

Tri-County RVTHS

Continuing Education Program

(508) 528-5400 X.126

Franklin, Norfolk
Walpole, Wrentham

Millis, Medway
Medfield, Sherborn

North Attleboro
Plainville, Seekonk

Fall Semester
Sept. 2010 - Jan. 2011



Learning
is a Lifelong
Journey

SCHOOL COMMITTEE

Robert J. Rappa, Chair – Franklin
Jonathan Dowse, Vice Chair – Sherborn
Donald Seymour, Secretary – Norfolk
Paul Carbone – Franklin
Christine Geering – North Attleboro
Victor Knust Graichen – Wrentham
Louis E. Hoegler – Walpole

Karl D. Lord – Medfield
Henry J. McDeed – North Attleboro
Robert McLintock – Seekonk
Michael Mushnick – Millis
Linda Reynolds – Medway
Raymond Rockwood – Walpole
Robert Wilkinson – Plainville

ADMINISTRATION

Barbara Renzoni, Superintendent-Director

Marc Koczwar, Continuing Education Director

GENERAL INFORMATION

FIRST NIGHT OF CLASS:

Students should proceed to the Continuing Education Office located immediately on the right after entering through the main entrance for room location.

CERTIFICATES AND COURSE CREDITS:

Unless otherwise specified, all Tri-County RVTHS Evening courses are non-college credit. Certificates of attendance and completion will be issued to students upon request.

SMOKE-FREE SCHOOL:

Tri-County RVTHS is a smoke-free school. This includes use of all tobacco products in school buildings and buses, on school grounds or at off campus work sites by students, school personnel, and visitors.

*BOOKS AND SUPPLIES:

Students may be required to purchase a textbook or supplies/equipment at an additional fee. Instructors will advise. Please remember to bring any supplies listed in the course description to the first night of class. If there is a materials fee payable to the instructor, please remember to bring a check or cash for that amount on the first night of class. *Registration received less than 1 week before class cannot guarantee books/supplies for first class.

HANDICAPPED ACCESS:

Our building is handicapped accessible. Please contact the Continuing Education Office for information if special arrangements are needed.

PLEASE NOTE:

All classes are filled on a "first come, first served" basis. Please register early. We do NOT send course confirmations, but will contact you if there are schedule changes or cancellations.

CANCELLATIONS:

In case of inclement weather or an emergency, there will be no evening classes on days when school has been closed.

On days when school is in session and evening classes have to be cancelled due to weather, announcements will be broadcast on radio stations WBZ and WPRO and television stations 4, 5, and 7. In some cases, when classrooms are needed for evening meetings, or an instructor needs to cancel a class for personal reasons, evening classes may be rescheduled.

NO SCHOOL/HOLIDAYS:

Oct. 11 - Columbus Day • Nov. 11 - Veterans Day
Nov. 25 & 26 - Thanksgiving Recess • Dec. 23-31 - Winter Vacation

DISCLAIMER: Every effort has been made to ensure accuracy within this publication as of the publishing date. All policies, procedures, tuition fees, and curriculum, however, are subject to change at any time by the appropriate action of the instructor or the administration of Tri-County. This publication is not intended to be a contract, explicit or implied, and the school reserves the right to make changes regarding the information contained herein.

The Tri-County Regional Vocational Technical School District is an equal opportunity employer and coeducational high school that does not discriminate because of race, color, sex, religion, national origin, sexual orientation, or disability in its employment policies, in the enrollment of students, or in eligibility for programs and activities in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the 1972 Educational Amendments, and Section 504 of the Rehabilitation Act of 1973. To contact the Title VI, Title IX, or 504 coordinator, call or write Jean Mallon, Director of Guidance, Tri-County RVTHS, 147 Pond St., Franklin, MA 02038, (508) 528-5400, www.tri-county.tc. Funding of this publication is made possible through Public Law 105.332.

INSTRUCTORS WANTED

We are looking for instructors - If you're interested in teaching an Evening course, please contact: Marc Koczwar, Continuing Education Director • Email: koczwar@tri-county.tc

Look for full course descriptions & late additions to the Fall Course Schedule by visiting us online at: www.tri-county.tc or emailing us at: ContinuingEd@tri-county.tc

COURSES

BAKING & COOKING

200 - Basic Cake Decorating

Learn the basic steps necessary to make a simple birthday cake, practice making flowers, borders, basting, and writing techniques.

1 Session, Mon., 6:30-9:30, Oct. 18, \$35

201 - 207 - 3-Night Cooking Classes

Over 40 recipes will be given out in each class. **\$95/class**

201 - International Cooking

Visit 6 countries in 3 nights! Bring your appetite and a 3-ring binder to class.

Thurs., 6:30-8:30, begins Sept. 23

202 - Low-Fat Cooking

Learn how to eliminate fat and keep the flavor in your cooking.

Tues., 6:30-8:30, begins Nov. 30

203 - Pasta & Sauces

Learn to make pasta from scratch and different types of sauces.

Tues., 6:30-8:30, begins Sept. 28

204 - Vegetarian Cooking

Learn practical vegetarian meal preparation. Prepare high-protein alternatives to meat.

Tues., 6:30-8:30, begins Nov. 9

207 - Soups & Stews

Comfort food at its best! Learn the essentials of how to build a great winter meal from scratch. You will learn how to create various stocks, soups and stews.

Thurs., 6:30-8:30, begins Jan. 6, 2011

211 - Holiday Appetizers

Let our chefs help you with the preparation of a variety of appetizers for your holiday celebrations. Our chefs are armed with a wide assortment of recipes that are not only delicious but can be eaten with a healthy conscience.

1 Session, Tues., 6:30-9, Oct. 26, \$40

212 - Holiday Entrées

Relieve the stress of preparing your next holiday meal. Learn the proper way to prepare your holiday feast from a professional chef. Different main courses as well as side dishes will be covered.

1 Session, Thurs., 6:30-8:30, Oct. 21, \$35

COMPUTERS

301 - Cisco Certification - Program CCNA 1

CCNA 1-Networking for home and small business. The Cisco Networking Academy provides an interactive course including

hands-on labs using the latest Cisco equipment to prepare individuals for networking.

16 Sessions, Tues. & Thurs., 6-9, begins Nov. 16, \$495

304 - Beginner's Photoshop

Adobe Photoshop is the program of choice for graphics professionals. This course teaches essential concepts and provides a working knowledge of Photoshop for those wanting to learn how to create graphic images and manipulate photos. Students will learn the basics of selecting and modifying images, creating and manipulating layers, and other effects. Students will also learn how to retouch and resize images and prepare images for use in print.

5 Sessions, Tues., 6:30-9:30, begins Oct. 12, \$195

305 - Introduction to Computer Aided Drafting/AutoCAD

This course is designed to expose the student to the principles of micro-based Computer Aided Drafting (CAD). Students will learn about and develop competency in the operation of the 2-dimensional CAD system through a combination of classroom instruction and hands-on application.

8 Sessions, Mon., 6:30-9, begins Sept. 27, \$295

306 - Introduction to Computers

This course is designed for those who have little or no experience using a computer. You will learn the basic skills necessary to operate a personal computer using the Windows XP operating system. The basics of Microsoft Word will be introduced along with browsing on the Internet. Email skills will also be introduced. Knowledge of the keyboard is recommended. Tuition includes handouts and/or book.

8 Sessions, Wed., 6-9, begins Sept. 29, \$195

307 - Introduction to Microsoft Word

Instruction is designed to make the word processing experience less confusing through the graphical multitasking capabilities of Microsoft Word. Knowledge of the keyboard is essential.

6 Sessions, Tues., 6-9, begins Sept. 28, \$170

308 - Introduction to Microsoft Excel

This course provides the basics as well as advanced knowledge in handling spreadsheet and database projects. Instruction is designed to make these experiences user-friendly throughout the course. Knowledge of the keyboard is essential.

6 Sessions, Mon., 6-9, begins Sept. 20, \$170

309 - Introduction to HTML - Web Design

This class is designed for students with

basic knowledge and experience in personal computing and the World Wide Web. Students will learn the basics of creating Web pages using HTML. Topics covered will include inserting images and links, customizable tables and forms, and cascading style sheets.

5 Sessions, Thurs., 6-9, begins Sept. 23, \$200

310 - Intermediate HTML - Web Design

This class is designed for students with the knowledge of the fundamentals of HTML who wish to create more advanced Web pages. Topics covered will include creating Web page layouts, managing CSS, creating advanced navigation, testing a Web site, and incorporating meta-content and multimedia.

5 Sessions, Thurs., 6-9, begins Nov. 4, \$200

311 - Learning PowerPoint

This class is designed for students who are interested in learning the fundamentals needed to create and modify basic Microsoft PowerPoint presentations. Topics covered will include adding clipart to your presentation, creating charts and tables, and presentation delivery.

3 Sessions, Tues., 6-9, begins Nov. 16, \$95

313 - Introduction to Dreamweaver

Learn the basics of designing a Web site with Dreamweaver. In this course, you will design, build, and upload a Web site. Topics covered will include working with links, adding images and tables to a Web page and working with frames. Knowledge of the computer's operating system and the Internet is essential.

4 Sessions, Mon., 6-9, begins Nov. 15, \$135

315 - QuickBooks

QuickBooks is a comprehensive tool for managing small business finances more effectively. This course will take students with no prior knowledge of computerized accounting to a stage where they can confidently perform elementary day-to-day operations with QuickBooks. Prerequisite: Introduction to Windows or equivalent knowledge.

6 Sessions, Thurs., 6-9, begins Oct. 7, \$170

317 - Keyboarding for Beginners

Tired of hunting and pecking? This beginner course will get you up to speed in no time. With the proliferation of computers, typing has become an essential life skill. The main objective of this course is to teach you how to "touch-type" while increasing your speed and accuracy. After you learn the position of the keys, you will get a basic introduction to MS Word.

5 Sessions, Tues., 6:30-9:30, begins Sept. 21, \$170

318 - Advanced Microsoft Excel

Become an Excel expert! Learn various advanced techniques for analyzing and manipulating data in Excel. Topics include creating and running a Macro, working with multiple spreadsheets, advanced formula construction, and customization. Prerequisite: Basic knowledge of Excel.

4 Sessions, Mon., 6-9, begins Nov. 15, \$125

320 - Introduction to Access

Learn the basics about this powerful database application. The class will cover the skills necessary to get started creating databases and working with data, creating queries, forms, and reports, and integrating Access with other applications.

6 Sessions, Wed., 6-9, begins Oct. 27, \$170

325 - A+ Certification

This course provides students with the skills needed to obtain entry-level computer jobs, such as computer bench technicians, remote computer support, help desk technicians, and entry-level pre-sales support providers. It incorporates a hands-on introduction to building a computer. Labs include PC and laptop issues, network connectivity, wireless connectivity, operating system installation, and file and print sharing. This course prepares students to take the Comptia A+ Certification Exam.

18 Sessions, Mon. & Wed., 6-9, begins Sept. 13, \$495

328 - Introduction to SharePoint

Microsoft Office SharePoint is a Web-based tool that helps people in a company, group or organization share information and collaborate more effectively. If you are interested in learning what this application can do for you, join this one-night session to meet the instructors and get the information you need about our 6-part course.

1 Session, Wed., 7-8, Sept. 15, No Charge

329 - Introduction to SharePoint for End Users

Microsoft Office SharePoint is a Web-based tool that helps people in a company, group or organization share information and collaborate more effectively. The course is designed to take you from fundamentals to power user. At the end of this course you will have a thorough understanding of what SharePoint is and how it integrates with Microsoft Office. We will work with document libraries, calendars, task lists, discussion forums, surveys, wikis, blogs and other features of SharePoint.

6 Sessions, Wed., 6-8:30, begins Sept. 29, \$195

330 - Basics of Buying on eBay®

This course covers the basics of buying products on eBay. Topics include but are not limited to: how to tell if the seller is trustworthy, if the product is priced fairly, contacting the seller with questions, PayPal, and paying safely.

1 Session, Thurs., 6:30-8:30, Oct. 14, No Charge

331 - Basics of Selling on eBay®

Learn how to get started on eBay, create effective listings, price your items appropriately, save money on eBay fees when you can, increase your own sales, ensure a smooth transaction, and ship your products easily. Topics include: Getting started, selling safely, picture do's and don'ts, creating and enhancing listings, pricing strategies, PayPal, and more.

2 Sessions, Thurs., 6-9, begins Oct. 21, \$100

332 - eBay® - Beyond the Basics

This course is for those who are interested in learning more about eBay, have taken the basics of selling on eBay class first or have at least 10 sales on eBay. Topics include starting or growing an eBay business, selling safely, researching an item (both on and off eBay), using eBay tools to save time and resources, doing market research and sales analysis, creating a simple business plan, sourcing products to sell, marketing your eBay business and opening an eBay store.

2 Sessions, Wed., 6-9, begins Nov. 3, \$100

ART/HUMANITIES & COMMUNICATION

351 - Graduate Equivalency Diploma (GED)

This course will prepare students in the 5 areas of competency necessary to take the high school equivalency exam.

18 Sessions, Mon. & Wed., 6-8, begins Sept. 20, \$185

DANCE

443 - Advanced Beginner Ballroom Dance

Our Dance Vision certified instructor brings to you an opportunity to build on the basics of Waltz, Foxtrot, Rumba, and East Coast Triple Swing. This class will focus on intermediate patterns, partner connection and frame, continuity in patterns, and most of all, FUN. Participants must have a fair understanding of basic patterns, timing, and partnership. Partners not necessary.

10 Sessions, Tues., 8-9:30, begins Oct. 5, \$95

444 - Intro to Ballroom Dancing

Enjoy an introduction to American-style ballroom dance, and learn basic patterns, partnership, timing, and styling. Students will be introduced to the Waltz, Rumba, Foxtrot, and Triple Step Swing. No partner required, as rotating partners for quicker development is encouraged.

10 Sessions, Tues., 6:30-8, begins Oct. 5, \$95

446 - Bellydance for Beginners

Discover your grace and beauty through this timeless dance of the Middle East. Bellydancing is a wonderful way to tone and shape your body, relieve stress, and meet new people.

6 Sessions, Thurs., 7-8, begins Oct. 14, \$75

SPORT & LEISURE

402 - Introduction to Fly Fishing

This indoor class will cover the basics of how to get started fly fishing. You'll learn about the equipment, including rods, reels, lines, flies, waders, and other gear, the differences between fresh and saltwater fly fishing, basic knot tying, fishing conservation, and 1st class fly-casting with an indoor practice rod. Class size limited.

1 Session, Tues., 7-9, Sept. 14, \$40

405 - 407 - Zumba

Zumba is a mix of body sculpting movements with easy to follow dance steps like the merengue, salsa, cumbia, mambo, samba, and flamenco as well as other dances from around the world including hip hop and bellydance. The dances are set to toe tapping, hip swiveling, arm swinging, high energy Latin music that just makes you want to get up and move.

6 Sessions, Mon., 6-7, \$42

**405-begins Sept. 13 • 406-begins Nov. 1
407-begins Dec. 13**

420 - Home Buying Seminar

Buying a home is one of your most important financial and lifestyle decisions. In this course, we will de-mystify and simplify the home buying process by outlining a step-by-step plan that covers everything from home financing to finding the right realtor, home inspections, negotiating, and closing costs. This is your chance to get all the facts you need to buy a home without wasting precious time and reading endless books!

1 Session, Wed., 6-7:30, Sept. 29, No Course Fee

421 - Animal Communications

Have you ever wanted to know what your animal companion is thinking and/or feeling? In this workshop we will discuss how animal communication is possible, and practice actual animal communications so that you will know

exactly how it feels when you get one.
2 Sessions, Mon., 7-9, begins Oct. 18, \$45

422 - Digital Photography

Whether you've owned a Digital SLR for years or just received a Point and Shoot model as a gift, this class is right for you. You'll learn how to get the most out of your camera and we promise you'll be surprised at just how much your picture-taking skills improve. We will cover composition and "framing," different shooting modes and what they mean, exposure, lighting, and much more. All skill levels welcome!
6 Sessions, Wed., 6:30-9:30, begins Sept. 29, \$200

465 - Intro to the Digital Darkroom

Do you want to get the most out of your digital camera and the pictures it takes? This course will take you through the basics of manipulating your images for printing at home, at your favorite lab, or even for posting on the Web. Learn the secrets to making your images have a more professional look by simple cropping, color correction, contrast adjustments, sharpening, and beyond.
4 Sessions, Wed., 6:30-9:30, begins Nov. 10, \$145

423 - Yes You Can!

Put the power of positive thinking to work for you! Did you know that your thoughts and words have energy? Based on the law of attraction and the bestselling novel "The Secret," this class will help you put positive thinking into practice in everyday life.
1 Session, Wed., 7-8:30, Oct. 27, \$40

425 - Secrets to Selling Your Home

Thinking of selling your home in the next year or so? Learn from experienced professionals how to prepare your home for sale, the benefits of home staging, pricing strategies and so much more. You will leave with a wealth of invaluable information.
1 Session, Wed., 6:30-9, Sept. 15, \$35

430 - Massage

This class will teach basic massage techniques for the amateur to use on family and friends. Learn when it's safe to massage and when it's not, as well as the health benefits of touch. Relaxation massage, tension relief, and some pain reducing techniques will be included.
5 Sessions, Thurs., 6:30-9, begins Sept. 30, \$100

432 - Adding Balance to Your Life

Imagine living a balanced life every day. How great would life be? The good news is finding greater balance in your life is easier than you think. In this session we will discuss 21 sensible ways you can find greater inner balance and bring peace and harmony into all areas of your life.
1 Session, Thurs., 7-8:30, Oct. 7, \$30

433 - Reiki 1 and Your First Step of Your Spiritual Journey

Do you feel you've had a "calling" to start your healing or spiritual journey but have no idea how or where to start? People everywhere are searching for well-being ... meaning, purpose, peace, fulfillment, abundance, health and happiness. In this workshop you will receive a Reiki 1 attunement and explore various spirituality aspects as well as develop your own innate intuitive skills. Reiki Level 1 is a simple yet profound healing technique that can be learned by anyone who has been called to the path of healing.
3 Sessions, Mon., 6:30-9:30, begins Nov. 15, \$150

435 - Self Hypnosis

This 2-session training includes 2 full-length hypnosis sessions, a CD for reinforcement and class materials. The instruction will help you understand what hypnosis is and why it works so well in changing and adjusting patterns. YOU have the power to change your mind! Bring in 2011 with new skills for a more relaxed, more focused YOU.
2 Sessions, Tues., 6:30-9, begins Nov. 2, \$145

438 - Eat on Purpose - Live on Purpose

Are you ready to take back control of your eating and your life? Great! Then this class is perfect for you! NOW is the perfect time to become your own success story. Learn hypnosis techniques now and bring in 2011 feeling great, looking great, lighter, stronger and more empowered. Includes a 50-minute CD for reinforcement and support!
2 Sessions, Tues., 6:45-9, begins Oct. 19, \$105

441 - Relaxation Reflexology

Learn healing techniques with Foot Reflexology. Reflexology is a form of therapeutic bodywork practiced for centuries by the Egyptian, Chinese, and Indian cultures. Reflexology is founded on the principle that there are points on the feet that affect every organ, gland and tissue of the body. By stimulating these points or reflexes properly, one can help to relieve many health problems by releasing stress and muscle tension, balancing energy, and expelling toxins. 7.5 CEU's are offered for Massage Therapists. Please wear comfortable clothing, have very short fingernails, bring a pillow, a sheet and a towel. Expect to practice hands-on techniques on a partner.
3 Sessions, Wed., 6:30-9:30, begins Sept. 29, \$150

453 - Meet Your Guardian Angels

Each of us has a number of Guardian Angels who watch over us, heal and protect us, and give us inspiration. In this experiential workshop you won't just talk about angels, you'll actually identify your angels by name,

feel their loving presence, receive guidance and healing from them, and learn how to work with them on a daily basis. The only requirement for this course is an open mind.

1 Session, Wed., 6:30-9, Oct. 27, \$30

455 - Simple Secrets to Better Relationships

In this informative and interactive workshop, you'll discover the simple secrets to improve and build lasting relationships with anyone; even the folks with whom you do not see eye to eye. You'll come away from this session with everything you need to create a great relationship with your spouse, kids, family, friends or co-workers.

1 Session, Thurs., 6:30-8, Oct. 21, \$30

456 - Uncovering Hidden Profit in Productivity

In this lively interactive discussion we are going to uncover the hidden profit in productivity by revealing some of the little known efficiency mistakes commonly made by business owners. In addition, the impact of personal systems used in the business environment will be discussed and how simple changes to these systems can have a huge positive effect on profitability.

1 Session, Thurs., 7-8, Oct. 14, \$20

457 - How to Start a Profitable Business

Most new businesses fail within the first 6 to 12 months because of one key factor. In this interactive workshop you will learn firsthand how to avoid crippling pitfalls almost all new business owners make and how to plan, start, manage and run a successful, profitable business from the ground up.

2 Sessions, Tues., 7-8:30, begins Oct. 12, \$55

460 - Color and Your Home

Do you have trouble picking out colors for a room whether it is new paint for the walls or new window treatments? This two-night class is designed to help you learn the art of using color appropriately to enhance your home. After taking this class you will better understand color and how to put it to work for you to create a cohesive color palette for your home.

2 Sessions, Thurs., 6:30-8, begins Oct. 7, \$55

461 - Accessorizing Your Home

Taught by an Interior Design Specialist, this two-night course is the natural follow-up to Color and Your Home. Students will learn the art of accessorizing and discover the rules of thumb for successfully using accessories to enhance their homes.

2 Sessions, Thurs., 6:30-8, begins Oct. 21, \$55

462 - Renovate & Redecorate Like a Pro

If you are planning on renovating or redecorating your home there are many things you need to manage the project smoothly and

have an enjoyable experience throughout the process. Learn from an experienced Interior Designer how to successfully plan your projects. This workshop will teach you how to expertly break down your project into easy steps. You will walk away feeling confident about handling all your home renovation needs.
1 Session, Thurs., 6:30-7:30, Sept. 16, \$18

463 - Basic Room Planning

This room planning workshop will teach you one of the most important design planning tools. It will also provide you with all the important dimensions you will need to make the best choices for the room. This process is used by all design professionals to make dimensionally appropriate selections. You learn to draw furnished floor plans and elevations to get an idea of what the space will look like before you go ahead and purchase the expensive furniture and furnishings.

1 Session, Thurs., 6:30-7:30, Sept. 23, \$23

464 - Decorating with Fabric

Learn to successfully combine different fabric patterns, textures and colors to create beautiful rooms. Through this workshop you will learn how to effectively layer different patterns to add to the richness and uniqueness of each room. Combining patterns can be challenging, but with the guidance of our seasoned designer you will learn the tips and design guidelines that will make this an easy and fun experience.

1 Session, Thurs., 6:30-8, Sept. 30, \$28

470 - Paying for College Without Sacrificing Your Retirement

Taught by a Certified Financial Planner and Certified College Planning Specialist, this course covers topics including: how to maximize financial aid, potentially pay for college without borrowing, calculate how much money you will need to pay for your child's college education, the #1 question to ask colleges that may save thousands off the total cost, the best place to find scholarships, the #1 under-utilized vehicle that helps you save for college and retirement at the same time, and money saving strategies for families that will not qualify for financial aid.

1 Session, Tues., 6:30-9, Sept. 28, \$40/person, \$50/couple

472 - Estate Planning Basics

Have you taken the necessary steps to protect your family if something were to happen? Where would your property go and who would raise your children? These and other important questions will be addressed. The seminar will explain the necessary components of an effective estate plan and real life scenarios will be evaluated to illustrate the use of various estate planning tools. You won't want to miss this informative and easy to understand seminar on a very important topic.

1 Session, Wed., 6:30-8:30, Oct. 27, \$10/person, \$15/couple

473 - How to Get Debt Free!

Make no mistake: "Paying off the balance on a credit card is just about the best investment you can ever make," says Andrew Tobias, who writes for Parade magazine. This class is not just for those with a debt problem. If you have debt payments of any kind, you should attend. Eliminate credit cards in 1-4 years and your 30-year mortgage in another 3-6 years. Learn a simple system to eliminate all debt. Then operate on 100% cash. No additional income required. Bring your list of debts and a calculator to class. You will develop your own debt elimination plan that you can implement immediately. Course fee includes a 12-page workbook. Optional text is available for \$44.

1 Session, Tues., 6:30-9:30, Oct. 12, \$49/person, \$69/couple

480 - Holiday Floral Arrangements

This 2-night class will help you add a personal touch to your holiday decorations. The class will cover indoor arrangements for vases, exterior arrangements for entryways, swags, and adding garnishes to wreaths. There is a \$25 materials fee due to the instructor on the first night of class.

2 Sessions, Tues., 6-9, begins Nov. 30, \$30

TRADE/VOCATIONAL

503 - Basic Home Repairs

This program will cover basic home repairs and safety in the following areas: carpentry, electrical, plumbing, interior and exterior painting, landscaping, tools, equipment. Other areas requested by participants may be discussed if time allows. Safety glasses must be provided by students.

6 Sessions, Tues., 6-9, begins Sept. 28, \$190

504 - Basic Carpentry Framing Skills

This course teaches the basics of house framing from sill to roof and provides a combination of classroom theory and hands-on shop training. Framing components will be identified and construction techniques will be discussed for all segments of house framing. Information on the required textbook will be provided at the first class.

8 Sessions, Mon., 6-9, begins Sept. 20, \$250

505 - Welding (Basic)

Hands-on demonstration and practice in flat, horizontal, and vertical positions. 6011 and 7018 rods will be used. Limited Mig or Flux core basics available – ask when registering. Safety glasses must be provided by students.

10 Sessions, Mon., 5-8, begins Sept. 20, \$325

507 - Woodworking I

This course teaches the fundamentals of woodworking. You'll learn how to safely operate all shop machines and the proper

use of hand and portable power tools. By the conclusion of this course, all participants will complete a project using the knowledge gained from the topics covered. Students will need to supply their own lumber, material, and safety glasses.

8 Sessions, Tues., 6-9, begins Sept. 21, \$250

530 - Landscaping for Homeowners

Interested in improving your home's curb appeal? Want to learn about the plants that best suit your landscape? Want a greener lawn? This class will teach you about the care and maintenance of your yard covering such topics as insect control, organic vs. non-organic fertilizers, lawn care, perennials vs. annuals, planting ideas, pruning of trees and shrubs, and planning to help you beautify your landscape. Possible field trip is included.

5 Sessions, Tues., 6:30-8:30, begins Sept. 28, \$95

555 - HVAC for Homeowners

This course will teach the homeowner the basics of residential heating and air conditioning which will enable them to understand the maintenance and operation of oil and gas fired heating systems, heat pumps, and central air conditioning. Energy efficient systems will be discussed and the different options will be analyzed. Safety glasses and work boots must be provided by students.

8 Sessions, Wed., 6-9, begins Sept. 22, \$195

LICENSING/CERTIFICATION

603 - Electrical Course for Master Certification

(75 hours/semester) This course consists of 150 hours of instruction for licensed Journeyman Electricians preparing for Master certification. This curriculum furnishes the necessary preparation in related math, science, and business. OSHA laws and the electrical code are thoroughly explored to qualify the student for a Master Electrician license.

25 Sessions, Mon. & Wed., 6:30-9:30, begins Sept. 13, \$450

604 - Plumbing Apprentice Training

(60 hours/semester) This course prepares the student for the Massachusetts State Examination for the Journeyman Plumbing license. This course consists of 300 hours of instruction for apprentices working in the plumbing trade.

20 Sessions, Mon. & Wed., 6:30-9:30, begins Sept. 20, \$425

605 - OSHA 10-Hour (Construction Safety)

Upon completion of the OSHA 10-Hour construction safety course, the student will have basic knowledge of important safety requirements in the construction industry. The law in the state of MA requires all employees on a prevailing rate job to have an OSHA 10-Hour card as of July 2006. Each

student will receive an OSHA 10-Hour card upon successful completion of the course.
2 Sessions, Sat., 8-2, begins Nov. 6, \$150

607 - Photovoltaic Solar Panel Installation

This course introduces students to the fundamentals of photovoltaic (PV) system installation and maintenance procedures. The class is divided between classroom-based lectures/activities and project-based activities involving the installation of a residential scale PV system. Upon completion of this course, students are able to define basic electrical terms, identify safety hazards associated with the installation, operation, and maintenance of PV systems, calculate simple circuit values and measure them with a multimeter, and compare features and benefits of the most common solar module mounting techniques. Includes textbook.
4 Sessions, Sat., 8-5, begins Sept. 11, \$450

610 - Welding Certification

Hands-on practice for welding certification in the following areas: 1) 7018 all positions – limited and unlimited testing; 2) Flux core – all positions – limited and unlimited testing; 3) Mig – 1/8 steel vertical (F, H + V). Suggestions and recommendations on a particular area are available. Check on availability of Flux core and Mig upon registration. Certification practice tests included. Safety glasses must be provided by students.
10 Sessions, Wed., 5-8, begins Sept. 22, \$550

613 - ServSafe (Food Protection Manager Certification)

Many cities and towns require that all food service professionals and food handlers be certified in food service sanitation. Topics covered will include How To's, Do's, and Don'ts for receiving, storing, cooking, cooling, and reheating food safely. Temperatures, illnesses, chemicals, food types, and government regulations will be covered. Upon completion of this course, you will receive a federally registered certification document good for 5 years.
4 Sessions, Mon., 6-9, begins Oct. 25, \$200

615 - HVAC Technician

This course is a comprehensive training program for heating, ventilation and air conditioning installers and technicians. You will learn about air conditioning technology, refrigeration, and electronic, heat transfer and programmable controls. This 100+ hour course is designed to meet the requirements for a Refrigeration Technician License.
35 Sessions, Tues. & Thurs., 6-9, begins Oct. 5, \$995

620 - Manicuring

This course consists of 112 hours of instruction and will take 28 nights to complete. Upon successful completion of this course, students will be eligible to take the state board exam leading to a Manicurist license. Textbook and supplies are included.
28 Sessions, Mon. & Wed., 5-9, begins Sept. 13, \$995

622 - Cosmetology (Evenings)

This 1-year, 1,000-hour program provides students with the basics of the art, science, and business aspects of the cosmetology profession and prepares students to become competent, qualified professionals. Upon completion of the program, students will be eligible to take the state board exam leading to a Cosmetology license. Students must purchase kits on the first day of class.
183 Sessions, Mon. - Fri., 5-10:30, begins Sept. 2010. Contact the Continuing Education Office at (508) 528-5400 X.126 for more information or to register.

623 - Aesthetics & Skin Care

This 300-hour program is completed in just 30 weeks. Students are required to wear a white uniform and white shoes. Our Aesthetics Program is intended to qualify students for the Massachusetts Aesthetics licensing exam and to prepare students for successful careers in skin care. Some of the areas covered are Skin Analysis and Consultation, Cosmetic Chemistry, Make-up Application, Anatomy and Physiology, Hair Removal, and Salon and Spa Business. Class size limited to 10.
Minimum deposit of \$1,500 is due at registration. 75 Sessions, Tues. & Thurs., 5-9, begins Sept. 9, \$2,985.

630 - Practical Nursing (Evenings)

This 2-year program is fully approved by the Board of Registration in Nursing. Designed to prepare the graduate for entry-level practice in caring for the health care needs of diverse populations. Upon completion, graduates are required to pass the NCLEX-PN licensing exam.
TEAS pre-test is required; dates for this pre-test are limited. (Study guide may be purchased online at atitesting.com)
Tues. - Thurs., 4-9:30, Sept. 2011 - June 2013. Contact the Practical Nursing Office at (508) 528-5400 X.117 for more information or to register.

631 - Certified Nursing Assistant (CNA)

This program is state-certified and provides students with the skills needed to work in a variety of medical settings. The course consists of classroom instruction followed by practice in a nursing lab. Students must show evidence of good health from their physician, proof of a negative TB test within the last 6 months, and be free of back problems and lifting restrictions. Upon completion of this course, students are

eligible to apply for the State Department of Public Health exam. Textbook and supplies are included.

28 Sessions, Mon. & Wed., 5:30-9, begins Sept. 8, \$760

634 - Pharmacy Technician

This comprehensive 50-hour course will prepare students to enter the pharmacy field and to take the Pharmacy Technician Certification Board (PTCB) exam. Technicians work in hospitals, home infusion and community pharmacies, and other health care settings under the supervision of a registered pharmacist. Course content includes pharmacy-specific medical terminology, reading and interpreting prescriptions, and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing prescriptions, inventory control, and billing and reimbursement. Textbooks included.
15 Sessions, Mon. & Wed., 6-9:30, begins Oct. 13, \$999

635 - EKG Technician Certification Program

This comprehensive 50-hour EKG Technician Certification Program prepares students to function as EKG Technicians and to take the ASPT – Electrocardiograph (EKG) Technician exam and other National Certification Exams. This course will include important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography and stress testing. Additionally, students will practice with EKG equipment and perform hands-on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices.
15 Sessions, Tues. & Thurs., 6-9:30, begins Oct. 12, \$999

636 - Medical Billing and Coding Program

This combined 80-hour billing and coding course offers the skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD-9 manual), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. The course covers the following areas: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), ICD-9 (Introduction and Guidelines) and basic claims processes for medical insurance and third party reimbursements. Students will learn how to find the service and codes using manuals (CPT, ICD-9 and HCPCS). After obtaining the practical work experience (6 months to 2 years), students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) - Certified

Professional Coder Exam (CPC or CPC-H Apprentice); the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams.

21 Sessions, Mon. & Thurs., 6-9:30 (3 Sat., 9-3), begins Oct. 14, \$1,799

637 - American Heart Association AED

The Heartsaver AED course teaches CPR, AED use, relief of choking in adults and children, infant CPR and relief of choking, and use of barrier devices for all ages. This course is for child care providers as well as those who have a duty to respond to a cardiac emergency because of job responsibilities or regulatory requirements. This course is NOT for health care professionals.

1 Session, Sat., 8-Noon, Sept. 25, \$90

638 - Basic Life Support

The Basic Life Support (BLS) for health care providers course covers core material such as adult and pediatric CPR (including two-rescuer scenarios and use of the bag mask), foreign-body airway obstruction, and automated external defibrillation. This course is for health care providers including EMS personnel, physician assistants, doctors, dentists, nurses, and respiratory therapists or others who must have a credential (card) documenting successful completion of a CPR course.

1 Session, Sat., 8-1, Sept. 18, \$95

640 - Medical Administrative Assistant

This 50-hour course prepares students to function effectively in many of the administrative and clerical positions in the health care industry. Medical Administrative Assistants, Medical Secretary, and Medical Records Clerk are all positions in great demand. This program covers important background information on medical terminology, insurance billing and coding, medical ethics, customer service and legal aspects. This program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required to obtain a medical administrative assistant position in the health care field.

15 Sessions, Mon. & Wed., 6-9:30, begins Oct. 13, \$999

641 - Physical Therapy Aide

This comprehensive 50-hour Physical Therapy Aide program prepares students for the growing field of Physical Therapy. The objectives of this class do not include a national or state certification - which generally requires at least 1 to 2 years of formal education. This program is intended to train students for entry-level Physical Therapy Aide positions or to prepare students for a more formal long-term program.

15 Sessions, Tues. & Thurs., 6-9:30, begins Oct. 12, \$999

671 - Electrical Apprentice Training Tier 1/Module 1

This is the first of 8 modules needed in the 600 hours of required apprentice training. It is designed to provide instruction in job site and electrical safety, an introduction to NEC code and the process, DC/alarm theory, and basic math.

25 Sessions, Mon. & Wed., 6:30-9:30, begins Sept. 13, \$450

673 - Electrical Apprentice Training Tier 1/Module 3

The third of 8 modules needed in the 600 hours of required apprentice training. In this module you will cover national electrical code application of DC theory, MA Electrical Code, amendments, and wiring methods.

25 Sessions, Mon. & Wed., 6:30-9:30, begins Sept. 13, \$450

675 - Electrical Apprentice Training Tier 2/Module 1

The fifth module in this series of 8 (the first of tier 2) needed in the 600 hours of required apprentice training. Module 5 covers electrician's math and basic electrical formulas, electrical circuits, AC theory, raceway, outlet boxes, and conductor fill as well as conductor selection and overcurrent protection.

25 Sessions, Mon. & Wed., 6:30-9:30, begins Sept. 13, \$450

677 - Electrical Apprentice Training Tier 2/Module 3

Module 7 of the 8 needed in the 600 hours of required apprentice training includes single and multifamily dwelling calculations and commercial load calculations. Use of the code book tables and examples will make up the curriculum.

25 Sessions, Mon. & Wed., 6:30-9:30, begins Sept. 13, \$450

680 - Plumbing Apprentice - Tier I

The plumbing apprenticeship course is designed for apprentices who are currently working in the plumbing trade. This 120-hour course (110 required, 10 for test and exam review) is designed for apprentices who began after Sept. 2008.

40 Sessions, Mon. & Wed., 6:30-9:30, begins Sept. 20, \$849

ADULT DAY

700 - Cosmetology

This full course of instruction consists of 1,000 hours as required by the State Board of Registration of Cosmetologists.

180 Sessions, Mon. - Fri., 8:30-2:30, Sept.-June. Contact the Continuing Education Office at (508) 528-5400 X.126 for more information or to register.

800 - Practical Nursing

Designed to prepare the graduate for entry-level practice in caring for the health care needs of diverse populations. Upon completion, graduates are required to pass the NCLEX-PN licensing exam. **TEAS pre-test is required; dates for this pre-test are limited.** (Study guide may be purchased online at atitesting.com)

185 Sessions, Mon. - Fri., 8-2:30, Contact the Practical Nursing Dept. at (508) 528-5400 X.117 for more information or to register for the next class (begins in Sept. 2011).

810 - 812 - Nursing Entrance Exam Prep

These courses are designed to prepare students for the day and evening Practical Nursing entrance exam required as part of the application process. You can take one, two or all three sections. Seats are limited.

810 - Reading Comprehension & Grammar

3 Sessions, Mon., 6-9, begins Sept. 13, \$95

811 - Mathematics

3 Sessions, Wed., 6-9, begins Sept. 15, \$95

812 - Standardized Test-taking Skills Development

1 Session, Mon., 6-9, Oct. 4, \$35

Take all three sections for only \$175.

For full course descriptions & late additions to the Fall Course Schedule, visit us online at:

www.tri-county.tc

**Or email us at:
ContinuingEd@tri-county.tc**

Tri-County RVTHS



Continuing Education Program

REGISTRATION

FALL SEMESTER: SEPT. 2010 - JAN. 2011

REGISTRATION IS ONGOING

REGISTER BY: CASH (in person)
CHECK (in person or mail)
CREDIT CARD (phone, fax, or mail)

TELEPHONE: (508) 528-5400 X.126

FAX: (508) 528-3698

MAIL: Tri-County RVTHS
Continuing Education
147 Pond Street
Franklin, MA 02038

EMAIL: ContinuingEd@tri-county.tc

Tri-County RVTHS
Continuing Education Registration
147 Pond Street
Franklin, MA 02038

Nonprofit Org.
U. S. Postage
PAID
Permit No. 118
Waterbury, CT

TRI-COUNTY REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

Continuing Education - Registration Form

Please make checks payable to "Tri-County RVTHS"

DO NOT send cash through the mail.

Name: _____ Returning Student

Address: _____

City/State/Zip: _____

Phone (Day): _____ (Evening): _____

COURSE #	COURSE TITLE	FEE
1.) _____	_____	_____
2.) _____	_____	_____
3.) _____	_____	_____
4.) _____	_____	_____



Registration fee per person - \$5.00
per couple - \$10.00

TOTAL: _____

Please bill my: VISA MasterCard

Card No. _____ Expiration Date: _____

Signature: _____ Validation Code: _____

Please read our refund policy carefully.

Continuing Education Office Only: _____

Amount Paid: _____ **Date Received:** ___/___/___

**PAYMENT OF TUITION IS DUE
UPON REGISTRATION**

*NOTE: There will be a
\$20 charge for all returned
checks. We reserve the right to cancel
a class if there is low enrollment.*

REFUND POLICY

There is a \$10 processing fee for all refunds. There is a \$100 withdrawal fee for the Aesthetics, Cosmetology, and Practical Nursing Programs. Credit card payments will be refunded to the credit card. Refund checks may take 4-6 weeks to be processed.

100% of fee before the 1st class.
60% of fee before the 2nd class.
40% of fee before the 3rd class.
0% after the 3rd class.