

TRADE PREPARATION COURSE DESCRIPTIONS

Advanced Welding - 10 weeks

\$335.00

Instructor: Tom Kasilowski

This course is developed to refine the skills of the basic welder. Included in this course are S.M.A.W. and G.T.A.W. theory, practical knowledge, reading blueprints for the welder and welding symbols. Safety procedures will be stressed. Safety glasses are required.

Tuesday, 1/10 6:00 - 9:00 PM

Basic Welding - 10 weeks

\$335.00

Instructor: Tom Kasilowski

This course will develop skills in shielded metal arc welding, oxyacetylene welding and cutting. Gas metal arc welding M.I.G. and gas tungsten arc welding will be introduced if possible. Safety and setup procedures will be stressed. Safety glasses are required.

Tuesday, 1/10 6:00 - 9:00 PM

Introduction to CNC Machining - 18 Weeks

Instructor: Brian Cornellier

\$355.00

CNC stands for Computer Numerical Control. Learn the principle techniques of how to operate basic CNC machine tools and the usage of all the common precision measuring tools. CAD/CAM concepts, programming, machine setup and operation, and the basics of machining processes will be covered. The course participant will be guided through a basic understanding of the CNC machining process to production of parts and projects. Safety procedures will be stressed. Safety glasses are required. **Prerequisite: Introduction to Machine Technology I**

Tuesday, 1/31 6:00 - 9:00 PM

Introduction to Oil Burner - 14 Weeks

\$335.00

Instructor: Edward Surprenant

Licensed - Massachusetts/Power Oil Burners. 1994

This hands on course will consist of 42 hours and will introduce the students to basic oil burner operation, fuel preparation, combustion testing as well as electrical code, and oil burner control wiring. Students will use a number of tools used in the trade such as combustion testing equipment, fuel gauges, nozzle wrenches, etc. In addition, this course will spend a significant amount of time reviewing the Massachusetts Oil Burner 527 CMR 4 code in preparation for taking the Massachusetts Oil Power Burner #2 license exam. Students are required to purchase text books in addition to tuition. Safety procedures will be stressed. **Students are required to purchase a textbook of \$50 in addition to tuition.**

Wednesday, 1/11 5:00 - 8:00 PM

Nail Certification/Licensure Course - 13 Weeks

Instructor: Deborah Lagasse

\$700.00

In this 104-hour course, you'll learn the basics of manicuring and will prepare for the Massachusetts State Licensing Exam for manicurists. Course registrants should note that attending at least 100 of the 104 hours of class is a prerequisite for taking the state Manicure License Exam. Students will learn and practice manicuring techniques, and will also receive instruction in the structure of hands and nails and nail disorder recognition. Students are required to purchase the following items in addition to tuition; **Kits, Textbook and Workbooks**

Prerequisite: High School Diploma or GED.
Tuesday and Wednesday 1/10 5:00 - 9:00 PM

ServSafe - 2 weeks **\$100.00**

Instructor: Michael Sarasin

This course will prepare you for your Certification testing by the National Restaurant Association. Students will follow Food Service Curriculum to study handling food safely and proper sanitation procedures. With a passing grade you will receive the ServSafe Certification in Food Safety. This Certification is Nationally recognized and accredited. **Book with answer sheet must be purchased at \$80 in addition to tuition.**

Start dates:

Monday, 1/9 5:00 - 9:00 PM

Monday, 3/19 5:00 - 9:00 PM

Small Engine Repair - 9 weeks **\$145.00**

Instructor: Arthur Cornellier

Students will be introduced to diagnosing, repairing, and overhauling small engine equipment such as lawn mowers, snow blowers, chain saws, etc. Students work on their own equipment utilizing tools provided by the school shop under the direction of the instructor. Students are responsible for providing their own materials and safety glasses. Safety procedures will be stressed.

Wednesday, 1/11 6:00 - 9:00 PM

ELECTRICAL AND PLUMBING COURSE DESCRIPTIONS

Electrical Journeyman - 75 hrs. **\$535.00**

Instructors: Peter Martin, Michael Michaud, Charles Tamulonis

To prepare the apprentice to become eligible to take the state examination for the Journeyman Electrician. Instruction will be given in the following areas: mathematics, theory, blueprint reading and code regulations.

Tues & Thurs, 1/10 6:00 - 9:00 PM

Electrical Code Review - 7 weeks **\$170.00**

Instructors: David DeVincentis and Robert DeVincentis

Fifteen (15) hour electrical code update for 2011-2013. In addition, six (6) hours of professional development, i.e., grounding and OSHA related. Apprentices accepted if ready for electrical exam. Massachusetts and New Hampshire approved course.

Off-Site Classes available at your location upon request.

Wednesday, 1/11 6:00 - 9:00 PM

Second Class to start:

Wednesday, 3/7 6:00 - 9:00 PM

Master Electrical - 75 hrs. **\$535.00**

Instructor: Kevin McDermott

The course is designed for Journeyman wishing to prepare for their MASTERS EXAMINATION. Class work covers the study of interpretation of the Massachusetts Electrical Code: NFPA 72, National Fire Alarm Code. Massachusetts State Amendments. Contractor's Guide to Business Law, and Project Management. 237CMR 12-23 Rules and Regulations of the Board of State Examiners. General Laws of Massachusetts; MGL Ch. 141 Supervision of Electricians. Massachusetts Inspection of Buildings MGL 143. Massachusetts Lien Law MGL 254. Overtime, Worker Compensation, Unemployment Law. Federal Regulations OSHA.

Mon & Wed, 1/9 6:00 - 9:00 PM

Plumbing Journeyman - 75 hrs. \$535.00

Instructors: Robert Beecher, David McDonald

This course is for individuals wishing to prepare for their journeyman's examination. Class work covers the study and interpretation of the Massachusetts Plumbing Code, Fundamental Theory of Plumbing Arithmetic, and related Geometry, figuring offsets, elementary science & physics, blueprint reading and sketching according to the rules of the Board of State Examiners of Plumbers and Gas Fitters.

Mon & Wed, 1/9 6:00 - 9:00 PM

Plumbing Journeyman - Tiers I through V - 110 hrs ea \$745.00

Instructors: Robert Beecher, David McDonald

This course is for individuals wishing to prepare for their Journeyman's Examination. Class work will follow the tier guidelines set by the State. This course is applicable only to those newly licensed apprentices after September 1, 2008.

Mon & Wed, 1/9 6:00 - 9:00 PM

Plumbing Continuing Education Session # 4 - 6 hours \$70.00

Instructors: David McDonald and George Rancourt

To fulfill the 6 hour per year Continuing Education that the Massachusetts Plumbing Board required for plumbing license renewal. Course is Massachusetts Plumbing Board approved. Total of 12 hours needed over 2 years. **Classes will be held on 2 Tuesday evenings or 1 Saturday. Multiple start dates will occur during the semester starting January 10th.**

Off-Site Classes available at your location upon request.

Tuesday, 1/10 6:00 - 9:00 PM

Master Plumbing - 110 hrs. \$745.00

Instructor: George Rancourt

The course is designed for Journeyman wishing to prepare for their MASTERS EXAMINATION. Class work covers the study of interpretation of the Massachusetts Plumbing Code.

Mon & Wed, 1/9 6:00 - 9:00 PM

MEDICAL CERTIFICATION PROGRAMS COURSE DESCRIPTIONS

Nurse Assistant Training Program - 112 hours \$710.00

**Instructors: Diane Cortese RN, MGH School of Nursing; BS, Emmanuel College
Cheryl Carnevale RN, St. Josephs School; BS, Emmanuel College
Ann Marie McLeod RN, St. Josephs School; BS, New England College**

Nurse Assistant students will receive 80 hours of classroom instruction and 32 hours of hands-on clinical experience in local long-term care facilities under the supervision of our experienced nurses/instructors. This course will prepare the student to obtain the necessary knowledge and clinical skills to pass the Department of Public Health requirements for certification. There will be 4 clinical days scheduled, which will occur on weekend days. Class is limited to the first 16 applicants who successfully pass the pretest and CORI reports.

Students must pass a reading comprehension and math pretest. The test will be administered on Thursday, January 5, 2012 at 6 PM at the Greater Lowell Technical High School. The cost of this pretest is \$25.00 which is non-refundable and is not part of the tuition. Registration must be completed prior to test date. Tuition must be paid by January 20th.

*****Proof of immunizations and a negative T/B test is required.**

*****Uniforms will be required as an additional student cost.**

*****All students are required to provide their own transportation to and from the clinical site.**

*****Textbook/Workbook will be provided during the first night. The cost of this package is \$50. which is not included in the tuition.**

Tuesday and Thursday, 1/24 5:00 - 8:30 PM

Medication Administration Program (MAP) - 2 weeks \$200.00

**Instructors: Ann Marie McLeod RN, St. Josephs School; BS, New England College
Cheryl Carnevale RN, St. Josephs School; BS, Emmanuel College**

The Medication Administration Program is a 2 week course which will prepare the student to administer oral medication, in a group home setting, dealing with a population over 18 years of age. These facilities must be licensed by the Department of Public Health, and in the state of Massachusetts. The five rights of medication administration will be emphasized. Practice exercises will include reading of doctor's orders, and comparing them with pharmacy labels, and medication sheets for accuracy of dosage and administration.

Students must pass a reading comprehension and math pretest. The test will be administered on Thursday, January 5, 2012. This will be administered at the Greater Lowell Technical High School. The cost of this pretest is \$25.00 which is non-refundable and is not part of the tuition. Registration must be completed prior to the test. Tuition must be paid by Monday, January 9, 2012

Requirements:

Participants must be 18 years of age

Must pass a pre-test with 80 to qualify for the Massachusetts certification exam.

Must have basic computer skills

100% attendance is required. This is a Department of Public Health regulation.

*****Textbook will be provided during the first night. The cost of this book is \$50. which is not included in the tuition.**

Start Dates:

Monday and Wednesday, 1/9 4:00 - 8:00 PM

Monday and Wednesday, 3/5 4:00 - 8:00 PM

Monday and Wednesday, 5/7 4:00 - 8:00 PM

Medical Insurance Billing/Coding - 16 Weeks \$350.00

**Instructor: Andrea Maley-Roy, BA, Alameda University; MA, Alameda University
Medical Ins. Billing/Coding , LMHS Ed Program**

This course introduces the medical assistant to the various aspects of medical billing encountered in medical facilities including medicolegal issues, claims development, ICD9, CPT coding, claims submission and resolution. This course will also cover the various aspects of Medical Insurance Coding including ICD9, CPT, HCPCS, and ADA codes. Manual Format, AMA and HCFA compliance issues will be discussed as well as necessary steps to avoid fraud and abuse in billing. **It is important that all applicants realize that there is no externship component to this course. Upon completing and passing this class you will be eligible to take the certification exam. The instructor will distribute the paperwork but is not responsible for making arrangements for the exam.**

Tuesday, 1/10 6:00 - 9:00 PM

CAREER HEALTH COURSE DESCRIPTIONS

Medical Terminology - 16 Weeks

\$310.00

Instructor: Debra Shaw

This course is a study of the language of medicine. Initial concentration will be on pharmacology and diagnostic terminology. This will be followed by a study of all vital body systems, medical terms, diagnoses, treatments, and the diagnostic and surgical procedures associated with each system. Correct spelling, pronunciation, and abbreviations will be stressed throughout the course.

****Textbook will be provided during the first night. **The cost of this package is \$50 which is not included in the tuition.**

Thursday, 1/12 6:00 - 9:00 PM

CAREER DEVELOPMENT COURSE DESCRIPTIONS

Marketing Yourself For A Better Job - 6 weeks \$105.00

Instructor: Ken Masson

This six week course will teach how to approach your job search with a marketing mentality. You will learn how to develop a resume that gets you into the interview, how to target your job search toward jobs that compliment your skills and passion, how to perfect your interview skills to sell yourself for specific situations and how to network with people to maximize your results.

Wednesday, 1/11 6:30 - 8:30 PM

LinkedIn for Online Networking – 8 wks

Instructor: Robert McIntosh

\$115.00

You will learn why LinkedIn has become one of the fastest growing networking applications for professionals. LinkedIn has more than 120 million users and is growing by one (1) million users a week. If you are employed, own a business, or looking for work; you should be on LinkedIn. We will look at: starting on LinkedIn, The features of LinkedIn, developing a powerful profile, building a connection list, the mechanics of LinkedIn, networking with LinkedIn, using LinkedIn for business, using LinkedIn for the job search, creating groups, the applications on LinkedIn, and profile reviews

Participants should be comfortable using a computer and have keyboarding skills. This program is intended for beginners to intermediate users

Monday, 1/9 6:30 - 8:30 PM

COMPUTER TRAINING COURSE DESCRIPTIONS

Conquer Your Computer Fears for Beginners - 8 weeks \$165.00

Instructor: Robert Hobbs

Students will be introduced to basic computer concepts including such topics as hardware, software, and the information processing cycle. There will be hands on experience in Internet Browsing and E-Mail, calendar, as well as Word Processing using the popular Microsoft Office software package. No prior computer experience is necessary. Home practice of techniques is recommended. Classes will be held in an IBM compatible lab with Windows. Class size limited to 25 students.

Wednesday, 1/11 6:00 - 9:00 PM

Introduction to CADD - 10 weeks \$135.00

Instructor: Brenda Fisher

Using AutoCAD 2012, this course introduces the students to the basic AutoCAD drafting commands required to create and manage "2D" CAD generated drawings. This course will cover the following concepts in AutoCAD 2012: Drawing Set-up, Drafting Aids, "2D" Drawing commands, Layers, Revising Drawing, Dimensioning, and Plotting. A flash drive is required to save your work on.

Tuesday, 1/10 6:00 - 8:00 PM

Introduction to SolidWorks - 10 weeks \$135.00

Instructor: Guy Gangemi

The goal of this course is to teach you how to use the SolidWorks 2011 mechanical design automation software to build parametric models of parts and assemblies and how to make simple drawings of those parts and assemblies. This course is designed around a task-based approach to training rather than focusing on individual features and functions. You will be shown the processes and procedures to follow to complete a particular task. A thumb drive is required to save your work on.

Thursday, 1/12 6:00 - 8:00 PM

Microsoft Office Software Package - 16 weeks \$315.00

Instructor: Joyce Silk

Includes Microsoft Word for Windows, PowerPoint, Excel and Access. Descriptions are listed under individual listings. A thumb drive is required to save your work on.

Monday, 2/27 6:00 - 9:00 PM

Microsoft Word for Windows - 7 weeks \$140.00

Instructor: Joyce Silk

A word processing program used to create and edit documents. Lessons will include aligning and enhancing text, headers/footers, footnotes, tables, merging and clipart. A thumb drive is required to save your work on.

Monday, 2/27 6:00 - 9:00 PM

Microsoft PowerPoint for Windows - 2 weeks \$40.00

Instructor: Joyce Silk

A presentation graphic program used for creating visual presentations. Lessons will include formatting, generating and running slide show presentations with transitions and designs. A thumb drive is required to save your work on.

1st week -- Tuesday, 4/17 6:00 - 9:00 PM

2nd week -- Monday, 4/23 6:00 - 9:00 PM

Microsoft Excel for Windows - 5 weeks **\$105.00**

Instructor: Joyce Silk

A spreadsheet program used for analyses and graphing of numerical data. Lessons will include writing formulas, logical functions, generating charts and mapping data. A thumb drive is required to save your work on.

Monday, 4/30 **6:00 - 9:00 PM**

Microsoft Access for Windows - 2 weeks **\$40.00**

Instructor: Joyce Silk

A database program used for organizing and sorting information. Lessons will include creating, editing, printing, searching and sorting databases, writing queries and generating reports. A thumb drive is required to save your work on.

Monday, 6/4 **6:00 - 9:00 PM**

PERSONAL ENRICHMENT COURSE DESCRIPTIONS

Basic Jewelry Crafting and Design - 6 weeks **\$80.00**

Instructor: Pam Anderson

Enjoy a night out and become your own jewelry fashionista by learning the basics of custom designing and creating your own necklaces, earrings, and bracelets. Each class will offer instruction and tips, and some materials will be available from the instructor at a reasonable cost. Save time and money, and enjoy the compliments of your own unique jewelry wardrobe. Once we receive your application a list of supplies will be mailed to you.

Tuesday, 1/10 **6:30 - 8:30 PM**

Digital Photography 101 - 10 wks **\$135.00**

Instructor: Kristie Lemire

Are you intimidated by all of the buttons and dials on your camera? Do you want to gain more creative control over your images?

This class is designed to help you gain a better understanding of your DSLR through weekly lectures, assignments and demonstrations. This course will be full of information, presented to you in a way that is easy to understand. You will learn what creative modes, proper exposures and focus modes are and what they can do for your photography. This class is designed to give you a strong foundation for using and understanding the basic functions of your digital camera and finally getting it out of AUTO Mode.

Tuesday, 1/10 **6:00 - 8:00 PM**

Digital Photography using Adobe Photoshop - 10 wks **\$135.00**

Instructor: Stephen Ralls

This course provides an introduction to working with images and working with color, layers, and photographs. A basic overview of the digital process is presented along with discussion of how digital images are generated and used for production purposes. Students will learn how to use the selection tools and basic image manipulation techniques from the tools palette. The Working with Colors, Layers, and Photographs section teaches about the color selection tools and how to adjust color settings. Participants will also learn about the Layers palette and how to modify digital photographs. A thumb drive is required to save your work on. Students will apply all they have learned by creating a digital collage using Photoshop.

Tuesday, 1/10 **6:00 - 8:00 PM**

Girls Night Out – Automotive Fundamentals - 8 weeks \$115.00

Instructor: Steve Boucher

Basic automotive course designed for the non-professional, and the newer driver or person who would like to gain an understanding of the basic automotive components: brakes, tires, checking fluid levels, proper chemicals and procedures for maintaining vehicles inside and out. Basic maintenance taught to be performed by yourself at home and roadside emergency service.

Non-Traditional students are encouraged to attend!! (must be at least 18 years of age)

Tuesday, 1/10

6:00 - 9:00 PM

Fly Tying - 6 weeks

\$125.00

Instructor: John Torrey

Class covers non-traditional fly tying methods and materials such as epoxy, foam and adhesives to create effective fresh water patterns. Emphasis will be on exploring new techniques rather than particular patterns, but participants will complete at least two flies per class period. Instructor will demonstrate construction and use of drying wheel and dubbing brush twisters

Students should have at least two years of fly tying experience and possess the basic fly tying tools (vise, scissors, bobbins, stackers, etc.). An additional \$60 fee will be assessed to cover the cost of materials.

Tuesday, 1/10

6:00 - 8:00 PM