



COMMUNITY EDUCATION

Community Education Programs offer workshops to the general public in a wide variety of subjects and formats. These programs are designed to develop specific personal or work related skills, to provide avenues for mandatory professional development, or to promote leisure activities and personal development. Instructors are from the community and work as tradespersons, artists, professionals, and educators. All workshops are offered on a credit-free basis.

General Information for Workshops

WITHDRAWALS AND REFUNDS FOR WORKSHOPS

A full refund is made if a workshop is cancelled. Official withdrawal by one week prior to the scheduled first workshop session results in a refund minus a \$10 administrative charge; withdrawal beyond that point in time allows for no refund. Please allow 4 weeks for processing your refund.

SENIOR CITIZENS

Waivers are available to Senior Citizens (age 60 and older) on a space available basis. This means that we must enroll enough paying students to run the workshop and still have seats available in the workshop. Applications for waivers are accepted on a first come, first served basis. Senior citizens must show proof of eligibility and submit a Tuition Waiver Form and must apply in person at the Office of Community Education. The total number of waivers granted for any workshop will be based on a proportion of paid enrollment to be determined by the Associate Dean for Community Education. Certain "special case" workshops may be exempt from this policy at the discretion of the Associate Dean for Community Education. These include all workshops designated for Senior Citizens and all workshops held at Smith College. There is a limit of 2 senior citizen waivers per computer workshop. The cost of distance education workshops cannot be waived. To arrange to apply for a waiver call (413) 775-1605.

TUITION WAIVERS

The college requires a completed original (copies or faxes are not acceptable) tuition waiver form. The form must be presented at the time of registration. Proof of eligibility must be provided. No refunds will be made for failure to submit the proper waiver form in a timely manner. Tuition waivers do not apply to distance education workshops.

CANCELLED WORKSHOPS

Massachusetts state law requires that credit-free workshops operate at no cost to (with no tax support from) the Commonwealth. The decision to cancel is made as close to the first scheduled meeting as possible and is based on fully paid fees on that date. We attempt to reach everyone in a cancelled workshop by phone or postcard so they can choose another course or request a refund. Sometimes we are unable to reach everyone due to lack of information on the registration form. Completing registration as early as possible helps the college avoid cancellations.

LOCATION INFORMATION

Your schedule confirmation will include your class location. If you don't know where your workshop is held, please call the Office of Community Education at (413) 775-1605 prior to your first class.

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To register for workshops, call (413) 775-1803, 9am-5pm Mon-Fri. For after-hours registration (nights/weekends) please call (413) 774-7690 (VISA, DISCOVER, MasterCard ONLY). NEW! Register and pay online @ gcc.mass.edu/shopcreditfree/.

Key to Workshop Course Codes



COLLABORATIONS WITH ACADEMIC PROGRAMS at Greenfield Community College

GCC's Office of Community Education makes it easier than ever for community members to take academic classes on a credit-free basis. Please see the indicated pages in this Course Guide for full class descriptions.

RENEWABLE/SUSTAINABLE ENERGY CLASSES AND WORKSHOPS

GCC's Department of Science and Office of Community Education are excited to announce new workshops, classes and curriculum:

Renewable Energy/Energy Efficiency/Workforce Education

- Classes and workshops for the renewable energy & energy efficiency trades
- Workshops for renewable energy consumers and practitioners
- For-credit and credit-free options available

To apply for inclusion in these grant-supported classes workshops please visit gcc.mass.edu/spc

For details on credit classes, see pgs. 33-34

For details on credit-free workshops, see pgs. 45-46

MASSAGE CLASSES FOR THE COMMUNITY AND FOR BODY WORKERS

GCC's Department of Massage Therapy and Office of Community Education are excited to offer classes and workshops for the community, easy access to Massage Therapy program classes on a credit-free basis, and CEUs for working massage therapists, body workers, and others in health care

Classes and workshops for Spring 2009

- Myology II: Clinical Assessment Testing for Massage & Bodywork
- Interpersonal Dynamics of the Therapeutic Massage Relationship
- The Business and Marketing of Massage & Bodywork
- Kinesiology II: The Science of Functional Movement
- Pathology

For more information contact: Patricia Wachter—Email: wachter@gcc.mass.edu or (413) 775-1634.

For details on credit-free workshops, see pgs. 43-44

To register, see instructions on p. 36

MUSIC CLASS FOR COMMUNITY MEMBERS

GCC's Music Department and Office of Community Education are excited to offer a class and workshop for community members

Class and workshop for Spring 2009

- Wind Ensemble

For more information contact Matthew Shippee—Email: shippeem@gcc.mass.edu or (413) 775-1228

For details on credit classes, see pgs. 30-31

DANCE CLASSES FOR COMMUNITY MEMBERS

GCC's Dance Department and Office of Community Education offer easy access to Dance program classes on a credit-free basis

Classes and workshops for Spring 2009

- African Dance (Beginner Level)
- Ballet (Beginner Level)
- Jazz Dance (Beginner/Intermediate levels)
- Middle Eastern Dance (Beginner/Intermediate levels)
- Modern Dance (Beginner/Intermediate levels)
- Tap Dance (Beginner/Intermediate levels)

For more information contact Sharon Arslanian—Email: arslanian@gcc.mass.edu or (413) 775-1262

For full descriptions of credit classes, see pages 18–20

For details on credit-free workshops, see page 41

Are you interested in Photovoltaic (PV) Technology but not working in the construction trades or renewable energy field?

GCC has a new credit-free class designed just for you!

Practical Photovoltaics (PV) NEW!

A 15-hour introduction to photovoltaic (solar electric) technology designed for home owners, business owners, do-it-yourselfers, and interested community members.

M, 6:00-9:00 pm, 5/18, 6/1, 6/8, 6/15
Sat., 9:00 am-1:00 pm, 6/20, \$165

see p. 46 for course registration information

Community Education

Workshops by Subject/Campus

Please see appropriate page for full workshop description and information.

Students who will be requesting CEUs of any kind (including PDPs for public school teachers) must arrange for these no later than the first meeting of their workshop/class.

GREENFIELD COMMUNITY COLLEGE

ARTS/CRAFTS – pg 39

Drawing from Nature: Keeping a Journal
Beginning Watercolor
Pastel Essentials
Beginning Bead Weaving–NEW!
Introduction to Glassblowing
Basic Cartooning
Editorial Cartooning
Throwing on the Wheel
Springtime Baskets–NEW!
Stoneware Platters–NEW!

COMPUTERS – pg 40

Foundations of Computers/Internet
Computer Basics for Beginners-Level 1
Computer Basics for Beginners-Level 2
Introduction to Word/Office 2007
Introduction to Excel/Office 2007
Introduction to Quickbooks
Quickbooks for Small Business Owners
Quickbooks for Non-Profits–NEW!
Turbo Tax for Home and Small Business–NEW!

DANCE – pg 41

East Coast Swing
Waltz
Advanced Beginner West Coast Swing
Salsa/Merengue
Rumba and Cha Cha
Advanced Beginner Salsa
Mixed Company
Tap Dance Repertory

ENTREPRENEURIAL – pg 42

Import Export Now
Grant Writing and Fundraising

FINANCIAL – pg 42

Financial Workshop for Women Investors
How to Become Debt Free

FOOD – pg 42

Exploring the World of Specialty Food

HEALTH AND WELLNESS – pg 42–43

Heal Yourself through Holistic Nutrition
Weight Loss and Healthy Cleanse
Self-Care to Health Care
Home Health Care Series
EMT Basic

LANGUAGE – pg 43

Conversational Spanish for Beginners
Intermediate French Conversation
Beginning Conversational Sign Language–NEW!

MASSAGE – pg 43–44

Neuromuscular Self-Care for Pain Relief
Myology II: Clinical Assessment Testing for Massage & Bodywork
Interpersonal Dynamics of the Therapeutic Massage Relationship
The Business and Marketing of Massage & Bodywork
Kinesiology II: The Science of Functional Movement
Pathology

OUTDOORS – pg 44

Using Your GPS (with and without the Batteries!)–NEW!

PARENTING – pg 44

Ants in Their Pants: Helping Kids Put to Words What's Bugging them w/o Going Buggy Yourself

PERSONAL GROWTH – pg 44

Getting Started: An Oral History Workshop
Imagine Your Life
Feng Shui: for a More Balanced Life
Living With Grief/Video Teleconference: Diversity and End-of-Life Care

PETS – pg 44

Pet First Aid

SUSTAINABLE LIVING/ENERGY – pgs 45–46

Sustainable Energy Fundamentals
Residential Construction Fundamentals
Energy Conservation and Efficiency–NEW!
Residential Energy Efficiency & Energy Auditing
Introduction to Sustainable Design & Green Building
Solar Thermal Systems
Fundamentals of Wind Energy
Photovoltaic (Solar Electric) Installation
Photovoltaic Fundamentals for Electricians–NEW!
Practical Photovoltaics (PV)–NEW!
Solar Electricity (Photovoltaics) for Home and Business
Solar Hot Water Heating
Small Scale Wind Energy: Can it Work for You?

TRADES – pg 46–47

Master Electrician
See Franklin Co. Tech, Smith Voc., and Smith College for Trades workshops

WRITING – pg 47

Let's Write a Kid's Book
Everyone Has a Story to Tell
Meet the X-Words: Editing Made Easy

ADA Information: Individuals requiring accommodations due to a disability of any type are strongly encouraged to make advance arrangements. For more information, please call (413) 775-1812.

The following credit-free workshops do not accept waivers of any kind:

- Glassblowing
- Import/Export Now
- Intermediate French
- Cabinetmaking
- Welding
- C.N.A./H.H.A.
- All MudPie Potters workshops
- EAENE
- Smith College (All)
- Classes in conjunction w/ credit classes (see p. 37)
- Distance Ed (All)

CLASSES HELD AT FRANKLIN COUNTY TECH SCHOOL – pgs 46–47

Cabinetmaking
Intro to CNC Router for Woodworking
Journeyman Electrician
Machine Science II
Welding

CLASSES HELD AT SMITH COLLEGE – pgs 42, 43, 44, 46

Journeyman Electrician
Financial Workshop for Women Investors
How to Become Debt Free
Feng Shui
Beginning Conversational Spanish
Holistic Nutrition
Beginning Conversational Sign Language

CLASS HELD AT SMITH VOCATIONAL – pg 47

Journeyman Plumber

WORKFORCE DEVELOPMENT WORKSHOPS – pgs 48-49

ServSafe: Food Protection Manager Certification
QuickBooks for Small Business Owners
Do You Have Time for Time Management?
Intro to Employment Law
Leading Innovation & Creativity for Growth and Profit–NEW!
Leadership Skills for Women–NEW!
Compensation—The Basics
Closing More Sales–NEW!
Certified Nurse Assistant and Home Health Aide

DISTANCE EDUCATION – pgs 51-55

Paramedic & EMT Refresher
VESI-Professional Development for Educators
Ed2Go
Gatlin Education

COMMUNITY PARTNERS – page 50

Franklin County Technical School
Franklin County Community Development Corporation
Construction Supervisor Training

Arts/Crafts

Drawing from Nature: Keeping a Journal

Instructor: Annie Chappell

Learning to see the natural world begins with learning to truly look, and there are few better ways to develop this skill than the close study that comes with drawing from nature. This course will get you going with your own journal as you observe and enjoy the natural world through drawing. We will focus on botanical subjects and touch on drawing some animals and birds, and we will spend a session with landscape and ecosystem drawings. We will spend most of our time outside really watching, listening, paying attention to the world at a slower, more intimate pace. We will also have a little inside time for drawing exercises and reviewing others' nature journals. No previous drawing experience necessary. Materials list provided prior to first meeting.

CSW 287-2: Saturdays, 9:00-11:30 am, 5/2 & 5/9, 2 sessions, \$69

Beginning Watercolor

Instructor: Paula Gottlieb

Through exercises designed to teach both technical skills and visual awareness, you will learn to use paints, brushes, paper and water. We will explore basic color theory, color mixing, composition, and the wide array of special effects which can be achieved in this versatile medium. Individual expression will be encouraged as we work from the still life, and individual guidance will be offered. This course is geared for beginners but is appropriate for all levels. Materials list provided prior to first meeting. Limited to 12.

CSW 280-2: Th, 6:30-9:00 pm, 3/19-5/7, 8 wks, \$165

Pastel Essentials

Instructor: Gregory Maichack

Wouldn't you love creating atmospheric and emotion-laden, or detailed and eye-catching landscapes, portraits, or still lifes? Would you like to keep a quartz crystal/pumice pastel board of your own? Everyone finds a quick path into this medium because your sketches flow into painting. Methods are easily adjusted and even redrawn, and are easy to master. From experiencing all the basics to exploring new materials and techniques, all levels will find enjoyment. Instructor will support even the most limited palette by sharing hundreds of exciting pastels. Please bring a photo (e.g. landscape, object, pet or person) or still life to the first class. Bring what pastels you already own, and prepare to spend an additional \$18-20 for supplies. Materials list provided prior to first meeting.

CSW 181-2: M, 6:30-9:00 pm, 2/2-4/6, (no class 2/16 & 3/16), 8 wks, \$145

Beginning Bead Weaving

Instructor: Carolyn Reese

Learn to create intricate jewelry and non-wearable items using needle and thread techniques and seed beads in a variety of sizes. Bead weaving techniques have been used by African and Native American people for centuries. Although there are many types of bead weaving, we will begin with two of the most popular, Spiral weave and Peyote stitch. Carolyn Reese has been doing many types of bead work for nearly twenty years. She has assisted in writing numerous beadwork instruction books and is currently assisting with a bead crochet instruction book.

She has taught bead weaving for several years and has recently begun designing her own line of beaded jewelry. Materials list provided prior to first meeting. Materials can be purchased locally or on line at a cost of \$10 to \$20.

CSW 155-2: T, 5:00-7:00 pm, 3/3-3/24, 4 wks, \$75

Introduction to Glassblowing

Instructor: Gabe Colwell-Lafleur

Come learn glassblowing in beautiful Shelburne Falls. This class is designed for those with little or no experience with glassblowing. Glassblowing is a challenging yet rewarding experience. Our goal is to make you comfortable with that process. You'll learn how to be safe and at ease with the fire and the tools of the hot shop. By the completion of the course, you will be able to make simple glasses, vases, bowls, even a fish! Gabe Colwell-Lafleur taught glassblowing at Snow Farm in Williamsburg, MA for six years and studied at North River Glass Studio in Shelburne Falls. He loves the process of manipulating glass and likes nothing more than sharing it with others. As they say in the hot shop, "Wax on, wax off!" Materials list provided prior to first meeting.

CSW 306-2: Th, 6:00-8:30 pm, 3/5-4/23, 8 wks, \$455 (cost includes materials and studio fee)

Basic Cartooning

Instructor: E. J. Barnes

This workshop will introduce students to the cartoon as picture with words. We'll begin with a brief history of cartooning, with examples. We'll progress to cartooning basics, including: Creating characters; panel divisions; titles, captions, labels, balloons; penciling, inking, lettering; sizing your original for reduction in various formats; simulating gray tones; issues regarding color; digital preparation of submissions; working with a newspaper or magazine editor; organization for your gag or strip cartoon business; registering for copyright; syndicates, the Web, and the future of gag and strip cartooning. Come learn a new form of expression or expand your cartooning ability. Students should expect to pay an additional \$25-\$100 for materials. Some materials are optional, and those with some experience may already own some. Materials list will be provided at first class. E.J. Barnes's gag and editorial cartoons have appeared in The Recorder, Funny Times, and The Journal of Irreproducible Results, among others.

CSW 182-2: W, 6:30-8:30 pm, 2/11-3/18, 6 wks, \$99

Editorial Cartooning

Instructor: E. J. Barnes

This workshop will explore the distinct objectives of editorial cartooning vs. gag cartooning. We'll begin with a brief history of editorial cartooning, with examples. We'll quickly progress to consider such issues and techniques as: format constraints of modern editorial cartoons; caricature of public figures; creating generic characters; scenery as metaphor; addressing national and international vs. local issues; digital preparation of submissions; working with a newspaper or magazine editor; organization for your editorial cartoon business; registering for copyright; media consolidation, the Web, and the future of editorial cartooning. Come try your hand at an age-old art form. Students should expect to pay an additional \$25-\$100 for materials. Some materials are optional, and those with some experience may already own some. Materials list will be provided at first class. E.J. Barnes's editorial cartoons appear from time to time in The Recorder.

CSW 183-2: W, 6:30-8:30 pm, 4/1-4/29, 5 wks, \$85

The following workshops will be held at Mudpie Potters Community Clay Center in Leverett

All Mudpie Potters Classes include 25 lbs. of clay, glazing & firing as well as practice time outside of class Monday through Friday anytime. Students are welcome to join instructors to help fire class work in Mudpie's kilns. All classes will be taught by Tlatzolkalli, Director of Mudpie Potters at Leverett Crafts and Arts. These studio-based classes are not accessible for all disabilities. Please call for more information or email Mudpie Potters with questions at mudpiepotters@gmail.com

Throwing on the Wheel

**Instructor: Tlatzolkalli,
Director of Mudpie Potters**

Students of all skill levels are welcome. Beginners will learn basic wheel skills such as centering, opening, pulling, and shaping and will start with variations on the basic cylinder, such as mugs, vases, and bowls. More advanced students will work on lidded jars, oval casseroles, closed forms, and, for the adventurous, teapots. Proper trimming, finishing, and glazing techniques will be taught, along with the importance of form with regards to function. Students will have additional studio hours available outside of class to work on their pieces. Take advantage of this affordable opportunity to learn the art of throwing on the potter's wheel in a beautiful rural setting.

CSW 651-2: W, 6:00-8:00 pm, 3/25-5/6, 7 Sessions, \$195

Springtime Baskets—NEW!

**Instructor: Tlatzolkalli,
Director of Mudpie Potters**

Make baskets out of clay! We will use traditional handbuilding techniques of coil and slab construction to create woven baskets over a fixed form. Your basket can be open-weave or closed (to hold water) and decorated with a variety of surface techniques. Add a handle if you choose. We will glaze our baskets during the second session. Perfect as a gift or for displaying springtime bouquets, colored eggs, or plants.

CSW 658-2: Saturdays, 10:00 am-4:00 pm, 3/28, (bring a lunch) & 10:00am-12:00 pm, 4/4, 2 sessions, \$79

Stoneware Platters—NEW!

**Instructor: Tlatzolkalli,
Director of Mudpie Potters**

You'll be amazed at how easily you can create a beautiful and unique serving platter for a gift, to commemorate a special event, or for use in your home. We will create our platters with slab construction in any shape you choose: round, square, oval, rectangle, etc. Bring an idea or a design to transfer to the platter. We will use a variety of surface techniques to create our images: slip carving, incising, stamping, and sprigging (attaching small clay shapes). For this class we will use high-fire stoneware clay and glazes. You'll go home with a piece worth more than the cost of the class, and the satisfaction of having made it yourself.

CSW 659-2: Saturdays, 10:00 am-4:00 pm, 5/2, (bring a lunch) & 10:00 am -12:00 pm, 5/9, 2 sessions, \$79

Credit-free Workshops: To register call (413)775-1803. Nights/weekends (with VISA, MC, DISCOVER), please call (413) 774-7690.

Community Education

Computers

Foundations of Computers /Internet–NEW!

Instructor: Holly Lovelace

An introduction to computer use for students with little or no experience. The course includes vocabulary, the components of the computer and peripherals, the basics of creating and printing a text document, how to transfer and organize files, manipulate graphics, use email, and avoid viruses. Other topics include: how to search for and evaluate information on the Internet; conduct research on the Internet; avoid scams and identity theft; download and install software; and basic trouble-shooting. Students explore word documents, database management, and simple spreadsheets. This is the credit free offering of CIS 100.

CSW 313-2: M, W, F, 8:00-8:50 am, 1/28-5/22, \$335

Computer Basics for Beginners–Level 1

Instructor: Sandra Lively

If you want to learn at a slower pace to become familiar with basic terminology using a computer keyboard and a mouse, and to be introduced to the use of Office 2007, try this five-week workshop for beginners. You'll have lots of time to practice moving the mouse and the cursor; learning about dialog boxes, cut and paste, to create and delete files and folders, keyboard maneuvers and much more. Text (\$20 retail) is included in the price of the workshop.

CSW 419-2: W, 6:00-8:30 pm, 1/14-2/11, 5 wks, \$129

Computer Basics for Beginners–Level 2 –NEW!

Instructor: Sandra Lively

Learning computer skills well takes a great deal of repetition. Repeating the same steps over and over again will make them second nature. This class is the next step up from the computer basics Level 1 class. Here we will continue at a slow pace so you'll have lots of time to ask questions and really learn the basics. We will spend time going over Word, Excel, PowerPoint basics, email attachments and the internet. We will create filing systems, use dialog boxes, set up a mail merge and much more. As a student you will have the opportunity to purchase MS Office 2007 software at a discount in the GCC book store.

CSW 417-2: T, 6:00-8:30 pm, 2/17-3/10, 4 wks, \$95

Introduction to Word/Office 2007

Instructor: Hope Jones

This class begins with a very brief introduction to the Windows 2007 operating environment. The basic features of Microsoft Word® for Windows, such as editing, formatting, file storage and more will be covered using tabs and ribbons in the exciting new 2007 version of the program. The user will learn how to save and print a document, enhance and manipulate text, spell check, and how to use margins, lists, and tables. Class accommodates beginners and those with some word processing experience. Keyboarding and navigation skills are recommended. Text (\$20 retail) is included in the price of the workshop.

CSW 493-2: T, 6:00-8:30 pm, 3/24-4/28, 6 wks, \$169

Introduction to Excel/Office 2007

Instructor: Hope Jones

This introductory workshop will provide students with the skills needed to create simple spreadsheets using Microsoft Excel 2007. Topics to be covered include: designing, creating, editing, formatting, enhancing, and graphing spreadsheets. In addition, students will learn to create formulas and use common functions using the exciting new Excel 2007 program. Some familiarity with the Windows operating environment would be helpful but not necessary. Keyboard skills are required for this course. Text (\$20 retail) is included in the price of the workshop.

CSW 495-2: Th, 6:00-8:30 pm, 4/2-5/7, 6 wks, \$169

Introduction to Quickbooks

Instructor: Debbe Dugan

This course is designed as a basic introduction to QuickBooks. Using sample data, students will explore the Chart of Accounts, work with the Customer Center and the Vendor Center and learn functions of Accounts Receivable (invoicing, receiving payments, creating credits, and depositing funds) and Accounts Payable (entering bills, paying bills, working with credit cards, and managing the check register). You will learn how to charge back time and materials to customers. Using Bank Accounts will include check registering, downloading bank records into your checking account/credit card account, and reconciliation of the accounts. This course is designed to cover the materials in a four week period at a slower pace with attention to detail and is designed for students who need a general overall knowledge of the software.

CSW 464-2: T, 6:30-9:00 pm, 1/13-2/3, 4 wks, \$115

QuickBooks for Small Business Owners

Instructor: Debbe Dugan

In this comprehensive class, you will set up your own company books, and all work will be done on your business records. Session 1: creating your Chart of Accounts and Item List, based upon the way you do business. Create your own list of customers and vendors and how to import information from existing customer/vendor lists. Session 2: Accounts Receivable (invoices, payments, credits, and deposits) including designing customized invoice, credit memo, and statement forms. Session 3: Accounts Payable (entering & paying bills, credit cards, and the check register). Session 4: charge back time worked on a job (even if you do not use QB for payroll) and materials purchased, and creating estimates for proposed work and learn progress invoicing (includes creating Purchase Orders, Receiving Materials from the PO, and processing Bills). Session 5: Bank Accounts (including check registers, writing checks, entering credit card purchases, downloading bank records into your checking account/credit card account, and reconciliation of the accounts). Session 6: inventory management (including importing vendors' pricelists from Excel) and will briefly look at payroll management and the Employee Center. Session 7: Report Writing and how to create real-time reports that reflect the financial condition of your business.

WFD 515-8: Th, 6:30-9:00 pm, 2/12-3/26, 7 wks, \$195

Things we heard last semester...

"Excellent introduction to computers. Pace of class was excellent.

Computer Basics for Beginners

QuickBooks for Non-Profits–NEW!

Instructor: Debbe Dugan

This course will combine basic QuickBooks training with the Premiere package designed for non-profit agencies. The course is 5 weeks in length and will meet once per week from 6:30 to 9:00 pm. Topics covered include: tracking expenses, paying bills, entering donations, creating/emailing pledges; organizing data on customers, vendors, and employees; setting up restricted and non-restricted funds, contributions, and earned revenues; creating budgets with a real-time snapshot of your business; monitoring program funding with budgets and budget vs actual reporting; identifying key donors, accessing data required to complete 990 form in one report; creating a business plan with forecasting; and demonstrating financial accountability with financial income and expense reports. Prior QuickBooks experience is helpful but not required. Students will receive trial software.

CSW 307-2: W, 6:30-9:00 pm, 3/4-4/1, 5 wks, \$135

Turbo Tax for Home and Small Businesses–NEW!

Instructors: Debbe Dugan and Kate McGrath

Learn how to prepare your state and federal income tax using the popular Turbo Tax software. This workshop, co-taught by a Quickbooks expert and a tax accountant, is designed for home and sole proprietors, consultants, 1099 contractors, and single-owner LLCs and will provide guidance in Finding Small-Business Tax Deductions (what you can deduct for your vehicle, supplies, utilities, and home office expenses) while locating specific tax write-offs by industry to help you spot commonly overlooked deductions. Will actual expenses or the standard mileage rate on vehicles get you a larger deduction? Have you included all sources of business income? Learn about depreciation and how to calculate and report depreciation. What expense categories can you include to provide additional tax deductions? New Businesses: learn how to use startup deductions. Turbo Tax uses data about your income and family to search for more than 350 deductions on your tax refund. The price of this course includes the Turbo Tax Home and Small Business software (\$99 value) that you will use.

CSW 308-2: M, 6:00-8:00 pm, 2/2 & 2/9, 2 Sessions, \$149

Credit-free Workshops: To register call (413)775-1803. Nights/weekends (with VISA, MC, DISCOVER), please call (413) 774-7690.

Dance

Please Note: Partners are not required for Community Education dance workshops. Students enrolled in Social Dance classes are strongly encouraged but not required to participate in partner rotation.

East Coast Swing

Instructor: Emily Fox

Swing is the quintessential American dance. Developed in Harlem in the 1930s, Swing has remained a favorite among all generations. The upbeat tempos of big band, blues and rockabilly music all lend themselves to the easy and spirited dance steps of Swing.

CSW 016-2: M, 6:00-7:00 pm, 2/2-3/23 (no class 3/16), 7 wks, \$65 per person

Waltz

Instructor: Emily Fox

American Waltz is one of the most beautiful, classic forms of ballroom dance. Graceful turning patterns added to the basic box step create a flowing, magical connection in which the partnership feels like it's riding waves. Additionally, students will learn partnering techniques to improve their connection with their partners and add a polished look.

CSW 014-2: M, 7:00-8:00 pm, 2/2-3/23 (no class 3/16), 7 wks, \$65 per person

Advanced Beginners West Coast Swing

Instructor: Emily Fox

Those of you who've taken West Coast Swing know it is the sexiest, smoothest, and coolest of all the partner dances. Now it's time to brush off your beginning moves and take your dancing to a new level! Starting with a review of the steps up to and including the basic whip, we will continue with additional steps, turning patterns, and developing our lead and follow technique.

CSW 026-2: M, 8:00-9:00 pm, 2/2-3/23 (no class 3/16), 7 wks, \$65 per person

Salsa & Merengue

Instructor: Emily Fox

Merengue is the easiest of the latin dances. It only takes a moment to master the two basic steps. Then students will learn a variety of turning patterns including the lariat, cuddle and hammerlock. Salsa is one of the hottest and most popular partner dances around the world. More intricate than Merengue, Salsa's basic eight-count pattern incorporates Latin body motion with exciting turning combinations that feel great and look impressive. For both styles, students will learn both lead & follow technique.

CSW 015-2: M, 6:00-7:00 pm, 3/30-5/11, 7 wks, \$65 per person

Rumba and Cha Cha

Instructor: Emily Fox

Cha Cha, a popular Latin dance, is enjoyed by social and competitive dancers around the world. The patterns range from simple and stylish to intricate and extravagant. This course will focus on the basics, offering combinations that work in any social setting. Rumba is the Latin dance of romance. The slow, easy box step, when combined with turning patterns, creates a sensuous flowing connection between partners. The classical Spanish guitar music sets the tone for this romantic venture.

CSW 032-2: M, 7:00-8:00 pm, 3/30-5/11, 7 wks, \$65 per person

Advanced Beginner Salsa

Instructor: Emily Fox

If you've taken beginning Salsa at GCC and wanted more, then this is the class for you. Thinking you might be rusty? Don't worry - we will begin with a thorough review of all the moves learned in beginning Salsa, then expand on those and learn a number of new moves. We will continue improving our Latin Motion, and there will be time for dancing on your own with the instructor's supervision to develop your lead and follow technique. With a few more turns and interesting patterns in your repertoire, you will be lookin' hot on the dance floor.

CSW 035-2: M, 8:00-9:00 pm, 3/30-5/11, 7 wks, \$65 per person

Dance Repertory Group: Mixed Company

Instructor: Kathy Keillor-Steinem

Experienced community dancers are invited to join GCC students in the dance performance group, Mixed Company. Members of the course rehearse dances representing a wide variety of dance styles to be presented in outreach performances in area schools, community centers and special events, including the Spring Dance Department Student/Faculty Concert in May. Interested dancers should contact the Dance Department, 413-775-1262 for further information.

CSW 039-2: T, 12:30-2:20 pm, 2/3-5/12 (No class 3/17), 14 wks, \$20

Tap Dance Repertory

Instructor: Sharon Arslanian

Keep your body and mind active and enjoy the natural mood enhancing effects of tap dance. In this Intermediate level course, students will learn and practice one or two dances (depending on the length and complexity of the choreography). The dances will be selected from the traditional rhythm tap repertoire and/or original choreography. Students will have the opportunity to perform in the GCC Spring Dance Department Concert on Friday, May 8, 2009. Please wear flat shoes with taps firmly attached. If you have any questions, please call Sharon Arslanian, 775-1262.

CSW 003: Th, 5:30-6:50 pm, 2/19-4/30, (No class 3/19), 10 wks, \$130

NEW!

Studio Dance Courses may now be taken by Community Education students on a credit-free basis.

for full descriptions, see DANCE (left 2 columns of this page).

African Dance (Beginning level)

Instructor: Sekou Sylla

CSW 020-2: T, 2/3-5/12, 4:30-7:20 pm, \$325

Ballet (Beginning level)

Instructor: Kathy Keillor-Steinem

CSW 004-2: M/W, 1/28-5/18, 10:00-11:50 am, \$265

Jazz Dance (Beg/Int levels)

Instructor: Kathy Keillor-Steinem

CSW 013-2: T/Th, 1/29-5/14, 2:30-4:20 pm, \$325

Middle Eastern Dance (Beg/Int levels)

Instructor: Sharon Arslanian

CSW 023-2: M/W, 1/28-5/18, 1-2:50 pm, \$325

Modern Dance (Beg/Int levels)

Instructor: Felice Wolfzahn

CSW 021-2: T/Th, 1/29-5/14, 9-10:50 am, \$325

Tap Dance (Beg Level)

Instructor: Sharon Arslanian

CSW 002-2: Th, 1/29-5/14, 2:30-4:20 pm, \$325

For more information about class content/format, please call (413) 775-1262.

Credit-free Workshops: To register call (413)775-1803. Nights/weekends (with VISA, MC, DISCOVER), please call (413) 774-7690.

Community Education

Entrepreneurial

Import Export Now!

Instructor: John Spiers

For those who want to import and/or export goods or services, we offer this step-by-step hands-on seminar via the internet. Appropriate for people with zero business background, as well as established businesses looking for new trade. Now in its tenth year, the course is highly rated for content, delivery and personalization. You'll learn how to: develop your product or service; find the best suppliers and customers; work with banks, insurance companies, government agencies and other trade entities. You will also learn about licensing and permits, conducting trade worldwide at the small business level, and intellectual property. Self-paced, with plenty of one-on-one email contact with the instructor. Optional weekly live sessions online are run during the course. At completion, you may join a listserv of ex-students, so access to the instructor and peers never ends. Required textbook *Small Business Trades Worldwide* ISBN: 978-0-9795515-0-5 is available for \$25.95 at amazon.com. This class is done online.

CSW 094-2: W, 9:00-11:00 am, 1/28-3/25, 9 wks, \$95

Grant Writing and Fundraising

Instructor: Regina Curtis and Dale MacLeod

Tailored to registrants' existing knowledge, this workshop will introduce participants to fundamentals of fundraising, with an in-depth review of grant writing. We will review the pros and cons of various forms of fundraising; how to research funders; and how to package your message whether it be in a letter, one-on-one solicitation, or a grant. This workshop is geared toward those relatively new to fundraising. Regina Curtis and Dale MacLeod work in the Development Office at Greenfield Community College.

CSW 087-2: F, 8:30 am-12:30 pm, 1/16, 1 session, \$49

Financial

Financial Workshop for Women Investors

Instructor: Alan Tatro

Women are often in the unique situations of having interrupted careers, remaining single, or outliving spouses, which can affect long-term financial planning and security. In this introductory, interactive two-hour workshop, local Financial Advisor Alan Tatro presents investing options and ideas to meet women's overall financial needs. Covers:

- Starting Your Investment Journey
- Moving Down the Road to Your Financial Goals
- Arriving at Retirement
- Establishing Your Legacy

A *Woman's Guide to Investing* and supplemental workbook materials will be provided.

CSW 126-14: (Location: Smith College) Th, 6:30-8:30 pm, 5/7-5/28, 4 Sessions, \$25

How to Become Debt Free

Instructor: Blanchard Warren

Designed for anyone making debt payments, including mortgage and student loans, who want to create personal wealth. Pay off all your credit cards in 1-4 years and your 30-year mortgage in another four-six years. Earn a 37.13% (equivalent return if invested in traditional investments) guaranteed, risk-free, tax-free return on your investment by first investing in your debt. Whether you have good credit or no credit, investing in your debt is the thing to do. The key to true financial freedom is to invest in your debts, then operate on 100% cash. Learn how to: live without credit; handle emergency money needs; pay cash for your next house and enjoy self-empowering benefits of living on 100% cash. Bring your list of debts and a calculator to class. You'll develop your own debt/investing plan to incorporate into your life style immediately. This is strictly an educational workshop. No insurance or investments will be offered. Blanchard Warren is a former management consultant and a Certified Financial Independence Workshop Speaker. (includes an \$8, 12-page workbook) Optional text available from the instructor for \$49.

CSW 168-14: (Location: Smith College) T, 6:00-9:00 pm, 4/14, 1 Session, \$54

Food

Exploring the World of Specialty Food

Instructors: Mary Lou and Robert J. Heiss

Not all foodstuffs are created equal. Learn to distinguish flavor like a pro by tasting and evaluating distinctive, artisan examples of familiar pantry items. We will introduce you to extraordinary examples of specialty food products such as chiles, chocolate, chutney, coffee, olive oil, tea and vinegar, and discuss why these products stand out for their excellence. Educate your palate as you taste and learn more than you thought possible about these core ingredients and products - our classes will be an engaging mixture of history, culture and cuisine. Instructors Mary Lou and Robert J. Heiss are the hands-on-owners of Cooks Shop Here, a unique specialty food store in Northampton, MA, and co-authors of *The Story of Tea A Cultural History and Drinking Guide* (Ten Speed Press, October, 2007) which has been nominated as a Finalist for a 2008 James Foundation Book Award and a 2008 IACP Cookbook Award. Prepare to spend an additional \$15-\$20 for materials.

CSW 323-2: W, 6:30-8:30 pm, 2/4-3/4, 5 wks, \$89

Things we heard last semester...

"A lot of new and fun information. The instructors were very knowledgeable and passionate."

Exploring the World of Specialty Food

Health and Wellness

Heal Yourself through Holistic Nutrition

Instructor: Nanci Martine

This course will take you on a journey inside and outside your body. On this journey you will discover how nutrition directly affects all aspects of your life, how it can prevent or cause disease, keep you healthy, raise your vibration and heal your already compromised or diseased body. What you eat, how foods are combined and how they are prepared can directly affect your health and well being. You will learn what your personal body type is and what foods are best for you. We will discuss the effects of carbohydrates and insulin on the body, especially with certain body types. Are you a carbohydrate addict? If so, how is it affecting your health and your ability to lose weight? You'll find the answers in this class. Other things that will be discussed are vitamins, minerals, enzymes, accessory nutrients, genetically engineered foods and the hazards they present, dieting and much more.

CSW 245-14: (Location Smith College) T, 6:00-8:00 pm, 3/24-4/21, 5 wks, \$79

Weight Loss and Healthy Cleanse

Instructor: Maureen Stewart

This 4-week program provides an excellent jump-start to cleansing the body and making important lifestyle changes in a supportive and nurturing environment. The "healthy cleanse diet" begins with an intensified detoxifying cleanse phase. Subsequent phases broaden the diet and introduce a wider variety of healthy foods. In addition to the diet, you'll receive handouts, simple and delicious recipes, group support, Q & A and interaction, and a gentle stretch and strengthening program. Participants report not only weight loss but increased energy and vitality. Bring a "buddy" for additional support. Maureen Stewart, R.N., has over 30 years of experience working in complementary/holistic medicine.

CSW 559-2: Th, 6:00-7:30 pm, 4/16-5/7, 4 wks, \$69

Self-Care to Health Care, Version 1.0: Being an Effective Health Care Consumer

Instructor: Paul Flandreau, M.D.

Maximum, efficient healing requires informed and committed patient health care decisions. In three sessions, this course will teach the participants effective action for the following health care situations: Self Care – Using the *Healthwise Handbook*, participants will learn to decide when to safely treat a medical problem at home, and when a visit to the doctor is essential; Health Care Decision Support – Using the Dartmouth model, participants will learn an interactive technique that helps people make difficult healthcare decisions; Patient Safety – Drawing from government and private research, participants will learn what they can do to minimize the risks that are inevitably associated with any healthcare experience.

CSW 146-2: W, 7:00-9:00 pm, 3/25-4/8, 3 wks, \$59

Credit-free Workshops: To register call (413)775-1803. Nights/weekends (with VISA, MC, DISCOVER), please call (413) 774-7690.

Massage

Massage classes may be eligible for Continuing Education Credits (CEUs) For more information regarding CEUs call (413) 775-1634 or wachter@gcc.mass.edu

Neuromuscular Self-Care for Pain Relief

Instructor: Rob Hayden

90% of all the pain we experience is caused by muscles that are too tight and "knotted up". This course will guide you through a series of self-performed techniques, using simple, common tools and your own hands to relieve the pains and discomforts in your own body. Learn how to control headache, backache, leg, foot, arm and shoulder pain with simple techniques you can use at home or even at work and in the office. We don't always have access to someone who can help us with our pains, so come and learn how to manage these discomforts yourself! Rob Hayden is an instructor in the Massage Therapy program at GCC and a continuously practicing Neuromuscular Therapist since 1990. A \$5 fee (for your take-home tool kit) is payable to the instructor the first night/day of class.

CSW 702-2: W, 6:30-9:00 pm, 2/4-2/25, 4 wks, \$89

CSW 702-4: Saturday, 9:00 am-12:00 pm, 1-5 pm, 2/28, 1 session, \$89

Myology II: Clinical Assessment Testing for Massage & Bodywork

Instructor: Heather Neal

Examines specific deep muscles of the body and presents clinical approaches to evaluate common joint and myological dysfunctions. Students observe and identify postural, muscular, and joint imbalance through practical application of clinical assessment techniques during lab teamwork. This is the credit-free offering of MTC 107.

CSW 706-2: T/Th, 9:00 am-12:00 pm, 1/6-2/27, 9:00 am-11:00 am, 1/29-3/12, \$285

Interpersonal Dynamics of the Therapeutic Massage Relationship

Instructor: Jan Luzzi

Focuses on the transition from theoretical understanding of the therapeutic massage relationship to practical applications in massage practice. Students use case scenarios from current clinic, service learning, and practice clients to reflect on components of the therapeutic relationship. Students examine the use of supervision, consultation, self assessment, and focus groups for professional development. This is the credit-free offering of MTC 114.

CSW 707-2: M & W, 9:00 am-12:00 pm, Wednesdays 1/7-1/28; Mondays 1/12-4/6, Friday 1/9, (no class 2/16 & 3/16), \$425

Home Health Care Series

These new training opportunities have been developed under a Massachusetts health care grant. They are aimed at anyone who may be caring for an elder person. All workshops are coordinated by Sue Pratt, Director of the Tripp Community Care Collaborative.

Elder Care 101

Instructor: Sue Pratt

People are living longer than ever and most of us want to remain in our own homes through the end of life. Many of us will be called on to participate in the care of family friends and neighbors. In this workshop we'll get an overview of community elder care services and the process of care planning. We'll explore practical approaches to common challenges. You will hear from experienced professionals and caregivers who will inspire and inform.

CSW 337-2: Th, 6:00-8:30 pm, 4/23, 1 Session, \$30

Nutrition and Aging

Instructors: Sue Pratt & Maureen Stewart

This workshop provides an overview of the new food pyramid, the digestive system, and the changing nutritional needs of elders. You'll learn meal planning for a balanced diet and techniques for management of special dietary concerns.

CSW 338-2: T, 6:00-8:30 pm, 3/24, 1 Session, \$30

Caring for the Memory Impaired

Instructor: Sue Pratt

In this workshop participants will gain an understanding of the gifts and challenges of caring for a memory impaired elder. Discussion and overview of community resources, techniques for managing behavioral and emotional concerns and the importance of the needs and feelings of the caregiver as part of the equation.

CSW 339-2: Th, 6:00-8:30 pm, 5/7, 1 Session, \$30

EMT Basic

Instructor: TBD

Provides training in the primary care of injuries. Semiautomatic External Defibrillator (S/AED), acute illnesses, birth, and people in emergency situations. Students learn rescue extrication, transportation, communication, legal implications, and ambulance training. This course is taught using lectures, slides, demonstrations, and practice. Students completing the course are able to sit for the Mass EMT Exam. Some Saturday meetings will be scheduled.

CSW 310-2: M & W, 6:00-10:00 pm, 1/28 - 5/14, \$545 plus \$50 equipment fee

Things we heard last semester...

"This is such a great class. I have told so many other people about it."

Neuromuscular Self-Care for Pain Relief

Language

Conversational Spanish for Beginners

Instructor: Marisela Latimer-Ruiz

This beginner class is for individuals interested in learning simple Spanish language skills that will allow them to engage in basic conversations and will provide plenty of opportunity to practice in a supportive environment. Class will provide fundamental grammatical aid, including most common pronouns, articles, useful verbs and adjectives in an effort to build Spanish language phrases and sentences needed to interact with Spanish speaking individuals. Class will focus on listening, pronunciation, speaking, creative individual and group language applications. Participants will also engage in interactive exercises involving social expressions such as greetings, personal, family or friends' introductions, and cultural perspectives. This class is intended for true beginners to Spanish language study.

CSW 551-14: (Location: Smith College) T, 6:00-8:00 pm, 2/3-4/14, (no class 3/17), 10 wks, \$195

Intermediate French Conversation

Instructor: Charlotte Gifford

Maintain and expand your existing French conversation skills in this conversation workshop. In a supportive environment, each week we'll discuss topics of interest to group members. The workshop will concentrate on practicing idioms and expressions that permit more comfortable conversation; it will not focus on basic grammatical structures. Through conversational practice, participants will work on their skills of self-expression, using functional language to communicate successfully. The workshop is conducted in French. Please note: not suited for beginners. For questions regarding your language level, contact the instructor at GCC: Charlotte Gifford – 413-775-1227 Maximum enrollment: 10

CSW 564-2: W, 3:00-4:30 pm, 2/11-5/6 (no class 3/18), 12 wks, \$149

Beginning Conversational American Sign Language—NEW!

Instructor: Jay Manning

A fun class for beginning students, this course provides the basic sign language skills needed to communicate with the hearing impaired. Covers the alphabet, numbers, colors, food/dining situations, feelings and social conversation. Learn additional conversational skills including greetings, asking basic questions, common phrases and more. Instructor Jay Manning teaches ASL at local Western MA colleges. As a deaf adult, he signs and lip reads.

CSW 316-14: (Location: Smith College) Th, 6:00-8:00 pm, 2/19-4/30, (no class 3/19), 10 Sessions \$185

Credit-free Workshops: To register call (413)775-1803. Nights/weekends (with VISA, MC, DISCOVER), please call (413) 774-7690.

Community Education

The Business and Marketing of Massage & Bodywork

Instructor: Jan Luzzi

Examines the various business models of massage therapy practice including independent contractor, private practice, and employee and the skills and attitudes needed to successfully support each model. Students clarify professional goals for income and marketing and develop individual business plans. This is the credit-free offering of MTC 115

CSW 708-2: M,T & F, 9:00 am-12:00 pm, Mondays 4/13-6/8; Fridays 4/24 & 5/29, Tuesday 6/9, \$285

Kinesiology II: The Science of Functional Movement

Instructor: Heather Neal

Explores the art and science of human movement through interwoven didactic and experiential learning. Students study the muscular-skeletal system from the perspective of dynamic alignment, improved motor performance, and efficient body mechanics. The course includes movement/skilled touch lab. This is the credit-free offering of MTC 120.

CSW 709-2: T/Th, 9:00-11:00 am, 3/24-5/19, 9:00-11:30 am, 5/21 - 6/4, final exam 6/11, \$285

Pathology

Instructor: Heather Neal

Surveys illnesses and injuries commonly found in clients seeking massage therapy. This is the credit-free offering of BIO 129.

CSW 711-2: T/Th, 12:00-2:00 pm, 1/29-2/17, 12:00-1:30 pm, 2/19 - 5/14, Exam 5/19, \$425

Outdoors

Using Your GPS—NEW! (with and without the Batteries!)

Instructor: Walker Korbey

You'll never be afraid of getting lost in the woods or have to ask for directions again! Learn how to use your Global Positioning System or a map and traditional compass, and gain valuable skills to help you in the absence of any of these tools. You'll learn how the Global Positioning System (GPS) works and about its benefits and drawbacks. You'll learn to read a map accurately and find your location, plot a course and follow it, and determine direction of travel. Designed for anyone who spends time outdoors and is looking to develop a stronger sense of direction. Bring a compass or a GPS unit to learn on, or come and learn which one to get.

CSW 192-2: W, 7:00-9:00 pm, 4/29 & 5/6, (classroom) 2 sessions; Saturday, 9:00 am-1:00 pm, 5/9, 1 session, \$65

Things we heard last semester...

"Lots of great conversation and problem solving through examples"

Ants in Their Pants

Parenting

Ants in Their Pants: Helping Kids Put to Words What's Bugging them w/o Going Buggy Yourself

Instructor: Becca Greene-Van Horn

Do you find yourself reacting to your child's strong emotions? Is your emotional comfort level impacting the way you parent or work with children, especially under stress? Do you want your child to successfully self-regulate and navigate emotional highs and lows? Do you want deeper intimacy and trust with your children? Parents, caregivers and those who work with children will learn five emotional coaching steps based on John Gottman's research: Become aware of children's emotions; recognize emotions as opportunities for intimacy; listen empathetically; validating feelings; help children find words to label the emotions; set limits, and explore strategies to solve the problem. Come away with practical tools to implement emotion coaching in your family, classroom, or practice.

CSW 136-2: Th, 6:30-8:30 pm, 4/16, 30 & 5/7, (no class 4/23); 3 wks, \$59

Personal Growth

Getting Started: An Oral History Workshop

Instructor: Donna Kenny

Learn tips and techniques for organizing oral history projects and capturing the voices of your relatives, organizations, churches, businesses and communities. Includes an overview of oral history traditions, how to organize and prepare for doing oral histories, interview dos and don'ts, what questions to ask, and types of equipment to use. Ideal for librarians, historical societies, archivists, alumni groups, senior centers, councils on aging, and everyone who wants to capture living history to share with present generations and to preserve for the future. Donna Kenny owns Clio Associates: The Personal History Company in Northampton, MA and has been featured on NBC Nightly News, Wall Street Journal Reports, Early Today and Boston Globe. She has recorded oral histories for families and institutions across the country including The Shoah (Holocaust) Foundation, Veterans' History Project of the Library of Congress, the Boston Athenaeum and Smith College among others.

CSW 568-2: T, 6:30-8:30 pm, 2/24 & 3/3, 2 wks, \$45

Imagine Your Life

Instructor: Becca Greene-Van Horn

Are you ready for a change, but don't know how to make it happen? Imagine having someone in your corner, encouraging you to connect with your own strengths and resourcefulness, cheering you on to positive action and success? That is the job of a life coach. If you are contemplating career change, in a mid-life transition, moving back into the work force after child rearing, starting your own business, trying to make healthy changes in your lifestyle, or looking to find a balance in your personal and professional worlds, coaching can help you achieve your goals. Come learn about the fast-growing field of life coaching, and leave with greater clarity, motivation and action steps to get you started! Becca Greene-Van Horn, MA, RDT, LCAT is a life coach and drama therapist in private practice.

CSW 569-2: Th, 6:30-8:30 pm, 3/26-4/9, 3 wks, \$75

Feng Shui: For a More Balanced Life

Instructor: Nanci Martine

Have you ever felt that the inside of your home or office or even your yard just does not feel right but don't know why? Or have you gone into a building and felt funny inside it? You're not imagining it. There is a reason. Come learn the ancient art of placement, Feng Shui. By using its principles today, you can place furnishings in a way that will enhance your relationships, health, career and prosperity and bring more balance and energy into the spaces you live and work in.

CSW 236-14: (Location: Smith College) T, 6:00-8:00 pm, 2/3-3/3, 5 wks, \$79

Living With Grief Video Teleconference: Diversity and End-of-Life Care

Presented as a public service for area caregivers by Greenfield Community College & Hospice in Franklin County. This free professional development program has been specially designed for the full spectrum of caregivers: nurses, doctors, psychologists, social workers, hospice workers, family members and other educators and caregivers. CEUs are available to nurses, social workers, mental health counselors, funeral directors, physicians, psychologists, and marriage and family therapists. If you wish CEUs you must bring a \$25 check made out to Hospice Foundation of America with you to the conference and participate in the one hour discussion following the teleconference. No late checks can be accepted.

CSW 100-2: W, 1:30-4:30 pm, 4/29, no charge

Pets

Pet First Aid

Instructor: Dr. Steven Ellis, DVM

In this course the participant is introduced to common canine and feline medical emergencies encountered by the pet owner. Designed to increase the comfort level of the pet owner in dealing with common emergencies, immediate response and treatment are reviewed. Situations are discussed to provide the ability to differentiate between those emergencies which require immediate veterinary intervention and those which can be handled by the owner. Participants are provided with *Pet First Aid* by Bobbie Mamato as part of their registration. Dr. Ellis is owner/veterinarian of Sunderland Animal Hospital.

CSW 530-2: M, 6:30-9:00 pm, 3/23, 1 session, \$35

Credit-free Workshops: To register call (413)775-1803. Nights/weekends (with VISA, MC, DISCOVER), please call (413) 774-7690.

Sustainable Living/ Energy

The courses on this page provide a limited number of credit-free seats only for students who are Massachusetts residents actively working in the construction, renewable energy, energy efficiency or closely related sectors. These seats are fully grant supported.

PARTICIPANTS MUST COMPLETE A PRE-REGISTRATION APPLICATION. THIS FORM CAN BE FOUND AT: www.gcc.mass.edu/spc. OR CALL THE RE/EE PROGRAM AT (413) 775-1423 FOR A HARD COPY. PLEASE CONTACT THE RE/EE PROGRAM OR EMAIL renewable@gcc.mass.edu WITH ANY QUESTIONS.

Sustainable Energy Fundamentals

Instructor: Lynn Benander

Explores the fundamental concepts relating to renewable and nonrenewable energy sources with an emphasis on sustainable energy use and conservation. Topics include world energy use and primary energy sources, local energy issues, and an overview of sustainable energy technologies (e.g. solar, photovoltaics, wind, microhydro, fuel cells, biodiesel and others). Students explore the scientific underpinning of global warming and how consumption of fossil fuels relates to atmospheric change. (This is the credit-free offering of SCI 110. Prerequisite: None.)

CSW 385-2: W, 4:00-5:50 pm, 1/28, 2/4, 2/11, 18 & 25, and 3/4 & Saturday, 9:00 am-1:00 pm, 2/28 (makeup date 3/7), 15 hours

Residential Construction Fundamentals

Instructor: Mark Leonard

An introduction to residential construction techniques with an emphasis on basic construction skills. Students explore the safe work habits of trades people, construction systems and material handling. Topics include site assessment, material analysis, safe use of power and hand tools, framing, insulation, thermal control practices, and design process overview. Green, environmentally-responsive practices are integrated into each component of the course. (This is the credit-free offering of SCI 114. Prerequisite: See below.*) Special Requirement: Student must be 18 years of age.

CSW 390-2: (Location: Greenfield High school), W, 6:00-8:50 pm, 1/28-5/13, (no class 4/22), 45 hours

Energy Conservation and Efficiency

Instructor: TBD

An exploration of the methods and equipment to improve the energy efficiency of existing and new structures. These energy uses include heating/cooling loads and electrical consumption. Students learn how to use existing technology to assess energy usage, evaluate opportunities for reducing and managing loads, and learn best current practices. (This is the credit-free offering of SCI 124. Prerequisite: See below.*)

CSW 333-2: W, 4:00-5:50 pm, 3/25-4/29 & Saturday, 1:00-5:00 pm, 4/11, (make-up 4/18), 15 hours

Residential Energy Efficiency & Energy Auditing

Instructor: Peter Talmage

An exploration of the methods and the skills required to perform energy audits of residential buildings. Topics include methods of energy conservation; elements and steps of energy auditing; insulation of walls, foundation and attic; door and window infiltration reduction; lighting and electrical efficiency; heating system analysis and efficiency; hot water system analysis and efficiency; energy monitoring and measuring equipment; energy audit reporting; and sustainable energy systems. Students perform a residential energy audit. (This is the credit-free offering of SCI 126. Prerequisite: See below.*)

CSW 383-2: M, 6:00-8:50 pm, 2/2-5/11 & Saturday, 9:00 am-1:00 pm, 4/18, (make-up date 5/16) 45 hours

Introduction to Sustainable Design & Green Building

Instructor: Scott Baum

An introduction to sustainable design and Green building. Topics include the study of energy issues related to buildings. Additional topics include residential building site analysis and design; air, heat and moisture flow; Green building materials; climate and designing with nature; energy conservation and efficiency; sustainable energy systems; and on-site power generation. Students visit Green buildings to reinforce classroom learning. (This is the credit-free offering of SCI 127. Prerequisite: See below.*)

CSW 384-2: Th, 6:00 pm-8:50 pm, 1/29-5/7 & Saturdays, 9:00 am-1:00 pm, 2/28 & 4/25, 45 hours

Solar Thermal Systems

Instructor: Peter Talmage

An examination of solar water heating for domestic hot water; house heating, swimming pool heating, process heating and electrical generation. Topics include system economics, environmental benefits, siting and sizing of systems, types of systems, equipment installation, operation and maintenance. Students assemble and operate a domestic solar hot water system. (This is the credit-free offering of SCI 128. Prerequisite: See below.*)

CSW 377-2: T, 6:00-8:50 pm, 2/3-5/12 & Saturday, 9:00am-1:00 pm, 3/14 & 4/25 (make-up date 3/28), 45 hours

Fundamentals of Wind Energy

Instructor: TBD

An introduction to the practice and theory of wind electric generation. Topics include homeowner, small/business, utility, interior, offshore, grid tied and off grid wind systems; mechanical and electrical components; economic viability; environmental, aesthetic and safety concerns; and laws and permits. Students participate in site visits and meet with wind energy experts. (This is the credit-free offering of SCI 129. Prerequisite: See below.*)

CSW 378-2: W, 6:00-8:50 pm, 1/28-5/6 & Saturdays, 9:00 am-1:00 pm, 4/11 & 5/2

Photovoltaic (Solar Electric) Installation

Instructor: Richard Gottlieb

An examination of the practical skills needed to install utility-connected and off-grid Photovoltaic (PV) systems. Topics include the study of electric load analysis, system and component design and sizing, system siting, shading, electrical and mechanical system configuration, and safety and electrical and building code compliance supplemented with hands-on system installation. Successful completion of this course enables the student to take the NABCEP (North American Board of Certified Energy Practitioners) PV Entry Level Certificate exam. With additional education, training and installation experience, this certificate can lead to becoming a NABCEP Certified PV Solar Installer. (This is the credit-free offering of SCI 221. Prerequisites: SCI 121 or CSW 391 & see below.*)

CSW 392-2: Th, 6:00 pm-8:50 pm, 4/16-5/14 & Saturday, 9:00am-5:00 pm, 4/18, 4/25, 5/2, 5/9, (make-up date 5/16), 45 hours

Photovoltaic Fundamentals for Electricians (credit free only)

Instructor: Richard Gottlieb

An abbreviated Introduction to Photovoltaic (solar electric) Technology for licensed electricians. This course provides students with the theoretical basis for understanding the various types of solar electric systems. The course covers the history of solar electricity, solar access and siting issues and other considerations necessary for solar electric systems design and installation. Topics include a complete review of system components as well as the proper and safe electrical interconnections, a range of system designs, current markets and industry status. (Prerequisite: see below.*)

CSW 386-2: Th, 6:00-9:00 pm, 3/19, Saturday, 9:00 am-5:00 pm, 3/21, Th, 6:00-9:00 pm, 3/26, Saturday, 9:00 am -5:00 pm, 3/28, 15 hours

* Prerequisites for all RE/EE courses (except 385-2/SCI 110): Credit students must complete MAT 090 or satisfactory placement test score. Credit-free students must have proficiency in mathematical operations with whole numbers, decimals, fractions, and percents. Please see credit listing (SCI) for each course for other prerequisites and recommendations. Credit-free students may take the college placement test at no cost.

See the Renewable Energy / Energy Efficiency Program web site at http://science.gcc.mass.edu/renewable_energy.html

Credit-free Workshops: To register call (413)775-1803. Nights/weekends (with VISA, MC, DISCOVER), please call (413) 774-7690.

Community Education

Renewable Energy/ Energy Efficiency

For the general public

Practical Photovoltaics (PV)—NEW!

Instructor: Peter Talmage

This is a 15-hour introduction to photovoltaic (solar electric) technology for students with a strong personal interest in Photovoltaic (PV) technology. This workshop provides students with a practical understanding of the various types of solar electric systems. It will cover topics in basic electrical theory, siting considerations, system sizing, different types of PV technologies, the economics of home/business installations, current rebate programs and local resources. Workshop sessions will include hands-on training exercises and experiments. Inspection of the PV facilities at the GCC campus and assembly of real world system examples reinforces classroom learning. This workshop is designed for home owners, business owners, do-it-yourselfers, and interested community members.

CSW 369-2: M, 6:00-9:00 pm, 5/18, 6/1, 6/8, 6/15,
Saturday, 9:00 am-1:00 pm, 6/20, 15 hours, \$165

Solar Electricity (Photovoltaics) for Home and Business

Instructor: Matt Sirum

This workshop will give a comprehensive overview of all aspects of solar electricity for the home or small business. It will explain how to access rebates through the Commonwealth Solar program and identify tax incentives that further reduce installation costs. The workshop will cover descriptions of all of the components and how they are installed, and show samples of PV equipment. It will also cover siting of a system and proper sizing. Details will be given on systems costs, available state and federal incentives as well as expected energy and money savings.

CSW 394-2: M, 6:30-8:30 pm, 2/9, 1 session, \$25

Solar Hot Water Heating

Instructor: Peter Talmage

Up to a third of your home heating bill may go toward heating hot water for domestic use. This workshop will give a comprehensive overview of how to use a free energy source -- the sun -- to heat domestic hot water. Learn about the new technologies that are efficient, reliable and cost effective. The workshop will cover siting and proper sizing of a solar thermal system to meet your domestic hot water needs. It will discuss the range of available technologies, compare costs and explore appropriate applications. The economic aspects of system cost, installation, maintenance and federal and state tax incentives will be explained. The workshop will offer an overview of an example installation, as well as the process for finding local installers or pursuing training for those interested in do-it-yourself installations.

CSW 395-2: W, 6:30 pm-8:30 pm, 3/4, 1 session, \$25

ADA Information: Individuals requiring accommodations due to a disability of any type are strongly encouraged to make advance arrangements. For more information, please call (413) 775-1812.

Small Scale Wind Energy: Can it Work for You?

Instructor: Walt Congdon

Explore whether small-scale wind production might offset energy costs for your home, farm or business. Learn from a local wind expert how to assess your site for wind production potential. Discover the latest in small-scale wind technology and system design. Find out what the costs and pay-backs are and what financial incentives are now available. Information on siting and zoning as well as grid interconnection will be covered.

CSW 423-2: W, 6:30-8:30 pm, 4/8, 1 session, \$25

Trades/Technical Skills

Journeyman Electrician

Instructors: Ed Young or Tom McDonald

Part of the 600-hour classroom requirement in preparation for the Mass. license, this workshop will include an in-depth study of the electrical code and related topics. The schedule provides 81 hours of class time, of which each student must attend at least 75 hours to meet State standards. Eight of these 75-hour semesters in conjunction with 4 years of experience qualifies student to take the Journeyman Exam.

CSW 364-14: (Location: Smith College; Instructor: Ed Young)
T & Th, 5:30-8:30 pm, 1/8-4/16, (no class 3/17 & 3/19) 27
sessions, \$395

TSW 364-5: (Location: Franklin County Technical School;
Instructor: Tom McDonald) M & W, 5:30-8:30 pm, 1/7-4/27
(no class 1/19, 2/16, 2/18, 4/20, 4/22) 27 sessions, \$395

Cabinetmaking/ Mill Carpentry

Instructor: Michael Therrien

In this ten week course, participants will learn the basic processes involved in cabinetmaking and mill carpentry. Skills are developed in the safe use of tools and equipment, layout, and design. The course will allow participants the opportunity to design and construct their own unique projects. Participants should expect to supply their own wood for the project they decide upon. Maximum 8. PLEASE NOTE: The first class is an informational session.

TSW 100-5: (Location: Franklin County Tech School) M, 5:00-
8:00 pm, 1/12-3/30 (no class 1/19, 2/16), 10 wks, \$325

Students enrolled in journeyman or master classes for plumbers and/or electricians must have purchased an up-to-date code book for their respective trade by the third meeting of their class or they will receive no attendance credit until they do.

Students who wish to enroll in classes for electricians and/or plumbers who are not already working in the trade should contact GCC's Office of Community Education before registering for these classes.

Introduction to CNC Router for Woodworking—NEW!

Instructor: Michael Therrien

This workshop is appropriate for woodworkers, sign-makers, and hobbyists. No carpentry skills are necessary, but basic computer skills are a must (using a mouse, saving files to hard drive and flash drive, use of folders). Students in this class will learn the basics of MasterCam software while completing two projects, a cribbage board and a name plate. The class will take a step-by-step approach using MasterCam to create the geometry and related toolpaths on the computer and then sending the information to the router, setting up the router and actually cutting the parts on the machine. Students will leave the class with two completed projects.

TSW 103-5: W, 5:00-8:00 pm, 1/14-3/25 (no class 2/18),
10 wks, \$295

Machine Science II

Instructor: Tom Tourigny

A continuation of Machine Science I, where students will complete a project fabricating a work stop on milling machines. Students will have hands-on applications using engine lathes to do center drilling, facing, straight turning, and single point thread cutting operations. They will be involved in the use of vertical milling machines by calibrating them and performing milling, drilling, boring, counter boring, and tapping operations. There will be discussion of C.N.C. basics including the basic required mathematics. Maximum 8.

TSW 628-5: (Location: Franklin County Technical School) M,
5:00-8:00 pm, 1/26-4/27 (no class 2/16 & 4/20), 12 wks, \$399

Credit-free Workshops: To register call (413)775-1803. Nights/weekends (with VISA, MC, DISCOVER), please call (413) 774-7690.

Welding

At our publication deadline we do not know the day and dates of this in-demand class. If you are interested in this class, please call (413) 775-1803 to place your name on our list. When day and date are confirmed (probably in January) we will call everyone on the list in the order they called and offer a seat in the class.

Instructor: Anthony McIntosh

Starting with the basics and advancing as far as the individual can manage, topics include oxy-acetylene welding, brazing, arc welding, familiarization with TIG welding, various metals such as carbon steel, stainless steel and aluminum. Useful for job upgrading, artistic uses, do-it-yourself. PLEASE NOTE: The price of steel has risen steeply. The increased course fee reflects this increase. Maximum 10.

TSW 650-5: (Location: Franklin County Tech School), \$495

Journeyman Plumber

Instructor: Jeff Young

This class provides one semester of the 4-semester (300 hour) series preparing students for the state license exam. Students may enter the series at any point. This program is certified as providing the 300-hour classroom phase required by the Commonwealth. The course is scheduled to meet 81 hours, of which each student must attend at least 75 to meet the State standards. Students must purchase BOTH the Massachusetts Plumbing Code Book and NFPA 54 Gasfitters Code Book (not NFPA 58). Books are available at www.sec.state.ma.us. These books are required. Students who do not have the books by the end of the second week of class will not be allowed to attend past that point.

TSW 722-7: (Location: Smith Vocational) T & Th, 6:00-9:00 pm, 1/6-4/14, (no class 2/17 & 2/19), 27 sessions, \$345

To enroll in the Journeyman Plumber course, you must hold an apprentice card dated before 9.1.08. We hope to begin offering the 550-hour course for apprentices licensed after 9.1.08 in the fall of 2009.

Master Electrician

Instructor: Devin Lockley

This course is one of a 3-part classroom based program meeting the 150-hour related instructional requirement for the Master Electrician License. This course will include content based directly upon exam content, including but not limited to: electrical/electronic fundamentals; services, feeders, branch circuits; grounding and bonding; conductors and cables; special equipment; motors and controls; intrusion and fire detection and alarm systems; lightning protection. One of the three semesters will include a heavy business and law emphasis. Students may enter at any point in the 3-semester sequence. Text books for this class will cost approximately \$100 and will be used all 3 semesters. Class meets for 57 hours.

CSW 366-2: T & Th, 6:00-9:00 pm, 1/27-3/31, 19 sessions, \$299

Things we heard last semester...

"Helped me to understand things about grammar that I had never fully understood.

Meet the X-Words: Grammar Made Easy

Writing

Let's Write a Kid's Book

Instructor: Cheli Mennella

So, you have a great idea for a kid's book. This workshop will help you turn your idea into a story. Using both classic and contemporary children's books, we'll look at different formats and structures, memorable characters, interesting plot lines, and a book's emotional resonance. We'll use writing exercises to crank up creativity and play with language. We'll storyboard to help visualize the ways words and pictures work together. You'll receive the support and feedback of a non-judgmental, non-competitive workshop and tips on making your story into a book, whether for a family member or for publication. No experience necessary, but imagination a must. Maximum 12.

CSW 207-2: M, 6:30-8:30 pm, 2/2-3/30, (no class 2/16) 8 wks, \$125

Everyone Has a Story to Tell

Instructor: Julie Payne Britton

We all have a story worth telling. It's just hard to know where, or how, to start. The task of capturing a life on paper is challenging and overwhelming. Join us for this six week course and get the tools, structure, impetus and writing time you need to get started writing your memoir, or maybe your grandmother's! Each class will include a brief lesson, a writing exercise, the opportunity to read your work, supportive feedback, and optional homework. Julie Payne Britton is a local psychotherapist and award-winning writer and is currently working on her mother's memoir, as well as a novel. Her poem "Mid-Life" was recently published in LaLitamba, an online literary magazine.

CSW 208-2: T, 6:00-8:00 pm, 2/10-3/17, 6 wks, \$99

Meet the X-Words: English Grammar Made Easy

Instructor: Carolyn Nims McLellan

How would you like to go back to the basics and learn a quick and easy way to find and correct errors in your own writing and in the writing of your friends, family, or students? It's time you meet the twenty-one x-words! Once you can identify them, they work like magic! You will be able to test your sentences, correct grammatical errors, and use proper punctuation. In four sessions, you will complete a ten-lesson workbook authored by the instructor (this \$28 book is included in your course fee). This editing method is easy to learn and recommended for work-related writers, writing teachers/tutors, or international students who want their writing to be clear, concise, and effective. Expect a lively and hands-on presentation.

CSW 197-2: Th, 6:00-8:00 pm, 2/26-3/19, 4 wks, \$65

Senior Symposia



Symposia and events for those 50 and older hosted by Greenfield Community College and located at GCC's Downtown Center

Symposia for the Spring 2009 semester will include topics on Art, Music, Monetary Policy, Early 20th Century American History, the Middle East and more.

To receive a Spring semester brochure:

Call (413) 775-1681
Or, visit us on the web at:
www.gcc.mass.edu

Credit-free Workshops: To register call (413) 775-1803. Nights/weekends (with VISA, MC, DISCOVER), please call (413) 774-7690.

Community Education

GCC's Workforce Development Office provides business training and professional development opportunities.

Workforce Development Office
270 Main St. • Greenfield, MA 01301
Nancy Bair, Director
(413) 775-1607 • bair@gcc.mass.edu



Workforce Development

SERVSAFE™

Food Protection Manager Certification

Instructor: Gary Weiss

Become a Certified Food Protection Manager with this national training program. The intensive 9-hour training will prepare you for and give the exam that is required for Mass. State Certification. Get updated on food manager responsibilities and insure that the food you are serving is safe for the public. The cost includes reference text and exam.

WFD 751-7: M, 6:00-9:00 pm, 2/9, 16 & 23, 3 weeks, \$159, In Northampton

WFD 751-8: M, 6:00-9:00 pm, 4/13, 20 & 27, 3 weeks, \$159, In Greenfield

QuickBooks for Small Business Owners

Instructor: Debbe Dugan

In this comprehensive class, you will set up your own company books, and all work will be done on your business records. Session 1: creating your Chart of Accounts and Item List, based upon the way you do business. Create your own list of customers and vendors and how to import information from existing customer/vendor lists. Session 2: Accounts Receivable (invoices, payments, credits, and deposits) including designing customized invoice, credit memo, and statement forms. Session 3: Accounts Payable (entering & paying bills, credit cards, and the check register). Session 4: charge back time worked on a job (even if you do not use QB for payroll) and materials purchased, and creating estimates for proposed work and learn progress invoicing (includes creating Purchase Orders, Receiving Materials from the PO, and processing Bills). Session 5: Bank Accounts (including check registers, writing checks, entering credit card purchases, downloading bank records into your checking account/credit card account, and reconciliation of the accounts). Session 6: inventory management (including importing vendors' pricelists from Excel) and will briefly look at payroll management and the Employee Center. Session 7: Report Writing and how to create real-time reports that reflect the financial condition of your business.

WFD 515-8: T, 6:30-9:00 pm, 2/12-3/26, 7 wks, \$195

Do You Have Time for Time Management?

Instructor: Jack Tannenbaum

Start with 10 of the 50 techniques taught in this workshop, practice them diligently, and your personal organization will improve drastically. You will receive tools for:

- scheduling yourself sensibly rather than always
- being stressed out and in a state of work overload
- an efficient personal filing system for every piece of paper that crosses your desk or mailbox
- conducting and participating in meetings effectively and efficiently
- handling interruptions and strategies for dealing with phone calls.

These ideas will help you to be seen as a person who operates in a highly business-like manner. Jack Tannenbaum, M.A., has taught Time Management techniques to over 10,000 people and managed training functions for over 30 years. His client list includes Morgan Stanley, AT&T, Bell Labs, Cornell School of Management and Labor Relations, and the Support Centers of America.

WFD 740-8: T, 9:00 am-12:00 pm, 3/17, 1 session, \$29

QuickBooks for Non-Profits—NEW!

Instructor: Debbe Dugan

This course will combine basic QuickBooks training with the Premiere package designed for non-profit agencies. The course is 5 weeks in length and will meet once per week from 6:30 to 9:00 pm. Topics covered include: tracking expenses, paying bills, entering donations, creating/emailing pledges; organizing data on customers, vendors, and employees; setting up restricted and non-restricted funds, contributions, and earned revenues; creating budgets with a real-time snapshot of your business; monitoring program funding with budgets and budget vs actual reporting; identifying key donors, accessing data required to complete 990 form in one report, creating a business plan with forecasting; and demonstrating financial accountability with financial income and expense reports. Prior QuickBooks experience is helpful but not required. Students will receive trial software.

CSW 307-2: W, 6:30-9:00 pm, 3/4-4/1, 5 wks, \$135

CERTIFIED HEALTH CARE PARAPROFESSIONAL

Join our growing and enthusiastic group of CNA/HHA alumni who have gone on to in-demand careers in a range of medical, health care and private settings.

We plan four trainings a year of Nurse Assistant and Home Health Aide training as well as standalone training workshops for Personal Care Attendant. January and summer workshops will be held during daytime hours, Spring and Fall workshops will be held in the late afternoon/evenings. GCC has partnered with the Tripp Memorial Foundation to offer high quality training as previous graduates will enthusiastically attest.

Call (413) 775-1605 for a brochure or to receive an application packet.

Certified Nurse Assistant and Home Health Aide

Program Coordinator: Sue Pratt

This 110 hour training will prepare students for the Red Cross administered certificate exam.

PLEASE NOTE: You are NOT certified until you successfully pass the Red Cross certifying exam.

GCC has partnered with the Tripp Memorial Healthcare Collaborative, a non-profit organization committed to caregiver education, to offer high quality training as previous graduates enthusiastically attest. Classes are held in GCC's state approved classrooms and Nursing Skills Lab with clinical hours in a local state approved Extended Care Facility. Four training sessions per year are offered with Spring and Fall training held in the late afternoons and evenings. Daytime training is offered in January and the summer.

For more information, to be sent a brochure or application packet for upcoming training sessions, call (413) 775-1672.

Credit-free Workshops: To register call (413)775-1803. Nights/weekends (with VISA, MC, DISCOVER), please call (413) 774-7690.



The **Employers Association of the NorthEast (EANE)** goal is to promote sound employee/employer relations. EANE does this by assisting member companies in improving their policies and practices in personnel and labor relations, and by assisting with management development via consultation and training. The following workshops, open to members and non-members, are the result of a collaboration with Greenfield Community College to bring high quality training to area organizations. All of EANE's human resource programs have been certified by the Human Resources Certification Institute (HRCI).



Introduction to Employment Law

Human Resources is becoming more complex everyday with new employment laws and regulations. This program covers employment processes ranging from hiring to firing. This workshop will be useful for new HR professionals, managers, supervisors and others needing a general understanding of employment law basics.

WFD 321-8: W, 8:30 am-12:00 pm, 1/ 21, \$125*

Leading Innovation & Creativity for Growth and Profit – NEW!

At some point, we have all been told to "think out of the box." How do we create a workplace that fosters and encourages a culture of innovation and creativity? We'd all like to be more creative and innovative, but we often don't know how to where to start. With the right approach and the right tools, you can reduce costs, improve quality and efficiency, and realize the results on your organization's bottom line.

WFD 323-8: T, 8:30 am-12:00 pm, 2/10, \$125*

Leadership Skills for Women – NEW!

Attend this workshop and provide leadership skills that are specific to the strengths and needs of today's women. Gain more confidence, decisiveness and respect. Learn how women's leadership styles are more suited to the leadership challenges of today. Assess your communication style and learn how to meld personality differences. Explore how to take charge effectively and respectfully, how to be assertive and build a positive self-image. For those who are looking to become leaders.

WFD 324-8: T, 8:30am-4:30 pm, 3/3, \$245*

Compensation – The Basics

Gain an understanding of the principles behind effective compensation plan design and salary administration. This program will explore the practice of compensation management, basic plan design elements, determining your organization's compensation philosophy, job description composition, position evaluation, base and variable pay system and the basics for establishing and administering wages and salaries.

WFD 330-8: Th, 8:30 am-12:00 pm, 4/23, \$125*

Closing More Sales - NEW!

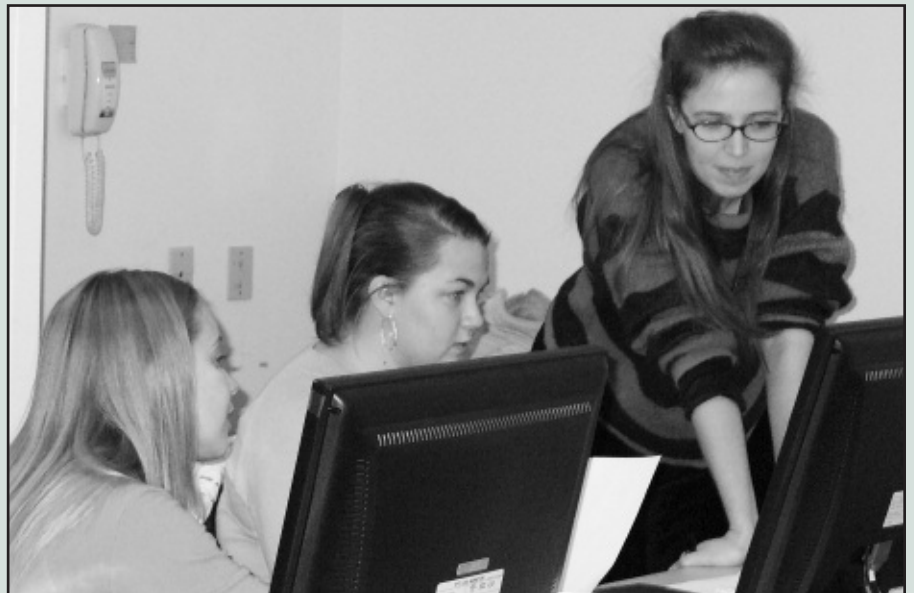
Products and services don't sell themselves, they need to be sold, but it's not enough just to be an effective presenter. Many sales professionals excel at explaining and demonstrating their products to customers, reviewing the features, advantages and benefits, defining the need, etc., and then either misread the buying signals or fail to close the sale.

WFD 325-8: T, 8:30 am-12:00 pm, 5/12, \$125*

CUSTOM DESIGNED AND DELIVERED WORKFORCE DEVELOPMENT TRAINING

- Computer
- Health Care
- Communications
- Supervision and Management
- Customer Service
- Workplace Spanish
- Change Management

Call (413) 775-1607 to discuss



Credit-free Workshops: To register call (413)775-1803. Nights/weekends (with VISA, MC, DISCOVER), please call (413) 774-7690.

Community Education

Greenfield Community College is proud to work with the local partners on this page to bring community education to more community members in a variety of venues through expanded content.

Community Partners

Franklin County Technical School

These workshops are offered by Franklin County Tech School's Evening Program

Windows and the Web:

Instructor: Cindy Bussey

This introductory class will benefit newer computer users or people who want to "go on line" for the first time. Topics covered include an overview of the Windows operating system, office applications, installing new software, an introduction to the internet and the use of e-mail. Virus protection, Spyware, and adware will be discussed.

Mondays 6:00 – 8:00 p.m. (6 weeks) Jan 26 - Mar 9 (no class Feb 16) \$70

OSHA General Industry Safety and Health Certificate:

Instructor: Debra Collins

This course covers OSHA policies, procedures, and standards, as well as safety and health principles. Emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful completion, the student will receive an OSHA general industry safety and health 10-hour course completion card.

Wednesdays 6:00-8:00 p.m. (5 weeks) Jan 14 - Feb 11, \$70

Beginning Guitar: Part 2

Instructor: Dave Maloney

This continuing course will provide students with the opportunity to develop proficiency in basic acoustic guitar techniques through study and performance of an appropriate repertoire. Some musical background or experience is required. A limited number of guitars are available for student use.

Wednesday 6:00-8:00 (8weeks) Mar 4 - Apr 29 (no class April 22), \$70

For more information call Greenfield Community College at 775-1803 or Franklin County Technical School at 863-9561 x151.

FRANKLIN COUNTY CDC COMMUNITY DEVELOPMENT CORPORATION

Spring 2009 Small Business Assistance

Providing Tools for Local Businesses

The CDC provides a variety of business workshops and counseling for new and existing business owners. For a complete list visit www.fccdc.org

Monthly Information Sessions

First Wednesday of the Month 3:30-5pm

Learn about business planning and local resources ranging from counseling, financing, workshops and classes at a free monthly information session at the FCCDC. Pre-registration is recommended.

To sign up or learn more, please contact (413) 774-7204, www.fccdc.org

Explore Going Into Business

This 3 session 12 hour class provides the opportunity to explore the lifestyle of entrepreneurship and what it takes to start a business. Included are discussions on finance, business planning, entrepreneurship as well as visits from guest speakers. Tuition includes course materials and individual counseling. Scholarships are available pending eligibility.

Class begins in February call for dates and details (413) 774-7204 ext 107 www.fccdc.org

Plan for Success: Business Planning for New and Existing Entrepreneurs

This class provides the opportunity to evaluate a business through the process of developing a business plan. Included is extensive information on finance, marketing, and record keeping as well as visits by guest speakers. Tuition includes course materials and individual counseling. Scholarships are available pending eligibility.

Class begins in March - Call (413) 774-7204 ext 107 www.fccdc.org for information.



Construction Supervisor Training

Classes begin January 15 and April 15 at GCC.

Classes begin January 16 and April 1 at Smith Vocational.

Evening classes, 6:30 pm-10:00 pm, one night per week for 7 weeks.

TO REGISTER

Call:

(800) 221-0578 (inside Massachusetts)
(978) 821-2093 (outside Massachusetts)

Email: csi@contractorssuccess.com

Address:

Construction Supervisor Training
57 Riverbend Street
Athol, MA 01331-25605

Credit-free Workshops: To register call (413)775-1803. Nights/weekends (with VISA, MC, DISCOVER), please call (413) 774-7690.

Massachusetts EMT-Paramedic Refresher: Online

TO REGISTER FOR THESE WORKSHOPS:

On-line at www.gcc.mass.edu

- On home page: click "Credit-free workshops"
- On Community Education page: click on "Paramedic/EMT registrations"
- On this page: fill out form and complete payment information

Call 413 775-1605 or

Print form from website and mail with check to:

Office of Community Education
270 Main Street
Greenfield, MA 01301

Once your registration has been received you will receive instructions via email from your instructor.

Massachusetts Paramedic Refresher: Online

Instructor: Christopher Bascomb

Not your same old Refresher! Meet your 48-hour Paramedic Refresher requirements at your convenience within a 60 day time period. This course satisfies all Massachusetts refresher topics with tutorials, assigned readings, case studies and analysis, photos, discussion board, self-evaluations and relevant web links. Your instructor tracks your progress, providing feedback and regular updates. Limited to 25 participants. A 2 hour "live" session (Greenfield or Springfield, flexible dates TBA) is required to complete the practical skills evaluation. Call 413 775-1628 for more details or call 413-775-1605 to register.

CSW 524-2: Cycle begins 3/15-5/15, \$125,
NO EXTENSIONS

Massachusetts EMT-Basic Refresher: Online

**Instructors: Christopher Bascomb and
Scott Chapman**

Meet your Massachusetts Basic EMT refresher requirements at your convenience within a 60 day time period. This course satisfies all refresher topics with tutorials, assigned readings, case studies, discussion board, self-evaluations and relevant web links. This is an interactive refresher process with feedback and regular updates from your instructors. A 2 hour "live" session (Greenfield or Springfield, flexible dates TBA) is required to complete the practical skills evaluation. Limited to 25 participants. Call 413-775-1628 for more details or 413-775-1605 to register

CSW 527-2: Cycle begins 3/15-5/15, \$70, NO EXTENSIONS



Massachusetts EMT-Intermediate "Add On" Refresher: Online

Instructor: Christopher Bascomb

This 12 hour on-line program can be completed at your convenience within a 30 day time period. You may take the on-line refresher before, during or after your traditional or online Basic EMT refresher. A one-hour "live" session (Greenfield or Springfield, flexible dates TBA) is required to complete the practical skills evaluation. Limited to 25 participants.

CSW 528-2: Cycle begins, 4/1-5/1, \$45, NO EXTENSIONS

Paramedic-Assistant Course for Basic EMTs.

Instructor: Christopher Bascomb

7 hours of Basic EMT continuing education. On-line, with one skills session required. Covers all aspects of the Paramedic-Assistant course, including medical-legal responsibilities, scope of practice, sharps disposal, approved skills and more. Topics reviewed online and during the skills session include: preparing IV solutions, EKG and 12-lead electrode placement, endotracheal tube securing and suctioning, pulse oximetry, blood glucose monitoring. Take this class at your own pace within a calendar month. The class awards a certificate of completion in addition to continuing education hours. Skills sessions are scheduled as needed. Offered during the months of October and November-students may register anytime in March or April and complete course by March 31 and April 30.

CSW 562-2: Cost: \$35.00

A Guide to Bedside Medications

Instructor: Christopher Bascomb

4 hours Basic and Intermediate continuing education, approval number pending. On-line. Did you know that nearly 30% of all hospital admissions are the result of home medication errors? Gain more confidence in your assessment and treatment skills by learning more about common medications found in your patients' homes. We will take a body systems approach, reviewing many common respiratory, cardiovascular, endocrine and neurological conditions. We will also review behavioral emergencies and pain management issues. We will examine the most common medications used for these conditions, their intended effects and their side effects. Offered during the months of October and November-students may register anytime in March or April and complete course by March 31 and April 30.

CSW 563-2 Cost: \$20.00

Credit-free Workshops: To register call (413)775-1803. Nights/weekends (with VISA, MC, DISCOVER), please call (413) 774-7690.

Community Education

GREENFIELD COMMUNITY COLLEGE offers several distinct ways for you to take a workshop without attending a class on campus. Through Ed2Go, you can take online courses from your home or office computer anytime (see pages 54–55). You can also “attend” a real-time course on the Internet (Import Export Now! on page 42). We also offer CD-ROM based professional development for educators (VESi page 53). You can take your EMT/Paramedic Refresher online (page 51), and now you can take career development courses in a “blended learning environment” (online, textbook, CD-ROM, instructor support) through Gatlin Education (page 52). Whichever you choose, we stand behind the quality of your course.

GATLIN EDUCATION

We're proud to offer online Career Development courses from Gatlin Education. Gatlin provides courses in a “Blended Learning” format. These programs combine high quality online content, textbooks, CD-ROMs, and, most importantly, an online instructor/mentor committed to student success. Adult learners and career changers are generally faced with competency-based or certification-based learning. Gatlin programs are designed to provide the skills necessary to acquire professional caliber positions for many in-demand occupations. To register, please call (413) 775-1803. For more information e-mail chastney@gcc.mass.edu or visit the GCC web page for course outlines, syllabi, instructor information, and more about course format.

HEALTH CARE PROGRAMS

Medical Transcription

This online, instructor-led program will prepare you to start a new career as a Medical Transcriptionist. A medical terminology course is included at no extra cost! Transcriber and all materials included.
DEW 101 (Hours: 240) \$1,495

Pharmacy Technician

This online program will teach the skills needed to gain employment as Pharmacy Technician in either the hospital or retail setting. All materials included.
DEW 102 (Hours: 240) \$1,695

Veterinary Assistant

This online program will prepare you for an exciting new career as a veterinary assistant by teaching you the essential skills of a veterinary assistant. Textbooks included.
DEW 103 (Hours: 240) \$1,695

Administrative Medical Specialist with Medical Billing and Coding

This online program will give you the skills you need to find the job YOU are looking for as an Administrative Medical Specialist (AMS); it also provides preparation for the Certified Coding Associate (CCA) national certification exam.
DEW 110 (Hours: 300) \$1,895

Medical Billing and Coding

This nationally recognized Medical Billing and Coding online training certificate program is designed to prepare students to fill positions for medical coding and billing professionals.
DEW 112 (Hours: 240) \$1,495

BUSINESS PROGRAMS

Paralegal

This online, instructor-led program prepares students to be successful in the fast growing paralegal career field. All materials included!
DEW 104 (Hours: 300) \$1,695

Project Management

This program teaches the basics of project management and includes preparation for the Project Management Professional national certification exam. Textbook and exam prep included.
DEW 105 (Hours: 40) \$1,395

Seven Steps to Leading

High Achieving Teams

This nationally recognized team building course and leadership management training provides students with the information and application to develop, work in, and lead high achieving teams at work, at home, and in the community. This unique online certificate program is only offered in partnership with major colleges and universities.
DEW 111 (Hours: 70) \$1,295

INTERNET, DESIGN, AND TECHNICAL PROGRAMS

AutoCAD 2009

This online program will teach you the skills needed to create and edit simple drawings and gradually introduces more advanced AutoCAD skills. AutoCAD 2009 student software and textbook included!
DEW 106 (Hours: 150) \$1,895

Webmaster

This online Webmaster program begins by teaching simple web page development and progresses by introducing new concepts by involving you in active web page implementation using HTML and Dynamic HTML. Textbook included.
DEW 107 (Hours: 150) \$1,695

Search Engine Optimization

Search engine optimizers increase their company's Web site traffic by improving its search-engine page rankings. This 3-part program will teach you how to tailor your website to achieve better search engine ranking, incorporate dynamic technology and Flash, and make the most of your website content.
DEW 113 (Hours: 150) \$1,295

Management for IT Professionals

This online training program is particularly well suited for anyone in IT who has recently assumed management responsibilities, anyone who is managing IT professionals, or anyone who wants a basic and introductory perspective on some of the unique issues facing the management of IT professionals. In this program, the focus is on developing a successful leadership style that facilitates team-building, collaboration, and a corporate culture that promotes success.
DEW 115 (Hours: 390) \$1,995

Credit-free Workshops: To register call (413)775-1803. Nights/weekends (with VISA, MC, DISCOVER), please call (413) 774-7690.



VESi—Professional Development for Educators

These are CD-ROM-based courses designed and taught by top professionals. You will have telephone access to your instructor during "office hours" and e-mail access with guaranteed 24-hour response time. When you successfully complete your course, you can print out a certificate for your files. VESI's mission is to help educators and business professionals with their ongoing professional development needs. Check our web site www.gcc.mass.edu for the most up-to-date listings. To register, call (413) 775-1803 or e-mail chastney@gcc.mass.edu with questions.

All courses in this section are 30 contact hours/PDPs:

Child Abuse: Working with Abused and Neglected Children©

CSW 775-2 \$159

Attention Deficit Disorder: Information & Interventions for Effective Teaching©

CSW 778-2 \$159

Violence in Schools: Identification, Prevention, and Intervention Strategies©

CSW 779-2 \$159

Drugs & Alcohol in School: Understanding Substance Use & Abuse©

CSW 782-2 \$159

Autism & Asperger's Disorder: Information & Effective Intervention Strategies

CSW 784-2 \$159

Talented and Gifted Working with High Achievers©

CSW 788-2 \$159

Traumatized Children: The Effects of Stress, Trauma & Violence on Student Learning©

CSW 792-2 \$159

Advanced Classroom Management: Children as Change Agents©

CSW 793-2 \$159

Educational Assessment: Assessing Student Learning in the Classroom©

CSW 794-2 \$159

Teaching Diversity: Influences and Issues in the Classroom©

CSW 744-2 \$159

Inclusion: Working with Special Needs Students in Mainstream Classroom©

CSW 786-2 \$159

Infant and Toddler Mental Health: Issues & Information for Educators©

CSW 749-2 \$159

Reading Fundamentals #1: An Introduction to Scientifically-based Research©

CSW 753-2 \$159

Reading Fundamentals #2: Laying the Foundation for Effective Reading Instructions©

CSW 754-2 \$159

All courses in this section are 45 contact hours/PDPs:

Behavior Is Language: Strategies for Managing Disruptive Behavior©

CSW 776-2 \$189

Learning Disabilities: Practical Information for Classroom Teachers©

CSW 781-2

Understanding Aggression Coping with Aggressive Behavior in the Classroom©

CSW 789-2 \$189

Reading Fundamentals #3: The Elements of Effective Reading Instruction & Assessment©

CSW 756-2 \$189



VESI System Requirements

These computer-based software courses are designed to be run from the compact disc (CD) and only save user data on the hard drive of your Macintosh or Windows computer.

Macintosh User Requirements:

- System OS 9.x or OS 10.x
- A color monitor
- At least 256 MB of RAM
- At least 5 MB of available hard drive space
- Access to a printer

PC User Requirements:

- Windows 2000, XP Home, Professional or Newer
- A color monitor
- At least 256 MB of RAM
- At least 5 MB of available hard drive space
- Access to a printer

Credit-free Workshops: To register call (413)775-1803. Nights/weekends (with VISA, MC, DISCOVER), please call (413) 774-7690.

Registration Information for ed2go Online Courses

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home, office, or laptop and at any time of the day or night.

How to Get Started:

1. Visit our Online Instruction Center: www.ed2go.com/greenfieldcc
2. Click the Orientation link and follow the instructions to enroll and pay for your course. During orientation, you will learn important information about your course. You will also be provided an opportunity to choose the name and password you will use to access your course.
3. Registration with GCC must be completed before you can access your course on the start date. You will not be verified into the course until you have completed BOTH orientation and registration. Upon registration, you will receive in the mail further information about the delivery of online courses.
4. On the start date of your course, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the name and password you selected during orientation.

Start Dates:

A new section of every course in this catalog will begin on the following dates:

- January 21 Section 1
- February 18 Section 2
- March 18 Section 3
- April 15 Section 4
- May 20 Section 6

When registering, please know the course code and section number.

Requirements:

All courses require Internet access, e-mail, Netscape Navigator, or Microsoft Internet Explorer. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

To register during normal business hours call (413) 775-1803. You will find additional registration information on mailing, faxing or dropping off your registration at the back of this Course Guide.

To register with Mastercard, Discover or Visa, call (413) 774-7690, 24 hours a day.

Online ed2go

Take your workshops from the convenience of your home or office this Spring!

For full descriptions of all ed2go courses, please visit <http://www.ed2go.com/greenfieldcc> and click on "courses". And while on the website use the search option to find courses not listed here.

We offer many online courses not listed in this course guide. If you are interested in these online courses, please call (413) 775-1604 for a complete listing.

Each course is \$89 unless otherwise indicated.

The Internet

- OLW 800 Introduction To The Internet
OLW 809 Achieving Top Search Engine Positions
OLW 823 Introduction to Outlook 2003
OLW 750 Learn to Buy and Sell on eBay
OLW 549 Start Your Own eBay Drop Off Store

Web Page Design

- OLW 801 Creating Web Pages (HTML)
OLW 503 Introduction to CSS and XHTML
OLW 815 Designing Effective Websites
OLW 519 Introduction to Microsoft FrontPage 2003
OLW 809 Achieving Top Search Engine Positions
OLW 529 Introduction to Flash 8
OLW 790 Introduction to Dreamweaver MX 2004
OLW 845 Introduction to Dreamweaver 8

Web Graphics and Multimedia

- OLW 746 Drawing for the Absolute Beginner
OLW 534 Introduction to C# Programming
OLW 555 Introduction to CorelDRAW X3

Web and Computer Programming

- OLW 505 Introduction to PHP and MySQL
OLW 818 Introduction to Java Programming
OLW 893 Introduction to Perl Programming
OLW 757 Introduction to Visual Basic 2005

Basic Computer Literacy

- OLW 854 Introduction to Windows XP
OLW 852 Computer Skills for the Workplace
OLW 800 Introduction to The Internet
OLW 538 Keyboarding
OLW 561 Introduction to Windows Vista
OLW 506 Introduction to Linux

Computer Application

- OLW 520 Introduction to Microsoft Word 2003
OLW 612 Advanced Microsoft Excel 2003
OLW 607 Introduction to Microsoft Word 2007
OLW 523 Introduction to Microsoft Excel 2003
OLW 606 Introduction to Microsoft Excel 2007
OLW 524 Intermediate Microsoft Excel 2003
OLW 525 Introduction to Microsoft Access 2003
OLW 518 Intermediate Microsoft Access 2003
OLW 655 Introduction to Microsoft Access 2007
OLW 517 Introduction to Microsoft PowerPoint 2003
OLW 608 Introduction to Microsoft Power Point 2007
OLW 542 Introduction to Microsoft Publisher 2003
OLW 847 Performing Payroll in QuickBooks 2006
OLW 823 Introduction to Microsoft Outlook 2003
OLW 563 Introduction to Microsoft Outlook 2007
OLW 605 Introduction to Crystal Reports 10

Desktop Publishing and Imaging

- OLW 541 Design Projects for Adobe Illustrator CS2
OLW 507 Intermediate Photoshop CS2
OLW 562 Photoshop Elements 5.0 for the Digital Photographer
OLW 542 Introduction to Publisher 2003
OLW 652 Photographing People with your Digital Camera

Computer Troubleshooting & Networking

- OLW 831 Introduction To PC Troubleshooting
OLW 894 Introduction to Networking
OLW 543 Wireless Networking
OLW 611 Introduction to PC security

Computer Programming & Database Management

- OLW 891 Introduction to Database Development
OLW 892 Introduction to SQL
OLW 890 Introduction to Oracle
OLW 643 C++ for the Absolute Beginner
OLW 893 Introduction to Perl Programming
OLW 896 Creating User Requirements Documents

Credit-free Workshops: To register call (413)775-1803. Nights/weekends (with VISA, MC, DISCOVER), please call (413) 774-7690.

Digital Photography

- OLW 905 Discover Digital Photography
- OLW 562 Photoshop Elements 5.0 for the Digital Photographer
- OLW 651 Secrets of Better Photography
- OLW 633 Photoshop CS3 for the Digital Photographer

Languages

- OLW 521 Speed Spanish
- OLW 639 Grammar for ESL
- OLW 544 Beginning Conversational French

Writing Courses

- OLW 919 Fundamentals of Technical Writing
- OLW 907 The Keys to Effective Editing
- OLW 965 Grammar Refresher
- OLW 951 Effective Business Writing
- OLW 987 Writeriffic: Creativity Training for Writers
- OLW 989 Writeriffic 2: Adv. Creativity Training for Writers
- OLW 986 The Craft of Magazine Writing
- OLW 754 Research Methods for Writers
- OLW 530 Beginner's Guide to Getting Published
- OLW 908 Write Like a Pro
- OLW 996 Pleasures of Poetry
- OLW 900 Travel Writing
- OLW 752 Business Marketing Writing
- OLW 751 Publish It Yourself: How to Start and Operate Your Own Publishing Business
- OLW 950 Resume Writing Workshop
- OLW 545 Beginning Writer's Workshop
- OLW 546 Writing for Children

Entertainment Industry Careers

- OLW 775 Get Funny
- OLW 547 Music Made Easy
- OLW 548 Get Paid to Travel

Grant Writing & Nonprofit Management

- OLW 742 Introduction to Nonprofit Management
- OLW 928 WOW! What a Great Event
- OLW 925 A to Z Grantwriting
- OLW 927 Get Grants
- OLW 600 Writing Effective Grant Proposals
- OLW 740 Advanced Grant Proposal Writing

Business Planning & Entrepreneurial Courses

- OLW 954 Creating a Successful Business Plan
- OLW 750 Learn to Buy and Sell on eBay
- OLW 930 Start and Operate Your Own Home-based Business
- OLW 916 Growing Plants for Fun and Profit
- OLW 928 WOW! What a Great Event
- OLW 922 Start Your Own Consulting Practice
- OLW 550 Marketing your business on the Internet

Sales & Marketing

- OLW 957 Professional Sales Skills
- OLW 923 Effective Selling
- OLW 752 Business Marketing Writing
- OLW 753 Principles of Sales Management

Accounting

- OLW 953 Accounting Fundamentals
- OLW 949 Accounting Fundamentals II
- OLW 954 Creating a Successful Business Plan
- OLW 847 Performing Payroll in Quickbooks
- OLW 523 Introduction to Microsoft Excel 2003
- OLW 524 Intermediate Excel 2003
- OLW 612 Advanced Microsoft Excel 2003
- OLW 606 Introduction to Microsoft Excel 2007
- OLW 609 Introduction to Quickbooks 2007

Business Administration and Management

- OLW 941 Administrative Assistant Fundamentals
- OLW 553 Administrative Assistant Applications
- OLW 920 Successful Construction Business Management
- OLW 554 Customer Service Fundamentals
- OLW 556 Understanding the Human Resource Function

Personal & Career Development

- OLW 950 Resume Writing Workshop
- OLW 990 Merrill Ream Speed Reading
- OLW 951 Effective Business Writing
- OLW 852 Computer Skills for the Workplace
- OLW 965 Grammar Refresher
- OLW 557 Achieving Success with Difficult People
- OLW 558 Get Assertive

Personal Finance/Wealth Building

- OLW 945 Stocks, Bonds, and Investing
- OLW 940 Introduction to Stock Options
- OLW 988 Debt Elimination Techniques That Work

Health Care, Nutrition and Fitness

- OLW 903 Medical Terminology: A Word Association Approach
- OLW 635 Become a Veterinary Assistant
- OLW 881 Become a Veterinary Assistant III: Practical Skills
- OLW 904 Introduction to Natural Health and Healing
- OLW 559 Luscious, Low-Fat, Lightning-Quick Meals

Family & Personal Enrichment

- OLW 915 Genealogy Basics
- OLW 990 Merrill Ream Speed Reading
- OLW 559 Luscious, Low-Fat, Lightning-Quick Meals

Child Care & Parenting

- OLW 992 Enhancing Language Development in Childhood
- OLW 604 Understanding Adolescents
- OLW 906 Guiding Kids on the Internet

Art, History, Psychology, and Literature

- OLW 947 Enjoying European Art On-line
- OLW 746 Drawing for Absolute Beginner
- OLW 997 Histories of Women Writers

Math, Philosophy, Science

- OLW 602 Everyday Math
- OLW 603 Introduction to Algebra

Continuing Education for Health Care Professionals

These online workshops for health care are accredited by ALLEGRA Learning Solutions and can be applied toward relicensure in Massachusetts.

- OLW 861 Certificate in Gerontology – 26 contact hours - \$240
- OLW 760 Certificate in Complementary & Alternative Medicine – 27 contact hours – \$199
- OLW 763 Certificate in End of Life Care – 26 contact hours - \$189

Credit-free Workshops: To register call (413)775-1803. Nights/weekends (with VISA, MC, DISCOVER), please call (413) 774-7690.

PIONEER VALLEY INSTITUTE—Spring Programs 2009

Bringing programs, exhibits, field trips and workshops to the public since 1989.

Resources designed to explore the rich and unique character of the Connecticut River Valley—its past, present and future.

The Pioneer Valley Institute's programs highlight regional history, literature, art and architecture, folklore, cultures, political and environmental issues. We welcome co-sponsors for many of our programs.

Email us at pvi@gcc.mass.edu.

Spring Programs—2009

At press time not all the dates and locations of our programs have been established. Please call 413.775.1671 (voicemail: leave your name and address slowly and clearly and we will send you a brochure of our spring programs) or email your request to pvi@gcc.mass.edu. All programs are announced through the local newspapers and PVI members will receive a brochure early in the winter and announcement postcards throughout the spring.

A number of programs have become annual events. Every November we hold our GEM, MINERAL AND FOSSIL SHOW AND SALE at the Greenfield High School. More than a dozen vendors display their rocks and minerals, gemstones and fossils, jewelry and fine art in the cafeteria and there are featured speakers. Videos, posters and books are for sale and often there is a demonstration to the delight of kids.

The ANNUAL MEETING is held in late November or early December and features a topic of particular public interest. For example, past programs have featured the Renaissance Community, New England before European settlement, The Cummington Story and climate change in the Valley.

All Aboard the Freedom Train: Remembrance of Our Past

Thurs. Feb 12, 7 PM

Both this program and the following one will be held at the White Church in Old Deerfield

Librarians Bambi Miller and Mary Boehmer dressed in period clothing invite us into their lives as cousins Mary Leavitt and Elizabeth Field in the years before the Civil War. As they show us through their family's scrapbook, they reminisce about their family's abolitionist activities in Charlemont and Florence and their involvement with Basil Dorsey, who with his wife had escaped from slavery and settled in western Massachusetts.

Hands and Hearts to Cloth

Thurs. Feb 19, 7 PM

Again, Charlemont librarians Bambi and Mary will take us back to the 19th century in this discussion of the role of quilts in the lives of women and the possible role that quilts played in the Underground Railroad movement. The program will then move to a group of today's women and their participation in the re-creation of several historical quilts that have been auctioned to fund the setting of a gravestone at the Dorseys' burial site.

Valley Beer: A History of Local Brewing

This program by a master "brewmeister" will describe how beer is made as well as how local brewers approach the creation of this iconic liquid. What was the importance of beer in local history? What local ingredients are used? Samples will be available (for those over 21). The location and date will be announced later.

Spring into Springfield: A Day on the Town

Spring is a great time to get out and explore the history and culture of our neighbor city. The Springfield Armory is our first destination. We will have an informative guided tour through the displays and history of this important National Historic Site. Next it's lunch at the famous Student Prince, named one of the "21 Legendary Restaurants you have to visit" by Gourmet Magazine. For the afternoon, we have a group admission arranged for the Springfield Museums. The new Dr. Seuss sculpture park is located at the center of the museum complex.

A Saturday date will be announced later.

What's That Tree?

Tree Identification Walk

Join park ranger Kate Marquis on a spring walk along the Tully Trail in Royalston. The hike begins at Doanes Falls and continues to Coddings Meadows, a three mile loop, perfect for hikers of all abilities. Kids will love it. Kate will discuss the landscape's history and show how to identify trees by leaf shape, buds and bark.

Bring a pair of hiking shoes and some snacks. Options for car-pooling and the date will be announced later.

Of Roots n' Rocks: A Natural History of Cabot Woods and the Rock Dam of Turners Falls

Sat., May 30, 10 AM to noon (Rain date Sun., May 31)

Cabot Woods and the near-by Rock Dam are two of the places most special to nature-loving residents of Turners Falls. But unless you're from "the Patch" of Turners Falls, you may not even know they exist.

Join Friends of the Great Falls Discovery Center naturalist Dawn Marvin-Ward and geologist Steve Winters for a spring walk they call "Of Roots n' Rocks." Dawn will share her expertise on the flora and fauna of Cabot Woods. Steve will explain the geology and history of the Rock Dam, as well as the significance of the mysterious iron-red seeps.

"Of Roots n' Rocks" will be an easy hike along a level trail, but the short descent to the Rock Dam on the river may be slippery. Please wear appropriate footwear. Hikers should meet at the USGS parking lot at 9:00 am at the south end of G Street. Bring water, bug repellent, and sun screen. We will return to the parking lot around noon.

Co-sponsored by the Friends of the Great Falls Discovery Center and the Northfield Mountain Environmental Center. Free. Suggested \$5 to \$10 donation. To register call PVI at 413.775.1671 or e-mail pvi@gcc.mass.edu.

Ulster to Merrimack: Scots-Irish Woodworking in Early New Hampshire

Thurs., June 11, Colrain location to be announced

The Scots-Irish in New Hampshire and elsewhere in New England had distinctive, non-English design ideas that became emblematic of cultural differences in the British world. Join Philip Zea, author of *The Dunlap Cabinetmakers: A Tradition in Craftsmanship* (1994), to find the alternative standards of beauty and function held two centuries ago in towns named the likes of Londonderry, Antrim, and Colrain.

Held in collaboration with the historical societies of Colrain and Shelburne.

Bernardston Stories: An Oral History

Country tales transcribed by Edward Phelps.

Time and location to be announced.

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