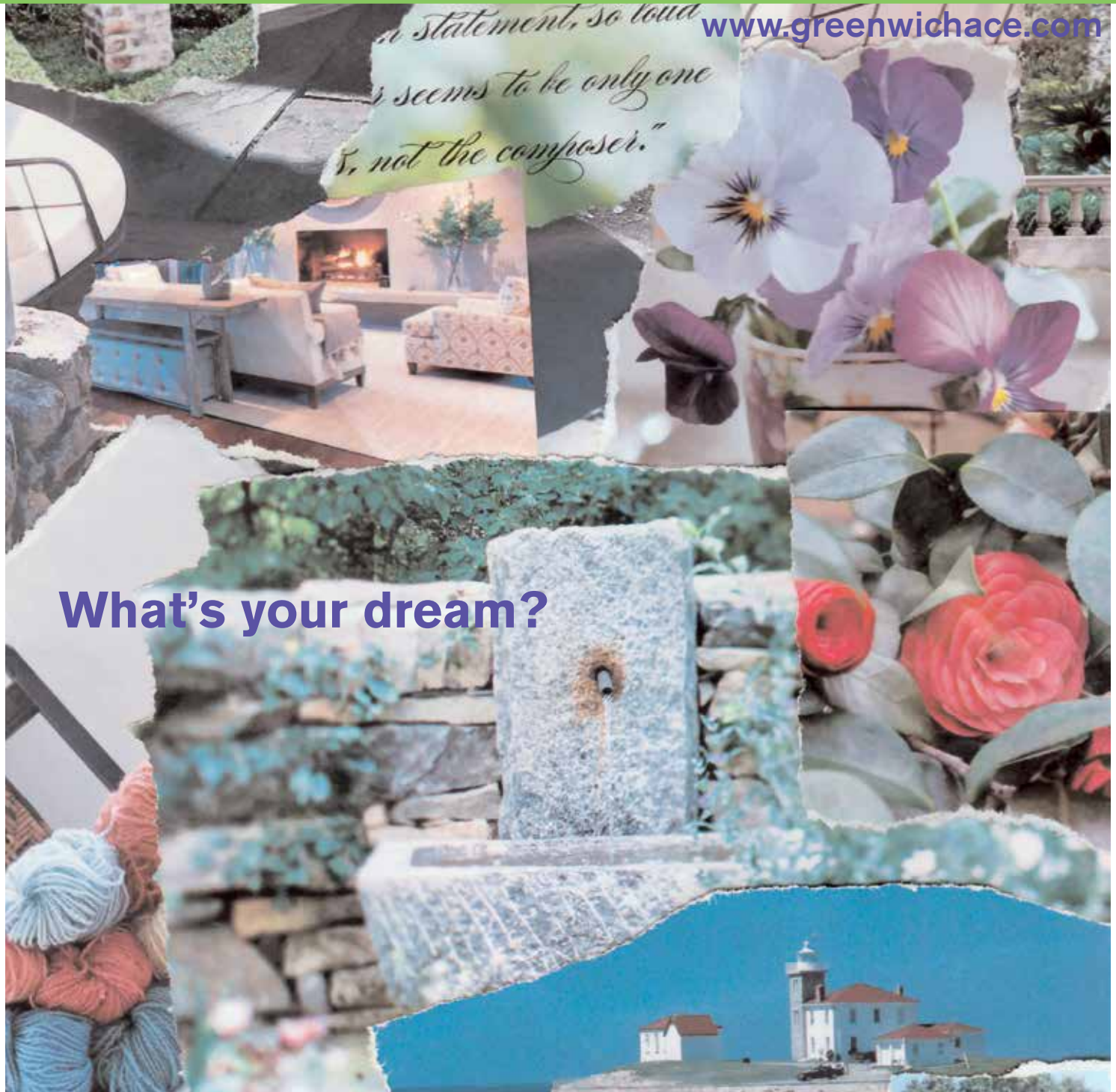




traditional and
online courses
Spring 2021

ADULT & CONTINUING EDUCATION

www.greenwichace.com



We offer online courses in addition to our traditional courses.
As always, traditional learning is face to face, friendly and nearby.

visit www.greenwichace.com for our interactive online catalog

GREENWICH ADULT & CONTINUING EDUCATION

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*Most classes will be online

**UNLESS OTHERWISE INDICATED
ALL CLASSES ARE ONLINE
EXCEPT FOR:
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Painting a Landscape
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Greenwich Continuing Education and the Board of Education provide these courses as a public service and do not endorse or recommend any product or service mentioned in connection with these courses. Any medical/health information discussed in a class is provided for general informational and educational purposes only and it's not a substitute for professional medical advice.

Welcome to our Spring 2021 semester! Greenwich Adult and Continuing Education is committed to providing excellence in education by offering stimulating and innovative educational opportunities that meet the needs of our community.

We offer four levels of English as a Second Language classes to assist English language learners to acquire English language proficiency. Adult learners looking to complete their high school education can benefit from our GED Diploma Program. Our U.S. Citizenship classes will prepare immigrants for the U.S. Citizen test. These programs are scheduled at no cost to you.

There is something for everyone. To satisfy your lifelong learning goals, our Continuing Education/Enrichment Program offers a vast number of classes including online courses through ed2go.com. You can register for our programs online or by mail at: Havemeyer Building, 290 Greenwich Avenue, Greenwich, CT.

We look forward to providing you with an excellent selection of online course offerings. Please feel free to suggest a class that you think would be informative, interesting, and enjoyable. We are always eager to receive new ideas.

Sincerely,

Braulio Santiago, *Adult and Continuing Education Coordinator*

ADMINISTRATION

Greenwich Public Schools

| | |
|----------------------|----------------------------------|
| Dr. Toni Jones | Superintendent of Schools |
| Dr. E. Ann Carabillo | Deputy Superintendent of Schools |
| Mr. Peter Bernstein | Chair, Board of Education |

Greenwich Adult & Continuing Education

| | |
|------------------|--------------------------|
| Braulio Santiago | Coordinator GACE Program |
| Peggy Moore | Facilitator |
| Kathy Post | Administrative Assistant |

THINGS YOU NEED TO KNOW

CANCELLATIONS: If public schools are closed, GACE classes are automatically cancelled. If public schools have a delayed opening, afternoon and evening classes are held, unless announced otherwise on WGCH 1490 or on WSTC 1400 or on GCE voicemail at 203-625-7474, or on our website www.greenwichace.com. Classes cancelled due to inclement weather will be made up.

ABSENCE AND PERSONAL SCHEDULE CHANGES: Students assume all risk of changes in their personal schedules. Absence from the class does not reduce the cost of operating GACE programs. For this reason, an absence does not result in a refund.

REGISTRATION FEE: To offset increased operating costs we have a \$5 registration fee. This fee is payable once per semester, and covers all the courses for which you may register during the semester.

GACE is committed to a policy of equal opportunity/affirmative action for all qualified persons and does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Inquiries regarding GACE's nondiscrimination policies should be directed to Peggy Moore 203-625-7402.

GENERAL ACCESSIBILITY AND ACCOMMODATION: All activities offered by GACE are held in accessible locations. Accommodations for individuals with a disability are available upon request. Please contact Peggy Moore 203-625-7402.

GED® TEST ACCOMMODATIONS: Accommodations for the GED® test are available for qualified individuals with a disability. For more information, contact Peggy Moore at 203-625-7402. You may also contact Sabrina Mancini at the Connecticut State Department of Education at (860) 807-2110.

NO CHARGE FOR MATERIALS FOR MANDATED COURSES: GACE is in compliance with Connecticut General Statutes Sec.10-73a and does not charge fees for registration, textbooks or materials used in mandated program areas.



English as a Second Language

Las clases de inglés como segundo idioma (ESL) son para adultos que viven o trabajan en Greenwich. Las clases tienen lugar los lunes y los miércoles o los martes y los jueves empezando el 11 de enero de 2021. Las clases de día son de 9:30 a.m. hasta las 11:30 a.m. Las clases de noche son de 6:00 p.m. hasta las 8:00 p.m.

ESL classes are free for adults living or working in Greenwich. Learn to speak, read, and write English in a program that focuses on the skills needed in everyday life. Classes begin January 11, 2021. Day classes are from 9:30 a.m. to 11:30 a.m. Evening classes are held 6:00 p.m. to 8:00 p.m.

Adult Basic Education

If your reading, writing and math skills are not strong enough for you to take GED classes, or if you want to improve your English skills for job training or employment, ABE is for you. Many adults need to work on the basic skills as a first step on their road to a diploma. Classes are held every Tuesday and Thursday from 6:00 p.m. to 8:00 p.m. beginning January 12, 2021.

GED Preparation

This program prepares adult learners to pass the 4-part, computer-based GED® exam to earn a State of Connecticut diploma. Students receive instruction in each of four subject areas – science, social studies, math and language arts – plus basic computer skills to take the exam.

Instructors will also review the official website, ged.com, where students can access related exam information and exam registration procedures.

To be able to register for the GED® exam, students must be at least 17 years old and officially withdrawn from school for 6 months. Seventeen year-olds must submit a withdrawal form with a parent or guardian signature.

Individuals who are 18 years of age may submit, in lieu of a withdrawal form, a letter from their last high school indicating that the class with which they entered ninth grade (or would have entered if never enrolled in high school) has already graduated.

Students can begin the GED® registration process online at www.ged.com and complete the process in person at the address below.

Individuals with a documented disability who require accommodations to take the GED® exam should contact Peggy Moore at 203-625-7402 or gce@greenwich.k12.ct.us, or the State Department of Education GED Office at 860-807-2111 or email ged@ct.gov.

Classes are held every Tuesday and Thursday from 6:00 to 8:00 pm, beginning January 12, 2021.

HOW TO REGISTER FOR ESL, GED, ABE, CITIZENSHIP OR AMERICAN STUDIES

Registration required for all new and returning students. All new students should allow two hours for registration and testing, and bring proof of residence or local employment. For more information call: 203-625-7423 or email: kathy_post@greenwich.k12.ct.us Note: All new registrations must be completed at the Greenwich Adult and Continuing Education office.

Registration:

Starts January 11, 2021

**Call the Adult and Continuing Education office
Greenwich Board of Education**

**290 Greenwich Avenue, Greenwich, CT
(203) 625-7474 or
(203) 625-7403**

Registro empieza:

el 11 de enero de 2021

**Llame a la oficina de Educación para Adultos
Greenwich Board of Education**

(203) 625-7403

* Classes begin on Monday, January 11, 2021

*Las clases empiezan el 11 de enero de 2021

"Writing is like driving a car at night. You never see further than your headlights, but you can make the whole trip that way." E. L. Doctorow

English as a Second Language

LEARN TO SPEAK, READ & WRITE ENGLISH

CLASSES ARE FREE!!!

MORNING AND EVENING CLASSES

APRENDA A HABLAR, LEER Y ESCRIBIR INGLES

LAS CLASES SON GRATIS!

Monday, January 11, 2021 – June 9, 2021

DAY CLASSES / CLASES DE DIA

ESL 1/2 Instructor: Randie Katzel
Mons/Weds • 9:30-11:30 AM

ESL 3 Instructor: Linda Siwicki
Mons/Weds • 9:30-11:30 AM

ESL 4 Instructor: Xae Reyes
Tues/Weds • 9:30-11:30 AM

EVENING CLASSES / CLASES DE NOCHE

ESL 1 Instructor: Diane Nietupski
Mons/Weds • 6:00-8:00 PM

ESL 2 Instructor: Jean Daniels
Mons/Weds • 6:00-8:00 PM

ESL 3 Instructor: Armen Kassabian
Mons/Weds • 6:00-8:00 PM

ESL 4 Instructor: Mitchell Foote
Mons/Tues • 6:00-8:00 PM

EARN YOUR HIGH SCHOOL DIPLOMA/GED

Prepare for the GED Test

Instructor: Peggy Moore
Tues/Thurs • 6:00 -8:00 PM

CITIZENSHIP Instructor: TBD
Mondays • 6:00-8:00 PM

Online Courses

Learn a Foreign Language

Whether you want to learn a language for travel, work, or for the pleasure of exploring another culture, we offer classes in Italian, Spanish and French. Due to Covid-19, all language classes will be held online.

Our **Beginner** classes cover basic vocabulary, sentence structure and elementary conversation.

Our **Intermediate** classes will help you build on your basic skills to develop and strengthen your command of the language.

Our **Advanced** classes will help you hone your skills through conversation on a wide variety of topics.

ITALIAN WITH LUCIANA ORZANO

Online | 10 sessions | \$175

Italian IA Beginner #23380A

Tues 5:00 PM - 6:50 PM 1/26/21-4/6/21

Italian IB Beginner Continuation #23385A

Mons 7:00 PM - 8:50 PM 1/25/21-4/19/21

Italian II Intermediate #23400A

Mons 5:00 PM - 6:50 PM 1/25/21-4/19/21

Italian III Advanced Conversation #23420A

Tues 7:00 PM - 8:50 PM 1/26/21-4/6/21

SPANISH WITH SHARON GARCES ALVAREZ

Online | 10 sessions | \$175

Spanish IA Beginner #23700A

Tues 7:15 PM - 8:50 PM 1/26/21-4/6/21

Spanish II Intermediate #23720A

Thurs 5:30 PM - 7:00 PM 1/28/21-4/8/21

FRENCH WITH PATRICE MORLEY

Online | 10 sessions | \$175

French IA Beginner #23980A

Tues 5:30 PM - 6:50 PM 1/26/21-4/6/21

French 2A Intermediate #23985A

Tues 7:00 PM - 8:50 PM 1/26/21-4/6/21



Social Skills for Adults

*For program details contact
Lisa Bria, Activities Manager
bria@abilis.us*

or 203-531-1880, ext.162

PRIVATE MUSIC LESSONS at GHS**Voice** | *Thomas Woodman*

#29410A #29410B #29410C

Trumpet | *David Scott*

#29490A #29490B #29490C

French Horn | *Kathleen Ditmer*

#29440A #29440B #29440C

Trombone/Low Brass | *Richard Parker*

#29520A #29520B #29520C

Voice | *Erin Windle Bellucci*

#29470A #29470B #29470C

Violin | *Fiona Murray*

#29460A #29460B #29460C

Clarinet | *Malcolm Dickinson*

#29480A #29480B #29480C

Saxophone | *Michael Attias*

#29420A #29420B #29420C

Flute | *Malcolm Dickinson*

#29450A #29450B #29450C

Euphonium | *Richard Parker*

#29560A #29560B #29560C

Cello | *Andrew Knebel*

#29660A #29660B #29660C

Piano | *Andrew Knebel*

#29665A #29665B #29665C

Viola | *Andrew Knebel*

#29760A #29760B #29760C

Please note that numbers ending in

- A = 8 lessons @ 30 minutes each = \$406
- B = 8 lessons @ 45 minutes each = \$526
- C = 8 lessons @ 60 minutes each = \$646

Hand Lettering 101 | *Abigail Beal*

Hand lettering is a popular hobby & without a doubt, you can see it just about everywhere you go. Would you like to learn how to create this pretty type of lettering? All it takes is the willingness to practice & try something new! You might be surprised at how easy and friendly hand lettering is, once you get started. This is a great way to make cards look fancier and more special or decorate and hand letter favorite quotes you love and more. We will learn 5 different types of hand lettering and talk about how you can make projects have that personal touch.

Instructor Bio: Abigail A. Beal has taught crafts as a Continuing Education Instructor. She loves many types of crafting, but her very favorite are paper crafts! Abigail is a freelance writer and a published author.

Supply list: gel pens or Micron pens (note: I will give you a link so you have the specific information about the pens, they are inexpensive), a sharpened pencil, a clear ruler, 8 1/2 x 11" paper or sketch pad, an eraser. One class will be on 2 Tuesdays, and another class will be on 2 Saturdays. (2 Sessions)

#24462A 2 Tues 6:00 PM – 7:00 PM

4/3/21 - 4/10/21 \$75.00

#24462B 2 Sat 12:00 PM – 2:00 PM

4/3/21 - 4/10/21 \$175.00

Six Great Artists | *Sue Altman*

In this course, we will examine the life and work of an artist from six different eras of Art History. Michelangelo represents the Renaissance, Rembrandt the Baroque, Turner the Romantics, Degas the Impressionists, Gauguin the Post Impressionists, and Matisse the Modernists. We will explore the development of each artist's style, their influences, and their lasting impact on art history.

#24000A 6 Tues 6:30PM - 7:45 PM
3/2/21 - 4/6/21 \$115.00**iPhone Photography: Use your iPhone Camera to its Full Potential** | *-Deborah Tuai*

Get the best results from your iPhone and take better photos by knowing the basics: settings, techniques, lighting, focusing, exposure and composition. Improve your photography by knowing how to use and control your iPhone camera.

Sessions: 1

#21743A 1 Thurs 7:00 PM – 9:00 PM
5/6/21 \$29.00**PHOTOGRAPHY: DSLR Camera Features and Settings - Beyond Auto Mode** | *Deborah Tuai*

This course explores the key DSLR camera features and settings so you learn how and when to use them and take the camera off Auto. Learn about the shooting, focusing and metering modes, as well as depth of field, motion blur/freeze/pan, exposure compensation, histograms, and bracketing. Skill-building exercises will get you up and off your chair to develop your skills with aperture, shutter speed, and ISO. Sharing images and discussions are part of every session.

Camera Types: DSLR only (no point and shoot)

Skill Level: Beginner and Intermediate

#24645A 3 Tues 6:30 PM– 8:30 PM
March 9, 16, 23 iPhone**In-Person Class****Painting a Landscape from a Photo-Advanced Oil Paints, Acrylic or Watercolor** | *Joseph Fama*

The course will teach the student how to capture the spirit of a landscape scene. Students will take their own photos and paint from them. From their photos, the students will produce a value sketch to learn how to SEE the values. The value sketch will be the guide for the painting. They will also learn how to set up a palette for landscaping painting. Students will learn to see and express color, values and the illusion of depth. Classes will include lectures, demonstrations, as well as individual instruction.

#24465A 10 Tues 10:00 AM – 12:00 PM
2/16/21 - 4/27/21 OGCC \$175.00

Online Courses

"Dance is the hidden language of the soul." Martha Graham

Tai Chi | Will Morrison

Immerse yourself to see the benefits of Tai Chi. This class begins with an immersion into the fundamental movements of tai chi in order to discover and feel the internal dynamics that lead to the transformative nature of this classical Chinese practice. A relaxed upright posture, catlike weighting and unweighting of steps, and internally focused breathing are some of the hallmarks of the tai chi approach. The movements improve balance, mental sharpness, flexibility and health. Harvard Medical School research ranks tai chi as a 'top five' exercise. Will Morrison has studied with Ed Young since 1981, a senior student of Professor Cheng Man Ching, who popularized the Yang Style Tai Chi in the 1960s and 70s which has become the most prevalent style worldwide. Will is a certified "Tai Chi Fundamentals" instructor. TCF is an approach that makes Tai Chi more accessible to students of all ages and for those with pain and physical limitation. This class has proven successful through Zoom. As the weather warms in March, the class can elect to meet in a park in central Greenwich.

#28400A 10 Tues 6:00 PM – 7:00 PM
2/16/21 - 4/27/21

Belly Dance: The Secret Desire Level I | Aszmara

Unleash your inner Diva and Connect with your Feminine Nature. The movements of this beautiful art form give you a safe whole body workout without strain to joints and muscles. Learn the specialized techniques as we build body strength, improve posture and body awareness while having fun dancing. Begin with warm-up exercises, the basic movements and short choreographies. All are welcome, no matter what age or life experience. Wear comfortable clothing (leotard, crop top, footless tights or leggings, a 35" scarf or shawl, ballet slippers or bare feet.)

#28270A 10 Weds 7:00 PM – 8:00 PM
1/20/21 - 3/31/21 \$165.00

Belly Dance: The Secret Desire Level II | Aszmara

With Movement Exploration, go past the basics with more advanced movements, more choreography and dance, dance, dance! Connect with the music, body, mind and soul. Go beyond movements and steps and unleash your soul's music. Aszmara's insight into movement, music and connecting emotions with dance marks her as an unforgettable teacher. Prerequisite: Completion of Belly Dance Basics at GACE or equivalent experience

#28280A 10 Weds 8:00 PM – 9:00 PM
1/20/21 - 3/31/21 \$165.00

Yoga, Beginner | Herma Hale

Body movements, postures, breathing exercises, and relaxation techniques combine to enable you to experience an overall feeling of peace and well-being. The practice of Yoga aids you in relieving stress, toning your body, and increasing physical and mental energy. Bring sticky mat, water and a blanket to first class.

#28440A 10 Weds 5:15 PM – 6:30 PM
1/20/21 - 3/31/21 \$165.00

Yummy Mindful Knitting Workshop | Jessica Meyrowitz

Come and experience the mindful and meditative benefits of knitting! As a class participant you will learn how to knit a scarf using It's a... Yummy super soft 100% merino wool yarn and oversized needles. At the end of the workshop, you will have learned a skill and leave with your own creation--a Yummy Mini Scarf! This class is appropriate for both novice and experienced knitters.

#26540A 1 Thurs 7:00 PM – 8:30 PM
3/18/21 \$99.00

Bridge 1: Beginner | Khalid Al Doori

This course will teach the basics of bidding and play of hands. Instructive handouts will be distributed to assist you in this process. Join us and meet new friends as you learn the basics of this fascinating and challenging game. Bridge provides a good opportunity to create an active social life.

#28745B 7 Weds/Mons 6:00 PM – 8:00 PM
1/25/21 - 3/22/21 Havemeyer Bldg.
\$165.00

Bridge 2: Advanced Beginners | Khalid Al Doori

Advanced beginner's Bridge is for those who have completed a beginner's 7 week course or the equivalent.

#28745C 7 Mons 6:00 PM – 8:00 PM
3/29/21 - 5/17/21 Havemeyer Bldg. \$165.00

Website Design Guide: A Checklist for a

Successful Website | Deborah Tuai

Plan, design and develop an effective and successful website with a step-by-step guide to the art and science of building and improving a website with a better user experience, a successful look and feel, and optimal web page functions. Topics covered include getting visitors to your website (for free), making a great first impression, getting people to know, like and trust you, and achieving your goals and objectives. This class is for anyone who wants to update or improve their current website or start from scratch.

#24690A 1 Weds 6:30 PM – 8:30 PM
3/3/21 \$99.00

Medicare 101 and Beyond | Lou Pelletier

Are you turning 65 or just confused about Medicare? Medicare can be a confusing topic. This class will educate you on the options and programs available. In addition, we will discuss some of the many laws and programs available to people over 60, such as the Medicare Saving Program, Maximizing Social Security, Reverse Mortgages, and protecting your assets from nursing homes without having Long Term Care Insurance.

#27300A 1 Weds 6:30 PM – 8:30 PM
3/24/21 \$29.00

#27300B 1 Weds 6:30 PM – 8:30 PM
5/26/21 \$29.00

"If evolution really works, how come mothers only have two hands?" Milton Berle

INTRO TO GENEALOGY | Janeen Bjork

During the first and final classes, the instructor will introduce the fundamentals of Genealogy research, documentary evidence, and the Genealogical Proof Standard. There will be specific lessons on finding and analyzing U.S. Census records; Birth, Marriage & Death records; U.S. Immigration records; U.S. military records; U.S. City Directories, and digitized newspapers that can be found online. In between the two classes there will be consultations available for each student. The tutorials, either two one-hour session, or one two-hour session, will be one-on-one, working on the student's specific Genealogy needs (they could include online trees, DNA questions, Genealogy research).

Classes and one-on-one tutorials will be conducted via Zoom. It is not necessary to subscribe to any Genealogy software to participate in the class.

#27110A 2 Tues (2/2 & 2/23 Virtual Classes, 2/8 - 2/19
One-on-one tutorials: (2) 1- hour sessions or (1) 2 - hour session
6:30 PM – 8:30 PM 2/2/21 - 2/23/21 \$99.00

**PSAT Preparation
 For Students taking the PSAT on
 Wednesday, March 24, 2021
 at Greenwich High School
 \$199.00 Math/Reading/Writing**

Verbal/Writing | Cassandra Echevarria

4 Saturdays 8:30 AM – 10:00 AM
#27910B February 20, 27, March 6, 13

4 Saturdays 10:00 AM – 11:30 AM
#27910C February 20, 27 March 6, 13

Math | Maria Buono

4 Saturdays 8:30 AM – 10:00 AM
#27910D February 20, 27 March 6, 13

4 Saturdays 10:00 AM – 11:30 AM
#27910E February 20, 27 March 6, 13

Verbal/Writing | Laura Burdick

4 Tuesdays 4:00 PM – 5:30 PM
#17920C February 23, March 2, 9, 16

Math | Lauren Moskovitz

4 Thursdays 4:00 PM – 5:30 PM
#17925D February 18, 25 March 4, 11

**Please Note: Time may change
 due to the school's schedule during the pandemic.**

**All classes will be held online. Any changes
 will be announced during registration.**

Meditation as Medication | Paul Epstein

Mindfulness for Stress and Emotional Resilience

Research shows that 80 % of visits to the family doctor are for stress related complaints. Stress and trauma contribute to mental, emotional and physical symptoms and chronic disease and cause people to suffer with anxiety, depression, chronic pain, digestive disorders, headaches, heart disease, PTSD and more. These have been and remain exceedingly stressful and challenging times for all coping with the corona virus, climate change issues (wild fires and storms), a depressed economy and divided nation and of course the usual stresses of life.

You can enhance your ability to adapt to stressful situations or crises. More resilient people are able to "roll with the punches" and adapt to adversity without lasting difficulties; less resilient people have a harder time with stress and life changes. Whatever your challenge, through mind-body skills of mindfulness, compassion and cultivating resilience. you can learn to face your stresses and traumas in a way that supports and decreases, prevents and heals symptoms and diseases.

Serenity is not freedom from the storm, it is peace amidst the storm.

Dr Paul Epstein is a Naturopathic physician specializing in mind-body integrative medicine, trauma informed care and treating people with stress related disease. He is a mindfulness meditation teacher and author of Happiness through Meditation, and has trained in IFS, the Internal Family System model of psychotherapy. In practice for 36 years, Paul mentors health professionals and is an international speaker and teacher. www.drpaulepstein.com

#27210A 2 Tues 7:00 PM – 9:00 PM
1/26/21 - 2/2/21 \$59.00

Preserving Family Assets | Neil Lubarsky

Learn how to legally avoid estate taxes, nursing home costs and family assets from ending up in the hands of your children's spouses, while maintaining control of your assets. You will be taught what needs to be done in order to pass assets to children free of estate taxes; how you can protect your home from future nursing home costs, and how you can avoid in-laws from gaining access to your family's assets.

Neil R. Lubarsky, Esq., a Harvard Law graduate who also possesses a LL.M. in tax law from New York University, has been a practicing estate planning and elder law attorney for over 35 years.

#21770A 1 Mon 7:00 PM – 8:30 PM
3/22/21 \$29.00

What Happens After Paychecks Stop? | Chris Manimbo

If you are nearing or entering retirement and are interested in a strategy designed to help build an income stream and make your retirement income last, join us for What Happens after the Paychecks Stop? We'll explore how to budget for retirement expenses, examine potential sources of retirement income and identify ways to address potential risks.

#21742A 1 Tues 7:00 PM – 9:00 PM
2/23/21 \$29.00

Instructor-Led **Online Course Bundles**



Instructor-Led Online Course Bundles

These bundles allow you to take multiple courses at a discounted price while gaining an in-depth understanding of the subject area. Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners and offer new course sessions monthly.

Visit our website to view start dates for the courses that interest you.

Features:

- [Expert Instructor](#)
- [24-Hour Access](#)
- [Online Discussion Areas](#)
- [6 Weeks of Instruction Per Course](#)
- [Hundreds of courses to choose from](#)
- [Monthly start sessions](#)

Complete any of these courses entirely from your home or office and at any time of the day or night.

GREENWICH ADULT AND CONTINUING EDUCATION

ed2go.com/greenwich

Microsoft Office 2016 Value Suite

Learn to use the basic features of Microsoft Word 2016, Microsoft Excel 2016, and Microsoft PowerPoint 2016, three of the most fundamental software programs used in educational and professional settings.

Microsoft Excel 2016 Series

Learn to use basic, intermediate, and advanced features of Microsoft Excel 2016.

Web Design Value Suite

Create your own webpages and websites after learning everything from web design layout to CSS3/HTML5 and Javascript.

Basic Computer Skills Suite

Learn essential computer skills for the 21st century workplace, including how to troubleshoot PC issues!

Project Management Suite

Learn the fundamentals of project management in this discounted suite of online courses.

HTML and CSS Series

Learn to use CSS3 and HTML5 to create professional-quality websites for desktops, laptops, and mobile devices.

Computer Networking Suite

Learn the fundamentals of networking and prepare for a career in an exciting and fast-growing field.

PMP Series

Learn how to prepare for the Project Management Institute's prestigious PMP certification exam.

Microsoft Word 2016 Series

Learn the ins and outs of Microsoft's newest release of Microsoft Word. This discounted bundle teaches you everything you need to know about the 2016 release.

QuickBooks 2016 Series

Master the fundamentals and more advanced functions of QuickBooks 2016. Learn everything from creating statements to using batch invoicing and managing journal entries.

Supervision and Management Series

Whether you're new to managing employees or are a seasoned pro, these courses will help you brush up on your leadership and interpersonal communications skills, to help you lead your team to success.

Accounting Fundamentals Series

If you're interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you.

PHP and MySQL Series

Learn how to create interactive websites, including how to create an interactive online store complete with an online catalog of products.

To Enroll or learn more, visit or call us

GREENWICH ADULT AND CONTINUING EDUCATION OFFICE

290 GREENWICH AVE, GREENWICH, CT 06830

(203) 625-7474

GREENWICH ADULT & CONTINUING EDUCATION (GACE) REGISTRATION FORM

Name: _____ Date: _____

Street: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell: _____

E-mail _____

Please check: M F 62 & over 40 - 62 25 - 40 Under 25
 How did you hear about us? Catalog Website Library Newspaper Flyer Friend/Family

| COURSE No. | | | | | | COURSE TITLE | START | DAY | TIME | FEE |
|------------|--|--|--|--|--|--------------|-------|-----|------|-----|
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

* Senior Citizen Discount: Only for Art / Language classes
 *ESL / ABE / GED / Citizenship classes are free
 *Most classes will be held online

| | |
|------------------|------|
| Registration Fee | 5.00 |
| Total | |

VISA MasterCard Check *Make checks payable to:*
 Greenwich Adult & Continuing Education

Signature: _____ Exp. Date : _____ Security Code: _____

5 EASY WAYS TO REGISTER:

- 
online at www.GreenwichACE.com
- 
by email: kathy-post@greenwich.k12.ct.us
- 
by telephone: 203.625.7474
- 
by mail

MOST CLASSES ARE ONLINE

Greenwich Adult & Continuing Education
290 Greenwich Avenue
Greenwich, CT 06830
www.greenwichace.com

Presorted
Standard Mail
U.S. POSTAGE
PAID
Graphic Image
06460

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