GREENFIELD
COMMUNITY COLLEGE
Greenfield, Massachusetts

1966
INFORMATION BULLETIN No. 4
# THE COLLEGE CALENDAR
## 1965-1967

### SUMMER SESSION

<table>
<thead>
<tr>
<th>1965</th>
<th>1966</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 21 to August 10</td>
<td>June 20 to August 9</td>
</tr>
</tbody>
</table>

#### FALL SEMESTER

<table>
<thead>
<tr>
<th>September</th>
<th>Orientation</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-19</td>
<td></td>
</tr>
<tr>
<td>13-14</td>
<td>Registration of New Students</td>
</tr>
<tr>
<td>15</td>
<td>Registration of Returning Students</td>
</tr>
<tr>
<td>Classes Begin</td>
<td></td>
</tr>
<tr>
<td>20-21</td>
<td>Evening Classes, Registration 7-9 P.M.</td>
</tr>
<tr>
<td>22</td>
<td>Evening Classes Begin</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>October</th>
<th>Classes Suspended</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Last Day to Petition for Change of Course</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>November</th>
<th>Classes Suspended</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Mid-semester Grades Due</td>
</tr>
<tr>
<td>Classes Suspended at 12:30</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Classes Resume</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>December</th>
<th>Classes Suspended 12:30</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>January</th>
<th>Classes Resume</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

| 21-28       | Reading and Examination Period |

### SPRING SEMESTER

<table>
<thead>
<tr>
<th>1966</th>
<th>1967</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 2-4</td>
<td>Orientation and Registration</td>
</tr>
<tr>
<td>7</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>7-8</td>
<td>Evening Classes, Registration 7-9 P.M.</td>
</tr>
<tr>
<td>9</td>
<td>Evening Classes Begin</td>
</tr>
<tr>
<td>22</td>
<td>Classes Suspended</td>
</tr>
</tbody>
</table>

| March 11 | Last Day to Petition for Change of Course |
| 30 Mid-semester Grades Due | March 10 |

| April 1 | Spring Recess, 12:30 |
| 11 Classes Resume | April 3 |
| 19 Classes Suspended | |

| May 30 | Classes Suspended |
| 8 Reading and Examination Period | May 31-June 9 |

| June 15 | Commencement Exercises |
| 1967 | June 11, 1967 |
GREENFIELD COMMUNITY COLLEGE

Established 1962

Programs Leading to the Associate Degree in

Liberal Arts

Business Administration

Secretarial Science

Nursing (RN)

Engineering Technician

Recreation

A two-year College, supported by

the Commonwealth of Massachusetts, and

controlled by the Board of Regional Community Colleges.
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Nursing (RN)
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MASSACHUSETTS BOARD OF REGIONAL COMMUNITY COLLEGES

The members of this board of control are appointed by the Governor. This Board is also responsible for the other Community Colleges in the state system.

KERMIT C. MORRISSEY, Chairman, Norwood
MRS. KENNETH BAINBRIDGE, Secretary, Watertown
GEORGE D. BLACKWOOD, Arlington
THEODORE CHASE, Dover
WILLIAM J. DEAN, Holyoke
JOSEPH L. DRISCOLL, Needham
DANIEL ENGLAND, JR., Pittsfield
HENRY E. FOLEY, Jamaica Plain
JAMES J. HAMMOND, Fitchburg
OWEN B. KIERNAN, Milton
JOHN W. LEDERLE, Amherst
JOHN P. MALLAN, Northampton
JOHN E. MURRAY, Brockton
ROGER L. PUTNAM, SR., Springfield
THE VERY REVEREND RAYMOND J. SWORDS, Worcester
ADVISORY BOARD

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

MORTON A. SLAVIN, Erving, Chairman
(MRS.) GRACE L. MAYERS, Greenfield, Secretary
ROBERT CURRIER, Turners Falls
ALBERT E. LUMLEY, Pelham
PHILLIP DiBENEDETTI, Charlemont
FREDERICK A. DUNN, Greenfield
DOUGLAS O'NEIL, Greenfield
RAYMOND A. KINMOUTH, M.D., Northfield
ALLAN W. ROBERTS, Springfield
GREENFIELD COMMUNITY COLLEGE

LEGAL BASIS. Chapter 605 of the Acts of 1958 of the General Court established the Massachusetts Board of Regional Community Colleges. The Board was authorized and directed to establish and operate regional colleges as part of the system of public institutions of higher learning in the Commonwealth. Founded in 1962, the Regional Community College at Greenfield was the fifth of these Colleges. Its name was changed to Greenfield Community College in 1963.

MISSION. To provide many kinds of post-secondary education of less than baccalaureate-degree length, meeting the needs of individuals in the region and utilizing the human and physical resources of the region in doing so.

DEGREES CONFERRED. Associate in Arts and Associate in Science.

ENROLLMENT. The College has grown from an enrollment of 125 in 1962 to over 300 in 1964. An enrollment of approximately 1,000 is expected by 1970.

LIBRARY. 7,000 books; plus magazines, newspapers, pamphlets, recordings, microfilm.

ACCREDITATION. By law, the College may not seek accreditation until it has graduated two classes. The Nursing program, established in 1963, has the approval of the Massachusetts Board of Registration of Nurses.

PHILOSOPHY. The regional colleges of Massachusetts are dedicated to helping the individual to discover and develop his educational potential for his own benefit and for the benefit of society.

This release of the human spirit can only take place with a concurrent growth in intellectual curiosity in a climate combining student will-to-learn with faculty dedication-to-teaching. The College motto, "The will to learn, the freedom to think," reflects this philosophy. Learning, under these conditions, may be boundless. It should include at least two characteristics distinguishing it from the student's previous experience: (1) deeper PERSPECTIVE, as a basis for better judgment and for constructive thought and action; (2) INVOLVEMENT, responsibly, with both vigor and concentration, in the life and problem of the region. Moreover, there should be a distinct upgrading of the student's ability and will to think clearly and to communicate accurately.

In this process, the student is expected to give evidence of his maturing by assuming increasing responsibility for his own conduct and habits, both in and out of the classroom and laboratory—with special reference to reading and the search for meaning.

In this process, too, the College seeks to help the student define his vocational goals, but subscribes to the belief that the broader the stu-
dent’s base of insight and knowledge, the better he can master specific
techniques and be an efficient worker and effective citizen.

LOCATION. Central to the region it serves, the College is on Fed-
eral Street in Greenfield, on North-South Routes 5 and 10, 500 yards
north of their intersection with East-West Route 2.

STUDENT’S PROGRAM

Most students are expected to complete degree-requirements in their
particular programs of study in four semesters at the rate of five courses
per semester. This usually involves 15 hours per week in the class room
and a minimum of a 45-hour work-week. Any individual student plan-
ning to spend less time on school work is simply fooling himself; he may
condemn himself to failure. At best, then, a student should not plan to
work for pay more than 10 hours a week. Study is itself hard work. It
is also the student’s real business.

Each first-year student takes one or more courses in the communica-
tion of ideas, since ideas and their communication are the distinctive
characteristics of the human animal. Each first-year student also takes
one or more courses in the humanities or social sciences, since man’s
estate has only been achieved by human co-operation. Beyond these
courses, the individual takes the courses, required and elective, designed
to provide him with personal competence. This means that students take
courses which older and perhaps wiser heads have determined as essential
to general education and to technical understanding. There is good
reason for each prescribed course. The student has no right to be bored;
things may be difficult, but boredom is a luxury no student can afford.

ADMISSION REQUIREMENTS

The College welcomes applications for admission from people of
good will, real motivation, and reasonable academic background—re-
gardless of age—either as full-time 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, at mid-year, or with the sum-
mer session. Except in unusual cases and for non-credit courses, the
minimum requirement is a high school diploma, or its equivalent. All
candidates must take the Scholastic Aptitude Test. Additionally, the
College may require other pre-admission or placement tests of readiness
to do college work.

Inquiries, requests for application forms, and subsequent questions
should be addressed to the Committee on Admissions, Greenfield Com-
munity College, Greenfield.
STEPS TO ADMISSION

1. Obtain the application blank and personal recommendation forms.
2. Fill out the application blank completely.
3. Return it, with the $10 fee, to the Committee on Admissions (Check is payable to Greenfield Community College).
4. Ask the Records Office of your secondary school to forward to the Committee on Admissions an official transcript of your record complete with S.A.T. and other standard test scores. (The student entering from another college must similarly obtain an official transcript from that college). All transcripts must bear the official seal of the school and be signed by the proper official.
5. Distribute to the referees you listed on your application the personal recommendation forms provided by the College.
6. Await communication from the College setting up an appointment for an interview with some member of the Committee on Admissions. (If this isn’t quickly forthcoming, phone the College to find out the cause of the delay.)
7. Keep the appointment punctually.
8. Attend promptly to any further requirements resulting from this appointment.
9. Await the decision of the Committee in the form of a letter of admission or rejection from the College.
10. Once admitted, obtain from your doctor a certificate of your medical fitness to do college work and a statement of vaccination.
REQUIREMENTS FOR GRADUATION

The Associate in Arts (AA) degree is awarded to graduates of the Liberal Arts curriculum.

The Associate in Science (AS) degree is awarded to graduates of the Nursing, Secretarial, Business, and Technician curricula.

To earn the AA or AS degree, a student must meet the following requirements:

1. Complete satisfactorily a minimum of 60 semester-hours of course work. (In the Nursing program no grades of "D" are permissible in the technical nursing courses.) The last 15 credits must have been earned here.

2. Achieve a cumulative grade index of 2.00 or higher.

3. Fulfill specific requirements of the curriculum in which the student is enrolled.

4. Be recommended for award of the Degree by vote of the faculty.

The student who desires to transfer to a four-year institution should select courses to meet the requirements of Greenfield Community College and the transfer institution.
PROGRAMS OF STUDY

LIBERAL ARTS:
Terminal and Transfer

BUSINESS:
Administration and Accounting

SECRETARIAL SCIENCE:
Executive Secretarial
Medical Secretarial (tentative)

NURSING

RECREATION:
(tentative)

ENGINEERING TECHNICIAN:
(tentative)
LIBERAL ARTS CURRICULUM

This curriculum is designed for students who do not desire one of the other specialized curricula. Students enrolled in the Liberal Arts curriculum may desire to transfer to a four-year institution or may desire only two years of college work.

The following core of studies is required of all Liberal Arts students:

<table>
<thead>
<tr>
<th></th>
<th>Semester Hours</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>11-12</td>
<td></td>
</tr>
<tr>
<td>Social Sciences</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Natural Sciences or Math</td>
<td>6-8</td>
<td></td>
</tr>
<tr>
<td><strong>Total required in core</strong></td>
<td><strong>29-32</strong></td>
<td></td>
</tr>
</tbody>
</table>

A minimum of sixty semester hours credit is required for graduation and the Associate in Arts degree. The courses selected for completing the student's program of study should be selected in consultation with his advisor. Students desiring to transfer to a four-year college should be well informed concerning the requirements of the transfer institution.

Typical programs of study for transfer students are:

I. For students who plan to major in elementary education, humanities, or social sciences:

<table>
<thead>
<tr>
<th>First Year</th>
<th>Sem. Hrs.</th>
<th>Credit</th>
<th>Second Year</th>
<th>Sem. Hrs.</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 101-2</td>
<td>6</td>
<td></td>
<td>English 201-2, 203-4, 205-6</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>History 101-2</td>
<td>6</td>
<td></td>
<td>Government 201-2</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Foreign Language 101-2</td>
<td>6</td>
<td></td>
<td>Foreign Language 201-2</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td>6</td>
<td></td>
<td>Psychology 101-2</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Math</td>
<td>6</td>
<td></td>
<td>Sociology 101-2</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

II. For students who plan to major in science or mathematics:

<table>
<thead>
<tr>
<th>First Year</th>
<th>Sem. Hrs.</th>
<th>Credit</th>
<th>Second Year</th>
<th>Sem. Hrs.</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 101-2</td>
<td>6</td>
<td></td>
<td>English 201-2, 203-4, 205-6</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Math</td>
<td>6</td>
<td></td>
<td>Math</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td>8</td>
<td></td>
<td>Science</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Foreign Language 101-2</td>
<td>6</td>
<td></td>
<td>Foreign Language 201-2</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Government 201-2</td>
<td>6</td>
<td></td>
<td>Economics 101-2</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

Note: These typical programs are suggestive only. Each student will have a program developed which allows for his specific plans and goals.

The Liberal Arts Student who plans for only two years of college must meet the core requirements and select the remaining courses according to his specific needs, interests, and goals.

III. A typical program for the terminal Liberal Arts student:

<table>
<thead>
<tr>
<th>First Year</th>
<th>Sem. Hrs.</th>
<th>Credit</th>
<th>Second Year</th>
<th>Sem. Hrs.</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 101-2</td>
<td>6</td>
<td></td>
<td>English</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>History 101-2</td>
<td>6</td>
<td></td>
<td>Government</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td>6</td>
<td></td>
<td>Math</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Psychology 101-2</td>
<td>6</td>
<td></td>
<td>Economics</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Accounting 101-2</td>
<td>6</td>
<td></td>
<td>Accounting 201-2</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>
TRANSFER PROGRAM IN BUSINESS ADMINISTRATION

Those students who plan to transfer to a four-year college and major in a business curriculum should arrange their courses at Greenfield Community College to conform with the requirements of the first two years at the school they will attend. Greenfield Community College, in some instances, may not be able to offer certain courses taught at four-year schools. When this occasion arises, adjustments will be made in the student’s curriculum to satisfy the requirements of this school and the transfer school.
Associate in Science Degree—Accounting Curriculum

First Year:
First Semester
English 101 3
English 105 2
Accounting 101 3
BA 121-Principles of Management 3
Elective* 4

Second Semester
English 102 3
Soc. Sc. or Humanities 3
Accounting 102 3
BA 142-Introduction to Marketing 3
Elective* 3

15

Second Year:
First Semester
Economics 101 3
Accounting 201 3
BA 131-Introduction to Finance 3
BA 155-Business Law 5
BA 105-Data Processing 3

Second Semester
Economics 102 3
Accounting 202 3
BA 156-Business Law 3
BA 162-Management Seminar 3
BA 106-Data Processing or BA 110-Federal Tax 3

15

*Electives chosen outside the business field.

Associate in Science Degree
Business Administration Curriculum

First Year:
First Semester
English 101 3
English 105 2
Accounting 101 3
BA 121-Principles of Management 3
Elective* 4

Second Semester
English 102 3
Soc. Sc. or Humanities 3
Accounting 102 3
BA 142-Introduction to Marketing 3
Elective* 3

15

Second Year:
First Semester
Economics 101 3
BA 155-Business Law 3
BA 131-Introduction to Finance 3
Psychology 3
Elective** 3

Second Semester
Economics 102 3
BA 156-Business Law 3
BA 162-Management Seminar 3
Sociology 3
Elective** 3

15

*Elective chosen from outside the business field.

**Elective chosen in the business field.
SECRETARIAL SCIENCE CURRICULUM

ASSOCIATE IN SCIENCE

This program generally requires two years of work at the college with a minimum of 60 semester hours of credit.

FIRST YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
<th>Spring</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eng. 101 English</td>
<td>3</td>
<td>Eng. 102 English</td>
<td>3</td>
</tr>
<tr>
<td>SS 103 Business Math</td>
<td>3</td>
<td>SS 104 Secretarial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>SS 101 Shorthand</td>
<td>3</td>
<td>SS 102 Shorthand</td>
<td>3</td>
</tr>
<tr>
<td>Type. 101 Typewriting</td>
<td>3</td>
<td>Type. 102 Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>Eng.105 Speech (1 semester required)*</td>
<td>2</td>
<td>Elective**</td>
<td>3</td>
</tr>
<tr>
<td>Elective**</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SECOND YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
<th>Spring</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS 201 Stenography</td>
<td>3</td>
<td>SS 202 Secretarial Science</td>
<td>3</td>
</tr>
<tr>
<td>SS 203 Office Procedures</td>
<td>3</td>
<td>SS 202 Secretarial Science Lab.</td>
<td>3</td>
</tr>
<tr>
<td>Econ. 111 Economic Geography</td>
<td>3</td>
<td>BA 152 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>3</td>
<td>SS 204 Business Correspondence</td>
<td>2</td>
</tr>
<tr>
<td>Elective**</td>
<td>3</td>
<td>Elective**</td>
<td>3</td>
</tr>
</tbody>
</table>

*Speech may be taken either semester the first year.
**Electives must be selected with the consent of the adviser.

MEDICAL SECRETARIAL CURRICULUM

(TENTATIVE)

FIRST YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Hrs.</th>
<th>Crs.</th>
<th>Spring Semester</th>
<th>Hrs.</th>
<th>Crs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 101</td>
<td>3</td>
<td>3</td>
<td>English 102</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Business Math</td>
<td>3</td>
<td>3</td>
<td>Secretarial Accounting</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>*Shorthand 101</td>
<td>4</td>
<td>3</td>
<td>Shorthand 102</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Typewriting 101 (El.)</td>
<td>4</td>
<td>3</td>
<td>Typewriting 102 (El.)</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>or 101A (Int.)</td>
<td>3</td>
<td>3</td>
<td>or 102A (Int.)</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>**Speech</td>
<td>2</td>
<td>2</td>
<td>**Speech</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
<td>3</td>
<td>Anatomy and Physiology</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>TOTAL</td>
<td>Min. 17</td>
<td>15</td>
<td>TOTAL</td>
<td>Min. 17</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Max. 19</td>
<td>17</td>
<td></td>
<td>Max. 20</td>
<td>18</td>
</tr>
</tbody>
</table>
# SECOND YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Hrs.</th>
<th>Crs.</th>
<th>Spring Semester</th>
<th>Hrs.</th>
<th>Crs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shorthand Dictation</td>
<td>6</td>
<td>3</td>
<td>Medical Dictation</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>and Transcription</td>
<td></td>
<td></td>
<td>and Transcription</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Machines</td>
<td>6</td>
<td>3</td>
<td>Medical Secretarial</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>and Filing</td>
<td></td>
<td></td>
<td>Procedures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Terminology</td>
<td>2</td>
<td>2</td>
<td>Medical Terminology</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Medical Laboratory</td>
<td></td>
<td></td>
<td>Medical Laboratory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Techniques</td>
<td>2</td>
<td>2</td>
<td>Techniques</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Psychology</td>
<td>3</td>
<td>3</td>
<td>Business Correspondence</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
<td>3</td>
<td>Medical Internship Program</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td>Min. 22</td>
<td>16</td>
<td>TOTAL</td>
<td>Min. 24</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>Max. 22</td>
<td>16</td>
<td></td>
<td>Max. 24</td>
<td>17</td>
</tr>
</tbody>
</table>

All electives must be chosen from the liberal arts curriculum with the consent of the advisor.

---

*Those students who have had two years of shorthand in high school and those with one year, who pass a placement test, do not take this course. An elective must be chosen in its place. No student with two years of shorthand in high school may take this course for credit.

**Speech is taken in either the first or second semester of the first year.

***Two of the six hours are devoted to medical dictation and transcription.
NURSING CURRICULUM

FIRST YEAR 1965-67

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
<th>Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 101</td>
<td>6</td>
<td>Nursing 102</td>
<td>7</td>
</tr>
<tr>
<td>English 101</td>
<td>3</td>
<td>Biology 105</td>
<td>4</td>
</tr>
<tr>
<td>Biology 101</td>
<td>4</td>
<td>English 102</td>
<td>3</td>
</tr>
<tr>
<td>Orientation to Nursing</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychology 101</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(either semester)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>14 or 17</td>
<td></td>
<td>14 or 17</td>
</tr>
</tbody>
</table>

SUMMER SESSION

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sociology 101</td>
<td>3</td>
<td>Psychology 201</td>
<td>3</td>
</tr>
</tbody>
</table>

SECOND YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
<th>Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 201</td>
<td>8</td>
<td>Nursing 202</td>
<td>7</td>
</tr>
<tr>
<td>Chemistry 101</td>
<td>4</td>
<td>Nursing 204</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
<td>Nursing 203</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Psychology 202</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
<td></td>
<td>17</td>
</tr>
</tbody>
</table>

A minimum of 69 credits are required for this curriculum. Upon successful completion of this curriculum, students will be awarded the Association in Science Degree and will be eligible to take the Registered Nurse Licensing Examination.

Courses are designed to prepare the potential nurse for the direct and competent bedside care of adults and children. The program of study includes instruction and laboratory experiences in the college and clinical experience in Franklin County Public Hospital, and other selected regional health agencies.
RECREATION LEADERSHIP PROGRAM
(TENTATIVE)

This program is designed to prepare students for a variety of job opportunities in the broad, expanding field of recreation at both the private and public levels. Although training is offered in both indoor and outdoor recreation disciplines, the emphasis will be placed on the various aspects of outdoor recreation.

The Recreation Leadership program was created to: (1) prepare transfer students for a major in recreation in a four-year college or university; (2) prepare terminal students with the technical background for employment in the field of recreation; and (3) make available courses to recreation and social workers desiring additional training.

RECREATION CURRICULUM

For majors:

The first year courses in recreation are prerequisite for students planning to pursue the College's Recreational Technical Program.

Recreation majors planning to transfer to a four-year college should elect only those second year block courses recommended by the major advisor.

Technical program students should plan to take all courses in the recreation block as well as certain supporting courses.

For non-majors:

Courses in the recreation curriculum are also open to non-majors with permission of the instructor. Adult recreation leaders, both public and private, park and forest personnel, nature leaders, conservationists, camp and ski tow operators, and other persons interested in recreation are urged to avail themselves of these courses.

COURSE OFFERINGS

Recreation 101 (1) An Introduction to Recreation. This course considers the entire growing field of recreation, its historical and contemporary development; recreation as a social force, the use of leisure time. The course is especially designed to create an awareness to the whole field.

3 1-hr. lectures per week. Credit 3.

Recreation 102 (2) Social Recreation. An introduction to the concepts and development of organization, leadership and skill activities needed in youth and adult indoor and outdoor recreation programs.

2 1-hr. lectures. 1 2-hr. lab. Credit 3.
THE RECREATION BLOCK
A TENTATIVE PLAN

(A more detailed breakdown will be available upon request at a later date.)

Recreation 201 Group Leadership
Recreation 203 Land Use Planning and Site Development
Recreation 207 Recreation on the job training (second summer preferably)

202 Nature Recreation
or
206 Program Development
204 Operation and Administration of Recreation Facilities
205 Field Problems

SUGGESTED CURRICULA

Recreation Leadership College Transfer Program

English 101
Sociology 101, Introd. Soc.
Math or Science Elective*
Humanities Elective
English 201
Speech 105
Recreation 201
Science Elective*
Social Science Elective

English 102
Math or Science Elective
Recreation 102, Soc. Rec.
Humanities Elective
English 202
Sociology Elective
Recreation 206
Science Elective
Social Science Elective

*Zoology and Botany or Earth Science for one year if a science is elected.

Recreation Leadership Terminal Program

English 101
Recreation 101
Sociology 101, Introd. Soc.
Business O or Economics, Introd.
Math* or Biology Science Elective**
English 201
Recreation 201
Recreation 203
Humanities or Fine Arts Elective**
Earth Science 101

English 102
Recreation 102
Sociology Elective
English 105**
English 202
Recreation 202 or 206
Recreation 204
Recreation 205**
Earth Science 102

*Preferably elementary statistics
**Either Semester
ENGINEERING TECHNICIAN PROGRAM

(TENTATIVE)

Program for full- and part-time students motivated to work toward an Associate in Science degree and/or to upgrade and refresh their skills, knowledge, and competence. It is expected that the part-time student will require at least five years to complete the program. It is also expected that third- and fourth-semester courses may change by the time initial groups of students are ready to take them.

Many students will want to take these courses individually and without regard to a degree.

<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</td>
<td>3</td>
<td>Electrical Circuiting</td>
<td>3</td>
</tr>
<tr>
<td>Fundamentals of College Math.</td>
<td>3</td>
<td>Fundamentals of College Math.</td>
<td>3</td>
</tr>
<tr>
<td>Mechanics</td>
<td>3</td>
<td>Electricity and Magnetism</td>
<td>3</td>
</tr>
<tr>
<td>Technical Metals</td>
<td>3</td>
<td>Technical Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>Engineering Drawing</td>
<td>3</td>
<td>Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>15</strong></td>
<td><strong>TOTAL</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Hrs. of Credit</th>
<th>Fourth Semester</th>
<th>Hrs. of Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speech</td>
<td>2</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>Wave Motion Light and Sound</td>
<td>3</td>
<td>Strength of Materials</td>
<td>3</td>
</tr>
<tr>
<td>Electronics</td>
<td>3</td>
<td>Automation</td>
<td>3</td>
</tr>
<tr>
<td>Economics 103</td>
<td>2</td>
<td>Mfg. Materials and Processes</td>
<td>2</td>
</tr>
<tr>
<td>Human Relations</td>
<td>2</td>
<td>Industrial Organization</td>
<td>2</td>
</tr>
<tr>
<td>Time-Motion Study</td>
<td>2</td>
<td>Labor-Management Relations</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>14</strong></td>
<td><strong>TOTAL</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

The program envisages additional orientation hours, plant visits, special lectures and seminars. Minimum total hours for the degree, 60.
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>Outstanding work</td>
<td>4.00</td>
</tr>
<tr>
<td>A—</td>
<td></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 work</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>0.00</td>
</tr>
<tr>
<td>W</td>
<td>Withdrew without prejudice</td>
<td>0.00</td>
</tr>
<tr>
<td>Wp</td>
<td>Withdraw while passing</td>
<td>0.00</td>
</tr>
<tr>
<td>Wf</td>
<td>Withdrew failing</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Course changes. Petitions to change course must be initiated by the student and approved by his adviser and the instructors concerned by Friday of the third full week of classes.

Withdrawals. Withdrawals are not permitted to evade responsibility or a record of failure.

However, prior to the end of the fifth full week of classes, a student may, with the approval of his adviser, and the instructor concerned, withdraw from a course without prejudice. A W will be placed on the official record. After the fifth full week of classes, no student may, for academic reasons, withdraw from any course without incurring a Wf on his official record.

The student is given four weeks 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.

The College reserves the right to change any provisions or requirements in the interests of improving its services to the student and the region. The College reserves the right also to dismiss a student when it considers such action to be in the best interest of the College and/or the student. This action may be taken for disciplinary reasons as well as academic.

Adding a course. The addition of a course after the first week shall require the approval of the instructor(s), the student's advisor, the Dean, and the Bursar. No course may be added after the second week of a semester.
Grade reports are made 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.

The student is expected to know his academic standing, his cumulative grade-index, what courses he must pass (or, sometimes, repeat) in order to be eligible for a degree. He is also responsible for keeping his parents and others legitimately concerned with his standing informed thereof, 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, first-semester student—
a second-year, second-semester student, and a candidate for graduation—

The student must have accumulated—fewer than 12 semester-hours of credits.
12 to 25 semester-hours of credits.
26 to 42 semester-hours of credits.
43 or more semester-hours of credits.

Students carrying 12 or more hours of work are considered “full-time” students for purposes of reporting. Students carrying less than 12 hours are considered “part-time” students.

Students with special programs not fitting any curricular pattern are regarded as “Special Students” regardless of their full- or part-time status.

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.

Academic probation. A student on academic probation is expected to extricate himself from such status by the time of the next grade report.

A student placed on probation is not permitted to hold elective office or to head any board or committee appointed by the Student Council or by a Board. A student affected by this ruling must resign his position immediately upon official notification of his being on probation. He may thereafter absent himself from any class only on penalty of probable dismissal.

A student on academic or disciplinary probation 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 students will find it advisable to plan on taking no more work than can be done well.

SERVICES

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.

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 the 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 parent.

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 ex-
pected 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 available in limited amounts. Eligibility
to receive an award or loan is based upon factors of need, ability and
promise, character, college citizenship, and grade index. Students desir-
ing such assistance file an application form which inquires fairly deeply
into the family's finances. Applications are screened by the faculty Com-
mittee on Scholarships and Loans. Needless to say, information obtained
on this form is kept in strictest confidence.

Physical exercise is recognized as essential to health. As soon as
facilities permit, it will become a requirement of all students not ex-
empted by medical certificate. In suitable weather the College encourages
at least an hour per week of outdoor physical exercise appropriate to the
season and, through the Physical Activities Board of the Student Council,
will sponsor some activities. Students are urged to cultivate some pro-
ficiency in "carry-over-sports"—tennis, bowling, badminton, archery, for
instance. In any case, the needs for intramural physical activities for
men and women are to be met before the College engages in intercol-
legiate sports.

STUDENT ACTIVITIES

All students are encouraged to find one or two co-curricular activities
in which to gain organization and leadership experience. There is al-
tways 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 subordination in student activities is
one of college's most maturing experiences.

Activities are under the general sponsorship of an elective Student
Council. Students are encouraged to manage student affairs and assume
responsibility for government of conduct and of activities. 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
The Publications Board
The Social Activities Board

The Physical Activities Board
The Special Interests Board

Activities are supported in full or in part from the $25 annual stu-
dent services fee.
FACILITIES

The single 28-room building that comprises the College houses 9 multi-purpose classrooms, a library, an Auditorium, two classrooms convertible into a 32 station laboratory, a bookstore, a Snack Bar, miscellaneous offices and conference rooms. It has no dormitories. The cafeteria in the building is not the College's, but serves college students between 12:40 and 1:30 daily when the public school is in session.

The library houses more than 7000 volumes, receives 75 magazines and 4 newspapers, has 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.

The Auditorium seats the student body for the President's Hour and meetings of some large classes. It is used by students for parties and by community groups for educational and cultural events.

The Bookstore is operated on a cash-and-carry basis and sells necessary textbooks, supplies, and a variety of paperbacks.

Lockers are available upon payment of a $1.00 refundable deposit. 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.

Housing facilities are not provided or supervised by the College. A list of available homes is maintained for the convenience of the student and may be obtained from the office.

FEES

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 .................................................. $18

Evening and Summer Sessions—registration ......................... $3

Tuition per semester-hour of work ........................................ $15

All checks except those for books are payable to "Greenfield Community College."
Student Services Fee, per year
(Applicable to all full-time students and adjusted for part-time
students taking 9 semester-hours of work or less) $25
Graduation Fee, including cap and gown rental $15
Transcripts of Record (first transcript free) each $1
Liability Insurance (Nurse) $5
Late Registration $5
Late Change-of-Course $3
Make-up Examination $3

Books and materials are likely to cost between $10 and $15 per
course. Students are required to obtain basic texts for most courses.
Checks used in the Bookstore are payable to “G.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.

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

<table>
<thead>
<tr>
<th>Duration</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>After one week</td>
<td>90%</td>
</tr>
<tr>
<td>After two weeks</td>
<td>70%</td>
</tr>
<tr>
<td>After three weeks</td>
<td>50%</td>
</tr>
<tr>
<td>After four weeks</td>
<td>none</td>
</tr>
</tbody>
</table>

Only tuition fees are refundable.
DIVISIONAL ORGANIZATION

Course Offerings of the College are organized into four major divisions, as follows:

BUSINESS AND SECRETARIAL STUDIES
(Business Administration, Accounting, and Executive Secretarial Curricula)

ENGLISH AND HUMANITIES
(English, Art, Music, Foreign Languages)

SOCIAL SCIENCES
(Government, Sociology, Psychology, Economics, and History)

NATURAL SCIENCES, MATHEMATICS, AND NURSING
(Biology, Chemistry, Earth Science, Physics, Mathematics, Nursing and Recreation)
DIVISION OF BUSINESS AND SECRETARIAL STUDIES

The Division of Business and Secretarial Studies offers courses which enable the student to receive the AS degree in Business Administration, Accounting, and Executive Secretarial studies. The Business curricula may be terminal or transfer, while the Secretarial program is terminal.

**Accounting 101-102. Accounting Principles and Procedures.** 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. Lecture 4 hours, Credit 3.

**Accounting 201-202. Intermediate Accounting.** The theory and practice of cash-flow analysis, preparation of statements, reflection price-level changes, inventory cost and valuation procedures, stocks and bonds investments, and working capital and non-current items. Prerequisite: Accounting 101-102. Lecture 4 hours, Credit 3.

**BA 105-106. Data Processing.** The theoretical and practical application of electronic data processing in operation of businesses. A thorough treatment of modern data processing methods is emphasized concluding with digital computer programming tailored to the needs of the students. Lecture 3 hours, Credit 3.

**BA 110. Federal Income Tax Procedure.** The course is designed to have personal and professional values. The student is taught to prepare returns for individuals, partnerships, and corporations. Lecture 3 hours, Credit 3.

**BA 121. Principles of Management.** Major objective is to develop facility in analyzing business problems and to provide a framework for making decisions, formulating policies, and implementing plans of action. A thorough study is made of internal and external environmental problems and analytical techniques available to the business manager.

**BA 123. Personnel Management.** The philosophy and policy considerations that are basic in sound personnel programs in the present-day dynamic and ever-changing business world. Problems with concrete examples are used to drive home important basic principles. Prerequisite: BA 121. Lecture 3 hours, Credit 3.

**BA 131. Introduction to Finance.** Covers functions, principles, institutions, practices, procedures, and problems. It will provide the finance
background necessary for those students entering the business world, and for those planning further study in money and banking, corporation finance, investments, and other more specialized finance fields. Prerequisite: BA 121. Lecture 3 hours, Credit 3.

**BA 142. Introduction to Marketing.** 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. Lecture 3 hours, Credit 3.

**BA 143. Retail Selling.** 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. Lecture 3 hours, Credit 3.

**BA 152. Business Law.** A study of contracts, sales, bailments, negotiable instruments, agency, business organization, and insurance emphasizing the day-to-day problems of business offices. Lecture 3 hours, Credits 3.

**BA 155-156. Business Law.** The law of contracts, agency, commercial paper, personal property and sales are studied during the first semester. The laws and rules of partnership, corporations, real property, insurance and bankruptcy will be covered in the second semester. Lecture 3 hours, Credit 3.

**BA 162. Management Seminar.** A capstone course for business students. All functions of business will be studied and applied in practice by organizing and operating business organizations through simulation. Lecture 3 hours, Credit 3.

**BA 200. Directed Study in Business.** 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 the division of Business Administration. Credit 2, 3, or 4.

**SS 101. Shorthand.** Gregg Shorthand Simplified or Gregg Diamond Jubilee; daily drill for mastery of outlines, forms, phrasing, other abbreviating principles; pre-transcription training, including attention to spelling, grammar, and punctuation. Class hours 5, Credit 3.

**SS 102. Shorthand.** A complete review of Gregg Shorthand Simplified, or Gregg Diamond Jubilee, 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. Prerequisite: Shorthand 101 or equivalent as demonstrated by a placement test. Class hours 5, Credit 3.
SS 103. Business Mathematics. 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 operation, computing of ownership returns, long-term borrowing, insurance graphic representation of functions in business. Lecture 3 hours, Credit 3.

SS 104. Secretarial Accounting. Covers the fundamental principles of accounting, developing a practical, working knowledge of the essentials of accounting. Stress is laid on training in recording financial transactions and assembling the information required in the preparation of social security and income tax returns. The cash basis of accounting is developed with emphasis on payroll accounting and accounting for investments in securities and real estate. Class hours 3, Credit 3.

Type. 101. Typewriting. 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. Class hours 5, Credit 3. The qualified student may have class hours reduced to three per week.

Type. 102. Typewriting. 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. Class hours 5, Credit 3.

SS 201. Stenography. 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. Prerequisites: SS 102 and Type. 102 or their equivalent as established by tests. Class hours 6, Credit 3.

SS 202. Secretarial Science. 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. Class hours 4, Credit 3.
SS Lab. 202. Secretarial Science Laboratory. A work program in which the qualified student will go two afternoons per week to selected offices in the community to observe and work for both general and specialized training in office techniques. This course is under the direct supervision of the Chairman, Secretarial Science Department. Laboratory hours 6, Credit 3.

SS 203. Office Procedures. 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. Class hours 5, Credit 3.

SS 204. Business Correspondence. This course includes the study of papers, design, and style; learning the underlying principles of effective writing; using words and sentences as tools in the construction of letters; studying effective letters that have achieved their purpose; and then, applying this learning to the actual writing of effective business letters. Class hours 2, Credit 2.
DIVISION OF ENGLISH AND THE HUMANITIES

This Division includes English, Art, Music, and Foreign Languages.

English 101. The Communication of Ideas. 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. Emphasis is upon the student's growing vocabulary and his ability to appreciate, speak and write clear, concise, persuasive, and grammatically correct English. Lecture 3 hours, Credit 3.

English 102. Composition and Literature. 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. Lecture 3 hours, Credit 3.

English 105. Effective Speech. 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. Lecture 2 hours, Credit 2.

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

English 203. American Literature. A survey of literary aims and achievements in America from the Colonial period to the later nineteenth century. Some attention will be paid to major English literary influences. Lecture 3 hours, Credit 3.

English 204. American Literature. A continuation of English 203: a survey of literary aims and achievements in America from the later nineteenth century to the present. Although the course may be taken, with the permission of the instructor, as an independent elective, successful completion of English 203 will ordinarily be required. Lecture 3 hours, Credit 3.

English 205. English Literature I. Readings in English literature from the Anglo-Saxon period to the later seventeenth century. The major
emphasis will be on Chaucer, Shakespeare, and Milton. Lecture 3 hours, Credit 3.

**English 206. English Literature 2.** Readings in English literature from the seventeenth century to the present. Although the course may be taken, with the permission of the instructor, as an independent elective, successful completion of English 205 will ordinarily be required. Lecture 3 hours, Credit 3.

**English 210. Modern Drama.** Admission by permission of the instructor. A study of selected works by major playwrights since Ibsen, including Strinberg, Shaw, Tchekhov, Pirandello, Synge, Eliot, O'Neil, Brecht, Williams, and Genet. Lecture 3 hours, Credit 3.

**English 211. Modern Novel.** Admission by permission of the instructor. A survey of themes and trends in the modern novel. Among authors read are James, Conrad, Dostoievski, Joyce, Lawrence, Huxley, Fitzgerald, Faulkner, Hemingway, Camus, and Warren. Lecture 3 hours, Credit 3.

**Fine Arts 101. Introduction to the Visual Arts.** An examination of the manifestations of man's creative spirit and talents as evidenced, particularly, in painting, architecture, and sculpture, studied as interfused forms, and with emphasis on historical development. Lecture 3 hours, Credit 3.

**Fine Arts 102. Introduction to the Musical Arts.** A companion course to Fine Arts 101, emphasizing knowledge and appreciation of the major forms of music from folk songs to symphonies and the opera. Lecture 3 hours, Credit 3.

Students desiring to transfer to a four-year program in the liberal arts should complete two years of a foreign language.

**French 101-102. Elementary French.** 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 on what has been previously learned through conversation. Lecture 3 hours, Credit 3.

**French 201-202. Intermediate French.** Intermediate grammar and introduction to French culture, and intensive study of basic French grammar combined with study of French history, geography and current affairs. Prerequisite: French 102 or its equivalent. Lecture 3 hours, Credit 3.

**German 101-102. Elementary German.** Lecture 3 hours, Credit 3.

**German 201-202. Intermediate German.** Lecture 3 hours, Credit 3.

**Spanish 101-102. Elementary Spanish.** Lecture 3 hours, Credit 3.

**Spanish 201-202. Intermediate Spanish.** Lecture 3 hours, Credit 3.
Language 200. Directed Study in a Foreign Language. Projects for advanced individual study approved by the instructor and the Dean. Credits 2, 3, or 4.

Russian 101-102. Elementary Russian. Lecture 3 hours, Credit 3. (When justified by demand.)
DIVISION OF SOCIAL SCIENCES

Psychology 101. Principles of Psychology. (formerly Psychology A). Introduction to the general field of psychology, with consideration of such topics as: maturation and development, motivation and adjustment, learning and measurement, and group processes. No prerequisite. Lecture 3 hours, Credit 3.

Psychology 102. Psychology of Adjustment (formerly Psychology C). Consideration is given to motivation, frustration and conflict, varieties of adjustive behavior, and community facilities for mental health and counseling. Various theoretical positions and findings of related disciplines are included. Emphasis will be given to the dynamics of the healthy personality. Prerequisite: Psychology 101. Lecture hours 3, Credit 3.

Psychology 202. Social Psychology (formerly Psychology D). A study of the individual as a member of the social group; group processes and the development of attitudes and beliefs; special areas, such as the dynamics of prejudice, various leadership forms, the factors in persuasion, and the complexities of social change. Prerequisite: Psychology 101 or Sociology 101. Lecture 3 hours, Credit 3.

Psychology 201. Child and Adolescent Psychology (formerly Psychology B). Application of the principles of psychology to understanding maturation stages, socialization, and personality development in children and adolescents; special attention to the influencing and modification of behavior. Prerequisite: Psychology 101. Lecture 3 hours, Credit 3.

Psychology 103. Applied Psychology. (tentative)

Psychology 104. Human Relations. (tentative)

Sociology 101. Principles of Sociology (formerly Sociology B). This course focuses on such aspects of American society as: kinds of groups and institutions; the socialization process and interactive processes within groups; analysis of contemporary trends and problems, such as urbanization, delinquency, family problems. No prerequisites. Lecture 3 hours, Credit 3.

Sociology 102. The American Family (formerly Sociology C). Background cultural influences, present trends, function in our society, problems faced by the family and by the individual; a review of developmental psychological and sociological dynamics relevant to family functioning and the socialization process. Prerequisite: Sociology 101. Lecture 3 hours, Credit 3.
Sociology 201. Social Problems (formerly Sociology A). An orientation into the study of social problems in American society, their origins, incidence, and major types, as well as various theories of causation; costs and casualties in our society, patterns of individual reactions to stress, exploration of the causes of social problems. Case studies. Field project. Prerequisite: Sociology 101. Lecture 3 hours, Credit 3.

Sociology 202. Societies Around the World. Exploration and comparison of various patterns of culture; how cultures change and the social barriers change; modern technology and planned change; the role of the anthropologist in today's world. Prerequisite: Sociology 101. Lecture 3 hours, Credit 3.

Government 201. American Government. Examination of the various phases of the American governmental and political systems. Discussion of the various problems in the American system: the Federal-State relationship, the role of the Supreme Court, the functions of the President, the Executive-Legislative relationship. 3 credits. First Semester.


Government 203. Modern Political Thought. A study of the development of political thought from the rise of the modern state to the present. Examination of the major ideologies of the Twentieth Century; Democracy, Fascism, and Communism. 3 credits, First semester.

Government 204. Current Affairs. A study of current problems in international politics. First and second semesters. 1 credit.

Government 207. Government and Politics of the Soviet Union. A study of the emergence and development of the Soviet Union; pre-communist Russian history; the ideology of communism; the Soviet system under Lenin, Stalin, and Khrushchev; Soviet foreign policy. 3 credits. Second semester.

History 101-102. Western Civilization. The historical development of western civilization, ideas, and institutions. 3 credits per semester. First and second semesters.

History 201-202. American History. Study of the development of the American nation and the problems of the various phases of the American society. 3 credits per semester. First and second semesters.

Economics 101-102. Principles of Economics. A study of the laws of production, distribution, and consumption of goods and their interaction in price determination and regulation; inter-relations of labor and management; income distribution; the Gross National Product; Govern-
ment regulation and controls; current politico-economic problems. Lecture 3 hours, Credit 3.

**Economics III. Economic Geography.** 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. Lecture 3 hours, Credit 3.

**Geography 101. World Geography.** A systematic introduction to the study of physiography, climate, mineral resources, and man's use of his natural environment. Useful to elementary and high school teachers of social studies and as an elective for college students. Lecture 3 hours, Credit 3.
DIVISION OF NATURAL SCIENCES
MATHEMATICS AND NURSING

Biology 101. Introductory Zoology.* An introduction to the study of the nature and basic processes of the animal kingdom, including the origin of life and evolution, cellular biology, metabolism, reproduction, genetics, and foundations of human physiology and anatomy. Lecture 3 hours, Laboratory 2 hours, Credit 4.

Biology 102. Introductory Botany.* An introduction to the study of plants, dealing with spore and seed producing types, their evolution and phylogeny, classification, physiology and anatomy. Lecture 3 hours, Laboratory 2 hours, Credit 4.

Biology 103 and 104. Natural Science.** This course is designed to help the student better understand and relate himself to his environment through an integrated study of the life and physical sciences. Suitable materials are drawn from the fields of biology, ecology, and evolution, and from geology, climatology and conservation. Special emphasis is given to field work, methods of collecting, identification, etc. Especially recommended to students planning to major in elementary education. Numerous field trips. Prerequisite: 1 yr. high school biology. Lecture 2 hours, Laboratory 3 hours, Credit 3.

Biology 105. Human Physiology and Anatomy and Principles of Microbiology.*** Completes in more detail the study of human physiology and anatomy begun in Biology 101. Also includes a study of the various aspects of the medically significant micro-organisms. Required of nursing students and follows Biology 101. Prerequisite: Biology 101. Lecture 3 hours, Laboratory 3 hours, Credit 4.

Biology 201. General and Cellular Physiology. The chemical and physical nature of the cell, and its functional systems. The functional systems, the processes, and controls of the organism (Human and other). Pre-

*Students wishing to fulfill a year's work in the biological sciences for transfer to a four year liberal arts program should elect these. Biology 102 may be taken prior to Biology 101 if necessary.

**Especially recommended to students planning to major in elementary education, wild life and range management, forestry, ecology, outdoor recreation and land use, etc.

***Recommended to executive secretarial, elementary education, non-science teachers, medical and dental technician students. Prerequisite: Biology 101.
requisite: Biology 101, 102, or 105; Chemistry 101, 102 recommended. Lecture 3 hours, Laboratory 3 hours, Credit 4.

Biology 202. Genetics. Fundamental principles of genetics, including the nature and action of genes. Experimental genetics, bacterial genetics, genetic aspects of evolution, and application of genetics. Prerequisite: Biology 101, 102, or 105; Chemistry 101, 102 recommended. Lecture 3 hours, Credit 3.

Biology 205 and 206. Fundamentals of Biological Research. Intended to acquaint the student with the practical, technical, and instrumental aspects of biological research and testing laboratories. Recommended especially for students desiring to pursue technical careers in biology, such as research assistants, laboratory technicians, hospital technicians, etc. Prerequisites: Biology 101, 102, or 105; 1 year of chemistry or physics recommended. Lecture 2 hours, Laboratory 3 hours, Credit 3.

Earth Science 101. Physical Geology. A study of the nature and origin of the landscape features of the earth’s surface; the common rocks and minerals; agents of erosion; the role of earthquakes, volcanoes and the mountain building processes. Particular attention will be paid to regional geology. Field trips arranged. Lecture 2 hours, Laboratory 3 hours, Credit 3.

Earth Science 102. Historical Geology. A study of the origin and age of the earth; the evolution of life as revealed through the fossil record; the development of the continents and ocean basins. Field trips arranged. Lecture 2 hours, Laboratory 3 hours, Credit 3.

Earth Science 201 and Earth Science 202. Life Through the Ages. A cultural course devoted to a year’s study of the plant and animal fossil record. Evolutionary, morphological and environmental trends will be emphasized. Numerous field trips. Prerequisite: Geology 101 and 102 or permission of the instructor. Lecture 2 hours, Laboratory 3 hours, Credit 3.

Chemistry 101. General Chemistry. Theoretical aspects of chemistry including atomic theory and structure, chemical bonding, stoichiometry, kinetic theory, gas laws, nature and change of states, solutions and colloids, chemical kinetics, equilibrium, and electrochemistry. Lecture 3 hours, Laboratory 3 hours, Credit 4.

Chemistry 102. General Chemistry. Descriptive aspects of chemistry including a study of oxygen, hydrogen, alkali metals, alkaline-earth metals, transition elements, elements of groups III-VI. The halogens, introduction to organic chemistry, introduction to radiochemistry. Lecture 3 hours, Laboratory 3 hours, Credit 4.

Physics 101. Mechanics, Heat. Non-calculus treatment of mechanics and heat involving such topics as measurement, vectors, velocity and acceleration, force and motion, projectile motion, friction, work, power, energy,
torque, rotation of rigid bodies, momentum, uniform circular motion, vibratory motion, hydrostatics, fluids in motions, properties of gases, molecular kinetic theory, temperature measurements, thermal expansion, heat quantities, heat transfer, and thermodynamics. Previous or concurrent mathematics required. Lecture 3 hours, Laboratory 3 hours, Credit 4.

Physics 102. Electricity and Magnetism. Electric charges and fields, electric potential, current, circuits and OHM's law, electrical measurement, energy and power, magnetic effects of electric current, electric instruments, induced EMF, electromagnetic induction, capacitance, AC series circuits, and electronics. Lecture 3 hours, Laboratory 3 hours, Credit 4.

Physics 201. Modern Physics. A study of 20th century physics. The electron, emission of electrons, relativity, atomic spectra and the Bohr-Rutherford atom, Quantum Mechanics, X-ray, molecular structure and spectra, low temperature phenomena, and nuclear physics. Prerequisite: Physics 101 and 102 or equivalent. Lecture 3 hours, Laboratory 3 hours, Credit 4.

Physics 202. Basic Electronics. A course in the fundamentals of electronics intended to give the physics student a basic understanding of the principles underlying much of today's instrumentation, control circuits, and communication devices. Included are such considerations as basic electron theory, circuit elements, series and parallel circuits, series-parallel combinations, power sources, measuring devices, magnetism and electromagnetism, alternating current, inductance, capacitance, AC circuits, resonance, vacuum tubes, transistors, power supplies, amplifiers, oscillator circuits, modulation and demodulation, receiver principles, transmission lines and antennas, special circuits, test equipment. Lecture 3 hours, Laboratory 3 hours, Credit 4.

Mathematics 10. College Algebra and Trigonometry. This course is intended to give the student a foundation in algebra and trigonometry to enable him to pursue courses of study in calculus and other engineering mathematics, with understanding. Topics included: the system of real numbers, the system of complex numbers, algebraic functions, and equations with their graphs, exponential functions, and logarithmic functions using various bases. Infinite series including arithmetic and geometric series and sequences in general are studied. In this area, the concept of mathematical induction is explored. The distance formula and circle are used as the basis in the study of trigonometric functions. This supplants the right triangle approach. In the trigonometry section, a great deal of emphasis is placed on the graphs of functions. Credit 3.

Mathematics 11. College Algebra and Trigonometry (continued). The function of this course is the strengthening of the student's foundations for calculus and engineering mathematics. It will also acquaint him with some of the broad applications of the subject. Topics included: the
theory and solution of equations of degree through the fourth. This covers the solution of equations with more than one unknown. Permutations, combinations and binomial theory are taught to furnish a background for the study of statistics and the statistical method. An introduction to computer mathematics is included in this course. 3 Credits.

Mathematics 101. Calculus. This course is intended for science and mathematics majors and for pre-engineering students. Topics covered include coordinate geometry, linear functions and conic sections with emphasis on the graphical representation of these functions. Calculus is introduced with a study of limits and derivatives. The course continues with the differentiation of algebraic functions and concludes with applications of the derivatives of algebraic functions. 3 Credits.

Mathematics 102. Calculus. This course is introduced with a study of parameters and parametric equations. Nearly half of the time and emphasis is placed on transcendental functions and their differentiation. Applications of the derivatives of algebraic and transcendental functions are stressed. During the last half of the course advanced topics in analytic geometry are pursued, with emphasis on polar coordinates. The course concludes with an introduction of integration and its applications. Prerequisite: Mathematics 101. 3 Credits.

Mathematics 105. College Mathematics. This course is planned for students who wish a general course in mathematics. Students who plan to enter the field of teaching should register for this subject. Topics covered: logic, the theory of numbers, sets and operations with sets, and the applications of the properties of sets. Also covered are fractions, decimal fractions, primes and divisibility, and the remainder theorem. Open sentences, true and false sentences, truth sets and equations, and truth sets for inequalities are the concluding topics in this course of study. 3 Credits. (Formerly Math A)

Mathematics 106. College Mathematics. This course is a continuation of Mathematics 105 and employs the same methods of approach. Topics included are: positive and negative numbers, rational and irrational numbers, real and complex numbers. Mathematical systems, including groups, fields, and rings are studied. Mathematical methods, including direct and indirect proofs and mathematical induction are covered. Toward the latter part of the semester, coordinate geometry and the theory of limits are studied to develop an introduction to differential calculus. 3 Credits. (Formerly Math B)

Mathematics 202. Intermediate Calculus. Approximately fifty per cent of this course consists in drill with the fundamental integration formulas. This is followed with advanced topics in integration. Applications of integration covered in this subject include: areas, volumes, centroids, moments of inertia, length of arc, areas of surfaces of revolution, and evolutes and involutes. Prerequisites: Math 101-102. 3 Credits.
Mathematics 202. Intermediate Calculus. This subject is introduced with solid analytic geometry and partial differentiation. A thorough study of double and triple integrals with their applications, is included in this course. These applications include volumes, work, fluid pressure, centers of mass, moments of inertia, and gravitational attraction. The course concludes with infinite series, power series, and hyperbolic functions. Prerequisite: Math 201. 3 Credits.

Technical Math I. Fundamentals of Applied Mathematics. Review of arithmetic, algebra, and geometry with emphasis on such topics as fractions, decimals, square root, and the solution of right triangles. Study of the metric system and a comparison of metric measure with English measure . . . conversion and equivalence. Fundamentals of plane trigonometry . . . solution of triangles to problems in mechanics. Slide Rule . . . theory and practical use. 3 Credits.

Technical Math II. Fundamentals of Applied Mathematics. The solution of equations and direct and indirect variation as it applies to technical problems. Study of exponential and logarithmic functions as applied to electronics is emphasized. Coordinate Geometry: Study of the graphs of conic sections and the graphs of algebraic functions in general. Thorough study of linear functions and their application to mechanics. Solid Geometry: A review of the important area and volume formulas. Plane Trigonometry: Study of the graphs of trigonometric functions with their applications to electronics and electrical impulse transmission. Slide Rule: Continuation of Technical Math 1. 3 Credits.


Nursing 101. Introduction to Nursing Science. In considering nursing as an applied science, the basic health needs of all individuals and the variations which may occur as a result of illness are discussed. Emphasis is on the development of those understandings, skills and abilities necessary to plan and administer nursing care to meet these needs in selected patients in the clinical setting: The historical development and social impact of nursing as an occupation are included. Offered in the fall only. Lecture 3 hours, Laboratory 9 hours, Credits 6.

Nursing 102. Clinical Nursing Science I. Focusing on the major health problems existing in the U.S., and utilizing principles established in Nursing 101, students are assisted to develop, implement, and evaluate individual plans of care to meet the needs of selected patients with these health problems. Prerequisites: Nursing 101 and Psychology 101. Offered in spring semester only. Lecture 4 hours, Laboratory 9 hours, Credits 7.

Nursing 201. Family Centered Nursing. Deals with the development of the family group and progresses from the normal health needs of the mother during the maternity cycle to the care of the newborn, and
includes the normal developmental needs of infants and children. Pre-requisites: Nursing 101, 102, Psychology 101 and 201. Lecture 4 hours, Laboratory 12 hours, Credits 8.

**Nursing 202. Clinical Nursing Science II.** Continuing the discussion of major health problems, emphasis is placed on the effects of physical and mental illness on the health and nursing needs of selected individuals in all age groups. Experiences are planned to foster development of skill in rendering nursing care to patients having multiple and/or more complex nursing needs. Must be taken in the final semester of the student's program. Lecture 5 hours, Laboratory 15 hours, Credits 10.

**Nursing Seminar 203. Current Problems and Trends in Nursing Service and Nursing Education, and the health needs of the public having an influence on the student's adaptation to her role as a graduate nurse for the basis for discussion classes. Included are topics pertaining to licensure, professional organizations, etc. Taken in the final semester of the student's program. Laboratory 3 hours, Credits 1.**
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 President 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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