Community Education

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.

Contents

Workshops .................................................................38–56
  Arts/Crafts ...............................................................39
  Computers .................................................................40
  Dance .................................................................41
  Entrepreneurial ..................................................42
  Financial ...............................................................42
  Food .................................................................42
  Health and Wellness ................................................42
  Home Health Care Series ........................................43
  Language ...............................................................43
  Massage .................................................................43–44
  Outdoors .................................................................44
  Parenting ...............................................................44
  Personal Growth .....................................................44
  Pets .................................................................44
  Sustainable Living ................................................45–46
  Trades .................................................................46–47
  Writing .................................................................47
  Work Force Development ......................................48–49

Distance Education ......................................................51–55
  Paramedic/EMT Refresher (online) .......................51
  Gatlin (blended learning) ........................................52
  VESi for Educators (CD ROM) .............................53
  Education To Go (online) .........................................54–55

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.

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

3-letter prefix

in advance of first class.

CSW 040-2: Th, 6:00-7:30 p.m., 1/29-3/18, 8 wks $99

section #

3-digit #

36

Greenfield Community College
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 – pg 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

**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
- EANE
- 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
- VESS-Professional Development for Educators
- Ed2Go
- Gatlin Education

**COMMUNITY PARTNERS – page 50**
- Franklin County Technical School
- Franklin County Community Development Corporation
- Construction Supervisor Training
Community Education

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

Drawing from Nature:

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, 2/2-4/16, (no class 2/16 & 3/16), 8 wks, $145

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, 8 wks, $99

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 683-2: Saturdays, 10:00 am-4:00 pm, 3/28, (bring a lunch) & 10:00 am-12:00 pm, 4/11, 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 stamping (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.

www.gcc.mass.edu
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: Debbie 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 printing, 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: Th, 6:30-9:00 pm, 1/13-2/3, 4 wks, $115

QuickBooks for Small Business Owners
Instructor: Debbie 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 process 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’ price lists from Excel) and will briefly look at payroll management and the Employee Center. Session 7: Income and Expense reports. Prior QuickBooks experience is helpful but not required. Students will receive trial software.

Instructor: Debbe Dugan

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/submitting grants, 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.

Instructor: Debbe Dugan and Kate McGrath

Turbo Tax for Home and Small Businesses–NEW!
Instructor: 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 Filing 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 return. The price of this course includes the Turbo Tax Home and Small Business software ($99 value) that you will use.

Instructor: Debbe Dugan

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/submitting grants, 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.

Instructor: Debbe Dugan and Kate McGrath

Turbo Tax for Home and Small Businesses–NEW!
Instructor: 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 Filing 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 return. The price of this course includes the Turbo Tax Home and Small Business software ($99 value) that you will use.

Instructor: Debbe Dugan

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/submitting grants, 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.

Instructor: Debbe Dugan

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/submitting grants, 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.

Instructor: Debbe Dugan

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/submitting grants, 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.
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 Keilor-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, 3/30-5/12 (No class 3/31), 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 003-1: Th, 5:30-6:50 pm, 2/19-4/30, (No class 3/19), 10 wks, $130

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.
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 extraction, 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

Language

Conversation 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

CSW 564-2: W, 3:00-4:30 pm, 2/11-5/6 (no class 3/8), 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

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

Community Education

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-1:00 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-1:00 pm, 1/6-2/27, 900 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, Wednesday 1/7-1/28, Monday 1/12-4/6, Friday 1/9, (no class 2/16 & 3/16), $425

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

www.gcc.mass.edu
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–1:00 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 Korby
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

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, counselors 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, values, and resources, teaching 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: T, 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 336-14: (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, 1/28-3/13, (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 date 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 audit; insulating of walls, foundation and attic; 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: Th, 6:00-8:50 pm, 2/3-5/12 & Saturday, 9:00 am-1:00 pm, 3/14 & 4/25 (make-up date 3/28), 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 to understand 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, 6:00-8:50 pm, 3/19, Saturday, 9:00 am-5:00 pm, 3/21, Th, 6:00-8:50 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

Community Education

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 to understand 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, 6:00-8:50 pm, 3/19, Saturday, 9:00 am-5:00 pm, 3/21, Th, 6:00-8:50 pm, 3/26, Saturday, 9:00 am-5:00 pm, 3/28, 15 hours

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

www.gcc.mass.edu
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 395-2: M, 6:30-8:30 pm, 1/12-3/30 (no class 1/19, 2/16, 2/18, 4/20, 4/22) 27 sessions, $395

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 395-2: 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

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 8 1/2 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
CSW 364-5: (Location: Franklin County Technical School; Instructor: Tom McDonald) M & W, 5:30-8:30 pm, 1/14-3/25 (no class 2/18), 27 sessions, $395

Cabinetmaking/ Mill Carpentry
Instructor: Michael Therrien
In this ten week course, participants will learn the basic electrical theory, 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 395-2: W, 6:30-8:30 pm, 4/8, 1 session, $25

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

Students who wish to enroll in journeyman or master classes for plumbers and/or electricians 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: Tom Tourigny
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, $395

Machine Science II
Instructor: Tom Tourigny
A continuation of Machine Science I, where students will complete a project fabricating a work stop project, which can be used for work being done 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 2/18 & 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.
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: Tu, 6:00-8:00 pm, 2/10-3/17, 6 wks, $99

Meet the X-Words: English Grammar Made Easy
Instructor: Carolyn Nims McAllan
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: Tu, 6:00-8:00 pm, 2/26-3/19, 4 wks, $65

Junior 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) Tu & 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: Tu & Th, 6:00-9:00 pm, 1/27-3/31, 19 sessions, $299

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

www.gcc.mass.edu
In Greenfield
In Northampton

that reflect the financial condition of your business. Report Writing and how to create real-time reports
management and the Employee Center. Session 7: from Excel) and will briefly look at payroll
reconciliation of the accounts). Session 6: inventory
your checking account/credit card account, and
credit card purchases, downloading bank records into
(register). Session 4: charge back time worked on a job
(entering & paying bills, credit cards, and the check
statement forms. Session 3: Accounts Payable
designing customized invoice, credit memo, and
customer/vendor lists. Session 2: Accounts Receivable
vendors and how to import information from existing
business. Create your own list of customers and
business records. Session 1: creating your Chart of
company books, and all work will be done on your
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.

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 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.

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 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.
Introduction to Employment Law
Human Resources is becoming more complex every day 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*

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, 8:30 am-4:30 pm, 3/3, $245*

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*

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, 8:30 am-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*
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 (8 weeks) 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

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: csl@contractorssccess.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.
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! Textbook 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 course 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 777-2 $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 791-2 $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

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 $189

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.

www.gcc.mass.edu
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 PowerPoint 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

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 for a class, please visit our Online Instruction Center or call (413) 775-1604.

Contact Information:

Greenfield Community College

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

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

www.gcc.mass.edu
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, gemsstones 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 Cumington 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 then her husband 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 Dorsey’s 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 Meadow, 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 nearby 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 Writers 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 5:00 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 Zsa, author of The Dunlap Cabinetmakers: A Tradition in Craftsmanship (1999), 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.

We urge anyone fascinated by our local history, concerned by the future direction of life in the Valley or entranced by the geology or biology of our river basin to join the Pioneer Valley Institute today! Our handy sign-up form is located on the lower left of this page.