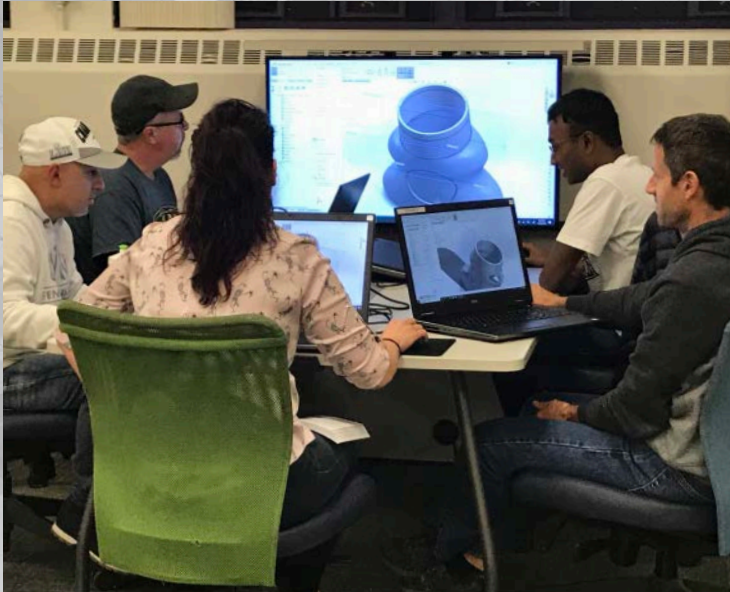


SHAWSHEEN TECH

ADULT CONTINUING EDUCATION



Spring
2020

*Never Stop Learning
It All Starts Here...*

www.shawsheentech.org



TEACH AT SHAWSHEEN TECH ADULT EDUCATION

Sharing knowledge, expertise and experience with others can be a deeply rewarding and gratifying experience. Do you have a course you teach now? Have you always wanted to teach but didn't have a venue to do so? We are looking for people with passion and skill who want to teach adults. Whether your passion is IT and programming, health and wellness, language and the arts or other technical fields, Shawsheen Tech Adult Education could be a great place for you to help others learn and grow.

Let us know what you would love to teach. Some teaching experience is helpful but not required. If you are interested in learning how you can join Shawsheen Technical Adult Education faculty please contact: Andrew Pigeon, Director of Community Services & Post-Secondary Programs at apigeon@shawtech.org or Alyce O'Connell, Adult Education Coordinator at aconnell@shawtech.org

SHAWSHEEN VALLEY REGIONAL SCHOOL DISTRICT School Committee

BEDFORD

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Glenn McIntyre

BILLERICA

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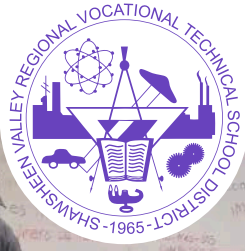


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How Do I Register?

REGISTER ON-LINE OR IN-PERSON

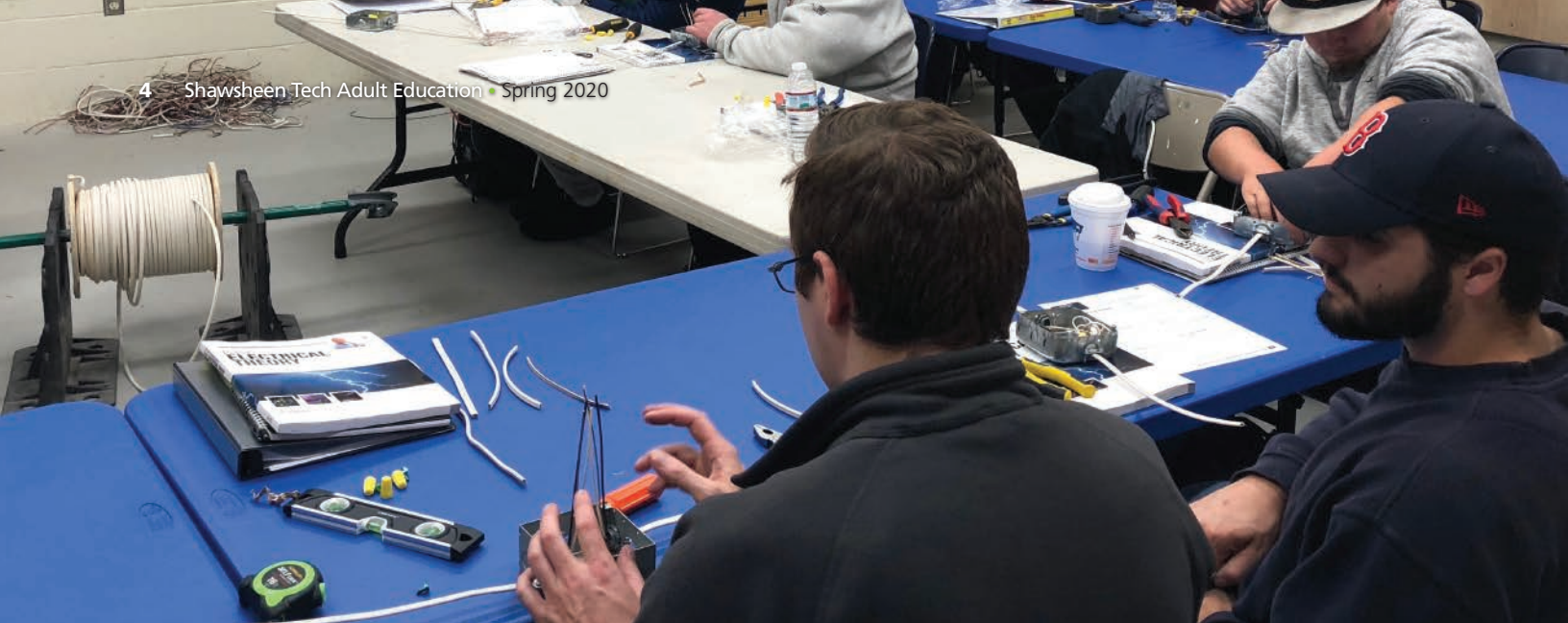
Shawsheen Adult and Community Education offers our customers many different ways to connect and register for our evening courses. The fastest and easiest way to register is online at shawsheentech.org. Our website is organized using the same course categories as the Table of Contents provided on this page. You can also download a copy of this catalog from the website at shawsheentech.org.

Our website also provides an easy and convenient way to contact the adult education staff via our email inquiry system. You may **also register in person during walk-in registration on February 12, 2020 from 5:30-8:00 pm** in the front lobby. Please enter the school grounds via the Cook Street entrance across from Farm Street. Enter the building through the student entrance.

If you miss walk-in registration you may still register on-line at any time or contact the adult education line at 978-671-3650 or adulted@shawtech.org to make an evening appointment.

Our new registration system requires that you create a log-in with a username and password. Customers are encouraged to create the username and password prior to walk-in registration.

We recommend customers register at least two weeks before classes begin. Classes with low enrollment risk cancellation. Registering early gives the best chance of classes running.



Building Trades

ELECTRICAL CODE SERIES FOR JOURNEYMAN LICENSURE

Shawsheen Tech's 600 Hour Journeyman License Preparation Series consists of four levels of courses:

Level 1 Introduction is offered for anyone just starting out and/or anyone with less than 150 certified hours of classroom code and theory instruction.

Level 2 Intermediate is offered for apprentices with more than 150 hours and less than 300 hours of code and theory instruction.

Level 3 Intermediate is offered for apprentices with more than 300 hours and less than 450 hours of code and theory instruction.

Level 4 Advanced is offered for apprentices with more than 450 hours of code and theory instruction.

600-Hour Journeyman License Series: Introduction: First 75 Hours

Are you looking to become an electrician? The standards of the Massachusetts Electrical Board of Examiners require both confirmation of multiple years of work hours in the electrical industry along with 600 hours of classroom instruction focused on national electrical codes and electrical theory.

This course is the starting point for anyone interested in a journeyman license. This is the first 75 hours of the Introduction course. A second 75 hour course will be offered following the first 75 hour, allowing you to complete the first 150 hours of the Introduction course.

The Introduction course is offered for anyone just starting out and/or anyone with less than 150 certified hours of classroom code and theory instruction.

Instructor: Jared Norkiewicz

75 Hours • Monday and Wednesday • 6:00-9:00 pm
Course begins: January 13, 2020 • \$595.00 (Tuition includes the cost of the textbook)

600-Hour Journeyman License Series: Introduction: Second 75 Hours

FOR RETURNING STUDENTS ONLY!

This is the second 75 hours of the Introduction course, allowing you to complete the first 150 hours of the Introduction course.

The Introduction course is offered for anyone just starting out and/or anyone with less than 150 certified hours of classroom code and theory instruction.

Instructor: Eric Sullivan

75 Hours • Tuesday and Thursday • 6:00-9:00 pm
Course begins: January 14, 2020 • \$550 (Tuition does not include the cost of the textbook)

600-Hour Journeyman License Series: Level 2 – 75 Hours

This course is the second 75 hours of the intermediate level 2 course. This course is appropriate for apprentices with more than 150 hours and less than 300 hours of classroom code and theory instruction.

Intermediate level 2 is offered for apprentices with more than 150 hours and less than 300 hours of code and theory instruction.

Instructor: Scott Donald

75 Hours • Monday and Wednesday • 6:00-9:00 pm
Course begins: January 13 • \$550 (Tuition does not include the cost of the textbook)

600-Hour Journeyman License Series: Level 3 - 75 Hours

This course is the second 75 hours of the intermediate level 3 course. This course is appropriate for apprentices with more than 300 hours and less than 450 hours of classroom code and theory instruction.

Intermediate level 3 is offered for apprentices with more than 300 hours and less than 450 hours of code and theory instruction.

Instructor: David Perry

75 Hours • Monday and Wednesday • 6:00-9:00 pm
Course begins: January 13 • \$550 (Tuition does not include the cost of the textbook)

600-Hour Journeyman License Series: Advanced: 75 Hours

This course is the second 75 hours of the final 150-hour series completing the required 600-hour journeyman license code and theory sequence.

The Advanced course is offered for apprentices with more than 450 hours of code and theory instruction.

Instructor: Adam Haywood

75 Hours • Monday and Wednesday • 6:00-9:00 pm
Course begins: January 13 • \$550 (Tuition does not include the cost of the textbook)



PLUMBING CODE

550-Hour Registered Plumbers License – 110 Hour Tier 1

Next 110 Hour Course begins September 2020

550-Hour Registered Plumbers License – 110 Hour Tier 2

Next 110 Hour Course begins September 2020

550-Hour Registered Plumbers License – 110 Hour Tier 3

Next 110 Hour Course begins September 2020

550-Hour Registered Plumbers License – 110 Hour Tier 4

Next 110 Hour Course begins September 2020

550 Hour Registered Plumbers License – 110 Hour Tier 5 – Master

Next 110 Hour Course begins September 2020

New! Hoisting License Prep Class - 2A & 1C Combo Class

This 6-hour program is intended to prepare candidates to test for the Massachusetts Department of Public Safety 2A or 1C Hoisting License Exam. The 2A Hoisting License allows candidates to operate excavators, backhoes and loaders. The 1C Hoisting License allows candidates to operate hydraulic telescoping booms with or without wire ropes.

Textbook supplied by the Instructor. There is a state proctored test that requires a separate \$75.00 test fee.

Instructor: Bill Pepe

Section 1 • February 12 and 13, 2020 • Wednesday and Thursday • 5:00-8:00 pm • \$250 (Tuition includes the cost of the textbook)

Section 2 • April 8 and 9, 2020 • Wednesday and Thursday • 6:00-9:00 pm • \$250 (Tuition includes the cost of the textbook)

Drafting

AutoCAD – The Basics

AutoCAD is one of the most popular design tools used in architectural, construction and manufacturing applications. This is an introductory course taught in a dedicated drafting and CAD training facility. Students will learn the fundamentals and various components of a computer graphic system, including how to draw and edit lines, circles, complex shapes and set-up and plan two dimensional drawings.

Instructor: Matthew Spence

10 classes • Tuesday & Thursday • 6:00-8:30 pm
Course begins: March 3 • \$240



Business and Computer Applications



Intro to Computers, Microsoft, and Apps

The world can be divided into two groups, the “digital natives” (the young folks born with a computer in their crib) and the rest of us. If you’re a part “the rest of us”, this is your course. Whether you are looking to enhance your computer skills for work or personal use, this is the course that gently guides you through the MS Office Suite (Word, PowerPoint and Excel) browsing the internet, and understanding applications for your devices.

Instructor: Robert Musto

10 classes • Monday & Wednesday • 6:00-8:00 pm
Course begins: March 30 • \$185

NEW! Google Apps

Using Google Apps at work or at home? Not sure where to start? In this Google Apps course, students will learn the basics of Gmail and Google Drive. Students will learn how to: manage a Gmail account, create Google Docs, organize data in Google sheets, create presentations in Google Slides and so much more. Guided by student feedback, we will dive into each application in the online G-Suite and discover how these tools can be utilized.

Instructor: Jillian Buker

6 classes • Thursdays • 6:00-8:00 pm
Course begins: March 5 • \$120

Keeping Your Personal Data Safe

Do you want to ensure your home network is secured and your personal data is safe? Then this class is for you. In this class we will discuss ways to ensure that your home network is secure, while protecting your home computers and wireless connections. Lessons on safeguarding social media accounts and how to enable security methods for social media websites will be presented. Also, we will discuss ways that hackers and other threats may try to gain information from you. Topics include: Basic home network security, email security, identification of scams, online payment systems, including Apple Pay, Google Pay, Venmo, cell phone security, social networking security, two-factor authentication, and Public WiFi security.

Instructor: Jon Goulet

5 classes • Tuesday • 6:30-9:00 pm
Course begins: April 7 • \$125

NEW! Virtualization and Cloud Technologies

As a small business owner keeping expenses down while maximizing performance is a constant struggle. In this class we will learn how to maximize your business’s hardware by using virtualization and cloud technologies. Using virtual technology cuts costs and is able to take full advantage of your systems resources. We will learn how to create virtual machines, back up these machines in case of a virus or failures and learn best practices to keep backups safe.

Instructor: Robert Musto

5 classes • Tuesday • 6:30-8:30 pm
Course begins: February 25 • \$125

Professional Logo Design with Adobe Illustrator

Logos are an essential part of our modern visual landscape. In this hands-on course we will explore how to identify the components that make up a successful logo and the design techniques used to create that logo. Basic logo theory will be combined with nuts-and-bolts techniques to create a logo that incorporates the principles of the most successful logo designs. Topics include: Working with Adobe Illustrator, choosing the right typeface, designing with simple shapes, designing with negative space, choosing logo colors and preparing final files.

No logo design or Adobe Illustrator experience is required; however, you should have a full or free trial version of Adobe Illustrator. Each student will leave the course with a unique logo design.

Instructor: Samantha Wilder Oliver

8 classes • Monday and Wednesday • 6:00-9:00 pm

Course begins: March 2 • \$240

Harnessing the Power of Social Media

Whether you've already dipped your toes in the waters of social media or are still standing on the shore, learning how to interact on various social media platforms is crucial in order to survive and thrive in this age of digital communication. This course is ideal for anyone that wishes to gain a greater understanding of social media and how it relates to your business. Topics include: Defining what is social media, identifying the various channels for social media, basic uses of social media, engaging with people to build relationships and trust, and how to make community-building a collaborative and cross-departmental priority for your company. The class will discuss how to develop a brand voice and create a consistent experience across all of a company's external channels.

Instructor: Samantha Wilder Oliver

8 classes • Monday and Wednesday • 6:30-8:30 pm

Course begins: April 27 • \$160



CPR Classes

Heartsaver CPR/AED

Video-based instructor-led course that teaches adult, child, and infant CPR AED use. The course also includes how to revive choking adults, children and infants. This course is for anyone with limited or no medical training. Students will get a completion card at the end of the course. Please wear comfortable clothing. Card is \$20, payable by check to Pulserate, the night of class. A \$5 optional book is also available for purchase from the instructor. Students will receive an electronic CPR (E-card) from the American Heart Association.

Instructor: Steve Sentementes

1 evening • Thursday, March 5 • 6:00-10:00 pm • \$75

1 evening • Tuesday, April 28 • 6:00-10:00 pm • \$75

Healthcare BLS Provider CPR

Video-based instructor-led course that teaches high-quality CPR for adults, children, and infants. You will learn the AHA Chain of Survival, specifically the BLS components, use of an AED, effective ventilation using a barrier device, and the importance of teams in multi-rescuer resuscitation and performance as an effective team member during multi-rescuer CPR. You will also learn relief of foreign-body airway obstruction (choking) for adults and infants. This course is perfect for all First Responders, Police, Fire, EMT, Nursing students and Dentists. There is a test at the end of the class. Please wear comfortable clothing. Card is \$10, payable by check to Pulserate, the night of class. A \$16 optional book is also available for purchase from the instructor. Students will receive an electronic CPR (E-card) from the American Heart Association.

Instructor: Steve Sentementes

1 evening • Thursday, March 19 • 6:00-10:00 pm • \$95

1 evening • Tuesday, April 7 • 6:00-10:00 pm • \$95

Programming

Introduction to Programming Using Java

Learn the fundamentals of programming using the Java language. This is a great course for the curious and adventurous person looking to join the legion of “coders.” Anyone can learn to code, and this hands-on un-intimidating course can be your gateway into the world of programming. Topics include: NetBeans and Eclipse IDE, Java language basics, object-oriented design loops, input and output, collections, and packaging.

Instructor: Dan Peters

5 classes • Thursday • 6:30-9:00 pm
Course begins: February 27 • \$150

Secondary Programming Using Java

This course is designed to build on the Introduction to Programming using Java and is also open to anyone with some experience using Java. This course delves into the power of Java including networking and Graphical User Interface (GUI) design and Java 8 features. Course topics include: Netbeans and eclipse IDE, networking and multithreaded programming, graphical user interface design, UI design components, functional interfaces and lambda expressions, Java 8 date/time and stream API's.

Instructor: Dan Peters

5 classes • Thursday • 6:30-9:00 pm
Course begins: • April 9 • \$150

The Java Series

If you are truly inspired and motivated to learn the Java programming language, THEN TAKE TWO and SAVE. The Java Series Includes both the Introduction to Java and Secondary Programming courses. Registering for the Series guarantees your seat in both courses.

Instructor: Dan Peters

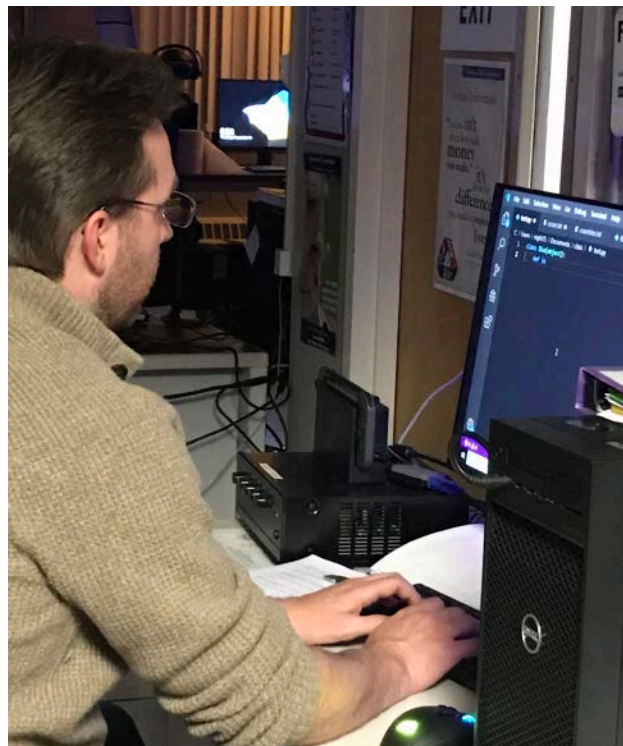
10 classes • Thursday • 6:30-9:00 pm
Course begins: February 27 • \$250

Mastering Business Analytics and Data Visualization Using Tableau

The Data Economy needs people who can make sense of it and communicate findings effectively. In this course, you will learn to use best data visualizing and analytics software Tableau and turn your data into interactive dashboards. You will get hands on training to create stories with dashboards and share these dashboards with your audience. Tableau's simple drag-and-drop user interface makes the task easy. This course is for anyone who works with data, regardless of technical or analytical backgrounds. By the time you complete this course, you'll be a proficient Tableau user. You will gain skills to analyze and visualize complex data sets with ease.

Instructor: Nirav Shah

4 classes • Thursday • 6:30-9:00 pm
Course begins: March 12 • \$125



Python

Learn interactive programming and expand your programming power with Python. The Internet of Everything is built on Python. Python is Google's primary scripting language. People are using Python today for IOS and Android app development. This is a course both for programmers and people comfortable with computers and interested in learning the basics of programming.

Instructor: Tim Durkee

6 classes • Thursday • 6:30-9:00 pm
Course begins: April 2 • \$150

New! Java Web Development

This is a course for professionals who want to learn how web applications work in Java. We will start by focusing on servlets, servlet security, and session management. Thereafter students will acquire knowledge of building dynamic web page views with JSP and implementing the MVC design pattern. The course will provide an overview of J2EE web services and will briefly cover popular Java web frameworks (JSF, Hibernate, and Spring MVC). The course is open to anyone with some experience using Java.

Instructor: Alon Bodnya

6 classes • Wednesday • 6:30-9:00 pm
Course begins: February 5 • \$150

Living Well

Yoga

Rejuvenate and reset for the best year yet, with a new health routine that will foster physical and mental strength, balance and focus. Learn about how the many benefits of yoga can improve everyday wellness and productivity. Beginners encouraged. Bring a mat, towel, and water.

Instructor: *Mary Bowen*

8 classes • Monday and Wednesday • 5:30-7:00 pm

Course begins: March 2 • \$120



NEW! Chakras for Beginners

This beginner's guide to each of the seven main chakras breaks down how to identify and unblock each 'Energy Center'. Chakra Unblocking refers to the idea that when all of our chakras are open, energy can run through them freely and harmony can exist between the physical body, mind, and spirit. Participants will have a packet to bring home.

No prerequisite.

Instructor: *Marie Dutille Tremblay, RMT*

1 evening • Tuesday, March 24 • 6:00-9:00 pm • \$45



NEW! Reiki Level 1 and Attunement

Reiki 1 Provides an introduction to Reiki, including the history, applications, and current research on this light touch therapy from Japan. Reiki can help you to incorporate the ancient wisdom of stress management into your everyday life. In class you will learn to practice Reiki on yourself. Participants will leave class with a certificate and workbook, fully trained to do level 1 Reiki. Each student will receive Reiki from Reiki Master Marie Tremblay.

Reiki 1 is a requirement for Pet Reiki and Reiki 2 to be offered in the Fall of 2020.

Instructor: *Marie Dutille Tremblay, RMT (Reiki Master Teacher)*

Section 1 • March 3, 5, 10, 12 • Tuesday and Thursday
• 6:00-8:00 pm • \$135 (Tuition includes the cost of the workbook)

Section 2 • May 5, 7, 12, 14 • 4 classes • Tuesday and Thursday
• 6:00-8:00 pm • \$135 (Tuition includes the cost of the workbook)

NEW! Pet Reiki

If you love animals and want to learn a way to connect with them and help them to heal themselves, this is the course for you. Pet Reiki can be applied to all animals however we will mainly focus on domestic. There will be no live animals in this workshop. Participants will take home a guide to practice at home.

REQUIREMENT: Reiki One

Instructor: *Marie Dutille Tremblay, RMT*

1 evening • Thursday, March 19 • 6:00-9:00 pm • \$45

1 evening • Tuesday, May 19 • 6:00-9:00 pm • \$45

Home and Hobbyist



NEW! Basics of Pencil Drawing

Would you like to learn basic drawing skills or improve on the skills you already have? Then this fun class is for you! Using basic materials, students will explore the fundamentals of pencil drawing. This class will teach you about the basic tools and skills you need to draw with graphite and charcoal pencils. We will cover how to look at the subject and help you improve your overall drawing.

Instructor: Danielle McCoy

4 classes • Tuesday • 6:30-8:30pm

Course begins: March 3 • \$100 (tuition includes the cost of drawing supplies)

Beginners Digital Photography

Do you have a Digital SLR Camera and have no idea how to use it? Then this is the course for you. In this class you will learn how to photograph in Manual mode. Through a series of lectures on the many functions of your camera, creative processes, fun photo assignments and one on one instruction you will start to produce beautiful images and feel more comfortable photographing with your camera.

Instructor: Alyce O'Connell

4 classes • Saturday • 10:00 am-1:00 pm

Course begins: March 7 • \$125

Advanced Digital Photography

This course is designed for the photographer who wants to expand their knowledge of photography. Students will be taken to a further level, focusing on complex camera, composition, lighting and photoshop editing techniques. The course follows a hands-on approach with plenty of practical training and projects to help students develop their own style.

*Must have basic understanding of using DSLR camera in manual mode and/or completion of Beginners Digital Photography.

Instructor: Alyce O'Connell

4 classes • Saturday • 10:00 am-1:00 pm

Course begins: April 11 • \$125

NEW! Photoshop for Photographers

Photographers at any skill level can substantially increase their technical and creative control of the image-making process by learning to use Photoshop as an integrated component to their workflow. This course will provide students with a comprehensive understanding of how photo editing allows photographers to build on image capture to bring their work to higher levels. Learn the basic foundational skills for Adobe Photoshop and see real life examples of how a professional photographer (the instructor) works with the program to achieve technical and esthetic digital imaging effects. With Photoshop in your tool kit, you will see exponential expansion of your photography capabilities... If you can dream it, you can create it!

Instructor: Don Bernstein

4 classes • Thursday • 6:00-9:00 pm

Course begins: May 14 • \$125



Intermediate Fly Tying

The intermediate/advanced fly tying class includes the use of a lot of new materials and some great new fly designs. The class is based on learning the techniques used to create some of the most successful new patterns today such as *Euro Nymphing, deer hair flies, catskill drys and more modern alternatives, Irish style wet flies and sand eel patterns.*

We will spend two nights creating deer hair bugs for both freshwater and saltwater. Catskill dry's will also be on our agenda. Lastly, we will tie some Irish wet flies. We will finish up the class tying a weighted sand eel pattern that students will find productive and useful. With all these patterns, we focus on the fly tying techniques and how it can be applied to many styles of flies.

This is a hands-on class. Bring your tools. All materials and hooks are supplied.

Instructor: Rob Galante

6 classes • Tuesday • 6:30-9:00 pm

Course begins: February 4 • \$150

Practical Home Maintenance and Energy Efficiency Techniques

Whether you are a first-time home buyer or experienced homeowner this course is for you. Protect your investment and experience the satisfaction of doing your own basic home repairs including basic plumbing repairs. You'll learn how to use the essential tools of home maintenance with Skip, an experienced carpenter and home builder. No prior carpentry experience required.

Instructor: Skip Ciccarelli

5 classes • Thursdays 6:30-9:00 pm

Course begins: March 12 • \$175 (materials costs are included in this price)

New! Introduction to Woodworking—The Shaker End Table

With its simple but elegant lines, the Shaker End Table is an excellent example of American history that compliments furniture from all periods. This course is designed with the beginner as well as the more advanced woodworkers in mind. We will explore several elements including design, tool maintenance, milling, joinery, assembly, and finish. Students will learn to cut both through and half-blind dovetails, mortise and tenon joints, and tapered legs.

Participants will learn tool setup and maintenance with a heavy concentration on safety. Additional lessons will cover wood movement, where and how to purchase quality materials, and what to expect as you continue as a woodworker. At the end of the course, students will take home a completed Shaker End Table. This introductory course will prepare the student for more advanced classes. Students are required to bring woodworking tools. A list is provided on our website.

Instructor: Michael McGrath

12 classes • Monday and Wednesday • 5:30-8:30 pm

Course begins: March 2, 2020 • Tuition: \$475 (materials costs are included in this price)



Language

Conversation Spanish

This course will be focus on conversation emphasizing pronunciation, fluency and vocabulary. Conversational Spanish will provide the knowledge, vocabulary and linguistic structures necessary for students to use Spanish language as a mean of communication. This class will also introduce students to Spanish culture to better understand the language. It will include the necessary oral practice of dialogue, vocabulary and basic grammar to communicate in Spanish at a basic level.

Instructor: Soraya Rodriguez

8 classes • Wednesday • 6:00-8:30 pm

Course begins: March 25 • \$175

Cooking

The Dinner Party

Hosting a dinner party does not have to be stressful, in fact it can be fun, if you have a menu and a plan. This course offers you both. In this four-week course, each week we will plan and prepare one or two of the courses in a five-course meal, from appetizers through dessert. Impress your friends and family with your ability to organize a sumptuous meal with ease. Please note: there is a limit of 10 students for this course.

Instructor: Christine Deluca

4 Classes • Monday • 6:00-8:30 pm

Course begins: April 6 • \$175 (includes the cost of food)

Basic Cake Decorating

Students will learn basic cake decorating techniques. These techniques include basing a cake, creating different trims, writing on a cake, and basic designs such as balloons and streamers. Students will also learn how to make different color frosting and how to fill a piping bag.

This class is frosting only, there will be no use of fondant.

Instructor: Mikayla Cassidy

4 classes • Wednesday • 6:00-8:30 pm

Course begins: March 4 • \$155 (includes the cost of food)



NEW! Cupcake and Cookie Design

Wow your family and friends with creative themed cupcake and cookie designs!

In this class students will learn how to decorate cupcakes and cookies, including basic traditional cupcakes and cookie designs to more advanced techniques. Students will use a variety of different decorating techniques.

Instructor: Mikayla Cassidy

4 classes • Wednesday • 6:00-8:30 pm

Course begins: April 8 • \$155 (includes the cost of food)

ServSafe

In this course students will learn the most recent FDA Food code, food safety and food sanitation procedures, in preparation for your Certification testing which will be at the end of the last class. With a passing grade you will receive the ServSafe Certification in Food Safety. This certification is Nationally recognized and accredited.

Price includes textbook, classes and exam.

Instructor: Robert Roach

4 Classes • Tuesday • 6:00-9:00 pm

Course begins: March 3 • \$215

Real Estate & Finance

Essentials of Estate Planning

Every adult needs an estate plan. This course will teach you the fundamentals and elements of will and trust based estate plans. When you have all the proper elements in your plan you and your family will be protected and cared for in the event of incapacity or death. Each class participant will create a customized Estate Plan Design Summary during the course. Topics of review will include: Wills, Trusts, Financial and Health Care Directives, Life Estates and Homestead Protection, Guardianship and Elder Law, DIY Estate Planning Mistakes.

Instructor: Attorney Tara Wilson

1 evening • TBD • 6:00-9:00 pm • \$45

Financial Planning

When it comes to planning for retirement, people are often overwhelmed. There are so many tools out there and so many firms to utilize; what is best for each individual? In this class you will learn more about IRA vs. Roth, are annuities good or bad, how much money do you need to retire, Trump tax bill rules and tips, ways to protect against extended healthcare costs, and how to organize your assets in retirement.

Instructor: Joseph Anderson

1 evening • Wednesday, April 15 • 6:30-8:30 pm • \$35

Long Term Care Planning

Long-term care is one of the largest expenses many seniors will face. At least 70% of people over age 65 will require long-term care services at some point in their lives. The key is to plan ahead by using estate planning techniques that protect your assets and save you money to be better able to manage these expenses. Find out about the different tools that will help protect your home and life savings, how to qualify for MassHealth (Medicaid in Massachusetts), what the 5-year look-back period is, ways to pay for long-term care, and MassHealth Home Care options.

Instructor: Matthew G. Karr, Esq.

1 evening • Tuesday, April 28 • 6:30-8:30 pm • \$35

REAL ESTATE

Real Estate Salesperson's License Preparation Course

Learn the real estate essentials necessary to be licensed by the Commonwealth of Massachusetts as a real estate salesperson. Areas to be covered include legal aspects of brokering, real estate financing, mechanics of closing, residential market evaluation, landlord-tenant relations, condominium conversions, tax abatements, zoning and land use control, license law and Massachusetts real estate practice, and real estate math. Please note: by completing this 42-hour course, students will have met the pre-licensure education requirement for the Massachusetts Real Estate Salesperson exam. A course study-guide will be provided.

Instructor: Kenneth Kemp

14 classes • Monday & Wednesday • 6:00-9:00 pm
Course begins: March 2 • \$345

Shawsheen Tech
Adult Education

ONLINE
COURSES

These **high-quality courses** are **taught by industry experts** and designed to quickly deliver specific skills and knowledge that **help to advance personal or professional development**. Our online classroom is informative, convenient, and highly interactive.



Accounting Fundamentals Series

Increase your financial awareness and a marketable skill.

Introduction to Microsoft Excel 2019/Office 365

Learn how to use this powerful software.

Medical Terminology: A Word Association Approach

Prepare for a career in the health services industry.

Microsoft Excel 2019/Office 365 Series

The series bundle will help you master this software.

Speed Spanish

You'll be engaging in conversational Spanish in no time.

Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language.

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

24/7 Access • All classes start new every month • Certificate of completion • 6-week format • Average 24 work hours • Discussion boards • Mobile accessible

Enroll or view all our online courses at: www.ed2go.com/stae

Important Information

How to Register

Three Easy Ways:

1. **ONLINE** registration is available at www.shawsheentech.org.
2. **VISIT** us during walk-in registration hours at Shawsheen Valley Technical HS **on February 12, 2020** from 5:30 to 8:00 pm in the front lobby.
3. **EMAIL** us at adulsted@shawtech.org to set up an appointment with adult education staff. You are always welcome to sign up in person after walk-in registration has ended.

When does registration begin?

Registration opens as soon as the catalog of classes is posted online at www.shawsheentech.org. We recommend customers register at least two weeks before classes begin. Classes with low enrollment risk cancellation. Registering early gives the best chance of classes running.

Website Log-In

Our on-line registration system requires that you create a log-in with a username and password. Customers are encouraged to create the username and password prior to walk-in registration. Create your log-in at www.shawsheentech.org

Registration Confirmation

You are officially enrolled as soon as we receive your payment. An email address is required for a confirmation email to be sent to you from Shawsheen Tech.

Registration Age Requirement

Classes are open to adults eighteen years of age and older.

Course Withdrawal and Refunds

Refunds are handled as follows:

1. Full refunds are given when a class is cancelled due to low enrollment.
2. Withdrawal from any course up to 8 days prior to the start date will receive a full refund.
3. Withdrawal from a course 7 days or less prior to the published start date of the course we provide a 50% refund.
4. No refund will be issued AFTER the first class of any course.
5. Refund payments require a 30 day processing period.
6. To request a refund, log into your account on the adult education registration website and choose the course you wish to cancel.

Course Cancellations

All classes are offered pending sufficient enrollment, subject to cancellation at the discretion of Shawsheen Tech.

Our Location

Shawsheen Valley Technical High School, 100 Cook St., Billerica, MA 01821.

Parking and School Entrance

Enter the school parking lot from the Cook Street entrance. Please do not park in the front parking lot reserved for school administrators. The front doors to the school remain locked in the evening. Ample parking is provided in the main parking lot. Please enter the building through the main student entrance. This is the only door for adult education students to enter and exit.

First Night of Class, Room Assignments, Course Materials

On the first night of class, enter the building through the main student entrance. Adult education staff will be available to bring students to their classrooms. For most courses instructors will provide hand-outs and other course materials, very few courses require a text book. We do recommend that you bring a notebook and pen for your own benefit.

School Closings

Occasionally due to unforeseen circumstances (snow, power outages, instructor illness, etc.) Shawsheen Tech must cancel an evening class. In the case of a snow emergency, check your local news channel for cancellations regarding evening classes. If weather worsens during the day, a decision will be made by late afternoon and relayed to the television stations. Class cancellations will also be announced on the school website at shawsheen.org, on Twitter at [STI_adult_ed](https://twitter.com/STI_adult_ed) and [shawtech_hs](https://twitter.com/shawtech_hs)

If a class is canceled for reasons other than weather, students will receive a phone call or e-mail from the course instructor and/or Shawsheen Tech faculty letting them know class has been cancelled.

Class Make-Up

In the event a class is cancelled classes are made up by extending the finishing date of the course, unless other arrangements are made between the instructor and the class.

School Holidays

There will be NO evening classes scheduled on the following dates:

- Wednesday – January 15
- Monday – January 20
- Thursday – February 6
- Monday – Friday – February 17 – 21
- Monday – Friday – April 20 - 24
- Thursday – May 7
- Monday – May 25

Contact Information

Email: adulsted@shawtech.org

SHAWSHEEN TECH ADULT EDUCATION STAFF

Andrew Pigeon • apigeon@shawtech.org
Director of Community Services & Post-Secondary Programs
Alyce O'Connell • aoconnell@shawtech.org
Adult Education Coordinator • 978-671-3650

Disclaimer

Every effort has been made to ensure accuracy within this web site 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 Shawsheen Tech. Shawsheen Tech reserves the right to make changes regarding the information contained herein.

In compliance with federal and state law, it is the policy of the Shawsheen Valley Technical Institute not to discriminate on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, or disability in its educational programs, activities or employment policies.

Shawsheen Technical Institute does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The Shawsheen Technical Institute also does not discriminate on the basis of disability in its hiring or employment practices. This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator.

Shawsheen Valley Technical High School
Office Address: 100 Cook Street, Billerica MA
Phone Number (Voice/TDD): 978-667-2111
Days/Hours Available: 10am until 5pm

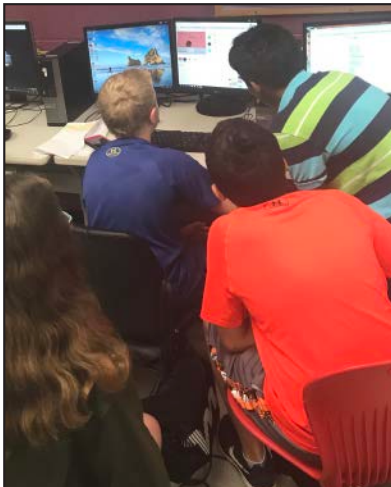
Summer at Shawsheen

For Students
Ages 7-17



Experience all Shawsheen has to offer!

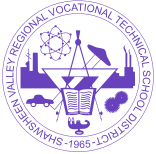
- **Sports Clinics** [Boys Basketball, Girls Basketball, Girls Volleyball, Baseball, and others]
- **STEM Courses** [Computer Gaming Code Academy, Robotics/Engineering, Girls Who Code, and others]
- **Test preparation** [College Application/Essay, SAT, MCAS, Prepping for Success]
- **Vocational-Technical Courses:** Kitchen Fundamentals, Digital Photography/Photoshop, Summer Explore (full-day experience)
- **Academic courses** [Enrichment and Academic makeup]
- **Full and half-day offerings with extended-stay option**



Look for more in-depth information about the different offerings by visiting the Shawsheen website (Updates will be posted in February):

www.shawsheentech.org

If you have any questions, please contact:
Kevin Bloom, Summer Program Coordinator
at 978-671-3631 or summer@shawtech.org



Shawsheen Tech Adult Education
 100 Cook Street
 Billerica, MA 01821

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CLASSES START JANUARY AND SEPTEMBER 2020



Plug into a Career Path to become a Licensed Electrician

ELECTRICAL CODE SERIES FOR 600-HOUR JOURNEYMAN LICENSURE

Are you looking to become an electrician or continue your education towards an electrical license? Shawsheen Tech's 600 Hour Journeyman License Preparation Series consists of four levels of courses, training students for licensure:

Level 1 Introduction is offered for anyone just starting out and/or anyone with less than 150 certified hours of classroom code and theory instruction.

Level 2 Intermediate is offered for apprentices with more than 150 hours and less than 300 hours of code and theory instruction.

Level 3 Intermediate is offered for apprentices with more than 300 hours and less than 450 hours of code and theory instruction.

Level 4 Advanced is offered for apprentices with more than 450 hours of code and theory instruction.

600-Hour Journeyman License Series: Introduction: 75 Hours each semester

This course is the starting point for anyone interested in a journeyman Electrical license. The Introduction course is offered for anyone just starting out and/or anyone with less than 150 certified hours of classroom code and theory instruction.

Tuesday and Thursday evenings, 6:00–9:00pm or Monday and Wednesday evenings 6:00–9:00pm

600-Hour Journeyman License Series: Level 2 – 75 Hours each semester

This course consists of two 75-hour classes of the Intermediate Level 2 course. This course is appropriate for apprentices with more than 150 hours and less than 300 hours of classroom code and theory instruction.

Monday and Wednesday evenings 6:00–9:00pm

600-Hour Journeyman License Series: Level 3 – 75 Hours each semester

This course consists of two 75-hour classes of the Intermediate Level 3 course. This course is appropriate for apprentices with more than 300 hours and less than 450 hours of classroom code and theory instruction.

Monday and Wednesday evenings 6:00–9:00pm

600-Hour Journeyman License Series: Advanced: 75 Hours each semester

This course consists of two 75-hour classes, of the final 150-hour series, completing the required 600-hour journeyman license code and theory sequence.

The Advanced course is offered for apprentices with more than 450 hours of code and theory instruction and is directed at reviewing all code articles in preparation of students taking the exam for their journeyman's license.

Monday and Wednesday evenings 6:00–9:00pm

THE ELECTRICAL FIELD IS PROJECTED TO GROW BY

59,600

JOBS, 2016–2026

— US Bureau of Labor Statistics



To Learn More and Reserve Your Spot! visit

shawsheentech.org

For more information, call 978-671-3650 or email us at adulded@shawtech.org