

# CONTINUING EDUCATION

## FALL 2019

### WHAT'S **NEW** FOR FALL?

Tri-County's Continuing Education program continues to offer many new courses along with its most popular classes again this fall. Learn how to get your life, closet and clutter organized better than ever. We are offering several classes to get your house and life in tip top shape. Have you ever wanted to make homemade Swiss Braided Bread? Come learn how easy this really is to make and other techniques for better bread making.

Bring a friend for a night out to create a Sea Glass Window. Create your own stunning piece of art using shells, starfish, sea glass, stones and more. You will love looking at your unique homemade design and it will look fabulous on in your home or office.

Other new classes are Advanced Metal Detecting, Photographic Composition 2, The Power of Money, Christmas Cookie Decorating, Advanced WordPress, Secrets to Success, The Goal Achievement Process, and many new floral classes.

Learn a new hobby like astronomy or metal detecting. Have some fun with friends decorating cakes, exploring wine or learning about flower arranging. Need to improve you computer skills for work or even plan for your retirement we have classes and workshops that will meet just about anyones needs and interests. Tri-County also offers a wide array of online courses for those of you that require a more flexible schedule or enjoy learning right at home .

Whether you are looking for an entertaining night out or looking to learn a new skill Tri-County offers you a wide variety of choices. Learn more at

[www.tri-county.us/ContinuingEd](http://www.tri-county.us/ContinuingEd)

Or call the Continuing Education Office 508.528.5400 X126



### Information Technology Course Programs Online

Tri-County offers a variety of mentor supported and instructor led distance learning courses as well as bundled training programs in the Information Technology field. Whether your interest lies in computer hardware, networking or security we have a course or program that will fit your needs. Distance Learning is an ideal way to expand your skill set right from the comfort of your own home. Programs include:

- Cisco Certified Networking Technician (CCENT)
- Cisco Certified Network Associate (CCNA) Program
- Cisco Implementing IP Switched Networks
- CompTIA- A+
- CompTIA- Security+
- Cybersecurity
- Cisco Certified Network Associate (CCNA)
- Cisco Implementing IP Routing
- Cisco Troubleshooting and Maintaining IP Networks
- CompTIA-Network+
- CompTIA- Linux+
- Oracle Database Administrator

For Complete course information, outlines, objectives and curriculum visit us at [tri-county.us/OnlineAdultCourses](http://tri-county.us/OnlineAdultCourses).

Like us on [Facebook.com/TCAAdultED](https://www.facebook.com/TCAAdultED)

## 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.*

### 21154- Indian Cooking Made Easy Vegetarian

In 3 brief 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 palette and allow you to dazzle the entire family. Learn to make fun Indian foods like potato patties with mint chutney, chana masala, Peshawari naan and butter paneer.

**1 Class, Mon., 6-9, September 30, \$69**

### 21155- Indian Cooking Made Easy Non-Vegetarian

Spend 3 brief hours learning about Indian spices and how to prepare an appetizer, side dish, and two entrées, that will add zing to your palette and help you dazzle your family and friends. Learn to make Indian foods like minced beef skewer-kebabs, chicken tikka masala and chicken korma.

**1 Class, Tues., 6-9, November 12, \$69**

### 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, October 28, \$49**

### 22221- Christmas Sugar Cookie Decorating

Learn to make Royal Icing to fill and outline your cookies. You will receive 8 pre-baked cookies ready for decorating. You will receive recipe card and many tips on making perfect sugar cookies.

**1 Class, Tues., 6:30-9:30, December 10, \$39**

### 22401- Exploring Portugal (Wine)

Portuguese wines are one of the best values in the wine world today. At this sit down event, we will taste and talk about the Portuguese wine regions, exploring the country's history, as well as the indigenous grape varieties and the rules and laws of Portuguese wine. It's not just about Port these days, so come experience something new in your glass. *Attendees must be over 21.* This class is held at Franklin Liquors, 363 East Central St., Franklin.

**1 Class, Tues., 7-9, November 19, \$39**

### 22408- What's in my wine?

Do you read ingredient labels to find out what you are eating? You have noticed wine does not have those labels. Do you want to know what's in your wine? At this taste test we will talk about the many truths in the wine world and what additives are in the wine. You will never buy wine the same again!

*Attendees must be over 21.* This class is held at Franklin Liquors, 363 East Central St., Franklin.

**1 Class, Tues., 7-9, December 17, \$39**

### 22222- Macaron Cookie Making

The macaron is a delicate French pastry. This is the most iconic and stylish treat in Paris. It is made of 2 light crunchy and chewy cookies, filled with ganache. Flavors can vary from classic chocolate ganache to salted caramel. Macarons are not hard to make! But indeed, you need to know the little secrets behind these delicious cookies. Students will work in small groups and take home a gift box of macarons. Materials supplied by instructor.

**1 Class, Thurs., 6:30-9, October 10, \$49**

### 21111- Braided Bread Baking

You will learn the essential science and techniques for creating traditional Switzerland-Zopf Bread. Students will learn to create their own dough, knead & fold and when and how to bake. You will also make fresh butter from fresh cream. Materials will be supplied by instructor.

**1 Class, Tues., 6:30-9:30, December 17, \$39**

### 22300- Chocolate Truffle Making

Truffles, the essence of chocolate in one bite. 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 not only learn to make truffles but will also bring some home to friends and family! Materials supplied by instructor.

**1 Class, Thurs., 6:30-9:30, November 21, \$49**

## COMPUTER

### 30100- Intro to Microsoft Word & Office Basics

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, Wed., 6-9, September 25, \$149**

### 30110- Introduction to Microsoft Excel

Whether starting from scratch or shaking off the rust this class will get you off on the right foot. 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 the course. Basic computer skills are essential.

**4 Classes, Thurs., 6-9, October 3, \$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, Thurs., 6-9, November 7, \$149**

### 30114- Advanced Excel

The next Advanced Excel class will take place Spring 2020.

### 33104- Building a Small Business Website with WordPress

Learn how to build a personal or small business website or blog in WordPress. In this course, you'll learn where to host your site, how to install WordPress, use themes, customize your pages with your own images, optimize your site for search engines, how to backup your site and much more.

**4 Classes, Wed., 6-9, October 23, \$149**

### 33107- Advanced WordPress

Go a step farther with WordPress with this 2 session class. Learn more about adding an online store, bulletin board, event calendar, contact forms and more. *Introduction to WordPress strongly recommended as a prerequisite.*

**2 Classes, Wed., 6-9, December 4, \$79**

### 30301- QuickBooks

QuickBooks (online version) 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, October 29, \$199**

### 30090- Computer/Internet Security

Feel safer on the web and learn to avoid some simple mistakes that can cause you hours of headaches or worse. Computer and internet security are becoming increasingly more important to our daily lives. This class will discuss potential threats to your computer, phone or tablet like viruses, malware, scams and hacking. Learn how to make your technology experiences safer.

**1 Classes, Thurs., 6:00-8:00, November 7, \$29**

### 34011- Free Google Apps for Home & Family

Learn about the free web based computer programs from Google to help with our busy lives. This hands-on class will teach you Google's programs for email, calendar, word processing, presentations, cloud file storage and more.

**3 Classes, Tues., 6:00-8:00, November 12, \$59**

### Computer Application Courses Available Online

- Adobe Creative Cloud
- Adobe Photoshop CC
- Computer Basics: Digital Literacy
- Keyboarding Made Easy
- Microsoft Excel 2013
- Microsoft Excel® 2016
- Microsoft PowerPoint 2013
- Microsoft PowerPoint® 2016
- Microsoft Word 2013
- Microsoft Word® 2016
- Microsoft® Office (MOS) 2016
- WordPress

**For course information please visit:  
[www.tri-county.us/OnlineAdultCourses](http://www.tri-county.us/OnlineAdultCourses)**

## BUSINESS

### 50330- Basic Accounting for Non-Accountants

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. It's a great class to take before QuickBooks class.

**4 Classes, Tues., 6-9, September 17, \$99**

## SPORTS & LEISURE

### 50310- Introduction to Metal Detecting

Learn everything you need to get started in the exciting hobby of metal detecting. The class will cover equipment needs and function, target recovery, where, when, and how to search, as well as conducting research and gaining permission for private property. Instructor will provide handouts. This introductory course will cover everything the novice needs to know to get started in the hobby of metal detecting. The course will cover the code of ethics, the types of objects typically and atypically found while metal detecting, the various types of equipment used as well as their operation, selecting the right equipment for each person's use and budget, where, when and how to set up a hunt, target recovery, research, gaining permission and legal and moral issues regarding the hobby.

**1 Class, Mon., 6-8, September 23, \$49**

### 50311- Advanced Metal Detecting

Gain real world experience under the supervision of an experienced metal detectorist and professional educator. We will meet locally, at a location TBD, to engage in a search for lost relics. You will have the opportunity to learn how and where to "hunt" in the field, with your own equipment. Introduction to Metal Detecting is recommended but not required. *Participants must provide their own equipment* and dress for the weather and to dig in the ground. Gloves, boots, long pants, and long sleeves are highly recommended.

**1 Class, Sat., 10:00-1:00, October 5, \$49**

### 25111- Explore Archery

This is your chance to give archery a try, whether it is your first time or first time in a while. If you are looking for a new hobby or just a fun night out that is a little different this is a great opportunity. Bring a couple of friends and make a night of it.

**A- 1 Class, Fri., 7:30-9:00, September 20, \$35**

**B- 1 Class, Fri., 7:30-9:00, October 11, \$35**

**C- 1 Class, Fri., 7:30-9:00, November 1, \$35**

**D- 1 Class, Fri., 7:30-9:00, December 13, \$35**

### 25120- Learn to Play Mahjong

Learn to play the American version of this Chinese tile game. The American version of Mahjong is similar to the popular card game Gin Rummy and is played with four players. Game

sets and official Mahjong cards will be provided. It is imperative that all participants attend the first session to get a basic understanding of game play.

**6 Sessions, Tues., 6-8, September 17, \$69**

### 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., 6:30-7:45, Sept. 18, \$99**

**B- 8 Classes, Wed., 6:30-7:45, Dec. 4, \$99**

### 25300- Digital Photography

Learn how to become comfortable with your camera. This course will 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. You will learn how to get the most out of your camera using appropriate settings and menus for various subjects as your picture-taking skills improve throughout the course.

All skill levels welcome! *Note: camera should have aperture and shutter priority modes.* Optional field trip on a Saturday November 9 or 16 at Tower Hill Botanic Garden. Cost is an additional \$15. Transportation not provided. Bring your camera manual (review it before the first class), charged batteries and camera to each class. There will be a photography assignment each week to do on your own that will be used as a learning tool in the following class.

**6 Classes + field trip, Thurs., 6:30-9, October 3, \$199**

### 25340- Digital Image Management

Photographers, if you own a digital camera and a computer, but are challenged by the basic activities of transferring, storing, and manipulating images, this workshop is for you. Learn to connect your camera to the computer, transfer picture files, format your digital media card, organize, rotate and name your images, and save your files in different formats, and archiving your images. The instructors will also cover how to enhance your images (cropping, resizing, color balance) as well as preparing your images for web, e-mail, and printing. Bring your camera for hands-on help.

**1 Classes, Thurs., 6:00-8:30, November 14, \$59**

### 25318 - Learn Your Camera's Creative Modes, Say bye to "Auto"

This exciting course will help you understand & teach you 35mm photography by learning just two camera modes! Your 'tool' to create art, with hands-on instruction. Our goal is to get off "auto everything" settings and learn to gain control over our DSLR camera. Designed to help better your photography by understanding and learning while feeling more confident. Bring your camera.

**1 Class, Mon., 6-9, October 21, \$49**

### 25320- Introduction to Photographic Composition

This course will guide you in developing "a photographer's eye" in which you will improve your imagery by learning how to "see" composing elements such as good light, shapes, forms, lines, patterns, colors, angles and much more!

**1 Class, Mon., 6-9, October 28, \$49**

### 25321- Introduction to Photographic Composition II

This follow up course to Intro to Composition Part I continues with more in-depth review of design elements that will teach you the basic and most critical components to "seeing" and "capturing" a good composition. Developing your "photographer's eye" and learning to "see" and not just take snapshots is important to your growth as a visual artist pursuing photography. Learn more about light, shapes, forms, lines, repetition, color, use of lenses, positive and negative space and much more.

**1 Class, Mon., 6-9, November 4, \$49**

### 25341- Wildlife Photography Workshop

Join our Wildlife Photography Workshop where you will learn how to use your digital camera like a pro and improve your wildlife photographic technique. Understand the settings of your camera and what you need to compose a professional looking photograph.

You'll have the opportunity to practice what you've learned at the zoo with a professional nature photographer on hand to give you tips along the way. With so many great photographic opportunities and challenges at the zoo, you'll have plenty of pictures and new skills to take home!

In the first class, held at Southwick's Zoo, there will be a short presentation where we will discuss tips and techniques for getting great zoo photographs that look like they were taken in the wild! Then off to the zoo to photograph for the day, make sure you bring you tripod/monopod and the longest lens you have. There will also be opportunities to photograph at feeding times and special zookeeper sessions where we will be able to photograph close up.

The second class, held at Tri-County, we will view our images and critique them for a show and tell! With an opportunity to show your best work.!

*Zoo admission is not included in the price of the course and is payable to the zoo at the Saturday session.*

**2 Classes, Sat., 10-2, Sept. 28, & Thur. 6-8:30, October 3, \$99**

*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](http://www.tri-county.us).*

## SPORTS & LEISURE CONT.

### 25205- Learn to Crochet

Learn the fundamentals of crochet including basic and intermediate stitches, how to create straight edges on projects and how to read patterns. Bring a size J crochet hook and a skein of light color, Red Heart Super Saver yarn to this fun class.

6 Classes, Mon., 6:30-8:30, October 21, \$69

### 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.

4 Classes, Tues., 6:30-8:30, October 15, \$49

### 60401- Sea Glass Window Workshop



Make an 8"x10" wood framed work of art using shells, starfish, sand dollars, stones glass, driftwood, coral, sand and other materials. Create your own design or use provided templates.

1 Class, Wed., 6:30-8:30, September 11, \$59

### 25315- Introduction to Astronomy

Learn about our cosmic neighborhood. Study the celestial wonders such as the planets, stars, comets, meteors, our sun and moon and so much more in this one night exploration of astronomy.

1 Class, Wed., 6-9, November 13, \$29

### 41300- Zumba

Zumba is a mix of body sculpting movements with easy-to-follow dance steps like the Meringue, 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, Sept. 16, \$59

B- 6 Classes, Mon., 6:30-7:30, Nov. 4, \$59

### 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., 7-9, September 24, \$49

## PERSONAL FINANCE

### 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, Thurs., 6:30-9:30, November 14, \$49

### 42032- The Power of Money



What is your money story? How often does money become a deciding factor when making a decision in your life? These are a few questions that we will shine a light on in this class. We will dig into what you believe and what you experience with money in your life. Then we will go over some of the science behind taking back your power and control over it. We will also cover practical tips and tools to manage your money on a daily basis so that you can create what you want in your life.

1 Class, Tues., 6:00-8:00, November 19, \$29

### 43112- Navigating Divorce: The Process, Finances, and Emotions

You will learn about the landscape of divorce in Massachusetts; how you can initiate the divorce process; what property is subject to being divided; the differences between child support and alimony/spousal support; what to expect and not expect from your divorce; considerations regarding taxes, health insurance and life insurance, and how to manage the emotional upheaval you may experience.

1 Class, Thurs., 6-9, October 3, \$49

### 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, October 3, \$19

### 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., 6:00- 7:30, October 23, \$15

### 44413- Using your VA Home Loan Guarantee



We will review the benefits of the VA home loan guarantee, not for just purchasing a home with no down payment but also refinancing.

1 Class, Thurs., 6:30-8:00, October 10, \$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 gain a basic understanding of the hows and whys of annuities.

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

### 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, October 24, \$15

### 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, Wed., 6:30-8:30, October 16, \$15

### 44011- Social Security - What you are entitled to!

Social security is a government program that you are entitled to if you or your spouse paid into it during your working years. In this session, we will educate you on the basics of social security and what your options are. We will help answer questions like when to start, spousal benefits, what if I am divorced, remarried or a widow, WEP & GPO and more.

1 Class, Wed., 6:30-9:30, October 16, \$15

## PERSONAL GROWTH & DEVELOPMENT

### 42101- Balanced Productivity

Have you ever felt that no matter what you did during the day that you should have done something else? Learn how the Life Wheel Productivity tool can help you see where you currently focus your time, energy, and attention. Consider what's missing from your life and develop a way to bring balance and meaning to both your personal and work life.

2 Classes, Mon., 6:30-8:00, September 30, \$49

### 42030- Secrets to Success

How do you define success? How well are you achieving it? These questions will be answered by each attendee according to their own definitions and experiences. From there, we will discuss what the top athletes and most successful and wealthy people know and live by.

1 Class, Wed., 6:00-8:00, September 25, \$29

### 43200- Have fun with the Catapult and Learn Math for Life



The program creates a Math-4-Life environment and mindset. In this course it's intended to develop mental ability to leverage numbers in such a way to start thinking critically. The critical thinking process is a life tool for everyone.

6 Classes, Tues., 5:30-7:30, September 10, \$89

## INSTRUCTORS WANTED

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

### 25444- How Poetry Can Change Your View of Life NEW

Poets have a penchant for finding beauty and truth in unexpected places. As such, poets develop a unique and highly creative way to look at the world. Through the close reading of a number of selected poems written by the likes of William Shakespeare, Emily Dickinson, Walt Whitman, John Keats, Robert Frost, Elizabeth Bishop, Maya Angelou, Langston Hughes and Billy Collins, our purpose is to cultivate new, illuminating and cathartic ways to look at the world.  
**3 Classes, Tues., 6-7:30, September 10, \$39**

### 42075- How to Read The Bible with Understanding

The Bible can be read and easily understood, if 5 tools are applied to it first. If you have ever wanted to read the entire Bible at least one time through, and derive the greatest amount of understanding of what it actually says, the 5 tools discussed in class will open it to you. This is a Bible as literature class, any and all religious concerns will not be addressed.

**1 Class, Thurs., 6:30-9, November 7, \$29**

### 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.

**1 Class, Thurs., 6:30-8:30, October 3, \$49**

### 47020- Ayurveda & Daily Self Care

Ayurvedic Daily Routines 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 bring balance, support health, boost mental and physical focus and immunity.  
*Prerequisite - 47010 Introduction to Ayurveda*

**1 Class, Thurs., 6:30-8:30, October 10, \$49**

### 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., 6:30-9:00, October 9, \$59**

### 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, Tues., 6:30-8:30, October 22, \$45**

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

### 42031- The Goal Achievement Process NEW

This interactive session will cover how to work through the complete process to achieve any goal. Begin with the preparation process in defining the goal and dive into a series of steps towards identifying and overcoming any obstacles in order to actually reach the finish and accomplish the goal. Attendees should come with ideas on something new they would like to achieve or something they have had a difficult time achieving.

**1 Class, Tues., 6:00-8:00, October 29, \$29**

## HOME & GARDEN

### 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, Thur., 6:30-8, October 17, \$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 much more.

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

### 60479-Learn about Being an Entry Level Florist NEW

Thanksgiving through Mother's Day is the busiest time for a Florist. Owners/Managers are looking for people to assist and hire personnel. This class will give you an understanding of procedures, floral care, general pricing guidelines, and how to advance in the floral industry. If you do not have experience and always wanted to work in Florist Business or learn more about the industry, this is a great foundation to get you started. After completing this course, you'll feel confident enough to apply for an entry level position and then advance your skills to become a certified floral designer.

**3 Classes, Wed., 6:00-8:00, September 11, \$59**

## Floral Arrangement Classes

Grab a friend and experience a hands-on class making a floral arrangement. It is a fun night out and you will create a beautiful floral design to take home for your own enjoyment or give away as a gift!

No Experience necessary. The certified floral designer will provide instructions, tips on elements and principles of design and suggestions for the flowers proper care. We suggest you wear comfortable clothing and bring a camera to capture the memory. Our goal is for you to have fun, relax & enjoy the art of floral arranging, take away some practical knowledge of flowers for every season and an experience created with you in mind. Materials included unless otherwise noted.

**All classes are one evening**

### 60495-September Autumn Sunflower Floral Design

The long hot days of summer bring us beautiful sun and gardens filled with a wealth of beautiful blossoms. The Tuscan color palette is the inspiration for this design; deep blue, purple vibrant burgundy, red blossoms and bright yellow sunflowers. You will make a stylish Tuscan arrangement to bring home.

**Tues., 6:00-8:00, September 24, \$59**

### 60493- Pumpkin & Gourd Floral Centerpiece

Pumpkins & gourds make excellent natural floral containers for festive autumn floral designs. You will create a beautiful arrangement in hollowed-out pumpkins/gourds and learn the techniques for assuring a long lasting design. This centerpiece is perfect for Halloween.

**Tues., 6:00-8:00, October 15, \$59**

### 60483 - Autumn Candle Centerpiece

We will create an Autumn candle & flower arrangement that will be a perfect centerpiece in your home with rich floral colors, foliages and fillers. When you leave with your design, you guests will wonder where you purchased it.

**Tues., 6:00-8:00, November 19, \$59**

### 60485 - Fabulous Holiday Wreath

This will be a fabulous way to begin the holiday season. Learn how to professionally create a holiday wreath from scratch using a variety of seasonal greenery. Guests arriving at your door will want to know where you bought that beautifully designed wreath. BRING YOUR FAVORITE RIBBON!

**Tues., 6:00-8:00, December 3, \$59**

### 60494 -Holiday Garlands

The easiest way to add conversation to any event is using fresh foliage garlands. In this class you will learn uses for garlands, see examples of different styles and learn to create your own custom garland using different types of foliage. You will take home a beautiful garland you designed to dress up a mantel or stairway. BRING YOUR FAVORITE RIBBON!

**Tues., 6:00-8:00, December 10, \$59**

### 60487 - Christmas Boxwood Trees

The beauty of a little holiday tree will make the perfect eye catching decor. Using fresh English Boxwood, you will learn to assemble your own Christmas tree. Decorations will be provided, however if you have a preference for something of your own style, make sure to bring it with you. These popular arrangements last up to 8 weeks and make a fabulous statement on your table top for home and office.

**Tues., 6:00-8:00, December 17, \$59**

### 40591- Declutter & Organize Paper <sup>NEW</sup>

Get rid of all those piles and learn the process of decluttering and organizing paper, creating a system that prevents the clutter from returning. Most clutter is the result of delayed decisions because you don't know what to do with a document or where to put it so you can find it when you need it. Learn different organizing styles and techniques to cope with the never ending stream of paper.

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

### 40599- Organize With Your Kids <sup>NEW</sup>

Are you the one who ends up putting away your kid's toys and clothes? Are you tired of them leaving a mess everywhere? Learn how to create systems that put your kids (toddlers through teens) in charge of their own stuff and make it easy for them to clean up while teaching them valuable life skills. This class is for parents who want to organize home spaces. *Kids are not to attend this class.*

1 Class, Thur., 6:30-8:00, November 14, \$29

### 40598- Organize Your Closet

Is your closet full of clothing but you have nothing to wear? Learn how to effectively declutter your closet and keep it organized. The benefits of an organized closet are many - you'll save time getting dressed, streamline doing laundry, save money by not buying items similar to what you already own, avoid purchasing yet another organizing gadget that doesn't help and feel better about yourself when your closet is organized.

1 Class, Thur., 6:30-8:00, October 17, \$29

### 40596- Downsizing, Decluttering, and Organizing Workshop

This two part series is designed for the DIY-er, the workshop is meant to guide you through the organizing process in real time and provide you the tools to meet your goal. Session 1 will cover mindset, motivation, and the goal setting process. Session 2 covers common trip-ups, resources and support to continue decluttering.

2 Classes, Tues., 6:30-8:00, October 15, \$75

## TRADE/VOCATIONAL

### 65010- OSHA 10-Hour Training Course- Construction

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, November 9, \$89

### 65030- OSHA 30-Hour Training Course- Construction

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, September 28, \$179

### 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. Students must bring safety glasses and wear steel toed shoes or boots.

10 Classes, Mon., 4:30-7:30, September 23, \$399

### 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. 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, September 25, \$599

### 60210- Basic Carpentry Framing Skills

Learn the basics of house framing, from sill to roof, through a classroom theory and hands-on shop training. Framing components will be identified and construction techniques will be discussed for all segments of house framing. Covered topics will include stairs, roof rafters, window and door layout.

8 Classes, Mon., 6-9, September 16, \$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, September 19, \$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, September 17, \$249

### 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 and text book included.

4 Classes, Mon., 6-9, January 6, \$169

### 65111- ServSafe Re-Cert. Exam

Review and exam only.

1 Class, Mon., 5-9, February 3, \$69

## Electrical Apprentices 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, September 16, \$499

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

## EXAM & TEST PREPARATION

### 79153- TEAS Test Exam Preparation- Math & English Skills

This course is designed to help applicants prepare for the mathematics and english portion of the (TEAS) entrance exam. This exam is required as part of the application process for our Practical Nursing programs. The course is useful for reviewing and refreshing pre-requisite basic mathematical and english skills. There will be 3 nights of math review and 3 nights of english skills review. The instructors will review and practice many of the skills that you may not be using regularly in order to refresh your skills..

6 Sessions, Mon.& Wed., 6-9, Sept. 23, \$199

## 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 information is available by contacting our Adult Education Office or by visiting our website at [www.tri-county.us/Adult\\_Cosmetology](http://www.tri-county.us/Adult_Cosmetology).

**70100- Adult Day Cosmetology**  
180 Sessions, Mon.-Fri., 8:15 a.m. - 2:15 p.m., September 3, 2019

### 70130- Aesthetics & Skin Care

New class coming soon. Call us for information.  
508-582-5400 x117

## MEDICAL CAREERS

### 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-10 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-10, medical terminology, and basic claims processes for medical insurance and third-party reimbursements.

21 Classes, Mon. & Thurs., 6-9:30, & Sat. 9-3  
October 7, \$1,899

### 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,  
October 10, \$1,199

### 68135- EKG Technician Certification

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 Classes, Tues. & Thurs., 6-9:30,  
October 10, \$999

### 68140- Medical Administrative Assistant

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,  
October 7, \$999

### Distance Learning Medical Career Courses

- Pharmacy Technician
  - EKG Technician
  - Clinical Medical Assistant
  - Medical Billing and Coding
  - Phlebotomy Technician
  - Veterinary Assistant
  - Medical Terminology
  - Medical Administrative Assistant
  - Dialysis Technician
  - Medical Coding ICD-10
- And more !

Visit the Adult Education section of  
[www.tri-county.us/OnlineAdultCourses](http://www.tri-county.us/OnlineAdultCourses)  
or Call the Adult Education Office at  
508-528-5400 x126 to learn more and to  
register.

### Online Classes

Visit  
[WWW.Tri-County.us/OnlineAdultCourses](http://WWW.Tri-County.us/OnlineAdultCourses)  
for information about our wide variety of  
online classes. Start anytime day or night



### Practical Nursing Program

Tri-County offers both a one year and two year postsecondary program designed to prepare students for a career as an LPN. 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](http://www.tri-county.us) for more information or to request a brochure.

#### 78000- DAY PROGRAM

M-F 8 a.m.-2:30 p.m.,  
Sept. 2020-June 2021

#### 78010- EVENING PROGRAM (2 years)

T, W, Th., 4 p.m.-9:30 p.m.  
Sept., 2021 - June 2023

### Practical Nursing Entrance Exam - TEAS Test

Saturday, 8AM-1:30 PM Fee is \$99.

- November 2, 2019
- December 7, 2019
- February 1, 2020
- March 7, 2020

Registration available online.

Call 508-528-5400, ext. 117 if you have  
questions or to purchase a study guide.

## 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. Additionally announcements will be available on the Tri-County Adult Education website

### \*NO SCHOOL/HOLIDAYS\*

- October 14 - Columbus Day
- November 11 - Veterans' Day • November 27-29 - Thanksgiving
- Dec 23-Jan 1 - Holiday Vacation • January 20 - MLK Day

### TRI-COUNTY RVTHS SCHOOL COMMITTEE MEMBERS

David Bento, Chairman

Medfield

Adeline Bee

North Attleboro

Douglas Brown

Seekonk

Paul Carbone

Franklin

Jonathan Dowse

Sherborn

Kathy Gaudreau

Medway

Louis E. Hoegler

Walpole

Brian Mushnick

Norfolk

Heidi Perkins

Millis

Gregory St. Lawrence

North Attleboro

Robert Wilkinson

Plainville

TBD

Walpole

TBD

Wrentham

Robert Vozzella

Franklin

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: SEPT. 2019-JAN 2020  
**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:** [cereg@tri-county.us](mailto:cereg@tri-county.us)

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

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

## OUR MISSION

*Through a rigorous, holistic and 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 and to a personal commitment of lifelong learning.*

### TRI-COUNTY REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL Continuing Education - Registration Form

Please make checks payable to "Tri-County RVTHS"

Continuing Education  
147 Pond Street  
Franklin, MA 02038

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: \_\_\_\_\_ CVV Code: \_\_\_\_\_

*Please read our refund policy carefully.*

Register online at

[www.tri-county.us](http://www.tri-county.us)

Like us on Facebook.com/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