

Milton Public Schools Adult Education Program

Fall 2010 Courses



Fall 2010 Registration Information

Walk-in Registration Nights

WHEN: Monday, October 4, 2010 6-9 pm
Tuesday, October 5, 2010 6-9 pm
Wednesday, October 6, 2010 6-9 pm

LOCATION: Milton High School Main Office – 25 Gile Rd

Semester Highlight - New Courses

Skin Care and Makeup Application

Deirdre Eschauzier (First class 10/13)
Wednesdays 7- 9pm; 2 weeks; \$25 fee

Students will learn the elements of proper care for your skin to combat major skin concerns with a focus on anti-aging. You will have the opportunity to try different products including microdermabrasion and perfect foundation matching using mineral powder and/or liquid foundation. The class will also be dedicated to proper makeup application including highlighting, contouring, application based on eye and face shape and skin tone. Students will learn by actually applying the products to your face.

Deirdre Eschauzier has been teaching skin care wellness and makeup application for over 10 years. She has been trained by many of the top makeup artists in the industry.

Stained Glass Workshop

Michel L'Huillier (First class 10/18)
Mondays 6:30 – 9:30pm; 6 weeks;
\$105 fee

Using the copper foil method, create a stained glass panel (1 to 2 square feet). Learn to develop your ideas into quick sketches and then into a full-scale “cartoon”. From there, play with shapes, colors and textures to bring your design to life. Learn to cut glass accurately, foil and solder. At the end of the workshop you will go home with a beautiful stained glass panel. Michel L'Huillier, your instructor, has almost 20 year experience in stained glass and fusing and loves to share his passion for glass with his students. He will provide you with all the tools and materials necessary, along with a wide selection of cathedral glass and European mouth-blown glass for your project.

High schools students welcome. Bring safety glasses and wear closed toe shoes, instructor provides all other tools and materials.

Introduction to Computers

Adult Ed Staff (First class 10/18)
Mondays 6-7:30pm; 8 weeks; \$185 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.

Microsoft Word I

Bob Marotta (First class 10/18)
Mondays 6-7:30pm; 10 weeks; \$185 fee

Learn to use MS Word more efficiently. All skill sets and techniques presented in this course can be used in every version of Word available today. 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 10/18)
Mondays 7:45-9pm; 5 weeks; \$105 fee

Continue the experience! This 5 session MS Word II course is offered for users who have either completed the Word I class or have a good understanding of MS Word and, would like to explore more of what can be done using Word. All skill sets and techniques presented in this course can be used in every version of Word available today. This class will cover topics but not restricted to; creating creative newsletters, creating and entering information into Word tables, creating a table of contents, creating footnotes, inserting your own digital pictures and clip art into word documents.

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

Bob Marotta (First class 11/22)
Mondays 7:45 – 9pm; 2 weeks; \$35 fee

Microsoft Word will be used to complete this 2 session course. Mail merge is a powerful "tool" that can be used by business professionals, fundraising coordinators, events, homework assignments, teaching aids, etc. After completing this 2 session course you will be able to create and merge your data list(s) with template form letters, labels, and envelopes in order to accomplish any mailing need you may.

Microsoft Excel I

Bob Marotta (First class 10/13)
Wednesdays 6-7:30pm; 10 weeks; \$185 fee

Learn to use Microsoft Excel while becoming a more efficient user. All skill sets and techniques presented in this course can be used in every version of Excel available today. 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 and edit an existing spreadsheet into a well organized, printer friendly document.

Microsoft Excel II

Bob Marotta (First class 10/13)
Wednesdays 7:45-9pm; 5 weeks; \$105 fee

This 4 session class is for folks who are very comfortable with Excel and want to explore a few additional features not covered in the EXCEL I class. Topics to be covered but not limited to: Professional spreadsheet layouts, linking spreadsheets to share information, locking spreadsheets to protect formulas, etc.

Intro to Microsoft PowerPoint

Bob Marotta (First class 11/17)
Wednesdays 7:45-9pm; 5 weeks; \$105 fee

MS PowerPoint is used by students and business professionals worldwide. All skill sets and techniques presented in this course can be used in every version of MS PowerPoint available today. Learn how to easily and quickly create dazzling slideshow presentations using this popular presentation software. This 5 session course will cover all the features you will need to make your next presentation shine. Topics to be covered: Terminology and concepts, creating and inserting slides, editing, formatting text, creating charts and graphs, the many ways to print your presentations, working with objects, using word art and clipart, and, the concepts behind presenting a successful slide shows.

How to Buy & Sell on eBay

Ellen Pierce (First Class 10/18)
Mondays; 6:30-8:30pm; 4 weeks; \$55 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 list an item for sale. Steps to set up a secure online payment system will also be covered.

Intro to French

Ellen Ahearn (First class 10/18)
Mondays; 6-7:30pm; 10 weeks; \$135 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 10/18)
Mondays; 7:30-9pm; 10 weeks; \$135 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

Teresa Hanley (First class 10/12)
Tuesdays 7-8:30pm; 10 weeks; \$135 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.

Cooking: Food Without Fuss

Cooking with Apples!

Connie Spiros (One class 10/18)
Monday; 6:30-8:30pm; 1 week; \$25 fee

The warm scent and flavor of baking apples is a sure sign that fall has arrived. With hundreds of varieties of this amazing fruit, the list of recipes prepared with apples is truly endless. In this themed class, we'll create an entree, a side, and a dessert made with apples and enjoy the best of the fall season. Bring your apron and your appetites.

Kids Can Cook -- Desserts & Snacks

Connie Spiros (One Class 11/8)
Monday; 6:30-8pm; 1 week; \$45 fee

Parents and children have fun cooking together in this interactive class where we'll try new ways to make afternoon snack time creative and tasty. Bring your apron and your appetites.

Manage Stress Through Yoga & Meditation

Kanchan Banerjee (First class 10/12)
Tuesdays 6:30-7:30pm; 6 weeks; \$85 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.

Discover Yourself Through Yoga

Kanchan Banerjee (First class 10/12)
Tuesdays 7:45-9pm; 8 weeks; \$105 fee

Exercise to Discover-Your-Self, learn yoga and achieve the following: 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.

Oil or Acrylic Painting

Abby Zonies (First class 10/18)
Mondays; 6-8pm; 10 weeks; \$135 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

Adult Ed Staff (First class 10/12)
Tuesdays 7-9pm; 10 weeks; \$135 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.

Quilting

Joan Biagini (First class 10/12)
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.

Take Better Pictures I

Bob Marotta (First class 10/12)
Tuesdays 6-7:45pm; \$105 fee
5 weeks and 1 - 2 hr Outdoor Photo field trip in Milton, MA

This popular course fills up quickly! Everyone likes a great photograph! If taking great photos is what you are looking to get from this course, then this is the course for you. This course is designed to assist you in looking at some simple ways to enhance your photo taking techniques. Techniques that can be used whether you use a traditional film camera or any of the new digital cameras now on the market. Topics to be covered but not restricted to: Photo composition, shooting angles, camera controls and menu options discussion, camera types, accessories, photo software, etc. Taking great photos is easy and the best part – The happy smiles and grins on the faces of family and friends you share your great pictures with in person or on the web. Please bring your camera with you to class.

Take Better Pictures II

Bob Marotta (First class 10/12)
Tuesdays 7:45-9; 5 weeks;
\$105 fee

This course was created at the request of all who attended the **Take better Pictures I** course. This course is for folks who have a good understanding of how to take nice photographs and want to explore more ways to see things through the camera lens. Here is how the class works: Each Week a technique / topic will be discussed. A weekly photo assignment will be given to all to practice what was discussed. Students will take pictures on their own time and post them to a class web site for discussion/critiquing the next class. Great way to explore what your camera can do beyond the AUTO setting, learn new techniques, etc. All this and more in a relaxed and fun atmosphere.

Create Flyers and Brochures

Bob Marotta (First class 12/6)
Mondays 7:45 – 9pm; 3 weeks; \$45 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 easily create fun flyers and tri-fold brochures like a pro! All skill sets and techniques presented in this course can be used in every version of Word available today. Flyers and brochures are used in many ways to advertise a topic or event:. Business announcements, fundraiser events, homework assignments, teaching aids, yard sales, or whatever you can dream up.

Beginner Piano for Adults

Gary Good (First class 10/13)
Wednesdays 6-7pm; 10 weeks; \$185 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.

Intermediate Piano for Adults

Gary Good (First class 10/13)
Wednesdays 7-8pm; 10 weeks; \$185 fee

This course is also for students who have some piano experience. 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.

Advanced Group Piano for Adults

Gary Good (First class 10/13)
Wednesdays 8-9pm; 10 weeks; \$185 fee

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

Guitar Accompaniment and Songwriting

Leo Stapleton (First class 10/12)
Tuesdays; 7-9pm; 10 weeks; \$135 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!**

Knitting

Debbie Neely (First class 10/13)
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.

Class will be held at Pierce Middle School.

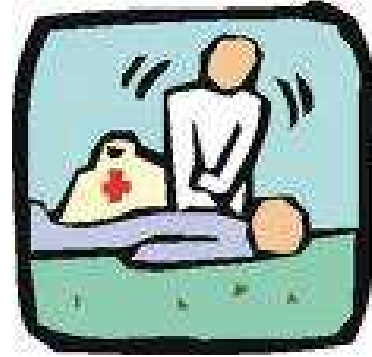
CPR Certification

Milton Hospital Staff

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.

Date is TBA; 6-9pm; \$25 fee

Please register via email with your contact info if you are interested. The date will be sent when finalized.



Get Hired!

Let Roni F. Noland, Milton 's own Job Doctor and an experienced career counselor/coach and freelance writer for Milton Patch, guide you in becoming successful in your work. This series of workshops can help, whether you are currently employed, unemployed, contemplating a career change or returning to employment. Enroll in all three (recommended), or in individual workshops to refresh your skills and perhaps gain some new insights in your search.

1. Get Hired: Career Change

Wednesdays 6:45-8:15pm; 2 weeks; \$25 fee; (First class 10/13)

In a time of high unemployment, is it wise or foolish to contemplate a career change? Let an experienced career counselor/coach help answer that question for each of your individual situations. This class is especially appropriate for re-entry stay-at-home parents, older workers worried about age bias in the workplace, mid-career changers, and recent college graduates just starting out.

2. Get Hired: Building on the Basics

Wednesdays 6:45-8:15pm; 2 weeks; \$25 fee; (First class 10/27)

In today's competitive job market, the "basics" may not good enough. Everyone has a resume and a LinkedIn profile, but are yours getting the results that you want? If not, you may need to take another look at your cover letter, resume, and LinkedIn profile. Learn to write cover letters and resumes that help you stand out from the crowd and a LinkedIn profile that will get you noticed. Interviewing and face-to-face networking tips will be covered as time permits.

3. Get Hired: How to Be Productive Even When You're Not Working Full-Time

Wednesdays 6:45-8:15pm; 1 week; \$15 fee; (One class 11/10)

As the time between lay-off and re-employment lengthens, what can you do to stay motivated and to keep your skills current for the long haul? Too many job-seekers just "give up" and stop looking - but that's the worst thing that you can do. In this workshop, you will learn how to take care of yourself to stay positive, current and productive. Topics include

- interim work
- volunteering
- short term trainings
- consulting
- the care and feeding of your network

*****Are you interested in teaching a class for the next semester??? If you are, please call 617-898-1002 or email adulter@miltonps.org for more information*****

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

Non-Profit Org:
U.S. Postage
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Milton Public Schools Adult Education Program Fall 2010 Course Brochure

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WHEN: Monday, October 4, 2010 6-9 pm
Tuesday, October 5, 2010 6-9 pm
Wednesday, October 6, 2010 6-9 pm

LOCATION: Milton High School Main Office – 25 Gile Rd

PLEASE BRING: Cash, Check, or Money Order (no credit cards accepted)
Checks made payable to “Town of Milton”

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

You must 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 canceled.

