

GREATER LOWELL TECHNICAL SCHOOL

ADULT CONTINUING EDUCATION

SPRING 2020



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

APPLICATIONS WILL BE ACCEPTED UNTIL DECEMBER 31, 2019

**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, FOX Channel 25, and NBC Channel 7.

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. VISA AND MASTERCARD ACCEPTED.**
- Payment must be submitted with your registration by **DECEMBER 31, 2019**. 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, January 31, 2020. 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.

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

This course provides an 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, 1/9 6:00 - 8:00 PM**Advanced Photoshop – 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, 1/7 6:00 - 8:00 PM**Basic Welding I – 10 weeks****\$395.00**

This course will develop skills in shielded metal arc 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, 1/6 6:00 - 9:00 PM

Second Class: Monday, 3/30 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, 1/6 6:00 - 9:00 PM

Second Class: Monday, 3/30 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, 1/9 6:00 - 9:00 PM

CPC Exam Prep – 8 Weeks**\$170.00****Pre-requisite:** A medical coding certification course or working in the field.

This course is designed to prepare students for the AAPC coding test Certified Professional Coder (CPC). Students should enroll after completing a coding class or working in the field. The exam prep will provide test taking tips on how to maneuver the exam quickly as well as practice test to help build speed. AAPC practice exams will be provided as homework with review and explanation of answers in class. Current Procedural Terminology (CPT), International Classification of Diseases, 10th revision (ICD-10) and Healthcare Common Procedural Coding System (HCPCS) books **must** be purchased by student before class.

Wednesday, 1/8 5:00 - 6:00 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, 1/7 6:00 - 8:30 PM**Electrical Code Review – 4 weeks****\$215.00**

Fifteen (15) hour electrical code update for 2019-2022. 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.**

First Class: Tues & Thurs, 1/7 6:00 - 9:00 PM**Second Class: Tues & Thurs, 2/25 6:00 - 9:00 PM****Electrical Code Review – Professional Development only – 1 weeks****\$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.**

First Class: Tues & Thurs, 1/28 6:00 - 9:00 PM**Second Class: Tues & Thurs, 3/17 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, 1/7 5:30 - 8:30 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, 1/7 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, 1/7 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, 1/9 6:00 - 9:00 PM**Introduction to SolidWorks – 10 weeks****\$215.00**

The goal of this 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, 1/9 6:00 - 8:30 PM**Introduction to Machine Technology CNC II - 18 Weeks****\$525.00**

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.

Limited number of seats available. Safety glasses are required.**Prerequisite: Introduction to Machine Technology CNC I****Tuesday, 2/11 6:00 - 9:00 PM****MA Board Cosmetology Practical Exam Prep Course – 12 Weeks****\$460.00****To prepare the students to pass their Cosmetology Practical Exam for the State of Massachusetts.**

Students will be required to supply their own products and containers for practice as well as for the actual state board licensure test. All students are required to purchase a mannequin (can be purchased at CosmoProf or Sally's Beauty Supply). You will be given a list of necessary supplies on the first night of the class. Students must bring their mannequins, combs, spray bottle for water, brushes and scissors for the first night. Students will be required to purchase a specific online testing program to support the testing process.

Monday, 1/6 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 and the NFPA 70 MEC (NEC with Mass amendments) Code Book 2020 Edition**Additional helpful resources: NFPA 72 Fire Alarm Code, OSHA 1926 Standards Handbook, NASCLA Contractor's Guide to Business 12th Edition****Tue & Thurs, 1/7 5:30 - 8:30 PM****Master Plumbing (Tier V) – 110 hours – Sept 2019 to May 2020**

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.**Current class resumes on Monday, January 6th**

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.

Wednesday, 1/8 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, 1/7 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, 1/7 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, 3/18 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, 5/6 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, 1/15 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.

TBA**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 #10 & #11 available on request.**

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

Session # 12 – Saturday, January 25th - 8:00 am**Session # 12 – Saturday, April 25th - 8:00 am****Session # 12 – Saturday, February - 8:00 am****Session # 12 – Saturday, March 21st - 8:00 am****Plumbing Journeyman - Tiers I through V – 110 hours – Sept 2019 to May 2020****\$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.

Current class resumes on Monday, January 6th

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., 1/7 7:00 - 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, 1/6 3:00 - 7:00 PM****Monday, 3/16 3:00 - 7:00 PM****Monday, 5/11 3:00 - 7:00 PM**

Dates of Importance

Classes Begin	January 6, 2020	
Open House	January 8, 2020	No Classes
Martin Luther King Day	January 20, 2020	No Classes
Winter Vacation	February 17 – February 21, 2020	No Classes
Good Friday	April 10, 2020	No Classes
Spring Vacation	April 20 – April 24, 2020	No Classes
Memorial Day	May 25, 2020	No Classes

SPRING 2020 CALENDAR													
ADULT CONTINUING EDUCATION PROGRAM													
January 2020							February 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
March 2020							April 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		
May 2020							June 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
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3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				