Bulletin of Information about the

REGIONAL COMMUNITY COLLEGE at GREENFIELD

Established 1962

offering programs leading to the Associate Degree in

General Studies

University-Parallel Studies

Business & Management Studies

Executive Secretarial Studies

Nursing

and continuing studies in part-time and evening courses.

under the auspices of the
Massachusetts Board of Regional Community Colleges
and the provisions of Chapter 605 of the Acts of 1958

Administrative Officers:

WALTER M. TAYLOR, Director

EDMUND B. SULLIVAN, Dean of Students
DORIS E. KELLEY, Registrar
HELEN V. EVANS, Bursar

125 Federal Street, Greenfield
Telephone: 774-4378

Bulletin #2
February, 1963

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THE COLLEGE CALENDAR

1963-64

June 17-July 26  Summer Session  June 15-July 24

Academic year, first semester

Sept. 9  Registration of returning students  Sept. 9
10-11  Registration of new students 10-11
12-13  Orientation exercises 14-15
16  Classes begin 16
30-Oct. 1  Registration, evening classes, 5-9 pm 28-29
Oct. 1  First classes, evening division 29
7  Last day to petition for change of course  Oct. 5
12  Classes suspended 12
Nov. 11  Classes suspended  Nov. 11
14  Mid-semester grades close 12
27, 5 pm  Thanksgiving recess 25, 5 pm
Dec. 2  Classes resume 30
15  Pre-registration conferences commence  Dec. 15
20, 5 pm  Year-end recess 23, 5 pm
Jan. 2  Classes resume  Jan. 4
17-27  Reading and examination period 15-25

Academic year, second semester

Jan. 29-30  Registration and orientation  Jan. 27-28
Feb. 3  Classes begin  Feb. 1
10-11  Registration, evening classes, 5-9 pm 8-9
11  First classes, evening division 9
21  Last day to petition for change of course 19
22  Classes suspended 22
Mar. 26  Mid-semester grades close  Mar. 25
26, 5 pm  Spring recess  Apr. 15, 5 pm
Apr. 6  Classes resume 22
20  Classes suspended 19
May 22-31  Reading and examination period  May 20-31
June 3  Commencement Exercises  June 2
WALTER M. TAYLOR .................................. Director
   SB, EdM (Harvard)
EDMUND B. SULLIVAN ................................ Dean of Students;
   BS (Fitchburg S. C.,), M. Ed (Boston U.) Chmn., Div. of Humanities

BETTIE JOYCE BAKER ................................ Economics, History
   AB, MA (U. of Mich.,)
H. ELIZABETH BEDNARSKI ............................. French
   BA (Mount Allison), BA (McGill)
PATRICIA A. CALOON ................................. Music
   BA (Trinity)
JOHN R. CARD ...................................... Mathematics
   BS (Iowa Wesleyan)
ROY B. CHAPIN ..................................... Accounting
   AB (U. of North Carolina), CPA
BERNARD A. DRABECK ................................. English, Fine Arts
   AB (Holy Cross), MS (U. of Mass.)
HARRIET M. ENOCH .................................. English R
   BS (U. of Mass.), EdM (Boston U.)
SHIRLEY M. EVANS .................................. Typing, Shorthand
   BS (Salem S. C.,), EdM (Boston U.)
DORA GARBOSE ...................................... Spanish
   AB (N. Y. S. C. at Albany), MA (UCLA)
ELIZABETH R. GUIU .................................. Librarian
   AB (Boston U.), SB (Simmons)
GEORGE R. JONELUNAS ............................... Mathematics
   BA (Amherst), M. Ed (Harvard)
CAROLYN H. KENDROW ............................... Biology, Chemistry
   BS, MS (U. of Mass.,)
SALLY P. READE .................................... Laboratory Assistant
   BS (Davis and Elkins College)
ARTHUR W. SHAW ................................... English
   BS, BST (Boston U.)
BARBARA A. WELCH .................................. Chmn., Div. of English
   BA (Newton College of the Sacred Heart), AM (Boston College)
ELIZABETH R. WOLFE ................................. French
   AB (Ohio U.)

The Director is a member ex-officio of all faculty committees.
The Regional Community College at Greenfield is one of the Commonwealth's student-centered, multi-missioned institutions of higher education dedicated to the welfare of students and concerned with learning and living in a democratic society.

Local administration and responsibility rest with the Director of the College. Legal control rests with a fifteen-member Board of Regional Community Colleges appointed by the Governor of the Commonwealth, and comprising as of 1 January 1963:

KERMIT C. MORRISSEY, Norwood, Chairman
Office of the President, Brandeis University
(MRS,) MARGARET P. BAINBRIDGE, Watertown, Secretary
Former Education Chairman, League of Women Voters of Massachusetts

NELSON W. ALDRICH, Marblehead
Architect

J. WILLIAM BELANGER, Brookline
President, Massachusetts State Labor Council

THEODORE CHASE, Dover
Attorney, Palmer, Dodge, Gardner & Bradford

WILLIAM J. HOLLAND, Somerset (ex-officio)
President, Bradford-Durfee College of Technology

OWEN B. KIERNAN, Milton (ex-officio)
Commissioner of Education

ASA S. KNOWLES, Winchester
President, Northeastern University

JOHN W. LEDERLE, Amherst (ex-officio)
President, University of Massachusetts

WILLIAM S. LOONEY, West Roxbury (ex-officio)
President, State College at Boston

JOHN POWERS MALLAN, Northampton
Dept. of Political Science, Smith College

JOHN E. MURRAY, Brockton
Dept. of Business Administration, Boston College

ROGER L. PUTNAM, SR., Petersham
Chairman of the Board, Package Machinery Co.

EDWARD J. RUSSELL, Pittsfield
Former Supt. of Schools, Pittsfield

MARTIN SWEIG, Winthrop
Secretary to the Speaker of the House of Representatives, Washington, D.C.

BOARD OFFICES: Room III, State House, Boston 33
ADVISORY BOARD

The governor also appoints a ten-member regional Advisory Board whose functions are to advise the Director and serve as liaison between the College and the region it serves:

JOHN J. OWEN, Greenfield, Chairman (1964)
President & General Manager, Millers Falls Company

(MRS.) GRACE L. MAYERS, Greenfield, Secretary (1965)
Former President, Mass. Congress of Parents and Teachers

CARROLL E. ADAMS, Shelburne Falls, U.S. Army, retired (1964)

JOHN F. BEDNARSKI, Greenfield, Architect (1967)

FREDERICK A. DUNN, Greenfield, Smith College (1963)

(MRS.) PAULINE GOODELL, Colrain (1965)

RAYMOND A KINMONTH, M.D., retired, Northfield (1967)

ALBERT E. LUMLEY, Pelham, Amherst College (1966)

ROGER R. SITTERLY, Greenfield, R.R.Sitterly, Movers (1963)


The Director is also advised by ad hoc Advisory Committees composed of citizens of the region, including, as of January 1963,

Committee on Industrial Technician Program
FREDERICK A. DUNN and MORTON A. SLAVIN, Co-Chairmen

Committee on Student Housing
ARLINE L. COHN, Chairman
JEAN B. CUMMINGS
HELEN B. OWEN
EDNA C. SINCLAIR
NANCY C. TAYLOR
Committee on the Associate Degree Program in Nursing
BRIGHT M. DORNBLASER, Chairman
Director, Franklin County Public Hospital

VIRGINIA ALLEN, R.N.
Director, Newton Jr. College Assoc. Degree Program in Nursing

ELLEN CREAMER, R.N., Director, Nursing Education, FCPH

DONALD P. HAM, M.D., Radiologist, FCPH

THE REV. MICHAEL T. LYNCH, Blessed Sacrament Church, Greenfield

MARY MAHAR, Dean, School of Nursing, U. of Mass.

ROBERT WISHART, Manager, Kendall Mills

Non-instructional staff

Doris E. Kelley ............ Registrar and Secretary of the College
Helen V. Evans ............ Bursar and Senior Bookkeeper
Eleanor W. Stebbins ...... Secretary and Bookstore Manager
Glenn T. Hall ............ Custodian
Karl F. Merz ............ Custodian

STANDING COMMITTEES OF THE FACULTY

Academic Standards - Miss Welch, Miss Baker, Mr. Chapin
Admissions - Mr. Taylor, Dean Sullivan
Humanities - Dean Sullivan, Mr. Shaw, Miss Baker, Mr. Drabeck
Curriculum Development - Miss Kendrow, Miss Baker
Scholarship Awards and Student Aid - Mrs. Grua, Mr. Jonelunas
Student Services - Dean Sullivan, Mrs. Evans, Miss Welch
Faculty Services - Mrs. Evans, Mrs. Bednarski, Mr. Drabeck

IMPORTANT

The provisions of this publication are not to be regarded as an irrevocable contract between the student and the College. On the contrary, and particularly as becomes a young and growing institution, the College reserves the right to change any provision or requirement in the interest of improving its service to the student and the region. The College reserves the right, too, to dismiss the student when it considers such action to be in the best interests of the student and/or the College.
The times require, as never before, men and women equipped with depth of knowledge and understanding, good will and the ability to express it, plus the volition to think and act constructively. These goods can be attained, in our day and most expeditiously, by continued study and discussion under inspiring leadership.

At the Regional Community College this education is to be acquired by reading deeply -- to gain perspective -- and by taking part wherever and whenever possible in activities illuminating one's reading and study -- which calls for involvement.

When, indeed, may one be regarded as "an educated person"?

The curriculum of the College has been designed to point up the integrity of living, interrelations of that which is taught, those areas of human concern which, once in hand, enable the individual to think and act more clearly for himself and for his society. Analyzed, this may mean that the man or woman who, aside from talents and characteristics which distinguish him as an individual, to be considered an educated person,

"-- is able to read, write and do arithmetic
-- has a basic knowledge of the geography of the world and the history of man
-- understands the scientific method, and has an elementary knowledge of physics, chemistry, biology, anthropology, and sociology
-- has an elementary understanding of mathematics and logic, and an ability to use them correctly
-- knows at least one other language besides his own well enough to read and talk a little in it
-- can say what he means, in suitable words, in both speaking and writing
-- is curious and eager to find out answers to significant questions
-- knows how to learn, enjoys learning, and is able to use his mind to think with
-- never forgets that his views and opinions may be wrong, and is always ready to change them on good evidence."

On this basis, there is much for all to do, regardless of age and previous education.
PURPOSE AND PLAN

With this philosophy in mind, the College intends to offer meaningful college-level programs and courses

-- to high school graduates and adults qualified by adequate backgrounds of ability and intelligence, strong motivation, good will, and a cooperative frame of mind,

-- meeting individual community and regional needs and

-- utilizing community and regional resources,

-- with the object of helping each student develop something of his or her potential in terms of individual self-realization and of civic and social competence,

-- by means of materials and methods calculated to involve each student in predicaments from which he (or she) will want to extricate himself by his own efforts and without threat to his security,

-- as taught by dedicated and sympathetic faculty members,

-- in a total environment and climate for learning conducive to maximum individual and even pleasurable effort on the student's part,

-- all within commuting distance of home, and

-- at a reasonably low cost.
PROGRAMS OF STUDY

The College offers four programs of study this year each leading to the Associate in Arts (AA) or the Associate in Science (AS) degree upon successful completion of requirements:

I. General Studies -- for students desiring but two years of general education; for those who are unsure of themselves and their ability to handle college-level work; for those of ability whose records of school performance do not prove it; for those who simply do not yet know what they want to do and who need more time, guidance, and exploration to find out.

II. University-Parallel (Transfer) -- for students whose maturity, motivation, and records of performance indicate very clearly their capacity for higher education. The student accepted into this curriculum will select his or her courses of instruction, with the help of an adviser, with the requirements of the college to which he hopes to transfer in mind.

III. Executive Secretarial -- for students who desire to acquire a high degree of competence in marketable skills in the secretarial field. Electives in this field may be chosen on the basis of a special secretarial field the student wishes to enter.

IV. Business & Management -- for students desiring a foundation for responsible positions in business or industry. One’s record in first-year Accounting will determine whether he or she may be regarded as a candidate for transfer to a baccalaureate program in Business Administration.

A fifth program is ready as soon as necessary funding is in hand:

V. Nursing -- for students desiring to make nursing their profession. This college-centered program will make use of hospital, medical, and health facilities of the region as its laboratories and clinics, with classwork at the college. After two years and upon satisfactory completion of requirements, it results in the Associate in Science degree in Nursing and readiness to take the RN qualifying examination. A separate bulletin will give more details about this program which is now in the planning stage.

VI. Other programs, including extension courses of variable length, some meeting evenings, are established for adults, young and old, as need becomes apparent. In the years ahead the College expects to offer significant semi-professional and technical courses leading to certificates and degrees. A separate bulletin of information lists evening courses.
THE COMMON CURRICULUM

All students take a common core of studies:

1. Humanities A and B

These courses provide the basis by means of which the College introduces the student to kinds of educational experience that are or should be common to all persons meriting any academic degree. They are the means for bringing together in a unified and significant manner the various areas of knowledge necessary to intelligent participation in the affairs of the modern world. It uses materials to be found in the community and the region -- from the College's physical, economic, and social environment to the more abstract ideas of the human community.

Humanities A deals with human behavior in the local setting; Humanities B with human behavior in national and international setting.

The following courses are regarded as Humanities electives:

- Psychology A
- Fine Arts A
- Sociology A
- Anthropology A
- Government A
- Geography A
- Economics 101-102
- History 101-102
- Philosophy 201
- History 201-202

2. English

All students must also take English 101, The Communication of Ideas, and English 102, Composition and Literature. English 101 is concerned with improvement of the student's abilities to communicate in appropriate words appropriately organized. The course gives attention to effective listening as well as to effective reading, speaking, and writing. The materials used are integrated with Humanities A.

Students with notable deficiencies in reading speed and comprehension, grammar, usage, and spelling may be required to enroll in English R, a non-credit remedial course, either as a prerequisite to admission or as a remedial exercise to be undertaken at any time need is apparent either to the student or his instructors.
3. The Director’s Hour

This course consists of weekly meetings of the entire student body and is concerned with the development of attitudes and value judgments which will enable the student to make best use of College facilities, programs, policies and practices. The Director and faculty will bring to these meetings guests with whom students may converse about matters important to the College, the region, the Commonwealth, the nation, and the world. The course carries one semester-hour of credit for the year’s attendance.

Beyond these three courses, a student will enroll, with the help of an adviser, in required and elective courses appropriate to each program.

EVENING and LATE AFTERNOON CLASSES

Qualified students may take as much or as little of the College’s work as they can manage -- either as part-time daytime students and/or in evening classes, either as degree candidates or not as degree candidates. With advisement, it is possible to take courses in sequence, with due regard for prerequisites, so as to qualify ultimately for an Associate Degree.

From time to time the College will also sponsor programs of less-than-degree length which may culminate in the award of a certificate. The College is eager to cooperate with regional organizations in trying to meet their needs in this regard, especially in refresher and upgrading programs.

Evening and other part-time students are not required to pay the $10 application fee until they have registered for nine (9) semester-hours of work for credit. At that time they are also charged a one-time Student Activities Fee of $5. Their participating in all of the activities of the College is invited on the same basis as for full-time students. Upon amassing sixty (60) semester-hours of credit in an approved program of studies, the part-time student will be assessed the usual graduation fee and is expected to participate in Commencement exercises.

No evening course will be offered to fewer than twenty students.

Under rare circumstances a full time daytime student may be required to enroll in an evening division. The daytime student may also, with the approval of his adviser, undertake concurrent evening courses for credit.
I. GENERAL STUDIES

This program is designed to provide a solid foundation for continuing education, to acquaint the student with the major areas of human thought and action, to liberate the student intellectually, to emphasize human rather than material values, to demonstrate the integrity of life and knowledge. It is thus of great importance to those who "don't know what they want to do," of whom there are many, to those who want or can afford but two years of college anyway (50% of those who enter four-year colleges do not graduate; most of those who leave do so by the end of the second year), and to the "late starter" who needs a second chance. Elective courses consistent with the student's background and interests are selected in conference with an adviser. Those who "find themselves" may be transferred to other curriculums upon demonstration of readiness to turn to more specialized programs.

FIRST YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs. of credit</th>
<th>Second Semester</th>
<th>Hrs. of credit</th>
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</thead>
<tbody>
<tr>
<td>English 101</td>
<td>3</td>
<td>English 102</td>
<td>3</td>
</tr>
<tr>
<td>Humanities 101</td>
<td>1 or 2</td>
<td>Humanities 102</td>
<td>1 or 2</td>
</tr>
<tr>
<td>Psychology A</td>
<td>3</td>
<td>Fine Arts A</td>
<td>3</td>
</tr>
<tr>
<td>Science Elective</td>
<td>3 or 4</td>
<td>Science or Math A</td>
<td>3 or 4</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>Director's Hour</td>
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<td>1</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>13 - 15</strong></td>
<td><strong>Total</strong></td>
<td><strong>14 - 16</strong></td>
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SECOND YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>English Elective</td>
<td>3</td>
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<tr>
<td>Humanities 201</td>
<td>1 - 3</td>
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<tr>
<td>Math or Fine Arts</td>
<td>3</td>
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<tr>
<td>Electives</td>
<td>6 - 9</td>
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<td>Director's Hour</td>
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<td><strong>Total</strong></td>
<td><strong>13 - 18</strong></td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
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<tbody>
<tr>
<td>English Elective</td>
<td>3</td>
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<tr>
<td>Humanities 202</td>
<td>1 - 3</td>
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<tr>
<td>Electives</td>
<td>9 - 12</td>
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<td>Director's Hour</td>
<td>1</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>14 - 19</strong></td>
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</tbody>
</table>

* Required course
II. UNIVERSITY-PARALLEL STUDIES

This is the College's "transfer program"; one doing well in it should expect to be able to transfer to the junior year of a four-year college without undue difficulty. The student elects those first-year courses which most closely parallel those given at the college to which he hopes to transfer -- and proceeds to earn and maintain the kind of an academic record that that college is likely to require. Decision whether to accept credits in transfer remains the prerogative of the senior college in question.

Initial admission to the University-Parallel program is a matter of having taken the "right" courses in secondary school and having done so well as to assure academic success right from the start.

FIRST YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs. of credit</th>
<th>Second Semester</th>
<th>Hrs. of credit</th>
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<tbody>
<tr>
<td>*English 101</td>
<td>3</td>
<td>*English 102</td>
<td>3</td>
</tr>
<tr>
<td>*Humanities 101</td>
<td>1 or 2</td>
<td>*Humanities 102</td>
<td>1 or 2</td>
</tr>
<tr>
<td>History 101</td>
<td>3</td>
<td>History 102</td>
<td>3</td>
</tr>
<tr>
<td>or Graphics 1</td>
<td>(3)</td>
<td>or Graphics 1</td>
<td>(3)</td>
</tr>
<tr>
<td>*Math A or 101</td>
<td>3</td>
<td>*Math 102 or Elective</td>
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<tr>
<td>**Foreign Language</td>
<td>3</td>
<td>**Foreign Language</td>
<td>3</td>
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<tr>
<td>or Lab Science</td>
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<td>or Lab Science</td>
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<td>*Director's Hour</td>
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SECOND YEAR

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<tr>
<th>First Semester</th>
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<td>*English Elective</td>
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<tr>
<td>**Foreign Language</td>
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<td>**Foreign Language</td>
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<tr>
<td>or Lab Science</td>
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<td>or Lab Science</td>
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<tr>
<td>Humanities 201</td>
<td>1 - 3</td>
<td>Humanities 202</td>
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<td>Electives</td>
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<td>13 - 18</td>
<td>Total</td>
<td>14 - 19</td>
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</table>

* Required course
** Students must ultimately show "intermediate proficiency" when a foreign language is required at all.
III. BUSINESS & MANAGEMENT STUDIES

This program is designed either for further university work in Business Administration or as a basis for entry into sub-management positions in business. Electives may be taken from any fields.

**FIRST YEAR**

<table>
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<tr>
<th>First Semester</th>
<th>hrs. of credit</th>
<th>Second Semester</th>
<th>hrs. of credit</th>
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<tbody>
<tr>
<td>*English 101</td>
<td>3</td>
<td>*English 102</td>
<td>3</td>
</tr>
<tr>
<td>*Accounting 101</td>
<td>4</td>
<td>Accounting 102</td>
<td>4</td>
</tr>
<tr>
<td>*Economics 101</td>
<td>3</td>
<td>*Economics 102</td>
<td>3</td>
</tr>
<tr>
<td>*Humanities 101</td>
<td>1 or 2</td>
<td>*Humanities 102</td>
<td>1 or 2</td>
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<tr>
<td>*English S</td>
<td>3</td>
<td>Elective</td>
<td>3</td>
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<td>*Director's Hour</td>
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<td>*Director's Hour</td>
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<td><strong>Total</strong></td>
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**SECOND YEAR**

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<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>Science elective (non-laboratory)</td>
<td>Science elective (non-laboratory)</td>
</tr>
<tr>
<td>*Government A</td>
<td>*Government A</td>
</tr>
<tr>
<td>*Management A</td>
<td>*Management F</td>
</tr>
<tr>
<td>*Business Law A</td>
<td>*Business Laboratory</td>
</tr>
<tr>
<td>Elective</td>
<td>Elective</td>
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<tr>
<td>Director's Hour</td>
<td>Director's Hour</td>
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<tr>
<td>Humanities 201</td>
<td>Humanities</td>
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<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
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<td>1 - 3</td>
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</tbody>
</table>

* Required course

Recommended electives include:

- Psychology A
- Business Finance
- Mathematics A
- Business Control
- Marketing
- Foreign Languages
- Business Law
IV. EXECUTIVE SECRETARIAL STUDIES

This program is designed to give the secretary a wide competence in all the aspects of office and personnel services which distinguish the very competent and alert secretary from the clerk-stenographer. It includes assignment, when the student is ready, to planned educational experiences in offices in the community as part of regular college work.

**FIRST YEAR**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs. of credit</th>
<th>Second Semester</th>
<th>Hrs. of credit</th>
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<tbody>
<tr>
<td><em>English 101</em></td>
<td>3</td>
<td><em>English 102</em></td>
<td>3</td>
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<tr>
<td><em>Shorthand 101</em></td>
<td>3</td>
<td><em>Shorthand 102</em></td>
<td>3</td>
</tr>
<tr>
<td><em>Typewriting 101</em></td>
<td>3</td>
<td><em>Typewriting 102</em></td>
<td>3</td>
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<tr>
<td><em>Humanities 101</em></td>
<td>1 or 2</td>
<td><em>Humanities 102</em></td>
<td>1 or 2</td>
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<tr>
<td>Elective</td>
<td>3 - 6</td>
<td>Elective</td>
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<tr>
<td><em>Director's Hour</em></td>
<td>-</td>
<td><em>Director's Hour</em></td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>13 - 17</td>
<td>Total</td>
<td>14 - 18</td>
</tr>
</tbody>
</table>

**SECOND YEAR**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Stenography 201</em></td>
<td>3</td>
</tr>
<tr>
<td><em>Office Procedures 203</em></td>
<td>3</td>
</tr>
<tr>
<td><em>Business Law A</em></td>
<td>3</td>
</tr>
<tr>
<td>Math B</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>Humanities 201</td>
<td>1 - 3</td>
</tr>
<tr>
<td><em>Director's Hour</em></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>16 - 18</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Sec. Science 202</em></td>
<td>3</td>
</tr>
<tr>
<td><em>Sec. Sci. Laboratory</em></td>
<td>3</td>
</tr>
<tr>
<td><em>Geography A</em></td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>Humanities 202</td>
<td>1 - 3</td>
</tr>
<tr>
<td>Management F</td>
<td>3</td>
</tr>
<tr>
<td><em>Director's Hour</em></td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>17 - 19</td>
</tr>
</tbody>
</table>

* Required course

** Students will be released from these courses according to performance on periodic qualifying tests.**
V. NURSING  (pending and tentative)

This program is designed to prepare men and women, married or single, to become nurses able to give patient care in general nursing positions. It includes planned experiences in the Franklin County Public Hospital and in other medical and health agencies in the region. The graduate will be eligible to take the State Board examinations necessary to becoming a Registered Nurse (RN) in Massachusetts. A background including mathematics and science, especially chemistry, is highly desirable.

FIRST YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs. of credit</th>
<th>Second Semester</th>
<th>Hrs. of credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>*English 101</td>
<td>3</td>
<td>*English 102</td>
<td>3</td>
</tr>
<tr>
<td>*Humanities 101</td>
<td>1 or 2</td>
<td>*Humanities 102</td>
<td>1 or 2</td>
</tr>
<tr>
<td>*Science 101</td>
<td>4</td>
<td>*Science 102</td>
<td>4</td>
</tr>
<tr>
<td>*Psychology A</td>
<td>3</td>
<td>*Psychology B</td>
<td>3</td>
</tr>
<tr>
<td>*Nursing 101</td>
<td>4</td>
<td>*Nursing 102</td>
<td>4</td>
</tr>
<tr>
<td>*Director’s Hour</td>
<td></td>
<td>*Director’s Hour</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>15 - 16</td>
<td>Total</td>
<td>16 - 17</td>
</tr>
</tbody>
</table>

SUMMER SESSION

| *Nursing 103   | 6              |
| Elective       | 3              |
| Total          | 9              |

SECOND YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Humanities 201</td>
<td>1 or 3</td>
</tr>
<tr>
<td>*Science 201</td>
<td>4</td>
</tr>
<tr>
<td>*Nursing 201</td>
<td>9</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>Director’s Hour</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>17 - 19</td>
</tr>
</tbody>
</table>

* Required course
ELECTIVES

Most of the courses offered in the College may be taken as electives when appropriate to the major program in which the student is enrolled. Electives are selected in advisement conferences and many require the approval of the instructor. In general approvals depend on the interests and needs of the student, his background and motivation, and the certainty that permitting the election will not deprive another student for whom the course is requisite to meeting degree requirements from taking the course.

Many students will be required to take a language elective, humanities electives, a science or mathematics elective. The list includes:

<table>
<thead>
<tr>
<th>Psychology A</th>
<th>French 101-102</th>
<th>Physics A, B, C or D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sociology A</td>
<td>Spanish 101-102</td>
<td>Biology 101-102</td>
</tr>
<tr>
<td>Government A</td>
<td>English A</td>
<td>Chemistry 101-102</td>
</tr>
<tr>
<td>Government B</td>
<td>English B</td>
<td>Physics 201-202</td>
</tr>
<tr>
<td>Geography A</td>
<td>English R</td>
<td>History 201-202</td>
</tr>
<tr>
<td>Economics 101-102</td>
<td>English S</td>
<td>Sociology B</td>
</tr>
<tr>
<td>Business Law</td>
<td>Math A</td>
<td>Shorthand 101-102</td>
</tr>
<tr>
<td>Management F</td>
<td>Math 101-102</td>
<td>Typing 101-102</td>
</tr>
</tbody>
</table>

ADMISSION

The College welcomes applications for admission from people of good will, real motivation and reasonable academic background -- regardless of age -- either as full time, daytime students in organized programs, or as part-time students to carry one or more courses in daytime or evening classes. Students may enter in September, January or June.

Except in unusual cases and for non-credit courses, the minimum requirement is having a high school diploma or a state Equivalency Certificate. Most candidates must take or have taken the Scholastic Aptitude Test or its equivalent. Additionally the College may require other pre-admission or placement tests of readiness to do college work.

The candidate is responsible for registering with the College Entrance Examination Board, Box 592, Princeton, N.J. for the S.A.T. Information is obtainable from the CEEB or from your high school guidance office.
Inquiries, requests for application forms, and subsequent questions should be addressed to the Committee on Admissions, Regional Community College, Greenfield.

The steps to admission are:

Step 1. Obtain the application blank and personal recommendation forms.

Step 2. Fill out the application blank completely.

Step 3. Return it, with the $10 fee, to the Committee on Admissions. (Check is payable to "Regional Community College at Greenfield."

Step 4. Ask the Records Office of your secondary school to forward to the Committee on Admissions a transcript of your record complete with S.A.T. and other standard test scores. (The student entering from another college must similarly obtain a transcript of record from that college.)

Step 5. Distribute to the referees you listed on your application the personal recommendation forms provided by the College.

Step 6. Await communication from the College setting up an appointment for interview with some member of the Committee on Admissions. (If this isn't quickly forthcoming, phone the Registrar to find out the cause of the delay.)

Step 7. Keep the appointment punctually.

Step 8. Attend promptly to any further requirements resulting from this appointment.

Step 9. Await the decision of the Committee in the form of a letter of admission or rejection from the College.

Step 10. Once admitted, obtain from your doctor a certificate of your medical fitness to do college work and a statement of vaccination.
FEES and other costs

Tuition and other fees are payable in full at the time of registration and without presentation of bills. Fees other than for tuition are not refundable.

Application fee ................. $10

Tuition

Regular, full-time Massachusetts students,
per semester ........................ $100
Non-residents, per semester ........ ($250)
Part-time daytime students, fewer than 9
semester hours of work, per semester-hour .... ( $13)
Part-time evening, per semester-hour .... ( $19)
Summer session -- registration ........ ( $2)
per semester-hour of work ................ ( $18)

The foregoing fees are payable in cash or by check payable to the
"Greenfield Community College."

The following activities and service fees, when applicable, may be
paid in cash or by check payable to "G.R.C.C. Student Services Fund":

Student Activities Fee, per year
(Applicable to all full-time students and adjusted for part-time
students taking 9 semester-hours of work) ........ $25

Laboratory Club Fee, per semester and laboratory course
(Biology, Chemistry, Typewriting, etc.) ........ $5
Graduation Fee, including cap and gown rental .... $10
Transcripts of record (first transcript free) each .......... $1

Late registration .................. $5
Late change-of-course ............... $3
Make-up examination ................ $3
Reinstatement following suspension or dismissal ........ $5

Books and materials are likely to cost on the average between $10 and $15
per course. Students are required to obtain basic texts for each course.
Checks used in the Bookstore are payable to "G.R.C.C. Bookstore."

Field trips, when required in connection with regular work, are frequently
student-managed at minimal costs to be paid by the student.
It is to be observed that in providing college education at these costs to the user, the student is paying less than one-third of the cost to the Commonwealth, the total cost being met by all taxpayers throughout the state equally.

Any refunds of tuition are to be made on the following schedule:

- After one week . . . . . . . . . 90%
- After two weeks . . . . . . . . . 70%
- After three weeks . . . . . . . . . 50%
- After four weeks . . . . . . . . . none

Only tuition fees are refundable.

SERVICES

Orientation is a continuing process provided by means of planned programs at the outset of the academic year and weekly meetings of the Director's Hour. As situations arise requiring review of policies and practices, special large- and small-group meetings are arranged.

Guidance and counseling is performed by the Dean of Students and others. In addition each student is assigned to a faculty adviser with whom the student is encouraged to consult frequently and without waiting to be called. The College also provides educational counseling for citizens of the region who desire to make use of this service.

Testing takes place in most courses at mid-semester, mid-year and year's end. Additionally, the College utilizes placement tests in appropriate subjects and also participates in institutional testing programs with other colleges. It is not expected that the College will be prepared to render extended individual psychological testing services soon.

Medical facilities and services are minimal, the expectation being that the family physician can and should usually handle the situation. Each student registers the name, address, and phone number of appropriate emergency contacts. In case of dire emergency the College will arrange to get the student to the nearby Franklin County Public Hospital unless the student or the parent has directed otherwise. Each student is advised to carry individual health and accident insurance policies. All medical treatment and services are at the expense of the student and his parents.
Physical exercise is on the way to becoming a requirement. Lacking physical education facilities this year, the College is pleased to approve the Student Council’s provision of a full membership in the Greenfield YMCA at no additional cost to the student. The YMCA has agreed to set up informal classes in swimming and other physical and social activities. In suitable weather the College encourages at least an hour per week of outdoor physical exercise appropriate to the season. In any case the needs for intramural physical activities for men and women are to be met before the College engages in intercollegiate sports.

Job placement and job advisement is administered by a Placement Office which keeps records of work and workers wanted. There are opportunities for many kinds of part-time employment, some of them within the College, and students are urged to fill out a form indicating their availability. Ordinarily the student is strongly advised against committing himself to too much “outside work”; probably no full-time student should attempt more than 10 hours per week of this. The College reserves the right to demand reduction or rearrangement of work schedules in order to give the student enough time to do the quality of work necessary to attaining the degree. Study itself is real work and must be the student’s primary concern.

Transportation is the student’s responsibility although the College will assist in organizing car pools at the time of registration. Students making use of car pools or of college-provided transportation are expected as a matter of course to absolve student and faculty drivers from liability in case of accident unless it can be clearly demonstrated that an accident was due to the driver’s negligence.

Scholarships and loans are increasingly being made available to students enrolled at the College. Eligibility to receive an award or loan is based upon factors of need, ability and promise, character, college citizenship, and grade-index. Students desiring such assistance file an application form which inquires fairly deeply into the family’s finances. Applications are screened by the faculty Committee on Student Aid. Needless to say, information obtained on this form is kept in strictest confidence.
FACILITIES

The single 28-room building that comprises the College houses 9 multi-purpose classrooms, a library, an Auditorium-lounge, two classrooms convertible into a 32-station laboratory, a bookstore, a Snack Bar, miscellaneous offices and conference rooms. It has no dormitories nor, for the moment, a cafeteria.

The library houses more than 4000 volumes, 75 magazines, 4 newspapers, a microfilm reader, record players and records. It is professionally staffed and supervised and open to students whenever the building is open for classes. It provides a quiet place for studying and browsing. Reserved books, when taken out overnight, are returnable by 8:30 the following morning.

The Auditorium seats the student body for the Director's Hour and meetings of English 101, Humanities 101, the student body itself. It is used by students for parties and by community groups for educational and cultural events. The Auditorium doubles as a student lounge.

The Bookstore is operated on a cash-and-carry basis under the sponsorship of the Student Council and sells necessary textbooks and equipment.

Lockers are available upon deposit of a 50¢ refundable fee. Each student's key fits his individual locker and a 7-man coat wardrobe.

Parking for 70 vehicles is available immediately adjacent to the building and for 60 more vehicles on Sanderson Street near North Street. In assigning spaces preference will be given to students operating car pools. Parking decals are issued at the time of registration; these decals are to be conspicuously displayed on the vehicle.

Eating facilities at the College are limited, for the moment, to the Snack Bar and its battery of vending machines. There are several good eateries within easy walking distance of the College; some of them have special prices for students.

No housing facilities are provided or supervised by the College. However, an Advisory Committee on Domiciling has prepared a list of available homes. This list may be obtained from the Registrar.
STUDENT ACTIVITIES

All students are encouraged to find one or two co-curricular activities in which to gain organization and leadership experience. There is always the possibility that the student will undertake more than he or she should try to handle. At the same time it is recognized that being thrust into positions of leadership and followership in student activities is one of college's most maturing experiences.

Activities are under the general sponsorship of an elective Student Council. The Council works closely with students and administration in representing the needs of one to the other, in establishing traditions, and in setting the tone of the co-curricular life of the student. It sponsors activities for the benefit of the College and operates largely through appointive boards and ad hoc committees:

The Music-Drama Board, which, in 1962 organized a choral group and found a director.

The Publications Board, which produced the first issue of a student news sheet in the first month of operation of the College.

The Social Activities Board, which organized the first College picnic during Orientation Week and has conducted dance parties regularly.

The Physical Activities Board, whose efforts resulted in a co-operative physical-social program and membership of all full-time students in the YMCA.

The Special Interests Board, which devised the procedure for and promotes the establishment of clubs.

The Council itself has sponsored Open Houses for parents and others and, through ad hoc committees, provided for a party for underprivileged children, supervision of general elections Hospitality Committees for greeting guests of the College.

Activities are supported in full or in part from the $25 annual student services fee.

The College does not permit fraternities or sororities.
# Academic Regulations

### Grading and the grade-index

The College uses the following letter grades:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>MEANING</th>
<th>GRADE-INDEX POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Outstandingly fine work</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>Fine work</td>
<td>3.65</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.35</td>
</tr>
<tr>
<td>B</td>
<td>Very good work</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.65</td>
</tr>
<tr>
<td>C+</td>
<td>Good, adequate work</td>
<td>2.35</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>1.65</td>
</tr>
<tr>
<td>D</td>
<td>Inferior, but passing</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.00</td>
</tr>
<tr>
<td>Inc</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrew without prejudice</td>
<td>0.00</td>
</tr>
<tr>
<td>Wp</td>
<td>Withdrew while passing</td>
<td>0.00</td>
</tr>
<tr>
<td>Wf</td>
<td>Withdrew failing</td>
<td>0.00</td>
</tr>
</tbody>
</table>

A grade of W may or may not affect one’s final grade-index according to the reasons for withdrawal. In any case a student may withdraw from a course only with the approval of the Director or the Dean. The concurrence of the instructor is frequently required. No withdrawals are permitted to evade responsibility or record of failure. Students will not ordinarily be permitted to withdraw from required courses.

The student is given a specific length of time in which to transform an Inc into a letter-grade. Beyond this time the grade will be recorded as an F. Deliberately absenting oneself from an academic exercise will similarly result in an F for the exercise.
Grade reports are made to students at mid-semester (unofficial; for guidance purposes) and at the end of a term. Mid-semester grades are official only when the student's status vis a vis retention in the College is in question. Final grades are mailed to the student at the end of each semester and of the summer session. Only final grades and withdrawals appear on the student's permanent record.

although the College is ready to assist parents or others as far as possible regarding these determinations.

The College is frequently called upon to evaluate the attitudes and work of a student, particularly the student hoping to transfer to another college. It will recommend for transfer only the student who maintains a grade-index of 2.65 or better.

Honors Lists are published at appropriate times and contain the names of students carrying twelve or more hours of academic work who have earned a grade-index of 3.00 or higher, with no grade lower than a C. Such a student merits Honors. A grade-index of 3.75 or higher merits High Honors. A grade-index of 4.00 merits Highest Honors.

Classification of students:

To be classified as --

a first-year, first-semester student

a first-year, second-semester student

a second-year student

a candidate for graduation

The student must have accumulated--

fewer than 12 semester-hours of credits

12 to 29 semester-hours of credits

30 or more semester-hours of credits

44 or more semester-hours of credits.

To maintain good academic standing, indices are as follows:

1. For first-year, first-semester students, an index of 1.50 or higher.
2. For first-year, second-semester students, an index of 1.65 or better.
3. Thereafter, an index of 2.00.
4. To graduate, a student must have a cumulative index of 2.00 or higher.

A required course in which a student earns an F must, of course, be repeated.
A grade-index of less than 1.65, at any time, places a student on academic probation, a status from which the student is expected to extricate himself by the time of the next grade report. Such a student is automatically relieved of any elective position or appointive chairmanship he holds. He may there-after absent himself from class on penalty of possible dismissal. He may not represent the College in any intercollegiate activity.

**Class size:** The College reserves the right to cancel any class for which there are fewer than 15 enrollees.

**Course load:** A full-time student is one who is carrying 12 or more semester-hours of work. Very few students will be permitted to carry more than 16 hours of work in any one semester. There is no minimum course-load, but many students will find it advisable to plan on taking no more than 12 hours of work at a time.

**DEGREES and degree requirements:**

On the authority of pertinent state law, the College awards the Associate in Arts (AA) or the Associate in Science (AS) upon satisfactory completion of degree requirements and vote of the faculty. In each instance the student's entire record, academic and otherwise, is taken into consideration as the Faculty makes or declines to make recommendations for degree awards. Normally, qualification consists of —

1. *Completion of 62 semester-hours of credit with passing grades, the last 15 of which shall have been performed at the College;*
2. A cumulative grade-index of 2.00 or better;
3. No more than 9 semester-hours of credit below the grade of C- required (as distinguished from elective) courses;
4. Fulfillment of the specific subject requirements of the program in which the student is enrolled.

A student falling short of these requirements may be given a Certificate of Completion attesting to his work- and grade-performance provided he has completed the minimum requirements of a particular program. Under certain circumstances he may re-enter the College for the purpose of remedying deficiencies and earning a degree by continued study. Degrees earned at mid-year will be awarded the following June.
DISCIPLINARY REGULATIONS

Regulations are instituted only as necessary to the best interests of all concerned. Administration reserves the right to alter and amend them as experience demands.

Conduct -- Students admitted to the College are assumed to have matured to the point of responsibility and discretion. The College reserves the right to dismiss the student who demonstrates his inability to meet standards of conduct or scholarship. He is expected to grow in his capacity to meet obligations punctually, clearly, and completely.

Parking -- Students will park their vehicles in spaces designated at the time of registration. All full-time daytime students will obtain and display parking decals. Only vehicles displaying their parking decals will be permitted regular parking in the area. Offenses against these regulations and their spirit may result in dismissal from the College.

Speeding -- The College, as part of the community, will regard police offenses for speeding or otherwise driving or parking illegally as evidence of inability to meet reasonable standards of conduct.

Drinking -- The policy of the College is "no drinking" in connection with any activities on the College premises.

Dress -- It is expected that students will dress in good taste appropriate to the occasion.

Smoking -- Smoking in the building is permissible only in the Snack Bar.

Card playing -- Except at parties at which it is expressly authorized, card playing is forbidden anywhere in the College building.

Attendance -- The relation between attendance and acceptable work is apparent. Hence the policy calling for regular and punctual attendance. The College recognizes, of course, that there will be times when attendance is utterly impossible (when, for example, to try to get to the College would risk one's life); but it leaves the responsibility for seeking to make up work lost through absence squarely up to the absentee and the decision to permit the make-up of lost work squarely up to the individual faculty member concerned. The same principle applies to tardiness. It is best, therefore, to let the College or the particular faculty member know in advance of any emergency absences when this is possible. In any case, if in the judgment of the Dean absences or tardiness have passed the point of reasonability, the student may find himself suspended or dismissed.
students on important matters affecting them. The College regards a lively interest in what is going on in the world as one mark of an educated person. Hence it regards the Hour as an integral part of the education of each student in a day when there are no innocent bystanders. The single credit is awarded on the basis of attendance and interest.

**Humanities 101, 102, 201, and 202** meet once a week with additional seminars and laboratory exercises from which the student may earn additional semester-hours of credit as approved by the instructor.

**Humanities 101-102 Human Behavior in its Local Setting.** Ideas fundamental to acquiring insights into human behavior, such as the ideas of self, creativity, social class, society. A variety of sources are used, e.g., selected readings from history, philosophy, the natural and social sciences, literature and the fine arts; acquaintance, on and off the campus, with people and organizations capable of making particular contributions to understanding in depth. With faculty assistance, students are expected to plan, carry out, and evaluate a study concerned with a significant kind of human relationship in local community life.

**Humanities 201-202 Human Behavior in its National and International Setting.** A continuation of Humanities 102 in broader scope, with the addition of two more integrating ideas, culture and survival.

**Psychology A A Study of the Nature and the Development of the Individual's Personality (3-3).** After a survey of the relationship between heredity and environment, study will be devoted to the role of frustration and anxiety, the problems of adjusting to one's environment, origins and treatment of maladaptive behavior, and the interaction of the individual personality with his culture.

**Fine Arts A Introduction to the Fine Arts (3-3).** An examination of the manifestations of man's creative spirit and talents as evidenced, particularly, in music, painting, architecture, and sculpture, studied as interfused forms, with emphasis on historical development and related to the basic ideas of Humanities 101-102.
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Geography A  Fundamentals of Human Geography (3-3)  A study of human behavior as determined by man's relation to his physical environment, with emphasis on selected characteristics of this region; areal and demographic relationships; geographic factors in human history; the culture-area as influenced by geographic factors.

Sociology B  Principles of Sociology (3-3)  Prerequisite: Psychology A. This course focuses on three aspects of American society: (1) kinds of groups, such as the family and those based on ethnic origins, race, age; (2) the structure of and interactive process in groups; (3) analysis of selected contemporary problems such as crime, alcoholism, mental disease.

Philosophy B  Introduction to Philosophy (3-3)  Prerequisite: Humanities 101-102. This course is intended to acquaint students with some of the basic problems that all human beings must face: ethical and social behavior; the nature of truth, beauty, and value; the significance of what it means to be human, with selected readings from the writings of contemporary and classical philosophers.

Anthropology B  Principles of Anthropology (3-3)  Prerequisites: Sociology B and the permission of the instructor. Following a survey of man's biological origins and evolution, students are introduced to selected topics in cultural anthropology including kinship systems; economic, social and ideological patterns; the mechanics of culture change. Special attention to archeology as a related study. Source readings of representative cultures.

Sociology R  Rural Sociology (3-3)  Prerequisite: Sociology B and the permission of the instructor. A study of groups found in rural American society, with emphasis on characteristics, organization, institutions, mores, population distribution, standards of living; comparisons with urban society.

Humanities 200  Directed Study in the Humanities (2, 3, or 4) Projects approved for advanced study in the second year by the Chairman, Division of Humanities.
BUSINESS & MANAGEMENT STUDIES

Business A  Economic Geography (3-3)  A study of world climate, land masses, and peoples as affecting economic structure; geographic and national resources and their utilization; resultant trade patterns; implications for the foundations of national eminence and power.

Business B  Mathematical Basis for Business (3-3)  A review of fundamentals of arithmetic and arithmetic manipulation to cover such topics as interest and interest costs; buying, selling, and payroll operations; the financing of business operations, computing of ownership returns, long-term borrowing, insurance graphic representation of functions in business.

Business L  Business Law (3-3)  Prerequisite: Economics 101-102 or permission of the instructor.
A study of contracts, sales of personal property, regulations of carriers, negotiable instruments, insurance, agency, business organizations, principles of real property, emphasizing the day-to-day problems of young workers.

Accounting 101-102  Fundamentals of Accounting (5-4)  A basic course in accounting principles for business management majors and others desiring an understanding of the nature and relationship of business transactions to financial statements; emphasis on business records and financial statement presentation; payroll procedures, taxes, partnerships, corporations, costs and other accounting aids to management.

Business M  Principles of Marketing (3-3)  A survey of principles and practices affecting the distribution of commodities from producer to consumer; types of marketing institutions; price policies, consumer and industrial markets and surveys; legislation affecting marketing; an evaluation of marketing activities in the American economy.

Business S  Retail Selling (3-3)  Techniques of career-level personal selling as a part of marketing and merchandising, as developed from texts, sales training manuals, and contacts with merchants in the community; study of theory and practice; classroom sales demonstrations, training films, outside sales techniques demonstrations; integration of advertising and sales.
Business 200  Directed Study in Business (2, 3, or 4) Research projects in the second year resulting in either the development of theory in a special area of business in the region or a study of a particular problem or aspect of the local or regional business community. Projects approved and supervised by Chairman, Department of Business Administration.

ENGLISH

Since the ability to express oneself correctly and easily in speech and in writing is one of the primary needs of an educated person, the College reserves the right to deny the Associate Degree to any student lacking this ability, and to require the student to pass oral and written tests of competence. Faculty members in all departments and divisions are instructed to report to the Chairman, Department of English, any student needing remedial training; resultant remedial assignments take precedence over other courses.

English 101  The Communication of Ideas (3-3) The first-year English composition course is required of all students. It is concerned with the improvement of the basic skills of learning and communicating -- with attention to effective listening as well as to reading, analysis, and writing of expository, descriptive, and argumentative prose with particular attention to ideas as presented in Humanities 101. Emphasis is upon the student's growing vocabulary and his ability to appreciate, speak and write clear, concise, persuasive, and grammatically correct English.

English 102  Composition and Literature (3-3) Continuation of English 101 in the theory and practice of good writing and speaking. Emphasis will be given to the documented paper, reading and critical analysis of selected works in the major literary genres, the short story, novel, drama, and poetry, with attention to content, meaning and form.

English 201-202  World Literature (3-3) Reading and critical analysis of masterpieces in the literary traditions of West and East. Selections will be made from all major literary forms.

English 203  American Literature I (3-3) A historical survey of literary aims and achievements in America from the Colonial period through the Civil War.
English 204  American Literature 2 (3-3)  A continuation of English 203; American literary achievement since 1865.

English R  Remedial English (3-0)  Designed to remedy deficiencies of grammar and idiom and to improve reading speed and comprehension. Students recognizing their deficiencies may elect this course or it may be prescribed either as a condition to admission or at any time as a necessary corrective measure. The course is not intended to last more than eight weeks although, using programmed materials and self administered tests, it may be completed in less time.

English S  Effective Speech (3-3)  Designed to improve accuracy, fluency, confidence, and skill in oral communication. A required course in the Business & Management program, it is an elective for others who wish to overcome limiting speech habits and mannerisms.

English N  Modern Novel (3-3)  Admission by permission of the instructor. A survey of themes and trends in the modern novel. Among authors read are James, Conrad, Dostoevski, Joyce, Lawrence, Huxley, Fitzgerald, Faulkner, Hemingway, Camus, and Warren.

English D  Modern Drama (3-3)  Admission by permission of the instructor. A study of selected works by major playwrights since Ibsen, including Strindberg, Shaw, Tchekhov, Pirandello, Synge, Eliot, O’Neill, Brecht, Williams, and Genet.

English 200  Directed Study in English Composition (2, 3, or 4) Projects in individual advanced composition approved by the Chairman, Department of English.

FOREIGN LANGUAGES

In the face of world realities, the College believes that is is desirable that every person should be able to talk a little and perhaps to write a little in some foreign language. It is particularly eager to introduce additional languages -- Russian, Japanese, perhaps -- as soon as fifteen or more students evince an interest and an instructor can be engaged.
In the traditional languages, French, Spanish, and German, placement tests will ordinarily be used to determine the level of competence at which the student should be enrolled. In any case the intermediate level of proficiency in speaking, reading, and writing the language is the goal sought prior to any directed study into the literature and the belles lettres of the language. Once established by test, the student may be given advanced standing and credit for work in a particular language.

**French 101-102  Elementary French (3-3)** For beginners and those whose placement test scores indicate their non-readiness for Intermediate French. The language is introduced through conversation followed by a systematic study of practical grammar and phonetics. Readings are based on what has been previously learned through conversation.

**French 201-202  Intermediate French (3-3)** Prerequisite: French 102 or its equivalent. Intermediate grammar and introduction to French culture, an intensive study of basic French grammar combined with study of French history, geography, and current affairs. Method: largely conversational.

**German 101-102  Elementary German (3-3)**

**German 201-202  Intermediate German (3-3)**

**Spanish 101-102  Elementary Spanish (3-3)**

**Spanish 201-202  Intermediate Spanish (3-3)**

**Language 200  Directed Study in a Foreign Language (2, 3, or 4)** Projects for advanced individual study approved by the instructor and the Chairman, Division of Foreign Languages.

**HISTORY, GOVERNMENT, and ECONOMICS**

**History 101-102  History of Ideas and Institutions (3-3)** The background and development of significant ideas and issues that have motivated historical change in both Eastern and Western societies, with particular emphasis on the development of Western
institutions and attitudes; particular attention to theories of historical interpretation. Source and interpretative readings in the history of western civilization. May be taken in either semester as a one-semester course.

History 201-202  History of American Ideas and Institutions (3-3)
Prerequisite: History 101-102
An examination of the development of essentially American ideas and institutions and of the issues that have shaped them in the United States. Source readings and interpretative studies.

Government A  Principles of Political Science (3-3)  Prerequisite:
History 101
Origins and development of theories and practices of government and self-government.

Government B  United States Government (3-3)  Applications of theories of government as applied to the evolution of federal government in the United States: executive, legislative, and judicial checks and balances; the relation of government to selected aspects of the present-day economy; analysis of the two-party system and of power forces in government; the problem of federal versus state versus local jurisdiction and control.

Economics 101-102  Principles of Economics (3-3)  A study of the laws of production, distribution, and consumption of goods and their interaction in price determination and regulation; interrelations of labor and management; income distribution; the Gross National Product; government regulation and controls; current politico-economic problems.

History 200  Directed Study in History, Government or Economics (2, 3, or 4) Projects approved for individual advanced study by the Chairman, Department of History.

MATHEMATICS

Math A  Fundamentals of College Mathematics (3-3)  A mathematics course for non-math and non-science majors, especially candidates for teaching. The meaning of numbers; number
systems; selected topics applying arithmetic and algebraic
principles, including probability and chance, the curve of
normal distribution, measures of central tendency, standard
deviations, correlations; trigonometric representation of
variables and functions.

Math B  Fundamentals of College Mathematics (3-3)  Extensions of
Math A and consideration of additional topics selected for
their usefulness to the non-science major.

Math 101-102  College Mathematics (4-4)  Mathematics and logical
systems; arithmetic and algebra as postulate systems; review of
algebra, exponents, theory of equations, graphing of functions,
trigonometric functions and operations, sets and series, intro-
duction to analytic geometry and the calculus.

Math 201-202  Calculus and Analytic Geometry (4-4)  Algebra and
gometry in cooperation, graphs, limits, rates; the derivatives
and some interpretations, derivatives of polynomials, implicit
differentiation, maxima and minima, inflections; conic sec-
tions; Integration; logarithmic, exponential, and trigonometric
functions; curvilinear motion, vectors, parametric equations.

Math S  Fundamentals of Slide Rule Operation (4 hrs/week for 7 weeks;
1 degree-credit)  Offered periodically upon demand. A course
in the four basic operations, multiplication, division, raising
to powers and extracting roots. Aim: skill in manipulation
and understanding of the logarithmic basis for what one does.

Graphics I  Engineering Drawing (6-3)  Proper use and care of drawing
instruments, equipment, and materials; Geometrical construc-
tions; lettering; orthographic projection, auxiliary and oblique
views; sections and conventions; pictorial drawing, dimensions,
notes, limits, and precision; screw threads, fasteners, keys,
t rivets and springs; working drawings.

SECRETARIAL STUDIES

SS 101  Shorthand (5-3)  Gregg Shorthand Simplified; daily drill for mastery
of outlines, forms, phrasing, other abbreviating principles;
pre-transcription training, including attention to spelling, gram-
mar, and punctuation.
SS 102  Shorthand (5-3) Prerequisite: Shorthand 101 or equivalent as demonstrated by a placement test.
A complete review of Gregg Shorthand Simplified, with emphasis on vocabulary building, speed building through dictation, including use of tapes and other training devices. Objective: a minimum of 60 w.p.m. for three minutes, transcribed at the typewriter, in mailable form.

Type 101  Typewriting (5-3) Beginning students learn the keyboard through the touch system; development of accuracy and speed; knowledge of the parts of the machine and preventive maintenance; centering, horizontal and vertical typing; business letters, envelopes; proper use of carbons, erasures; setting up and producing tabulated reports, business forms, manuscripts; cutting and reproducing stencils; rough drafting, using both electric and manual machines.
The qualified student may have class hours reduced to three per week.

Type 102  Typewriting (5-3) A continuation of Type 101 with the building of skill its primary aim. Daily accuracy and speed drills, timed writings, and instruction for setting up more complicated business letters and forms, tabulation, manuscripts, and rough drafts. Objective: a minimum of 50 w.p.m. for five minutes with not more than 5 errors, plus quality standards in appropriateness and appearance of resultant work.

SS 201  Stenography (6-3) Prerequisites: SS 102 and Type 102 or their equivalent as established by test.
A combination of advanced shorthand and advanced typewriting in which the skills are polished and integrated; shorthand theory review and dictation with speed building and transcription training are followed directly the next hour by typewriting the dictated material in mailable form. Objective: at least 80 w.p.m. for five minutes, transcribed mailable. Course meets three two-hour periods per week.

SS 202  Secretarial Science (4-3) This course is formulated to answer the needs of the student to become a professional secretary. It will enable the student to integrate skills and knowledge in a simulated office atmosphere, including practice in the duties of receptionist, telephone techniques, employer-secretary psychology, in addition to the composing of business letters, taking dictation from several different persons, transcribing, composing telegrams, preparing itineraries, etc.
SS 203  *Office Procedures (5-3)* A study of office routines and management including alphabetic, numeric, and geographic filing; a knowledge of a variety of business machines including calculators, adders, listers, and duplicators. Integration of the skills and knowledge already acquired through class discussions and problem solving.

SS Lab 202  *Secretarial Science Laboratory (6-3)* A work program in which the qualified student will go two afternoons per week to selected offices in the community to observe and for both general and specialized training in office techniques. This course is under the direct supervision of the Chairman, Secretarial Science Department.

**THE SCIENCES, Natural and Physical**

When conducted with laboratory exercises, two or three hours of laboratory work is regarded as the equivalent of one degree-credit hour.

Sci 101-102  *Integrated Science (5-4)* Studies emphasizing the unity of the sciences as related to the health of the human organism as a whole; health measurement, human mechanics, atomics; selected areas of chemistry, biology, and physics necessary to anyone's understanding of today's world; chemical integration of normal body functions; the structure and functions of skeletal, muscular, nervous, respiratory, circulatory, digestive, and reproductive systems. Requisite to the nursing program. Open to all students who do not plan to major in science.

Sci 201  *Microbiology (6-4)* A continuation of Sci 101-102 dealing with plant and animal microorganisms; pathogens and nonpathogens; antibody formation, resistance, infection, and sanitation.

Biol 101-102  *General Biology (5-4)* Introduction to the principles of biology in plants and animals. The course proceeds from molecular chemistry to that of the living organism covering such areas as protoplasm and cells, anatomy and physiology, embryology, genetics and evolution.
Chem 101-102  General Chemistry (5-4) The fundamental laws and theories of chemistry, emphasizing understanding and use of the scientific method; atomic structure, equilibrium, gases solutions and qualitative analysis, with some organic and biological chemistry.

Phys 101  Mechanics (6-4) Vector addition and resolution; the concepts of force and energy, some attention to hydrostatics, hydrodynamics, and the mechanics of gases.

Phys 102  Electricity and Magnetism (6-4) Electrostatics, current, magnetism, potential, capacitance, elementary circuitry, branch and mesh currents, generator equivalents, Thevenin’s and Norton’s theorems, superposition, simple non-linear circuits; electrical measurements; conductors, resistivity, temperature effects; magnetic circuits, induction and inductance, simple transients, alternative current and voltage reactance, impedance, admittance, use of phasors and complex values; polyphase systems; power principles.

Phys 201  Wave-motion, heat and sound (6-4) Heat and thermodynamics, including a mathematical treatment of the mechanics of wave motion.

Phys 202  Light and Modern Physics (6-4) Light, photometry, reflection and refraction, diffraction, optical instruments and measurements; atomic and nuclear physics, solid state physics; semi-conductors.

**GIFTS and BEQUESTS**

The Regional Community College at Greenfield will welcome gifts and bequests for its Scholarship Fund, its Unrestricted Fund, or for other purposes consistent with its mission. It is suggested that anyone contemplating a gift confer with the Director of the College regarding needs and objectives before legal papers are executed. While the publicly-controlled college, in New England, is not ordinarily regarded as an object for such gifts, the need for them is perhaps even greater than for the private college or university.
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