

Learn. Grow. Succeed.

The Community School at Cape Cod Tech



Professional certificate & licensing programs



Personal enrichment courses

Course Catalog

Winter/Spring 2012

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The Community School at Cape Cod Tech



The Community School at Cape Cod Tech offers a wide array of professional programs and personal enrichment courses for adult learners. This catalog provides brief descriptions for the courses currently being offered. For more detailed information, please contact

tel: (508) 432-4500 ext. 229 or communityschool@capetech.us.

Interest-free tuition. We are excited to offer an interest-free tuition plan on some courses, making programs as affordable as possible.

Join our team. If you are interested in teaching a class at The Community School at Cape Cod Tech or would like to serve on our Advisory Board, contact us today.

New classes. We regularly add new classes to our course list. If you have an idea for a new class, we would like to hear from you!

Online courses. Cape Cod Tech offers hundreds of courses that you can take entirely over the Internet, led by expert instructors. More info is available at: www.ed2go.com/cct

Adult Training/Post Graduate Day Programs. When space is available, we offer post graduate day programs in most trade areas. Call (508) 432-4500, ext. 229 for more information.

The Community School at Cape Cod Tech

351 Pleasant Lake Ave. • Harwich, MA 02645

(508) 432-4500 ext. 229 • www.capetech.us/adult-education

Director: Marian Manning, mmanning@capetech.us

Administrative Assistant: Anna Fontana

Information

Registration: A registration form can be found on page 10 of this catalog or online at www.capetech.us/adult-education. Please complete the form and return it to our office at Cape Cod Tech along with your payment. You may also register online with a credit or debit card. No notification will be sent upon your registration unless the course is cancelled.

Payment Policy: All courses must be paid in full before the start of your course. You are encouraged to sign up and pay for your course early as courses fill up quickly and your place may only be reserved once full payment is received. Checks will not be deposited until after the first class. An interest-free tuition plan is available.

Refund Policy: Full refunds are made by mail if a course is cancelled due to under enrollment. Once a class has commenced, no refunds are issued.

No Classes: There will be no classes on Martin Luther King Day, February and April school vacations, and Memorial Day.

Cancellations: If day classes at Cape Cod Regional Technical High School are cancelled due to inclement weather, then all classes at The Community School will also be cancelled even if the weather improves. If weather conditions change during the day, cancellation of classes will be announced on our Facebook page: www.facebook.com/CommunitySchoolAtCapeCodTech and on the following radio stations: WKPE, WPLM, WOCB, WKPR, WSOX, WQRC and WCOD.

Refreshments: All refreshments must be consumed in the cafeteria and not brought back to shops or classes.

Non-Smoking Policy: Cape Cod Regional Technical High School is a non-smoking environment, as per state law. For this reason, there is absolutely no smoking in the school OR on school property. If you are seen smoking on school property, you will be asked to leave the property, you will not be allowed to complete any courses you are enrolled in, and no refund of tuition will be made.

Substance Abuse Policy: No substance abuse of any kind will be tolerated and will result in immediate dismissal with no refund.

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Course Listing

Courses are listed by category. Please refer to the Contents page to find a specific course. Textbooks and materials are included in the cost *only* where noted. Interest-free tuition plans are available for some of our courses.

Computer Studies

Basic Computers for Novice – Kate Fitzpatrick

Mon & Wed: 6:00 – 8:30 pm on Feb. 6, 8, 13 & 15

Cost: \$65

Start with the basics or simply fine tune your knowledge. Explore what you can do with your computer using Paint, Calculator and Media Player. Create, edit and save a document. Rediscover numbers using a spreadsheet. A fun class for all!

Mac Basic – Kate Fitzpatrick

Mon & Wed: 6:00 – 8:30 pm on March 26 & 28, April 2 & 4

Cost: \$65

Get started with your Mac by using Finder, customizing your doc and putting a picture on your desktop. Use Photo Booth and learn how to use widgets. Create and save a document. This class puts you on the path to reaching your computing potential!

Microsoft Office Excel – Kate Fitzpatrick

Mon & Wed: 6:00 – 8:30 pm on March 12, 14, 19 & 20

Cost: \$65

Learn to navigate, create and edit workbooks. Copy, cut, paste and format data and worksheets. Explore printing and page set ups. Work with formulas, functions and more. Create charts, use a multiple worksheets workbook, linking, sorting and filtering.

Computer Studies *continued*

Adobe Photoshop Elements II – Tom Noonan

Tuesdays 6:00 - 8:00 pm • Starts January 3 • 5 weeks

Cost: \$145

This level II class will teach you photo-retouching, color correction, sharpening, digital enhancement, selection essentials, layers, and filters. Prerequisite: Photoshop Elements I or equivalent background.

Introduction to QuickBooks – Cape Cod Tech staff

Mondays 6:30 – 9:00 pm • Starts January 23 • 8 weeks

Cost: \$159

Learn the basic skills needed to use QuickBooks in a business or home office environment. Set up a company file, customize it for your business, invoice customers, pay bills, reconcile checking and credit card statements. Basic computer skills are a must.

Cooking

Big Flavors, Small Plates – Domenic Bachand

Tuesdays 6:00 – 8:00 pm • Starts March 6 • 3 weeks

Cost: \$125 (includes cost of food)

Learn to prepare a variety of “small plates” dishes including appetizers, tapas plates and hors d’oeuvres to impress with visual appeal and flavorful tastes. A variety of ingredients will be used from the Mediterranean, Latin, North African and Asian cuisines.

Italian Regional Cooking – Domenic Bachand

Wednesday 6:00 – 8:00 pm • January 25 • 5 weeks

Cost: \$165 (includes cost of food)

For the cooking novice who is interested in creating regional Italian dishes. Prepare foods using cooking styles and ingredients from Tuscany, Campania, Emilia-Romagna, Veneto, Sicily and Piedmont.

Dance

Beginning Latin Dance – Diana Anderson

Tuesdays 6:00 – 7:15 pm • Starts January 24 • 8 weeks

Cost: \$85

Learn the basic footwork and simple turns of Merengue, Salsa, Rhumba, Cha-Cha and Bachata. This class will be less formal than ballroom style, more suited to a club or party. You don't need a partner. Shoes off for this fun class.

Belly Dance – Diana Anderson

Tuesdays 7:30 – 9:00 pm • Starts January 24 • 8 weeks

Cost: \$85

An ancient art form that values the feminine. Learn a body language that is fluid, magnetic, strengthening and transforming, "nourished by breathing and emotions." Wear comfortable stretch clothes and no shoes.

Photography

Introduction to Digital Photography – Rebecca Sher

Mondays 6:00 – 8:00 pm • Starts February 13 • 8 weeks

Cost: \$159

Learn digital photography basics including memory cards, manual and automatic modes, lighting and composition, capturing motion and how to organize, access and back up images in a computer. Bring your own camera.

Registration form

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Registration Form • Winter/Spring 2012 Session

Name _____

Address _____ City/Zip _____

Phone# _____ Cell# _____

Email _____

Course Name _____ Cost \$ _____

*Cosmetology students specify whether you are right or left handed R___ L___

Payment method: Check# _____ Amount _____ Cash Amount _____

Credit Card # _____ Visa, Master Card, Amex, Discover

Expiration Date _____ CVV _____

Signature _____ Date _____

*** Interest-free tuition plan is available, please call us on tel: (508) 432-4500 ext. 229 for information.**

Registration form

Special Program

Hospice Volunteer Training – Elaine Liatsos

Mondays 3:30 – 5:30 pm • Starts January 23 • 4 weeks

Cost: Free, materials provided

Are you looking to make a difference? Learn to provide compassionate care to the terminally ill. Upon completion, you will be eligible to join the dedicated Life Choice Hospice team. Volunteers may provide compassionate visits, read to, converse with, or play music for patients while providing emotional support and comfort.

To register for this course, please contact: Elaine Liatsos, Volunteer Coordinator and Staff of Life Care Hospice on tel (508) 896-1152 or email eliatsos@lifechoicehospice.com.

Licensing & Certification

Cosmetology – Mark Kalil

M-T-W-Th 5:00 – 10:00 pm (flex time) • Starts January 23

Cost: \$7200 for 1000hrs of instruction, kit and all materials

This hands-on, in-depth course prepares you to become a professional cosmetologist and to run your own business. You will learn all aspects of cosmetology including hair cutting, styling and coloring; nail care and design; skin care and makeup; as well as business skills to run your own salon. Please register before December 23rd to ensure your materials arrive before the start of class. *Interest-free tuition plan available -- call 508-432-4500 ext. 229 for information.

Licensing & Certification *continued*

Contractors License Course – Construction Certification Institute Tuesdays 6:00 – 9:00 pm • Starts January 24 • 8 weeks

Cost: \$339.95 -- Cost of books \$320 at <http://bit.ly/MAbooks>

A comprehensive review and examination to prepare construction professionals for the state MA State Building Code license exam. Candidates must have proof of 3+ years of construction experience. *You pass or we pay, call for details.*

Dental Radiology Certificate Course – Peggy Reilly-O'Brien Wednesdays 5:00 – 9:00 pm • Starts January 25 • 65 hours

Cost: \$695 (additional \$150 to take national exam)

Prepares you for the MA state certification exam as well as the national exam. The course covers all aspects of dental radiology including radiology physics, radiology safety, principals of film based and digital radiography both in and out of the oral cavity, infection control for the dental radiographer, quality assurance in radiology, and radiographic interpretation. Academic and clinical components are included in the course.

Massage Therapist Exam Prep Course – Joanna Ruggiero Wednesdays 6:00 – 10:00 pm • Starts January 25 • 8 weeks

Cost: \$350

Prepares you to take the National Certification Exam, with a focus on test strategy. You will discover a new and easy approach to studying for the exam and to tackle the exam's formulated questions. Student must bring the Susan Salvo 2nd or 3rd Edition textbook.

Health & Medical

Advanced Massage Techniques Levels 1-3 – Joanna Ruggiero
Thursdays 6:30 – 9:00 pm • Starts January 26 • 6 weeks
Cost: \$225

Advanced Level I includes Chakra work, gentle rocking, stretching and counter balancing techniques. Advanced Level II takes it up a notch and features variations/modifications on deep tissue massage. Advanced Level III teaches stimulation massage that activates body systems to promote detoxification and create more flexibility.

CNA – Certified Nursing Assistant – Cynthia Gardner
M-W 6:00 – 9:00 pm • January 23 • 75hrs class & 24hrs clinic
Cost: \$1400 (includes CPR training, uniform shirt)

This in-depth course will teach you basic nursing skills needed for employment as a nursing assistant in hospitals, nursing homes, home situations and long term-care facilities. Proof of immunizations and CORI check required.

EKG / Cardiovascular Technician – Cynthia Gardner
Tuesdays 7:00 – 9:30 pm • Starts January 24 • 12 weeks
Cost: \$300 (includes CPR training)

This course prepares students for a career as an EKG / Cardiovascular Technician and includes information on the operation of the EKG, anatomy and physiology of the heart, medical terminology, medical and legal aspects of patient contact, and disease process. CORI check required.

Health & Medical *continued*

Medical Assistant – Administrative – Jesse White

Tuesday 6:30 – 9:30 pm • Starts January 24 • 60hrs

Cost: \$675

This course prepares students for employment in the front office of a physician's office, hospital, clinic or lab. You will become familiar with communication with various members of a multi-disciplinary team, scheduling and referrals. Office practice will be included.

Medical Billing – Kenneth Cable-Camilleis

Wednesdays 7:00-9:30 pm • January 25 • 8 weeks

Cost: \$325

This course will teach you the procedures and knowledge necessary to work in a doctor's office, hospital, clinic, lab or other medical facility including billing terminology, commercial plans, Medicare and Medicaid, deductibles, HIPPA, and Security Rule.

Medical Terminology – Amanda Murphy

Tuesdays 6:30 – 9:00 pm • Starts January 24 • 10 weeks

Cost: \$325

This course is strongly recommended for anyone entering the medical/nursing field. You will learn the vocabulary needed to understand health and medical issues, and how these relate to the anatomy of the body. Textbooks must be purchased prior to the start of class.

Medical Coding – Kenneth Cable-Camilleis

Monday & Thursday 7:00-9:30 pm • Starts January 9 • 60hrs

Cost: \$675

This course will prepare you for work in a doctor office, public health facility, hospital, nursing home, and insurance company. A previous course in Medical Terminology or proven experience is a must. Textbooks must be purchased prior to the start of class.

Health & Medical *continued*

Phlebotomy – Sandra MacPhee

T-Th 6:30 – 8:30 pm • Starts January 24 • 13 weeks

Cost: \$1400

This course covers the use of multi-sample needles, butterflies, syringes, specimen collection, federal safety regulations and medical ethics. Preparation for the ASCP Certification test will be covered. Proof of immunizations and CORI check required.

Trades for Work & Enjoyment

Advanced Manicure and Pedicure Techniques -- Robin Dion

T-W 6:00 -- 9: 00 pm • Starts January 24 • 30hrs

Cost: \$300

This course is for the professional nail tech or salon owner who wants to increase his/her revenue by learning advanced techniques in overlay filling, monomer/polymer acrylics, gel acrylics, wraps, airbrush nail art, spa treatments, aroma therapy for nails and cuticles, etc. Students must supply their own table set-up and products. Electric drill with bits, UV light and airbrush machine available.

How to for Homeowners – Tom Sherry

Mondays 6:30 – 9:00 pm • Starts January 23 • 12 weeks

Cost: \$260 (includes materials)

This course will give you the know-how and confidence to tackle common home repair and includes basics in electric, plumbing and carpentry. You will learn what tools to have, how to replace switches, sink and toilet repair, sheetrock repair, furniture repair, and how to install decorative molding. This hands-on course is perfect for men, women and couples.

Trades for Work & Enjoyment *continued*

Small Engine Repair – Cape Cod Tech Staff

Thursdays 6:00 – 8:30 pm • Starts May 10 • 5 weeks

Cost: \$85

This hands-on course will teach you repair, maintenance and servicing techniques of small 4-cycle engines. Work on your own lawn mower, snow blower or other small engine. Call for project schedule.

Blueprint Reading for the Tradesman – Tom Sherry

Wednesday 6:30 pm – 9:00 pm • Starts January 25 • 10 weeks

Cost: \$230

Learn how to accurately read and understand foundation, framing, electrical, plumbing, and HVAC plans and prints. You will also learn about floor plans, elevations, schedules, job specifications, measurements, scaling and symbols of all the trades; and show how the various construction trades relate.

Electrical Estimating – Tom Sherry

Tuesdays 6:30 pm – 9:00 pm • Starts January 24 • 6 weeks

Cost: \$159

Learn how to accurately estimate and win competitive bids. This course assists electricians in coming up with the “right number” for residential and commercial projects and covers accurate material take off, competitive pricing, labor units, equipment cost, overhead and profits.

Basic Welding – Crystle Deschenes

T-Th 6:00 – 9:00 pm • 4 weeks

Winter course starts January 24 • Spring course starts March 6

Cost: \$325

Basic welding, brazing and cutting. This course is driven to achieve basic understanding of welding and its application. Recommended for the “do-it-your-selfer,” or maintenance person. All safety equipment plus materials included. Limit 7 students.

Trades for Work & Enjoyment

Intermediate Welding – Crystle Deschenes

T-Th 6:00 – 9:00 pm • Starts January 26 • 4 weeks

Cost: \$325 (or \$300 if you took a fall '11 welding class at CCT)

Basic arts welding including Stic Mig and plasma cutting.

Recommended for landscapers, excavators, etc. Prerequisite:

Basic Welding or previous experience. All safety equipment plus materials included. Limit 7 students.

Advanced Welding – Crystle Deschenes

T-Th 6:00 – 9:00 pm • Starts March 8 • 4 weeks

Cost: \$325 (or \$300 if you took a fall '11 welding class at CCT)

This program is focused on Tig welding of steel, stainless and

aluminum and is recommended for the serious mechanic,

landscaper, excavator, etc. Prerequisite: Basic and Intermediate

Welding. All safety equipment and materials included. Limit 7.

Equal Opportunity: The Cape Cod Regional Technical High School admits students and makes available to them its advantages, privileges and courses of study without regard to sex, race, religion, color, national origin or special needs. The School District is in full compliance with Massachusetts Law, Chapter 622 of the Acts of 1971 and Title IX of the Education Amendments of 1972 (U.S. Code), and Section 504 of the Rehabilitation Act of 1973. Individuals may make inquiries relative to Chapter 622 and Title IX from the Title IX Coordinator at the school address or by calling (508) 432-4500. Inquiries relative to Section 504 of the Rehabilitation Act should be directed to the Guidance Supervisor at the school address.

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Tel: (508) 432-4500 ext. 229

Pre-sorted
Standard
Permit #54
S. Yarmouth, MA
02664

Whether you are looking for a new career path or to develop your personal skills, The Community School at Cape Cod Tech offers in-depth courses just for you. Sign up today to learn, grow and succeed!

Connect with us:



www.capetech.us/adult-education



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