



**Employment agencies  
& online resources**



**1 to 12 month  
training programs  
for careers**



**Career & College  
Readiness  
GED/ESOL**

**The Adult Learning Center's**

# **GUIDE TO JOB & TRAINING**

**programs in the Berkshires**



# GUIDE TO JOB & TRAINING PROGRAMS IN THE BERKSHIRES

## HOW TO USE THIS GUIDE

### GET READY

The more you learn, the more you can earn. Have your GED or High School diploma on hand.  
Know where you want to go. Talk to your counselor about realistic career paths for you.

### GET SET

Be job smart. Take advantage of the free services in this guide to help you develop an eye catching resume, prepare for a job interview, dress for success, and more.

### GO

Apply for a temporary or full time job in a career path that has options for higher pay down the road.  
If you can't get a job right now, get the training you need to qualify for a job in a career pathway.

# GUIDE TO JOB & TRAINING PROGRAMS IN THE BERKSHIRES

## CAREER & JOB SUPPORT FOR INDIVIDUALS AGE 18 & OLDER

AGENCY or RESOURCE	LOCATION, TELEPHONE, HOURS, WEBSITE, E-MAIL	OVERVIEW & REQUIREMENTS
<p><b>Getting Started:</b> Get your GED Learn English Prepare for a Job, College or Training</p>	<p>FREE classes or one-on-one tutoring at the Adult Literacy Providers listed on page 20</p>	<ul style="list-style-type: none"> <li>▪ Brush up on the skills you need to get a good job including basic math, English and writing skills</li> <li>▪ Learn how to search for a job that leads to a living wage</li> <li>▪ Find out what employers look for when hiring</li> <li>▪ Gain confidence on your job readiness skills</li> </ul>
<p><b>Berkshire Vocational Services</b></p>	<p>141 North Street, Pittsfield, MA 448-5356</p>	<ul style="list-style-type: none"> <li>▪ Must be referred by a qualifying agency to receive employment counseling, training and placement service for people with disabilities</li> <li>▪ Will meet at various locations in Berkshire County</li> </ul>
<p><b>BerkshireWorks Career Center</b></p>	<p>160 North Street Pittsfield, MA 01201 499-2220 berkshireworks.org</p>	<ul style="list-style-type: none"> <li>▪ Employment, education and training counseling and services</li> <li>▪ On-line job postings on their website at JobCentral (<a href="http://us.jobs/">http://us.jobs/</a>)</li> <li>▪ Job Bank and Resource Room (computers, phones, fax)</li> <li>▪ One of 30 One-Stop Career Centers in the state sponsored by the Massachusetts Division of Career Services under the Mass. Dept. of Workforce Development</li> </ul>
<p><b>Business Attire</b></p>	<p>“Suit YourSelf” Boutique Goodwill Training Center 158 Tyler Street, Pittsfield 442-0661, x17 goodwill-berkshires.org</p>	<ul style="list-style-type: none"> <li>▪ Provides workplace attire at no charge to men and women who are preparing for a job interview, entering or reentering the workforce</li> <li>▪ You must be referred for this service by a participating non-profit or government agency such as BerkshireWorks or your adult literacy provider</li> </ul>

# GUIDE TO JOB & TRAINING PROGRAMS IN THE BERKSHIRES

AGENCY or RESOURCE	LOCATION, TELEPHONE, HOURS, WEBSITE, E-MAIL	OVERVIEW & REQUIREMENTS
<b>College &amp; Career Navigator</b>	Berkshire Community College 236-1639 Shelly Armstrong sarmstro@berkshirecc.edu	<ul style="list-style-type: none"> <li>▪ Free assistance to help low skilled, unemployed and under employed individuals get started in a career pathway at BCC</li> <li>▪ Helps current or prospective BCC students overcome barriers so that they can attain industry recognized certificates and degrees leading to jobs that pay a living wage</li> </ul>
<b>Educational Opportunity Center</b>	141 North Street, Pittsfield 499-9531 or 281-9334	<ul style="list-style-type: none"> <li>▪ Free help with career interest assessment and career planning</li> <li>▪ Free help applying for admissions and financial aid for college or vocational training</li> <li>▪ Serves all of Berkshire County</li> <li>▪ Low income, first generation, potential college/vocational students age 19 or older are given priority but others may qualify</li> </ul>
<b>Goodwill Industries of the Berkshires</b>	158 Tyler Street, Pittsfield 442-0061, ext. 15 Eric Wilder	<ul style="list-style-type: none"> <li>▪ Vocational Evaluations – 5 day program provides written assessment of vocational abilities and potential. Must be referred by a counselor.</li> <li>▪ Work Adjustment/Skills Training – time limited program to help participants gain work experience and learn soft skills necessary to find and maintain employment. Volunteer and pay positions in various Berkshire locations.</li> <li>▪ Job Placement &amp; Career Development helps individuals find employment</li> </ul>
<b>Massachusetts Rehabilitation Commission</b>	6 Clinton Avenue, Pittsfield, 499-2720 85 Main Street, North Adams, 663-5391	<ul style="list-style-type: none"> <li>▪ Provides support and referrals to appropriate agencies for people with <i>physical or mental disabilities</i></li> </ul>

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AGENCY or RESOURCE	LOCATION, TELEPHONE, HOURS, WEBSITE, E-MAIL	OVERVIEW & REQUIREMENTS
<b>Reconnect Center</b>	150 North Street, Suite 24 Pittsfield, 997-4556 Bryan House bhouse@bcacinc.org	<ul style="list-style-type: none"> <li>▪ Free and confidential services to help young adults age 16-24 reconnect with jobs, training, and education.</li> <li>▪ Personalized career coaching, mentoring and other support services</li> </ul>
<b>Transportation</b>	Berkshire Rides 664-0300 Mass Rides 1-800-426-6688	<ul style="list-style-type: none"> <li>▪ Berkshire Rides provides free rides to work, job interviews or employment-related training services for residents in the north Berkshire towns of Adams, Cheshire, Clarksburg, Florida, North Adams, Savoy, and Williamstown</li> <li>▪ MassRIDES is a comprehensive transportation resource for people traveling in and around the Commonwealth, including access to carpools</li> </ul>

# GUIDE TO JOB & TRAINING PROGRAMS IN THE BERKSHIRES

## EMPLOYMENT AGENCIES & RESOURCES

AGENCY or RESOURCE	LOCATION, TELEPHONE, HOURS, WEBSITE, E-MAIL	OVERVIEW & REQUIREMENTS
<b>Adecco Staffing</b>	137 North Street, Pittsfield 499-9830 adeccousa.com	<ul style="list-style-type: none"> <li>▪ Temporary and permanent jobs</li> <li>▪ Apply online first, then call to make an appointment</li> </ul>
<b>Brien Center</b>	343 Fenn Street, Pittsfield, MA 770-6409	<ul style="list-style-type: none"> <li>▪ Supported Employment Services program for individuals with mental health needs</li> <li>▪ Includes youth 18-25 (in areas funded by Berkshire United Way) and adults (who use DMA services and Brien Center's Community Based Flexible Supports program)</li> <li>▪ Provides assistance to obtain employment leading to economic stability.</li> </ul>
<b>Elder Services of Berkshire County</b>	66 Wendell Avenue, Pittsfield 499-0524, x109 Bonny DiTomasso bditomasso@esbci.org	<ul style="list-style-type: none"> <li>▪ Senior Community Service Employment Program provides on-the-job training and paid employment 20 hours per week in a local, nonprofit organization or government agency at minimum wage for <i>income eligible, unemployed Massachusetts residents age 55 &amp; older</i></li> </ul>
<b>Johnson &amp; Hill Staffing Services</b>	442-5200	<ul style="list-style-type: none"> <li>▪ Temporary and permanent clerical, administrative, professional accounting jobs; this agency does not hire for light industrial work</li> <li>▪ Call to schedule an appointment at BerkshireWorks</li> </ul>
<b>Kelly Services</b>	75 South Church Street, Pittsfield, 445-4528 kellyservices.com	<ul style="list-style-type: none"> <li>▪ Temporary and permanent jobs in office, customer service, marketing, and light industrial</li> <li>▪ Free computer software training for qualified applicants</li> <li>▪ Call to schedule an appointment</li> </ul>

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AGENCY or RESOURCE	LOCATION, TELEPHONE, HOURS, WEBSITE, E-MAIL	OVERVIEW & REQUIREMENTS
<b>Manpower, Inc.</b>	66 West Street, Suite 204, Pittsfield, 445-4068 manpower.com	<ul style="list-style-type: none"> <li>▪ Temporary, permanent and temp to hire jobs in office/administrative, technical and light industrial</li> <li>▪ Free training available on various computer software and business skills IF applicant has e-mail and access to the Internet</li> </ul>
<b>Molari Employment and Healthcare Services</b>	80 Center Street, Pittsfield 499-4546 or 1-800-649-4562 molariinc.com	<ul style="list-style-type: none"> <li>▪ Temporary and permanent jobs in office, legal or technical support; accounting; data entry; light industrial; and health care</li> <li>▪ Appointment recommended but not necessary</li> </ul>
<b>Online Job Searches</b>	Berkshireworks.org Berkshirecareers.com Berkshirejobs.com Job Quest	<ul style="list-style-type: none"> <li>▪ Berkshireworks.org – Job Seekers – Job Central (hosted by National Labor Exchange that allows searches within 25 miles of Berkshire County)</li> <li>▪ Berkshirecareers.com is a job database maintained by the Berkshire Eagle/North Adams Transcript in association with MONSTER</li> <li>▪ Berkshirejobs.com is a user-friendly employment website</li> <li>▪ Job Quest is the MA Dept. of Employment &amp; Training job bank at <a href="https://web.detma.org/JobQuest">https://web.detma.org/JobQuest</a></li> </ul>
<b>United Personnel</b>	76 North Street, Pittsfield, MA 449-5050 unitedpersonnel.com	<ul style="list-style-type: none"> <li>▪ Temporary, temp to perm, direct hire in office/administrative, technical and light industrial</li> <li>▪ Apply online for an appointment in sites throughout Berkshire County</li> </ul>

# GUIDE TO JOB & TRAINING PROGRAMS IN THE BERKSHIRES

## 6 - 12 MONTH TRAINING PROGRAMS

### WHAT YOU NEED TO KNOW

Classroom-based programs for students age 18 & older (age 17+ at Mildred Elley)

Most programs require a high school diploma, GED, Adult Diploma or CPAT Exam

\*Tuition rates are subject to change and do not include books or supplies

Be sure to ask about financial aid when you apply for any of the training programs in this Guide

### EDUCATION/TRAINING LOCATIONS (see also individual locations listed in chart)

#### **\*Berkshire Community College Certificate Programs**

1350 West Street in Pittsfield and 343 Main Street in Great Barrington

\*\$192/credit rate applies to Massachusetts residents for *day* courses and to *all students*, regardless of residency, for *evening* and *online* courses, and includes college service & technology fees

**C. H. McCann Technical School Post Secondary Program**, 70 Hodges Crossroad, North Adams

\*\*In-District annual tuition for residents of Adams, Cheshire, Clarksburg, Florida, Lanesboro, Monroe, North Adams, Savoy, Williamstown

**Mildred Elley**, 505 East Street, Suite 107, Pittsfield

**Pittsfield Public Schools:** Pittsfield High School, 300 East Street, Pittsfield (Cosmetology);  
Taconic High School, 96 Valentine Road, Pittsfield (Adult evening Program for Electrical & Welding)



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JOB	TRAINING PROVIDER	Phone/Website (413 ... & www.)	DESCRIPTION (Tuition rates are subject to change)
<b>Accounting Systems Specialist</b>	Mildred Elley	442-0333 mildred-elley.edu	12-month Certificate program provides skills in basic accounting, computerized accounting, and related software applications for accounting and bookkeeping positions in payroll, accounts payable, and accounts receivable. Tuition \$12,644
<b>Administrative Assistant</b>	Mildred Elley	442-0333 mildred-elley.edu	12 month Certificate program that provides hands-on training in basic office skills, a working knowledge of basic office computer software programs, including word processing, spreadsheet and database applications, desktop publishing for work in a law office, medical office, insurance company, school, accounting firm or government agency. Tuition \$12,644
<b>Animal Care</b>	Berkshire Community College	236-1630 Admissions 236-1622 Advisor Anne Fortune berkshirecc.edu	Two-semester intensive Certificate program prepares students for employment as animal care assistants working with veterinarians and other professionals involved in animal healthcare and management, veterinary hospitals, equine training and management facilities, animal breeder, large farms, and breeding and grooming facilities; 29 credits + 300 hours hands-on experience required; Tuition \$5,568 (29 credits at \$192/credit*) <i>Not offered every year</i>
<b>Applied Manufacturing</b>	Berkshire Community College	236-1630 Admissions 236-4630 Advisor John Tatro berkshirecc.edu	Two semester Certificate program that provides the quantitative and technical skills required for entry level positions in manufacturing. Tuition \$5,376 (28 credits at \$192/credit*)
<b>Bookkeeper: QuickBooks Specialist</b>	Quest Connect 160 North Street, Pittsfield	442-9500 questconnect.net	16-hour two level program to become QuickBooks certified. Tuition \$575 includes materials and exam.

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JOB	TRAINING PROVIDER	Phone/Website (413 ... & www.)	DESCRIPTION (Tuition rates are subject to change)
<b>Business Software Applications Specialist</b>	Berkshire Community College	Admissions 236-1630 Advisor 236-4640 Kathleen Gowdey berkshirecc.edu	Two semester certificate program provides mastery of Microsoft Office Suite, emphasizes basic business communications, and prepares for Microsoft Certified Application Specialist exams. Tuition \$5,184 (27 credits at \$192/credit*)
<b>Carpenter Timber Framer Woodworking</b>	Heartwood School Johnson Hill Road Washington, MA	623-6677 heartwoodschool.com	Owner-builder school that provides individuals 18 or older with entry level house building skills in 2 day to 2 week courses from April to October for the construction or timber framing field. Can lead to an apprenticeship with the Timber Framers Guild. A separate wood working program prepares students for work in a furniture building shop or for millwork. No HS diploma required for basic level courses. Tuition averages \$175/day or \$700 for a 5-day course. Summer-long internships also available.

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JOB	TRAINING PROVIDER	Phone/Website (413 ... & www.)	DESCRIPTION (Tuition rates are subject to change)
<p><b>Certified Nursing Assistant (CNA)</b></p> <p>and/or</p> <p><b>Home Health Aide (HHA)</b></p>	<p>American Red Cross 480 West Street Pittsfield, MA</p>	<p>442-1506 x5 Connie.brown@redcross.org</p>	<p>Four week day program totaling 126 hours. Includes HHA certificate and CPR for the Professional Rescuer certificates, and prepares you for the state CNA exam given on site. Must be age 16 or older. No HS diploma needed but reading comprehension test required for admission. Tuition \$1,250 includes books. <i>Classes start Feb. 4 and again March 4, 2013.</i></p>
	<p>Berkshire Health Systems In partnership with Berkshire Community College</p>	<p>Register at 395-7545 or call 447-2165 (Elizabeth Kirby, Education Dept.)</p>	<p>Four-week, 90 hour program in Pittsfield M-F from 4 to 9 PM. Provides HHA certificate and prepares you for the state CNA exam. No HS diploma required but applicants should have basic reading/writing skills and graduates are encouraged to work at a BHS facility (employment not guaranteed). Tuition, books &amp; exam fee \$700.</p>
	<p>Berkshire Home Care DBA Porchlight Home Care 148 Maple Avenue Great Barrington</p>	<p>243-1122 and ask for Mary Catherine</p>	<p>Three-week, 90 hour program held in April or September to work in hospital or nursing home setting. Classes and clinical held at Great Barrington Rehabilitation &amp; Nursing Center. Tuition \$570 includes book</p>
	<p>Providence Care Center Lenox <i>A program of Mercy Medical Center</i> 320 Pittsfield Road, Lenox</p>	<p>Apply online at mercycares.com</p>	<p>2½ week, 96 hour program offered quarterly to prepare for state CNA exam and employment at Providence Care where participants can work for up to 3 months until they receive their formal CNA certificate. Does not include HHA certificate. GED or HS equivalency and age 18+ preferred. Reading comprehension test required for admission. Tuition: FREE</p>

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JOB	TRAINING PROVIDER	Phone/Website (413 ... & www.)	DESCRIPTION (Tuition rates are subject to change)
<p><b>Computer Information Technology</b></p> <p>CompTIA A+</p> <p>Network+</p>	<p>Quest Connect 160 North Street, Pittsfield</p> <p><i>A Certiport and Pearson VUE Certified Testing Center</i></p>	<p>442-9500 questconnect.net</p>	<p>CompTIA A+: 40 hour certificate program is starting point for a career in Information Technology. Course covers maintenance of PCs, mobile devices, laptops, operating systems and printers. Tuition \$2,495 includes materials and two exams.</p> <p>Network+: 40-hour certificate program covers network technologies, installation and configuration, media and topologies, management and security. Requires CompTIA A+ certificate and nine months networking experience.</p>
<p><b>Computer Programmer</b></p> <p>Business or Technical focus</p>	<p>Berkshire Community College</p>	<p>Admissions 236-1630 Advisor 236-4574 Gregory Panczner berkshirecc.edu</p>	<p>Choose either the two semester business or two semester technical path. The business option emphasizes Java and C++ programming languages as well as some basic business, math and science courses. The technical option emphasize C++ and WEB programming languages as well as some general education courses. Graduates of either option may be employed as programmers using Java, C++, or HTML/XHTML. Tuition \$5,568 (29 credits at \$192/credit*)</p>
<p><b>Computer Software</b></p> <p>Microsoft Office:</p> <p>Specialist</p> <p>Expert</p> <p>Master</p>	<p>Quest Connect 160 North Street, Pittsfield</p> <p><i>A Certiport and Pearson VUE Certified Testing Center</i></p>	<p>442-9500 questconnect.net</p>	<p>Specialist: Two level 18-hour basic certificate program for Microsoft Word, Excel, PowerPoint, Access or One-Note. Tuition \$450 per software.</p> <p>Expert: Higher level, 24-hour certificate program in either Microsoft Word or Excel provides competitive advantage for many office positions. Prerequisite is Specialist certificate. Tuition \$800 includes classes, materials and certificate exam.</p> <p>Master: Highest level, 48-hour certificate program includes Word, Excel and PowerPoint plus an elective in Outlook, Access or SharePoint. Tuition varies depending on specific courses chosen.</p>

# GUIDE TO JOB & TRAINING PROGRAMS IN THE BERKSHIRES

JOB	TRAINING PROVIDER	Phone/Website (413 ... & www.)	DESCRIPTION (Tuition rates are subject to change)
<b>Cosmetology</b>	C. H. McCann Technical School <i>Post Secondary Program</i>	663-5383 ext. 181 Deborah Felix mccanntech.org	9-month Certificate program from 8 - 2:45 starting in September. Introduces students to art, science and business aspects of this profession. Provides instruction in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling with hand-on experience in the McCann salon. Prepares students for the Massachusetts Licensure Examination. 26 credits Tuition \$500 in-district**/\$2500 out-of-district, \$16,798 out-of-state
	Pittsfield Public Schools <i>Career Vocational Technical Education Program</i>	448-9601	9-month post-secondary day program starts from 7:20 to 2:20 starting in September. Prepares students to take the state board exam for licensure as a professional cosmetologist. Tuition \$4,000
	Mildred Elley	442-0333 mildred-elley.edu	12 month Certificate day program (18 month evening program) to prepare for Massachusetts Cosmetology licensing exam with training in all areas of cosmetology required by the Board and hands on experience in the Mirror Images Clinic. Rolling admission. Tuition \$10,290 (1000 clock hours at \$10.29/hour).
<b>Culinary Arts</b>	Berkshire Community College	Admissions 236-1630 Advisor 236-4606 Carl Maaia berkshirecc.edu	Two semester Certificate program prepares you for responsible positions in food production to work in a restaurant or other food preparation facility; includes a supervised work experience, usually during the summer. Tuition \$5,376 (28 credits at \$192/credit*)

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JOB	TRAINING PROVIDER	Phone/Website (413 ... & www.)	DESCRIPTION (Tuition rates are subject to change)
<b>Dental Assistant</b>	C. H. McCann Technical School <i>Post Secondary Program</i>	663-5383 ext. 181 Deborah Felix mccanntech.org	9-month intensive Certificate program from 8-2:45 starting in September with clinical rotations beginning in March. Provides necessary skills to work in private general dental practices, dental specialty offices, the armed services, and public health or hospital based clinics. Prepares students for the Certified Dental Assistant (CDA) exam. 43 credits Tuition \$500 in-district**/\$2500 out-of-district, \$16,798 out-of-state
<b>Early Childhood Education</b>	Berkshire Community College  Mildred Elley	236-1630 Admissions 236-4626 Advisor Flavia Mastellone berkshirecc.edu  442-0333 mildred-elley.edu	The first step in a career ladder leading to greater qualification for work with young children. Graduates can become day care assistant or teacher (depending on the setting). Tuition \$3,072 (16 credits at \$192/credit*)  12-month certificate program prepares you to work with young children in schools or childcare agencies. Day program only. Rolling Admission. Tuition \$12,051 (39 credits at \$309/credit)
<b>Electrician</b>	Pittsfield Public Schools <i>Adult Continuing Education Program</i>	499-9530 www2.pittsfield.net/ groups/alc/	25 week electrical theory course to prepare for Journeyman's Electrical Licensure or to apply towards a Master's License. Must be 18 or older, not in high school, and working as an electrical apprentice under the supervision of a Master Electrician while taking this class. Tuition \$350
<b>Entrepreneur</b>	Berkshire Enterprises <i>A program of the Office for Workforce Development at Berkshire Community College</i>	441-3688	Entrepreneurial Studies program provides you with the skills needed to start and successfully operate a small business. <i>An affiliated program of Berkshire Community College Life Long Learning Workforce Development, 66 Allen Street, Pittsfield. May be offered Spring 2013 at no charge to participants.</i>

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JOB	TRAINING PROVIDER	Phone/Website (413 ... & www.)	DESCRIPTION (Tuition rates are subject to change)
<b>Forklift Operator</b>	Goodwill Industries of the Berkshires 158 Tyler Street, Pittsfield	442-0061, ext. 15 Eric Wilder	Certificate program with basic classroom instruction based on OSHA code, field training and 10 hours supervised operation that prepares you for warehouse and other industrial jobs. Offered seasonally and as needed. Participants are individuals referred by agencies, paid-work employees or volunteers. FREE to qualifying individuals
<b>Hoisting License</b>	Berkshire Community College <i>Workforce Development Office</i>	236-2126 Shannon Miller	Certificate program from Crane's Safety Institute prepares you to take the Massachusetts 2A Hydraulics Engineers' license exam. Tuition \$375 for 4 hour classroom (and state application fee) and \$85 for one day hands on class on loader and backhoe operation. NEXT CLASS IS MARCH 16 & 23.
<b>Horticulture</b>	Berkshire Botanical Garden <i>in affiliation with Berkshire Community College</i>	236-2127 Registration 298-3926 Advisor Elisabeth Cary	One year non-credit Level I Certificate program September through April includes seven core courses and garden practicum to reinforce classroom work with hands-on experience in the garden. Tuition \$1,106.
<b>Human Services</b>	Berkshire Community College	236-1630 Admissions 236-4571 Advisor Audrey Ringer berkshirecc.edu	One-year Certificate program teaches basic generalist human services skills and ethics, provides a foundation in social services, and increases a student's opportunities for employment and advancement in human services work. Tuition \$5,568 (29 credits at \$192/credit*)

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JOB	TRAINING PROVIDER	Phone/Website (413 ... & www.)	DESCRIPTION (Tuition rates are subject to change)
<p><b>Massage Therapist</b></p>	<p>Berkshire Community College</p>	<p>236-1630 Admissions 236-4504 Advisor Judith Gawron berkshirecc.edu</p>	<p>The Massage Therapy &amp; Bodywork (MBW) is a two semester certificate program prepares that prepares you to become a Massachusetts State Licensed Massage Therapist with the skills and knowledge to provide effective relaxation and wellness massage. Graduates are prepared to enter the healthcare field in various settings, including private practice; Tuition \$5,568 (29 credits at \$192/credit*)</p>
	<p>Mildred Elley</p>	<p>442-0333 mildred-elley.edu</p>	<p>12-month certificate program provides the education, practice and skills necessary to satisfy the academic requirements to qualify for licensure in Massachusetts. Offered as day or night program. Rolling admission. Tuition \$14,059.50 (45.5 credits at \$309/credit).</p>



# GUIDE TO JOB & TRAINING PROGRAMS IN THE BERKSHIRES

JOB	TRAINING PROVIDER	Phone/Website (413 ... & www.)	DESCRIPTION (Tuition rates are subject to change)
<b>Medical Assistant</b> (Office & Clinical)	C. H. McCann Technical School <i>Post Secondary Program</i>	663-5383 ext. 181 Deborah Felix mccanntech.org	9-month intensive certificate program from 8-2:45 starting in September with clinical rotations beginning in April. Prepares individuals to work in a physician's office or health care facility performing both business administration and clinical medical office skills. 39 credits Tuition \$500 in-district**/\$2500 out-of-district, \$16,798 out-of-state
<b>Medical Assistant</b> (Office)	Mildred Elley	442-0333 mildred-elley.edu	12 month Office Certificate program includes medical office management and procedures, insurance processing, and transcription of medical reports for entry level positions as medical secretaries, receptionists, billing specialists, record clerks and transcriptionists; admitting clerks, and administrative medical assistants. Rolling admission. Tuition \$12,644
<b>Medical Assistant</b> (Clinical)	Mildred Elley	442-0333 mildred-elley.edu	12 month Clinical Certificate program that provides in-depth analysis of human anatomy and physiology, clinical and laboratory procedures, and patient contact skills in a clinical environment for an entry level position in medical clinics, laboratories, private physician's offices, pharmacies and hospitals. Rolling admission. Tuition \$12,644
<b>Medical Coding</b>	Berkshire Community College	236-1639 Shelly Armstrong	Technical certificate program for work in the billing office of medical practices or hospitals. Some courses will be available Jan. 2, 2013; remaining courses to be offered in the fall. Tuition \$3,264 (17 credits at \$192/credit*)
<b>Medical Transcription Editor</b>	Berkshire Community College <i>Office of Community Education</i>	Registration 236-2127 or 236-5201	Online non-credit training helps you learn the keyboarding, medical terminology language, grammar and editing skills required to work with speech recognition technology for possible work from home or in a medical office. Tuition \$2,580

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JOB	TRAINING PROVIDER	Phone/Website (413 ... & www.)	DESCRIPTION (Tuition rates are subject to change)
<b>Paralegal</b>	Berkshire Community College <i>Office of Community Education</i>  Mildred Elley	Registration 236-2127 or 236-5201  442-0333 mildred-elley.edu	Intensive, practice-oriented 12 session non-credit course offered online six times a year (distance learning) or over six weekends (online at BCC). Provides training to interview witnesses, investigate complex fact patterns, research the law, prepare legal documents, and assist in preparing cases for courtroom litigation. Tuition \$1,189  12 month Certificate program provides the skills for an entry level position in law offices, title/abstract companies, insurance companies, legal divisions of corporations, banks and legal services companies. Paralegals are responsible for conducting legal research, drafting legal documents, maintaining legal files, interacting with clients and providing administrative support in the office. Tuition \$12,644
<b>Phlebotomy Technician</b>	Berkshire Community College <i>Office of Community Education</i>	Registration 236-2127 or 236-5201	90 hour non-credit training program students with all aspects of blood collection and develops comprehensive skills to perform venipunctures. 27 sessions. Tuition \$1,599
<b>Physical Fitness</b>	Berkshire Community College	236-1630 Admissions 236-4511 Advisor Sherry Scheer berkshirecc.edu	Two semester Certificate program offers instruction in nutrition, cardiovascular and strength training, personal training and instruction, and fitness facilities operations for work as a group exercise instructor, personal trainer or fitness instructor at health and fitness clubs, community organizations or other fitness facilities. Tuition \$5,568 (29 credits at \$192/credit*)

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JOB	TRAINING PROVIDER	Phone/Website (413 ... & www.)	DESCRIPTION (Tuition rates are subject to change)
<b>Practical Nurse (LPN)</b>	C. H. McCann Technical School <i>Post Secondary Program</i>	663-5383 ext. 181 Deborah Felix mccanntech.org	10 month intensive certificate program held weekdays 4-10 PM starting in January. A limited number of clinical rotations may be planned for daytime hours. Completion of the program leads to a practical nurse certificate and entitles the graduate to sit for the National Counsel Licensing Examination for Practical Nurses (NCLEX-PN). 48 credits Tuition \$3000 In-District**, \$6500 Out-of-District, \$16,798 Out-of-State
<b>Surgical Technologist</b>	C. H. McCann Technical School <i>Post Secondary Program</i>	663-5383 ext. 181 Deborah Felix mccanntech.org	9-month certificate program held 8-2:45 starting September. Prepares students for the national board CST credential exam from the National Board of Surgical Technology and Surgical Assisting. Certification leads to employment in hospital-based operating room settings, outpatient surgical centers, maternity units, emergency rooms, central sterile reprocessing units, and in the medical sales field 40 credits Tuition \$500 in-district**/\$2500 out-of-district/\$16,798 out-of-state.
<b>Welding</b>	Pittsfield Public Schools <i>Adult Continuing Education Program</i>	499-9530	9-week evening program provides basic welding skills for entry-level work in auto body or machine shops, plumbing and other trades that require welding. Includes advanced TIG, MIG and arc welding; sheet metal layout and fabrication; blueprint reading and pipe welding. Offered in the fall and/or spring. Must be 18 or older and not in high school. \$185.

# GUIDE TO JOB & TRAINING PROGRAMS IN THE BERKSHIRES

## ADDITIONAL RESOURCES

***Need more information?*** -- Call the following or ask your social service, training or education provider:

TRAINING & SUPPORT	Key Agency to Call	Phone (413 ...)	OVERVIEW
<b>Academic &amp; Job Readiness Basic Skills</b>	Adult Learning Center (Pittsfield)	499-9530	Free and confidential support for basic math, reading, communication, and job readiness skills  Offered at Adult Literacy Providers throughout Berkshire County at no charge  Small classrooms and/or one-on-one tutoring  Strong partnerships and referrals to other free or low cost support agencies and services in the Berkshires
	Construct (Great Barrington)	528-1985	
	Literacy Network of South Berkshire (Lee)	243-0471	
	Literacy Volunteers of Berkshire County (Pittsfield)	499-9487	
	Northern Berkshire Adult Basic Education (Adams, North Adams, Williamstown)	662-5310	
	BCC's Adult Basic Education Program in South County	236-2174	
<b>Child Care</b>	Child Care of the Berkshires 152 North St., Pittsfield; 210 State St., North Adams	443-0676 664-3256	Information regarding independently licensed family child care providers as well as additional resources and support for parents.  Provides day care vouchers for low-income parents seeking child care in Berkshire County. Hours: M-F 8:30-4:30
	New England Farm Worker's Council 141 North St., Suite 106, Pittsfield	236-5890 preschoolenrichmentteam.org	

# GUIDE TO JOB & TRAINING PROGRAMS IN THE BERKSHIRES

TRAINING & SUPPORT	Key Agency to Call	Phone (413 ...)	OVERVIEW
<b>College Transition</b>	Project Link at Berkshire Community College	236-2175	Free program for qualifying students who need to bring their skills up to college level. Includes academic help in English and math and additional support for transition to college
<b>Computer Classes</b>	Berkshire Athenaeum 1 Wendell Avenue, Pittsfield	499-9480 x202 to register	Free one session classes on computer basics, Online Job Searching, Excel. See also <a href="http://pittsfieldlibrary.org/computer_lab">pittsfieldlibrary.org/computer_lab</a>
<b>Economic Independence Calculator</b>	Crittenton Women's Union website	<a href="http://liveworkthrive.org/research_and_tools/economic_independence_calculator">liveworkthrive.org/research_and_tools/economic_independence_calculator</a>	Interactive tool to easily determine how much it costs for a specific family-type to live in any community in Massachusetts. Learn the real costs for housing, child care, health care, food and transportation.
<b>Immigrant Support</b>	Berkshire Immigrant Center	445-4881 <a href="http://Berkshireic.com">Berkshireic.com</a>	Resource and advocacy center for immigrants

The programs and services outlined in this Guide are subject to change at any time. It is recommended that anyone using this Guide contact the provider to be certain all information is up-to-date and correct.

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