

Peabody Public Schools Peabody Continuing Education Program

Complete GED Program

*Officially Licensed by the MA DESE

LOCATION:

Peabody Veterans Memorial High School
485 Lowell Street
Peabody, MA 01960
978-536-5600
continuing@peabody.k12.ma.us

ASSESSMENT:

GED assessment tests are by appointment with a cost of \$20.00.

Money orders should be made out to Peabody Public Schools.

Our Guidance Counselor's hours are Monday and Wednesday evenings from 4:30 to 7:30 pm, for assessment tests.

TESTING:

Registrations for GED testing are by appointment, with a cost of \$60.00 and \$5.00 in cash. You must pre-register for each test.

Money orders should be made out to Peabody Public Schools.

The GED is given every Wednesday evening at 6:00 pm.

Candidates must report by 5:45 pm to the main office.

We allow one test taken at each testing session.

CANDIDATES MUST BE PRE-REGISTERED.

CLASSES:

GED Preparation classes are held on Mondays from 6:00 to 8:30 pm, with a tuition fee of \$40.00 for four consecutive classes.

Money orders should be made out to Peabody Public Schools.

CRITERIA: You must be at least 16 years old and have an official photo identification. If you are 17 years old or younger, you must have an official withdrawal letter from the last school you last attended.

NOTE: We do not accept credit cards.

Nurse Pre-Requisite Courses

Algebra \$275.00

Monday, 6:00 to 8:30 pm

Review of basic math, principles and functions, equations and word problems. This is an excellent introductory or refresher course.

**This course will take place at Higgins Middle School*

Starts: 2/27/12 (10 sessions)

Biology with Lab \$275.00

Wednesday, 6:00 to 9:00 pm

Course instruction includes cellular and molecular biology with emphasis on human anatomy. Book rental fee \$20.00 collected at the first class.

**This course does include a lab component.*

Starts: 2/29/12 (10 sessions)

Chemistry with Lab \$300.00

Tuesday, 6:00 to 9:00 pm

Course includes formula writing, matter and its changes, atomic structure, periodic table, chemical bonds, acids, bases, salts and equations. Book rental fee \$20.00 collected at the first class.

**This course does include a lab component.*

Starts: 2/28/12 (11 sessions)

Computer Courses

Microsoft Word for Beginners \$30.00

Learn how to create, save, retrieve and print documents. Become comfortable with editing and formatting techniques: cut, copy and paste. Learn how to use spell and grammar check.

Wednesday, 3/7/12 6:30 to 8:30 pm (1 session)

Microsoft Word Intermediate \$30.00

Acquire skills by formatting characters and paragraphs, insert graphics, set tabs. Learn components of a business letter and resume, use templates, copy and paste. Become skilled at addressing and printing envelopes/mailing labels.

Wednesday, 3/14/12 6:30 to 8:30 pm (1 session)

Microsoft Excel for Beginners \$30.00

Learn the basics of spreadsheets. Learn menu and toolbar commands, text and number formatting, spreadsheet design, and formula construction.

Wednesday, 3/21/12 6:30 to 8:30 pm (1 session)

Microsoft Excel Intermediate \$30.00

Expand your knowledge of Microsoft Excel. Learn how to manipulate graphs and how to input more interesting and exciting formulas. Take your Excel skills to the next level!

Wednesday, 3/28/12 6:30 to 8:30 pm (1 session)

Microsoft PowerPoint for Beginners \$30.00

Create presentations that look professional. Use backgrounds, sound effects, separators, and graphics. Make your Excel spreadsheets and word documents into a presentation.

Wednesday, 4/4/12 6:30 to 8:30 pm (1 session)

Microsoft PowerPoint Intermediate \$30.00

Expand your knowledge on Microsoft PowerPoint. Learn how to utilize videos, websites, music, and other multimedia within your presentation. Take your PowerPoint skills to the next level!

Wednesday, 4/11/12 6:30 to 8:30 pm (1 session)

Create Your Own Website! \$80.00

Thursday, 6:00 to 8:00 pm

Do you have a need for a website for a wedding or other event, family photos and updates, a personal cause, or even a small business? Create a web site without learning HTML using the free website builders online. In addition to ordinary text, you will learn how to add documents, pictures, music, sounds, lists of items for sale, a personal blog, and more complex objects like photo albums, maps, and pictures uploaded from your camera or scanner. The course is Web-based and takes place in a computer classroom. There are tons of examples that you can download and practice on, or even keep. You will also learn how to update your website on your own.

**This course will take place at Higgins Middle School*

Dates: 2/9/12, 2/16/12, & 3/1/12 (3 sessions)



Single Session Programs

Money Matters:

Maximize Your College Financial Aid \$25.00

Thursday, 3/29/12, 7:00 to 9:00 pm (1 session)

This one-night workshop is a must for all parents of college-bound high school students, especially freshmen and sophomores. We will demystify the college financial aid process and teach you how to access the more than \$90 billion in financial aid dollars, monies that are even available to "high income" families and business owners. Strategies will be presented that will help you protect your assets by maximizing your eligibility for aid, effectively lowering your college costs. You will learn the optimum time to set the strategies in place (Hint, best before junior year) and why, if you wait until the financial aid deadline to file your forms, you may miss out on the full amount of aid you qualify for. You will also learn how to minimize the equity in your home. A free comprehensive analysis will be provided for those attending the class.

**Instructor: Don Anderson
College Funding Advisors, Inc.**

Multi-Session & On-Going Programs

April Showers Bring May Flowers \$40.00 per session

Back by popular demand! + \$20 material fee per session

Wednesday, 6:00 to 8:00 pm (paid directly to instructor)

Come to Evans Flower Shop and learn firsthand how to create arrangements for the upcoming spring and summer celebrations! No experience necessary. Walk out of class with arrangements that look like a professional did the work.

Dates: 4/4/12, 4/11/12, & 4/25/12

Wills, Estate, & Financial Planning Basics \$175.00 for couples

Tuesday, 7:00 to 9:00 pm \$125.00 for singles

This course will introduce couples and individuals to wills, estate planning and financial planning topics. Taught by an attorney experienced in these areas, attendees will leave the course with a will customized to their individual needs as well as with an understanding of more sophisticated estate and financial planning strategies. Topics to be covered include the ins and outs of wills, asset protection, living trusts, health care proxies, living wills, and powers of attorney. Additionally, attendees will receive an understanding of basic planning strategies to adequately plan for retirement or near retirement. The course is intended for couples and individuals of all ages and status. The course is limited to 30 couples or singles. Both at-home partners must attend the sessions where wills will be created.

Dates: 4/3/12, 4/10/12, & 4/24/12 (3 sessions)

Basic Composition \$75.00

Tuesday, 7:00 to 8:30 pm

Are you intimidated by the idea of writing anything other than a sentence or two? Do you want to learn to write a solid essay? Anybody can learn to write well by following just a few simple steps, and this six week course will take you through the process.

Starts: 2/28/12 (6 sessions)

A Taste of Tai Chi & Chi Gong \$100.00

Tuesday, 6:00 to 7:30 pm

Experience the ancient Chinese Healing Arts of tai chi and chi gong in this beginner session. Learn a specialized tai chi form sanctioned by the Arthritis Foundation. Increase your sense of balance, create better posture and increased breathing. Learn meditation and visual imagery techniques for increased energy and harmony of mind and body. Train at your own comfort level.

Starts: 1/31/12 (6 sessions)

**Instructor: Lisa Kirshon, 2008 National Gold Medalist
in Tai Chi and sword forms**

Beads, Buttons and Embellishments

Monday, 6:00 to 8:00 pm

Come and learn how to craft various projects like jewelry, pendants, embellishments, and braiding. Information regarding materials will be provided upon registration.

***These courses will take place at Higgins Middle School**

Dates:

- 2/27/12 Basic Bracelet (Level: Easy/Crimping)
- 3/5/12 Sea Glass Pendants (Level: Easy/Bending Wire)
- 3/15/12 Glove/T-Shirt Embellishment (Level: Intermediate)
- 3/22/12 Button Bracelet (Level: Intermediate)
- 3/29/12 Kumihimo Braiding (Level: Intermediate/Braiding)
- 4/2/12 Kumihimo Braiding Finishing (Level: Intermediate/Braiding)

Cost: \$15.00 per course

Continuing Education Program

There is a \$25 fee per course for non-residents of Peabody

Refunds: No refunds will be made after the first class. Requests for refunds must be in writing to the director before the second class. No refunds for one night classes.

Cancellations: If the Peabody Public Schools are closed during the day due to holiday, school vacation or inclement weather, there will be no evening class. If school is held and weather conditions become severe later in the day, there will be a voice mail message after 4:00 pm at 978-536-5600.

Confirmation: Students should consider themselves enrolled unless notified otherwise. Courses will be canceled one week before the course date if enrollment is insufficient. Courses are filled on a first-come, first-served basis.

Registration

****Please Note the New Mailing Address****

By Mail:

**Continuing Education Program
Higgins Middle School
1 King Street Ext.
Peabody, MA 01960**

In Person:

**Peabody Veterans Memorial High School
485 Lowell Street
Peabody, MA 01960**

**Monday, January 23rd
Wednesday, January 25th
4:30 to 7:30 pm**

**PEABODY CONTINUING EDUCATION
REGISTRATION FORM**

Please complete form, enclose money order or personal check, payable to Peabody Public Schools
Note: \$25.00 return check fee on personal checks.

Name	Address	City	Zip Code	Email	Phone	Tuition	Non-Res Fee	Course
							\$25.00 per course	

Peabody Public Schools



**Continuing Education
Program**

Spring 2012
Course List

AFTER HOURS

**It's Never Too Late
for Your Education**

Continuing Education Program
Peabody Veterans Memorial High School
485 Lowell Street
Peabody, MA 01960
978-536-5600
continuinged@peabody.k12.ma.us

Please note the mailing address has changed to:
Continuing Education Program
Higgins Middle School
1 King Street Ext.
Peabody, MA 01960

All courses held at Peabody Veterans Memorial High School unless otherwise stated.

