

Milton Public Schools Adult Education Program

Check out our new courses throughout the brochure!



Spring 2010 Course Brochure

Spring 2010 Registration Information

Walk-in Registration Nights

WHEN: Monday, February 8, 2010 6-9 pm
Tuesday, February 9, 2010 6-9 pm
Wednesday, February 10, 2010 6-9 pm

LOCATION: Milton High School Main Office – 25 Gile Rd

Cooking:

Keep Warm with Hearty Soups and Stews!

Connie Spiros One class 2/22
Monday, 6:30pm-8:30pm; \$25 fee

Nothing helps keep us warm like a great cup of soup. Start with great ingredients and watch them blend into a hearty dinner time meal that will please your family. Fee includes all new recipes and samples.

Kids Can Cook - Snacks and Desserts

Connie Spiros One class 3/15
Monday, 6:30pm-8:30pm; \$45 fee

Have fun making tasty after school snacks and desserts. Each team of parent and child will make several treats to taste in class and take home too! Class fee includes all new recipes and samples.

(Class suitable for children ages 7-14.)

*****Are you interested in teaching a class for the next semester??? If you are, please email adulthood@miltonps.org for more information*****

Oil or Acrylic Painting

Abby Zonies (First class 2/22)
Mondays; 6-8pm; 10 weeks; \$125 fee

This course is an opportunity for all levels of students to learn or improve upon their understanding of color and paint. We will explore drawing skills, composition, and pushing paint around. Students will be responsible for providing their own art supplies.

Watercolor Painting

Myrna Friedman (First class 2/23)
Tuesdays 7-9pm; 10 weeks; \$125 fee

A sincere desire to paint is the only prerequisite for this class. For beginners to advanced, this class will allow you to explore your own creativity and capture a moment in time. Explore various approaches and find your own unique styles and strengths. Students provide their own art supplies.

CPR Certification

Milton Hospital Staff (One class 2/25)
Thursday; 6-9pm; \$25 fee

Learn emergency procedures for cardiopulmonary resuscitation (CPR) and response to choking. Course covers adult, child and infant CPR. Earn a two-year CPR certification by the American Heart Association upon successful completion. Course is completed in one evening.

Introduction to Computers

Molly Walsh (First class 2/22)
Mondays 6-7:30pm; 8 weeks; \$175 fee

Using your personal computer should not be intimidating. This course is designed for beginners who are looking to learn the basics. Learn to move around your Windows operating system with ease. Find answers to many of your 'how do I' questions. The second part of the semester will cover the Internet and email. Students will learn to set up their own e-mail account and surf the net for various types of information.

Organize Your PC Files

Bob Marotta (One class 4/7)
Wednesday 7:45-9pm; 1 week; \$15 fee

Do you waste valuable time or stress out looking through your computer files for a certain document? Would you like to learn a fast and efficient way to organize your PC files? Then this course is designed for you. We will explore your PC's "Filing Cabinet" (i.e. My Documents or Documents). Create and name new file folders, learn how to easily move your documents in and out of the folders, and other file organizing tips to get your digital world organized.

Create Flyers and Brochures using Microsoft Word

Bob Marotta (First class 3/29)
Mondays 7:45 – 9pm; 3 weeks; \$35 fee

Microsoft Word will be used to create all documents in this 3 session course. When you have completed this course you will be able to create fun flyers and tri-fold brochures like a pro! Flyers and brochures are used in many ways to advertise a topic or event such as: business announcements, fundraiser events, homework assignments, teaching aids, yard sales, etc...

Mail Merge – How to get the word out to all quickly and easily

Bob Marotta (First class 4/26)
Mondays 7:45 – 9pm; 2 weeks; \$25 fee

Microsoft Word will be used to complete this 2 session course. At its conclusion you will be able to easily create template form letters, labels, envelopes, and data lists that can easily be merged together to accomplish any mailing you may have. Mail merge can be used for business accounts, fundraiser events, homework assignments, teaching aids, or other types of correspondence.

How to Buy & Sell on EBay

Ellen Pierce (First Class 2/22)
Mondays; 6:30-8:30pm; 4 weeks; \$40 fee

Turn those attic treasures into cash! This course will cover registering to buy and sell on the EBay auction site. Participants will learn how to set up an EBay account, the techniques of the auction process and how to successfully list an item for sale. Also covered will be how to set up a secure online Payment system.

Microsoft Word I

Bob Marotta (First class 2/22)
Mondays 6-7:30pm; 10 weeks; \$175 fee

Learn to use MS Word more efficiently. MS Word is probably the most popular word processing program in the world today. This 10 session course will cover many features of MS Word: toolbar use, formatting, cutting, pasting, word processing, and other useful components. When you have completed this course, you will have a better understanding of how to use the many features contained within this powerful program.

Microsoft Word II

Bob Marotta (First class 2/22)
Mondays 7:45-9pm; 5 weeks; \$95 fee

Continue the experience! This course is offered for users who have a good understanding of MS Word and would like to explore more of what can be done using Word. This class will cover creating creative newsletters, creating and entering information into Word tables, creating a table of contents, creating foot notes, and inserting your own digital pictures and clip art into word documents.

Microsoft Excel I

Bob Marotta (First class 2/24)
Wednesdays 6-7:30pm; 10 weeks; \$175 fee

Learn to use Microsoft Excel while becoming a more efficient user. MS Excel is probably the most popular, most used spreadsheet program in the world today. This 10 session course will cover many features of MS Excel: toolbar use, formatting, cutting, pasting, creating basic formulas, spreadsheet management, creating charts and graphs, etc. When you have completed this course, you will be able to quickly and easily create a well organized spreadsheet.

Microsoft PowerPoint

Bob Marotta (First class 2/24)
Wednesdays 7:45-9pm; 6 weeks; \$105 fee

MS PowerPoint is used by students and business professionals worldwide. Learn how to easily and quickly create dazzling slideshow presentations using this popular presentation software. Topics to be covered: Terminology and concepts, creating and inserting slides, the many ways to print your presentations, working with objects, using word art and clipart, and, the concepts behind presenting a successful slide shows.

Intro to French

Ellen Ahearn (First class 2/22)
Mondays; 6-7:30pm; 10 weeks; \$125 fee

Is your child in the French Immersion Program? Are you planning on traveling to a French speaking country? This course will teach you the basics of this beautiful language. Ms. Ahearn is a veteran French teacher at Milton High School. The Adult Education program is proud to have her teaching this course.

French – Part II

Ellen Ahearn (First class 2/22)
Mondays; 7:30-9pm; 10 weeks; \$125 fee

Welcome back to your French class! Now that you have learned some basic French, continue to develop communication skills in both the spoken and written language. Gain more understanding of the Francophone world along the way.

Intro to Spanish

Adult Ed Staff (First class 2/23)
Tuesdays 7-8:30pm; 10 weeks; \$125 fee

Is learning some useful and basic Spanish on your to do list? Then sign up for this popular language class. You will be able to use the fundamentals that you already have or get them here! Put into practice some Spanish in real situations, like the restaurant, the store, the plane, etc. The level and interests of the group will help determine the course.

Discover yourself through Yoga

Kanchan Banerjee (First class 2/23)
Tuesdays 7:45-9pm; 8 weeks; \$100 fee

Exercise to “Discover-Your-Self” while learning yoga. Through this course you will learn to: enhance your vital energy and empower your creative energy; reduce or eliminate stress; increase your cope-ability; cure and prevent diseases and improve immunity; control the fitness and weight of your body; manage your life, family and job or business in a natural way.

Manage Stress Through Yoga & Meditation

Kanchan Banerjee (First class 2/23)
Tuesdays 6:30-7:30pm; 6 weeks; \$75 fee

Round out your fitness program with the health benefits that Yoga provides. Energizing and relaxing, you’ll practice breathing, poise, balance, and meditation, while increasing flexibility, concentration, and vitality.

Conversational French - Intermediate

Judy Planchon (First class 2/22)
Mondays 7-8:30pm; 10 weeks; \$125 fee

Did you study French in the past - perhaps in high school and/or college? Are you thinking of traveling to a French-speaking country? In our class we will be speaking French in a supportive, friendly atmosphere where people help one another. Depending on the interests and experiences of the group we will discuss food, films, art, travel, books and world events as well as geography. The teacher, Ms. Planchon, has lived and traveled extensively in France and taught French at Brookline High School for many years.

Guitar Accompaniment and Songwriting

Leo Stapleton (First class 2/23)
Tuesdays; 7-9pm; 10 weeks; \$125 fee

This course is designed for adults who have an interest in learning how to play some classic sing along tunes. We will be using songs by the Beatles, The Eagles, James Taylor, Tom Petty, America, Bob Dylan, U2, and Van Morrison, to name a few, as vehicles for learning chord progressions, melody, and song form. The goal of the course is to provide each student with a set of songs that can be played in a live situation. We will also touch upon some different songwriting styles and how to use them in writing your own songs. We will be playing along with some of the original recordings during class whenever possible so the student can get a feel for each song as it was intended by the writer. **No experience necessary!**

Beginner Piano for Adults

Gary Good (First class 2/24)
Wednesdays 6-7pm; 10 weeks; \$175 fee

If you always wanted to play the piano but never got around to starting lessons, now is your chance. In a comfortable and fun group setting, you will learn the basics on digital pianos in the state-of-the-art music instruction lab, which provides for group and individual instruction. No experience necessary!

Intermediate Piano for Adults

Gary Good (First class 2/24)
Wednesdays 7-8pm; 10 weeks; \$175 fee

This course is also for students who have previously participated in the Group Piano program or have other piano experience.

Advanced Group Piano for Adults

Gary Good (First class 2/24)
Wednesdays 8-9pm; 10 weeks; \$175 fee

This is for those who have participated in the Group Piano program previously.

Take Better Pictures I

Bob Marotta (First class 2/23)
Tuesdays 6-7:30pm; 5 weeks and
one 2-hour photo shoot; \$105 fee

Everyone likes a great photograph! Want to learn to take great photos? Then this is the course for you. This 5 session course is designed to assist you in looking at some simple ways to enhance your photo taking techniques that can be used whether you use a traditional film camera or any of the new digital cameras now on the market. Please bring your camera with you to class.

Take Better Pictures II

Bob Marotta (First class 2/23)
Tuesdays 7:45-9; 5 weeks;
\$95 fee

This course is for folks who have completed Take Better Pictures I or who have a good understanding of how to take nice photographs and want to explore more ways to see things through the camera lens.

Knitting

Debbie Neely (First class 2/24)
Wednesdays 7 – 10pm; 10 weeks; \$85 fee

From beginners to advanced, learn how to knit any stitch. Make sweaters and blankets so perfect that friends will wonder where you purchased them! Design your own or work with a pattern. Independence is stressed and confidence encouraged.

Quilting

Joan Biagini (First class 2/23)
Tuesdays 6 – 8:30pm; 10 weeks; \$85 fee

Learn to make a quilted article by hand or machine in 10 weeks. Pick your own pattern from the instructor's many books. Students should bring to class: scissors, quilting pins, tracing paper, a 15" ruler, pens & pencils, and fabric if you have them! You will be taught the steps of quilting as well as a "quilt-as-you-go" method – which is perfect for those who don't have a lot of spare time.

Managing Your Career in Today's Economy

Enroll in one, two, three or all four of these mini-courses to learn the skills that you need to succeed in your career. You will find these classes helpful whether you are still employed and contemplating your next step or you are unemployed and need to jumpstart your job search. Your instructor is **Roni F. Noland**, an experienced career counselor/coach in Milton and a former "Job Doc" for *The Sunday Boston Globe* and *boston.com*.

1. Time for a Career Change? – Wednesdays; 3/10 & 3/17; 7-8:30pm - \$20 fee

Some people view a tight economy as just the push they need to look for a new job or a new career. Is this a foolish or wise strategy? Let an experienced career counselor guide you in a combination of interactive and reflective exercises to help you decide whether to stay in your same field or to seek something totally different. After identifying your interests, skills, values, and work style, you will develop an action plan for success for either path you choose.

2. Winning Resumes and Cover Letters – Wednesdays; 3/24 & 3/31; 7-8:30pm - \$20 fee

In today's competitive job market, a compelling resume and cover letter are essential. Let an experienced career coach help you:

- View your resume from the employer's perspective.
- Decide which resume format works best for you.
- Write a polished resume that demonstrates results and accomplishments.
- Develop a cover letter that you can customize.
- Understand electronic resumes.

Please bring a draft resume to the first class.

3. Job Search Strategies that Work – Wednesdays; 4/7 & 4/14; 7-8:30pm - \$20 fee

In a tight job market, your job hunting skills may be just as important as your qualifications. Gain the competitive edge by learning proven job search strategies from an experienced career coach. Topics include:

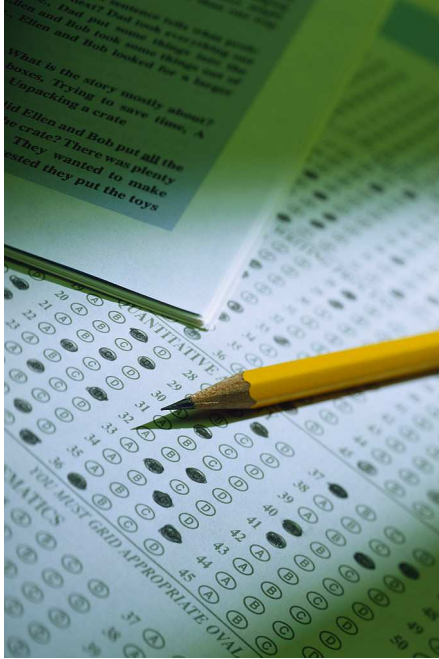
- How to conduct your own informational or exploratory interviews.
- Finding the so-called "hidden job market".
- Telling the difference between job search techniques that work and those that are a waste of time (and money).
- Strategies to keep you motivated.
- Crafting a persuasive "elevator pitch".

4. Effective Interviewing – Wednesdays; 4/28 & 5/5; 7-8:30pm - \$20 fee

Employers may use several types of interviews - phone, video, stress, behavioral, group - to find the right person for the job. Through a combination of lecture, discussion and practice interviews, this course will teach you

- How to prepare for any interview.
- Proper interview "etiquette" – the "do's" and "don'ts"; what to wear; how and when to follow-up.
- How to develop "stories" that will help employers remember you and want to hire you.
- How to conduct your own informational or exploratory interviews.

Milton Public Schools Adult Education Program



SAT Prep Courses @ MHS

The Milton Adult Education Program is pleased to offer SAT Prep courses to High School students who are looking to improve their SAT scores.

Students can sign up for a **Verbal Prep course (\$65)**, a **Math Prep course (\$65)**, or **both courses for \$120**.

Each course includes 12 hours of instruction and is held at Milton High School.

Students who are Milton residents will receive a free copy of the College Board's "Official SAT Study Guide", a \$20 value thanks to the generosity of the Copeland Family Foundation.

Specific course listings and course registration information can be found in the "Adult Education" section of the District web pages at www.miltonps.org.

SAT Prep Classes Walk-in Registration Night

WHEN: Wednesday, February 10, 2010 6-9 pm
LOCATION: Milton High School Main Lobby – 25 Gile Rd
PLEASE BRING: Cash, Check, or Money Order (no credit cards accepted)
Checks made payable to "Town of Milton"

*Registration questions can be e-mailed to adulsted@miltonps.org.

Milton Public Schools
Adult Education Program
25 Gile Road
Milton, MA 02186

Non-Profit Org: U.S. Postage PAID Permit No. 185

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Checks made payable to 'Town of Milton'

*You are encouraged to fill out a separate check for each course in which you would like to enroll

*Classes are not held on legal holidays or during school vacation weeks, and may be canceled due to weather. There are no classes when day school is cancelled.

*If you are unable to come to registration please contact the Adult Education program at **617-898-1002** or e-mail at **adulthood@miltonps.org**