

TRI-COUNTY Regional Vocational Technical H.S.

CONTINUING EDUCATION

Spring 2020

WHAT'S **NEW** FOR SPRING?

Tri-County's Continuing Education program has many new courses along with its most popular classes again this spring. This session we have expanded our photography classes to include a portrait class, a macro class and even a class for those that prefer to take pictures on their phone.

We have a few new baking classes to go with some of your favorites such as macaron cookies. 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. Or maybe the new class on éclairs fits your sweet tooth.

Our Sea Glass Window class was very popular this fall and we have brought it back for the spring. 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 Introduction to Social Media for Business, Astronomy part 2, Learn to Crochet Continued..., Building Your Child's Education Fund and many new floral classes.

Learn a new hobby like metal detecting. Have some fun with friends decorating cakes or exploring wine. Need to improve your computer skills for work or even plan for your retirement we have classes and workshops that will meet just about anyone's needs and interests. Tri-County also offers a wide array of online courses for those of you that need a 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/Adult-Education
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 www.tri-county.us/continuing-education/distance-learning

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

BAKING & COOKING & FOOD

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, Tues., 6-9, February 25, \$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, March 10, \$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, Tues., 6:30-9:30, March 3, \$49

22106- Chocolate Eclairs

NEW

Need a French pastry degree to make eclairs? Nope, your instructor will show you how to create these yummy treats! Try your hand at mixing, piping and baking crisp choux pastry. Then whisk together two flavors of pastry cream, practice filling eclairs and top each one with a patisserie-style glaze. Sweet! Class is 2 to 2 1/2 hours.

1 Class, Mon., 6:30-9, March 23, \$49

22417- Enjoy Wine More

NEW

This sit down wine tasting/educational event is for long time wine lovers and wine newbies. How can you enhance your wine adventures? Do you need ideas how to love wine more? This class will suggest, present and explore ways to enjoy wine. Topics will include tasting, buying, pairing, history and more! *Attendees must be over 21.* This class is held at Franklin Liquors, 363 East Central St., Franklin.

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

NEW

22418- Food & Wine Pairing Basics

This will be a sit down wine tasting/educational class. What is the perfect food and wine pairing? We will cover all pairing background and help you better understanding of pairings. These tips will help you when hosting meals and when going out to restaurants.

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

1 Class, Tues., 7-9, April 21, \$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, Tues., 6:30-9, April 7, \$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, Mon., 6:30-9:30, March 9, \$39

22223- Mothers Day Shortbread Cookies

NEW

Learn to make your own Royal Icing to fill and outline your cookies. Each student will receive 8 pre-baked cookies ready to be decorated. The workshop will last for 2 ½-3 hours and will include a box to take your treats home in. You will learn how to make the perfect shortbread cookie (recipe included), how to keep your dough from spreading, how to make royal icing (recipe included), and step-by-step how to decorate 8 cookies. Materials supplied by instructor.

1 Class, Tues., 6:30-9:30, April 14, \$39

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, Thur., 6-9, February 6, \$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, Wed., 6-9, February 5, \$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, March 25, \$149

30114- Advanced Excel

Become an Excel expert! Learn various advanced techniques for analyzing and manipulating data in Excel. This course is intended for a student who has experience working with Excel and would like to learn more about creating macros, working with shared documents, analyzing data, and auditing worksheets. *Prerequisite: Intermediate knowledge of Excel.*

4 Classes, Wed., 6-9, May 6, \$149

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, Thurs., 6-9, March 26, \$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, Thurs., 6-9, April 30, \$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, March 31, \$199

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/continuing-education/distance-learning

BUSINESS

NEW

34045- Introduction to Social Media Marketing

Learn to effectively promote your business or organization through social media. If you are looking to tap into social media to promote your business and need some help getting started this course is for you. We will explore the basics of the

different social media platforms and learn how to use Facebook specifically for both promotion and improved customer engagement. When you have completed this class you will have a better understanding of social media and concrete steps to use with Facebook to promote your business or organization.

3 Classes, Tues., 6-9, February 25, \$69

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, February 25, \$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, April 6, \$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., 9AM-12, May 16, \$49

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, March 24, \$49

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, Feb. 26, \$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, March 5, \$199

2313-DL Learn Photoshop Elements 2019 (Distance Learning Course)

Understanding how to take a great photo is just part of the photography equation. Going to the drugstore and getting photos printed is becoming less of a common practice. In order to get the most from your efforts as a photographer, you need to learn how to finish the photo by using software tools like Adobe Photoshop Elements 2019. In our Learn Photoshop Elements 2019 course you will learn image processing as a three-step process: importing and organization, basic and advanced edits, and printing and sharing.

25hrs., Online Class \$99

25343- Phone Photography

Unleash the power of your smart-phones camera. This class is dedicated to helping you understand how to use your smart-phone's camera to create great images on your phone, what editing apps to use, how to share and print your images. We will go over how to find and use essential controls on your phone along with the best free and low-cost tools for editing and image management.

1 Classes, Thurs., 6-9, March 5, \$39

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, Thur., 6-9, April 2, \$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, Thur., 6-9, April 9, \$49

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, Tues., 6-9, March 24, \$49

25342- Macro Photography Workshop

Join us for this Macro/Close Up Photography Workshop being held at the Butterfly Place! There will be a presentation and we will review camera settings before the shooting session to get everyone set up for a Macro Photography Workshop! This Workshop is suitable for all skill levels! And all Cameras. We will also be going over Compositions for this type of Photography as well as Manual Focusing! And the best way to capture these most beautiful Butterflies! So bring a Macro Lens or Close Up Filters or a good Zoom Lens! No Tripods for this Workshop we will not need them. We will meet at the Butterfly Place, go over the Presentation then off to take some beautiful Images! Then meet for a second class at Tri-County to view everyone's Images and critique them!

Admission and transportation to the Butterfly Place (Westford Ma.) is not included in the fee and is the responsibility of the student.

2 Classes, Sat., 10-2, April 25, & Thur. 6-8:30, April 30, \$99

25344 - Portrait Photography

This portrait photography course is designed to introduce you to everything you need to know to take professional-quality portraits. You will learn how to work with all different types of subjects, from individuals and groups to children and pets. Learn the nuances of lighting and posing, how to shoot in studio or on location, and how to master the gear you will need to create inspiring work! Bring your camera.

2 Class, Thur., 6-9, March 26, \$79

INSTRUCTORS WANTED

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

SPORTS & LEISURE CONT.

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, Tues., 6:30-8:30, March 31, \$59

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, February 3, \$69

25207- Learn to Crochet Continued..



This class is for those who would like to start a project but need help. Instruction will be given in reading and following a pattern, and specialty stitches. Bring your pattern, hook and yarn to this fun class.

4 Class, Wed., 6:30-8, February 5, \$49

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, March 10, \$49

25315- Introduction to Astronomy

If you find yourself staring up at the night sky with jaw-dropping awe, then come learn more about our cosmic neighborhood. Hop on board the cosmic express and take a journey from our precious planet earth to our solar system and beyond! 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, Tues., 6-9, February 25, \$29



25316- Introduction to Astronomy Part 2

In this follow up course to Part 1, the instructor will teach you how to break into this fascinating hobby covering topics such as choosing and using equipment, telescopes, optical eyepieces, accessories, and tips and techniques, do's and don'ts. The instructor will then take you on a journey to learn about Deep Space subjects such as galaxies, nebula's, star clusters, comets, meteors and more!

1 Class, Tues., 6-9, March 17, \$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, Jan 27, \$59

B- 6 Classes, Mon., 6:30-7:30, March 16, \$59

C- 6 Classes, Mon., 6:30-7:30, May 4, \$59

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, March 19, \$49

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, April 23, \$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, March 5, \$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., 6:30- 8, April 29, \$15

44413- Using your VA Home Loan Guarantee

This class will discuss and review the benefits of the VA guaranteed home loan, for not only purchasing a home with no down payment but also refinancing your current home mortgage with a VA guaranteed home loan. VA guaranteed loans are for veterans, active duty personnel, reservists and National

Guard, as well as surviving spouses of veterans.

1 Class, Thurs., 6:30-8:00, April 2, \$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, Thur., 6:30-8:30, April 2, \$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, Thur., 6:30- 8:30, March 12, \$15

44033- Financial Planning Basics

In today's world, financial responsibility is put on individuals and their families to an ever greater extent. But what does that mean and what needs to be done? Take this opportunity to learn without any sales pressure. In this one evening course the basics of financial planning will be explained and discussed including investments and how to manage risks in life. At the end of this presentation attendees will better appreciate how to organize their finances to produce a less stressful future.

1 Class, Thur., 7-8, March 19, \$10

44025- Building Your Child's Education Fund



Being able to provide for a child's education can be one of the greatest gifts one can give. This class is designed to provide families with the necessary tools to help save for one of the biggest expenses of their lives. We will also discuss local and federal tax savings incentives, and provide the necessary tools to get access to financial aid.

1 Class, Thur., 7-8:30, March 26, \$15

44026- 8 Mistakes to Avoid Saving for Retirement



Proper retirement planning is the key to financial success for families and individuals. Often times there are factors that are overlooked, which can be detrimental to the individual and the people they care about most retiring. This workshop is designed to make families aware of the common pitfalls that can effect the lifestyle they want to live in

INSTRUCTORS WANTED

Please contact: Marc Koczwara
Adult Education Director
E-mail: koczwara@tri-county.us

retirement. We have identified the 8 biggest mistakes most families overlook and ways to help strategize a plan to cover those expenses. .

1 Class, Thur., 6:30-8:30, May 7, \$15

PERSONAL GROWTH & DEVELOPMENT

42160- What is REAL ID?



With REAL ID requirements beginning in October of 2020 for domestic travel if you plan on going on a trip you are going to need this new ID. This class will help with the in's and out's of the program and will answer all your questions regarding the documents you will need to get this new ID. Don't be left scrambling at the last minute to get this done..

1 Classes, Tues., 6:30-7:30, April 7, \$10

25443- Poetry Writing

This writing course will meet for 5 sessions. We will begin each session with a close reading of a popular poem and then we will focus on the writing and the crafting of our own poems. You will be offered various guidelines and tips as to how to write and market publishable poems, yet, as is the case with innovative and cathartic poetry---anything goes! Some of the weekly assignments will include writing: a childhood remembrance poem, a form poem (sonnet, ballad or villanelle-with meter and rhyme), an ode, a poem in free verse and a dialogue poem.

5 Classes, Tues., 6-7:45, January 28, \$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, Tues., 6:30-9, April 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, April 2, \$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, April 9, \$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, Thur., 6:30-9:00, April 16, \$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, April 7, \$45

Writing Courses Available Online

- Beginning Writer Workshop
- Creativity Training for Writers
- Effective Business Writing
- Fundamentals of Technical Writing
- Grant Writing 101
- Writing Essentials
- Write Better
- Writing Children's Books

You have 4 weeks to complete these courses from the comfort of your own home following your schedule. These online courses are available to you for only \$99 through our website. **For course information please visit:**

www.tri-county.us/adult-education/continuing-education/distance-learning/

40588- Downsizing & Minimalism



Are you looking to pare down and organize a lifetime worth of belongings and need a little guidance to get started? Topics include mindset, goal setting, decision making, the process, and a brief introduction to organizing photos and family heirlooms.

1 Class, Thur., 6:30-8, April 2, \$29

40589- Organizing Photos and Memorabilia



Have you got boxes of photos, mixed media, and other sentimental items that you'd like to organize, preserve, and share? Learn about the organizing process, useful tools, materials, services, and resources available to get those family memories in order.

1 Class, Thurs., 6:30-8:30, April 9, \$29

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

HOME & GARDEN

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, March 5, \$15

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

60489-Topiary Floral Design

At this class you will learn about popular flower trends, colors and simple, yet elegant topiary designs. After this class, you will be able to create and arrange your own with confidence.

Tues., 6:00-8:00, May 5, \$59

60492- Spring Basket Floral Design

This will be a fabulous way to bring the Spring season into your home. Learn how to professionally create a basket design with vibrant soft Spring colors. Learn some simple tricks that take ordinary to extra-ordinary. .

Tues., 6:00-8:00, April 7, \$59

60496 - DIY Bridal Designs

Today's modern brides enjoy creating their own floral designs for their special day. In this class you will learn how to make some basic pieces. A Boutonniere, a wrist corsage and an arm spray arrangement.

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

60497 -Contemporary Floral Design

This class is for the person who likes a modernized sleek looking floral design with fine lines and detail. You will create this look using fresh flowers and other materials.

Thurs., 6:00-8:00, March 26, \$59

HOME & GARDEN Cont.

60479-Learn about Being an Entry Level Florist

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 florist.

3 Classes, Tues., 6:00-8:00, March 3, \$59

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, April 9, \$15

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/Adult-Education.

62052-Basic Small Engine & Yard Equipment Repair

Stop throwing out those lawn mowers, trimmers, chain saws, and snow throwers that just won't start! Come 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. We will cover basic two and four stroke engine operation, float bowl and diaphragm carburetors, and simple tune-up and preventative maintenance strategies. The Saturday session is an opportunity to bring in and work on your won equipment with the instructor. Students must supply their own Z87 rated safety glasses.

Typical class schedule: Begins on Thursday (1st class); then meets on the following Tuesday and Thursday evenings, 6pm-8pm; ends on Saturday, 8am-5pm.

4 Classes, Thur., Tues. & Sat 6-8, March 5, \$199

62053-Advanced Small Engine & Yard Equipment Repair

Do you know the basics and feel ready to move beyond simple repairs or tune-ups? This class is for students who have completed our basic small engine repair course or have small engine repair experience and knowledge. It covers the internal workings of the two and four stroke internal combustion engine, options for alternative fuel conversions, advanced diagnostic strategies, and

complete tear-down and rebuild. If you have a tired, old engine that could benefit from a fresh rebuild or possibly a two-stroke engine that was damaged from improper oil to fuel ratio, then this is the course for you. The Saturday session is an opportunity to bring in and work on your own equipment with the instructor. Students must supply their own Z87 rated safety glasses.

Typical class schedule: Begins on Thursday (1st class); then meets on the following Tuesday and Thursday evenings, 6pm-8pm; ends on Saturday, 8am-5pm.

4 Classes, Thur., Tues. & Sat 6-8, March 26, \$199

TRADE/VOCATIONAL

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., 5-8, February 3, \$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., 5-8, February 5, \$599

Electrical Apprenticeship 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, January 27, \$499

- 65672- Module 2
- 65674- Module 4
- 65676- Module 6
- 65678- Module 8

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, February 3, \$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, February 6, \$249

EXAM & TEST PREPARATION

10020- SAT Exam Preparation

This comprehensive course provides instruction and review of essential mathematics, critical reading, writing, and test-taking skills to prepare students for the important SAT exam. The course includes 30 hours of class time and two full-length official SAT practice tests. All course books are included.

SAT exam results are an essential part of the college admissions process. Higher SAT scores can increase a student's chance for acceptance to college and scholarship awards.

16 Classes, Mon, Wed, 6-8, Sat., 8-1, March 2, \$349

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, March 30, \$169

65111- ServSafe Re-Cert. Exam

Review and exam only.

1 Class, Mon., 5-9, April 27, \$69

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.

**70100- Adult Day Cosmetology
180 Sessions, Mon.-Fri., 8:15 a.m. - 2:15 p.m.,
September 8, 2020**

70130- Aesthetics & Skin Care
New class coming Fall 2021. 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
March 9, \$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,
March 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,
March 12, \$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,
March 11, \$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/Distance-learning or Call the Adult Education Office at 508-528-5400 x126 to learn more and to register.

Online Classes

Visit

www.tri-county.us/Distance-Learning 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 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, and FOX. Additionally announcements will be available on the Tri-County Adult Education website

NO SCHOOL/HOLIDAYS

- Jan. 20 - Martin Luther King Day • Feb. 17-21 - Winter Break
- April 10 - Good Friday • April 20-24 Spring Break • May 25 - Memorial Day

TRI-COUNTY RVTHS SCHOOL COMMITTEE MEMBERS

David Bento, Chairman

Medfield

Douglas Brown

Seekonk

Paul Carbone

Franklin

Jonathan Dowse

Sherborn

Michael Galasso

Wrentham

Kathy Gaudreau

Medway

Louis E. Hoegler

Walpole

Patrick McMorran

North Attleboro

Brian Mushnick

Norfolk

TBA

Millis

Gregory St. Lawrence

North Attleboro

Steve Sullivan

Walpole

Stanley Widak, Jr.

Plainville

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

SPRING SEMESTER: JAN-JUNE 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

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
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