dance at the University of Massachusetts and guided visits to university gallery exhibitions of sculpture, photography, and drawings. Guest faculty present weekly lectures about the structure and history of music, dance, and visual arts. Discussion sections help students understand and apply information from weekly assignments, lectures, exhibitions, and concerts. Free tickets provided. *Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090*

HUM 153 Media and Popular Culture (HC) 3 cr

Discussion and critique of photographs, film, and video from the Depression to the present. Analyses of the influences of mass-media images on popular culture. Focus is on developing visual literacy and critical thinking. *Prereq: ENG 101, 103, or 105*

HUM 155 Representing Families through Media (HL) 3 cr

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

HUM 201 Humanities in the Western World I (HC) 3 cr

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

HUM 202 Humanities in the Western World II (HC) 3 cr

Continuation of HUM 201. Concentrates on the late Renaissance, Baroque, Romantic, and Modern periods. *Prereq: English Composition II (or concurrently), or permission of instructor*

INTERDISCIPLINARY STUDIES

IDS 110 Math and the Nursing Role in Medication Administration (A) 4 cr

Provides a foundation for understanding the legal and ethical responsibilities and practice standards of medication administration by the nurse. 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.

Special Requirements: A grade of B is required for admission into the ADN program. *Prereq: MAT 105 (095); COL 090 and ENG 090, or satisfactory placement test score.*

LATIN

LAT 101 Elementary Latin I (HC) 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.

Prereq: None

LAT 102 Elementary Latin II (HC) 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.

Prereq: LAT 101 or equivalent

LEISURE EDUCATION

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

LED 156 Principles of Weight Training (X) 1 cr

Covers the basic training principles involved in the development of muscle strength and endurance. Includes guidelines concerning isometric, isotonic, and isokinetic progressive resistance exercises. The value of muscle strength and endurance as a lifetime physical fitness goal emphasized.

Prereq: None

LED 157 Aerobics (X) 1 cr

Physical fitness exercises and techniques aimed at the development of the cardiovascular system. Exercises combined to promote flexibility, strength, and cardiorespiratory endurance through systematic approaches. Individual cardiovascular evaluation required and individual programs planned.

Prereq: None

LED 158 Advanced Aerobics (X) 1 cr

Advanced physical fitness exercises and techniques aimed at the development of the cardiovascular system. Introduction of more advanced exercises that promote flexibility, strength, and cardiorespiratory endurance through systematic approaches.

Prereq: LED 157 or permission of instructor and a cardiovascular evaluation

LED 161 Golf (X) 1 cr

Designed for beginners interested in the basic skills of recreational golf. Students advance at their own pace. Topics include golf rules and etiquette. Students participate in field trips.

Prereq: None

LED 167 Introductory Tae Kwon Do I (Karate) (X) 1 cr

A basic introduction to the Korean martial art of Tae Kwon Do-Moo Duk Kwan as it has evolved from its origins from Tae Kyun in approximately 57 BC. Emphasis is on familiarization with some Korean language, stretching exercises, calisthenics, punching, blocking, and kicking techniques, practical self-defense, hyung patterns of movement and exposure to some of the philosophical underpinnings of Tae Kwon Do.

Prereq: None

LED 168 Introductory Tae Kwon Do II (Karate) (X) 1 cr

Intermediate level skills and techniques of the Korean martial art of Tae Kwon Do-Moo Duk Kwan as it has evolved from its origins in Tae Kyun in approximately 57 BC. The emphasis is on familiarization with some Korean language, stretching exercises, calisthenics, punching, block, and kicking techniques, practical self-defense, hyung patterns of movement and exposure to some of the philosophical underpinnings of Tae Kwon Do.

Prereq: LED 167 or permission of instructor

LED 170 Gentle Yoga (X) 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.

Prereq: None

LED 171 Yoga (X) 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 Anusara 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.

Prereq: None

LED 172 Self-Defense for Women (X) 2 cr

Introduces physical and psychological skills necessary for self-defense. Involves learning the use of various parts of the body as weapons. Examines techniques of awareness necessary for prevention. Through meditation, discussion, and writing exercises, students learn to realize and overcome women's psychological blocks to their own defense.

Prereq: For women only

LED 191 Recreational Dance (X) 1 cr

Designed to provide the opportunity to increase basic dance skills. Introduction to basic rhythms, folk, square, and social dances. Field trips are required.

Prereq: None

MASSAGE THERAPY

The MTC program offers 3 options for program completion: full-time day, part-time day, and evening. Refer to the MTC program for required course sequence.

MTC 101 Structure and Process of the Therapeutic Healing Relationship (X) 3 cr

Addresses the fundamental components of the therapeutic massage relationship. The course introduces the ethical guidelines of the massage profession that create a standard of practice to support a professional skill base for clinical course work and on-going professional development. Topics include dual relationships, boundaries, medical/legal issues, diversity/bias issues, and power differential.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090 and MAT 090; MTC participants only

MTC 102 Myology I for Massage and Bodywork (X) 1 cr

Examines the musculoskeletal anatomy of the human body. Students identify details of skeletal structures and the origins, insertions, and actions of the superficial and intermediate layers of muscles. Lectures and experiential exercises in palpation and clay modeling of muscles using the Zahoureek Maniken System help students to establish a foundation for skilled and anatomically accurate touch.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090 and MAT 090; MTC participants only

MTC 103 Massage Therapy Theory and Technique I (X) 6 cr

Teaches fundamentals of classical circulatory Swedish massage; indications and contraindications of treatment; professional hygiene, standard precautions, and self-care protocols; conscious touch and centering skills. The course includes beginning evaluation skills for assessing soft tissue, reviews musculoskeletal systems, emphasizes application of biomechanical skills, applies documentation skills in weekly practice sessions, and tracks development of feedback and professional interactive client skills.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090 and MAT 090; MTC participants only

MTC 107 Myology II: Clinical Assessment Testing for Massage & Bodywork (X) 2 cr

Examines specific deep muscles of the body and presents clinical approaches to evaluate common joint and myological dysfunctions. Students observe and identify postural, muscular, and joint imbalance through practical application of clinical assessment techniques during lab teamwork.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090 and MAT 090; MTC participants only

MTC 110 Kinesiology I :The Art of Functional Movement (X) 1 cr

Designed to create the safe, effective body mechanics required by the massage therapy practitioner. Students develop sensory/kinesthetic awareness and skillful, efficient movement using movement lessons and supervised table practice. Improved movement function allows students to manifest the skills necessary for sensitive application of massage strokes and pressure, intelligent touch, tissue listening, and optimal application of massage strokes and pressure.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090 and MAT 090; MTC participants only

MTC 111 Documentation for Massage & Bodywork Practice (X) 1 cr

Provides students with the writing skills necessary for accurate and professional recordkeeping of therapeutic sessions. The course covers interview and intake procedures, use of health history forms, and standard medical documentation.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090 and MAT 090; MTC participants only

MTC 112 Massage Therapy Clinic (X) 2 cr

Prepares students to apply critical reasoning and assessment of client intake in order to provide supervised client-centered massage therapy sessions for the public. Direct supervision creates a forum for feedback and analysis of student work. Students gain proficiency in integrating theoretical, technical, and professional components of practitioner training.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090 and MAT 090; MTC participants only

MTC 113 Massage Therapy Theory and Technique II (X) 7 cr

Broadens and deepens the student's theoretical knowledge, assessment, and technical massage skills beyond circulatory/wellness massage. Students identify soft tissue dysfunctions created by muscular and connective tissue, skeletal, and joint compensation patterns. Adaptive massage techniques include connective tissue, joint receptor, neuromuscular, and passive movement manipulations and applications of hydrotherapy. Advanced palpation skills teach students to apply critical thinking to assess tissue in order to increase functional outcomes. Students integrate these adaptive techniques into a creative massage using therapeutic principles and clinical reasoning.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090 and MAT 090; MTC participants only

MTC 114 Interpersonal Dynamics of the Therapeutic Massage Relationship (X) 3 cr

Focuses on the transition from theoretical understanding of the therapeutic massage relationship to practical applications in massage practice. Students use case scenarios from current clinic, service learning, and practice clients to reflect on components of the therapeutic relationship. Students examine the use of supervision, consultation, self assessment, and focus groups for professional development.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090 and MAT 090; MTC participants only

MTC 115 The Business and Marketing of Massage & Bodywork (X) 2 cr

Examines the various business models of massage therapy practice including independent contractor, private practice, and employee and the skills and attitudes needed to successfully support each model. Students clarify professional goals for income and marketing and develop individual business plans.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090 and MAT 090; MTC participants only

MTC 116 Clinical Assessment Practicum Seminar (X) 3 cr

Uses seminar discussion, supervision groups, and lab work to incorporate all aspects of learning the science and art of massage therapy. Students integrate scientific understanding of the skeletal and soft tissue function and dysfunction with appropriate applications of technical and evaluative skills. The course presents typical clinical syndromes in a supervised practical lab to develop the student's use of critical thinking and analysis.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090 and MAT 090; MTC participants only

MTC 120 Kinesiology II: The Science of Functional Movement (X) 2 cr

Explores the art and science of human movement through interwoven didactic and experiential learning. Students study the muscular-skeletal system from the perspective of dynamic alignment, improved motor performance, and efficient body mechanics. The course includes movement/skilled touch lab.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090 and MAT 090; MTC participants only

MATHEMATICS

MAT 090 Basic Mathematics Skills (D) 3 cr

Useful as a foundation for math and math related courses, for developing quantitative job skills, or as a refresher. Students use a variety of materials and problem-solving techniques to deepen their understanding of basic arithmetic operations, fractions, decimals, percents, and measurement. They analyze problems and arrive at solutions using the techniques of mathematical reasoning. The course emphasizes mathematical discovery and addresses issues of math anxiety, test-taking difficulties, and study skills for math.

This course may not be used to fulfill associate degree credit requirements; final grade of "D" will not be awarded in this course.

Prereq: None

MAT 094 Preparatory Course for Algebra (D) 3 cr

A preparatory course for Introductory Algebra (MAT 105) 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. These 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. This course may not be used to fulfill associate degree credit requirements. Final grade of "D" will not be awarded in this course.

Prereq: MAT 090 or satisfactory placement test score; COL 090 or satisfactory placement test score or concurrent enrollment. Recomm: If you took MAT 090 and earned a grade of C- or C, consider taking MAT 094 before taking MAT 105.

MAT 105 Introductory Algebra (X) 3 cr

An introductory algebra course which assumes a working knowledge of basic arithmetic. Students study topics that include the concept of a variable, negative numbers, properties of real numbers, numeric and algebraic expressions, polynomials, linear equations and inequalities in one variable, integer exponents and coordinate geometry. The course introduces graphing of two variable equations. Students work with applications to help them understand and connect algebraic concepts to real world situations. The course grants elective credits, which may transfer to another institution, but only as elective credit. The course does not satisfy requirements for college level mathematics at any institution. A final grade of "D" will not be awarded in this course.

Prereq: MAT 090 or satisfactory placement test score; COL 090 or satisfactory placement test score or concurrent enrollment. Recomm: If you took MAT 090 and earned a grade of C- or C, consider taking MAT 094 before taking MAT 105.

MAT 106 Intermediate Algebra (NL) 3 cr

Develops algebra skills and a conceptual understanding of topics, and focuses on the relationship between algebraic, graphical and numerical approaches to solving problems. Students study topics that include linear equations and systems of equations, methods for solving problems, radicals and radical equations, quadratic equations and the quadratic formula, rational exponents and rational expressions. The course places emphasis on graphing in the Cartesian coordinate system with particular stress on graphing linear equations and systems of equations. Students work at times with calculators and/or computers. The course grants elective credits, which may transfer to another institution, but only at elective credit. The course does not satisfy requirements for college level mathematics at any institution. A final grade of "D" will not be awarded in this course.

Prereq: MAT 105 (095) or satisfactory placement test score; COL 090 or satisfactory placement test score; ENG 090 or satisfactory placement test score, or concurrent enrollment.

MAT 107 College Algebra (NC) 4 cr

The study of functions. This course is a gateway to the study of higher level mathematics and a useful preparation for courses with quantitative content. Students investigate the principles, properties, and applications of several common types of functions from numerical, algebraic, and graphical perspectives and use these functions to model real world problems. Principle types include polynomial, rational, composite and inverse functions. The course also introduces exponential and logarithmic functions and briefly examines absolute value, root, step, and piecewise functions. Students use graphing calculators extensively.

Prereq: MAT 106 (096) or satisfactory placement test scores; COL 090 and ENG 090, or satisfactory placement test scores.

MAT 108 Precalculus (NC) 4 cr

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

Prereq: A grade of C- or better in MAT 107 or satisfactory placement test scores; COL 090 and ENG 090, or satisfactory placement test scores.

MAT 114 Introduction to Statistics (NC) 4 cr

An introduction to statistics that teaches broadly relevant concepts. Topics include but are not limited to graphical and numerical methods for summarizing data; linear regression and correlation; normal probability distributions; confidence intervals; statistical inference and hypothesis testing. Laboratory activities emphasize the analysis of real world data. Computers and/or graphing calculators are used to enhance the study of mathematics.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090; MAT 106 (096) or placement by examination

MAT 116 Mathematics for Early Childhood and Elementary Educators (NC) 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 two: Number Sense and Operations; Geometry and Measurement; Patterns, Relations and Algebra; and Data Analysis, Statistics, and Probability. 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.

Prereq: MAT 105 (095) or satisfactory placement test scores; must be an Early Childhood Education or Liberal Arts/Education Option major or have permission from a full-time math or education faculty person; COL 090 and ENG 090, or satisfactory placement test scores

MAT 117 Mathematical Problem Solving (NC) 3 cr

Designed to provide students in the liberal arts with a foundation to mathematical reasoning and quantitative skills in decision making processes. Students focus on ideas rather than techniques as they implement problem solving strategies. The course introduces students to topics that might include, but are not limited to mathematical modeling, graph theory, the mathematics of social choice, growth and symmetry; descriptive statistics, and probability.

Prereq: MAT 105 (095) or satisfactory placement test scores; COL 090 and ENG 090, or satisfactory placement test scores.

MAT 151 Applied Calculus I (NC) 4 cr

Provides a practical approach to the basic tools and methods of calculus. Topics include a review of polynomial, rational, exponential, and logarithmic functions and their graphs, limits, the derivative, and the integral. Students work with models and applications from many fields. Students utilize computer software and/or graphing calculators to enhance their understanding of mathematical concepts.

Prereq: A grade of C- or better in MAT 107 or satisfactory placement test scores; COL 090 and ENG 090, or satisfactory placement test scores.

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

Theoretical and applied calculus for students interested in mathematics, engineering, and the physical sciences. The course assumes an understanding of polynomial, rational, exponential, and trigonometric functions. Students probe the concepts of limits, continuity, differentiation, and integration using numerical, graphical, and symbolical approaches. The course includes a thorough study of the derivative, differentiation techniques, and applications of the derivative, as well as the concepts of antidifferentiation, the definite integral, and the Fundamental Theorems of Calculus. Students use computer software and/or graphing calculators in and out of class to apply and enhance their understanding of calculus concepts.
Prereq: A grade of C- or better in MAT 108 or satisfactory placement test scores; COL 090 and ENG 090, or satisfactory placement test scores.

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

A second semester theoretical and applied calculus course for students interested in mathematics, engineering, and the physical sciences. Students should have a conceptual understanding of differentiation and integration and a working knowledge of derivatives of a wide range of functions (including trigonometric and exponential). Students examine antiderivatives and definite integrals numerically, graphically, and algebraically and work with a wide range of applications. They study and model real-world situations with differential equations and use infinite series for approximation of functions. Students use computer software and graphing calculators in and out of class to apply and enhance the understanding of calculus concepts.
Prereq: A grade of C- or better in MAT 201; COL 090 and ENG 090, or satisfactory placement test scores.

MAT 203 Multivariate Calculus (NC) 4 cr

Theoretical and applied multivariate calculus for students interested in mathematics, engineering, and the physical sciences. The course assumes an understanding of single variable calculus. Topics include vectors, the dot and cross products, multiple representations of functions of several variables, the gradient and directional derivatives, first and second order partial derivatives with applications including Lagrange multipliers, iterated integrals, parameterization, vector fields, line integrals, and Green's Theorem. Students use computer software and/or graphing calculators in and out of class to apply and enhance their understanding of calculus concepts.
Prereq: A grade of C- or better in MAT 202; COL 090 and ENG 090, or satisfactory placement test scores.

MAT 204 Elementary Differential Equations (NC) 4 cr

An introduction to ordinary differential equations with a dual focus on finding analytic solutions and on solving and understanding differential equations using numeric and qualitative approaches. Topics include separation of variables, methods of undetermined coefficients, integrating factor method, Euler's method, phase planes, first order linear systems, second order differential equations, an introduction to nonlinear systems, and Laplace transforms. Throughout the course, students use and formulate differential equations that model real-world situations. Students use computer software and/or

graphing calculators in and out of class to apply and enhance their understanding of differential equations and their solutions.

Prereq: A grade of C- or better in MAT 203; COL 090 and ENG 090, or satisfactory placement test scores.

MAT 205 Elementary Linear Algebra (NC) 4 cr

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

Prereq: A grade of C- or better in MAT 202; COL 090 and ENG 090, or satisfactory placement test scores.

MUSIC

MUS 101 An Introduction to Music (HC) 3 cr

A survey of musical styles from the Baroque era into the 20th century. Musical forms, elements of music, the orchestra, and great composers are discussed in conjunction with critical listening of recorded examples and live performances.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

MUS 102 Jazz Eras and Styles (*HC) 3 cr

A survey of the evolution of jazz both from an historical and stylistic perspective. The styles illustrated include the origins of jazz from slave songs, marching band, and ragtime through New Orleans, Swing, and Modern Jazz, including the Avant-garde and Rock eras. The teaching methods focus on developing a discerning ear to better understand the different jazz eras and the unique characteristics of each jazz style.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

MUS 103 Music Theory Fundamentals (HC) 3 cr

Introductory music theory for students with little or no musical background. The course covers reading and writing notation, scales, melodic composition, and other elementary theoretical concepts.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

MUS 104 Jazz and Pop Chorus (HL) 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. Students may repeat this course three times for a maximum of 8 credits.

Prereq: None

MUS 107 Music Theory I (HC) 3 cr

Basic chordal structures, voice leading, inversions, figured bass, harmonic progressions, and non-harmonic tones. Harmonic analysis of great composers' works. Keyboard harmony and ear training.

Prereq: MUS 103 or permission of instructor

MUS 108 Music Theory II (HC) 3 cr

Dominant seventh and extended chords in root position and inversions. Modulation to closely related keys. Harmonic analysis of great composers' works. Keyboard harmony and ear training.

Prereq: MUS 107 or permission of instructor

MUS 111 Chorus (HL) 2 cr

An exploration of vocal technique and choral repertoire. Students prepare selections from the various style periods for public performance. The course is open to all students. Students may repeat this course three times for a maximum of 8 credits.

Prereq: None

MUS 122 Jazz Theory: Tools for Improvisation (HC) 3 cr

An overview of the practical fundamentals of jazz theory for the beginning improviser. Students investigate chords, scales, and song forms common to the jazz idiom. Students listen and analyze recorded examples of jazz masters such as Miles Davis, John Coltrane, and others in order to enhance the student theory work and improvisation.

Prereq: Completion of MUS 103 or permission of instructor.

Recomm: Concurrent enrollment with MUS 125 Jazz Ensemble

MUS 125 Jazz Ensemble (HL) 2 cr

Allows students to rehearse and perform in a variety of jazz styles including "Blues," "Swing," "Bebop," and "Latin". The course stresses improvisational skills as well as ensemble expertise. Two informal presentations and a final "Gala" concert conclude the course.

Prereq: Permission of instructor

MUS 127 20th Century American Popular Music (HC) 3 cr

A cultural overview of popular music in 20th century American society with emphasis on rock, folk, pop, and world fusion styles. The course examines how music technology, commercialism, and cultural diversity have influenced the development of musical styles and practices unique to American life.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

MUS 128 World Music Ensemble (HL) 2 cr

A performing ensemble devoted to non-Western musical traditions and practices. The course emphasizes different traditions and instrumentation according to faculty interests and student enrollment each semester. Areas of concentration may include African, South American, Asian, Caribbean, Latin American, and North American influenced combinations of traditional and popular styles. Players of all instruments are welcome to join. Frequently the class requires no previous musical experience, such as semesters when African hand-drumming is the emphasis. The ensemble performs publicly twice each semester.

Prereq: Permission of instructor or program coordinator

MUS 129 Chamber Ensemble (HL) 2 cr

An instrumental music ensemble performing western European classical repertory for small groups. The class features works from various periods, composed or adapted for trios, quartets, and other small groups of varied instrumentation. No prior ensemble experience is required. The ensemble performs publicly twice each semester.

Prereq: Permission of instructor or Program Coordinator; basic music reading ability; basic proficiency on an instrument

MUS 137 World Music and Cultures (*HC) 3 cr

A survey of music and culture including Native North America, Latin America, Black America, West and South Africa, the Mideast, India, Japan, and Eastern Europe. The course emphasizes strategies for understanding and listening to all kinds of music. Students do local cultural fieldwork projects and have the opportunity to produce field recordings as part of their final research project.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

MUS 138 Creative Musicianship (HL) 1 cr

An examination of a broad range of topics related to serious music study. The instructor leads cooperative class investigation into areas such as creative expression through free improvisation, preparing for auditions and performances, breaking creative blocks, responding to performance anxiety, adopting stretches/exercises, exploring career paths, making demos, and booking gigs. Students may repeat this course once for a maximum of 2 credits.

Prereq: Concurrent enrollment in 2 credit Applied Music Lessons. Non-music majors need permission of instructor

MUS 139 Contemporary Music Ensemble (HL) 2 cr

An ensemble that performs modern musical styles of rock, pop, folk-rock, and rhythm and blues. In addition, the ensemble creates original works and explores post-1945 avant-garde musical styles that have influenced popular music since the 1960s. Students should expect to practice and develop skills for reading music and playing by ear. The ensemble performs publicly twice each semester. Students may repeat this course three times for a maximum of 8 credits.

Prereq: Permission of instructor or Program Coordinator; basic instrumental or vocal proficiency; the ability to read and play chord changes

MUS 147 Aural Skills I (HL) 1 cr

A practice lab in which students develop music listening and reading skills. This course emphasizes practical applications including ear training, sight singing, transcription, dictation, and conducting.

Prereq: MUS 103 or permission of instructor; concurrent enrollment in MUS 107

MUS 148 Aural Skills II (HL) 1 cr

A continuation of MUS 147, Aural Skills I.

Prereq: MUS 147 or permission of instructor; concurrent enrollment in MUS 108

MUS 149 Wind Ensemble (HL) 2 cr

An instrumental wind ensemble performing a variety of styles encompassing classical, swing, Broadway show tunes, and jazz. The course emphasizes technique of phrasing, breathing together, intonation, and style development in group playing. The director arranges ensemble music for trios, quartets, quintets or larger groups. The ensemble performs publicly twice each semester. No previous ensemble experience is necessary. Students may repeat this course three times for a maximum of 8 credits.

Prereq: Basic instrumental proficiency; ability to read music

MUS 207 Music Theory III (HC) 3 cr

An in-depth examination of musical structures to further develop skills for written exercises, four-part harmonic analysis, and basic keyboard harmony skills (scales and cadences). The course includes computer-lab time using software for music writing.

Prereq: MUS 107, MUS 108 or permission of instructor

MUS 208 Jazz Improvisation (HL) 3 cr

A beginning level course open to all instrumentalists and vocalists. This course serves as a stepping stone to the GCC Jazz Ensemble or other intermediate jazz groups. The class combines theoretical study and applied practice as means to explore harmony, rhythm, modes, scales, and the subtleties of musical conversation. One or two small jazz combos develop from within the class and provide the context for group practice.

Prereq: MUS 103 or permission of instructor; basic music reading skills; basic instrumental proficiency

MUS 219 MIDI Studio Techniques (HL) 3 cr

An introduction to basic features of MIDI keyboards integrated with computer music software. The course emphasizes learning to navigate and work productively with widely used professional level notation, composition, and music education software programs. The college provides all necessary equipment.

Prereq: MUS 103 or permission of instructor or Program Coordinator

MUS 220 Songwriting (HC) 3 cr

A practical exploration of techniques for writing songs in various classic genres including the music of George Gershwin, Chuck Berry, the Beatles, Bob Dylan, Joni Mitchell, Ani DiFranco, and others. The course ties together aspects of music theory, music history, improvisation, collaboration, composition, and performance. The course also covers songwriting industry topics such as recording production and copyright law.

Prereq: MUS 103 or permission of instructor or Program Coordinator; basic proficiency in chordal accompaniment on guitar or piano

MUS 247 Aural Skills III (HL) 1 cr

A continuation of MUS 148, Aural Skills II.

Prereq: MUS 148 or permission of instructor; concurrent enrollment in MUS 207

APPLIED MUSIC

Individual instruction on a wide variety of western instruments, as well as some non-western instruments. Individual instruction is also available for music technology and computers (i.e., midi/computer notation), but not as a primary instrument for music majors. These are college-level, letter-graded courses that require student commitment to study and practice. MUS 130 is a 1-credit course in which students and instructors meet for one half hour per week. MUS 230 is a 2-credit course in which students and instructors meet for one hour per week. The music department assigns instructors to students prior to or during the first week of each semester. Students intending to take lessons should contact the music program coordinator at (413) 775-1228 prior to or not later than the first week of classes each semester. A studio instructor fee is charged for lessons and is non-refundable after the college deadline. Lesson fees are covered by financial aid like any other course fees. Students interested in music and technology may consider attending periodic music keyboard/computer tutoring sessions in the Mac lab. The music department also offers a variety of workshops and master classes on a quarterly basis. Questions regarding music faculty and lessons should be addressed to the GCC Music Department Coordinator at (413) 775-1228. Questions regarding registration, payment or refund of fees, or course withdrawal should be addressed to the Registrar's Office at Student Services. (413) 775-1801.

MUS 130 Applied Music (HL) 1 cr

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

Prereq: None

MUS 230 Applied Music (HL) 2 cr

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

Prereq: None. Recomm: concurrent enrollment in MUS 231

MUS 231 Recital Participation (HL) 0 cr

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

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

NURSING

NUR 101 Fundamentals of Nursing (X) 8 cr

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.

Prereq: Nursing Majors Only; ENG 101, 103, or 105 or concurrent enrollment in ENG 101, 103, or 105; BIO 195 and PSY 101 or concurrent enrollment in BIO 195 and PSY 101

NUR 103 Fundamentals of Practical Nursing (X) 11 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.

Prereq: PNC majors only; BIO 117 or BIO 194 or concurrent enrollment; and PSY 101 or concurrent enrollment

NUR 105 Practical Nursing Practicum (X) 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.

Prereq: NUR 103; BIO 117 or BIO 194; PSY 101

NUR 106 Pediatric Nursing (X) 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 health promotion activities as selected.

Prereq: NUR 101 or NUR 111; 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 (X) 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.

Prereq: NUR 105; PSY 217 or concurrent enrollment

NUR 108 Obstetric Nursing (X) 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.

Prereq: NUR 101 or NUR 111; enrollment in PSY 217 or concurrent enrollment; BIO 196 or concurrent enrollment; SOC 101 or concurrent enrollment. Recomm: Concurrent enrollment in NUR 106

NUR 109 Advanced Concepts in Practical Nursing (X) 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.

Prereq: NUR 107; PSY 217

NUR 111 Introduction to Nursing Process (X) 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.

Prereq: Advanced placement into the ADN program with successful score in Excelsior Fundamentals exam; ENG 101, 103, or 105; BIO 195; PSY 101

NUR 112 Introduction to Professional Nursing and the Nursing Process (X) 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. *Prereq: Advanced placement into the ADN program with a successful score in the Excelsior Fundamentals and Maternal-Child Nursing exams; ENG 101, 103, or 105; BIO 196; PSY 217; SOC 101*

NUR 120H Native American Cultural Experience for Nurses (X) 3 cr

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

NUR 121 Native American Cultural Experience for Registered Nurses (X) 1 cr

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

NUR 201 Medical-Surgical Nursing I (X) 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. *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 (X) 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. *Prereq: NUR 201, NUR 203; ENG 112, 114, or 116 or concurrent enrollment; any course with advising code HC or HL or concurrent enrollment. Recomm: Concurrent enrollment in NUR 204*

NUR 203 Mental Health Nursing (X) 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. Using the nursing process, the nurse facilitates and establishes a plan of care based on an understanding of the individual, group and society. *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 (X) 3 cr

Focuses on the political, social, economic, and legal issues that influence the nursing profession and the delivery of health services throughout the community. The course 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. *Prereq: NUR 203. Recomm: Concurrent enrollment in NUR 202*

OCCUPATIONAL TECHNOLOGY

OCC 101 Vocational-Technical Teacher Competency (X) 18 cr

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

OCC 102 Occupational Technology Teaching and Business Experience (X) 1-6 cr

Grants life experience credit for teaching and/or business activities in the occupational trades according to the following guidelines. Two (2) credits per year will be granted for each year of successful full-time teaching under contract at an accredited vocational/technical high school. Up to three (3) credits may be granted for business experience (private, public, or non-profit) including experience in management, employee relations, and/or government regulations, taxes, and requirements. The total for these life experiences shall not exceed six

(6) credits. To be granted these credits, applicants must submit a portfolio including proof of employment, performance reviews, letters of administrative support, and a narrative describing the applicant's business experience that will be reviewed by the program advisor, the Division Dean, and the admission office.
Prereq: Application to the Occupational Technology Program

OUTDOOR LEADERSHIP

OLP 111 Introduction to Outdoor Adventure Skills I (X) 4 cr

Develops technical skills in four adventure program areas: backcountry travel, paddling, rock climbing, and challenge course programming. The in-field sessions include participation, conceptualization, and application of the skills content. Students receive individualized feedback on skill development. Students participate in local and extended field trips.

Prereq: OLP participants only; placement beyond or satisfactory completion of COL 090 and ENG 090; Wilderness First Responder certification

OLP 112 Group Management for Outdoor Leaders I (X) 2 cr

Provides an introduction to group and interpersonal relations models and techniques necessary for effective leadership and functional group dynamics in outdoor settings. Enhance student understanding of basic concepts and improve competencies through the use of the learning community as a laboratory group.

Prereq: OLP participants only; placement beyond or satisfactory completion of COL 090 and ENG 090; Wilderness First Responder certification

OLP 116 Adventure Program Planning & Fieldwork I (X) 3 cr

Focuses on the principles and methods of program development in the adventure recreation field. The process oriented course addresses planning, organizing, conducting, and evaluating functions in outdoor adventure programs. The basic preparation allows students to complete supervised fieldwork in a variety of settings with a variety of populations. Students participate in field trips.

Prereq: OLP participants only; placement beyond or satisfactory completion of COL 090 and ENG 090; Wilderness First Responder certification

OLP 120 Wilderness Emergency Preparedness (X) 3 cr

Develops a student's knowledge of and skills in wilderness medical responses, rescue, and evacuation with an emphasis on backcountry techniques. It continues to build upon Wilderness First Responder skills through core skill reviews and field simulations. Additional field presentations and simulations develop an understanding of emergency responses for land and water-based outdoor adventure activities.

Prereq: OLP participants only; placement beyond or satisfactory completion of COL 090 and ENG 090; Wilderness First Responder certification

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

Provides an introduction to environmental studies with an emphasis on basic concepts useful to an outdoor leader. Field studies address the climate, life zones, and

natural resources of the Northeast. Students explore conservation of resources and learn how to present basic natural history concepts to diverse populations. Students participate in field trips.

Prereq: OLP participants only; placement beyond or satisfactory completion of COL 090 and ENG 090; Wilderness First Responder certification

OLP 127 Outdoor Adventure Skills II (X) 4 cr

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

Prereq: OLP participants only; successful completion of OLP 111

OLP 140 Rock Climbing Instructor (X) 2 cr

Develops student's proficiency with the leadership and implementation of institutional top rope rock climbing. Students learn advanced skills of multi-pitch lead climbing. The in-field sessions include selection of equipment, safety systems, site management/evaluation, leadership/learning styles, curriculum development, and basic rock rescue. Students must demonstrate specific competencies to obtain leadership ratings.

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

OLP 141 Paddling Instructor (X) 2 cr

Builds upon the students' flatwater and whitewater paddling and introduces students to kayak touring and instruction. The course promotes an understanding of introductory paddling lessons so students can develop their own paddling programs. The course emphasizes the development of personal technical skills, technical knowledge, instructional, and leadership abilities.

Students must demonstrate specific competencies for an American Canoe Association instructor rating. Students must demonstrate specific competencies in kayak touring on inland waterways and the ocean to obtain an ACA rating for kayak touring. Students participate in field trips.

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

OLP 142 Nordic Skiing Instructor (X) 2 cr

An introduction to beginner and intermediate cross-country skiing skills and ski touring. The course promotes an understanding of introductory cross-country skiing lessons so students can develop their own programs. Students develop personal technical skills, technical knowledge, and instructional abilities. This course meets the Professional Ski Instructors of America requirements for instructor certification programs. Students must demonstrate specific competencies to obtain instructor certifications. Students participate in field trips.

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

OLP 143 Backcountry Travel Instructor (X) 3 cr

Prepares students to become proficient in the implementation and leadership of three season backcountry travel experiences. Students learn core skills of trip planning, safety systems design, route development, and equipment use in the classroom and reinforce these skills in the field. Students participate in a model canoe trip that is designed and led by the OLP core staff. Students then design and execute a backpacking trip. Student must demonstrate specific competencies to obtain leadership ratings.
Prereq: OLP participants only; placement beyond or satisfactory completion of COL 090 and ENG 090; Wilderness First Responder certification

OLP 144 Challenge Course Programming Instructor (X) 2 cr

Builds upon low and high challenge course experience to develop leadership necessary to design, deliver, and evaluate adventure-based programs in education, recreation, outdoor adventure, youth services, therapeutic settings, and management development training applications. Students must demonstrate competencies to obtain leadership ratings.
Prereq: OLP participants only; successful completion of OLP 111 and OLP 120

OLP 201 Individual Project in Outdoor Leadership I (X) 1 cr

Begins a student-directed learning project focusing on research, developing a new competency, or broadening understandings of adventure industry practices specific to the student's career goals. With instructional staff feedback and advising, each student identifies a project, develops objectives, researches learning activities, and articulates final project outcomes for completion in OLP 202.
Prereq: OLP participants only; placement beyond or satisfactory completion of COL 090 and ENG 090; Wilderness First Responder certification

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

A continuation of and completion of the project begun in OLP 201. Evaluations focus on developing accurate self-assessment skills.
Prereq: OLP participants only; successful completion of OLP 201

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

Combines seminar with field placements to continue the development of interpersonal relations concepts and practices begun in OLP 112.
Prereq: OLP participants only; successful completion of OLP 112

OLP 216 Field Work Experience in OLP II (X) 3 cr

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

PEACE AND SOCIAL JUSTICE

PSJ 101 Introduction to Peace Studies (BC) 3 cr

An interdisciplinary study of the concepts of peace and the interplay of economic, sociological, psychological, historical, political, technological, 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.
Prereq: ENG 101, 103, or 105; and any course coded BC

PSJ 120 Mediation and Conflict Resolution (BL) 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.
Prereq: ENG 101, 103 or 105

PSJ 225 Peacemaking in Practice: Seminar on Nonviolence and Social Action (BL) 3 cr

An exploration of the concepts of nonviolence and how individuals use them as a strategy for social change, both past and present. Students study the history of nonviolent movements and actions, the women and men who promote nonviolence, and under what cultural conditions social change occurs. Students complete a service learning component in the form of a placement or action in the wider peace community. Special requirements: Service Learning component of 21 hours is required.
Prereq: PSJ 101; PSY 214 or concurrent enrollment in PSY 214

PERSONAL COMMUNICATION SKILLS

PCS 101 Public Speaking (HL) 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.
Prereq: ENG 101, 103, or 105 or concurrent enrollment

PCS 121 Small Group Discussion (HL) 3 cr

Principles of communication, stressing the role of the leader/participant in small group discussion. The course emphasizes proper preparation for group learning, problem solving and meeting management. Students participate in role-playing exercises that are based on community and industrial models of leadership and management styles, coupled with critical listening skills.
Prereq: ENG 101, 103, or 105 or concurrent enrollment

PCS 131 Intercultural Communication (HL) 3 cr

Principles of communication, stressing the role of culture as a key variable in the communication process. Students examine the way culture and its various components affect the way humans communicate verbally and nonverbally. Students complete oral communication projects in the form of speeches and group discussions on subjects that pertain to culture and communication.

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

PCS 141 Interpersonal Communication (HL) 3 cr

Provides an opportunity for students to increase their ability to communicate effectively in daily interactions through the study of basic interpersonal communication concepts and the practice of speaking, listening, and conflict resolution skills. Students identify and analyze current communication patterns as a step toward increasing interpersonal communication competence.

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

PHILOSOPHY**PHI 103 Introduction to Philosophy (HC) 3 cr**

Introduction to the major, classical philosophical problems through a thematic approach. Emphasis on active, informal discussion of contemporary issues.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

PHI 104 Introduction to Ethics (HC) 3 cr

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

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

PHI 108 Western Religions (HC) 3 cr

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

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

PHI 110 Eastern Religions (*HC) 3 cr

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

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

PHI 204 Issues in Ethics and Social Philosophy (*HC) 3 cr

Explores contemporary ethical issues which confront the individual and society as a whole. Through philosophical, journalistic, and literary selections, the student examines such topics as personal integrity, racism, poverty, gender equity, and violence. Students consider classical, non-western, and feminist perspectives.

Prereq: PHI 103, PHI 104, or permission of instructor

PHI 205 Biomedical Ethics (HC) 3 cr

Examination of the theoretical and historical foundations of bioethics. Emphasis on the application of ethical theory to the analysis of contemporary issues in health care. Special attention to the cultural content of bioethical problems, specifically issues of race, class, and gender.

Prereq: ENG 101, 103, or 105 or PHI 104 or permission of instructor

PHI 206 Environmental Ethics (HC) 3 cr

An examination of how philosophy has contributed to our thinking about environmental issues. The course surveys major influences in the development of environmental ethics including: the land ethic, biocentrism, deep ecology, ecofeminism, and social ecology. Applications to specific environmental issues allow students to clarify their own views and hone their critical thinking skills.

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

PHYSICS**PHY 101 General Physics I (NC) 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, demonstrations, discussion, and laboratory exercises. Students develop skills in the use of modern computer software packages and graphing calculators.

Prereq: MAT 107, or placement by examination beyond MAT 107, or permission of instructor

PHY 102 General Physics II (NC) 4 cr

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

Prereq: PHY 101 or permission of instructor

PHY 111 General Physics I with Calculus (NC) 4 cr

A calculus-based physics course intended primarily for students preparing for careers in science, mathematics, or engineering. Topics covered include kinematics, mechanics of particles and rigid bodies, and conservation laws. The course emphasizes the use of the concepts of physics to solve problems. This course meets in the physics laboratory using a combination of lecture, demonstration, discussion, and laboratory exercise.

Prereq: MAT 201 or concurrent enrollment in MAT 201

Credit Courses

PHY 112 General Physics II with Calculus (NC) 4 cr

A calculus-based study of the laws of electricity and magnetism. Topics include properties of electricity and magnetism, fields, elementary electric current analysis, wave motion, electromagnetic waves. This course is taught in the physics laboratory using a combination of lecture, demonstration, discussion, and laboratory exercise.

Prereq: PHY 111; MAT 202 or concurrent enrollment in MAT 202

POLITICAL SCIENCE

POL 101 American Politics (BC) 3 cr

American national government and politics. The principles, processes, and institutions which make up the American political system: constitutional framework; federalism; interest groups, parties, elections; Congress; the Presidency; the judicial system. Policy-making and contemporary problems.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

POL 103 Comparative Politics (BC) 3 cr

Provides students with the conceptual tools necessary to develop an understanding of some of the world's diverse political structures and practices. The course encompasses the study of both specific countries (and their governments) and the general concepts used to interpret the political relationships and institutions found in virtually all national politics. Five countries form the core comparative governments, four of these countries Great Britain, South Africa, China and Russia/the former Soviet Union - provide a foundation for developing paradigms of different types of political systems. The inclusion of a fifth developing country allows students to examine yet another source of theory building, as well as understand the political implications of different levels of economic development.

Prereq: POL 101

POL 105 International Politics (BC) 3 cr

Traditional principles of international relations and emerging new problems from a political perspective - population, environment, energy, natural resources, economic interdependence, rapid technological change. Provides a global context for dealing with new and developing international considerations.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

POL 203 American Civil Liberties (BC) 3 cr

Freedom of expression in history and in contemporary America; the role of the Supreme Court in the maintenance of civil liberties; the influence of official and popular pressures. Includes consideration of religion, assembly, the press and speech, as well as the rights of the accused and constitutional standards of equality.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

POL 205 American Foreign Policy (*BC) 3 cr

An introduction to America's role in world affairs, especially since World War II. Attention is given to the underlying principles of American foreign relations; to the American foreign policy process; to the instruments of modern foreign policy; and to the contemporary foreign policy environment: Soviet-American relations, Western Europe, the Middle East, Africa, Latin America, and the Far East.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090; Recomm: POL 101

POL 207 Politics of the Middle East (BC) 3 cr

Examines the politics of the Middle East from a thematic perspective and explores issues such as the formation of the state of Israel, oil, terrorism and modernization. The course focuses on particular political systems such as Democracy, Theocracy and Monarchy and countries such as Israel, Iran, and Saudi Arabia. The course also examines the current dynamic within Islam.

Prereq: POL 105 or POL 205 or permission of the instructor

PSYCHOLOGY

PSY 101 Principles of Psychology (BC) 3 cr

Introduction to the field of psychology and human behavior. The student considers such topics as the history of psychology, research methods, psychophysiology, sensation, perception, learning, cognition, memory, development, motivation, personality, and mental illness.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

PSY 209 Abnormal Psychology (BC) 3 cr

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

Prereq: PSY 101

PSY 210 Statistics for Psychology and the Social Sciences (BC) 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.

*Prereq: ENG 112, 114 or 116; PSY 101; MAT 105 (095).
Recomm: MAT 106 (096)*

PSY 212 Research Methods in Psychology (BC) 3 cr

Examines 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.
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 (BC) 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, conflict resolution skills, constructive approaches to human relationships, and develop more complex views of the immediate causes of violence and deeper appreciation for the structural roots of violence.
Prereq: ENG 101, 103, or 105; PSY 101

PSY 215 Theories of Personality (BC) 3 cr

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

PSY 217 Human Growth and Development (BC) 3 cr

A survey of human physical, psychological, and social development from birth through death. Framework for the study of the individual's cumulative, integrative growth experience. Theories of development and their applications.
Prereq: PSY 101 or permission of instructor

PSY 225 Psychology of Women (*BC) 3 cr

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

PSY 227 Group Dynamics (BC) 3 cr

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

PSY 233 Child Behavior and Development (BC) 3 cr

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

PSY 259 The Psychology of Oppression (*BC) 3 cr

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

PSY 277 Psychology of Death and Dying (BC) 3 cr

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

SCIENCE**SCI 103 Astronomy (NC) 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.
Prereq: COL 090 and ENG 090 and MAT 090 or satisfactory placement test scores

SCI 104 Energy: Issues and Principles (NC) 3 cr

Covers both the technical and economic aspects of energy. Designed on a need-to-know basis primarily for the nonscience oriented student who feels the need to be informed about this field of critical importance to the survival of modern civilization.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

Credit Courses

SCI 105 Introduction to Engineering, Science, Technology, and Society (NC) 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. Students may earn credit for EGR 105 or SCI 105 but not for both.

Prereq: MAT 106 (096) or concurrent enrollment in MAT 106; COL 090 and ENG 090 or satisfactory placement test score. *Recomm:* A course with a BC advising code

SCI 110 Sustainable Energy Fundamentals (NL) 1 cr

Explores the fundamental concepts relating to renewable and nonrenewable energy sources with an emphasis on sustainable energy use and conservation. Topics include world energy use and primary energy sources, local energy issues, and an overview of sustainable energy technologies (e.g. solar, photovoltaics, wind, microhydro, fuel cells, biodiesel and others).

Students explore the scientific underpinning of global warming and how consumption of fossil fuels relates to atmospheric change.

Students may receive credit for SCI 120 or SCI 110 but not both.

Prereq: None

SCI 111 Survey of Science and Technology (NC) 3 cr

An introduction to selected principles, concepts, and technological applications in physics, chemistry, and biology. Students will construct these concepts through laboratory activities and gain an understanding of the irrelevance and relationship to the world around them.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

SCI 112 Fundamentals of Electricity (NL) 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.

Prereq: MAT 090, COL 090, and ENG 090 or satisfactory placement test scores. *Recomm:* MAT 105

SCI 113 Women in Science and Technology (NC) 4 cr

Examines the historical roots of scientific thought, the development and limitations of scientific methodology, and the contributions of women in science and technology throughout history. Students consider the effects of institutions, work, family, and mentors on the development of women in science and technology. For the laboratory, students examine the inherent biases of scientific methodology, rethink laboratory experiments using non-traditional approach, examine and recreate experiments undertaken by women throughout history, and develop, research, conduct, and present experiments of interest to each individual class.

Prereq: Placement beyond or satisfactory completion of COL 090, ENG 090, and MAT 090

SCI 114 Residential Construction Fundamentals (X) 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 Requirements: Student must be 18 years of age
Prereq: MAT 090, COL 090, and ENG 090 or satisfactory placement test scores. *Recomm:* MAT 105

SCI 117 Meteorology (NC) 4 cr

An introductory course in meteorology, which is a study of how the atmosphere interacts with solar energy to create dynamic weather systems. The student applies basic meteorological and climatological principles to the study of local and regional weather patterns. Students do a portion of their work in the computer lab.

Prereq: Placement beyond or satisfactory completion of COL 090, ENG 090 and MAT 090

SCI 120 Sustainable Energy: Theory & Practice (NC) 4 cr

Explores the theoretical and practical aspects of renewable and nonrenewable energy sources with an emphasis on sustainable energy use and conservation. Topics include solar; photovoltaics, wind, microhydro, fuel cells, biodiesel and others. Field trips and labs provide hands-on experience working with a variety of energy technology models. Students design, build, and monitor working renewable energy systems on campus.

Prereq: MAT 105 (095) or concurrent enrollment; placement beyond or satisfactory completion of COL 090 and ENG 090.

SCI 121 Introduction to Photovoltaic (Solar Electric) Technology (NL) 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.

Prereq: MAT 090 or satisfactory placement test score

SCI 122 Solar Domestic Hot Water (NL) 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 and how components as well as their assembly and function. Students assemble a solar system to heat water.

Prereq: MAT 090 or satisfactory placement test score

SCI 123 Passive Solar Technology (NL) 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.

Prereq: MAT 090 or satisfactory placement test score

SCI 124 Energy Conservation and Efficiency (NL) 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.

Prereq: MAT 090 or satisfactory placement test score

SCI 126 Residential Energy Efficiency and Energy Auditing (NL) 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; insulation of walls, foundation and attic; door and window infiltration reduction; lighting and electrical efficiency; heating system analysis and efficiency; hot water system analysis and efficiency; energy monitoring and measuring equipment; energy audit reporting; and sustainable energy systems. Students perform a residential energy audit.

Prereq: MAT 090 or satisfactory placement test score

SCI 127 Introduction to Sustainable Design and Green Building (NL) 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.

Prereq: MAT 090 or satisfactory placement test score

SCI 128 Solar Thermal Systems (NL) 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.

Prereq: MAT 090, COL 090, and ENG 090 or satisfactory placement test scores. Recomm: MAT 105

SCI 129 Fundamentals of Wind Energy (NL) 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.

Prereq: MAT 090, COL 090, and ENG 090 or satisfactory placement test scores. Recomm: MAT 105 and SCI 112

SCI 221 Photovoltaic (Solar Electric) Installation (X) 3 cr

An examination of the practical skills needed to install utility-connected and off-grid Photovoltaic (PV) systems. Topics include the study of electric 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.

Prereq: MAT 090 or satisfactory placement test score; SCI 121 or permission of program coordinator of Environmental Studies/Natural Resources

SOCIOLOGY**SOC 101 Principles of Sociology (*BC) 3 cr**

The study of society through basic concepts and scientific methodology. Examines culture, social systems, institutions, status, role, norms, interaction, deviance, small groups, and social stratifications.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

SOC 106 The Social Construction of Difference and Inequality (*BC) 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 dis/ability. 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.

Prereq: COL 090 and ENG 090, or satisfactory placement test scores; Recomm: SOC 101

SOC 201 Social Problems (*BC) 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.

Prereq: SOC 101

SOC 203 Sociology of the Family
 (*BC) 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 family.
Prereq: SOC 101

SOC 204 Sociology of Education
 (BC) 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 consequences 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.
Prereq: SOC 101

SOC 206 Sociology of Human Sexuality: Behaviors, Experiences, and Identities (BC) 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.
Prereq: SOC 101

SOC 208 Sociology of Gender (*BC) 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.
Prereq: SOC 101

SPANISH

SPA 101 Elementary Spanish I (HC) 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.
Prereq: None

SPA 102 Elementary Spanish II (HC) 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.
Prereq: SPA 101 or equivalent.

SPA 109 Spanish for Native Speakers I (HL) 1 cr

A survey of the basic components of Spanish with an emphasis on the unique needs of native Spanish speakers who have not studied the language in an academic setting. Particular attention paid to written expression, but also takes advantage of the students' background in and intuitive knowledge of spoken language. For native speakers of Spanish.
Prereq: None; for native speakers of Spanish

SPA 111 Spanish Skills Practice I (X) 2 cr

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

SPA 112 Spanish Skills Practice II (X) 2 cr

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

SPA 124 Spanish for Health Professionals (HL) 4 cr

Emphasizes the fundamentals of Spanish both for students seeking positions in health related fields and those already working in the professions. The course focuses on "survival" Spanish language skills and cross-cultural training for health professionals. Students develop their command of Spanish in specific job related areas. The course prepares participants for those aspects of Hispanic/Latino cultures that have an impact on their work. Much of the class is spent working in pairs and small groups role-playing situations that participants will encounter on the job.
Prereq: None

SPA 133 Spanish for Law Enforcement (HL) 4 cr

Emphasizes the fundamentals of Spanish both for students seeking positions in law enforcement and those already working in the profession. The course focuses on "survival" Spanish language skills and cross-cultural training for law enforcement professionals. Students develop their command of Spanish in specific job related areas. The course prepares participants for those aspects of Hispanic/Latino cultures that have impact on their work. Students spend much of the class working in pairs and small groups role-playing situations that participants encounter on the job.

Prereq: None

SPA 143 Spanish for Educators (HL) 3 cr

Emphasizes the fundamentals of Spanish both for students seeking positions in education and those already working in the profession. The course focuses on "survival" Spanish language skills and cross-cultural training for professionals in education. The course develops the participants' command of Spanish in specific job related areas. The course prepares participants for those aspects of Hispanic cultures that have impact on their work. Students spend much time working in pairs and small groups role-playing situations that participants encounter on the job.

Prereq: None

SPA 163 Spanish for Firefighters (HL) 3 cr

Emphasizes the fundamentals of Spanish both for students seeking positions in the fire services and those already working in the profession. The course focuses on "survival" Spanish language skills and cross-cultural training for firefighters, including those who are also paramedics or EMTs. 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. Students spend much of the class working in pairs and small groups role-playing situations that participants will encounter on the job.

Prereq: None

SPA 201 Intermediate Spanish I (HC) 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.

Prereq: SPA 102 or equivalent.

SPA 202 Intermediate Spanish II (HC) 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.

Prereq: SPA 201 or equivalent.

SPA 252 Spanish Composition and Conversation II (HC) 3 cr

Continued development of advanced writing and speaking skills. Representative works of Hispanic literature, available cultural readings, and periodicals are the subject of class discussion and oral and written assignments. The class is conducted in Spanish.

Prereq: SPA 251 or equivalent, or permission of instructor

SPA 255 Spanish Film and Language I (HC) 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 Iritu, 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. This course and SPA 257 are not sequential; they may be taken in either order.

Prereq: SPA 202 or equivalent

SPA 257 Spanish Film and Language II (HC) 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 Cuerdo, 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. This course and SPA 255 are not sequential; they may be taken in either order.

Prereq: SPA 202 or equivalent

THEATER**THE 101 Introduction to Theater (HC) 3 cr**

Concentrates on the nature and origin of theater from the 5th century B.C. to present. Students learn the language of dramaturgy while analyzing the major works for content and social influence. They recognize and identify dramatic genre, structure and style of major works within the field.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

THE 105 Play Analysis (HL) 3 cr

Concentrates on the interpretation of various types of dramatic works and scripts. The student learns to critically analyze dramatic work not only for content but also in the context of dramaturgy elements such as plot, theme, character identification, and other critical components in the dramatic field.

Prereq: THE 101

Credit Courses

THE 106 StageCraft (HL) 3 cr

The study of the processes of scenery, lighting, and sound design for production realization as approached from the stage designer's point of view. The course emphasizes the creative process used in developing the physical elements of a theatrical production. The student learns how to safely execute the skills demanded of the scenic designer in a hands-on method and work environment. Students aid in the construction and technical work required for that semester's GCC main production as well as the technical needs/requirements of the student directed projects.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

THE 108 Interactive Dramatics (HL) 3 cr

An introduction examining the use of creative drama in education and recreational settings. Study and practice of the medium to develop the acceptance of the responsibility of thinking, educated theater people for sharing the art of drama in young lives while developing all students in areas of sensory awareness, imagination, movement, role-playing and improvisation.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

THE 113 Fundamentals of Acting (HL) 3 cr

An introduction to the art of acting with emphasis on characterization, voice, and movement, as well as varieties of acting techniques, script analysis, improvisation, and theater exercises, used to prepare monologues, duet scenes and one-act plays. Additional emphasis is on the uses of acting to improve self-presentation and self-development.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

THE 133 College Theater Workshop (X) 1 cr

Practical experience in acting, house management, public relations, publicity, shop and production crews as the current G.C.C. semester production requires. 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.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

THE 213 Advanced Acting (HL) 3 cr

The actor's use of improvisation, abstraction, and development of motivational devices in character through internalization and externalization techniques. The course includes concentration on scene and character development through class performances.

Prereq: THE 101, THE 113

THE 214 Directing - Theory (HL) 3 cr

An introduction to the skills of play production with an emphasis on directing. The student studies the concepts/requirements necessary to mount a full theatrical production. Students analyze and hypothetically cast and produce instructor-approved scripts as their final project.

Prereq: THE 101, 105, 113; and ENG 112, or 114, or 116

THE 217 Experimental Performance (HL) 3 cr

Requires the student to use their own particular skills and interests to create an original performance work based on themes that emerge from the class itself. Participants use ensemble theatre and movement exercises to integrate the work of the project, which they have expressed in writing, movement, character improvisation, and visual arts, video, music, the sciences, and other areas of interest. Students produce a creative, innovative, and live performance.

Prereq: The course is restricted to students completing their final semester of the AA degree in the fields of Dance, Music, Art, or Theater. The course also requires approval of a performing arts faculty member and the class instructor

THE 223 Acting in Shakespeare (HL) 3 cr

A study of the basic techniques used in Shakespearean acting. Major emphasis is placed on approaching Shakespeare through careful analysis of the use of language, construction of the text, language as a cue for character, situation, and dramatic conflict. The student examines and performs selected works from comedies, histories and tragedies of the playwright, concentrating on the Presentational technique of stylized acting.

Prereq: THE 213; and ENG 221 (or concurrent enrollment in ENG 221)

THE 224 Directing - Practice (HL) 3 cr

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

Prereq: THE 214

THE 226 Stage Skills (HL) 3 cr

A concentrated study of the design and application of stage makeup, mask work, stage combat and stage dialects as they contribute to characterization and motivation in performance work. The course includes fencing techniques for dramatization as part of the physical stage combat study. Students assemble an audition piece and a professional resume, as well as perform and film an audition video tape in the G.C.C. Educational Technology Support Center.

Prereq: THE 213 or THE 224

WOMEN'S STUDIES

WST 115 Introduction to Women's Studies (*L) 3 cr

Introduction to women's studies as a basis for understanding human development, social systems, and the historical and biological perspectives that affect women's lives in the 20th century.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

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- Massachusetts Department of Higher Education
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Fall Semester 2008 Final Exam Schedule

Day Division

December 17, 18, 19, 22

If your class meets **FOR LESS THAN ONE HOUR** on **Mon / Wed / Fri**

and starts between:	8-8:50 am	9-9:50 am	10-10:50 am	11-11:50 am	1-1:50 pm	2-2:50 pm	3-3:50 pm
your exam will be held on:	Mon, Dec. 22 at 8:00 am	Wed, Dec. 17 at 8:00 am	Wed, Dec. 17 at 10:30 am	Mon, Dec. 22 at 10:30 am	Mon, Dec. 22 at 1:00 pm	Wed, Dec. 17 at 1:00 pm	Wed, Dec. 17 at 3:30 pm

If your class meets **FOR ONE HOUR OR MORE** on **Mon / Wed, or Wed / Fri**

and starts between:	8-9:50 am	10-11:50 am	1-2:50 pm	3-4:50 pm
your exam will be held on:	Mon, Dec. 22 at 8:00 am	Wed, Dec. 17 at 10:30 am	Mon, Dec. 22 at 1:00 pm	Wed, Dec. 17 at 3:30 pm

If your class meets **FOR ONE HOUR OR MORE** on **Mon / Fri**

and starts between:	8-9:50 am	10-11:50 am	1-2:50 pm	3-4:50 pm
your exam will be held on:	Wed, Dec. 17 at 8:00 am	Mon, Dec. 22 at 10:30 am	Wed, Dec. 17 at 1:00 pm	Wed, Dec. 17 at 3:30 pm

If your class meets **FOR ONE HOUR OR MORE** on **Mon / Wed / Fri**

and starts between:	8-9:50 am	10-11:50 am	1-2:50 pm	3-4:50 pm
your exam will be held on:	Mon, Dec. 22 at 8:00 am	Wed, Dec. 17 at 10:30 am	Mon, Dec. 22 at 1:00 pm	Wed, Dec. 17 at 3:30 pm

If your class meets **FOR LESS THAN ONE AND ONE-HALF HOURS** on **Tue / Thu**

and starts between:	8-9:15 am	9:30-10:45 am	11-12:15 pm	12:30-1:45 pm	2-3:15 pm	3:30-4:45 pm
your exam will be held on:	Thu, Dec. 18 at 8:00 am	Fri, Dec. 19 at 10:30 am	Thu, Dec. 18 at 10:30 am	Thu, Dec. 18 at 1:00 pm	Fri, Dec. 19 at 1:00 pm	Wed, Dec. 17 at 3:30 pm

If your class meets **FOR ONE AND ONE-HALF HOURS OR MORE** on **Tue / Thu**

and starts between:	8-9:50 am	10-11:50 am	12-1:50 pm	2-3:50 pm
your exam will be held on:	Thu, Dec. 18 at 8:00 am	Thu, Dec. 18 at 10:30 am	Thu, Dec. 18 at 1:00 pm	Fri, Dec. 19 at 1:00 pm

Fall Multiple Section Exams:

- Humanities, Thursday, December 18 at 3:30 pm
- Business, Friday, December 19 at 8:00 am
- Mathematics, Friday, December 19 at 3:30 pm
- Behavioral Sciences, Monday, December 22 at 3:30 pm

Notes:

- Tuesday, December 23, 2008 is reserved for final exam make-up due to snow cancellation. The schedule will be determined as necessary.
- Final Exams will be held in the regular class meeting room.

Exceptions:

- instructors who choose a multiple section exam time for their final exam will notify students of the final exam date, time, and room assignment several weeks prior to the end of the semester.
- instructors who teach a class that meets Mon / Wed, or Wed / Fri, or Mon / Fri and shares classrooms with other classes will notify students of the final exam room assignment several weeks prior to the end of the semester.
- Classes with a lab will use the lecture period time to determine their final exam.
- Classes that begin before 8 a.m. and continue beyond 8 a.m. will have their final exam according to the Mon/Wed/Fri 8-8:50 a.m. block or the Tue/Thu 8-9:15 a.m. block.
- The final exam for classes that end prior to 8 a.m. will be determined by the instructor and students of the class.

Spring Semester 2009 Final Exam Schedule

Day Division

May 19, 20, 21, 22

If your class meets FOR LESS THAN ONE HOUR on Mon / Wed / Fri

and starts between:	8-8:50 am	9-9:50 am	10-10:50 am	11-11:50 am	1-1:50 pm	2-2:50 pm	3-3:50 pm
your exam will be held on:	Wed, May 20 at 8:00 am	Fri, May 22 at 8:00 am	Fri, May 22 at 10:30 am	Wed, May 20 at 10:30 am	Wed, May 20 at 1:00 pm	Fri, May 22 at 1:00 pm	Fri, May 22 at 3:30 pm

If your class meets FOR ONE HOUR OR MORE on Mon / Wed, or Wed / Fri

and starts between:	8-9:50 am	10-11:50 am	1-2:50 pm	3-4:50 pm
your exam will be held on:	Wed, May 20 at 8:00 am	Fri, May 22 at 10:30 am	Wed, May 20 at 1:00 pm	Fri, May 22 at 3:30 pm

If your class meets FOR ONE HOUR OR MORE on Mon / Fri

and starts between:	8-9:50 am	10-11:50 am	1-2:50 pm	3-4:50 pm
your exam will be held on:	Fri, May 22 at 8:00 am	Wed, May 20 at 10:30 am	Fri, May 22 at 1:00 pm	Fri, May 22 at 3:30 pm

If your class meets FOR ONE HOUR OR MORE on Mon / Wed / Fri

and starts between:	8-9:50 am	10-11:50 am	1-2:50 pm	3-4:50 pm
your exam will be held on:	Wed, May 20 at 8:00 am	Fri, May 22 at 10:30 am	Wed, May 20 at 1:00 pm	Fri, May 22 at 3:30 pm

If your class meets FOR LESS THAN ONE AND ONE-HALF HOURS on Tue / Thu

and starts between:	8-9:15 am	9:30-10:45 am	11-12:15 pm	12:30-1:45 pm	2-3:15 pm	3:30-4:45 pm
your exam will be held on:	Tue, May 19 at 8:00 am	Thu, May 21 at 10:30 am	Tue, May 19 at 10:30 am	Tue, May 19 at 1:00 pm	Thu, May 21 at 1:00 pm	Fri, May 22 at 3:30 pm

If your class meets FOR ONE AND ONE-HALF HOURS OR MORE on Tue / Thu

and starts between:	8-9:50 am	10-11:50 am	12-1:50 pm	2-3:50 pm
your exam will be held on:	Tue, May 19 at 8:00 am	Tue, May 19 at 10:30 am	Tue, May 19 at 1:00 pm	Thu, May 21 at 1:00 pm

Spring Multiple Section Exams:

- Behavioral Sciences, Tuesday, May 19 at 3:30 pm
- Humanities, Wednesday, May 20 at 3:30 pm
- Business, Thursday, May 21 at 8:00 am
- Mathematics, Thursday, May 21 at 3:30 pm

Notes:

- Final Exams will be held in the regular class meeting room.

Exceptions:

-instructors who choose a multiple section exam time for their final exam will notify students of the final exam date, time, and room assignment several weeks prior to the end of the semester.

-instructors who teach a class that meets Mon / Wed, or Wed / Fri, or Mon / Fri and shares classrooms with other classes will notify students of the final exam room assignment several weeks prior to the end of the semester.

- Classes with a lab will use the lecture period time to determine their final exam.
- Classes that begin before 8 a.m. and continue beyond 8 a.m. will have their final exam according to the Mon/Wed/Fri 8-8:50 a.m. block or the Tue/Thu 8-9:15 a.m. block.
- The final exam for classes that end prior to 8 a.m. will be determined by the instructor and students of the class.

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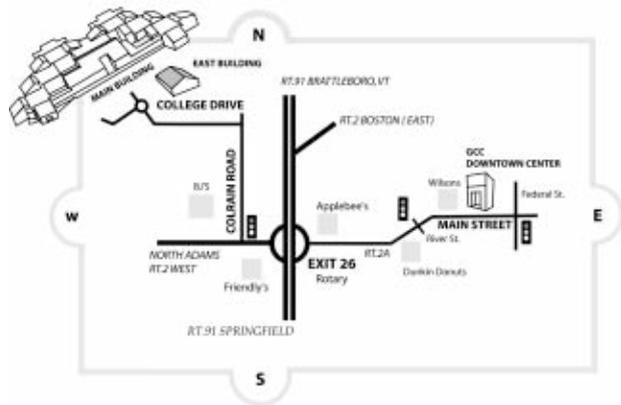
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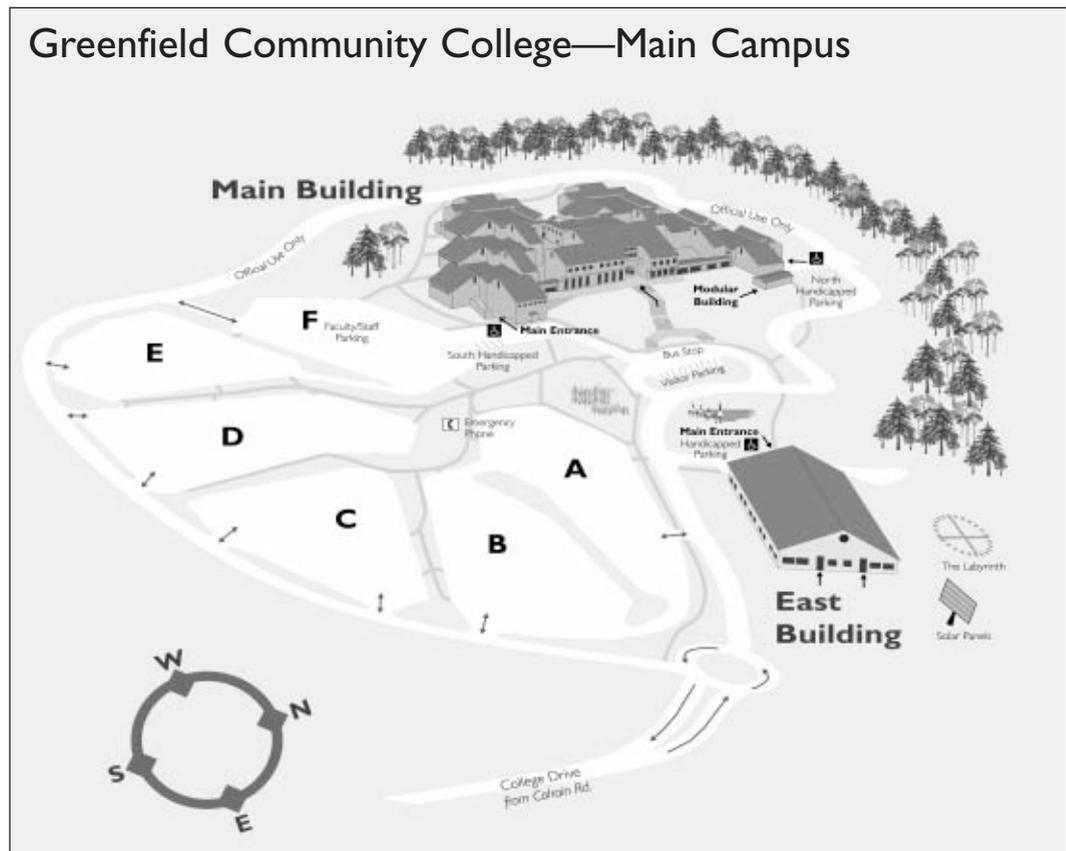
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From the west

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.



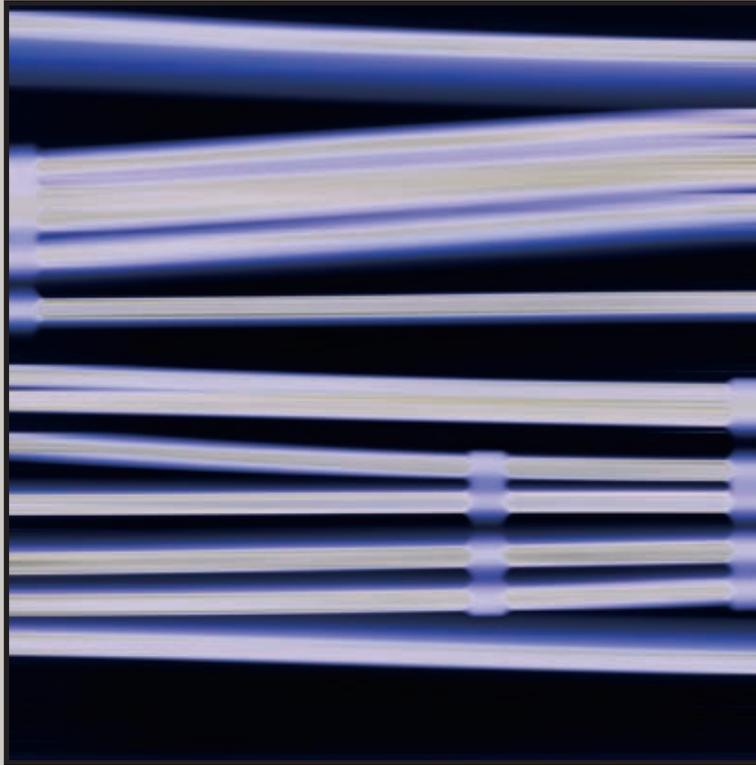
Greenfield Community College—Main Campus



Advising codes

An advising code appears in parentheses at the end of each course title. You should refer to this code in selecting appropriate courses to fulfill your particular program requirements, and to fulfill the requirements of the Commonwealth Transfer Compact (see pages 41-42), including the University of Massachusetts' social and cultural diversity requirement (courses with an asterisk*). "Liberal Arts" comprises those areas of study listed under the humanities, the behavioral and social sciences, and mathematics and the natural sciences, as opposed to the study of professional or technical subjects. Our advising codes are as follows:

- A** Career courses that may be used as liberal arts electives in programs of study leading to the Associate of Arts degree (Liberal Arts and Business Administration Transfer), but not as liberal arts electives in any other program.
- These courses provide theoretical foundations for career fields, but, by the breadth of their course materials, they also serve to increase students' knowledge of, and appreciation for, contemporary culture.
- B** Behavioral science/social science courses (anthropology, economics, human ecology, human services, peace and social justice, political science, psychology, sociology).
- C** Liberal arts courses that may be used to fulfill core requirements for the Associate of Arts degree or as liberal arts electives in any other program.
- Such courses provide comprehensive, non-specialized study within the typical liberal arts disciplines: the humanities, the behavioral and social sciences, and mathematics and the natural sciences.
- D** Courses emphasizing the improvement of basic reading, writing, mathematical, and study skills.
- These courses may not be used to fulfill associate degree requirements. A final grade of D will not be awarded in these courses (A, A-, B+, B, B-, C+, C, C-, and F are grades awarded).
- E** English Composition I (ENG 101, 103, 105) and English Composition II (ENG 112, 114, 116).
- H** Humanities/fine arts courses (art, American sign language, dance, English, geography, folklore, foreign languages, history, humanities, music, personal communication skills, philosophy, theater).
- L** Liberal arts courses that may be used as liberal arts electives in any program, but not as core courses for the Associate of Arts degree.
- These courses provide focused, concentrated study within a typical liberal arts discipline.
- N** Natural science/math courses (biology, chemistry, geology, mathematics, physics, science).
- X** Courses whose subject matter emphasizes technical career skills, personal growth, or leisure education.
- They may be used as general electives in any program. A maximum of 12 "X" credits (including a maximum of four in leisure education) is allowed toward the credits required for the Associate of Arts degree.



Work by Richard Sergeiko-Marcotte



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