

GREATER LOWELL TECHNICAL SCHOOL

ADULT CONTINUING EDUCATION

FALL 2018



**REGISTER EARLY
DON'T WAIT UNTIL THE LAST
MINUTE.**

**WALK AND MAIL IN REGISTRATION IS NOW IN PROGRESS.
APPLICATIONS WILL BE ACCEPTED UNTIL AUGUST 31, 2018**

**FOR MORE INFORMATION
PLEASE CALL:
978-441-4874
7:30 AM - 2:30 PM**

GENERAL INFORMATION

Mission Statement

Greater Lowell Technical School Adult Post-Secondary Programs commit to provide students with a dynamic academic and technical education to prepare them with the knowledge, skills and attributes needed to be successful in their chosen profession. We prepare and encourage students to be lifelong learners while realizing and pursuing their individual potential for personal and professional success.

Rules for Conduct

- There is absolutely **NO SMOKING** anywhere on campus.
- All safety rules must be obeyed.

Grading Policies

Grading Policies will be explained during the first class.

Inclement Weather

Whenever the Greater Lowell Technical High School has been cancelled due to inclement weather, Evening School Classes will be cancelled. Please listen to the television, WBZ Channel 4, WCVB Channel 5, and WNEV-TV, Channel 10 and radio stations WHDH, WCAP and WXLO.

Parking

Student parking is allowed only in the second and third parking lots. Do not block fire lanes or park adjacent to the building. Illegally parked vehicles will be towed at the owner's expense.

Refund Policy

- on or before the first class, tuition will be refunded 100%, less processing costs of \$15;
- during the first week of the program, 70% of tuition will be refunded;
- during the second week of the program, 50% of the tuition will be refunded;
- after the second week of the program, tuition will not be refunded.

All requests for refunds must be **made in writing** and sent to the Director.

Refunds may take as long as four to six (4-6) weeks for a check to be processed.

REGISTRATION PROCEDURE

- Registration is open to all regardless of where they reside. Greater Lowell Technical School is an equal educational opportunity facility and is in compliance with Title IX, Chapter 622, Section 504.
- The \$15.00 registration fee is due with your application and is non-refundable unless the course is cancelled by the Director.
- **NO CASH WILL BE ACCEPTED.** PLEASE MAKE CHECKS PAYABLE TO: G.L.T.S., VISA AND MASTERCARD ACCEPTED.
- Payment must be submitted with your registration by August 31, 2018. Once registered and **tuition is paid**, either by mail, fax or in person, you are officially enrolled in that class unless otherwise notified. You will not receive enrollment confirmation.
- A 10% LATE fee is charged if tuition is not received by the first day of the class. No credit for hours will be issued if tuition and any late fees are not received by Friday, September 28, 2018. We check the enrollments in a class *two business days before its start date*. The Director of Practical Nurse & Adult Continuing Education Programs reserves the right to cancel classes with insufficient enrollment and to make changes in instructors or class schedules due to unforeseen circumstances.
- All applicants for continuing education courses must be at least 18 years old, unless approved by the Director of Practical Nurse & Adult Continuing Education Programs.
- Tuition includes all course handouts, except electrical and plumbing code books, unless noted differently in the course description.
- There is a **senior citizens** discount of **50%** of the **tuition costs** for students sixty (60) years old or older **pending sufficient class enrollment**. Age verification is required on the day of registration. There is no district residency requirement. **This discount does not apply to the registration fee or any materials fees.**
- All Full Time GLTS employees or School Committee Members may take one course per school year tuition free, providing that there is a sufficient number of students enrolled in that course. This free tuition fee offer does not include the cost of textbooks or additional course related materials.

Faxed Registrations

Faxed registrations will be accepted using the enclosed application form. Fax number: 978-441-5388.

Mailed Registrations

Registrations may be made via mail using the enclosed application. Please mail applications to:

Greater Lowell Technical School
Adult Continuing Education
250 Pawtucket Boulevard
Tyngsboro, MA 01879

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Adobe Photoshop & Digital Photography Combined Intro Course – 12 weeks **\$200.00**

This course provides an introductory overview to working with digital images and working with color, layers, and photographs. A basic understanding describing the digital process from photo generation to final production will be covered by handouts and class discussion. Students will learn a basic understanding of Adobe Photoshop's software features and functions covering the work space area, tool box layers, and color palette. Downloading digital images from RAW and JPEG format transfer to computer and into Photoshop for editing and creation of collage final project. This is a 90% "hands-on" computer lab based course. Students are asked to supply a thumb/flash drive and a 3" 3-ring binder to save their handouts and digital files. A DVD-R containing the in class practice images will be supplies to all students attending the course.

Thursday, 9/13 6:00 - 8:00 PM

Advanced Photoshop VI – 12 weeks **\$200.00**

This course will have advanced students working on masking techniques in isolating specific areas of digital imagery for photo editing and special effects purposes. Students will also be tasked with challenging assignments in "Pixel Editing" otherwise known as editing down to the pixel. This advanced Photoshop process results in the most detailed editing, producing the finest quality and sharpest images possible. Students will also continue with Light Painting special effects and techniques in achieving content for use in their final project chosen by the student.

Final projects may range in scope from a digital collage, portfolio, magazine cover design, poster design or other project showcasing special effects and techniques taught throughout the course. A field trip will be scheduled, counting for one studio class. Students are asked to supply a thumb drive and a 2-inch or larger 3-ring binder for numerous handouts and saving your assignments.

Tuesday, 9/11 6:00 - 8:00 PM

Basic Welding I – 10 weeks **\$395.00**

This course will develop basic 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.

This course is a prerequisite for the Basic Welding II class.

Limited number of seats available. Safety glasses, welding mask and welding gloves are required.

Please choose one:

First Class: Monday, 9/10 6:00 - 9:00 PM

Second Class: Wednesday, 9/12 6:00 - 9:00 PM

Basic Welding II – 10 weeks **\$395.00**

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.

Prerequisite: Basic Welding I. Limited number of seats available. Safety glasses, welding mask and welding gloves are required.

Please choose one:

First Class: Monday, 9/10 6:00 - 9:00 PM

Second Class: Wednesday, 9/12 6:00 - 9:00 PM

Blueprint Reading I for Machinists – 9 Weeks **\$200.00**

Blueprint Reading is a basic cornerstone in the machining industry. It is similar to the alphabet needed in order to spell. This course covers the basics of blueprint reading for the aspiring machinist. Students will be taught basic print reading along with an introduction to Geometric Dimensioning and Tolerancing. At the completion of this course, one will be able to read and interpret a basic print, call-outs, and terminology. Class lectures and discussion along with hands-on application will give the student a better understanding of each unit and its use in industry.

Thursday, 9/13 6:00 - 9:00 PM

CSWA (Certified SolidWorks Associate) Certification Exam Prep Course – 8 weeks **\$175.00**

The intended audience for this course is anyone with a minimum of 6 – 9 months of SolidWorks experience and basic knowledge of engineering fundamentals and practices. SolidWorks recommends that you review their SolidWorks Tutorials on Parts, Assemblies, and Drawings as a prerequisite and have at least 45 hours of classroom time learning SolidWorks or using SolidWorks with a basic engineering design principles and practices.

Tuesday, 9/11 6:00 - 8:30 PM

Electrical Code Review – 4 weeks**\$215.00**

Fifteen (15) hour electrical code update for 2017-2019. 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.**

Please choose one:**First Class: Tues & Thurs, 9/11 6:00 - 9:00 PM****Second Class: Tues & Thurs, 10/23 6:00 - 9:00 PM****Electrical Code Review – Professional Development only – 1 week****\$75.00**

Six (6) hours of professional development, i.e., equipotential bonding practice and theory. Massachusetts and New Hampshire approved course. **Off-Site Classes available at your location upon request.**

Please choose one:**First Class: Tues & Thurs, 9/27 6:00 - 9:00 PM****Second Class: Tues & Thurs, 11/8 6:00 - 9:00 PM****Electrical Journeyman – 75 hours****\$500.00**

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, 9/11 5:30 - 8:30 PM**Extreme Couponing****\$25.00 1 evening seminar**

Extreme couponing isn't as crazy as it may sound. You don't have to let coupons dominate your life and you don't have to be embarrassed at the cash register. You just need the right strategies to use coupons in conjunction with store sales and promotions, and then enjoy the satisfaction of getting items for free or close to free. It's about timing, not necessarily using a coupon because you found it in that week's Sunday paper. This course will break down the couponing process in to manageable and easy to follow steps to get you on your way to saving at least 50% off your grocery bill. You'll come to realize how many items you should never pay full price for again. Learn what extreme couponing is, how it differs from regular couponing, how to get started and where to look for online coupons. Please bring one non-perishable food item to be donated to the local food pantry. Most of which are struggling in this economy with reduced donations. Your help is greatly appreciated.

A \$5 non-refundable registration fee must be paid at the time of registration.

A \$20 fee will be paid to the instructor on the night of the class.

Tuesday, 9/11**6:30 - 9:00 PM****Monday, 11/12****6:30 PM - 9:00 PM****Google Apps – 8 weeks****\$200.00**

This Google Apps training will empower you to work with the different Apps included in the Google Apps suite. This course will teach you how to effectively set up and use Gmail, Google Calendar and Google Docs, Slides and Sheets. After taking this Google Apps course you will be able to leverage the different collaboration tools available in Google Apps which are geared towards making your communication process more effective and productive.

1. Learn to get your free Google account and set up for instant access to your documents.
2. Learn to upload and use the documents you've already created with Microsoft Office.
3. Learn to use Google Spreadsheet to create charts to display spreadsheet data.
4. Learn to master Google Docs' easy, powerful document-editing and formatting tools.
5. Learn to insert images into your documents and presentations.
6. Learn to share documents securely with your colleagues.

Tuesday, 9/11 6:00 - 8:00 PM**Introduction to AutoCADD – 8 weeks****\$175.00**

This course is developed for beginners who have never utilized AutoCADD software. Students will be introduced to the basic AutoCADD commands required to create and manage 2 dimensional CADD generated drawings. This course will cover the following concepts in AutoCADD 2017: Drawing and Editing commands, Dimensioning, Layers, and Drawing set-up. A flash drive is required to save your work.

Tuesday, 9/11 6:00 - 8:30 PM

Introduction to Basic Computer Skills – 10 weeks**\$175.00**

This introductory course will introduce students to basic computer concepts including hardware and basic software applications. Students will learn basic tasks including, browsing the Internet, sending an email, and creating a document in Microsoft Word. Interactive class lessons will give students a better understanding of how to navigate a computer. Students in this course are strongly encouraged to have a basic understanding of typing skills or previously have taken an introductory typing course. Students are asked to supply a 3-ring binder and thumb drive for saving their work and organizing their handouts from class.

Thursday, 9/13 6:00 - 8:00 PM**Introduction to SolidWorks – 10 weeks****\$215.00**

The goal of this introductory course is to teach you how to use the SolidWorks 2017 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 tasked-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.

Thursday, 9/13 6:00 - 8:30 PM**Introduction to Machine Technology CNC I - 18 Weeks****\$525.00**

Course consists of basic instruction on set up and operation of CNC lathes, CNC vertical machining centers, and use of measuring tools (i.e., micrometers, dial and vernier calipers, rules, etc.). Students will also be given an overview of CAD-CAM and the principles behind writing an NC program. Basic blue print reading and shop math will be a part of the curriculum. Safety glasses are required.

This course is a prerequisite for the Introduction to Machining Technology CNC II class that is offered during the Spring Semester.

Tuesday, 9/11 6:00 - 9:00 PM**Master Electrical – 75 hours****\$500.00**

The course is designed for Journeyman wishing to prepare for their MASTERS EXAMINATION. Class work covers the study and the interpretation of the Massachusetts Electrical Code: NFPA 72, National Fire Alarm Code. Massachusetts State Amendments. Contractor's Guide to Business Law, and Project Management. 237 CMR 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.

Required books: Masters Exam Buster – available from www.worcesterelectricianschool.com – cost \$42.00, the NFPA 70 MEC (NEC with Mass amendments) Code Book 2017 Edition , NASCLA Business Book – 10th or 11th edition, highlighters (2 different colors), pencil, and a non-programmable calculator.

Tue & Thurs, 9/11 5:30 - 8:30 PM**Master Plumbing (Tier V) – 110 hours – Sept 2018 to May 2019****\$775.00**

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

Required: All plumbing students must have a copy of the current code book to bring to all classes.

Mon & Wed, 9/10 6:00 - 9:00 PM**Medical Coding Certification – 16 Weeks****\$745.00**

This course is for individuals with prior coding experience or have taken the Medical Billing course as a pre-requisite. ICD-10, CPT and HCPCS coding will be discussed as it pertains to an outpatient setting. The focus of the learning will be on diagnosis and procedure coding as it relates to medical necessity. Coding guidelines will also be reviewed to include all requirements for obtaining certification. Using the coding reference books, students will complete all diagnosis and procedure coding chapters as well as exercises relating to coding of case studies that reflect real life situations. In addition, Medicare and medical terminology will also be introduced as it pertains to medical coding. The course will conclude with test preparation in accordance with the coding test requirements. ******The cost of the textbook package is \$320.00.** This cost is included in the tuition and the books will be provided the first night.

Thursday, 9/13 6:00 - 9:00 PM

Medical Insurance Billing/Coding – 16 Weeks**\$535.00**

This course is intended for individuals employed in the health care industry who wish to upgrade their skills and does not include an externship. This course introduces the student to the various aspects of medical billing encountered in medical facilities including medicolegal issues, claims development, ICD10, CPT coding, claims submission and resolution. This course will also cover the various aspects of Medical Insurance Coding including ICD10, 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. **A grade of 70 or above must be obtained to pass the course and be awarded a certificate of completion. 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.** ****Textbook will be provided during the first night. The cost of this package is included in the tuition.

Tuesday, 9/11 6:00 - 9:00 PM**Medical Terminology – 8 weeks****\$170.00**

This course is designed to introduce students to the medical terminology used in medical coding and reimbursement needed to choose appropriate procedure and diagnostic codes. The medical terminology is presented from a coder's perspective and basic anatomy and physiology is also covered. ****Textbook will be provided during the first night. The cost of this package is included in the tuition.

Tuesday, 9/11 5:00 - 6:00 PM**Microsoft Office Excel for Windows – 6 weeks****\$155.00**

A spreadsheet program used for analyses and graphing of numerical data. Lessons will include writing formulas, logical functions, generating charts and mapping data. Students are asked to supply a 3-ring 2" binder and thumb drive for saving their work and organizing their handouts from class.

Wednesday, 11/7 6:00 - 9:00 PM**Microsoft Office PowerPoint for Windows – 4 weeks****\$135.00**

A presentation graphic program used for creating visual presentations. Lessons will include formatting, generating and running slide show presentations with transitions and designs. Students are asked to supply a 3-ring 2" binder and thumb drive for saving their work and organizing their handouts from class.

Wednesday, 1/2/19 6:00 - 9:00 PM**Microsoft Office Word for Windows – 8 weeks****\$205.00**

A word processing program used to create and edit documents. Lessons will include aligning and enhancing text, headers/footers, footnotes, tables, merging and clipart. Students are asked to supply a 3-ring 2" binder and thumb drive for saving their work and organizing their handouts from class.

Wednesday, 9/12 6:00 - 9:00 PM**OSHA – 10 Hours – 2 weeks****\$150.00**

This course is dedicated to 10 hours of OSHA Safety Training for construction workers. Training subjects include Introduction to OSHA, Personal Protective Equipment, Electrical Safety, Hand and Power Tool Safety and more. At the end of the course the student will receive an OSHA 10-Hour Card. A \$8.00 fee will be collected during class for your OSHA card.

Classes are held Wednesday and Thursday both weeks.**1st class: Session 1 - 9/12 & 9/13 6:00 - 9:00 PM Session 2 - 9/19 & 9/20 6:00 - 9:00 PM****Classes are held Tuesday and Wednesday both weeks.****2nd Class: Session 1 - 10/9 & 10/10 6:00 - 9:00 PM Session 2 – 10/16 & 10/17 6:00 - 9:00 PM****3rd class: Session 1 - 11/6 & 11/7 6:00 - 9:00 PM Session 2 - 11/13 & 11/14 6:00 - 9:00 PM**

Plumbing Continuing Education Session – 6 hours**\$80.00**

To fulfill the 6 hour per year Continuing Education that the Massachusetts Plumbing Board requires for plumbing license renewal. Course is Massachusetts Plumbing Board approved. Total of 12 hours needed over 2 years. **Multiple dates will occur during the semester. Off-Site Classes available at your location upon request. Session #9 available on request.**

Required: All plumbing students must have a copy of the current 2017 **GREEN** code book to bring to all classes. You will not be able to attend without it.

Session # 11 – Saturday, September 22nd - 8:00 am Session # 11 – Saturday, November 17th - 8:00 am
Session # 11 – Saturday, October 20th - 8:00 am Session # 11 – Saturday, December 15th - 8:00 am

Plumbing Journeyman - Tiers I through V – 110 hours – Sept 2018 to May 2019**\$775.00**

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. Please specify on your application which tier class you will need this semester.

Required: All plumbing students must have a copy of the current code book to bring to all classes.

Mon & Wed, 9/10 6:00 - 9:00 PM

QuickBooks Pro – 5 weeks**\$220.00**

In this introductory course you will work with QuickBooks Pro software designed to help small- and medium-sized business keep their books easily and accurately. You will begin with an introduction to the software and some basic file management principles. You will learn the fundamental skills needed to effectively deal with customers, vendors, and banking transactions. At the end of this course, you will create your own company file. ****Textbook will be provided during the first night. The cost of this package is included in the tuition.

Tues. & Thurs., 9/11 7:00 - 9:00 PM

Save Beyond The Grocery Store**\$25.00 1 evening seminar**

SAVE Beyond The Grocery Store: Meals Out, Entertainment, Clothing and More!

Do you want to get meals out for FREE or at a discount? Are you limited with money in this economy and the mall is too expensive to buy clothes? Are you not going out as often due to the cost of entertainment? Coupons and discounts are available, you just need to learn where to look! Extreme Couponing instructor, Elizabeth Lahens, will teach you how!

Come take this FUN 2.5 hour class and start enjoying yourself now and looking great at a fraction of the cost! Please bring to class one or more non-perishable food items to be donated to the food pantry. Thank you

A \$5 non-refundable registration fee must be paid at the time of registration.

A \$20 fee will be paid to the instructor on the night of the class.

Thursday, 10/18 6:30 - 9:00 PM Monday, 12/3 6:30 PM - 9:00 PM

ServSafe – 2 weeks**\$205.00**

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.

****Textbook will be provided during the first night. The cost of this package is included in the tuition.

Multiple start dates:

Monday, 9/10 3:00 - 7:00 PM Monday, 10/29 3:00 - 7:00 PM Monday, 11/26 3:00 - 7:00 PM

Dates of Importance

Classes Begin	September 10, 2018	
Open House	October 4, 2018	No Classes
Columbus Day	October 8, 2018	No Classes
Veteran's Day (Observed)	November 12, 2018	No Classes
Thanksgiving Recess	November 22 & 23, 2018	No Classes
Christmas Vacation	December 24 – January 1, 2018	No Classes
School Reopens	January 2, 2019	
Martin Luther King Day	January 14, 2019	No Classes

FALL 2018 CALENDAR													
September 2018							October 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													
November 2018							December 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		<u>23</u>	<u>24</u>	25	26	27	28	29
							30	31					
January 2019													
S	M	T	W	T	F	S							
		1	2	3	4	5							
6	7	8	9	10	11	12							
13	14	15	16	17	18	19							
20	21	22	23	24	25	26							
27	28	29	30	31									

**GREATER LOWELL TECHNICAL SCHOOL
ADULT CONTINUING EDUCATION
FALL 2018**

NAME: _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP CODE: _____
 TELEPHONE #: _____ S. S. #: _____
 E-MAIL ADDRESS: _____ SENIOR CITIZEN (Age 60+)

REGISTRATION/TUITION MUST BE RECEIVED BY AUGUST 31, 2018.

NO CASH WILL BE ACCEPTED - VISA AND MASTERCARD ACCEPTED

PLEASE MAKE CHECKS PAYABLE TO: G.L.T.S.

10% LATE FEE IF TUITION IS NOT RECEIVED

By FIRST DAY OF THE CLASS

COURSE NAME	DAY & TIME	TUITION

How did you hear about Adult Education at Greater Lowell?

- | | | |
|------------------------------------|--|---|
| <input type="checkbox"/> Website | <input type="checkbox"/> Friend/Family | <input type="checkbox"/> Employer |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> GL Employee | <input type="checkbox"/> GL Graduate |
| <input type="checkbox"/> Brochure | <input type="checkbox"/> Flyer/Mailing | <input type="checkbox"/> Previous Adult Student |

TOTAL: \$ _____

INJURY DISCLAIMER

Participation in the above program(s) may involve some risk of personal injury. I hereby release and covenant to hold harmless the Greater Lowell Technical School District, its agents and employees from any and all actions, claims and damages for personal injuries that I may have sustained and may have incurred as a result of participation in the program(s).

Signature: _____ Date: _____

EMERGENCY INFORMATION

In case of an emergency the school should contact:

NAME: _____

TELEPHONE: _____ RELATIONSHIP TO STUDENT: _____

We reserve the right to cancel any class as a result of insufficient enrollment.

FOR OFFICE USE ONLY:

RECEIVED BY: _____ AMOUNT RECEIVED: _____

- Check
- Credit Card
- Money Order

GREATER LOWELL TECHNICAL SCHOOL
250 PAWTUCKET BOULEVARD
TYNGSBORO, MA 01879
