

GLTS

Greater Lawrence Technical School
57 River Road, Andover, MA 01810

978.686.0194 x2003

www.glts.net

ADULT EDUCATION

2016 Semester • Spring Catalog

BUSINESS & COMPUTERS

Twitter for Social (and Professional) Networking

TIM LAMONT

Twitter, the original micro-blogging site, gets bits of information out quickly, and can help you market yourself while networking with other business professionals. Learn to set up a Twitter account, tweet and re-tweet, reach others through hashtags, and start the process of creating a global conversation!

Thursday, February 25, 6:30-8:30pm \$30

Professional Connections: Social Media in the Workplace

TIM LAMONT

Whether you are trying to promote your company or are a job seeker, social media has made its mark in business. In this course you will learn how to use the professional site LinkedIn, as well as learning the differences between a business page and a personal page on Facebook. You will learn the art of navigating an admin dashboard which will review the importance of collecting a lot of likes, tracking analytics, and so much more.

Thursday, March 3, 6:30-8:30pm \$30

Instagram in an Instant!

TIM LAMONT

With over 300 million monthly active users on Instagram, you and/or your business has the potential to reach, engage, and build

community. Instagram makes instant sharing of your photos across multiple online platforms easier than ever. Get started & learn how to use this technology to promote your business or your passion.

Thursday, March 10, 6:30-8:30pm \$30

Intro to Office Assistant

ANGELA SANTANA

You will be introduced to the workings of an office and given real world projects in this fun, educational beginner class. You will learn keyboarding skills, office equipment usage, document and mailing preparation, managing files, and career planning /interviewing. You will also learn highly regarded customer service skills such as fielding calls, taking messages, greeting customers, and the value of teamwork.

10 Weeks: Tuesdays & Thursdays, February 25 to May 5, 3:00-5:00pm \$409

Digital Photography (Beginner)

JOHN MEJIA & BRENDA WASLICK

We will get you snapping away, using the functions and settings your camera has "hidden" inside. You will learn how to download your images from camera to computer, how to organize and manage your collection of photos, get hints and tips for taking quality photographs, and discover online resources for printing and photo sharing. This course is meant primarily for compact, point-and-shoot digital cameras. Please bring your camera, charged batteries, and instruction manual to class.

8 weeks: Mondays, February 22 to April 25 6:00-8:00pm \$200

Introduction to Graphic Design & Adobe Creative Suite

JOHN MEJIA & BRENDA WASLICK

Adobe Creative Suite is a software suite of graphic design, video editing, and web development applications. Learn the basics with tutorials and projects, using Adobe InDesign, Photoshop, and Illustrator to create posters, business cards, brochures, and more! Boost your business with skills in advertising, or make great personalized greeting cards for friends and family. The possibilities are endless in this course!

10 weeks: Wednesdays, February 24 to May 4, 6:00-8:00pm \$300

COOKING

Italian Farmhouse Cooking

CHEF MELISSA NOVA-ROSARIO

This tour through Italy will tantalize your taste buds and teach you a thing or two about the most celebrated of food flavors. You'll not only learn how to cook, you'll also get to sample the results! Upon completion of this course there will be no doubt in your mind as to why Italians are so passionate about their food! Menu will include:

Sausage, Ricotta and Arugula Flatbread, Osso Buco, Wild Mushroom Risotto, Arancini, Panna Cotta

3 Weeks: Tuesdays, February 23, March 1, 8, 6:00-9:00pm \$185 includes materials

Latin Flavors

CHEF MELISSA NOVA-ROSARIO

Eating Latin food is pure joy, but nothing compares to a meal you've actually prepared yourself. Chef Melissa's Latin Cooking Class will allow you to gain a deeper understanding of this culture through its food, as you learn how certain ingredients connect people, history and land. You'll definitely walk away knowing how to impress anyone who attends your next dinner party! Menu includes: Spicy Creamy Tortilla Soup, Queso Fundido Empanadas, Flank Steak with Cilantro Avocado, Chorizo Beans and Rice, Passion Fruit Flan

2 Weeks: Tuesdays, March 15 & 22 6:00-9:00pm \$155 includes materials

Restaurant Secrets

CHEF MELISSA NOVA-ROSARIO

Sometimes it pays to be a copycat, and this is definitely one of those times! Learn the secrets to restaurant chain recipes that are often requested, but rarely disclosed. Be inspired by yummy replicas including Buffalo Blasts, Chicken Madeira, Shrimp Scampi, Cheese Biscuits and more!

2 Weeks: Tuesdays, March 29 & April 5 6:00-9:00pm \$155 includes materials

Restaurant Techniques: How to Cook like a Chef in Your Own Kitchen!

CHEF MELISSA NOVA-ROSARIO

Ever wonder how those chefs make French fries so crispy? Or how they make that Brie melt so perfectly inside a beautifully

decorated crust? Here's your chance to learn what the experts know with a fun menu including, but not limited to: Calamari, Brie En Croute, Chicken Parmesan, Pan Sauces, Crispy and Tender French Fries, Lemon Chipotle Hummus, Garlic Dinner Rolls, and more!

2 Weeks: Tuesdays, April 12 & 26
6:00-9:00pm \$155 includes materials

Cake Decorating

JANE SINGLETON

Learn the fundamentals of baking and decorating cakes. You will learn the techniques of icing flowers, borders and arrangements from beginning to intermediate. The final class will cover how to tier a wedding cake.

7 Weeks: Tuesdays, March 1– April 12
6:30-9:30pm \$255 includes all materials

Rolled Fondant

JANE SINGLETON

Learn hands-on techniques on how to roll fondant on cakes. Supplies included: rolled fondant and tools. During the first class, the instructor will demonstrate proper techniques and give a list of items needed for the following class. Some cake decorating knowledge is required.

2 weeks: Tuesdays, April 26 & May 3
6:30-9:00pm \$125 includes all materials

Cosmetology Program
1000 Hours
Mondays through Thursdays
4:30-9:30pm
Email us at adulted@glts.net
for more information!!

HEALTH OCCUPATIONS

Administrative Medical Assisting

This course will teach office procedures relating to the front office only. The Administrative Medical Assistant is responsible for greeting patients, scheduling, correspondence, maintaining patient medical records and much more. **In June** each student will be eligible to take the Administrative Medical Assistant Exam through the National Health Career Association for \$105.

100 Hours: Tuesdays & Thursdays,
February 23 –June 13, 5:30-9:30pm, \$669
includes textbook

HEALTH AND FITNESS

Tai Chi Chuan: De-Stress Your Life **SHARON PEI**

Let this ancient art of cultivating and storing internal energy through slow, non-impact movements and relaxed breathing, bring you back to a place of calm. Harvard

Women's Health Watch says of Tai Chi:
"This gentle form of exercise can prevent or ease many ills of aging and could be the perfect activity for the rest of your life....and you can get started even if you aren't in top shape or the best of health. There is growing evidence that this mind-body practice, which originated in China as a martial art, has value in treating or preventing many health problems and can be easily adapted for anyone, from the most fit, to people confined to wheelchairs or recovering from surgery.

***Instructor's note: Wear loose fitting clothes and soft soled shoes.**

10 Weeks: Mondays, March 7-May 16, 6:15-7:15pm, \$110

Slow Flow Yoga

CORNELIA DINCA

All four quadrants of your body will be addressed in equal measure as you progress through a series of gradually more challenging poses. Emotionally, yoga offers peace and relaxation; mentally, it encourages a strong focus of concentration as you move from one position to another; and physically it increases strength, flexibility, good posture, alignment, and balance. Bring mind-clearing calm, mental clarity, spiritual growth and physical well-being to your life.

12 weeks: Mondays, February 1-May 2, 3:45-4:45pm, \$115

HEALTH AND SAFETY

Heartsaver First Aid, CPR and AED

CANDACE BRACKEN

This class is designed for parents, teachers, child care workers and emergency response teams, and is a seven hour combo class for participants to become certified in BASIC CPR/AED/FIRST AID. Class includes Child and Infant CPR, as well as Adult CPR. This is NOT a certification for advanced cardiac life support (ACLS) for health care professionals.

Tuesday & Thursday, March 22 & 24 or March 29 & 31 5:30-9:00pm, \$95.

ServSafe® Certification

SCOTT STEWART

ServSafe is a comprehensive food sanitation training program recognized by the Massachusetts Department of Public Health. This course is designed for the restaurant and school food service industry.

2 Weeks: Wednesdays, February 24 & March 2 5:00-9:00pm, \$185 includes book & exam

HOBBIES AND CRAFTS

Fiber Arts I

ELYSE BERUBE

Bring knitting or crochet and learn how to follow a pattern and/or get help with a project. You can learn a new skill or take this course as a refresher. This class does it

all! Students should bring their own yarn and needles or crochet hook. Beginners are welcome.

**6 Weeks: Thursdays, March 3-April 7,
6:00-8:00pm, \$105**

Basic Sewing for Beginners

KATHIE HOWE

Does taming a sewing machine feel somewhat overwhelming? If so, this is the class you've been waiting for! Learn to use your sewing machine, or come and refresh your knowledge. Basic sewing techniques and skills will be covered. Learn how to use and follow pattern instructions or create simple projects on your own. Bring a project to start, or get help completing something you've already started at home. You must bring your own sewing machine and basic supplies.

**7 weeks: Tuesdays, March 29-May 17,
5:30-8:00 pm, \$150**

Creative Metalworking

ED VERONEAU

Is there an artist lurking inside of you trying to get out? Are you the creative type looking for a new way to express yourself? This is the class for you! You'll learn basic techniques in sheet metal work including soldering, brazing and forming different types of metal. In this 24 hour class, you'll have the opportunity to design and complete your very own project...or two if you're a fast learner!

**4 Weeks: Mondays & Wednesdays
February 29-March 23, 6:00-9:00pm, \$329
includes all materials**

TRADE AND TECHNICAL

Auto Damage Appraisal

DAVID DOYLE

Auto Damage Appraisal is a 60 hour course designed to properly prepare you to learn auto insurance and state regulations while attaining the essential learning tools needed to write auto damage appraisals. Approved by the Auto Damage Appraiser Licensing Board, you will receive a certificate upon completion. In addition, you will need to complete a 3-month apprenticeship with a licensed MA Auto Appraiser in order to apply and qualify to take the MA Auto Appraiser Exam.

**10 Weeks: Tuesdays & Thursdays,
February 23-May 12, 6:00-9:00pm, \$529**

ASE Automotive Technician Training - Brakes

MIKE OUELLETTE

This class will provide you with the knowledge required to understand the diagnosis and repair of brake systems. You will become proficient in: automotive shop safety, hydraulic systems, drum brakes, disc brakes, power assist units and more, such as wheel bearings, parking brakes, and electrical. Curriculum follows NATEF Standards.

***Work boots and safety glasses are required.**

**105 Hours: Mondays & Wednesdays
February 22 – April 13, 5:00-9:30pm, \$800
Textbook is an additional \$105**

Basic Automotive Repairs

MIKE OUELLETTE

Familiarize yourself with all systems of the automobile and save money learning how to “do it yourself”. Become aware of noises and symptoms and learn basic auto repairs. Lubrication, brakes, ignition, starting systems, suspension, electrical and cooling systems will be reviewed. Students will have an opportunity to work on their own vehicle.

***Work Boots and safety glasses are required**

**8 Weeks: Tuesdays, February 23-April 12
6:00-9:00pm, \$300**

Home Maintenance

BRIAN BORDERS

This course will give you the know-how and confidence to tackle common home repairs. The first night will cover hand tools and safety, as well as tools the homeowner should have, with the class progressing to more complex issues.

**10 Weeks: Tuesdays, February 23-May 3,
6:00-9:00pm, \$300**

Woodworking

BRIAN BORDERS

After receiving instruction on tool use and safety, you'll begin this class making a simple step stool. As you become more familiar with our tools and machines, we'll work on mutually agreed upon projects, such as bookcases, tables, cabinets, etc.

Note: storage space for projects is not available at Greater Lawrence Technical School. Please remember to bring your own safety glasses and a 12' tape measure.

**10 Weeks: Tuesdays, March 3-May 12,
6:00-9:00pm, \$300**

Some of Our Instructors:

Cornelia Dinca discovered the joy of practicing yoga in the summer of 2004 while living in Michigan. As a registered yoga teacher with the Yoga Alliance, she is very thankful to have been able to study with wonderful teachers. Cornelia aspires to become a reflection of the teachings of Shiva Rea, Sean Corn, Natasha Rizopoulos, David Swenson, Dominic Corigliano and Rolf Gates. At present she teaches beginner classes in the style of Hatha and all levels of Vinyasa Yoga emphasizing the unity of body, mind and spirit created through pranayama, asana and meditation.

Tim Lamont has been a social media professional for over 15 years. He has helped thousands of individuals and small businesses define, create, and establish their social media footprint.

Chef Melissa Nova-Rosario was born and raised in the Dominican Republic. After earning a degree in Psychology from Northeastern, she decided her true calling was cooking. Melissa packed up her bags and her life, and moved to NYC to train as a chef at the Institute of Culinary Education. She has worked in NYC, Spain and Boston and is currently a Culinary Arts instructor at Somerville High School. She feels blessed to follow both of her passions: cooking and teaching.

Sharon Pei grew up in China and is an experienced and dedicated Tai Chi instructor. She has been teaching Tai Chi for local communities in the United States since 2004. To learn more about Sharon and the work she does, please visit her web site at www.taichi-universe.com.

Jane Singleton graduated from the Wilton School of Cake Decorating Master Class and has been having fun teaching cake decorating for over 20 years now. She is both owner and operator of Singleton's Kitchen, Custom Baked and Designed Cakes located in Pelham, NH and is also a proud member of the International Cake Decorators Society.

Ed Veroneau has been teaching Metal Fabrication for over 20 years. Although he's reluctant to boast, he has won several awards for his work in both metal and wood.

WE WANT YOU!

Do you have a skill you'd be willing to share, or do you know someone who might?

We're on the lookout for instructors to teach new classes! Please drop us a line with your name, course idea, and availability for fall...

adulted@glts.net

**2016 Winter/Spring Semester:
Twitter for Social (and Professional)
Networking
Professional Connections: Social Media
in the Workplace
Instagram in an Instant!**

**Italian Farmhouse Cooking
Latin Flavors
Restaurant Techniques: How to Cook
like a Chef in Your Own Kitchen!
Restaurant Secrets
Cake Decorating
Rolled Fondant**

**Introduction to Office Assistant
Introduction to Graphic Design & Adobe
Creative Suite
Digital Photography**

**Cosmetology
Tai Chi Chuan: De-Stress Your Life
Slow Flow Yoga**

**Administrative Medical Assisting
Heartsaver First Aid, CPR and AED
ServSafe® Certification**

**Basic Sewing for Beginners
Fiber Arts
Creative Metalworking**

**Auto Damage Appraisal
Basic Automotive Repairs
ASE Automotive Technician Training-
Brakes**

**Home Maintenance
Woodworking**

GENERAL INFORMATION

Vacations/Cancelled Classes

Winter/Spring session begins the week of February 22, 2016. Winter Recess runs from **February 15-19**; Spring Recess runs from **April 18-22**. **There will be NO classes during those weeks** or on any other holidays. When GLTS day school classes are canceled, evening classes are also canceled. If weather conditions change drastically during the day, possibly necessitating the closing of the night school programs, cancellation of classes will be broadcast over:

Radio Stations: WBZ 1030 AM, WCAP 980 AM, WCCM 1490 AM, & WRKO 680 AM

TV Stations: WBZ CH4, WCVB CH5, WFXT, FOX 25, & WHDH CH7

Classes cancelled due to weather conditions or illness of the instructor will be rescheduled.

Tuition/Discounts

Tuition must be paid in full at the time of registration. Tuition includes textbooks and materials fees unless noted. Seniors, 60 and over, and GLTS staff may register for courses at a 10% discount. Textbooks, registration and materials fees cannot be discounted.

Certificates

All Adult Ed courses are non-college credit, non-graded courses. Certificates of completion are issued for most courses to students with 70% or better attendance.

Refund Policy

A full refund will be given if you cancel one or more weeks before the start of a class. No refunds will be given once the class has started unless a class has been cancelled. A credit voucher good for a future class may be issued at the discretion of the director. **Upon receipt of payment, the Adult Education office considers the student registered.**

Program Offerings

Every effort will be made to offer the courses and programs described in this catalog, however, we reserve the right to make changes to courses, programs and policies as circumstances dictate. The school reserves the right to cancel classes that have insufficient enrollment. A listing in this course catalog does not guarantee a course or program will run.

Parking

Adequate parking is provided in well-lit parking lots behind the building.

Smoking Policy

GLTS is a smoke-free school. The use of all tobacco products is prohibited in the school, and on school grounds according to Massachusetts State Law.

Refreshments

The Cafeteria will be open for light refreshments from 4:00 to 7:30pm each evening. All food must be consumed prior to class as no food is allowed in the classrooms at any time.

REGISTRATION

NAME	EMAIL
STREET ADDRESS	CITY, STATE, ZIP
PHONE#	NAME OF COURSE

ENCLOSE CHECK (MADE OUT TO GLTS ADULT ED) AND MAIL TO:

ADULT EDUCATION
57 RIVER ROAD
ANDOVER, MA 01810



Contact Us:

Cynthia Taibbi, Adult Education Supervisor

To discuss educational opportunities here at GLTS, please email Cynthia at adulted@glts.net or call **978.686.0194 x2003**

Office Hours:

The Adult Ed Supervisor is available to meet with you Monday through Thursday from 3:00pm to 6:00pm, or by appointment.

Address:

Greater Lawrence Technical School is located at 57 River Road in Andover, Massachusetts.

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