



Silver Lake Regional High School

Adult Education Winter/Spring 2012

260 Pembroke Street, Kingston, MA 02364

► INTERNET BASICS 101

Designed for computer novices, this course will take you through the basics of setting up, sending, and retrieving emails to searching the web. Learn about *Google* and other search engines, social networks, and online safety. Find and bookmark favorite websites. Upload pictures from your digital camera, and digitize some older photographs to share with family and friends.

Instructor: Linda Redding

Wednesdays 3:00 – 5:00pm 5 weeks
Library Begins: February 9th \$60

► IPAD BASICS

Thinking about purchasing an iPad? Do you have one and can't figure out all the bells and whistles? Then this class is for you! A hands-on, no pressure class will use the school's new iPad lab (school iPad's are available to work with). Downloading books, uploading music, finding apps, taking and emailing pictures, are just a few of the things that are covered.

Instructor: Linda Redding

Wednesdays 3:00 – 5:00pm 5 weeks
Library Begins: March 22nd \$60

► MICROSOFT OFFICE: Word Processing, Excel, PowerPoint

A beginners class for those who have minimal computer skills. The class will cover the basics of *Microsoft Word*: word processing, creating documents, letters, envelopes, and newsletters. Excel basics that are great for finances, record keeping, making lists and merging data. An overview of PowerPoint for presentations will also be included.

Instructor: Tom Benvie

Thursdays 7:00 – 8:30pm 8 weeks
Room 1301 Begins: February 9th \$75

► INTRODUCTION TO GOOGLE APPS

Learn to use Google Apps to streamline your daily tasks at home or at work. Gmail, Docs, Calendar, Spreadsheets, PowerPoint, & I-Google. Tips and tricks will be shared with time for hands on practice.

Instructor: John Towner

Thursday 6:00 – 9:00pm 1 Evening
Room 1117 February 9th \$15

► DIGITAL PHOTOGRAPHY

Students will learn how to use their digital camera to maximize quality and creativity. Participants will need their own camera.

Instructor: Dennis Thornsby, Kingston Photo

Thursdays 7:00 – 9:00pm 4 weeks
Room 1633 Begins: February 9th \$50

► COMPUTER AIDED DRAFTING ~ 2D & 3D

This entry level course is designed to give students hands on experience using the *AutoCAD 2011* and *Autodesk Inventor 2011* software for drafting and design. Entry level skills will be developed and students can choose to draw Engineering or architectural plans using the latest software available. Two field trips are included at no additional cost. The small class size, with one student per computer, assures each student sufficient one-on-one instruction. First time users, designers, technical and non-technical people are encouraged to attend!

Instructor: Bob Scott

Thursdays 3:00 – 5:30pm 10 weeks
Room 1607 Begins: February 9th \$175

► 3D COMPUTER DESIGN for RESIDENTIAL & COMMERCIAL BUILDINGS

Designed as an intermediate level course to give hands on experience using *Autodesk Revit 2012* software. Learn how to design residential and commercial building projects using the latest 3D software. Projects will introduce this innovative design and documentation process, including site planning, foundation systems, building structures (wood and metal), mechanical systems, interior and exterior finishes, and landscaping. The small class size, with one student per computer, assures each student sufficient one-on-one instruction. Pre-requisite: completion of CAD level 1, CAD, experience, or instructor permission.

Instructor: Bob Scott

Thursdays 6:00 – 8:30pm 10 weeks
Room 1607 Begins: February 9th \$175

► CONVERSATIONAL FRENCH

Are you traveling to a French speaking country? Do you wish you could remember more of your high school French class? Do you always wish you could speak another language? In this conversational French course, you will learn the basics to converse in French, with a focus on skills needed for authentic communication.

Instructor: Carole Glass

Thursdays 6:30 – 8:00pm 8 weeks
Room 1115 Begins: February 9th \$75

► **MARINE BIOLOGY**

Would you like to learn about all the animals and seaweeds that wash up on the beach during the summer? Do you want to learn more about popular television shows like Deadliest Catch and Whale Wars? Did you know that the film Jaws was based on real-life shark attacks in New Jersey? If you would like the answers to these questions and many more than take this class in Marine Biology!

Instructor: Karyn Townsend

Thursdays 6:00 – 8:00pm 10 weeks
Room 2119 Begins: February 9th \$100

► **OSHA GENERAL INDUSTRY COURSE**

This 10hr. program by the *Occupational Safety and Health Administration*, provides health and safety training for those entering or employed in general industry related fields. Successful completion of the course results in a *10hr. Certification Card*.

Instructor: Don Arsenault

Wednesdays 6:00 – 8:00pm 5 weeks
Room 1636 Begins: February 15th \$75

► **AUTOMOTIVE FUNDAMENTALS**

This is a hands-on course in basic auto repair and preventative maintenance. Included will be an overview of all of the systems of an automobile, highlighting minor repairs and fluid checks needed for long term ownership. An oil change of your car is included.

Instructor: Stephen Woolson

Thursdays 6:00 – 8:00pm 10 weeks
Automotive Shop Begins: February 9th \$125

► **BASIC CARPENTRY & WOODWORKING**

This class provides an intro to basic carpentry, woodworking, and finish carpentry skills. There will be a strong emphasis on safe working habits with hand tools, portable power tools, and stationary power tools. A variety of pre-planned furniture pieces will be offered to build. Cost of lumber is not included.

Instructor: Peter Erving

Thursdays 6:00 – 8:00pm 8 weeks
Carpentry Shop Begins: February 9th \$100

► **WELDING**

Learn Arc Welding basics in an environment that emphasizes safety. Students will learn all that is needed to perform SMAW (stick) welding, as well as Oxy/Acetylene cutting operations.

Instructor: Warren Batchelor

Thursdays 6:00 – 8:00pm 10 weeks
Welding Shop Begins: February 9th \$125

► **INTRODUCTION TO FIRE SCIENCE**

Are you interested in the Fire Department? Are you interested in becoming a Fire Fighter? The Halifax Fire Dept. is offering a chance to participate in a class introducing fire science. The objective is to expose you to the profession of firefighter and related emergency medical service, learn about fire safety for the benefit of individuals and the public, and give you a chance to give back to your community.

Instructor: William Carrico II, Halifax Fire Chief

Thursdays 7:00 – 9:00pm 8 weeks
Room 1611 Begins: February 9th Free

► **CPR/First Aid – Adult & Pediatric**

The American Red Cross Standard First Aid with CPR/AED – Adult and Child plus CPR – Infant course, incorporates the 2010 ECC standards. Students who successfully complete this course will receive certificates for Standard First Aid with CPR/AED – Adult and Child, which are valid for 2 years.

Instructor: Brian Bellinger

Thursdays 6:30 – 8:00pm 6 weeks
Room 1613 Begins: February 9th \$50

► **THE ENNEAGRAM: The Method Behind the Madness**

This course will explore the nine personality types which make up the enneagram. Our personality type is what guides our thoughts, actions, habits, and relationships. At the conclusion of this course participants will be able to determine a persons personality type based upon observation and interaction and apply the enneagram in order to better understand the relationships we have with family, friends, and co-workers.

Instructor: Tony Pina

Thursdays 8:00 – 9:00pm 10 weeks
Room 1118 Begins: February 9th \$60

► **“I CAN DO THAT” – A simple guide to Self - Empowerment**

In this 90 minute session, Dr. Susan Waletkus will present a simple guide for integrating stress and achieving better health and well-being. Areas to be addressed include: Exercise, nutrition, proper rest, positive mental attitude, and properly functioning systems. A donation of canned goods will be collected for the local food pantry.

Instructor: Dr. Susan Waletkus

Thursday 7:00 – 8:30pm 1 Evening
Large Group Rm. March 1st Free

► **HOSPICE CARE**

Beacon Hospice needs volunteers. Your requirements: a warm heart, a kind smile, a gentle hand. Our requirements: train you in the Hospice Philosophy of Care so that you will be better equipped when visiting our patients. Our volunteers provide companionship to people who are facing a difficult time in their lives. Come share yourself with others and see how much you receive in return. Beacon Hospice serves Kingston and its surrounding communities.

Instructor: Kathy Creedon

Thursdays 6:00 – 8:30pm 7 weeks

Room 1114 Begins: March 1st Free

► **SITTING VIGIL WITH HOSPICE PATIENTS**

This class is open to existing Beacon Hospice Volunteers only. This class will prepare volunteers to attend deaths of actively dying patients. Death is a sacred transition from this life to the next and should be a dignified, comfortable passing. This class will allow you to explore your own thoughts of mortality in order to be fully present to another person’s transition.

Instructor: Kathy Creedon

Thursday 6:00 – 8:30pm 1 Evening

Room 1114 February 9th Free

► **MAKING CONNECTIONS WITH THOSE WHO HAVE ALZHEIMER’S**

This class is open to existing Beacon Hospice Volunteers only. Communicating with people who have severe dementia can be challenging. This presentation will provide you with tips and tools to help you find new ways of connecting to people who have difficulty communicating. Oftentimes, we give up on staying involved because we feel helpless. The challenge instead should be: “How can I adapt my approach and enter this person’s world rather than struggle with bringing them into mine.”

Instructor: Kathy Creedon

Thursday 6:00 – 8:30pm 1 Evening

Room 1114 February 16th Free

► **ZUMBA**

Zumba is a Latin inspired dance fitness class that incorporates Latin and international music and dance movements creating a dynamic, exhilarating, and effective fitness system. Zumba is exercise in disguise! People of any fitness level can succeed.

Instructor: Deborah Rafferty

Tuesdays 4:15 – 5:15pm 6 weeks

Cafeteria Begins: February 7th \$30

► **BRAIN & MIND EXERCISE**

The brain is a muscle and to stay sharp it needs regular exercise. This class is intended for adults wishing to maintain an active mind. Class members will interact in a variety of games such as Scrabble, Cribbage, Sudoku, and others that have proven to help keep adult brains sharp.

Instructor: Andrea Lewis

Tuesdays 3:00 – 5:00pm 8 weeks

Library Begins: February 7th \$50

► **WRITING TO YOUR CHILD – A Communication Tool**

Does your child tune out, put on his/her IPod, or start texting the second you try to discuss something important? Through short, guided writing assignments, you will create a portfolio of writing to present to your child on topics that may be difficult to discuss. Hopefully, by presenting your thoughts in a non-confrontational format, your child will at least “hear” what you are thinking on important subjects and perhaps use it as an opening for some conversation.

Instructor: Stephanie Ricci

Thursdays 7:00 – 8:30pm 8 weeks

Room 1304 Begins: February 9th \$75

Turn over for Registration Information

REGISTRATION INFORMATION:

CLASS SCHEDULE:

Most classes begin the 2nd week of February. All classes meet in Silver Lake Regional High School. No classes will meet the week of school vacation 2/20 - 2/24. Classes will not be held if Silver Lake is closed during the day due to inclement weather.

ENROLLMENT:

All courses must have sufficient enrollment to cover the cost of offering the course. Courses without sufficient enrollment will not run and anyone who registered will be contacted and refunded.

REFUND POLICY:

Refunds will be given in full if a class does not run due to insufficient enrollment. There will be no refunds after the 2nd class meeting.

PAYMENT:

Personal check, cash, or money order - Checks made out to: *Silver Lake Regional High School*

MATERIALS:

Materials used in most classes are provided by the student. Any specific information will be provided in the first class meeting.

QUESTIONS:

Office of Career & Technical Education 781-585-3844 x2005 or eglass@slrsd.org

Registration Form

Name: _____

Address: _____

Town: _____

Phone(s): _____

Email address : _____

Course Title(s): _____

Fee Attached: _____

Mail completed registration form and payment to:

Silver Lake Regional High School

Adult Education

-OR-

260 Pembroke Street

Kingston, MA 02364

Walk in Registration:

Monday-Friday

8:00am - 2:30pm

Main Lobby, High School

-OR-

February 2nd (Thursday)

3:00 – 8:00pm

Main Lobby, High School