Greenfield Community College

Summer 2008 Course Guide

Celebrating Greenfield 45 years of excellence

Day, Evening, Online, Credit and Credit-free Courses

Summer Session I classes begin May 21
Summer Session II classes begin July 14

For more information: www.gcc.mass.edu

Top left: Federal Street School, GCC’s first campus
Middle: Faculty Emeritus in Art History Joan Rising (r) advises a student
Bottom: Walter Taylor (l), GCC’s first president

Top right: GCC’s Main Campus
Middle: Student Hitomi Tsunuma (r) demonstrates a concept to Dr. Kit Carpenter (l), Chair of the ESOL Program.
Bottom: GCC President Robert L. Pura with Joan Cummings, Foundation Board Member Emeritus
An Invitation from Greenfield Community College’s President

On behalf of the faculty and staff, I want to welcome you to Greenfield Community College. Whether your goal is to transfer to earn a baccalaureate degree, to graduate with your career opportunities enhanced, or to take courses for personal fulfillment, we are pleased to invite you to choose GCC. Ultimately, our goal is to equip you with the knowledge and skills necessary to achieve your dreams.

GCC has a rich tradition of academic excellence and student success. The faculty and staff of this college are committed to the development of each and every student who attends. We are proud of the learning environment that we create for all who access the college. As a relatively small college we have the opportunity to get to know all of our students. You are much more than a number at GCC.

If there is anything we can do to help you along the way, please call me or stop by my office. Education is a lifelong journey, and we are pleased that you would consider GCC along that path.

Robert Pura, President

Matthew Sirum ’01,
President and Worker/Owner,
Pioneer Valley PhotoVoltaics Cooperative

GCC’s solar photovoltaic panel installation was constructed by a local company, Pioneer Valley PhotoVoltaics Cooperative, or (PV)^2, and designed by its president and worker/owner Matt Sirum. Matt discovered his calling at GCC.

“My first class was Larry Buell’s Human Ecology course and it opened my eyes to understanding how people interact with the Earth.”

Matt also made key professional contacts while taking environmental science courses with professor Brian Adams. The class required a service learning project, which Matt completed through an internship with the Northeast Sustainable Energy Association (NESEA), where he began working on sustainable energy programs in 2001 after earning his Liberal Arts degree and certificate in Environmental Studies/Natural Resources.

Matt had worked in the construction field and in his family’s automotive business right after high school, but his career direction was determined at GCC. “Everything just blossomed from there. I don’t think I’d be in this business today if it wasn’t for the people, and what I learned, at GCC.”

Join the Alumni Association and help us grow!

We value your connection to GCC. As a member, you can participate at any levels, ranging from joining as a listed member of the Association, up to attendance at the monthly meetings or serving on our Board.

For more information about the advantages and opportunities of membership, please contact Regina Curtis, President, GCC Alumni Association, at (413) 775-1426 or email CurtisR@gcc.mass.edu

To learn more about the Alumni Association and to join online, visit our website now at http://alumni.gcc.mass.edu/
THE ENTREPRENEURSHIP CERTIFICATE
Planned for Fall 2008!

The Business Department plans to offer some new practical courses of study for entrepreneurs. Our new E-Commerce course (BUS 116) explores the strategic, technical, and legal considerations of conducting business via the internet. Students investigate business-to-business and business-consumer models; identify necessary computer technologies and needed skill sets; explore methods for branding, communicating and persuading via internet marketing; examine database management requirements; and identify legal considerations.

The Entrepreneurship Certificate is an intensive approach to starting a new business or jump-starting an existing one. The 27-credit certificate includes courses designed to strengthen the strategic, financial, marketing, and technological capabilities of the aspiring business owner. Students will receive credit for undertaking a practical project designed for their specific business. Non-traditional students and existing business owners are encouraged! For more information, contact Business Department Co-Chair Thom Simmons at (413) 775-1482.

RENEWABLE ENERGY/ENERGY EFFICIENCY CERTIFICATE
Planned for Fall 2008!

Begin or advance your career pathway in the rapidly growing green economy

- Green building: efficient building design, construction & operation
- Photovoltaic, solar thermal and wind technology: installation, maintenance and business
- Energy efficiency: residential energy audits & energy upgrade retrofitting
- Policy, retail, education, advocacy, government, engineering, environmental activism

Upon completion of the 28-credit certificate, students may take appropriate industry exams based on their course work, find employment in the RE/EE field, or continue academic studies in an associate’s degree or four-year program.

For more information refer to pages 18-19 or see: http://www.gcc.mass.edu/departments/science/renewable_energy.html
THE LIBERAL ARTS HEALTH SCIENCE OPTION
Planned for Fall 2008!

This Liberal Arts option provides a foundation in the liberal arts with an emphasis on preparation for continued study in the health science field. The program includes an exploration of health careers, as well as basic science courses necessary for many health occupation programs. Programs of study include, but are not limited to, medical technology, clinical laboratory science, radiologic technology, public health, occupational therapy, physical therapy, and emergency management science.

For more information, contact Lou Peugh, (414) 775-1848 or peugh@gcc.mass.edu.

THE LIBERAL ARTS SOCIAL SCIENCES OPTION
Planned for Fall 2008!

Liberal Arts Social Sciences option offers students an opportunity to explore the social sciences in depth. The option provides a focused concentration on the social sciences for students interested in psychology, sociology, human ecology, political science, and anthropology within the framework of a traditional liberal arts education.

For more information, contact Anne Wiley, (413) 775-1132 or wiley@gcc.mass.edu.

MASSACHUSETTS COLLEGE OF ART AND DESIGN
class at GCC for Summer 2008

The Massachusetts College of Art (MCA&D), in collaboration with Greenfield Community College (GCC), is offering Bachelor of Fine Arts level classes at GCC.

For more information contact Associate Dean for Humanities Leo Hwang-Carlos, hwangcarlos@gcc.edu, (413) 775-1221, or Professor Budge Hyde, hyde@gcc.mass.edu, (413) 775-1231.

To register for all classes visit: http://www.massart.edu/at_massart/academic_prgms/continuing/

SUMMER I 2008 MCA&D COURSE AT GCC
FA 264 Collage/Assemblage 3 cr

Refer to page 13 for additional course information.

GCC & MCLA: 2 + 2 = BA for Summer 2008

An academic collaboration between Massachusetts College of Liberal Arts (MCLA) and Greenfield Community College (GCC) provides a part-time option towards a B.A. degree in Interdisciplinary Studies with Teacher Licensure in Elementary Education.

For more information on Summer 2008 or for student registration, contact

Melissa James, MCLA
375 Church Street
North Adams, MA 01247
Mjames@mcla.edu
(413) 662-5543

Kathleen Maisto, GCC
Coordinator of Transfer
Greenfield Community College
maisto@gcc.mass.edu
(413) 775-1207
## General Information—Credit Courses by Day

### SUMMER SESSION I

#### MONDAY, TUESDAY, AND WEDNESDAY CREDIT

<table>
<thead>
<tr>
<th>Class</th>
<th>Sec.</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEO103</td>
<td>1</td>
<td>MTW</td>
<td>6:00 pm-8:50 pm</td>
<td>MAIN</td>
<td>Price</td>
</tr>
</tbody>
</table>

#### MONDAY, TUESDAY, WEDNESDAY, AND THURSDAY CREDIT

<table>
<thead>
<tr>
<th>Class</th>
<th>Sec.</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO195</td>
<td>1</td>
<td>MTWTh</td>
<td>9:00 am-11:45 am</td>
<td>MAIN</td>
<td>Seave</td>
</tr>
<tr>
<td>SCI117</td>
<td>1</td>
<td>MTWTh</td>
<td>8:00 am-10:25 am</td>
<td>EAST</td>
<td>T. Johnson</td>
</tr>
<tr>
<td>SPA101</td>
<td>1</td>
<td>MTWTh</td>
<td>6:30 pm-8:45 pm</td>
<td>MAIN</td>
<td>Damon</td>
</tr>
</tbody>
</table>

#### MONDAY, TUESDAY, WEDNESDAY, THURSDAY, AND FRIDAY CREDIT

<table>
<thead>
<tr>
<th>Class</th>
<th>Sec.</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO205</td>
<td>1</td>
<td>MTWThf</td>
<td>8:30 am-11:15 am</td>
<td>MAIN</td>
<td>Fydenkevez</td>
</tr>
<tr>
<td>BIO205</td>
<td>3</td>
<td>MTWThf</td>
<td>10:00 am-12:45 pm</td>
<td>MAIN</td>
<td>TBA</td>
</tr>
</tbody>
</table>

#### MONDAY AND WEDNESDAY CREDIT

<table>
<thead>
<tr>
<th>Class</th>
<th>Sec.</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS101</td>
<td>1</td>
<td>MWF</td>
<td>6:00 pm-10:00 pm</td>
<td>TOWN</td>
<td>Garvey</td>
</tr>
<tr>
<td>ENG090</td>
<td>1</td>
<td>MWF</td>
<td>6:00 pm-9:50 pm</td>
<td>MAIN</td>
<td>Goodale</td>
</tr>
<tr>
<td>ENG101</td>
<td>1</td>
<td>MWF</td>
<td>8:00 am-11:50 am</td>
<td>EAST</td>
<td>McLellan</td>
</tr>
<tr>
<td>LED157</td>
<td>1</td>
<td>MWF</td>
<td>12:00 pm-11:50 am</td>
<td>EAST</td>
<td>Bond</td>
</tr>
<tr>
<td>PSY217</td>
<td>1</td>
<td>MWF</td>
<td>5:00 pm-7:50 pm</td>
<td>EAST</td>
<td>McNenna</td>
</tr>
<tr>
<td>WST115</td>
<td>1</td>
<td>MWF</td>
<td>9:00 am-11:50 am</td>
<td>MAIN</td>
<td>Monahan</td>
</tr>
</tbody>
</table>

#### MONDAY, WEDNESDAY, AND FRIDAY CREDIT

<table>
<thead>
<tr>
<th>Class</th>
<th>Sec.</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT105</td>
<td>1</td>
<td>MWF</td>
<td>8:30 am-11:00 am</td>
<td>EAST</td>
<td>Beebe</td>
</tr>
</tbody>
</table>

#### TUESDAY CREDIT

<table>
<thead>
<tr>
<th>Class</th>
<th>Sec.</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEC233</td>
<td>1</td>
<td>T</td>
<td>9:00 am-10:15 am</td>
<td>FIELD</td>
<td>Buell</td>
</tr>
</tbody>
</table>

#### TUESDAY AND THURSDAY CREDIT

<table>
<thead>
<tr>
<th>Class</th>
<th>Sec.</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG112</td>
<td>1</td>
<td>T Th</td>
<td>1:00 pm-4:50 pm</td>
<td>MAIN</td>
<td>Poulin</td>
</tr>
<tr>
<td>ENG247</td>
<td>1</td>
<td>T Th</td>
<td>9:00 am-11:50 am</td>
<td>MAIN</td>
<td>Ruiz</td>
</tr>
<tr>
<td>HLM153</td>
<td>1</td>
<td>T Th</td>
<td>1:00 pm-3:00 pm</td>
<td>MAIN</td>
<td>Ruiz</td>
</tr>
<tr>
<td>IDS110</td>
<td>1</td>
<td>T Th</td>
<td>12:30 pm-4:20 pm</td>
<td>EAST</td>
<td>Burnell/TBA</td>
</tr>
<tr>
<td>MAT090</td>
<td>1</td>
<td>T Th</td>
<td>9:30 am-12:20 pm</td>
<td>EAST</td>
<td>Keenan</td>
</tr>
<tr>
<td>MAT107</td>
<td>1</td>
<td>T Th</td>
<td>6:00 pm-9:40 pm</td>
<td>EAST</td>
<td>Abraham</td>
</tr>
<tr>
<td>PHI104</td>
<td>1</td>
<td>T Th</td>
<td>9:00 am-11:50 am</td>
<td>MAIN</td>
<td>Nielsen</td>
</tr>
<tr>
<td>SOC101</td>
<td>1</td>
<td>T Th</td>
<td>6:00 pm-8:50 pm</td>
<td>EAST</td>
<td>Daube</td>
</tr>
</tbody>
</table>

#### WEDNESDAY CREDIT

<table>
<thead>
<tr>
<th>Class</th>
<th>Sec.</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>LED170</td>
<td>1</td>
<td>W</td>
<td>3:00 pm-4:30 pm</td>
<td>EAST</td>
<td>TBA</td>
</tr>
<tr>
<td>PSY233</td>
<td>8</td>
<td>W</td>
<td>6:30 pm-9:20 pm</td>
<td>EAST</td>
<td>Kinder-Wells</td>
</tr>
<tr>
<td>SCI124</td>
<td>1</td>
<td>W</td>
<td>6:00 pm-8:50 pm</td>
<td>MAIN</td>
<td>Talmage</td>
</tr>
</tbody>
</table>

#### THURSDAY CREDIT

<table>
<thead>
<tr>
<th>Class</th>
<th>Sec.</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEC 118</td>
<td>1</td>
<td>Th</td>
<td>9:00 am-12:30 pm</td>
<td>FIELD</td>
<td>Buell</td>
</tr>
</tbody>
</table>

#### THURSDAY, FRIDAY, AND SATURDAY CREDIT

<table>
<thead>
<tr>
<th>Class</th>
<th>Sec.</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCI 121</td>
<td>1</td>
<td>Th F Sat</td>
<td>9:00 am-5:00 pm</td>
<td>MAIN</td>
<td>Gottlieb</td>
</tr>
<tr>
<td>SCI 221</td>
<td>1</td>
<td>Th F Sat</td>
<td>9:00 am-5:00 pm</td>
<td>MAIN</td>
<td>Gottlieb</td>
</tr>
</tbody>
</table>

#### WEEKEND CREDIT

<table>
<thead>
<tr>
<th>Class</th>
<th>Sec.</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEC150</td>
<td>1</td>
<td>T, 5/27 and weekend 5/31-6/1</td>
<td>4:00 pm-5:50 pm</td>
<td>EAST/FIELD</td>
<td>Buell</td>
</tr>
<tr>
<td>HEC152</td>
<td>2</td>
<td>T, 6/24 and weekend 6/28-6/29</td>
<td>4:00 pm-5:50 pm</td>
<td>EAST/FIELD</td>
<td>Buell</td>
</tr>
</tbody>
</table>

### SUMMER SESSION II

#### MONDAY, TUESDAY, WEDNESDAY, AND THURSDAY CREDIT

<table>
<thead>
<tr>
<th>Class</th>
<th>Sec.</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO103</td>
<td>2</td>
<td>MTWTh</td>
<td>8:00 am-11:30 am</td>
<td>MAIN</td>
<td>Devin</td>
</tr>
<tr>
<td>SCI103</td>
<td>2</td>
<td>MTWTh</td>
<td>8:00 am-10:50 am</td>
<td>EAST</td>
<td>T. Johnson</td>
</tr>
</tbody>
</table>

#### MONDAY, TUESDAY, WEDNESDAY, THURSDAY, AND FRIDAY CREDIT

<table>
<thead>
<tr>
<th>Class</th>
<th>Sec.</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCC101</td>
<td>2</td>
<td>MTWTh</td>
<td>9:00 am-3:00 pm</td>
<td>F</td>
<td>9:00 am-12:00 pm</td>
</tr>
</tbody>
</table>

#### MONDAY AND WEDNESDAY CREDIT

<table>
<thead>
<tr>
<th>Class</th>
<th>Sec.</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE105</td>
<td>2</td>
<td>M W</td>
<td>6:00 pm-8:50 pm</td>
<td>MAIN</td>
<td>Mayo</td>
</tr>
<tr>
<td>ENGI16</td>
<td>2</td>
<td>M W</td>
<td>8:00 am-11:50 am</td>
<td>EAST</td>
<td>Dalac</td>
</tr>
<tr>
<td>ENGI21</td>
<td>2</td>
<td>M W</td>
<td>6:00 pm-9:50 am</td>
<td>EAST</td>
<td>Hayes</td>
</tr>
<tr>
<td>HIS117</td>
<td>2</td>
<td>M W</td>
<td>9:00 am-12:15 pm</td>
<td>EAST</td>
<td>Heaslip</td>
</tr>
<tr>
<td>HUDD14</td>
<td>2</td>
<td>M W</td>
<td>6:00 pm-8:50 pm</td>
<td>MAIN</td>
<td>Lovelace</td>
</tr>
<tr>
<td>MAT106</td>
<td>2</td>
<td>M W</td>
<td>9:00 am-11:50 am</td>
<td>EAST</td>
<td>Abraham</td>
</tr>
</tbody>
</table>

#### TUESDAY AND THURSDAY CREDIT

<table>
<thead>
<tr>
<th>Class</th>
<th>Sec.</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO101</td>
<td>2</td>
<td>T Th</td>
<td>6:00 pm-8:50 pm</td>
<td>EAST</td>
<td>TBA</td>
</tr>
<tr>
<td>COL909</td>
<td>2</td>
<td>T Th</td>
<td>6:00 pm-9:50 pm</td>
<td>EAST</td>
<td>Baker</td>
</tr>
<tr>
<td>MAT105</td>
<td>2</td>
<td>T Th</td>
<td>6:00 pm-9:50 pm</td>
<td>EAST</td>
<td>Baird</td>
</tr>
<tr>
<td>MAT108</td>
<td>2</td>
<td>T Th</td>
<td>6:00 pm-9:40 pm</td>
<td>EAST</td>
<td>TBA</td>
</tr>
<tr>
<td>MAT117</td>
<td>2</td>
<td>T Th</td>
<td>9:00 am-11:50 am</td>
<td>EAST</td>
<td>Mitchell</td>
</tr>
<tr>
<td>PCS101</td>
<td>2</td>
<td>T Th</td>
<td>9:00 am-11:50 am</td>
<td>MAIN</td>
<td>Ruiz</td>
</tr>
<tr>
<td>PST101</td>
<td>2</td>
<td>T Th</td>
<td>9:00 am-11:50 am</td>
<td>EAST</td>
<td>Harrison</td>
</tr>
</tbody>
</table>

#### WEEKEND CREDIT

<table>
<thead>
<tr>
<th>Class</th>
<th>Sec.</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEC155</td>
<td>2</td>
<td>T, 7/15</td>
<td>4:00 pm-5:50 pm</td>
<td>EAST/FIELD</td>
<td>Buell</td>
</tr>
<tr>
<td>PSY 209</td>
<td>2</td>
<td>Sat, Sun</td>
<td>9:00 am-3:30 pm</td>
<td>EAST</td>
<td>D. Johnson</td>
</tr>
</tbody>
</table>

Refer to page 10 for the online course offerings.

For detailed course descriptions refer to pages 13–19.

---

We apologize but sometimes courses are cancelled.

Massachusetts state law requires the Continuing Education programs to operate at no cost to (with no tax support from) the Commonwealth. The decision to cancel is made at the close of the posted registration period and before classes meet and is based on fully paid fees on that date.

We attempt to reach everyone in a cancelled class by telephone or postcard so they can choose another course or tell us that they would like a refund. Completing registration on time helps the college avoid unnecessary class cancellations.

Know your second choice this Summer!
General Information

More Good Reasons to Attend Greenfield Community College

The Commonwealth Transfer Compact guarantees students at least 60 credits in transfer to a baccalaureate institution and limits the number of additional credits to complete a bachelor’s degree. In addition, students may fulfill the core or general education requirements under the terms of the Compact, allowing transfer students to focus on the requirements of their major programs of study.

The Joint Admissions Program guarantees students admission to the University of Massachusetts and most Massachusetts state colleges when they graduate from an eligible program with a 2.50 or higher GPA.

The Tuition Advantage Program reduces tuition by one-third for Joint Admissions. Qualified students must complete their Associates Degree program with at least a 3.0 grade point average within the prior calendar year as a participant in the Joint Admissions Program.

NOTE: The University of Massachusetts, Amherst offers 100% tuition waiver at the in-state tuition rate.

A Collaborative Admission Agreement with Smith College provides general information and a list of courses that transfer from GCC to Smith and waives the application fee for GCC students who apply to Smith College.

Contact the Transfer Office for information concerning Joint Admission and other Education Agreements with Western New England College, American International College, Bay Path College, Marlboro College Graduate Center and other colleges in New England.

For further information about any of the programs noted above refer to www.gcc.mass.edu/resources/transfer or for assistance with the transfer process contact Kathleen Maisto, Coordinator of Transfer, by telephone at (413) 775-1207.

Transfer Office (N213) Hours
Monday–Friday, 9 am–5 pm
Appointments encouraged.

Academic Calendar

Please note: Dates listed on academic calendars relate to full semester classes only. Calendars for classes with a modified schedule, e.g. extended weeks, reduced weeks, etc., are available in the Registrar’s Office.

Summer Session I

Classes begin: ........................................... Wed., May 21
Memorial Day - no day or evening classes.............. Mon., May 26
Last day to add credit classes.......................... Wed., May 28
Last day to drop/withdraw from credit courses/50% tuition refund ............... Thu., May 29
Last day to drop/withdraw - No Record - credit classes.............................................. Thu., June 5

Deficiency notices due in Registrar’s Office............ Tue., June 10
Last day to drop/withdraw with a grade of "W" - credit classes ........................................... Mon., June 23
Independence Day - no day or evening classes..... Fri., July 4
Last day of classes ........................................... Wed., July 9
Final grades due to the Registrar’s Office by 10:00 a.m. .............................................. Fri., July 11

Summer Session II

Classes begin: ........................................ Mon., July 14
Last day to add credit classes.......................... Thu., July 17
Last day to drop/withdraw from credit courses/50% tuition refund ............... Mon., July 21
Last day to drop/withdraw - No Record - credit classes.............................................. Mon., July 28

Deficiency notices due in Registrar’s Office............ Fri., Aug. 1
Last day to drop/withdraw with a grade of “W” - credit classes ........................................... Wed., Aug. 13
Last day of classes ........................................... Thu., Aug. 28
Final grades due to the Registrar’s Office by 10:00 a.m. .............................................. Tue., Sep. 2

GCC is building for the future...

Please excuse our appearance.

We are renovating our Main Building. The North and South Wings are finished. The Core will be closed for improvements during 2008–2009.

Upon completion, our goal is to have an energy efficient, environmentally safe and modern campus that elevates teaching and learning and fosters student success.

Information for Fall Registration

- For information on academic advising call (413) 775-1339.
- For information on placement testing call (413) 775-1147.
- Open registration: Thursday, August 28.
- Day and evening classes begin September 3.

Health Occupations Information Meetings

The schedule of information meetings for the Associate Degree Nursing Program, Licensed Practical Nursing Certificate, Massage Therapy Certificate Program, and Paramedic Certificate can be found at http://www.gcc.mass.edu/divisions/health.

For additional questions, call the Office of Admission at (413) 775-1801 and request an Inquiry Packet.

We make every effort to offer our classes as indicated in this Course Guide. Occasionally, there are changes beyond our control. For up-to-date information on all courses, visit our website: www.gcc.mass.edu.
Get a head start on college!

GCC is offering a 3-credit course for new and first-time college students.

GCC 101
THE COLLEGE CONNECTION: BUILDING A COMMUNITY OF SCHOLARS
July 28 – August 8, 2008
Monday – Thursday 9:00 am - 3:00 pm
Friday 9:00 am - 12:00 noon

In this fun, experiential class you will:
• Find out what it is like to be a college student
• Develop college level skills in reading, writing and other disciplines
• Earn college credit that will apply to most degree programs
• Learn about a degree or certificate that relates to your career choice
• Participate in fun outdoor activities
• Build relationships with college faculty, staff and students before fall semester begins

For more information or to register please contact:
Julie Shaw-MacDougall at (413) 775-1339 or show@gcc.mass.edu
• Register early, seating is limited!
• Registration and tuition: $98
  (plus additional book fee)

Acknowledgements

Thank you to Montserrat Archbald, Nancy Bair, Bob Barba, Alecia Bardwell, Michelle Barthelemy, Sue Belcher, Terry Boyce, Karen Brass, John Canon, Leo Hwang-Carlos, Liz Carroll, Karen Chastney, Regina Curtis, Nicole Crafts, Jim Connelly, Larry Dean, Laura Earl, Martha Field, Kate Finnegan, Dennis Finnell, Lori Gaiman, Wendy Gay, Erica Goleman, Melinda Gouveia, Shane Hammond, Cynthia Hebert, Herb Herza, Linda Horta, Heather Hoyt, Sandra Lively, Kathleen Masta, Marty Markwell, Susan McCaffray, John Murphy, Tom Novelli, Diane O’Hearn, Lou Peugh, Karen Phillips, David Parn, Diana Roberts, Jan Ross, Martha Rullman, Judi Singlet, Gail Villeuneuve, Val Vitteta, Kathy Vranos, Debra Washer, Meghan Wicks, and Tom Young for their contributions.

Proofreading: Bob Barba, Sue Belcher, Liz Carroll, Karen Chastney, Nicole Crafts, Larry Dean, Laura Earl, Lori Gaiman, Linda Horta, Heather Hoyt, Sandra Lively, Martha Rullman, Jan Ross, Gail Villeuneuve.

Copy coordination: Sue Belcher, Heather Hoyt, Gail Villeuneuve.

Course guide production coordination, document design, publication layout: Dennis Koong, GCC Publications; Office of External Affairs, ISA.

www.gcc.mass.edu
General Information

Massachusetts Resident Tuition and Fee Charges for Summer Credit Courses

<table>
<thead>
<tr>
<th>Charge</th>
<th>Basis</th>
<th>Summer Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>Per Credit</td>
<td>$26</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>Per Person</td>
<td>$20</td>
</tr>
<tr>
<td>College Service Fee</td>
<td>Per Credit</td>
<td>$119.50</td>
</tr>
</tbody>
</table>

Other individual course fees may apply. The college offers no reduction in tuition and fees for auditing a course. Credit-free courses are priced individually. Tuition and fees are subject to change with the Board of Trustees approval.

Financial Aid for Summer Courses

Students enrolled for three credits or more during the summer may be eligible for financial aid, provided they have done the following:
- Submitted a 2008 Summer School Financial Aid Application (priority deadline: April 15)
- Matriculated at GCC in an eligible program
- Maintained Satisfactory Academic Progress
- Completed a Free Application for Federal Student Aid (FAFSA) for the applicable financial aid year.

SUMMER SESSION I

Students who have received financial aid during Spring 2008 may use remaining Pell Grant eligibility for Summer I tuition and fee charges. Summer I students new to the college, or who have not applied for financial aid at Greenfield Community College, are not eligible for aid during Summer I.

SUMMER SESSION II

The only financial aid awarded to new students during Summer II is college work-study. To determine your eligibility for Summer II aid, the College must have a completed 2008-2009 financial aid file, including a 2008-2009 FAFSA.

STUDENTS NOT ENROLLED FOR SUMMER COURSES

Students not enrolled during the summer are eligible to receive only college work-study. Summer college work-study may be awarded if the student plans to enroll for the fall 2008 semester and demonstrates financial need for it, by having completed the 2008-2009 FAFSA. Summer work-study positions are limited.

For further information or application materials, contact the Financial Aid staff in N202B.

Summer Office hours:
Monday – Thursday, 8:00 am – 5:00 pm
Friday, 8:30 am – 12:00 noon

Financial Aid Withdrawal

Students withdrawing from the College may have their financial aid payment adjusted to reflect the actual percentage of time that they have attended class or taken part in an educational activity. Financial aid students must contact the Financial Aid Office (North 201B; 413-775-1109) concerning the prorating of financial aid.

Admission requirements for degree or certificate programs

Admission to a degree or certificate program requires a high school diploma, a G.E.D., or successfully passing a federally-approved Ability-to-Benefit Test. We do not require entrance examinations such as SATs or ACTs. The college requires a placement test of anyone who has not...
completed previous college work in selected English composition or mathematics courses. 
Health Occupations programs hold monthly informational meetings to describe entrance requirements to the RN, LPN, Massage Therapy, and Paramedic programs. All meetings are held at the Downtown Center, 270 Main Street, with the exception of the LPN, which are held at the VA Medical Center in Leeds. Dates can be found at www.gcc.mass.edu/academics/healthoccschedule.html
Several other academic programs limit their enrollment or have different requirements. If you have questions, ask one of our admission representatives.

Matriculation

Matriculation means formal admission into a degree or certificate program. Only matriculated students are eligible to be considered for financial aid and graduation. To matriculate:

1. Call us (413-775-1801) or stop by for an admission application.
   Return the completed application to the Office of Admission, N219,
   Main Building, Main Campus.
2. If you are accepted into a degree or certificate program and would like to receive transfer credit for previous successful college work that may be applied to your program of study,
   official transcript(s) must be sent directly from those institutions to our Office of Admission.
   After evaluation you will receive written notification of those courses/credits applicable to your program.

Note: It is not necessary to matriculate to take courses at Greenfield Community College if you do not intend to seek a degree, certificate, or financial aid.

Placement Testing Required

(For credit courses only)

GCC requires most students to complete reading, writing and mathematics placement tests before registering for their first credit course. The placement tests help to ensure student success by indicating the appropriate initial course placement.

GCC does not require you to complete placement tests if:

- You have already completed placement tests① at GCC;
- You have successfully completed a college-level course in English and/or mathematics② at GCC or another college (GCC requires a copy of your transcript); or
- You are taking courses on an audit basis and not for credit.

① Please note that you must have taken the mathematics placement test or course within five years for the score or grade to apply.

You may take placement tests by appointment only. Please call the Testing Center at (413) 775-1147 or (413) 775-1821 to make an appointment.

If you believe that your placement test scores do not reflect your level of skill and you would like to discuss your options or arrange for a retest, please call the Testing Center at (413) 775-1147. If your first language is not English, please call 775-1226 or 775-1840 for assistance with assessments.

College Immunization Law

Greenfield Community College, in response to the College Immunization Law, Chapter 76 Section 15C of the Commonwealth of Massachusetts, has adopted the following immunization policy: All full-time students (enrolled in 12 or more credits), all full-time and part-time health occupation and international students, must provide the Health Services Office with documentation of immunity to specific communicable diseases. Failure to comply with these requirements will jeopardize enrollment, receipt of grade reports, transcripts, etc. Medical and religious exemptions are allowed. For a list of current requirements, or assistance in meeting immunization requirements, visit or call the Health Services Office, North Modular, Main Campus, (413) 775-1430.

Veterans and Selected Reserve Information

The college is approved by the Veterans Administration for administration by veterans eligible for VA Educational Assistance or the VA Rehabilitation Program. This applies to students taking courses during the day, evening or summer. If you are a veteran of the United States armed services, or if you are a dependent of a deceased or disabled veteran, you may be eligible for federal veterans educational assistance benefits. For additional information, contact our Veteran’s Affairs Coordinator in the Financial Aid Office, N202B, Main Building, or call (413) 775-1102.

In addition, the Commonwealth of Massachusetts provides tuition waivers at public colleges and universities for eligible veterans and current members of the active armed services stationed and residing in Massachusetts who meet the other requirements. Those seeking to use this waiver should confer with the Veteran’s Affairs Coordinator before enrollment. You must provide proof of eligibility and complete the required paperwork.

Members of the Selected Reserve may be eligible to receive financial assistance for fees from the ARNG. Contact your Education Officer prior to the beginning of class to apply for benefits. Note: This is a tuition waiver program only; fees are the responsibility of the student.

* Additional individual course fees may apply.

Notice of Nondiscrimination

It is the policy of Greenfield Community College to prohibit unlawful discrimination on the basis of race, ancestry, color, gender, religion, ethnic or national origin, age, personal disability, veteran status, social class or sexual orientation. The college operates under an affirmative action plan and encourages underrepresented individuals to apply, both in terms of employment and to all the rights, privileges, programs and activities generally accorded or made available to its students. This policy is in compliance with all applicable federal, state, and local statutes, ordinances, and regulations. All inquiries concerning the above should be directed to the College’s Director of Diversity at (413) 775-1809, N215A, Main Building, Main Campus.

In-State Tuition Eligibility

For the purpose of assessing tuition and fees, each student shall be classified as a “Massachusetts resident” or a “Non-Massachusetts resident.” At the Community Colleges, a person shall be classified as a Massachusetts resident if he or she (or the parent of an unemancipated student) shall have resided in the Commonwealth of Massachusetts for purposes other than attending an educational institution (including a private educational institution) for six months immediately preceding the student’s entry or reentry as a student. The Massachusetts Board of Higher Education has adopted this policy for tuition classification purposes, effective July 1st, 2007. The burden of proof rests on the student seeking classification as a Massachusetts resident.

Tuition Waivers

For those students who are eligible for a tuition waiver, the college requires a completed tuition waiver form. The form must be presented at the time of registration. Proof of eligibility for the waiver must be provided. No refunds will be made for failure to submit the proper waiver form in a timely manner.

Generally, fees cannot be waived, except for senior citizens and certain college employees. Special Program fees are not waivable.

Senior Citizen Waivers

Classes are generally available at no cost to senior citizens (over 60 years of age) who are Massachusetts residents who have not earned a bachelors degree, on a “space available” basis. This policy excludes books and some additional fees. Since the college cannot determine available seating until after the posted registration period, senior citizens may register for classes on or after the first scheduled meeting. Senior citizens must show proof of eligibility and submit the required paperwork each semester. To determine if there is room in a particular class, seniors should call (413) 775-1801 on the day it is scheduled to meet first. For credit-free workshop senior waivers, see page 20.

www.gcc.mass.edu
General Information

Online Education

http://online.gcc.mass.edu

All online courses at GCC are offered through Blackboard. Access to the course is available the first day of classes. Specifics about the “First day of class” may be listed with the course description in the credit course section. You may also receive information in the mail or be contacted directly by your instructor. Information about logging into Blackboard is located on the GCC website, http://online.gcc.mass.edu under the “Student Resources” link.

Are online courses right for you?

If you answer “Yes” to the following questions, online learning can work for you:

• Are you comfortable with computers and basic applications like Microsoft Word, PowerPoint, and Email?
• Do you own a computer with an Internet connection?
• Are you able to schedule time each day for class work on the computer?
• Do you work well independently?
• Do you work ahead and avoid putting things off to the last minute?
• Can you express yourself well in writing?
• Are you able to follow written instructions easily?

For more information on whether online learning is right for you, go to http://online.gcc.mass.edu
Email: online@gcc.mass.edu
Or call: (413) 775-1481

Summer 2008 Fully Online Courses

ALL SUMMER LONG
HFW 103-1 Principles of Health and Well-Being (runs 5/22 - 8/21)

SESSION ONE
CIS 110-1 Introduction to Computers (runs 5/21 - 7/9)
PSY 101-1 Principles of Psychology (runs 5/22-7/9)

SESSION TWO
ANT 104-2 Cultural Anthropology: Tribes, States and the Global System (runs 7/14 - 8/28)
BIO 196-2 Human Anatomy and Physiology II (runs 7/14 - 8/28)
ENG 103-2 English Composition I: Purposes and Technique of Prose (runs 7/15 - 8/28)
SOC 101-2 Principles of Sociology (runs 7/14 - 8/28)

These courses are not self-paced courses. You may be expected to submit weekly assignments and participate in weekly discussions. These expectations will be noted in your syllabus. Some of these courses may require on campus meetings. See the credit course section for additional course information.

LOOK FOR FALL ONLINE COURSES ON THE WEBSITE: http://online.gcc.mass.edu

Internet Support for GCC Courses

Some courses have web-based components such as postings of course materials, assignments, or threaded discussions on a course website. All of these components are easily accessed from GCC computers or off-site. Information related to web-based components will be provided by your instructor.

COURSES FOR DEVELOPMENTAL ENGLISH STUDENTS

Students who place in ENG 090 and COL 090 may only enroll in the following during Summer 2008:

HEC 150 The 24-hour Outdoor Pers. Growth Exp.
HEC 152 Sustainable Agriculture: Organic Gardening
HEC 155 Intro. to Sustainable Energy: Solar Living
HUD 114 College Success
LED 157 Aerobics
LED 170 Gentle Yoga
MAT 090 Basic Mathematics Skills
MAT 105 Introductory Algebra
SCI 121 Intro to Photovoltaic (Solar Electric) Tech
SCI 124 Energy Conservation and Efficiency
SCI 221 Photovoltaic (Solar Electric) Installation
SPA 101 Elementary Spanish 1

Requires math placement by examination
Refer to the credit course section for additional course information

Criminal Offender Record Information (CORI) Checks

Students interested in participating in an academic program that involves working with children, the disabled, or the elderly or includes a clinical affiliation with a private or public health care provider may be required to undergo a Criminal Offender Record Information (CORI) check. Depending on the contents of a student’s CORI report, participation in an academic program, or clinical affiliation related thereto, may be denied. CORI checks may be performed pursuant to Mass. General Laws, Chapter 6, Sections 167-1788, and consistent with guidelines promulgated by the Executive Office for Health and Human Services, and/or the Commonwealth’s Department of Public Health.

For more information, please contact Laura Earl, Assistant to the Dean of Student Affairs (413) 775-1816.
Friday Hours during the summer
On Fridays from June 6, through August 8, most offices at the College close at noon. Please call ahead to the appropriate office for Friday hours. See page 7 for commonly used phone numbers.

Summer Support Services
- **Academic Advising Center**, North 210, (413) 775-1339 or (413) 775-1825
  Monday – Thursday, 8:00 am - 7:00 pm
  Friday, 8:00 am - 12:00 noon
  by appointment
- **Disability Services for ADA accommodations**, North 409, (413) 775-1812
  Evening appointments available Monday and Tuesday until 7:00 pm
  To schedule an appointment call (413) 775-1330
  For more information visit http://www.gcc.mass.edu/offices/ds/
- **Tutoring Services**, Tutoring is free to anyone enrolled in a summer course at GCC. To make an appointment, stop by the Learning Center, 4th floor North in the Main building, or call (413) 775-1330.
- **Testing Center**, North 253, (413) 774-1821
  Monday – Thursday, 9:00 am - 5:00 pm
  Friday, 9:00 am - 12:00 noon
  Saturdays 6/14, 7/12, 8/23, 9:00 am - 12:00 noon

HOURS SUBJECT TO CHANGE ALL CHANGES WILL BE POSTED

Library
The GCC Library, located on the north 4th floor of the main building, serves the study and research needs of a diverse group of learners by providing a variety of services, collections, technology and study spaces. The Library is open to the entire GCC community, as well as to the public. Online resources are available remotely with a GCC student, faculty or staff library card. The Library staff offers reference and research assistance in person, by phone, and by email. Formal group and individual instruction is also available. For more information visit us at http://www.gcc.mass.edu/library/ or call (413) 775-1830.

**SUMMER HOURS**
Monday & Thursday, 8:00 am - 5:00 pm
Tuesday & Wednesday, 8:00 am - 8:30 pm
Friday, 8:00 am - 12:00 noon

**CLOSED**
Monday, May 26, Memorial Day
Friday, July 4, Independence Day
All weekends

**ARCHIBALD MACLEISH COLLECTION**
Located at Memorial Libraries, Deerfield, MA
Wednesday, 1:00 pm - 5:00 pm

HOURS SUBJECT TO CHANGE ALL CHANGES WILL BE POSTED

Academic Computing Lab
The Academic Computing Lab, located in East 139, is open to all currently enrolled GCC students, regardless of major or credit load. The lab's personal computers may be used for homework, term papers, or other student projects. For those who need help working on a computer, a monitor or consultant is on duty.

**SUMMER HOURS**
Monday – Thursday, 9:00 am - 3:00 pm
Evenings on Tuesday & Wednesday, 5:00 pm - 9:00 pm

HOURS SUBJECT TO CHANGE ALL CHANGES WILL BE POSTED

College Store
Summer I textbooks are available for sale beginning May 21.
Summer II textbooks are available for sale beginning July 17.
Please bring a copy of your schedule when purchasing textbooks to ensure you receive the correct titles.
If you are taking a distance learning class or if you would like to save yourself a trip to the bookstore, please visit us online for textbooks at: http://www.gcc.mass.edu/offices/bookstore/

**SUMMER HOURS**
Monday – Thursday, 9:00 am - 4:00 pm
Friday, 9:00 am - 12:00 noon

**EXCEPTIONS**
May 21, 22, 27, 28, 9:00 am - 6:30 pm
July 17, 21, 22, 23, 9:00 am - 6:30 pm

Please note if you need to return a textbook:
The last day to return a Summer I textbook is Wednesday, May 28.
The last day to return a Summer II textbook is Thursday, July 24.
Retain your sales receipt; it is required for refunds or exchanges.
Do not mark or write in your textbook(s) until you are sure you will not need to return it. Shrink wrapped textbooks are not returnable if opened.

Book Buyback
May 15, 16, 19, 20, 9:00 am - 4:00 pm.
The College Store offers textbook buybacks throughout the year.
A general buyback operates during regular store hours (non peak periods) throughout the year; we buy back on behalf of a used book company. We also contract buy backs at the beginning and ending of the fall & spring semesters. Please see our website for up to date information.

HOURS SUBJECT TO CHANGE ALL CHANGES WILL BE POSTED

Massachusetts In-State Tuition Eligibility Form
Students seeking in-state tuition and fee rates are required to complete the Tuition Eligibility Form on page 34 of this course guide. Refer to page 9 for details.

Summer 2008 Courses
Meeting the UMass Social and Cultural Diversity Requirement*
Students who transfer to the University without completing the Commonwealth Transfer Compact will have to complete one course at UMass that focuses on diversity in the United States and one that focuses on global diversity.

- **ANT 104** Cultural Anthropology: Tribes, States and the Global System
- **ENG 247** Women in Literature I
- **HIS 131** Women in American History
- **SOC 101** Principles of Sociology
- **WST 115** Introduction to Women’s Studies

* courses may also meet similar requirements at other school to which you may transfer

Refer to the credit course section for additional course information.

As students, parents, and working professionals, we are faced with an ever increasing number of difficult moral situations that can have an impact in defining who we are and how we participate in life. By studying the choices we make, or could make, and their consequences, we learn more about the richness of ethical arguments, where morality comes from, and the principles that we choose to live by.

**PHI 104 Introduction to Ethics (HC)**
For more information refer to page 18.
Credit Courses

How to Read the Course Schedule

- **Course code**
- **Course name**
- **Advising code**
- **Course prerequisite**
- **Course section**
- **Type of class meetings:** lecture, field, studio, practicum, distance learning or lab
- **Course meets on these days**
- **Course meets at these times**
- **Additional comments**

**Course code**

- **PSY 101** Principles of Psychology (BC)

**Course name**

- **3 cr**

**Advising code**

- Icons representing type of course section(s) offered (see Key below).

- **Building where class section meets:**
  - EAST – East Building at the Main Campus
  - MAIN – Main Building at the Main Campus
  - SMCOL – Smith College, Northampton
  - TOWN – Downtown Center, Greenfield
  - UMASS – University of Mass., Amherst
  - VAHOSP – Veterans Affairs Medical Center, Leeds
  - OTHER – Other location as listed

- **Instructor**

**Advising Codes**

An advising code appears in parentheses at the end of each course title. You should refer to this code in selecting appropriate courses to fulfill your particular program requirements, and to fulfill the requirements of the Commonwealth Transfer Compact. These codes are as follows:

- **A**— Career courses that may be used as liberal arts electives in programs of study leading to the Associate in Arts degree (Liberal Arts and Business Administration Transfer), but not as liberal arts electives in any other programs.

- **B**— Behavioral science/social science courses.

- **C**— Liberal arts courses that may be used to fulfill core requirements for the Associate in Arts degree or as liberal arts electives in any other program.

- **D**— Courses emphasizing the improvement of basic reading, writing, mathematical, and study skills. These courses may not be used to fulfill associate degree requirements.

- **E**— English Composition I (ENG 101, 103, 105) and English Composition II (ENG 112, 114, 116).

- **H**— Humanities/fine arts courses.

- **L**— Liberal arts courses that may be used as liberal arts electives in any program, but not as core courses for the Associate in Arts degree.

- **N**— Natural science/math courses.

- **X**— Courses whose subject matter emphasizes technical career skills, personal growth, or leisure education. They may be used as general electives in any program. A maximum of 12 “X” credits (including a maximum of 4 in leisure education) is allowed toward the credits required for the Associate in Arts degree.

**Note:** Courses meeting the University of Massachusetts’ social and cultural diversity requirement are noted with an asterisk (*).

**Key**

- **C** — An evening section of this course is offered.
- *** ** — An intercession section of this course is offered.
- ** broadcaster ** — A weekend section of this course is offered.
- **cr** — Credit(s); College work is measured in units called credits.

- **LEC:** Lecture; The actual time classes will meet in the classroom.

- **L/L:** Lecture/Laboratory; Class time is a combination of lecture and laboratory.

- **LAB:** Laboratory; Some classes also have laboratory hours.

- **STU:** Studio; The actual time classes will meet in a studio setting.

- **FLD:** Field; Class meets in a field setting usually away from the college.

- **DIS:** Distance Learning; This is an online class which does not meet regularly on campus.

**Prereq:** Courses which must be successfully completed before enrolling in another course.

**Coreq:** Courses which must be taken in the same or an earlier semester as the courses in which the student is enrolling.

**Recomm:** A recommended prerequisite for enrolling in this course.
### ANTHROPOLOGY

**ANT 104 Cultural Anthropology. Tribes, States and the Global System (BC) 3 cr**

An introduction to basic concepts of cultural anthropology. Students compare cultures of increasing scale and investigate specific universal issues related to why cultures change, who benefits from such change, and the costs of such changes. The course begins with an introduction to anthropological fieldwork, and continues with the description and analysis of different cultures representing domestic-scale autonomous tribal societies; politically organized, class-based systems and ancient empires; and global, industrial market based civilizations.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

2 DIS

Course meets 7/14-8/28. This is an online course with no on-campus meetings. Registration open through 7/13; after that date permission of instructor is required. Email vourn@gcc.mass.edu for more information. Go to http://online.gcc.mass.edu or refer to page 10 for more information on online courses.

### ART

**MassArt and Design course at GCC**

[see page 4 for information on registering]

**FA 264 Collage/Assemblage 3 cr**

Drawing, painting, and sculpting using found objects, appropriated images, letterforms, texts, and personal memorabilia. Slide lectures and class discussions concern the history of collage and assemblage.

MPCAD: M1 6:00 pm-10:00 pm Min. Budge Hyde

Class meets 5/27 - 7/1 at GCC in room 5112

### BIOLOGY

**BIO 103 Ecology (NC) 4 cr**

Environmental studies with emphasis on concepts of ecology, conservation of natural resources and their relationship to the quality of life. Lab sessions focus on forest, field, stream, and pond habitats, with field trips to local sites.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

2 LUL: MTWTh 8:00am-11:30am MAIN Devin Course Meets 7/14-8/28

**BIO 130 Human Nutrition (NL) 3 cr**

The study of nutrition and its application to good health and a sense of well being. Applications of nutrition to physical fitness, preventive medicine, and health care.

Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090.

2 LEC: TTh 6:00pm-8:50pm EAST TBA Course meets 7/15-8/28

### CHEMISTRY

**CHE 105 Basic Principles of Chemistry (NC) 3 cr**

A survey course for students interested in the basics of chemistry from a descriptive point of view. Topics include matter, properties of families of compounds and their characteristic compounds, mixtures, acids and bases, chemical reactions, introductory biochemistry, and environmental effect of chemistry. This course could be the basis for coursework in selected technical areas but is not a substitute for CHE 111.112

Prereq: COL 090, ENG 090 and MAT 090 or satisfactory test scores

2 LEC: M/W 6:00am-8:50am MAIN Mayo

Course meets 7/14-8/27

### COLLEGE ORIENTATION SERIES

**GCC 101 The College Connection: Building a Community of Scholars (L) 3 cr**

An intensive two-week experience for in-coming first-year students as an introduction to life as a college student. Working collaboratively with peers and faculty in a learning community, students participate in multi-disciplinary activities centered on themes from a work of literature that the students read prior to taking the class. Students also participate in experiences that provide them with a view of several college disciplines. Students explore different learning styles and assess what methods of note taking, study, reading, and exam taking work best for them individually. In addition to their academic pursuits, students learn of the opportunities available to them at the college including support services; the library; student life, healthservices, etc. Students have learning experiences in the classroom, computer lab, and outdoor settings. Students write extensively.

Prereq: Students must be entering GCC for the first time in the following semester. Students must read the assigned work of literature before starting the class.

2 LEC: MTWTh 9:00am-10:00am MAIN TBA

LEC F 9:00am-12:00pm

Course meets 7/28-8/8. Students pay registration and tuition of $78, plus additional book fee. For more information or to register contact Julie Shaw-McDougall at (413) 775-1339 or shaw@gcc.mass.edu
Credit Courses

COMPUTER INFORMATION SYSTEMS

CIS 110 Introduction to Computers (L) 3 cr
A non-technical survey course in computers what they are, what they can do, what they cannot do, how to use them, and what impact they have on society. Ideal for someone looking for a single course in computer literacy. Not designed to prepare for a career in computing, although it provides a background for a select group of computer information systems (CIS) offerings. Introduction to data management, graphics, word processing, and spreadsheets with student use of commercial software. Writing and running simple programs in the BASIC language also included. Students spend time, outside of class time, in the computer lab.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090, MAT 105 (095) or equivalent

ENG 103 English Composition I: Purposes and Technique of Prose (E) 3 cr
Emphasizes expository writing for students who feel confident of their skills in analysis and organization. The student develops an understanding of voice in writing. The course includes word processing methods and research and documentation using print and electronic texts. Students may receive credit for only ENG 101 or ENG 103 or ENG 105.
Prereq: COL 090 and ENG 090, or satisfactory placement test score

DIS 2 A Jones This is an online course. Course meets 7/15-8/28. There is one on-campus meeting 7/15 5:00-6:30 pm in ND01A. Students should e-mail Jones@gcc.mass.edu for details. Registration is open until July 15; after that permission of instructor is required. Refer to page 10 for more information on online courses.

EMERGENCY MEDICAL SERVICES

EMS 101 Emergency Medical Technician-Basic (X) 6 cr
Provides training in the primary care of injuries, semiautomatic external defibrillator (AED), acute illnesses, birth, and people in emergency situations. Students learn rescue extraction, transportation, communication, medical-legal aspects, and ambulance training. The course is taught using lectures, slides, demonstration, and practice. Students completing the course are eligible for the Massachusetts Basic EMT examination.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090

ENG 101 English Composition I: Expository Writing (E) 3 cr
Focuses on the writing of essays. This course offers students the opportunity to understand writing as a process and to develop clear, effective presentation of ideas. The student develops an awareness of the relationship between writer and reader. The course includes word processing methods and research and documentation using print and electronic texts. Students may receive credit for only ENG 101 or ENG 103 or ENG 105.
Prereq: COL 090 and ENG 090, or satisfactory placement test score

ENG 112 English Composition II: Exploring Literature (E) 3 cr
Examines and analysis of the three major literary genres: prose fiction, poetry, and drama. Writing assignments emphasize the formal, thoughtful, “critical” paper, but do not preclude more personal and creative responses. Students develop analytical standards for both reading and writing about literature. The course includes selections from a wide variety of authors. Students may receive credit for only ENG 112 or ENG 114 or ENG 116.
Prereq: ENG 101, 103, or 105

ENG 116 English Composition II: Analysis of Literature and Film (E) 3 cr
Study of film, fiction, poetry, and drama from Western and non-Western cultures. Coursework involves analysis of other electronic media which may include television, radio, and computer-mediated text. Students produce written work stressing critical evaluation and participate in classroom analysis of printed and electronic text. Students may receive credit for only ENG 112 or ENG 114 or ENG 116.
Prereq: ENG 101, 103, or 105

Greenfield Community College
ENG 221 Shakespeare (HC) 3 cr
A critical study of a selected group of plays by Shakespeare, approached by theme. The course will also give some attention to contemporary presentations or adaptations.
Prereq: ENG 112, 114, or 116
2 LEC MW 6:00pm-8:50pm EAST Hayes Course meets 7/14-8/27

ENG 247 Women in Literature I (HC) 3 cr
A study of works by women writers through the 19th century. Students discuss literature in various genres within the historical and social context of the times, in relation to early literary movements and from the perspective of a unique female literary tradition.
Prereq: ENG 112, 114, or 116
1 LEC TTh 9:00am-11:50am MAIN Ruiz Course meets 5/22-7/8

GEOLGY

GEO 103 Valley Geology (NC) 4 cr
An introduction to the unique geology and geohistory of our region. Topics include rocks, minerals, rivers, glaciers, dinosaurs, continental drift, resources, and geologic hazards. Lab required. If credit is granted for GEO 103, it cannot also be granted for either GEO 101 or GEO 102.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090
1 L/L TThW 6:00pm-8:50pm MAIN Price Course Meets 5/21-7/9

HEALTH FITNESS AND WELLNESS

HFW 103 Principles of Health and Well-Being (A) 3 cr
Provides the student with awareness and knowledge of wellness issues. This course is geared toward the development and implementation of lifestyle behaviors to encourage more positive lifestyles and overall well-being. Topics may include lifestyle choices, stress management, nutrition, weight control, physical activity, cardiovascular health, smoking, substance misuse, and sexually transmitted diseases.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090
1 DIS Th 5:00pm-7:00pm EAST O’Connell This is an online class with two optional on-campus meetings 5/22 & 8/21. Registration is open through 5/20; after that date permission of instructor is required. Course runs Summer I & II. For more info go to http://online.gcc.mass.edu or E-mail oconnell@gcc.mass.edu or refer to page 10 for more information on online courses.

HISTORY

HIS 131 Women in American History (HC) 3 cr
A survey of women’s roles in American history emphasizing the social history of unknown as well as famous women of diverse ethnic and class backgrounds who helped shape life and culture in America from the Colonial period through the Revolutionary era, the Frontier movement, 19th Century political activism and urbanization, and the 20th Century through reform movements and the global community.
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090
2 LEC MW 9:00am-12:15pm MAIN Hastlip Course meets 7/14-8/21. Note class ends earlier than normal Summer II session.

HUMAN DEVELOPMENT

HUD 114 College Success (X) 3 cr
Designed to assist incoming students make a successful transition from high school, home, or the workplace to college. Adopts a seminar approach requiring students to use a textbook, listen to lectures, participate in discussions, and complete a variety of written and oral assignments. Adjustment and transition issues-academic, career, and interpersonal—are addressed with a structured, content-based curriculum, flexible enough to promote the exploration and resolution of individual concerns.
Prereq: None
2 LEC MW 6:00pm-8:50pm MAINLavasce Course meets 7/14-8/27

HUMAN ECOLOGY

HEC 118 Education and Advocacy for the Environment (BC) 3 cr
Explores the contributions of indigenous and Western models of education and their influence on our relationship to the environment from historical and contemporary perspectives. Students analyze and research the effectiveness of advocacy models from the early years of the US environmental movement to the recent globalization of the social and environmental eco-justice movement. Students gain practical skills in education and advocacy by applying their knowledge and understanding in a community service project.
Special requirements: Students will do up to 5 hours of non-class time in the field participating in an environmental education and/or advocacy related service and experience.
Prereq: COL 090 and ENG 090 or satisfactory placement test score; Recomm: HEC 101
1 Lec Th 9:00am-12:30pm FIELD Buell Course meets 6/12 – 8/21 at University of the Wild, Earthlands, Petersham, Mass. Requires permission of instructor to register. Contact Larry Buell at larrybueell@earthlands.org

HEC 150 The 24-Hour Outdoor Personal Growth Experience (X) 1 cr
A 24-hour back-country experience focused on the expansion of the individual’s awareness and sensitivity to his or her relationship with the environment through interpretation and participation in its cyclical rhythms. The course also includes in-class sessions. Course graded credit/no credit.
Special Requirement: Students must be 18 to register for this course
Prereq: None
1 LEC/FLD T 4:00pm-5:50pm EAST/FIELD Buell Class meets 4-5:50pm on Tue 5/27 in E153, and has a one-night field experience at Uav of the Wild, Earthlands, Petersham, MA, from 9am on Sat 5/31 to 10am on Sun 6/1. Must be 18 years of age. Requires permission of instructor to register. Contact larrybueell@earthlands.org
Credit Courses

HEC 152 Sustainable Agriculture: Organic Gardening (X) 1 cr
Provides instruction in a natural gardening program and practical "hands-on" introduction to the basic philosophy, content, and methods of organic gardening and permaculture design. Using a model garden site, participants plan and design a garden, prepare the soil, plant the seeds, and prepare for harvesting and storage. Topics include compost, soil improvement, seed selection, crop rotation, and pest management. Includes in-the-field instruction and an overnight residency. Course graded credit/no credit. Special Requirement: Students must be 18 to register for this course
Prereq: None
1 LEC/FLD:T 4:00pm-5:50pm EAST/FIELD Buell Class meets 4-5:50pm on Tue 6/24 in E153; and has a one-night field experience at Univ of the Wild, Easthills, Petersham, MA, from 9am on Sat 6/28 to 4pm on Sun 6/29. Must be 18 years of age. Requires permission of instructor to register. Contact Larry Buell at larrybuell@earthlans.org

HEC 155 Introduction to Sustainable Energy: Solar Living (X) 1 cr
An introduction to the basic principles and practical applications of sustainable energy systems for small-scale use in the home, office, and work space. The course introduces the basics of renewable energy and sustainable living technologies. The seminar introduces the operation and maintenance of rechargeable solar equipment, independent living techniques and wind, biomass, hydrogen, and conservation strategies for heating and cooling. Course graded credit/no credit. Special Requirement: Students must be 18 to register for this course
Prereq: None
2 LEC/FLD:T 4:00pm-5:50pm EAST/FIELD Buell Class meets 4-5:50pm on Tue 7/15 in E153; and has a one-night field experience at Univ of the Wild, Easthills, Petersham, MA, from 9am on Sat 7/19 to 4pm on Sun 7/20. Must be 18 years of age. Requires permission of instructor to register. Contact Larry Buell at larrybuell@earthlans.org

HEC 253 Eco-Action Seminar and Field Placement (BL) 3 cr
Provides experiential-based learning that enables the student to apply advanced human ecology principles and practices to selected "real life" environmental problems and practical sustainable living solutions. Through interactive seminars, self-directed learning projects, and supervised internships in area organizations students focus on local issues and answers. Students explore transfer options and career choices in environmental studies and human ecology.
Prereq: HEC 101 or permission of instructor
1 LEC/FLD:T 9:00am-10:15am FIELD Buell Course meets 6/10 - 8/19 at University of the Wild, Easthills, Petersham, Mass. Requires permission of instructor to register. Contact Larry Buell at larrybuell@earthlans.org

HUMANITIES

HUM 153 Media and Popular Culture (HC) 3 cr
Discussion and critique of photographs, film, and video from the 19th to the present. Analyses of the influences of mass-media images on popular culture. Focus is on developing visual literacy and critical thinking.
Prereq: ENG 101, 103, or 105
1 LEC:TTh 10:00pm-3:00pm MAIN Ruiz Course meets 6/17-8/19. This is an Extended Summer course.

INTERDISCIPLINARY STUDIES

IDS 110 Math and the Nursing Role in Medication Administration (A) 4 cr
Provides a foundation for understanding the legal and ethical responsibilities and practice standards of medication administration by the nurse. Students develop basic math skills and problem solving strategies to perform medication dose calculations accurately. Topics include the four main methods of dosage calculations; standard forms of measurement and conversions; and the basic language of pharmacology necessary for interpretation of medication orders and labels. Students may use a web-based course management system, such as Blackboard, as a learning resource tool.
Special Requirements: A grade of B is required for admission into the ADN program.
Prereq: MAT 105 (095); COL 090 and ENG 090, or satisfactory placement test score.
1 LEC:TTh 12:30pm-4:20pm EAST Buell/TBA Course Meets 5/22-7/8. Reserved for 1st year ADN students. To register please contact Terri Manari at 775-1630.

LEISURE EDUCATION

All 1-credit LED courses are graded on a credit/no credit basis. All 2- and 3-credit LED courses are graded with letter grades.

LED 157 Aerobics (X) 1 cr
Physical fitness exercises and techniques aimed at the development of the cardiovascular system. Exercises combined to promote flexibility, strength, and cardiorespiratory endurance through systematic approaches. Individual cardiovascular evaluation required and individual programs planned.
Prereq: None
1 LEC:MW 12:00pm-1:15pm EAST Bond Course meets 5/21 - 7/19

LED 170 Gentle Yoga (X) 1 cr
Introduces students to gentle yoga practice with an emphasis on stress reduction and body awareness. Each session includes gentle movement warm-up and a series of gentle yoga postures, breath awareness, guided relaxation and meditation. Students gain sufficient practical knowledge to sustain independent yoga practice.
Prereq: None
1 STU-W 3:00pm-4:30pm EAST TBA Course meets 5/21 - 6/28

MASSAGE THERAPY

The Stilpoint Massage Therapy Certificate Program at GCC provides you with a curriculum designed for career success through training in classical Swedish massage and specific techniques for soft-tissue dysfunction; clinical experience; science courses in anatomy, physiology, and pathology; and specialized study of musculo-skeletal anatomy and movement principles. Professional development/work-life courses prepare you to start your business and understand legal and ethical parameters of practice. You are professionally trained as a practitioner grounded in technique and theory with a holistic approach to healing and well-being.
Program accredited by the Commission on Massage Therapy Accreditation (COMTA).
NEW for students interested in exploring massage therapy as a career! The part-time day and evening MTC program options are open enrollment with a streamlined admission process for fall 2008. The full-time program option requires a special admission process. The schedule of information meetings, dates of public student massage clinics, and other information can be found at http://www.gcc.mass.edu/stilpoint/admission.html, or contact Patricia Wachter, Program Coordinator at (413) 775-1634.

MATHEMATICS

MAT 090 Basic Mathematics Skills (D) 3 cr
Useful as a foundation for math and math related courses, for developing quantitative job skills, or as a refresher. Students use a variety of materials and problem-solving techniques to deepen their understanding of basic arithmetic operations, fractions, decimals, percents, and measurement. They analyze problems and arrive at solutions using the techniques of mathematical reasoning. The course emphasizes mathematical discovery and addresses issues of math anxiety, test-taking difficulties, and study skills for math. This course may not be used to fulfill associate degree credit requirements; final grade of "D" will not be awarded in this course.
Prereq: None
1 LEC:TTh 9:30am-12:20pm EAST Keenan Course Meets 5/22-7/8
MAT 105  Introductory Algebra  (X)  3 cr  
An introductory algebra course which assumes a working knowledge of basic arithmetic. Students study topics that include the concept of a variable, negative numbers, properties of real numbers, numeric and algebraic expressions, polynomials, linear equations and inequalities in one variable, integer exponents and coordinate geometry. The course introduces graphing of two variable equations. Students work with applications to help them understand and connect algebraic concepts to real world situations. The course grants elective credits, which may transfer to another institution, but only as elective credit.  The course does not satisfy requirements for college level mathematics at any institution. A final grade of “D” will not be awarded in this course.
PreReq: MAT 090 or satisfactory placement test score; COL 090 or satisfactory placement test score or concurrent enrollment. Recom: If you took MAT 090 and earned a grade of C- or C, consider taking MAT 094 before taking MAT 105.
1  LEC MWF 8:30am-11:00am EAST Beebe
   Course meets 5/21-6/27
2  LEC TR 6:30pm-9:20pm EAST Baird
   Course meets 8/28.
### Credit Courses

#### PERSONAL COMMUNICATION SKILLS

**PCS 101 Public Speaking (HL)** 3 cr  
Principles of public speaking as communication, stressing the role of the speaker in the communication process. The course emphasizes the proper preparation and delivery of speeches. Each student delivers a minimum of five speeches and participates in small group activities.  
Prereq: ENG 101, 103, or 105 or concurrent enrollment  
1 LECT Th 9:00am-11:50am MAIN Ruiz  
Course meets 7/15 - 8/28

#### PHILOSOPHY

**PHI 104 Introduction to Ethics (HC)** 3 cr  
Introduces the philosophical, theological, and theoretical foundations of ethics. The course surveys the range of applications in contemporary society including business, law, government, health care, and the media. It also examines specific issues such as distributive justice, capital punishment, Just War Theory, and cultural relativism.  
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090  
1 LECT Th 9:00am-11:50am MAIN Nielsen  
Course meets 5/22-7/8

#### PSYCHOLOGY

**PSY 101 Principles of Psychology (BC)** 3 cr  
Introduction to the field of psychology and human behavior. The student considers such topics as the history of psychology, research methods, psychophysiology, sensation, perception, learning, cognition, memory, development, motivation, personality, and mental illness.  
Prereq: Placement beyond or satisfactory completion of COL 090 and ENG 090  
1 DIS Th 4:00pm-5:00pm Tierney  
This is an online class with one optional on-campus meeting on 5/22 and runs through 7/9. Registration is open through 5/20 after that date permission of instructor is required. For more information go to http://online.gc.mass.edu or E-mail tierney@gc.mass.edu or refer to page 10 for more information on online courses.  
2 LECT Th 9:00am-11:50am EAST Harrison  
Course meets 7/11 - 8/28

**PSY 209 Abnormal Psychology (BC)** 3 cr  
A review of research methods, assessment procedures, the history of mental illness, and the major perspectives utilized in understanding mental illness. The course gives particular attention to the diagnostic system and categorization of conditions as developed by the American Psychiatric Association’s Diagnostic and Statistical Manual (DSM) as well as attention to current psychotherapeutic and psychopharmacological treatment interventions.  
Prereq: PSY 101  
1 LECT 5 Su 9:00am-3:30pm EAST D. Johnson  
Course meets 5/24, 5/31, 6/7, 6/8, 6/14 and 6/15

**PSY 217 Human Growth and Development (BC)** 3 cr  
A survey of human physical, psychological, and social development from birth through death. Framework for the study of the individual’s cumulative, integrative growth experience. Theories of development and their applications.  
Prereq: PSY 101 or permission of instructor  
1 LECT MW 5:00pm-7:30pm EAST McKenna  
Course meets 5/21 - 7/9

**PSY 233 Child Behavior and Development (BC)** 3 cr  
Focuses on the development of the child from conception to adolescence. The concept of development is explored in depth and all aspects of the developing child are considered: social, emotional, physical, verbal, intellectual, and creative. Major theories of child development are reviewed. Research in child development is studied with particular attention paid to naturalistic observation.  
Prereq: PSY 101 or permission of instructor  
8 LECT W 6:30pm-9:30pm EAST Kinder-Wells  
LEC Sat 9:30am-3:30pm  
Class meets 5/1 - 7/23 on Wed evenings and two Saturdays 6/14, 7/12 from 9:30-3:30. Priority given to BCC students. Registration form requires signature of Kim Audette, BCC Coordinator; (413) 775-1270 or audettek@gc.mass.edu.

#### SCIENCE

**SCI 103 Astronomy (NC)** 4 cr  
An introductory course in Astronomy. Students examine the history of the universe from 13.7 billion years ago to the present. Concepts include the nature of space and time, Quasars, galaxies, stars, star systems, planets, life, and how each has changed over time. Coursework involves independent article reviews, research, observing and reporting. Students learn to work with mathematical formulas and use scientific calculators.  
Prereq: COL 090 and ENG 090 and MAT 090 or satisfactory placement test scores  
2 L/IL MTWTh 8:00am-10:50am EAST T. Johnson  
Course meets 7/14-8/22

**SCI 117 Meteorology (NC)** 4 cr  
An introductory course in meteorology, which is a study of how the atmosphere interacts with solar energy to create dynamic weather systems. The student applies basic meteorological and climatological principles to the study of local and regional weather patterns. Students do a portion of their work in the computer lab.  
Prereq: Placement beyond or satisfactory completion of COL 090, ENG 090 and MAT 090  
1 L/IL MTWTh 8:00am-10:25am EAST T. Johnson  
Course Meets 5/21-7/3

**SCI 121 Introduction to Photovoltaic (Solar Electric) Technology (NL)** 3 cr  
An introduction to photovoltaic (solar electric) technology for students with a strong personal interest in photovoltaics (PV) as well as those considering a career in solar electric technology. This course provides students with the theoretical basis for understanding the various types of solar electric systems. The course covers the history of solar electricity, current markets and industry status, basic electrical theory, and other considerations necessary for solar electric systems. Topics include a detailed study of system components as well as the proper and safe electrical interconnection of these components and includes hands-on training exercises and experiments. Local visits to PV related facilities and assembly of real world systems examples reinforce classroom learning.  
Prereq: MAT 090 or satisfactory placement test score  
1 LECT Th F S 9:00am-5:00pm MAIN Gottlieb  
Course meets 5/29-6/7; Thursday-Saturday 9:00am-5:00pm  
Available for credit and non-credit. This is a grant supported course. Students are required to complete a questionnaire before or at the first class meeting. Contact Jesse Barba at barba@gc.mass.edu or 413-775-1406 with questions.
SCI 124  Energy Conservation and Efficiency (NL) 1 cr
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.
Pre req: MAT 090 or satisfactory placement test score
1 L/LEC Th 6:00pm-8:50pm MAIN Talmage
Course meets 5/21-6/18 Wednesdays 6:45-8:50 pm Available for credit and non-credit. This is a grant course. Students are required to complete a questionnaire before or at the first class meeting. Contact Jesse Barba at barba@gcc.mass.edu or 413-775-1406 with questions.

SCI 221  Photovoltaic (Solar Electric) Installation (X) 3 cr
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 for 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.
Pre req: MAT 090 or satisfactory placement test score; SCI 121 or permission of program coordinator of Environmental Studies/Natural Resources
1 LEC Th F 9:00am-11:00pm MAIN Gottlieb Course meets 6/19-6/28 Thursday-Saturday. 9:00am - 5:00pm. Available for credit and non-credit. This is a grant supported course. Students are required to complete a questionnaire before or at the first class meeting. Contact Jesse Barba at barba@gcc.mass.edu or 413-775-1406 with questions.

SPANISH

SPA 101  Elementary Spanish I
(UC) 4 cr
Fundamentals of Spanish. The course emphasizes the acquisition of language functions, vocabulary, structures, and culture through contextualized presentations, interactive activities and extensive laboratory practice.
Pre req: None
1 LEC MW 6:30pm-8:45pm MAIN Damon
LEC Th 7:30pm-8:45pm
L/LT Th 6:30pm-7:20pm
Course meets 5/21 - 7/9

FACULTY PROFILE

Anne Wiley, Ed.D. - Psychology & Women's Studies
Dr. Anne Wiley has been teaching at GCC for over 30 years. She teaches courses in Psychology and Women's Studies. Anne currently serves as chairperson of the social sciences department.

Anne has been committed to integrating women's and gender studies into our curriculum. Additionally, Anne helped develop the Women's Resource Center at GCC. In the last four years, Anne has been instrumental in bringing a student, staff, and community production of the Vagina Monologues to GCC as part of the worldwide VDAY campaign to end violence against women and girls.

In 2007, the production raised over $5000 for NELCWIT and the GCC Women's Resource Center.

Dr. Wiley received her BA from LeMoyne College in Syracuse NY and her masters in education from SUNY at Buffalo. Anne has her Doctorate in Education from the University of Massachusetts and has two articles published in Women's Studies. Quarterly, Anne is a former board member of NELCWIT (New England Learning Center for Women In Transition) and the founding president of Friends of NELCWIT, where she is a strong advocate for promoting non violence in our community. You can e-mail Anne at wiley@gcc.mass.edu.

Edited from a profile by Meghan Wicks

www.gcc.mass.edu
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.................................................................22-31
  Arts/Crafts ..........................................................22
  Computers .........................................................22–23
  Dance ........................................................................23
  Entrepreneurial ....................................................23–24
  Health and Wellness .............................................24
  History and Culture ................................................24
  Outdoors ..................................................................24
  Parenting ..................................................................24
  Personal Growth .....................................................25
  Sustainable Living/Energy ....................................25
  Work Force Development ..........................................26–27

Distance Education ......................................................27–31
  Paramedic/EMT Refresher (online) .........................27
  Gatlin (blended learning) ........................................28
  VESi for Educators (CD ROM) .................................29
  Education To Go (online) .........................................30–31

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 #

Greenfield Community College
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
Quickbooks for Small Business Owners

DANCE – pg 23
Waltz
West Coast Swing Dance
Salsa/Merengue

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
R.N. Board Review
EMT Basic

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
Gaitin Education
VEI-Professional Development for Educators Ed2Go

INSTRUCTOR PROFILE

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 Art 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, 9:00-11:30 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: Thurs., 6:30-9:00 pm, 5/22-7/17 (no class 7/3), 8 wks, $165

Pastel Essentials
Instructor: Gregory Mischack
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 reworked, 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: Mon., 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

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, 5/27-7/7, 6 wks, $169

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 480-2: Th., 6:00-8:30 pm, 7/17-8/21, 6 wks, $129

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

Greenfield Community College
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 446-I: T, 6:30-9:00 pm, 5/27-6/17, 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 progress invoicing (includes creating Purchase Orders, Receiving Materials from the PO, and processing Bills). Session 5: Bank Accounts (including check registers, writing checks, entering credit card purchases, downloading bank records into your checking account/credit card account, and reconciliation of the accounts); Session 6: inventory management (including importing vendors’ pricelists from Excel) and will briefly look at payroll management and the Employee Center. Session 7: Report Writing and how to create real-time reports that reflect the financial condition of your business.
WFD 515-8: T, 6:30-9:00 pm, 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 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-I: M, 6:00-7:00 pm, 6/2-7/17, 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-I: M, 7:00-8:00 pm, 6/2-7/17, 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 tariat, 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-I: M, 8:00-9:00 pm, 6/2-7/17, 6 wks, $65 per person

Community Education Entrepreneurial

How to Cash-in with a Successful Home-Based Business
Instructor: LeeAnne Kruempark
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 Kruempark
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 opportunities 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 freelance writer 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 will 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/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.
Required textbook: Small Business Trade Worldwide ISBN: 0-595-19953-0 is available for $23.95 at amazon.com. This class is done online.
CSW 094-I: W, 9:00-11:00 am, 6/18-8/13, 9 wks, $39

Health and Wellness
R.N. Board Review
Instructors: Linda Barile, 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, maternal newborn, and psychiatric and obstetric 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-I: M-F, 9:00 am-3:00 pm, June 9-13, $250

EMT Basic
Instructor: Kevin Garvey
Provides training in the primary care of injuries. Semiautomatic External Defibrillator (SIAED), acute illnesses, births, and people in emergency situations. Students learn rescue extrication, transportation, communication, legal implications, and ambulance training. This course is taught using lectures, slides, demonstrations, and practice. Students completing the course are able to sit for the Mass EMT Exam. Some Saturday meetings will be scheduled.
CSW 310-I: 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-I: 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 summer will be on repair. Those interested in advanced repair techniques are free to stay for optional time after noon. Please dress for work, bring cotton gloves, sunscreen, insect repellent, and sturdy shoes, as well as your own beverage. There will be a $200 materials fee payable directly to the instructor on the day of the workshop.
CSW 611-14 (Location: Old Hadley Cemetery) Saturday, 9:00 am-Noon, 7/19, 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 057-I: 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-I: W, 6:30-8:30 pm, 6/4 & 6/11, 2 wks, $45

Greenfield Community College

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 Glio 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 389-1, Th, 6:30-8:30 pm, 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 387-1, 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 388-1, 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 reinvest 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

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, 5/29-5/30-5/31-6/5-6/6-6/7, $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) Prerequisite: SCI 121 or CSW 391 and math, see below*. 

CSW 392-I, Th, F, Sat, 9:00 am-5:00 pm, 6/19-6/20-6/21 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 25
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 341-1: W, 8:30am-12:00, 6/11, $125*

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: Debebe Dugan

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 account). 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 315-8: T, 6:30-9:00 pm, 7/15-8/26, T 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 certicate exam. GCC has partnered with the Tripp Memorial Healthcare Collaborative, a non-profit organization committed to caregiver education, to offer high quality training as previous graduates enthusiastically attest. Classes are held in GCC’s state approved classrooms and Nursing Skills Lab with clinical hours in a local state approved Extended Care Facility. Four training sessions per year are offered with Spring and Fall training held in the late afternoons and evenings. Daytime training is offered in January and the summer. For more information, to be sent a brochure or application packet for upcoming training sessions, call (413) 775-1605.

Credit-Free Workshops: 24 hour registration available. Call (413) 774-7690 (VISA, MASTERCARD, or DISCOVER).
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, $45, 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, sharps disposal, approved skills and more. Topics reviewed online and during the skills session include preparing IV solutions, EKG and 12-lead electrocardiogram 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 562-2: 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 562-1: Cost: $20.00

See page 32 for Community Partners Information.

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) 775-1605 for more details or call (413) 775-1605 to register.

CSW 524-I: 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) 775-1605 for more details or (413) 775-1605 to register.

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

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

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 (VESti 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 795-2 $175

Inclusion: Working with Special Needs Students in Mainstream Classroom®
CSW 796-2 $175

Infant and Toddler Mental Health: Issues & Information for Educators®
CSW 799-2 $175

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

Reading Fundamentals #2: Laying the Foundation for Effective Reading Instructions®
CSW 754-2 $175

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
Community Education

Registration Information for ed2go Online Courses
- Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.
- All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home, office, or laptop and at any time of the day or night.

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

Start Dates:
- A new section of every course in this catalog will begin on the following dates:
  - June 18 – Section 1
  - July 16 – Section 2
  - Aug 20 – Section 3
- When registering, please know the course code and section number.

Requirements:
- All courses require Internet access, e-mail, Netscape Navigator, or Microsoft Internet Explorer. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.
- To register with Mastercard, Discover or Visa, call (413) 774-7690, 24 hours a day.
- Or, register during normal business hours call (413) 775-1803. You will find additional registration information on mailing, faxing or dropping off your registration at the back of this Course Guide.

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 Introduction to Microsoft Publisher 2003
OLW 847 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 CS5 for the Digital Photographer

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

Greenfield Community College
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

Business Planning & Entrepreneurial Courses $89
OLW 954 Creating a Successful Business Plan
OLW 750 Learn to Buy and Sell on eBay
OLW 930 Start and Operate Your Own Home-based Business
OLW 916 Growing Plants for Fun and Profit
OLW 928 WOW! What a Great Event
OLW 922 Start Your Own Consulting Practice
OLW 550 Marketing your business on the Internet

Sales & Marketing $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).

www.gcc.mass.edu
**Construction Supervisor Training**

Classes begin July 15 at GCC.

**TO REGISTER**

Call: (800) 221-0578 (inside Massachusetts)

(978) 821-2093 (outside Massachusetts)

Email: csl@contractorsuccess.com

**Address:**

Construction Supervisor Training

57 Riverbend Street

Athol, MA. 01331-25605

---

**Greenfield Campuses**

**Main Campus (Main and East Buildings), One College Drive, Greenfield**

Conveniently located near the intersection of Interstate 91 and Route 2. Take exit 26 off I-91 and follow the traffic rotary to Route 2 west. Once on Route 2, take an immediate right onto Colrain Road. We are located on College Drive, six-tenths of a mile ahead on the left.

**Downtown Center, 270 Main Street, Greenfield**

Conveniently located on Main Street in downtown Greenfield next to Wilson’s Department Store. Public parking is available at School and Ames Streets and between Chapman and Davis Streets.

**Other Locations**

**Franklin County Technical School, Industrial Boulevard, Turners Falls**

Cross the Connecticut River from Route 2 on the Turners Falls Bridge. Turn left at first traffic light, onto Third Street. Follow signs for Turners Falls Airport. Just before the airport entrance, turn left on Industrial Blvd. into the Industrial Park. FCTS is at the end of Industrial Blvd.

**VA Hospital/Practical Nursing Program, Leeds**

From the southerly: Take Rt. 91 North to Exit 19. Go straight off the ramp onto Damon Rd. DO NOT TURN onto Rt. 9. Follow Damon Rd. At the first light, continue straight, crossing over Rt. 5. DO NOT TURN onto Rt. 5. Continue straight on what is now Bridge Rd. (See below **)

From the northerly: Take Rt. 91 South to Exit 20. Merge onto Rt. 5, then turn right at the first light onto Bridge Rd. (See below **)

From the east: Follow Rt. 9 West over the Coolidge Bridge. At the light, turn right onto Damon Rd. Follow Damon Rd. to the next light, continuing straight over Rt. 5 onto what is now Bridge Rd. (See below **)

From the west: Follow Rt. 9 East through Williamsburg and Haydenville. Go past the driving range, which is on your right. At the light, turn left onto the VAMC grounds. If you pass Look Park, you went too far.

**Seeyle Hall, Smith College, Northampton**

From the north: Take I-91 south to exit 20 (Route 5). Stay on Route 5 until the traffic lights at Route 9. Turn right onto Route 9 (Main Street). Smith College is just past the next set of lights.

From the south: Take exit 18 off I-91. Follow Route 5 north into the center of Northampton. Take a left onto Route 9 (Main Street). Smith College is just past the next set of lights.

**Smith Vocational High School, 80 Locust Street, Northampton**

From the north: Take I-91 south to exit 20 (Route 5). Stay on Route 5 until the traffic lights at Route 9 (Main Street). Turn right onto Route 9 (Main Street). Smith Vocational and Agricultural High School is on the left, just beyond the Cooley Dickinson Hospital.

From the south: Take exit 18 off I-91. Follow Route 5 into the center of Northampton. Take a left onto Route 9 (Main Street) and go through downtown. Smith Vocational and Agricultural High School is on the left, just beyond the Cooley Dickinson Hospital.

**UMASS Fine Arts Center and Bezanson Recital Hall, Amherst**

From Route 116 turn at the blue sign that says “Cowles’ Lumber and Sawmill.” Follow this road straight through the next two sets of lights. On your right will be the campus pond and then the Fine Arts Center (which Bezanson is a part of). Turn left at the next intersection, make another quick left, and Lot 62 will be to your left. You may park in Lot 62 after 5:00 p.m. without a permit. Music Department classrooms and Bezanson Recital Hall are located in the Fine Arts Center. Go in the entrance under the Bezanson sign. HUM classes are held in rooms 149 and 150.
Academic Advising at Greenfield Community College

Primary Academic Advisors
Faculty or professional staff
A faculty member teaching within the student’s major program of study
A faculty member who has taught the student in class

Informal Advisors
Faculty
Staff
Family
Friends
Classmates

Advising is essential to your success as a student. At GCC we are committed to providing excellent advising.

How do we accomplish that?

Every student who is part of a degree or certificate program is assigned an academic advisor; someone connected to your field of study. Your advisor is there to work with you to develop an educational plan, generate ideas for your career goals and support you in your life at the college.

We work closely with the Admission Office, Career Center, Testing Center, Learning Center, Transfer Services, and Financial Aid—all part of the amazing support system available to you as a GCC student.

The Academic Advising Center is available to assist you when your advisor is not available.

Located in the North End of the Main Building (N211), we’re open from 9 am – 7 pm (Monday – Thursday) and 9 am – 5 pm (Friday).

Stop by and see us!

www.gcc.mass.edu

General Information

How to Register for Summer Credit Classes

NOTE: This process is for summer registration ONLY.

Register early to be sure of having a seat in the course of your choice! Use the convenient registration form on page 35. Registration beyond the posted final date may be accepted prior to the second class meeting only in cases where space is available.

By mail:
Register through the final registration date (one week in advance of later starting classes) using the registration form on the inside back cover. Mail the form and your payment to:
Greenfield Community College
Enrollment Services-N219
One College Drive
Greenfield, MA 01301

By phone:
For charges against VISA, Discover or MasterCard ONLY, call our answering service at (413) 775-7298, 24 hours a day, seven days a week through May 28 for Summer Session I and July 17 for Summer Session II. Please have your account number and course information ready for the operator. After the final registration date, call the Enrollment Services Office at (413) 775-1801.

By fax:
For charges against VISA, Discover or MasterCard ONLY, fax your completed registration form to (413) 775-1827 through the final registration date.

In person:
Enrollment Services – N219
(413) 775-1801
Monday – Thursday, 8:30 am to 5:00 pm
Friday, 8:30 am to 4:00 pm
(from June 6 to August 8, Friday hours will be 8:30 am to 12:00 noon)

Academic Advising Center – N209-214
(413) 775-1339
Monday – Thursday, 9:00 am to 5:00 pm
(5:00 pm to 7:00 pm by appointment)
Friday, 9:00 am to 4:00 pm
(from June 6 to August 8, Friday hours will be 9:00 am to 12:00 noon)
MASSACHUSETTS COMMUNITY COLLEGES - IN-STATE TUITION ELIGIBILITY FORM

Last Name _______________________________ First Name ___________________________ MI ______

Street Address ___________________________ City ___________________________ State ______ Zip Code ______

SSN# or Student I.D. Number ___________________________ Date of Birth __________________

Are you a U.S. Citizen?  ❑ Yes ❑ No. If not please complete the following:

❑ Are you a Permanent Resident?  ❑ Yes ❑ No. (If yes, list alien registration number: ________________________)

If you are not a U.S. Citizen or Permanent Resident, please state your Visa or immigration status in detail: ____________________________

Please check the in-state or reduced tuition eligibility category that applies to you:

❑ I have been a Massachusetts resident for six (6) continuous months and intend to remain here.

As proof of my intent to remain in Massachusetts, I possess at least 2 of the following documents, which I shall present to the institution upon request. These documents* are dated within one (1) year of the start date of the academic semester for which I seek to enroll (except possibly for my high school diploma). The institution reserves the right to make any additional inquiries regarding the applicant’s status and to require submission of any additional documentation it deems necessary. Please check-off those documents you possess as proof of your intent to remain in Massachusetts.

❑ Valid Driver’s license ❑ Utility bills* ❑ Employment pay stub*
❑ Valid Car registration ❑ Voter registration* ❑ State/federal tax returns*
❑ Mass High School Diploma ❑ Signed lease or rent receipt* ❑ Military home of record*
❑ Record of parents’ residency for unemancipated person* ❑ Other: _________________

❑ I am an eligible participant in the New England Board of Higher Education’s Regional Student Program.

❑ I am a member of the armed forces (or spouse or unemancipated child) on active duty in Massachusetts.

Certification of Information

I certify that this information is true and accurate. I understand that any misrepresentation, omission, or incorrect information shall be cause for disciplinary action up to dismissal, with no right of appeal or to a tuition refund.

Applicant Signature: _______________________________ Date _________________

Parent/Guardian Signature: _______________________________ Date _________________
(Applicant is Under 18 Years Old)

FOR OFFICIAL USE ONLY – DO NOT WRITE IN THIS BOX

I have reviewed the above information in order to determine this individual’s eligibility to receive the in-state tuition rate.

Based on my review I have determined that this individual:

❑ IS eligible for the in-state tuition rate.
❑ IS NOT eligible for the in-state tuition rate.
❑ I am unable to make a determination at this time. The following additional information has been requested from the applicant: ____________________________

Authorized College Personnel: _______________________________ Date _________________
Must be completed to be eligible for Massachusetts resident tuition rate

Tuition
The college charges tuition per credit for every credit course. Tuition for credit courses taught during the day is based on your residency status. Massachusetts residents pay the lowest tuition rate. Residents of Connecticut, Maine, New Hampshire, Rhode Island, and Vermont may qualify for the New England Board of Higher Education Regional Student Program tuition rate, which is 150% of the Massachusetts resident tuition rate. Residents of states outside of New England or of countries other than the United States pay the highest tuition rate. To qualify for the lowest tuition rate, you must complete the Tuition Eligibility Form on page 34 of this course guide. Tuition for credit courses taught during the evening or on weekends is the same for all students, regardless of your residency status.

Race Or Ethnic Origin:
- Native American/Alaskan Native
- Asian/Pacific Islander
- Black/Non-Hispanic
- Hispanic
- White/Non-Hispanic
- Cape Verdean
- Multiracial: (please specify)
Greenfield Community College
Associate Degree and Certificate Programs
Online: www.gcc.mass.edu

Associate of Arts Degree
• Business Administration Transfer (BAT)
• Liberal Arts
  You may concentrate in one of the following areas
  (your diploma will read “Liberal Arts”):
  • American Studies (LAS)
  • Art (LAA)
  • Computer Science (LCS)
  • Dance (LAD)
  • Economics (LES)
  • Education (LEO)
  • English (LAE)
  • Environmental Studies/Human Ecology (LEH)
  • Environmental Studies/Natural Resources (LEN)
  • Food Science (LFO)
  • General (LIB)
  • Healing Arts (LHA)
  • Health Fitness and Wellness (LHF)
  • Health Science (LAH)
  • Human Services (LHS)
  • International Studies (LIS)
  • Math-Science (LMO)
  • Music (LMU)
  • Peace and Social Justice Studies (LPJ)
  • Science-Math Education (LSM)
  • Social Sciences (LSS)
  • Theater (LAT)
  • Women’s Studies (LWS)

Associate of Science Degree
• Accounting (ACC)
• Art/Fine Art (AFA)
• Art/Fine Art
• Commonwealth Transfer Compact (AFC)
• Art/Media Arts (AMP)
• Art/Media Arts
• Commonwealth Transfer Compact (AMC)
• Computer Information Systems (CIS)
• Criminal Justice (CRJ) ⑤
• Criminal Justice
• Commonwealth Transfer Compact (CJC) ⑤
• Early Childhood Education
• Commonwealth Transfer Compact (ECE)
• Engineering Science (EGS)
• Fire Science Technology (FST)
• Management (MAN)
• Marketing (MKT)
• Nursing (NUR) ⑥
• Occupational Technology (OCC)
• Office Management (OMN)

Certificate Programs
• Business Microcomputer Applications (BMA)
• Computer Assisted Bookkeeping (CAB)
• Digital Media (OME)
• Early Childhood Education (LEC) ⑥
• Entrepreneurship (ENT)
• Environmental Studies/Natural Resources (NRC)
• Human Services (HSV)
• Massage Therapy (MTC) ②
• Microsoft Office Applications (MOA) ⑥
• Office Assistant (OFF)
• Outdoor Leadership (OLP) ③
• Paramedic (PMC) ⑥
• Practical Nursing-L.P.N. (PNC)
• Real Estate (RST)
• Renewable Energy/Energy Efficiency (REE)

Programs in Collaboration with Neighboring Community Colleges
• Pharmacy Technology
• Physical Therapist Assistant
• Radiologic Technology Program

Community Education
Credit-free Courses and Workshops
• Personal Growth
• Workforce Development
• Professional Development
• Trades/Technical Skills
• Distance Education

① Accredited by the National League for Nursing Accrediting Commission
② Accredited by the Commission on Massage Therapy Accreditation (COMTA)
③ Accredited by the Association for Experiential Education
④ Accredited by the Commonwealth of Massachusetts’ Office for Emergency Medical Services (OEMS)
⑤ Quinn Bill approved by the Massachusetts Board of Higher Education
⑥ These programs are not eligible for federal and state financial assistance

Greenfield Community College
Greenfield, MA 01301-9739

DATED MATERIAL
Postmaster: Please deliver by April 25

NONPROFIT ORG.
U.S. POSTAGE
PAID
PERMIT NO. 23
GREENFIELD, MA
01301

PLEASE RECYCLE.

GCC acquires mailing lists by zip codes and postal carrier routes. If you receive this publication and it is of no use to you, please recycle it with a friend.