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.

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To register for workshops call (413) 775-1803, 10 am to 5 pm Monday through Thursday, or 9 am to 4 pm Friday. 24 hour registration line ONLY (VISA, DISCOVER, MASTERCARD only), call (413) 774-7690. Please know your course code.

**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 **999**
- 3-digit 
- **section #**

**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.
Workshops by Subject/Campus

Please see appropriate page for full workshop description and information.

GREENFIELD COMMUNITY COLLEGE
ARTS/CRAFTS – pg 22
Drawing from Nature: Keeping a Journal
Beginning Watercolor
Pastel Essentials
Italic Calligraphy
Introduction to Digital Photography: Working with the Camera
Digital Photography II: Working with the Image

COMPUTERS – pgs 22–23
Computer Basics for Beginners: MS Office 2007
Introduction to Word/Office 2007
Introduction to Excel/Office 2007
Introduction to Quickbooks
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Waltz
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ENTREPRENEURIAL – pgs 23-24
How to Cash in on a Successful Home-Based Business
How to Make Money with a Home-Based Typing/Word Processing Business
A Beginner’s Guide to Getting Published
Import Export Now

HEALTH AND WELLNESS – pg 24
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HISTORY AND CULTURE – pg 24
All You Need is Love: Pop Music of the 1960”s
Gravestone Conservation

OUTDOORS – pg 24
Wilderness First Responder

PARENTING – pg 24
Ants in their Pants: Helping Kids Put to Words What’s Bugging them w/o Going Buggy Yourself

PERSONAL GROWTH – pg 25
Getting Started An Oral History Workshop

SUSTAINABLE LIVING/ENERGY – pg 25
Renewable Energy and Efficient Products for the Home
Solar Money
Green Products
Energy and Agriculture
Energy Conservation and Efficiency
Intro to Photovoltaic (Solar Electricity) Technology
Photovoltaic (Solar Electric) Installation

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

• C.N.A./H.H.A.
• Import/Export Now
• EANE
• Distance Ed (All)

WORKFORCE DEVELOPMENT
WORKSHOPS – pgs. 26–27
ServSafe Food Protection Manager Certification
Quickbooks for Small Business Owners
Conducting Internal Investigations
Absence Management
Developing and Updating Employee Handbooks

DISTANCE EDUCATION – pgs. 27–31
Paramedic & EMT Refresher
Gatlin Education
VESi-Professional Development for Educators Ed2Go

Paula Gottlieb - MFA
Painting and Drawing

“Paula loves to paint” says my kindergarten report card. This remains as true today as it was then. I am fascinated by light, by the interplay of light and shadow, by the tactility of paint, by color. I love how the human face and the landscape are both constantly changing; I am challenged by showing how I see the world. I enjoy painting both the external likeness of a person or animal as well as connecting to and showing their soul on my canvas. When I paint the landscape I am preserving a vanishing treasure.”

Paula teaches workshops, classes and retreats in painting and drawing, as well as private art lessons in portrait and landscape painting. She has taught in GCC’s Office of Community Education for more than a decade. She received a BFA degree from Tyler School of Fine Arts in Philadelphia with studies in Rome and an MFA from Indiana University, Bloomington. She has been painting for forty years. Her paintings can be seen at R. Michelson Galleries in Northampton, MA, and at her studio- in Cummington, MA.

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

Arts/Crafts

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

CSW 287-1: Saturdays, 9/11-11/30 am, 6/7 & 6/14, 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. Limited to 12.

CSW 280-1: Th, 6:30-9:00 pm, 5/22-7/17 (no class 7/3), 8 wks, $165

Pastel Essentials
Instructor: Gregory Miachack
Wouldn’t you love creating atmospheric and emotion-laden, or detailed and eye-catching landscapes, portraits, or still life? 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. Supply list provided prior to 1st meeting.

CSW 181-2: M, 6:30-9:00 pm, 7/14/8/18, 6 wks, $115

Italic Calligraphy
Instructor: Mary Teichman
Learn the art of beautiful hand lettering, in the style of medieval scribes. Create your own invitations, greeting cards and art works using the 15th Century classic Italic script. Flowing and elegant, Italic remains useful today – an excellent “hand” for beginners. We will first learn to use a broad-edged dip pen and slowly, how to form each letter. Finally, we’ll write a favorite poem or quotation using colored inks and papers. Each step of instruction precedes slowly and carefully, each student at his/her own pace. As an added benefit, this meditative discipline promotes personal focus and concentration and can provide a soothing antidote to our hectic lives. Beginners or experienced calligraphers are welcome. Students will pay a materials fee of approximately $35 directly to the instructor at the first class.

CSW 173-2: T, 6:00-9:00 pm, 7/15-8/19, 6 wks, $145

Introduction to Digital Photography: Working with the Camera
Instructor: Clint Davis
Learn what you need to know about generic features of most digital cameras and about the process and technology behind a successful digital image. You’ll learn how to best use your resources (manual, CD, the internet, publications) to learn to get the best results. You’ll get a thorough introduction to the digital camera as well as tips and resources for using your camera most effectively (Note: Because of the huge variety of cameras on the market, individual instruction on each student’s specific camera is impractical). Part one will focus exclusively on the camera and image capture. No time will be spent on photo editing or manipulation software. Issues to be addressed include types of cameras and their operation, deciphering the operator’s manual, basic shooting techniques, and resources for continued learning and improvement. Students must have a digital camera to work with no later than the second meeting. A textbook is included in the price of the workshop. (For students continuing on to Digital 2, the same book is used.)

CSW 403-1: Th, 6:00-8:10 pm, 5/22-6/26, 6 wks, $149

Digital Photography II: Working with the Image
Instructor: Clint Davis
For those students who have taken Introduction to Digital Photography at GCC or who are comfortable with capturing images in digital format using manual settings on their camera, this course will focus primarily on the many options for archiving, sharing and editing your images. There will be very limited attention to printing and no printing on GCC printers. Prerequisites: Introduction to Digital Photography at GCC or a practical understanding of the operation of your digital camera and a working knowledge of computers. For those entering the course without having taken Introduction to Digital Photography this semester; a required text will cost approximately $20.

CSW 408-2: Th, 6:00-8:30 pm, 7/17/8/21, 6 wks, $129

Computers

Computer Basics for Beginners: MS Office 2007
Instructor: Sandra Lively
Be one of the first to learn the new Microsoft Office 2007 software. Become familiar with Microsoft’s newest Office product in a safe and friendly atmosphere. The pace will be slow so you’ll have lots of time to find all the new features offered while learning about “dialog boxes”, cut and paste and much more. As a student you will have the opportunity to purchase MS Office 2007 software at a discount. Your savings will practically pay for the course.

CSW 419-1: W, 6:00-8:30 pm, 5/21-6/18, 5 wks, $109

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

CSW 493-1: M, 6:00-8:30 pm, 6/2-7/7, 6 wks, $169

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

CSW 495-1: T, 6:00-8:30 pm, 5/27-7/11, 6 wks, $169

Credit-Free Workshops: 24 hour registration available. Call (413) 774-7690 (VISA, MASTERCARD, or DISCOVER).
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 registering, downloading bank records into your checking account/credit card account, and reconciliation of the accounts. This course is designed to cover the materials in a four-week period at a slower pace with attention to detail and is designed for students who need a general overall knowledge of the software.  
CSW 444-1: T, 6:30-9:00 pm, S276-617/7, 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 (invoicing, 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’ price lists from Excel) and will briefly look at payroll management and the Employee Center. Session 7: Report Writing and how to create real-time reports that reflect the financial condition of your business.  
WFD 515-8: T, 6:30-9:00 pm, 7/15-8/26, 7 wks, $195  

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.  
Waltz  
Instructor: Emily Fox  
American Waltz is one of the most beautiful, classic forms of balleton 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 014-1: M, 6:00-7:00 pm, 6/27-7/17, 6 wks, $65 per person  
West Coast Swing  
Instructor: Emily Fox  
West Coast Swing the ‘Official State Dance of California’, is the sexiest, smoothest, and coolest of all the partner dances. It’s done to a variety of music, including rock, blues, funk, country/western, disco and contemporary pop. While one of the least physically demanding dances due to its slow pace, it is considered one of the more challenging dances to learn. (Students registering for West Coast Swing should have taken at least one other social dance class at GCC or have some social/ballroom dance experience.) West Coast offers great ‘show off’ moves and cool turning patterns. This class will teach balance and coordination and help build self-confidence so that you look and feel great on the dance floor:  
CSW 034-1: M, 7:00-8:00 pm, 6/27-7/17, 6 wks, $65  

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 latar, 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 015-1: M, 8:00-9:00 pm, 6/27-7/17, 6 wks, $65 per person  

Community Education Entrepreneurial  
How to Cash-in with a Successful Home-Based Business  
Instructor: LeeAnne Krusemark  
Are you tired of working for someone else? Do you need to make more money? Turn your talents and hobbies into profits at home by learning how to start a home-based business from a Chamber of Commerce past president and successful Southern California entrepreneur: During this comprehensive, informative workshop, you will discover many details it has taken other entrepreneurs years to discover on their own, including:  
• more than 100 home business ideas  
• all the mandatory legal documentation  
• many ways to market your product/service  
• taking tax deductions (this workshop included)  
• free future individual Q&A opportunities  
If you really want to succeed in a home business, this step-by-step workshop is a must! These workshops have been offered from Maine to Hawaii, and the inspiration given to others has been compared to Oprah! A $10 materials fee is payable to the instructor at the door for information designed to help you long after the workshop is over. SPECIAL NOTE: THIS WORKSHOP WILL ONLY BE OFFERED ONCE A YEAR.  
CSW 077-2: W, 6:30-9:00 pm, 7/16, 1 session, $29  
How to Make Money with a Home-Based Typing/Word Processing Business  
Instructor: LeeAnne Krusemark  
If you can type, then you can make money at home using your typewriter/word processor or computer. Having already learned all about home-based business success (participants must have attended “How to Cash in with a Successful Home-Based Business”), you will then discover the secrets to profits in the typing/word processing business, including:  
• how & where to find clients  
• 50 ways to advertise/market your services  
• effective home office equipment choices  
• 100 ways to make money with a computer  
• free national networking information  
There really is a need for your services, so why not have the freedom to be your own boss, set your own hours, and have the opportunity to make more money than you ever did before by attending this workshop? A $10 materials fee is payable to the instructor at the door for information designed to help you long after the workshop is over. SPECIAL NOTE: THIS WORKSHOP WILL ONLY BE OFFERED ONCE A YEAR.  
CSW 078-2: W, 9:00-10:00 pm, 7/16, 1 session, $25  

Things we heard last semester...  
“Very valuable. My husband and I have been thinking about starting a business but didn’t know all this. Now we do! Thanks.”  
How to Cash in with a Successful Home-based Business  

Credit-Free Workshops: 24 hour registration available. Call (413) 774-7690 (VISA, MASTERCARD, or DISCOVER).  
www.gcc.mass.edu
Community Education

A Beginner’s Guide to Getting Published
Instructor: LeeAnne Krusemark
If your goal is to become a published freelancer by selling a magazine article, short story, poem, or even a full-length novel, this comprehensive workshop, taught by a successful, published writer, will guide you to, then past the editor’s desk. You’ll be presented with information it may take other writers years to discover; including: how to become a “published” writer overnight; submitting manuscripts the correct way; writing an irresistible query letter; 100 ways to make money as a freelance writer; FREE future individual Q&A opportunities. A materials fee of $10 is payable to instructor at the workshop for information designed to help you long after the workshop is over. SPECIAL NOTE: THIS WORKSHOP WILL ONLY BE OFFERED ONCE A YEAR.
CSW 085-2: W, 4:00-6:15 pm, 7/16, 1 session, $29

Import Export Now!
Instructor: John Spiers
For those who want to import and/or export goods or services, we offer this step-by-step hands-on seminar via the internet. Appropriate for people with zero business background, as well as established businesses looking for new trade. Now in its tenth year, the course is highly rated for content, delivery and personalization. You’ll learn how to: develop your product or service; find the best suppliers and customers; work with banks, insurance companies, government agencies and other trade entities. You will also learn about licensing and permits, conducting trade worldwide at the small business level, and intellectual property. Self-paced, with plenty of one-on-one email contact with the instructor; Optional weekly live sessions online are run during the course. At completion, you may join a listserve of ex-students, so access to the instructor and peers never ends.
CSW 094-1/4: W, 9:00-11:00 am, 6/18-8/13, 9 wks, $59

Health and Wellness
R.N. Board Review
Instructors: Linda Barille, Martha Lynch, Mary Farrell & Maureen O’Riley
A review course geared for new RN graduates preparing to take the new NCLEX computerized format (CAT). All major subject areas in nursing will be covered with an emphasis on medical-surgical, prenatal health, and obstetric and pediatric health problems. Test-taking tips for CAT, pertinent handouts and sample NCLEX questions will be provided. To be held at the Downtown Center, 270 Main St., Greenfield. For specific schedule details, call the Community Education Office at (413) 775-1605.
CSW 102-1: MF, 9:00 am-3:00 pm, June 9-13, $250

EMT Basic
Instructor: Kevin Garvey
Provides training in the primary care of injuries. Semiannual: Automatic External Defibrillator (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 310-1: M & W, 6:00-10:00 pm, 5/21 - 8/18, $545 plus $50 equipment fee

History and Culture
All You Need Is Love: The Pop Music of the 1960’s
Instructor: Michael Schonbach
Popular music changed dramatically between 1960 and 1969: from “The Twist” through the Beatles to Woodstock. In this course we will listen to and discuss this music, placing it in the context of the history of that turbulent decade. We’ll cover the dance crazes and “girl group” songs of the Kennedy years, the folk-protest movement, the “British Invasion”, Motown and soul, as well as psychedelic and hard rock. Particular attention will be paid to how the music reflected and influenced the Civil Rights movement, the Vietnam War, feminism, and the counterculture. Michael Schonbach is owner of Still Records After All These Years.
CSW 342-1: T, 6:30-8:30 pm, 6/3-6/24, 4 weeks, $65

Gravestone Conservation Workshop: Experiencing and Preserving History
Instructor: Fred Oakley
Learn about the fascinating history of this area with Fred Oakley of the Association for Gravestone Studies. Participants will be offered an opportunity to record inscriptions and epitaphs (several methods will be discussed, such as the “mirror” method and rubbing). We will address materials and methods for cleaning gravestones. You’ll be encouraged to actually clean a stone and should expect to get wet), resetting leaning stones by preparing new base material, preparing surfaces for adhesive repair; applying adhesive material, and bracing the repaired stone. The emphasis this seminar will be on repair: Those interested in advanced repair techniques are free to stay for optional time after noon. Please dress for work, bringing cotton gloves, sunscreen, insect repellant, and sturdy shoes, as well as your own beverage. There will be a $2.00 materials fee payable directly to the instructor on the day of the workshop.
CSW 631-14 (Location: Old Hadley Cemetery) Saturday, 9:00am-Noon, 7/10, 1 session, $29

Outdoors
Wilderness First Responder
Instructor(s): Wilderness Medical Associates
This intensive nine-day program is conducted by Wilderness Medical Associates, widely considered the most complete medical trainers for outdoor professionals. Content is the definitive medical training for emergency situations that involve prolonged patient care, severe environments, and improvised gear. Successful completion results in valid certification for three years, including BLS/CPR. Students must be 18 years of age to attend this course. Limited to 30.
CSW 657-2: W-Th, 8:00 am-6:00 pm, 8/13-8/21, $650 (includes books, equipment and training supplies)

Things we heard last semester...
“This workshop offered valuable tools for both home and my work with families.”
Ants in Their Pants

Parenting
Ants in Their Pants: Helping Kids Put to Words What’s Bugging Them w/o Going Buggy Yourself
Instructor: Becca Greene-Van Horn
Do you find yourself reacting to your child’s strong emotions? Is your emotional comfort level impacting the way you parent or work with children, especially under stress? Do you want your child to successfully self-regulate and navigate emotional highs and lows? Do you want deeper intimacy and trust with your children? Parents, caregivers and those who work with children will learn five emotional coaching steps based on John Gottman’s research: Become aware of children’s emotions; recognize emotions as opportunities for intimacy; listen empathetically, validating feelings; help children find words to label the emotions; set limits, and explore strategies to solve the problem. Come away with practical tools to implement emotion coaching in your family, classroom, or practice.
CSW 136-1: W, 6:30-8:30 pm, 6/4 & 6/11, 1 wks, $45

Credit-Free Workshops: 24 hour registration available. Call (413) 774-7690 (VISA, MASTERCARD, or DISCOVER).
Personal Growth

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

CSW 568-2: W, 6:30-8:30 pm, 7/16 & 7/23, 2 wks, $45

Sustainable Living/Energy

Renewable Energy and Efficient Products for the Home
Instructor: Mark Skinder
This workshop will review products to increase home efficiency and produce your own renewable heat and electricity. Some of the topics covered will be large scale appliances, lighting and window treatments, heating stoves and boilers, solar hot water, solar space heating and solar electricity (photovoltaic panels). A slide show will give you a chance to see many of these strategies in place in actual homes.

CSW 389-I: Th, 6:30-8:30pm, 6/5, $25

Solar Money: New Grants to Help You Make Power from the Sun
Instructor: Mark Skinder
Come learn about the Commonwealth Solar program in Massachusetts and what it means for home and business owners interested in installing Photovoltaic (solar electric) panels. The workshop will cover the basics of photovoltaic technology, how to assess the solar potential of your site, estimation of electricity production, and overall cost analysis based on available grants and projected energy savings.

CSW 387-I: Th, 6:30-8:30 pm, 6/12, 1 session, $25

Things we heard last semester...
“Thank you for one of the best classes I’ve ever taken—fascinating, well-done.”

Photovoltaic Installation

Green Products from Paint to Perfume: Creating a Healthy Indoor Environment
Instructor: Tina Clarke
Many household furnishings, building materials and consumer products sold in the U.S. contain toxins that can pose a threat to health. Making informed choices about products including plywood, paint, glues, cleaning chemicals, perfumes, personal care products, furniture and many others can protect your health, your family, and the larger environment. In this workshop you will learn about building and consumer products to avoid, and safer materials and alternatives.

CSW 388-I; T, 6:30 pm-8:30 pm, 6/24, 1 session, $25

Energy and Agriculture: What is the Future of Our Local Farm Economy?
Instructor: Don Campbell
Increasing energy prices are changing how farmers do business and creating opportunities to reinvent local food systems. This workshop will explore how energy issues affect local farmers and consumers, including promising and not-so-promising farm energy alternatives. It will focus on how communities can build resilient agricultural economies that support local citizens with healthy food.

CSW 379-2: Th, 6:30-8:30 pm, 7/24, 1 session, $25

The classes in this section are supported by a Workforce Competitiveness Trust Fund grant titled “Sustainable Practices in Construction” (SPC) with priority seating given to construction sector workers. All sector workers and other students will be required to complete grant forms in order to participate in the course. Please contact Jesse Barba barba@gcc.mass.edu or (413) 775-1406 to request the required forms and for more information.

Energy Conservation and Efficiency
Instructor: Peter Talmage
Prereq: see note below
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.

CSW 333-I: W, 6:00-8:50 pm, 5/21-5/28-6/4-6/11-6/18, $149

Community Education

Introduction to Photovoltaic (Solar Electric) Technology
Instructor: Rich Gottlieb
Prereq: see note below
This course is an introduction to photovoltaic (solar electric) technology. Designed for students with a strong personal interest in Photovoltaic (PV) technology as well as those considering a career in solar electric technology, this course will give a student the theoretical basis for understanding the various types of solar electric systems. It will cover the history of solar electricity, current markets and industry status, basic electrical theory and other considerations necessary for solar electric systems. Detailed study of system components as well as the proper and safe electrical interconnection of these components will include hands-on training exercises and experiments. Local visits to PV related facilities, and assembly of real world systems examples will reinforce classroom learning. (This is the credit-free offering of SCI 121)

CSW 391-I: Th, Fri, Sat, 9:00 am-5:00 pm, 5/29-5/30-6/5-6/6-6/7, $425

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 sit the NABCEP (North American Board of Certified Energy Practitioners) PV Entry Level Certificate. With additional education, training and installation experience, this certificate can lead to becoming a NABCEP Certified PV Solar Installer. (This is the credit-free offering of SCI 221) Pre requisite: SCI 121 or CSW 391 and math, see below.

CSW 392-I: Th, F, Sat, 9:00 am-5:00 pm, 6/9-6/10-6/21 and 6/26-6/27-6/28, 45 hours, $425

* Prerequisites for all courses Credit students MAT 090 or satisfactory placement score. Credit-free students must have proficiency in mathematical operations with whole numbers, decimals, fractions, percents.
To register for credit or credit-free courses supported by the Sustainable Practices in Construction Grant contact Jesse Barba at (413) 775-1406 or barba@gcc.mass.edu.
See our web site at http://science.gcc.mass.edu/renewable_energy.html

Credit-Free Workshops: 24 hour registration available. Call (413) 774-7690 (VISA, MASTERCARD, or DISCOVER).

www.gcc.mass.edu
Community Education

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

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

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

Conducting Internal Investigations
This program provides participants with a step-by-step process for investigating and handling employee harassment, complaints or suspected misconduct. How to interview all parties and remain neutral and confidential. Participants will be provided with the opportunity to practice the process through role plays and exercises involving real situations.

WFD 350-8: Th, 8:30am-4:30pm, 5/1, $240*

Absence Management
This program offers strategies for dealing with the high cost of absenteeism and how it is having a direct impact on your company’s bottom line. Whether you need to establish an attendance policy or tweak an existing program, this session will give you insight into the pros and cons of a variety of approaches, help you to choose what best fits your own company culture, and give you an opportunity to network with other professionals who are dealing with similar issues. The course will also look at the practical aspects of FMLA, Workers' Compensation, ADA, and other laws with which our policies must comply.

WFD 341-8: W, 8:30am-12:00, 6/11, $175*

Developing and Updating Employee Handbooks
The employee handbook is the official “how-to” and “what to do” guide. Learn what should and should not be included and why. Discuss effective ways to communicate your policies and procedures to managers and employees. This interactive and practical workshop will give participants the opportunity to review their handbooks, draft new policies and modify existing ones. Be sure to bring your employee handbooks with you!

WFD 342-8: Th, 9:00am-4:00pm, 7/31, $240*

*EANE members call (413) 775-1607 for special discount.

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 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’ prices from Excel) and will briefly look at payroll management and the Employee Center. Session 7: Report Writing and how to create real-time reports that reflect the financial condition of your business.

WFD 315-8: T, 6:30-9:00 pm, 7/15-8/26, 7 wks, $195

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

Certified Nurse Assistant and Home Health Aide
Program Coordinator: Sue Pratt
This 110 hour training will prepare students for the Red Cross administered certificate exam. GCC has partnered with the Tripp Memorial Healthcare Collaborative, a non-profit organization committed to caregiver education, to offer high-quality training to previous graduates enthusiastically attests. Classes are held in GCC’s state approved classrooms and Nursing Skills Lab with clinical hours in a local state approved Extended Care Facility. Four training sessions per year are offered with Spring and Fall training held in the late afternoons and evenings. Daytime training is offered in January and the summer.

For more information, to be sent a brochure or application packet for upcoming training sessions, call (413) 775-1605.

Credit-Free Workshops: 24 hour registration available. Call (413) 774-7690 (VISA, MASTERCARD, or DISCOVER).

Greenfield Community College
Massachusetts EMT-Paramedic Refresher: Online

TO REGISTER FOR THESE WORKSHOPS:

Online 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. Please allow 5 business days from receipt of your registration for us to enter information onto Blackboard.

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 524-1: Cycle begins 6/20 - 8/20, $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 527-1: Cycle begins 6/20 - 8/20, $70, NO EXTENSIONS

Community Education

Massachusetts EMT-Intermediate “Add-On” Refresher: Online

Instructor: Christopher Bascomb
This 12 hour online 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 7/20 – 8/20, $15, NO EXTENSIONS

Paramedic-Assistant Course for Basic EMTs.

Instructor: Christopher Bascomb
7 hours of Basic EMT continuing education. Online, with one skills session required. Covers all aspects of the Paramedic-Assistant course, including medical-legal responsibilities, scope of practice, sharp 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. New session starts the first of each month. The class awards a certificate of completion in addition to continuing education hours. Skills sessions are scheduled as needed.

CSW 562-1: Cost: $35.00

A Guide to Bedside Medications

Instructor: Christopher Bascomb
4 hours Basic and Intermediate continuing education, approval number pending. Online. 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 July and August—students may register anytime in July or August and complete course by July 31 and August 31.

CSW 562-2: Cost: $20.00

See page 32 for Community Partners Information.

www.gcc.mass.edu
Community Education

GREENFIELD COMMUNITY COLLEGE offers several distinct ways for you to take a workshop without attending a class on campus. Through Ed2Go, you can take online courses from your home or office computer anytime (see pages 30–31). You can also “attend” a real-time course on the Internet (Import Export Now! on page 24). We also offer CD-ROM based professional development for educators (VESi page 29). You can take your EMT/Paramedic Refresher online (page 27), and now you can take career development courses in a “blended learning environment” (online, textbook, CD-ROM, instructor support) through Gatlin Education (page 28). Whichever you choose, we stand behind the quality of your course.

GATLIN EDUCATION

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

HEALTH CARE PROGRAMS

Administrative Dental Assistant
This online program will teach you the essential administrative tasks for managing the business aspects of a dental practice. Textbooks included.
DEW 100 (Hours: 240) $1,495

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

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

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

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

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

BUSINESS PROGRAMS

Paralegal
This online, instructor-led program prepares students to be successful in the fast growing paralegal career field. All materials included!
DEW 104 (Hours: 225) $1,695

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

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

INTERNET, DESIGN, AND TECHNICAL PROGRAMS

AutoCAD 2007
This online program will teach you the skills needed to create and edit simple drawings and gradually introduces more advanced AutoCAD skills. AutoCAD 2007 student software and textbook included.
DEW 106 (Hours: 120) $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

CONSTRUCTION TECHNOLOGY

Home Inspection Certificate
This program covers the principal components of home inspection procedures and processes.
DEW 108 (Hours: 200) $1,995

Credit-Free Workshops: 24 hour registration available. Call (413) 774-7690 (VISA, MASTERCARD, or DISCOVER).
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 $175

Attention Deficit Disorder: Information & Interventions for Effective Teaching®
CSW 778-2 $175

Violence in Schools: Identification, Prevention, and Intervention Strategies®
CSW 779-2 $175

Drugs & Alcohol in School: Understanding Substance Use & Abuse®
CSW 782-2 $175

Autism & Asperger’s Disorder: Information & Effective Intervention Strategies
CSW 784-2 $175

Functional Analysis: Introduction to Completing Behavior Assessments®
CSW 785-2 $175

Talented and Gifted Working with High Achievers®
CSW 788-2 $175

Traumatized Children: The Effects of Stress, Trauma & Violence on Student Learning®
CSW 792-2 $175

Advanced Classroom Management: Children as Change Agents®
CSW 793-2 $175

Educational Assessment: Assessing Student Learning in the Classroom®
CSW 794-2 $175

Teaching Diversity: Influences and Issues in the Classroom®
CSW 794-2 $175

Inclusion: Working with Special Needs Students in Mainstream Classroom®
CSW 786-2 $175

Infant and Toddler Mental Health: Issues & Information for Educators®
CSW 749-2 $175

Reading Fundamentals #1: An Introduction to Scientifically-based Research®
CSW 753-2 $175

Reading Fundamentals #2: Laying the Foundation for Effective Reading Instruction & Assessment®
CSW 756-2 $219

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

Behavior Is Language: Strategies for Managing Disruptive Behavior®
CSW 776-2 $219

Learning Disabilities: Practical Information for Classroom Teachers®
CSW 781-2 $219

Understanding Aggression Coping with Aggressive Behavior in the Classroom®
CSW 789-2 $219

Reading Fundamentals #3: The Elements of Effective Reading Instruction & Assessment®
CSW 756-2 $219

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: 24 hour registration available. Call (413) 774-7690 (VISA, MASTERCARD, or DISCOVER).

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/greenfield and click on “Courses”.

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.

**The Internet | $89 each course**

- 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 558 Start Your Own eBay Drop Off Store

**Web Page Design | $89**

- OLW 801 Creating Web Pages (HTML)
- OLW 503 Introduction to CSS and X-HTML
- 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 | $89**

- OLW 746 Drawing for the Absolute Beginner
- OLW 534 Introduction to C# Programming
- OLW 535 Introduction to Visual Basic .NET

**Web and Computer Programming | $89**

- OLW 630 Introduction to JSP Programming
- OLW 818 Introduction to Java Programming
- OLW 893 Introduction to Perl Programming
- OLW 550 Introduction to Visual Basic 2005

**Basic Computer Literacy | $89**

- OLW 854 Introduction to Windows XP
- OLW 853 101 Tips/Tricks for iMac
- OLW 852 Computer Skills for the Workplace
- OLW 800 Introduction To The Internet
- OLW 538 Keyboarding
- OLW 561 Introduction to Windows Vista

**Computer Application | $89**

- OLW 520 Introduction to Microsoft Word 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 517 Introduction to Microsoft PowerPoint 2003
- OLW 542 Performing Payroll in QuickBooks
- OLW 823 Introduction to Outlook 2003
- OLW 605 Introduction to Crystal Reports 10

**Desktop Publishing and Imaging | $89**

- OLW 858 Photoshop 7 for the Absolute Beginner
- OLW 541 Design Projects for Adobe Illustrator 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 | $89**

- OLW 831 Introduction To PC Troubleshooting
- OLW 625 Creating a Home or Small Office Network
- OLW 894 Introduction to Networking
- OLW 543 Wireless Networking

**Computer Programming & Database Management | $89**

- OLW 891 Introduction to Database Development
- OLW 892 Introduction to SQL
- OLW 890 Introduction to Oracle
- OLW 899 Intermediate Oracle
- OLW 643 C++ for the Absolute Beginner
- OLW 893 Introduction to Perl Programming
- OLW 896 Creating User Requirements Documents

**Digital Photography | $89**

- OLW 905 Discover Digital Photography
- OLW 562 Photoshop Elements 5.0 for the Digital Photographer
- OLW 651 Secrets of Better Photography
- OLW 608 Photoshop CS3 for the Digital Photographer
Community Education

Languages $89
OLW 521 Speed Spanish
OLW 639 Grammar for ESL
OLW 544 Beginning Conversational French

Writing Courses $89
OLW 919 Fundamentals of Technical Writing
OLW 907 The Keys to Effective Editing
OLW 965 Grammar Refresher
OLW 951 Effective Business Writing
OLW 987 Writerific: Creativity Training for Writers
OLW 989 Writerific 2: Adv. Creativity Training for Writers
OLW 986 The Craft of Magazine Writing
OLW 754 Research Methods for Writers
OLW 530 Beginner's Guide to Getting Published
OLW 908 Write Like a Pro
OLW 996 Pleasures of Poetry
OLW 900 Travel Writing
OLW 752 Business Marketing Writing
OLW 751 Publish It Yourself: How to Start and Operate Your Own Publishing Business
OLW 950 Resume Writing Workshop
OLW 545 Beginning Writer's Workshop
OLW 546 Writing for Children

Entertainment Industry Careers $89
OLW 775 Get Funny
OLW 547 Music Made Easy
OLW 548 Get Paid to Travel

Grant Writing & Nonprofit Management $89
OLW 742 Introduction to Nonprofit Management
OLW 928 WOW! What a Great Event
OLW 925 A to Z Grantwriting
OLW 927 Get Grants
OLW 600 Writing Effective Grant Proposals
OLW 740 Advanced Grant Proposal Writing

Sales & Marketing $89
OLW 957 Professional Sales Skills
OLW 923 Effective Selling
OLW 752 Business Marketing Writing
OLW 753 Principles of Sales Management

Accounting $89
OLW 953 Accounting Fundamentals
OLW 551 Accounting Fundamentals II
OLW 954 Creating a Successful Business Plan
OLW 847 Performing Payroll in Quickbooks
OLW 524 Intermediate Excel 2003

Business Administration and Management $89
OLW 941 Administrative Assistant Fundamentals
OLW 553 Administrative Assistant Applications
OLW 920 Successful Construction Business Management
OLW 554 Customer Service Fundamentals
OLW 556 Understanding the Human Resource Function

Personal & Career Development $89
OLW 950 Resume Writing Workshop
OLW 960 Communicating Like a Leader
OLW 990 Merrill Ream Speed Reading
OLW 951 Effective Business Writing
OLW 852 Computer Skills for the Workplace
OLW 965 Grammar Refresher
OLW 557 Achieving Success with Difficult People
OLW 558 Get Assertive

Personal Finance/Wealth Building $89
OLW 945 Stocks, Bonds, and Investing
OLW 940 Introduction to Stock Options
OLW 610 Debt Elimination Techniques That Work

Health Care, Nutrition and Fitness $89
OLW 903 Medical Terminology: A Word Association Approach
OLW 635 Become a Veterinary Assistant
OLW 881 Become a Veterinary Assistant III: Practical Skills
OLW 904 Introduction to Natural Health and Healing
OLW 559 Luscious, Low-Fat, Lightning-Quick Meals

Family & Personal Enrichment $89
OLW 915 Genealogy Basics
OLW 990 Merrill Ream Speed Reading
OLW 559 Luscious, Low-Fat, Lightning-Quick Meals

Child Care & Parenting $89
OLW 992 Enhancing Language Development in Childhood
OLW 604 Understanding Adolescents
OLW 906 Guiding Kids on the Internet

Art, History, Psychology, and Literature $89
OLW 947 Enjoying European Art On-line
OLW 746 Drawing for Absolute Beginner
OLW 997 Histories of Women Writers

Math, Philosophy, Science $89
OLW 602 Everyday Math
OLW 603 Introduction to Algebra

Continuing Education for Health Care Professionals
These online workshops for health care are accredited by ALLEGRA Learning Solutions and can be applied toward relicensure in Massachusetts.
OLW 861 Certificate in Gerontology – 26 contact hours - $240
OLW 760 Certificate in Complementary & Alternative Medicine - 27 contact hours – $199
OLW 763 Certificate in End of Life Care – 26 contact hours - $189

Credit-Free Workshops: 24 hour registration available. Call (413) 774-7690 (VISA, MASTERCARD, or DISCOVER).

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