

TRI-COUNTY RVTHS CONTINUING EDUCATION

Fall 2017



WHATS NEW FOR FALL 2017

Last spring we began to introduce a variety of online classes and that continues this Fall. In addition to “one of” courses, we are expanding our offering to include programs that include multiple courses geared towards providing students with a comprehensive training experience.

Expanded IT online courses now include Cisco Networking, Cybersecurity, Web Design, Microsoft Office Specialist Training and much more. We have also added programs in the area of Paralegal, Counseling, Coaching and even Business Management.

Between working full-time and raising a family, finding the time to train for a new career can be nearly impossible. This is what makes an online course experience so beneficial to adult learners. An online program offers students the opportunity to learn at their own pace, on their own time.

If you would like to learn more about the online courses we’re offering this semester, please visit : www.tri-county.us/OnlineAdultCourses or call the Continuing Education Office for more information.

Visit Costa Rica in March 2018

Tri-County has teamed up with Collette Travel and AAA of Franklin to offer you an outstanding travel adventure to Costa Rica. See our Adult Education website or call us for more details about this exciting opportunity.

Tri-County proudly offers various Adult Education programs for all interests. Here is a look at a few of our newest course offerings for 2017. Additional course descriptions are available on the following pages.

30330- Basic Accounting for Non-Accountants

60218- Construction Supervisor License Prep

22415- Popping the Cork on Sparkling Wines

22406- Italian Wine Tasting/ Education

42075- How to Read the Bible with Understanding

42204- The A,B,C,and D’s of Medicare

60100- Technical Shop Math

Six Sigma Black Belt (Online)

Cisco Networking (Online)

ONLINE LEARNING HEALTH CARE COURSES!

- Pharmacy Technician
 - Clinical Medical Assistant
 - Phlebotomy Technician
 - EKG Technician
 - Medical Billing and Coding
- And many more classes!

Visit the Adult Education section of www.tri-county.us to learn more and to register.

Learning is a Lifelong Journey

BAKING & COOKING

Students in a culinary class are required to wear rubber soled shoes and to bring a hat and apron. All classes will be held in Tri-County's kitchen unless stated otherwise.

21110- Side Dishes - Center Stage

Side dishes can sparkle with variety, nutrition, and exotic ingredients. They'll dazzle the vegetarians in your family and please the meat eaters too. This one night class entails selecting and evaluating freshness of goods, handling and storage, and mastery of a variety of preparation and presentation techniques.

1 Class, Tues., 6-9, Nov. 7, \$49

21134- Holiday Appetizers

Welcome your holiday guests with a wide assortment of holiday appetizers. In this hands on class, you'll learn how to prepare scrumptious morsels and recipes to make on your own at home.

1 Class, Wed., 6-8, Nov. 1, \$59

21150- Indian Cooking Made Easy

In three hours, you will learn about Indian spices and how to prepare an appetizer, side dish, and two entrées that will forever add a zing to your palate and dazzle the entire family. Learn to make fun appetizers like the Samosa, knead the dough to make a pillowy and elastic Naan (bread), make some creamy Malai Kofta and delicious Saag Paneer.

1 Class, Thurs., 6-9, Oct. 19, \$59

21151- Love for Lentils

Low-calorie lentils offer benefits that include lower cholesterol, a healthier heart and digestive system, stabilized blood sugar, and increased protein and energy. Join this class and use three different varieties of lentils to make four delicious Indian dishes. Remember to bring Tupperware for take home.

1 Class, Thurs., 6-9, Jan 11, 2018, \$59

21152- Stuffed Indian Flatbreads

Learn to make sweet Peshawari Naan stuffed with nuts and dried fruits, Tandoori Roti, and Whole Wheat Flatbreads stuffed with cauliflower and potatoes cooked in spices. Students will bring two mixing bowls (at least one medium-sized plus one other) and Tupperware for take home.

1 Class, Thurs., 6-9, Nov. 9, \$59

21153- Kebabs and Curry

This hands-on class gives students a chance to make a traditional Indian Chicken Kebab, and a vegetarian substitute that retains all the taste and flavors. Each student will receive a personalized folder with printouts of recipes used in the class. Raw materials provided by the instructor. Bring Tupperware for take home.

1 Class, Thurs., 6-9, Oct. 5, \$59

21320- Soups and Chowders

Back by popular demand! Learn about the preparation of stock, thin, thick and specialty soups and chowders. Several soups and chowders will be prepared in class.

1 Class, Tues., 6-8, Jan. 31, \$49

22100- Buttercream Cake Decorating

Learn the necessary basics to decorate a simple cake. Students will utilize various decorating tips to create rosettes, shells, basic roses, stars, borders and more! Bring two, six-inch round cakes to class.

1 Class, Mon., 6:30-9:30, Sep. 18, \$49

22131- Creative Cupcakes for Thanksgiving

Decorate cupcakes with embossed fondant. Create dimensional designs that cover and embellish your cupcakes, adding a refined modern touch. Bring 10-12 unfrosted cupcakes to class and a box or cupcake carrier. Instructor will supply icing and decorating kit to use.

1 Class, Mon., 6:30-9:30, Nov. 20, \$49

22132- Creative Cupcakes for the Holidays

Decorating with fondant has never been easier! Create dimensional designs with a holiday theme. Bring 10-12 unfrosted cupcakes to class and a box or cupcake carrier. Instructor will supply icing and decorating kit to use.

1 Class, Wed., 6:30-9:30, Dec. 13, \$49

22300- Chocolate Truffle Making

Truffles are made in 2 steps, soft ganache centers and chocolate covered coatings. Learn to roll, shape, dip and coat in a variety of toppings. You'll make dozens of truffles to bring home! Materials supplied by instructor.

1 Class, Mon., 6:30-9:30, Nov. 6, \$49

22403- Exploring French Wine Regions

Take a tasting tour around France. We will discuss regions, laws and explore unique wines from Champagne to the Southwest. Don't let wines from France confuse you, learn what grapes grow best where and become an expert! Attendees must be over 21. This class is held at Franklin Liquors, 363 East Central St., Franklin.

1 Class, Thurs., 7-9, Nov. 9, \$39

22410- Wine Tasting 101

This wine tasting and education class will help you develop your wine profile. Explore 5 steps in how to taste wine helping you walk into any store or restaurant and explain what you like. Attendees must be over 21. This class is held at Franklin Liquors, 363 East Central St., Franklin.

1 Class, Tues., 7-9, Oct. 10, \$39

22406- Italian Wine Tasting/ Education

Lets take a tasting tour around Italy. Discuss regions, laws and explore unique wines from all over Italy. Don't let wines from Italy confuse

you, learn what grapes grow best where and more. Attendees must be over 21. This class is held at Franklin Liquors.

1 Class, Thurs., 7-9, Sept. 14, \$39

22415- Popping the Cork on Sparkling Wines

Explore sparkling wines from around the world. What are the methods used to make these wines? What is Champagne? What makes Prosecco different from Cava? Attendees must be over 21. This class is held at Franklin Liquors.

1 Class, Thurs., 7-9, Nov., 21, \$25

COMPUTER

30096- Keyboarding for Beginners

The main objective of this course is to teach you how to touch-type accurately while increasing your speed using the computer keyboard. After you learn the position of the keys, you will get a basic introduction to MS Word to create simple documents.

5 Classes, Wed., 6-8, Nov. 8, \$149

30100- Intro to Microsoft Word & Office

Learn some of the common functions for all Microsoft programs. Students will learn how to create, edit, and enhance the appearance of documents using formatting and proofreading tools. Basic knowledge of the computer keyboard and MS Windows functions is required.

4 Classes, Thurs., 6-9, Oct. 5, \$149

30110- Introduction to Microsoft Excel

Learn to use Excel to create spreadsheets for accounting, budgeting, and more. Learn how to create, edit, format and print basic spreadsheets. Instruction is designed to make the lessons user-friendly throughout course. Basic computer skills are essential.

4 Classes, Wed., 6-9, Sep. 27, \$149

30112- Intermediate Excel

Take your Excel skills to the next level. Learn to create templates, sort, filter, import and export data, analyze data, and work with Excel on the Web. This class will also cover charting, Pivot Tables and using advanced formulas. Prerequisite: Basic knowledge of Excel.

4 Classes, Wed., 6-9, Nov. 1, \$129

30300- 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 Classes, Tues., 6-9, Oct. 31, \$249

Classes are filled on a "first come, first served" basis.

**INSTRUCTORS
WANTED**

Please contact: Marc Koczvara
Continuing Education Director
E-mail: koczvara@tri-county.us

30130- Learning Microsoft PowerPoint

Learn to format text, add clipart, create and update charts, graphs and tables, and organize or modify presentations for effective delivery to different audiences. Good for beginners and existing users.

4 Classes, Thurs., 6-9, Nov. 9, \$119

30200 - Beginners' Photoshop

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.

5 Classes, Mon., 6-9, Sep. 25, \$199

30350- Photo Editing with Photoshop or Elements

Enter the digital darkroom and learn 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 Classes, Wed., 6:30-9, Nov. 8, \$149**

***Receive 10% off when registering for both "Photo Editing with Photoshop or Elements" and "Digital Photography." Discount applies to those two courses. You must register for both classes at the same time to claim the offer.*

Information Technology Courses Available Online

Cisco Networking CCENT & CCNA
CompTIA- A+, Network+, Security+
Cybersecurity, Health IT, Web Design
Oracle Database Administrator
and more.

**For course information please visit:
www.tri-county.us/OnlineAdultCourses**

EXAM & TEST PREPARATION

10110- HiSET Test Preparation

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

18 Sessions, Mon. & Thurs., 6-8, Oct. 2, \$249

Exam & Test Prep Courses Available Online

Human Resources Exam Prep (PHR/SPHR)
LEED Green Associate Exam Preparation
NATE Certification

**For course information please visit:
www.tri-county.us/OnlineAdultCourses**

PERSONAL GROWTH & DEVELOPMENT

40590- Organizing in 5 Steps

Are you looking for organizing solutions that will last? This class will teach you five easy steps that will put you in control of your surroundings and help you stay organized.

1 Class, Tues., 6:30-8:30, Sep. 19, \$29

40591- Winning the Paper Battle

Do you waste time searching through piles and stacks of paper in order to find the one piece that you really need? This class will teach you how to create functional, efficient paper management systems for your home and office.

1 Class, Thurs., 6:30-8:30, Oct. 12, \$29

40593- Downsizing: Organizing the Accumulation of Our Lives

This class will provide you with information on how to begin your downsizing project, how to weed out and let go, and identify resources that will help move the process along.

1 Class, Wed., 6:30-8:30, Oct. 18, \$29

40594- Clearing the Clutter

Learn workable de-cluttering solutions by defining clutter and using decision-making tools. We address how to remove, discard and donate what we no longer use, want, and need. It will help you take control of your stuff.

1 Class, Tues., 6:30-8:30, Nov. 14, \$29

42075- How to Read The Bible with Understanding

The Bible is a book. It is said it should be ready by everyone at least once in their lifetime. With 4 simple tools, it can be ready with full understanding. This is a Bible literature class, any and all religious concerns will not be addressed in this class. You'll learn to read it chronologically, know end from beginning, and read it with good understanding.

1 Class, Thurs., 6:30-8:30, Nov. 2, \$29

42020- Messages from Spirit: A Mediumship Experience

This Mediumship demonstration includes a discussion of some frequently asked questions about Spirit, as well as an introduction and explanation of how Mediumship works. Dr. Cathy Ripley Greene will make connections with Spirit for some audience members.

1 Class, Thurs., 6:30-8:30, Nov. 2, \$45

42054- Meet Your Spirit Guides

Join Psychic Medium Laura Emerald for a unique experience. Learn about your Psychic senses, and how to raise your frequency to a higher level. If you are intrigued and want to connect with your spirit guides and angels then this course is for you.

1 Class, Wed., 6-9, Oct. 18, \$59

42204- The A, B, C, and D's of Medicare

You'll go through the ins and outs of Medicare. Including giving you a better understanding of what

Medicare does cover and what it does not. Break down benefits and cost of each part and explain your rights on when to sign up for Medicare. Discuss how it relates to someone still working at 65 and what credible coverage means, and much more.

1 Class, Thurs., 6:30-8:30, Sep. 28, \$29

42202- Medicare Updates 2017

Medicare Advantage Plans and Medicare Prescription Drug plans can change their formularies, doctor networks and pricing every year. This class reviews changes for 2017.

1 Class, Tues., 6:30-8:30, Oct. 10, \$29

42080- Mind Dynamics

This three-session training program provides a comprehensive look at the levels of the mind and its potential to improve one's life. Students will learn to use meditative, self-hypnotic principles and techniques and self-analytical tools to help conquer fears and other negative emotions.

**3 Classes, Tues., 7-9, Sep. 26, \$99
(\$50 second family member)**

50300- Refuse To Be A Victim

Learn the personal safety tips and techniques you need to avoid dangerous situations. This class teaches situational awareness for mental preparedness, home security, physical and vehicle security as well as protective devices such as personal alarms.

1 Class, Mon., 6:30-9:30, Nov. 6, \$49

47010- Introduction to Ayurveda

Learn about Ayurveda, the oldest continually practiced health-care system in the world. Proponents of Ayurveda believe freedom from illness depends upon expanding our own awareness, bringing it into balance, and extending balance to the body.

A - 1 Class, Thurs., 7-9, Oct. 5, \$49

B - 1 Class, Thurs., 7-9, Jan. 18, 2018 \$49

47020- Ayurvedic Daily Routine

Ayurvedic Daily Routine teaches us that by understanding the functioning of the human body as it relates to the Ayurvedic Clock, you can make mindful choices throughout the day that will help to bring balance, support health, boost mental and physical focus and immunity.

A - 1 Class, Thurs., 7-9, Oct. 12, \$49

B - 1 Class, Thurs., 7-9, Jan. 25, 2018 \$49

43110- Divorce Basics in Massachusetts

Do you, a friend, or relative need to gain a basic understanding of the divorce process? Learn about divorce, from the initial filing of the complaint until final judgment.

1 Class, Wed., 6-9, Oct. 26, \$29

42130- Making the Right Choice

We make decisions all day everyday. Learn how to improve your decision making skills and make choices that are right for you, your values and your goals. You will leave the class with a system and the tools to make it work for you.

1 Class, Thurs., 6:30-8:30, Oct. 12, \$29

42120- The Business of Going to College

The decision to go to college involves a great deal of preparation, self-reflection and financial commitment. The rules have rapidly changed in the last 10 years and today's student must be ready for the competition for admission and the business that college has become. This class offers insight into today's admission process, testing, campus visits and much more. Complete class syllabus available on the online registration page.

2 Classes, Wed., 6-9, Oct. 18, \$49

42125- Getting Paid to Talk: Making Money with Your Voice

"Getting Paid To Talk: Making Money with Your Voice" is a single-evening workshop offering an upbeat, entertaining and engaging introduction to the world of voice over. From industry pros and cons to real-world examples, attendees will learn behind-the-scenes basics of both the creative and business aspects of the field in a manner that is both fun and realistic. Questions and class engagement are always encouraged.

1 Class, Mon., 6:30-9, Oct. 30, \$29

SPORTS, LEISURE & DANCE

25100- Introduction to Fly Fishing

This indoor class will cover basics of fly-fishing. Learn about equipment, the differences between fresh and saltwater fly-fishing, basic knot tying, fishing conservation, and first-class fly-casting with indoor practice rod. Instructor will provide all materials and handouts. Bring a pen and paper for notes.

1 Class, Tues., 6:30-9, Sep. 26, \$49

25105- Introduction to Chess, Part I

Basic Chess instruction for those who want to learn, but have no previous exposure to this internationally played game. Start at beginning with board position, identification, value and movement of pieces, etc. Rules will be carefully explained. Incorporate Chess history, etiquette of play, and devote time for practice. Chess sets will be provided for use.

7 Classes, Thurs., 6-9, Sep. 28, \$149

25106- Introduction to Chess, Part II

This is a continuation of Intro to Chess, Part I, a required pre-requisite. We'll discuss tactics and strategy, defense and offense, winning, losing and drawing, recording games, the Chess world and Chess ratings. Principles of good Chess play will be analyzed, and bibliography for further study suggested. Devoted time for practice and simple Chess problems.

7 Classes, Thurs., 6-9, Nov. 30, \$149

25110- Archery

This introductory course focuses on basic stance, shooting techniques, and range safety using a unique approach that integrates aiming process with a variety of skill building games. No prior experience necessary.

4 Classes, Thurs., 7:30-8:30, Sep. 25, \$149

25216- Knitting Your Way

Beginners will learn how to pick the right needles, how to cast on, knit, purl and bind off. More experienced students can improve their technique and learn to knit hats, mittens, shawls, or sweaters. Beginners: No materials needed. Advanced: Bring yarn and pattern you want to work on.

A- 4 Classes, Tues., 6:30-8:30, Sep. 5, \$49

B- 4 Classes, Tues., 6:30-8:30, Oct. 3, \$49

C- 4 Classes, Tues., 6:30-8:30, Nov. 14, \$49

25202- Beginners' Crochet

This course covers the basics of choosing yarn, hooks, patterns, and stitches for creating unique, handmade items. Learn how to make a foundation chain, basic stitches and how to maintain even, consistent tension. Bring size J crochet hook and a skein of light color yarn to class.

2 Classes, Tues., 6:30-8:30, Oct. 3, \$25

25204- Crochet Skills Building

Join this course to regain or enhance your basic knowledge of crocheting. Prerequisite: Previous knowledge and practice of the basic crocheting stitches or Beginners' Crochet. Bring a size J crochet hook and a skein of light color, Red Heart Super Saver yarn to class.

4 Classes, Tues., 6:30-8:30, Oct. 17, \$49

25218- How to Spin Yarn

Learn about the process from shearing sheep to spinning yarn. Use a drop spindle to spin yarn and be able to create any sort of yarn for your knitting or crocheting projects. Drop spindle and sheep fleece provided by instructor.

1 Class, Thurs., 6:30-8:30, Oct. 12, \$49

25300- Digital Photography

Unmask the secrets to creating more compelling images. Whether you have owned a digital SLR for years or just received a point and shoot camera as a gift, this class is right for you.

6 Classes, Wed., 6:30-9, Sep. 20, \$199**

41300- Zumba

Zumba is a mix of body sculpting movements with easy-to-follow dance steps like the Merengue, Salsa, Cumbia, Mambo, Samba, Flamenco, and other dances from around the world, including Hip Hop and Bellydance.

A- 6 Classes, Mon., 6:30-7:30, Sep. 18, \$59

B - 6 Classes, Mon., 6:30-7:30, Nov. 6, \$59

C - 6 Classes, Mon., 6:30-7:30, Jan. 8, \$59

41320- Kripalu Yoga

This class focuses on the health and well-being of your body and spirit. The heart of each class is a sequence of postures that stretch, strengthen, and balance your body. Each class ends with deep relaxation and meditation. Class levels for this session range from gentle to moderate.

A- 8 Classes, Wed., 7-8:30, Sep. 13, \$79

B- 8 Classes, Wed., 7-8:30, Nov. 15, \$79

PERSONAL FINANCE

44070- Paying for College without Sacrificing your Retirement

Tim Higgins, author of *Pay for College Without Sacrificing Your Retirement*, will discuss best ways to address high cost of college. How to efficiently plan future college expenses, how to pay for college with or without financial aid, what may save you thousands, and more.

1 Class, Tues., 6:30-9, Nov. 7, \$39 per person/\$50 per couple

44010- Social Security Strategies

If you are over 50 and plan to retire someday, or if you are widowed or divorced, now is the time to think about the options, rules, and exceptions for Social Security Benefits. Learn how to make the most of your Social Security Benefits. Discover what may affect your retirement and how much money you may be paid over a lifetime.

1 Class, Thurs., 6:30-8, Nov. 2, \$15

44414- Student Loan Debt Relief

This course provides information and strategic alternatives to make intelligent decisions on what seems to be a crushing debt. The workshop includes a take-home workbook. An optional textbook is available at an additional cost.

1 Class, Thurs., 6:30-9:30, Oct. 19, \$25

44210- 5 Essentials for Stock Market Investing

Learn the five essential principles that Wall Street investors use to make money in the market. Learn how pros read the market, select their stocks, time their purchases, and, if necessary, sell. Understand why they do what they do to protect their capital.

1 Class, Tues., 6:30-9:30, Oct. 3, \$49

44234- Raising Money Savvy Kids

You may wonder what to say to your kids when talking about money and your family's assets. In this class, you'll learn to help children earn, save, spend and give responsibly.

1 Class, Thurs., 6:30-8:30, Oct. 5, \$39

44215- Unconventional Investing

Based on the book *Unconventional Investing*. We'll discuss investment ideas and strategies that are rarely shared by the experts. Topics include managing your 401(k) and work-based retirement accounts, mutual funds, building a more diversified portfolio, and more. This class will not cover individual stock or option trading.

1 Class, Wed., 6:30-9, Nov. 8, \$39

42200- Medicare and You: Knowing Your Options

At the end of this course, students will better understand the basics of Medicare. Topics include an explanation of Medicare A, B, C, D and how they function. A brief discussion of the Affordable Care Act and how it affects Medicare will be included. We'll also discuss whether or not Medicare covers long-term care expenses.

1 Class, Tues., 6:30-8:30, Sept. 18, \$29

44020- Estate Planning Basics

Take the necessary steps to protect your family. This seminar will explain the necessary components of an effective estate plan. Real-life scenarios will be used to illustrate the application of various estate planning tools.

1 Class, Wed., 6:30-8:30, Oct. 18, \$15

44060- Basics of Annuities

We will discuss what annuities are, how they work, their cost, and whether it would be beneficial to purchase one. This course is appropriate for someone 50 or above who wants to understand how annuities work.

1 Class, Wed., 6:30-8:30, Nov. 1, \$15

44232- Fixed Income Investing

Learn more about investing in bonds and fixed income. Bonds often represent a large portion of individuals' investment portfolios, yet most investors don't know what they are or how they work. Also learn how to identify the benefits and risks of investing in bonds, including how bond mutual funds work.

1 Class, Thurs., 6:30-8:30, Oct. 19, \$39

44031- Planning for Long-Term Care Expenses

What should you do now to prepare for the possibility of needing long-term care services? Many factors come into play in the decision making process. This class is for anyone in their 40s, 50s or 60s who hasn't done any planning.

1 Class, Wed., 6:30-8:30, Nov. 8, \$15

44415- How to Get Debt Free!

This class is not just for those with a debt problem. If you have debt payments of any kind, you should attend. Learn a simple system to eliminate all debt and operate on 100% cash. Bring your list of debts and a calculator to class. Course fee includes a 12-page workbook. Optional text is available for \$44.

1 Class, Thurs., 6:30-9:30, Oct. 26, \$49 per person/\$69 per couple

44405- Prescription Co-Payment Savings Tips

Consumers are often unaware of savings tactics, both public and private, that may be available to them. Learn about Health Care Law H4200 and other options of saving money.

1 Class, Wed., 6:30-8, Oct. 11, \$16

BUSINESS

50330- Basic Accounting for Non-Accountants

You'll be introduced to the basics of financial accounting and bookkeeping. You'll learn basics of double-entry accounting system of recording financial activity for any business. Review of Profit & Loss Statement and the Balance Sheet. This is a great class to take before our QuickBooks class.

4 Classes, Tue., 6-8, Sep. 19, \$99

50100- How to Start a Profitable Business

In this interactive workshop, you will learn firsthand how to avoid the crippling mistakes almost all new business owners make and how to plan, start, manage and run a successful, profitable business from the ground up.

2 Classes, Tues., 6-8, Sep. 26, \$55

50110- Grow Your Small Business with Facebook Advertising

Long-term business success and profitability is based on consistently attracting new prospects and customers to your business. Learn how to engage prospects online, be a trusted authority in your marketplace and keep a steady stream of new customers coming to your business.

1 Class, Thurs., 6-8, Oct. 5, \$30

50112- Improve Your Marketing Message to Get More Customers

Discover proven marketing formulas that consistently bring in more customers. You'll learn the easy way to win customers over and get them to take action. Discover firsthand how you can drive eager prospects to your business.

1 Class, Tues., 6-7:30, Oct. 10, \$30

Business Courses Online

Introduction to Lean Six Sigma

Six Sigma-An Introduction

Six Sigma Black Belt

Balanced Leadership for Women

Becoming a First Time Manager

Accounting for the Non-Accountant

Project Management Fundamentals

and many more...

For detailed information please visit:

www.tri-county.us/OnlineAdultCourses

50200- Project Management Basics

Acquire a basic knowledge in the practice of project management. Learn proven methods of successful communication and identify the tools frequently used by project managers.

2 Classes, Tues., 6:30-8:30, Nov. 7, \$49

50220- Asking Questions & Listening to Understand

This workshop supports participants in becoming less distracted and more present in communicate effectively. Examine virtues of "slowing down to speed up" while learning to ask valuable questions to clients and peers.

1 Class, Tues., 6:30-8:30, Oct. 10, \$49

40222- Communicating Across Multiple Generations

The four distinct generations in the current workforce think and communicate differently. Analyze how professionals can become more influential while allowing, encouraging and adapting to these differences (verbally and electronically).

1 Class, Tues. 6:30-8:30, Oct. 17, \$49

60005- Home Buying Boot Camp

Build your credit knowledge and strengthen your understanding of the home buying process so you end up with the right house at the right price. A panel of local experts forges the way.

1 Class, Wed., 6:30-8, Sep. 27, \$15

60010- Secrets to Selling Your Home

Thinking of selling your home? In this two-hour course, experienced professionals will explain how to prepare your home for sale, the benefits of home staging, pricing strategies and so much more.

1 Class, Thurs., 6:30-8:30, Oct. 19, \$15

60306- Solar Energy for the Home

This one-night information session will expose you to some of the basics of solar energy for the home to determine if your location is suitable for a solar panel installation. We'll also cover the finances behind this investment.

1 Class, Tues., 6:30-8, Sep. 12, \$15

60300- Basic Home Repairs

This program will cover basic home repairs and safety in carpentry, electrical, plumbing, interior and exterior painting, landscaping, tools, and equipment. Other areas requested by participants may be discussed if time allows. Must bring Z87-rated safety glasses.

6 Classes, Tues. & Thurs., 6-8, Oct. 3, \$199

60400- More Than Organic! Growing Better Quality Crops

Growing better quality food via acknowledging, supporting, and working with biological systems. Discussion will include management practices to address limiting factors to genetic potential, stages of plant immunity, pest and disease resistance, flavor, aroma, and more! Share current state in nutritional content of the average crop and steps to improve flavor, aroma, and shelf life.

1 Class, Wed., 7-8:30, Oct. 18, \$15

60330- Creating a Haven - Capturing the Spirit of Nature to Enhance Your Home Design

Learn how to incorporate natural elements in your home to create a more soothing and pleasant space. Whether incorporating plants, sunlight, colors or food displays, there are wonderful opportunities to welcome nature in.

1 Class, Tues., 6:30-8:30, Dec. 5, \$29

Career Training Courses Online

Whether you are looking for training to start a new career or just want to improve your skills we have the training you are looking for! With HUNDREDS of online career training programs you can find the program that fits your needs.

For course information please visit:

www.tri-county.us/OnlineAdultCourses

TRADE/VOCATIONAL

60100- Technical Shop Math

Careful interpretation, use, and analysis of numbers and drawings help to create and maintain an efficient manufacturing process. Technical Shop Math begins with a review of arithmetic, followed by elements of measurement, algebra, graphing, and geometry.

12 Classes, Thurs., 6-9, Sep. 21, \$299

62500- Welding (Basic)

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

10 Classes, Mon., 4:30-7:30, Sep. 11, \$399

60210- Basic Carpentry Framing Skills

Learn the basics of house framing, from sill to roof, through 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.

8 Classes, Mon., 6-9, Sep. 11, \$249

60220- Woodworking I

Learn how to safely operate all shop machines, as well as hand and portable power tools. All participants will complete a project using the knowledge gained from the topics covered. Students must supply lumber, material, and safety glasses.

8 Classes, Thurs., 6-9, Sep. 14, \$249

60221- Woodworking II

This course expands on the fundamentals of Woodworking I. Participants will discuss and receive approval from the instructor for their project choice. Students must supply their own lumber, material, and safety glasses. More information on material will be provided at the first class. Prerequisite: Woodworking I.

8 Classes, Tues., 6-9, Sep. 12, \$249

62052- Basic Small Engine & Yard Equipment Repair-Beginners

Stop throwing out broken-down lawn mowers, trimmers, chain saws, and snow throwers! Learn to repair them yourself and perform preventative maintenance that will help you avoid those frustrating problems and finally get your money's worth from your yard equipment. Students must supply their own Z87-rated safety glasses.

4 Classes, Tues., Thurs., 6-8, & Sat., 8-5, Nov. 7, \$199

62053- Small Engine & Yard Equipment Repair-Advanced

We'll cover the internal workings of two and four stroke internal combustion engines, options for alternative fuel conversions, advanced diagnostic strategies, and complete tear-down and rebuild. The Saturday session is an opportunity to bring in and work on your own equipment with the instructor. Students must bring in Z87-rated

safety glasses. Prerequisite: Basic Small Engine Repair course or prior experience.

4 Classes, Tues., Thurs., 6-8, & Sat. 8-5, Nov. 28, \$199

68010- Newborn Care Specialist

This course will prepare students to become Certified Newborn Care Specialists. Childcare providers can set themselves apart from others by receiving specialized training in infant care. Topics include proper bathing, sleep practices, feeding, and swaddling, as well as developmental milestones, and more. Outstanding students may receive job offers from the instructor.

20 Classes, Tues. & Thurs., 6:30-8:30, Sept. 26, \$299

LICENSING/CERTIFICATION

62550- Welding (Certification)

Hands-on practice for welding certification in the following areas: 7018- all positions- limited and unlimited testing; Flux core- all positions- limited and unlimited testing; MIG-1/8 steel vertical (F,H + V). Skills assessment, practical suggestions and recommendations for a particular welding area are available. Check on availability of Flux-core and MIG upon registration. One practice test is included. Students must bring safety glasses and wear steel toed shoes or boots. Prerequisite: Basic Welding Course 62500 or equivalent knowledge.

10 Classes, Wed., 4:30-7:30, Sep. 13, \$599

Electrical Apprentice Training

Electrical apprenticeship courses are for apprentices currently working in the electrical trade. These courses, in conjunction with your hands-on apprenticeship hours at work, will prepare you to sit for the Massachusetts State Examination for the Journeyman Electrical License.

25 Classes, Mon. & Wed., 6:30-9:30, Sep. 11, \$499

- 65671- Module 1
- 65673- Module 3
- 65675- Module 5
- 65677- Module 7

65010- OSHA 10-Hour Training Course- Construction

Upon completion of the OSHA 10-Hour construction safety course, the student will have a basic knowledge of important safety requirements in the construction industry. Massachusetts law requires that all employees on a prevailing rate job and all employees who work on public construction sites in Massachusetts complete an approved OSHA 10-Hour course in construction. Each student receives an OSHA 10-Hour card upon successful completion.

2 Classes, Sat., 9-2, Oct. 28, \$149

65030- OSHA 30-Hour Course

The OSHA 30-hour construction safety course is recommended for foremen, supervisors, superintendents, safety committee members, and others responsible for workplace safety and for basic OSHA health and safety regulations affecting their workplace. The course is based on the federal OSHA 1926 construction regulations. Each student receives an OSHA 30-hour card upon successful completion.

4 Classes, Sat., 8-3:30, Sep. 30, \$299

60218- Construction Supervisor License Prep

This class prepares students to successfully take the Commonwealth of Massachusetts Unrestricted State Building Code Exam to obtain their Unrestricted Construction Supervisor License. In this course, you will examine the Building Code and learn how to use it as a tool to prepare for the license examination. Books/Materials: Students must purchase five books and two amendments for the Unrestricted Exam prior to class. More information about the books are available on the online registration page. Price does not include books

A- 7 Classes, Mon., 5:30-9, Sep. 25, \$359

B- 7 Classes, Mon., 5:30-9, Jan. 8, \$359

65110- 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 do's and don'ts for safely receiving, storing, cooking, cooling, and reheating food. Temperatures, illnesses, chemicals, food types, and government regulations will be covered. ServSafe Certification test included.

4 Classes, Mon., 6-9, Nov. 20, \$199

65111- ServSafe Re-Certification Exam

Review and exam only.

1 Class, Mon., 5-9, Dec. 11, \$69.

Classes are filled on a "first come, first served" basis. Please register early to avoid class cancellations.

Nursing Entrance Exam Prep

These courses are designed to prepare students for the Practical Nursing entrance exam required as part of the application process. These courses are for review and refreshing of basic skills in the areas cited. Visit our website at www.tri-county.us for more information and textbook purchasing instructions. You can take one, two or all three sections. Seats are limited.

Take all three courses for \$199

79152- Mathematics

3 sessions, wed., 6-9 Sept. 27, \$99

79151- Reading Comprehension & Grammar
3 Sessions, Mon., 6-9 Sept. 18, \$99

79150- Test Taking Skills

1 Session, Wed., 6-9, Oct.16, \$49

68134- 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 healthcare 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. Textbooks included.

16 Classes, Tues. & Thurs., 6-9:30, Oct. 17, \$1,199

68135- EKG Technician

This 50-hour course prepares students for careers as EKG Technicians and to take the American Society of Phlebotomy Technician (ASPT) – Electrocardiograph (EKG) Technician exam and other National Certification Exams. This course will include important practice and background information on heart anatomy and physiology, medical disease processes, medical terminology, medical ethics, and more. Additionally, students will perform hands-on labs.

15 Sessions, Tues. & Thurs., 6-9:30, Oct. 10, \$999

68136- Medical Billing and Coding Program

This combined 80-hour billing and coding course offers the skills needed to solve insurance billing problems, 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 CPT, specialty fields, ICD-9, medical terminology, and basic claims processes for medical insurance and third-party reimbursements.

21 Classes, Mon. & Thurs., 6-9:30, Oct. 12, \$1,899

68140- Medical Administrative Assistant Program

Pursue an exciting new career in the Medical field. An administrative assistant's tasks consist of keeping medical records, greeting patients, billing and clerical duties, scheduling appointments, arranging for admission to the hospital and laboratory services, and checking supplies. A medical administrative assistant may also be required to perform certain clinical tasks, including documenting vital signs, performing simple lab tests, preparing patients for examination, and explaining treatment, medications, diet schedules, and procedures to the patient.

15 Classes, Mon. & Wed., 6-9:30, Oct. 16, \$999

Practical Nursing

Our Practical Nursing programs are designed to meet the MA State Nursing Board requirements and prepare graduates to sit for the NCLEX-PN licensing exam. If you are interested in a career in Nursing, contact our Practical Nursing Dept. at (508) 528-5400 x117 or visit www.tri-county.us.

78000- Day Program, 8 a.m.-2:30 p.m., Sept. 2018

78010- Evening Program (2 Yrs.), 4 p.m.-9:30 p.m., Sept. 2019

78300- 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 six 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 Classes, Mon. & Wed., 5-8:30, Sep. 6, \$949

Cosmetology Programs Cosmetology and Aesthetics

Our Cosmetology programs are designed to meet the MA State Board requirements for licensure in each concentration. Upon successful completion of these programs, students will be eligible to sit for the State Board exams for licensure. Complete program descriptions are available by contacting our Continuing Education Office or by visiting our website.

**70100- Adult Day Cosmetology
180 Sessions, Mon.-Fri.,
8:15 a.m. - 2:15 p.m., Sep. 5, 2017**

**70110- Adult Evening Cosmetology
170 Sessions, Mon.-Thurs.,
4:30 p.m. - 10:30 p.m., Sep. 5, 2017**

70130- Aesthetics & Skin Care
This 10-month, full course of instruction consists of 300 hours.
75 Sessions, Tue. & Thurs., 4-8, Sep. 5, 2017

**70120- Manicuring
27 Sessions, Mon. & Wed., 4-8, Sep. 11, 2017**

TEAS Test for Practical Nursing

Fee is \$90. Contact Practical Nursing at

- October 28, 2017
 - December 2, 2017
 - January 27, 2018
 - March 3, 2018
- 8:30 a.m. - 1 p.m.

508-528-5400, ext. 117 to reserve your seat.

NOTE: Unless otherwise indicated, all classes included in this booklet operate on an evening schedule. The date listed in each description is the class start date. Full descriptions of each course are available on our website: www.tri-county.us.

GENERAL INFORMATION

*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 one week before class cannot guarantee books/supplies for class.

CANCELLATIONS:

There will be no evening classes on days when school is canceled.

On days when school is in session and evening classes have to be canceled due to weather, announcements will be broadcast on WBZ-TV, WCVB-TV, WHDH-TV, and FOX.

NO SCHOOL/HOLIDAYS:

Oct. 9 - Columbus Day • Nov. 10 - Veteran's Day • Nov. 22-24 - Thanksgiving Holiday Break • Dec. 25-Jan. 1 - Winter Break • Jan. 15 - MLK Day

TRI-COUNTY RVTHS SCHOOL COMMITTEE MEMBERS

Steven Trask, Chairman

Franklin

Richard Bassett

Wrentham

Adeline Bee

North Attleboro

David Bento

Medfield

Douglas Brown

Seekonk

Paul Carbone

Franklin

Jonathan Dowse

Sherborn

Louis E. Hoegler

Walpole

Brian Mushnick

Norfolk

Heidi Perkins

Millis

Linda Reynolds

Medway

Gregory St. Lawrence

North Attleboro

Robert Wilkinson

Plainville

Janice Young

Walpole

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.

TRI-COUNTY RVTHS CONTINUING EDUCATION PROGRAM

REGISTRATION

FALL SEMESTER: SEP.-JAN. 2018
REGISTRATION IS ONGOING

REGISTER BY:

CASH (in person)

CHECK (in person or mail)

CREDIT CARD (online, phone, fax, or mail)

TELEPHONE: (508) 528-5400, ext. 126

FAX: (508) 528-3698

MAIL: Tri-County RVTHS

Continuing Education

147 Pond Street

Franklin, MA 02038

EMAIL: reynolds@tri-county.us

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

Nonprofit Org.
U.S. Postage
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Manchester, NH
Permit #1

OUR MISSION

Through a rigorous, comprehensive program of vocational/technical and academic preparation, as well as a progressive system of individual support and guidance, we strive to maximize the potential of each student for successful transition to full-time employment, to the pursuit of higher education, to a personal commitment of lifelong learning, and to full participation as creative, responsible, productive American citizens.

TRI-COUNTY REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
Continuing Education - Registration Form
Please make checks payable to "Tri-County RVTHS"

Register online at
www.tri-county.us
Like us on Facebook/TCAdultED

**FULL PAYMENT 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.
(Aesthetics, Cosmetology, and Nursing programs fee is \$100)

If you withdraw:

1 week or more before the start date:

- 100% minus the processing fee

Less than 1 week before the start date, you will receive a pro-rated refund as follows:

- **Before the 2nd class**
60% of course fee minus processing fee
- **Before the 3rd class**
40% of course fee minus the processing fee
- **After the 3rd class**
No refunds

Name: _____ Returning Student

Address: _____

City/State/Zip: _____

Phone (Home): _____ Cell: _____

E-mail Address: _____

Course #	Course Title	Course Fee
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

Add Registration Fee: (\$10 per student, per semester): _____

TOTAL: _____

Please bill my: VISA MasterCard DISCOVER AMEX

Card No.: _____ Expiration Date: _____

Signature: _____ Validation Code: _____

Please read our refund policy carefully.

FALL 2017 Catalog Addendum

Once and a while we either make a mistake or get a hot class after we release the catalog for production. Here are the additions to this Fall's offerings.

44042-Retirement Income

Have you ever asked yourself 'how am I going to replace my paycheck when I retire'? This has been one of the top concerns of those closing in on retirement. This course will provide a solid understanding of how to create income from your hard earned savings. Some of the topics covered in this class include risks such as inflation, taxes and increased longevity as well as sustainable withdrawal rates and how to combat market volatility.

1 Session, 6:30-8:30, Tue. Nov. 14, \$19

44041-Investing for Retirement

Learn what it takes to create a successful retirement for you and your family. If you are just starting out or midway through your career, this 2 hour seminar will give you the tools and information you need to lay the foundation to accomplish your long term goals.

Topics will include: retirement accounts, savings rates, tax deferral, diversification and more

1 Session, 6:30-8:30, Tue Oct. 10, \$19