





**INTRODUCTION TO INTEGRATED ENERGY THERAPY****\$30**

Learn what Integrated Energy Therapy (IET) is and how IET can help increase your connection with the angels in a simple 5 minute process. Learn how to promote self-healing on all levels, physically, emotionally, mentally and spiritually.

**M214 Tuesday** 3/6 6:00 – 9:00 p.m. 1 week

**HEALING WITH THE ENERGY OF THE ANGELS****\$55**

Learn how to meet and work with nine Archangels. Learn how to call upon these angels through an angelic heart link. Learn about the angels and how you can establish a connection with them. There is a \$10 book fee due at the first class.

**M212 Tuesday** 3/13 -3/27 6:00 – 9:00 p.m. 3 weeks

**INTRODUCTION TO MINDFULNESS****\$45**

This 4 class series will introduce participants to Mindfulness Meditation practices and other therapeutic tools to reduce unnecessary stress, to manage anxiety, the blues, pain, sleep problems and addictive behaviors. If you are prepared to grant yourself time to develop this rewarding practice, you will realize the full value of this course. No previous Meditation experience is required.

**M215 Wednesday** 2/28 – 3/21 6:30 – 8:00 p.m. 4 weeks

\*\*\*\*\* **COMPUTERS** \*\*\*\*\*

**INTRO TO WINDOWS & COMPUTERS****\$75(course) + \$25(Textbook) = \$100.**

This is a great way to become familiar with a computer. This is a 12-hour introductory course designed for the first time user and users who wish to increase their computer skills. You will learn how to completely navigate through the Windows operating system and any basic computer skills that are needed to run a computer. Using the power of the Internet you will learn how to send e-mail and attachments and use search engines to find information. You will learn how to get recipes, plan a vacation, check stock prices and more!

**C100a Tuesday** 2/6 – 3/6 6:00 - 9:00 p.m. 4 weeks

**INTRO TO WINDOWS & COMPUTERS FOR SENIORS****\$75**

This is a great way for SENIORS to become familiar with a computer. This is a 12-hour introductory course designed for SENIORS who wish to learn basic computer skills. SENIORS will learn how to navigate through the Windows operating system and learn any basic computer skills that are needed to run a computer. Using the power of the Internet, SENIORS will learn how to send e-mails and attachments and use search engines to find information. You will learn how to get recipes, plan a vacation, check stock prices and more! SENIORS will be given time to practice the concepts taught in this course.

**C101 Saturday** 3/3 – 3/24 9:30 – 12:30 p.m. 4 weeks

**MICROSOFT WORD****\$90 (course) + \$25 (Textbook) = \$115**

Learn how to create and save documents. Using today's most popular and powerful word processing program, learn how to cut, copy and paste text, format paragraphs and pages and how to create a mass mailing.

**C102 Tuesday** 3/13 – 4/10 6:00 - 9:00 p.m. 5 weeks

**MICROSOFT EXCEL****\$90 (course) + \$25 (Textbook) = \$115**

Throw away your pencils and calculator. Learn how to create spreadsheets to keep track of information, perform basic calculations for finances, vacation planning, inventory tracking, creating charts, graphs and much more. You must have a working knowledge of Windows.

**C103 Thursday** 2/8 – 3/15 6:00 – 9:00 p.m. 5 weeks

**MICROSOFT OFFICE SUITE****\$150 (course) + \$25 (textbook) = \$175**

Would you like to learn about all of the Microsoft Office products such as Word, Excel, PowerPoint, Access, Publisher and more in one course? In this course you will learn everything from basic techniques in each program to advanced techniques that will allow you to share information from one program to another. This is the perfect solution for someone who would like to share information from a spreadsheet and place it in a Word Document, present it to an audience using Microsoft PowerPoint or take information from an Access Database and create mass mailings in Word. This is a great course for a beginner.

**C106 Thursday** 2/8 – 4/5 6:00 - 9:00 p.m. 8 weeks

**CRASH COURSE IN WORD****\$55**

Learn how to create and save documents, cut, copy, and paste text, format documents, and learn how to create mass mailings, using today's most popular and powerful word processing program. This course is great for someone who has little knowledge about the word processors of today. You must have a working knowledge of Windows.

**C107 Saturday** 3/17 9:00 - 2:00 p.m. 1 week

**CRASH COURSE IN EXCEL****\$55**

Learn how to use one of the most popular and powerful software applications in just one day! Students will learn beginning-to-advanced concepts in the class. You must have a working knowledge of Windows.

**C108 Saturday** 3/31 9:00 - 2:00 p.m. 1 week

**BUY AND SELL ON EBAY****\$55**

Learn how to make money from America's largest online auction also known as eBay. Would you like to purchase inexpensive hard to find items but you're not sure how to do it? Learn how to buy or sell just about anything securely on eBay. In this course you will learn how to set-up an eBay account, a PayPal account to securely send and receive money.

**C109a Wednesday** 3/21 - 3/28 6:00 - 8:30 p.m. 2 nights

**C109b Saturday** 4/14 9:00 - 2:00 p.m. 1 week

**WEB PAGES FOR EVERYONE****\$90**

Create your own personal web page using a variety of programs - Microsoft Office, Front Page and various editing programs. Bring pictures and scan them in for use on the web. Great class for beginners and those looking to expand their knowledge of the Internet and how it works "behind the scenes".

**C110 Wednesday** 2/7- 3/14 6:00 - 9:00pm 5 weeks

**INTERNET SECURITY****\$55**

You will learn how to keep your computer safe against being infected with viruses, Spyware, Adware, and how to protect a computer against other security holes in Microsoft Windows. You will learn safe computing techniques and how to keep your computer protected against many security issues. Fact: there are more than 400 new viruses developed each month.

**C111 Wednesday** 4/4 - 4/11 6:00 - 8:30 p.m. 2 weeks

**INTRO TO ADOBE PHOTOSHOP****\$90 (course) + \$33 (Textbook) = \$123**

Learn how to use the world's most powerful image editing and graphics program. Resize, crop and apply effects to photographs and artwork. Create original images for use in print or the web. This course has something for everyone!

**C112 Tuesday** 2/6 - 3/13 6:00 - 9:00 p.m. 5 weeks

**REPAIR YOUR OWN COMPUTER****\$90**

In this course you will learn techniques that technicians use to repair & upgrade your own computer. This is great for someone who has problems with their computer and wants to solve them, or has a computer that they would like to add something to such as a CD burner, DVD player, more memory, or a bigger hard drive. You will also learn some general maintenance that should be performed on a regular basis. Bring your own pc's if they are currently experiencing difficulties, need upgrades or routine maintenance. Please do not bring a computer that is more than 4 years old.

**C113 Saturday** 2/17 & 3/3 9:00 a.m. - 2:00 p.m. 2 weeks

**KEYBOARDING AND WORD****\$90 (course) + \$25 (Textbook) = \$115**

Learn touch typing at the same time as you learn Microsoft Word. Each class will consist of ½ to ¾ hours of keyboarding. You will be able to practice your newly learned skill as you learn Microsoft Word. You will learn how to create and save documents, how to cut, copy and paste text, format paragraphs and pages and how to create a mass mailing.

**C301 Tuesday** 3/20 - 4/24 6:00 - 9:00 p.m. 5 weeks

**AUTOCAD****\$180 (course) + \$65 (textbook) = \$245**

This introductory AutoCAD course will explore basic methods of constructing 2D geometry, dimensioning, editing and file management. This course is popular and limited in size, so don't delay! AutoCAD 2007

**C114 Tuesday** 2/6 - 4/24 6:00 - 9:00 p.m. 10 weeks

\*\*\*\*\*ACADEMIC ENRICHMENT\*\*\*\*\*

**AMERICAN SIGN LANGUAGE (ASL-1) \$85**

(For beginners) This 16 hour course will introduce students to American Sign Language (ASL) and the culture of deaf Americans. Basic vocabulary, use of body language and aspects of deaf culture that affect the use of language will be covered.

**A100 Monday** 2/5 – 4/2 6:00 - 8:00 p.m. 8 weeks

**HOW TO COMPLETELY GET DEBT FREE \$35**

By eliminating and investing in your debt. Eliminate your credit card debt in 1 -4 years and your mortgage in 2 to 6 years. You will learn how to get completely out of debt, how to operate on 100% on cash, never using credit cards again and how to build retirement wealth with the money you have wasted on debt payments. You will leave class with a complete, personalized debt-elimination plan. Students should bring a list of debts showing balances and minimum monthly payments along with a calculator to the workshop. Course fee includes a \$8.00 12 page workbook. An optional text is available from the instructor for \$43.00.

**A210a Tuesday** 2/27 6:00 – 9:00 p.m. 1 week

**A210b Tuesday** 4/3 6:00 – 9:00 p.m. 1 week

**AN INTRODUCTION TO PROFESSIONAL VOICE-ACTING \$25**

Have you ever been told that you have a great voice? Come and explore professional voice - acting for television, radio, audio books, and more! Learn the basics, including how to be successful and earn great income in this exciting field. You'll even record a commercial under the direction of our producer! Bring all your questions!

This class is informative, lots of fun, and a great first step for anyone interested in voice - acting professionally.

**A301 Tuesday** 4/10 6:30 – 8:30 p.m. 1 week

\*\*\*\*\*VOCATIONAL ENRICHMENT\*\*\*\*\*

**COLLISION REPAIR \$150**

Students will be introduced to the technical methods and specialized equipment used to restore collision damaged vehicles. They will be exposed to all facets of the process, including sanding, filling, straightening, repainting and refinishing the inside and the outside of vehicles, as well as performing cost estimates. This is not a "restore your own vehicle" course. Restoration projects relating to the curriculum, which may include your vehicle, will be assigned by the instructor(s).

**V301 Tuesday and Thursday** 2/6-3/22 6:00 - 9:00 p.m. 6 weeks

**HVAC SECTION 608 OF THE CLEAN AIR ACT \$150**

A training class will be given for current HVAC technicians and trainees for (HVAC) section 608 of the clean air act followed by a proctored EPA closed book exam. This course will cover Core, Type I, Type II, and Type III (Universal) of the EPA test. For printed information on the certification, please call us at (508) 823-5151 ext 123. The fee includes the cost of the exam.

**V101a Tues. and Thur.** 3/27 – 4/5 6:00 - 9:00 p.m. 2 weeks

**BASIC MACHINING \$150**

This hands-on course will teach students the basics of engine lathes, grinders and milling machines. This is a great course for beginners.

**V103 Tuesday** 2/6 – 4/3 6:00 - 9:00 p.m. 8 weeks

**WOODWORKING \$150**

This hands-on course will teach you the basics of all woodworking machines. You will learn shop safety, project layouts, material lists and wood selections while making a project of your choice.

**V106a Wednesday or** 2/7 – 4/4 6:00 - 9:00 p.m. 8 weeks

**V106b Thursday** 2/8 – 4/5 6:00 - 9:00 p.m. 8 weeks

**BASIC WELDING****\$170**

This hands-on, fun-filled program is for skilled and unskilled students. Learn the technical and practical applications of SMAW, GMAW & Gas Welding. Are you looking for an advanced type of welding or skill? If you are, call us (508) 823-5151 ext. 123 and let us have one of our instructors call you. We may be able to teach it to you during one of our classes. Fee includes basic materials. Students must be 18+ years of age and not currently attending high school.

<b>V105a</b>	<b>Tuesday or</b>	2/6 – 4/3	6:00 - 9:00 p.m.	8 weeks
<b>V105b</b>	<b>Wednesday or</b>	2/7 – 4/4	6:00 - 9:00 p.m.	8 weeks
<b>V105c</b>	<b>Thursday</b>	2/8 – 4/5	6:00 - 9:00 p.m.	8 weeks

\*\*\*\*\***IN THE KITCHEN**\*\*\*\*\*

**SERVESAFE RECERTIFICATION****\$90**

The state of Massachusetts requires that all food service establishments have a ServeSafe certified staff member on duty at all times. This 9 hour recertification course will prepare you to take the ServeSafe recertification test which is good for 5 years. This course will cover any new or updated information to the current food code, existing current code review and exam administration. This recertification course includes cost of test.

<b>K210</b>	<b>Saturday</b>	3/31	8:00 a.m. - 4:30 p.m.	1 week
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**COOKING WITH CHEF MOM**

Fee includes \$30 cost of food

**\$140**

Explore cooking with the practicality of a working mom combined with the education and palate of a professionally trained chef. Make a dinner that will wow family and guests in the short time that you have after work. You'll learn to make versatile sauces from fresh ingredients, plan easy & hearty meals, and tricks to maximize your limited time in the kitchen. Go home with a new outlook on weekday dinners and a repertoire of flexible recipes..

<b>K314a</b>	<b>Tuesday</b>	2/27 – 3/27	6:00 – 9:00 p.m.	5 weeks
<b>K314b</b>	<b>Wednesdays</b>	2/28 – 3/28	6:00 – 9:00 p.m.	5 weeks

**FUN WITH CHOCOLATE MAKING****individual \$25 or mother/daughter etc team \$25**

This course is designed for individuals or the family; mother and daughter/son or grandparent and granddaughter/grandson etc. Learn the basics of making chocolate lollipops and dipped chocolate treats. See how chocolates can be used to decorate cakes, treats for classroom, as shower & party favors and so much more. The only limit is your imagination. Everyone leaves with their work to share and enjoy. Class fee for child and adult team \$10.00 (max 2 children per team) or individual \$5.00 –children must be 8 years or older

<b>K215a</b>	<b>Saturday or</b>	2/10	10:00 a.m. - 1:00 p.m.	1 week
<b>K215b</b>	<b>Saturday</b>	3/17	10:00 a.m. - 1:00 p.m.	1 week

**SWEETS FOR YOUR SWEET: VALENTINE TRUFFLES**

Includes \$10/ person for food

**\$45**

Why buy expensive truffles, when you can learn the basics of making your own. This one night workshop will teach you the art of gourmet ganache truffles. Students should bring an apron.

<b>K312</b>	<b>Monday</b>	2/12	6:00 – 9:00 p.m.	1 week
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**NEW ENGLAND CLAM "CHOWDAH"**

Includes \$12/ person for cost of food.

**\$47**

This hands-on course will teach you how to make the best New England clam chowder to warm your Yankee soul. You'll learn everything you need to prepare this New England classic, from knife skills to preparing a chowder base that will provide a good consistency once your dairy product is added. Bring an apron and container so you can take home some chowder to share with your friends and family.

<b>K311</b>	<b>Monday</b>	2/26	6:00 – 9:00 p.m.	1 week
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**PATE A CHOUX**

Includes \$15 per person for cost of food.

**\$50**

Chocolate éclairs and cream puffs only look difficult to make. Let an experienced baker show you the secret to making this elegant and perennial favorite of desserts. In this hands-on course you'll learn step-by-step how to make éclairs dripping with chocolate and cream puffs dusted with sugar - from pastry shells to custard and whipped cream fillings. Please bring an apron and a box to take home your delicious creations.

<b>K310</b>	<b>Monday</b>	3/26	6:00 – 9:00 p.m.	1 week
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**TIRAMISU**

Includes \$10/ person for food.

**\$45**

This dessert has become one of the most popular desserts served in upscale restaurants. This one night, hands-on class will teach you to make this fabulous "pick-me-up" dessert. Students will learn a basic Tiramisu recipe in class and will also leave with different recipes of flavor variations. Students should bring an apron and a 4-6 quart glass baking dish or serving bowl to prepare the finished dessert in.

**K313 Monday** 4/2 6:00 – 9:00 p.m. 1 week

**CAKE DECORATING****\$150**

Learn the art of cake decorating with some basic skills including: baking the perfect cake, frosting making, flower making, holiday cakes and much more. Students will work on making frosting work for you, theme cakes, cakes for no occasion and children's cakes. Every week you will go home with a completely decorated cake. You must bring a 2-layer cake baked and unfrosted to each class. There will be a \$20 fee due at the first class for supplies to get you decorating on your first night.

**K 216 Tuesday** 2/6 – 4/3 6:00 - 9:00 p.m. 8 weeks

**INTRODUCTION TO TEA TASTING****\$35**

It's the hot new trend. Learn about loose teas and their preparations while participating in hands-on classes designed to introduce the novice or advanced tea enthusiast to the new world of tea. These classes will cover teas during each class and learn how to rate teas to personal taste.

**K215 Wednesday** 2/28- 3/14 7:30 - 9:00 p.m. 3 weeks

\*\*\*\*\* **HOBBIES** \*\*\*\*\*

**THE ART OF GIFT BASKETS****\$20**

Join us and learn the basics that turn a simple gift into memorable, thoughtful & beautiful gift! Learn how to make baskets. You'll never be at a loss for a way to wrap a gift or for the right gift for just about anyone. Gift baskets can be as unique as the person you are making them for; come and see some great ideas. You can cross one gift off your holiday list by either bringing your own "fillers" for a basket and use our basket, wrap and ribbon for \$7.00 class fee or bring nothing and make one of 4 different baskets, Tea Lover's, Coffee Lovers, Bath or Holiday Theme for \$15 class fee. Bring your creativity.

**H210a Wednesday** 3/21 6:30 - 8:30 p.m. 1 week

**H210b Tuesday** 4/3 6:30 - 8:30 p.m. 1 week

**STAINED GLASS FOR BEGINNERS****\$125**

You will learn the basics of making a stained glass "Sun Catcher" using the copper foil method created by Tiffany. The first night you will learn how to break (cut) glass. From there you will begin cutting your first pattern. Several patterns will be available to choose from. You will leave class with a finished sun catcher. Fee includes all materials.

**H102 Thursday** 2/8 – 4/5 6:30 - 9:00 p.m. 8 weeks

**THE PATH TO SIMPLICITY****\$20**

Want to get off automatic pilot and begin making more deliberate life choices? Join this class and learn, through exercises and discussion, how three areas keep people from living a simpler, more conscious life: money (spending less/saving more), clutter (letting it go), time (slowing down). Take the first step to a more meaningful existence.

**H315 Tuesday** 3/27 6:00 - 8:00 p.m. 1 week

**INTRODUCTION TO PHOTOGRAPHY****\$90**

Learn the basics of photography from an award winning photographer. The course will contain an overview of basic flash photography. You will learn the principles of exposure, lens aperture and shutter speeds and how they affect the image. Unusual conditions such as underwater and night photography will be discussed. Emphasis will be in evaluating light and creative expression through the medium of photography. Care of the final photograph, presentation, and archiving will all be discussed. There is so much that you can learn to improve your photographs.

**H211 Saturday** 2/10 – 3/17 9:00 - 12:00 p.m. 6 weeks

**FLORAL ARRANGING****\$115**

This course will teach you how to create beautiful floral arrangements and designs that are useful for door decorations, centerpieces and more. Fee includes materials for 1<sup>st</sup> class.

**H105 Wednesday 2/7 – 4/4 6:30 - 9:00 p.m. 8 weeks**

**BASIC KNITTING****\$90**

Come join the fun. Learn to knit. Beginners will complete a simple project in 6 weeks. Advanced knitters will learn finishing techniques and original design.

**H106 Tuesday 2/27 – 4/3 6:00 - 9:00 p.m. 6 weeks**

**SEW WHAT CLASSES****\$100**

These sewing classes are designed to help you learn the basics of sewing. Novices and beginners are welcome. Students will learn how to operate your own sewing machine, basic sewing skills, simple alterations, zipper repair and replacement, how to make curtains, the assembly of basic projects, the understanding and making of patterns as well as learning to sew whatever you desire.

**H316a Tuesday 2/6 - 4/3 6:30 - 9:00 p.m. 8 weeks**

**H316b Wednesday 2/7 - 4/4 6:30 - 9:00 p.m. 8 weeks**

**BEGINNING QUILTING****\$120**

You will complete a full size quilt, learning the basic skills of using a rotary cutting, and quick piecing method. There will be three quilt choices to choose from. Portable sewing machine is required by registrar. A material list will be provided during the first class. This class is for beginners, but all are welcome to share in the fun.

**H215 Wednesday 2/28 – 4/25 6:00 – 9:00 p.m. 8 weeks**

**PERENNIAL GARDENING****\$75**

Learn to design and maintain a Perennial Garden-root divisions and propagation. You will learn how to put your garden to bed. Think spring!

**H107 Thursday 3/1 – 3/29 6:00 - 9:00 p.m. 5 weeks**

**PAINTING****\$110**

Learn tons of exciting techniques for oil painting with local artist Gil Carvalho. This class is for beginners and intermediate painters. A material list will be provided during the first class. One of our most popular courses!

**H108 Tuesday 2/6 – 4/3 6:00 - 9:00 p.m. 8 weeks**

**DRAWING FROM PICTURES****\$100**

The first half of this course will focus on developing the drawing skills you need in order to create effective artwork. Using those skills and working from a photograph or other image that has meaning to you. You will create a finished artwork that is both meaningful and technically proficient. Fee includes supplies.

**H109 Wednesday 2/7 – 4/4 6:00 - 8:00 p.m. 8 weeks**

\*\*\*\*\* **RECREATION** \*\*\*\*\*

**BALLROOM-1****No class March 6 and March 13 \$50 each person**

Learn the basics of these two classic dances the Fox Trot and Waltz. Fox Trot will be your most useful dance that you ever learn. Waltz will be the most fun. A routine will be taught in each dance. Couples preferred

**R320 Tuesday 2/6 – 4/24 7:00 - 8:00 p.m. 8 weeks**

**EAST COAST SWING-2****No class March 6 and March 13 \$50 each person**

Add additional figures to your existing East Coast Swing routine. New 6-count and 8-count figures will be added as well as review of some of the old ones. This is a continuing course. **Pre-requisite SWING-1.** Couples preferred

**R321 Tuesday 2/6 – 4/24 8:05 - 9:05 p.m. 8 weeks**

## NOTES

1. A non-refundable processing fee of \$5.00 will be charged for each time you register for a course or courses. There is no processing fee for registering for courses securely online. [www.bptech.org/cont-ed](http://www.bptech.org/cont-ed).
2. Students must be at least 18 years of age and not currently attending high school. Exceptions are listed as mother/daughter courses in our brochure.
3. If a class is canceled due to inclement weather, etc., the class may be made up on a different night than originally scheduled. i.e. a canceled Monday class may be made up on a Wednesday night depending on the availability of the instructor and classroom.
4. Students with returned checks will be charged a "returned check fee" of \$10.00
5. If Bristol-Plymouth's day school is canceled, Continuing Education classes for that day are also cancelled.

## REFUND POLICY

- Students whose class has been cancelled are entitled to a 100% refund including the processing fee.
- Withdrawal before the 1<sup>st</sup> class meeting - 100% of tuition will be refunded less the \$5.00 processing fee.
- Withdrawal after 1<sup>st</sup> class meeting - 80% of tuition will be refunded less the \$5.00 processing fee.
- No refunds will be issued after the second class.
- There is no refund of the processing fee for dropped courses.

If you have an idea, question, comment, or want to check on the status of a class, you can do one of the following: check our website [www.bptech.org/cont-ed](http://www.bptech.org/cont-ed)  
call us at (508)823-5151 ext. 123    email us at [cont-ed@bptech.org](mailto:cont-ed@bptech.org)

## NO CONTINUING EDUCATION CLASSES

February 19 – February 23 (Monday – Friday), Winter recess

April 7 (Saturday), Easter weekend

April 16 – April 20 (Monday – Friday), Spring recess

Name: _____	
Street: _____	
Town: _____	State: _____
Daytime Phone: _____	Evening Phone: _____
Cell Phone: _____	Email address: _____
Course Name: _____	Course number: _____
Course Name: _____	Course number: _____
\$ _____ + \$5.00 = _____ (enclosed check):	
Course(s) + Processing fee = Amount Due	
Or _____	
_____ Visa/MC #	_____ Exp. Date:
<b>Mail Course Registration and Payment to:</b> <b>Continuing Education</b> <b>Bristol-Plymouth Regional Technical School</b> <b>940 County Street, Taunton, MA 02780</b>	