

# SOUTH SHORE VOCATIONAL TECHNICAL HIGH SCHOOL

# ADULT Education COURSES

Spring 2012

## Walk-in Registration

January 10, 11 & 12, 2012 from 6–8:00 PM  
Classes begin the week of January 23, 2012

South Shore Vocational Technical High School  
476 Webster Street, Hanover, MA 02339  
781.878.8822 ext. 414 | [www.ssvotech.org](http://www.ssvotech.org)

*Refund Policy: You will be notified only if class is not formed. Classes over \$900.00 are non-refundable, all other classes can be refunded after first class only. Students attending Adult Education classes must be 18 years or older.*

## New Classes for 2012

SAT English Prep: prepare for May 5th Exam  
SAT Math Prep: prepare for May 5th Exam  
**Medical Billing and Coding**  
**Pharmacy Tech. Certification Program**  
Stay Fit and Young with Qi Gong  
Extreme Couponing Crash Course  
International Cooking Class

SAT Sign-up March 20th & 21st from 6:00 to 8:00 and mail-in registration by March 23rd – see website for details and forms.  
Classes start week of April 7th.

## MONDAY

### CHAIR CANING & FIBER RUSHING

**Instructor: Richard Laurie** **Room: 109**  
7:00 to 9:30, 10 weeks ..... \$80  
Students will be introduced to hand caning, pressed cane and fiber rushing. Students should bring chairs and be ready to work the first night. Chair to hand cane should have holes in wood, ready to cane.

### LINE DANCING

**Instructor: Jean Long** **Cafeteria**  
Beginner Class • 6:30 to 7:30, 8 weeks ..... \$80  
Intermediate Class • 7:30 to 8:30 8 weeks.....\$80  
Come join line-dancing instructor Jean Long for some great exercise. Dancing is a cardio work-out, stress reliever, and calorie burner. Have fun learning all the new line dances. Be the first one on the dance floor.

### WELDING

**Instructor: Bob Mello** **Room: 118**  
6:00 to 8:45, 10 weeks ..... \$138+\$70 lab fee  
This course is designed for basic and advanced training on an individual basis. Course includes Oxy-Acetylene, SMAW, GMAW and GTAW. Students must supply their own helmet, gloves and safety glasses.

### QUICK BOOKS

**Instructor: Debbie Whitman** **Room: 309**  
6:00 to 8:00, 5 weeks ..... \$105  
Our Quick Books class will teach you to use standard accounting and business rules for organizing your business finances. We will cover customers, vendors, invoicing, writing checks, tracking expenses, and customizing reports.

## TUESDAY

### ADVANCED HVAC-R

**Instructor: Jim Dussault** **Room: 124**  
6:30 to 9:30, 10 weeks..... \$150  
Learn to troubleshoot electrical and mechanical components of AC and refrigeration systems, schematic reading, service techniques, charging systems and heat load sizing. Also covered will be an introduction to Massachusetts license preparation and requirements.

### AUTO BODY REPAIR

**Instructor: Phil Doucette** **Room: 314**  
6:00-9:00, 10 weeks ..... \$154  
An introduction to the techniques, tools and equipment used in the Auto Body trade. This course will consist of both classroom and individual shop projects.

### COMPUTER AIDED DRAFTING

**Instructor: Jeanne Downey** **Room: 313**  
6:00 to 8:00, 10 weeks..... \$350  
Designed to give students the fundamental principles of Auto CAD. Hands-on training with introduction to Auto CAD 2011 and basic Auto CAD operations. Class limited to 9 students.

### GENTLE YOGA

**Instructor: Charla Delillo** **Cafeteria**  
6:00 to 7:15, 10 weeks..... \$90  
Gentle yoga combines movement and breathing techniques as well as stretching and toning muscles. It releases tension, improves circulation and will help increase your energy level. Yoga mat is required.

## TUESDAY CONTINUED

### INTO TO PC

**Instructor:** Debbie Whitman **Room:** 102  
6:00 to 8:00, 6 weeks . . . . . \$100  
Ideal for beginners. Learn basic computer skills by also learning Windows and basic internet. You will learn how to create documents, search the internet and send e-mails.

### WELDING

**Instructor:** TBA **Room:** 118  
6:00 to 8:45, 10 weeks . . . . . \$138+\$70 lab fee  
This course is designed for basic and advanced training on an individual basis. Course includes Oxy-Acetylene, SMAW, GMAW and GTAW. Students must supply their own helmet, gloves and safety glasses.

### WOODWORKING

**Instructor:** Derek Mariani **Room:** 110  
6:00 to 9:00, 10 weeks . . . . . \$138  
Group and individual instruction in safe, efficient use of woodworking machine tools and techniques. Students may provide own project or select one with instructor's assistance. Students to supply own wood/Formica. Safety glasses required. Class limited to 12 students.

## WEDNESDAY

### AUTO BODY REPAIR

**Instructor:** Phil Doucette **Room:** 314  
6:00-9:00, 10 weeks . . . . . \$154  
An introduction to the techniques, tools and equipment used in the Auto Body trade. This course will consist of both classroom and individual shop projects.

### INTERNATIONAL COOKING

**Instructor:** Al McPhee **Room:** 303  
6:00 to 9:00, 7 weeks . . . . . \$80 + food fee (TBA)  
Join us as we take a seven week culinary tour, led by Chef Al McPhee of the Orient and the Mediterranean. Enjoy Oktoberfest in Germany, a night in Paris, the City of Lights and a Mexican Fiesta. Printed recipes will be available and a reasonable lab fee will be required to pay for food at each meal. This is a hands on class and meals will be prepared in ample quantity for the class to sample and critique.

### KEYBOARDING 1

**Instructor:** Eileen Heavey **Room:** 102  
6:30 to 8:30, 8 weeks . . . . . \$95  
Why do some students fall behind in a computer course? Because they use the hunt and peck method on the keyboard. This course is designed to develop basic keyboarding proficiency on computers and is strongly recommended as prerequisite to taking other courses.

## WEDNESDAY CONTINUED

### METALSMITHING AND JEWELRY 1

**Instructor:** Heather Beck **Room:** 124  
6:00 to 9:00, 10 weeks . . . . . \$190  
An introduction of metal jewelry and small scale sculpture. You will learn to fabricate using soldering, piercing, and cold connections like riveting. From rings to brooches and beyond, we will explore your ideas on paper and bring them to life with copper and silver. The course is technique based with the goal of learning a new skill. You will come away from this class with a finished piece or two. This is a beginners class, no tools or experience needed. Bring a sketchbook

### STAY FIT AND YOUNG WITH QI GONG

**Instructor:** Anne-Marie Russo **Room:** Cafe  
6:30 to 7:30, 6 weeks . . . . . \$60  
Easier to learn and practice than Tai Chi, these simple, nature inspired movements offer head to toe conditioning for everyone! Qi Gong promotes healthy living in just 15 minutes a day – it can reduce stress, joint pain, digestive issues and much more! A gentle exercise program, to keep us happy and healthy for many years.

### QUICK BOOKS

**Instructor:** Debbie Whitman **Room:** 309  
6:00 to 8:00, 5 weeks . . . . . \$105  
Our Quick Books class will teach you to use standard accounting and business rules for organizing your business finances. We will cover customers, vendors, invoicing, writing checks, tracking expenses, and customizing reports.

### RUG BRAIDING

**Instructor:** Michele Stenson **Room:** 109  
6:00 to 7:30, 7 weeks . . . . . \$90  
During the seven week program, students will learn the skills necessary to complete an oval, 2' x 3' braided rug. Students do not need prior rug braiding experience. If you can thread a needle, sew on a button or braid your hair, you can create your own heirloom rug. A list of supplies will be provided.

### RUG HOOKING

**Instructor:** Michele Stenson **Room:** 109  
7:30 to 9:00, 7 weeks . . . . . \$90  
During the seven week program, students will learn the skills necessary to complete a small/medium sized rug. Students will learn the folk art style of traditional rug hooking. The class will focus on beginner skills and no prior rug hooking experience is necessary. Supply list will be provided. If interested, students may register for both rug classes.

## WEDNESDAY CONTINUED

### WELDING

**Instructor:** TBA **Room:** 118  
6:00 to 8:45, 10 weeks . . . . . \$138+\$70 lab fee  
This course is designed for basic and advanced training on an individual basis. Course includes Oxy-Acetylene, SMAW, GMAW and GTAW. Students must supply their own helmet, gloves and safety glasses.

## THURSDAY

### BEGINNER HVAC-R

**Instructor:** Jim Dussault **Room:** 124  
6:30 to 9:30, 10 weeks . . . . . \$150  
Learn the fundamentals of air conditioning and refrigeration. Class work will cover basic theory, schematic readings, and proper refrigeration handling. Shop will consist of recovery and charge systems, brazing, soldering, and troubleshooting of equipment. Also covered will be an introduction to Massachusetts license preparation and requirements.

### KEYBOARDING 2

**Instructor:** Eileen Heavey **Room:** 102  
6:30 to 8:30, 8 weeks . . . . . \$95  
Why do some students fall behind in a computer course? Because they use the hunt and peck method on the keyboard. This course is designed to develop more advanced keyboarding proficiency on computers and is strongly recommended as prerequisite to taking other courses.

### ZUMBA

**Instructor:** Jennifer Lloyd **Room:** Cafe  
6:15 to 7:15, 9 weeks . . . . . \$80  
Zumba GOLD was designed for a way to ease into Zumba. Whether you are an active older adult, a beginner just getting into (or back into) a workout routine, or returning from an injury, this beginner level Zumba class is for you. We will have a great time enjoying the Latin and international music, building up our cardiovascular systems and strengthening our muscles.

### SMALL ENGINE REPAIR

**Instructor:** Charlie LaBree **Room:** 125  
6:30 to 9:30, 8 weeks . . . . . \$115  
Students to be instructed in repair and maintenance of small engines for hedge clippers, lawn mowers, snow blowers, and weed whackers. Includes 4-stroke, single and double cylinder engines such as Briggs & Stratton, Kohler and Tecumesh. Hands-on training.

**THURSDAY CONTINUED**

**WOODWORKING**

**Instructor:** Derek Mariani **Room:** 110  
6:00 to 9:00, 10 weeks . . . . . \$138  
Group and individual instruction in safe, efficient use of woodworking machine tools and techniques. Students may provide own project or select one with instructor's assistance. Students to supply own wood/Formica. Safety glasses required. Class limited to 12 students.

**EXTREME COUPONING – CRASH COURSE**

**Instructor:** Elizabeth Lahens **Room:** 110  
Session 1: Jan 26 (6:30-8:30) . . . . . \$30  
Session 2: Feb. 16 (6:30-8:30) . . . . . \$30  
This is a fun 2 hr. class where you will learn how to purchase products at a fraction of their original cost or even free! You will receive a gift bag, sample foods and coupons! The instructor will show you a receipt for \$375.00 that she paid \$0 because of coupons!

**S.A.T. PREP**

**SAT MATH PREPARATION FOR MAY 5TH SAT TEST**

**Instructor:** Joe Mariani **Room:** TBA  
Mon./Wed. 6-7:30, 8-10 Sat.  
3 Weeks . . . . . \$150  
This course reviews the math component of the S.A.T. test. You will look at common mistakes, learn strategies to help you earn a higher score and do two practice tests. Major emphasis is on test taking strategies. 10% discount if doing both math and writing/reading.

**SAT WRITING/READING PREP. FOR MAY 5TH SAT TEST**

**Instructor Jen Mariani** **Room:** TBA  
Mon./Wed. 7:30-9, 8-10 Sat.  
3 Weeks . . . . . \$150  
This course reviews the writing/reading component of the S.A.T. test. You will look at common mistakes, learn strategies to help you earn a higher score and do two practice tests. Major emphasis is on test taking strategies. 10% discount if doing both math and writing/reading.

**ENTRY LEVEL JOB OPPORTUNITIES**

**PHARMACY TECHNICIAN CERTIFICATION PROGRAM**

**\*Instructor:** CCI **Room:** TBA  
Tues./Thurs. 6-9:30. . . . . \$999.00  
This comprehensive 50 hour course will prepare students to enter the pharmacy field and to take the Pharmacy Technician Certification Board's PTCB exam.

**MEDICAL BILLING**

**\*Instructor:** CCI **Room:** TBA  
Mon./Wed. 6-9:30 . . . . . \$1799.00  
This 80 hour course offers the skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD-9 manual), complete common insurance forms, trace delinquent claims (EOB's) and use generic forms (CMS 1500) to streamline billing procedures. After obtaining the suggested practical work experience, students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) – Certified Professional Coder Exam (CPC or CPC-H Apprentice); the American Health Information Management Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams.

**\*Condensed Curriculum International, Inc.**  
See website for more details.

Make checks payable to:  
South Shore Regional School District

Mail-in registration due  
by January 9, 2012

**MAIL IN REGISTRATION FORM**  
**South Shore Vo-Tech Adult Education Program**

**ADULT EDUCATION CLASSES**

Name \_\_\_\_\_

Street \_\_\_\_\_ Town/Zip \_\_\_\_\_

AM Phone \_\_\_\_\_ PM Phone \_\_\_\_\_

Course \_\_\_\_\_ Day \_\_\_\_\_

Registration Fee \_\_\_\_\_ Received By \_\_\_\_\_

South Shore Vocational High School  
476 Webster Street  
Hanover, MA 02339-1215

