

Fall 2018

Smith Vocational and Agricultural
ADULT COMMUNITY EDUCATION



SmithACE.org ~ 413.587.1414 x3530
80 Locust Street, Northampton, MA 01060

WELCOME

Funded by a bequest from Oliver Smith whose niece, Sophia Smith, later endowed Smith College and Smith Academy, Smith Vocational and Agricultural High School opened for students in 1908 as the first vocational school in Massachusetts. We are excited to be able to offer our local community a wide selection of hands-on workshops in a variety of subjects ranging from social dance to welding.

Adult Education Administration

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Liz Tiley, Director

Board of Trustees

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Accreditation Standards:

New England Association of Schools and Colleges (NEASC)

MA Board of State Examiners of Electricians approved school

MA Board of State Examiners of Plumbers and Gas Fitters approved school

MA Department of Career Services approved eligible training provider

MA Department of Public Health approved training provider

National Restaurant Association approved training courses

Occupational Safety and Health Administration approved training courses

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CULINARY ARTS



BASIC COOKING – AMERICAN CUISINE

Learn the art of cooking delicious home-cooked meals with a professional chef. This 4 week course will introduce skills to be developed in a second course to follow, Basic Cooking - International Cuisine. Here are the weekly meals you will create in this course:

1. Lobster Mac and Cheese - Cornbread with Black Pepper and Maple Butter - Root Vegetable Cole Slaw with Lime and Mango Dressing
2. Marinated and Grilled Portabella Mushroom and Asiago Sandwich - Tomato, Avocado, Cucumber, Wild Berry Salad - Oven Parmesan, Sweet Potato French Fries
3. Miami Style Cubano Sandwiches – Roasted Sweet Plantains – Tomato, Cucumber, Cabbage Salad with Mango Vinaigrette
4. Barbecue Stuffed Meatloaf – Garlic, Caramelized Onion Smashed Potatoes – Cornbread with Maple Lime Butter

Time: Wednesdays, 6 – 8:30 pm, September 27 – October 24 (no class October 17)

Cost: \$150 for 4 classes (plus \$72 for materials payable to instructor)



SERVSAFE®

These two Saturday morning classes will prepare you for the ServSafe® Food Manager exam which will be at the end of the second class. If you have been previously certified, you may choose to attend only the second Saturday at a lower cost. With a passing grade you will receive the ServSafe® Certification in Food Safety. This certification is nationally recognized and accredited by the National Restaurant Association.

Certification Time: Saturdays, September 29 and October 6, 8:30 am – 12:30 pm

Certification Cost: \$185 (includes textbook and ServSafe® certification exam)

Re-Certification Time: Saturday, October 6, 8:30 am – 12:30 pm

Re-Certification Cost: \$125 (includes textbook and ServSafe® certification exam)

HEALTH CAREERS



CERTIFIED NURSE AIDE

Our MA Department of Public Health approved Nurse Aide Training Program includes 60 classroom hours and 24 clinical hours. Regulations require that students attend all scheduled classroom and clinical hours. State-certified CNA's can then work in any environment that includes skilled nursing, such as long term care facilities, rehab centers, and hospitals. Upon successful completion of this course, you will be eligible to take the Red Cross practical and written certification exams to become a Certified Nurse Aid in the Commonwealth of MA. **Employment is expected to increase by 11.5% from 2016 - 2026** (Bureau of Labor Statistics Occupation Outlook Handbook).

Class/Lab Time: Saturdays, 9 am – 3:30 pm, September 15 – November 17

Clinical Time: Saturdays, 9 am – 3:30 pm, December 1 to December 22

Cost: \$1,250 for 60 classroom hours and 24 clinical hours (textbook and materials included – students must pay \$100 to the Red Cross for the CNA certification exam)



EKG TECHNICIAN

This 50 hour training prepares students to take the National Healthcareer Association Certified EKG Technician (CET) exam. This course will include important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography and stress testing. Students will practice with EKG equipment and perform hands on labs including the function and proper use of the EKG machine and other clinical practices. **Employment is expected to increase by 10% from 2016 - 2026** (Bureau of Labor Statistics Occupation Outlook Handbook).

Time: Mondays and Wednesdays, 6 – 9:30 pm, October 22 – December 19 (no class 10/31, 11/12 & 11/21)

Cost: \$999 for 50 contact hours (textbook, materials and exam included in cost)



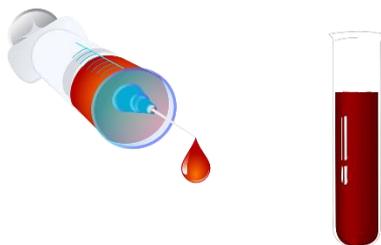
PERSONAL TRAINER

Smith Vocational has partnered with Northampton Athletic Club to offer this W.I.T.S. personal trainer certification. Whether for a career move or for personal knowledge, get all the information needed to become a personal trainer. The course consists of 15 hours of lecture with key topics that include biomechanics, exercise physiology, fitness testing, usage of equipment and health assessment as well as 15 hours of hands-on practical training labs at Northampton Athletic Club. **Employment is expected to increase by 10% from 2016 - 2026** (Bureau of Labor Statistics Occupation Outlook Handbook).

Time and Location: Saturdays, 9 am – noon at Smith Vocational and 12:30-3:30 pm at Northampton Athletic Club, October 20 – December 1 (no class 11/10 & 11/24)

Exam Time and Location: Saturday, 9 am – noon at Smith Vocational, December 8

Cost: \$649 for 5 classes (certification exam included in cost)



PHLEBOTOMY TECHNICIAN

Our Phlebotomy Technician course will prepare you to take the National Healthcareer Association Phlebotomy Technician Certification (CPT) exam. Phlebotomy technicians are employed throughout the healthcare system including in hospitals, neighborhood health centers, medical group practices, HMO's, public health facilities, veteran hospitals, insurance carriers, and in other healthcare settings. The demand for phlebotomists has increased substantially with the overall complexity of healthcare services and the risks of infectious disease. **Employment is expected to increase by 25% from 2016 - 2026** (Bureau of Labor Statistics Occupation Outlook Handbook). Students should have or be pursuing a high school diploma or GED.

Time: Tuesdays and Thursdays, 6 – 9:30 pm, September 18 – December 20 (no class 11/22)

Cost: \$1,899 for 90 contact hours and 40 hour externship (textbook, materials and certification exam included in cost)

TECHNICAL/TRADE



BICYCLE REPAIR

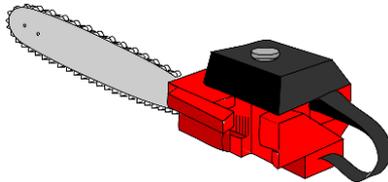
Want to learn how to fix a flat? Or dial in your brakes? Or even straighten a wheel? This course covers bike maintenance, detailing the different parts of a bicycle and how the parts work together.

For these 4 classes which will take place at Full Circle Bike Shop in Florence, repair stands will be available for you to learn techniques on your own bicycle. Your kids are welcome to join you if they are interested in learning how to fix their bikes too! Class size is limited to 4 students.

Time: Tuesdays, 6 – 8 pm, October 2 – October 23

Cost: \$160 for 4 classes

Location: Full Circle Bike Shop



CHAINSAWS

Have you ever wanted to use a chainsaw but were afraid to for fear of personal injury? Are you thinking of buying a chainsaw and have questions? Would you like to know more about the maintenance aspect of a chainsaw that you currently own or want to purchase in the future?

In this class, you will learn how to properly size a chainsaw for the tasks being performed and properly perform basic maintenance of a chainsaw including chain sharpening and cleaning. Personal and job site safety with regards to chainsaw operation will be discussed in depth and you will have an opportunity to operate chainsaws to practice the concepts discussed in the class.

Time: Saturday, 9 am – 3 pm, November 17

Cost: \$95 for 1 class



CONSTRUCTION SUPERVISOR LICENSE EXAM PREP

Prepare to take the Massachusetts Construction Supervisors Unrestricted License Exam. Only a person licensed by the Massachusetts Board of Building Regulations and Standards may supervise the construction and renovation of all one and two family dwellings and all buildings containing less than 35,000 cubic feet of enclosed space. You must have 3 years of full time construction or design experience to qualify to take the state exam.

Time: Saturdays, 9 am to noon, October 6 – November 10

Cost: \$345 for 6 classes -texts not included or \$ 795 for 6 classes -texts included (must register to September 14 for this option)



ELECTRICAL CODE AND THEORY

Would you like to become a licensed electrician? According to the MA State Board of Electrical Examiners, before you take the licensing exam you must complete: 8000 hours of employment (approximately 4 years) as an apprentice under the direct supervision of a holder of a MA Class B Journeyman's license and 600 hours of classroom instruction (8 modules – approximately 75 hours each) in electrical code and theory from an approved school based on the current National Electrical Code. There is no set order for the two requirements listed above. For example, you may start working as an electrical apprentice first, or you may start classes first, or do both concurrently.

Journeyman Levels I & III (fall 75 hour modules): Mondays and Wednesdays, 6 – 9 pm, September 17 to January 9

Journeyman Levels II & IV (fall 75 hour modules): Tuesdays and Thursdays, 6 – 9 pm, September 18 to December 13

Cost: \$600 per 75 hours (books not included)

Master: Tuesdays and Thursdays, 6 – 9 pm, September 18 to April 2

Cost: \$1,200 per 150 hours (books not included)



HOME REPAIRS WITH STAN-THE-FIXIT-MAN

Practical basic repairs around the home that inexperienced and unskilled homeowners and other adults can perform including carpentry, plumbing, electrical, windows, doors, screens, locks, tile, and sheetrock. Emphasis placed on safety and proper use of tools.

Time: Tuesdays, 7 – 9 pm, September 25 – November 6

Cost: \$210 for all 7 classes



HOISTING LICENSE EXAM PREP

The exam prep courses are designed to help you achieve your MA hoisting license. Each course will cover all of the information needed to prepare you for your written test in one of the following categories: 1 (A through D), 2 (A through D) or 4 (A through D).

Time: Tuesdays, 6 – 8 pm

Class 1 License Exam Prep Course: October 2 and October 9

Class 2 License Exam Prep Course: October 16 and October 23

Class 4 License Exam Prep Course: October 30 and November 6

Cost: \$65 for 4 hours (plus \$20 materials payable to instructor)

HOISTING LICENSE RENEWAL

These mandatory continuing education courses are required for renewal of your hoisting license. The requirements are 4 hours for each class (1, 2 or 4) of your license. Each course which will cover all of the current laws, rules, and requirements as well as the OSHA regulations for renewing your license.

Time: Thursdays, 6 – 8 pm

Class 1 License Renewal Course: October 4 and October 11

Class 2 License Renewal Course: October 18 and October 25

Class 4 License Renewal Course: November 1 and November 8

Cost: \$65 for 4 hours (plus \$20 materials payable to instructor)

MUNICIPAL WASTEWATER

Prepare to take the Massachusetts Municipal Wastewater Grade 1-4 Certification Exam. This course will provide an overview of the basic steps taken in treating wastewater such as preliminary, primary, biological and tertiary treatment. It will also cover functions of equipment and support systems as well as environmental responsibilities required to safely and properly operate a wastewater treatment facility. We will visit a local wastewater treatment plant and meet individuals within the wastewater industry.

Textbook Requirement: Operation of Wastewater Treatment Plants

Time: Tuesdays, 6 – 8 pm, October 9 – November 20

Cost: \$345 for 8 classes



PLUMBING CODE AND THEORY

Would you like to become a licensed plumber? According to the Massachusetts State Board of Plumbers and Pipefitters, before you take the licensing exam you must have an apprentice license, 5 years of on-the-job training, 550 hours (110 per year) of classroom instruction in plumbing code and theory from an approved school, and work for a master plumber. For each year in which an apprentice obtains 110 clock hours of education, that apprentice must accrue 1700 clock hours of qualifying work experience with some exceptions:

- An unlicensed individual may complete Tier 1 of the education requirement prior to obtaining an apprentice license.
- A licensed apprentice may complete Tier 1 and Tier 2 in a single calendar year.
- In the event that an apprentice is enrolled in a tier but loses their employment, they shall be permitted to complete the tier they are enrolled in.

Requirements are subject to change at any time by the State of Massachusetts. All students must bring a current MA Plumbing and Gas Code Book to all classes. Approved school by the MA Board of State Examiners of Plumbers and Gas Fitters

Tiers 1 and 2: Mondays and Wednesdays, 6-9 pm, beginning September 17

Tiers 2 and 4: Tuesdays and Thursdays, 6-9 pm, beginning September 18

Cost: \$880 per 110 hour tier (books not included)



SMALL ENGINE REPAIR

Do you often wish you knew how to diagnose and fix a simple problem with your lawnmower, chain saw or snow blower? Four-stroke and two-stroke theory is the heart of what makes a small engine tick and will be discussed. You will learn the differences between "L-Head, OHV and OHC style engines as well as vertical and horizontal configurations. This course includes both classroom and shop instruction with a hands-on engine teardown and reassembly that integrates the how-it-works with the why-it-works. Safety glasses required.

Time: Mondays, 6 – 8:30 pm, September 24 – November 5 (no class October 8)

Cost: \$225 for 6 classes (plus \$15 for materials payable to instructor)

SOLIDWORKS FOR BEGINNERS

An introductory CADD (Computer Aided Design and Drafting) course intended to develop now indispensable fundamental skills required to effectively participate in any innovative contemporary design endeavor. Curriculum will cover 3-D computer modeling of individual parts and assemblies and critical dimension drafting of related geometrically toleranced production drawings. Included with this course is one year of student access to SolidWorks online software and downloadable lesson files.

ADVANCED SOLIDWORKS

An advanced CADD (Computer Aided Design and Drafting) course for veteran introductory course students intended to develop necessary skills required for senior lead participation in any innovative contemporary design environment. Curriculum will cover top down design concepts; surfacing fundamentals; configurations and display states of part models and assemblies coupled with elaborate representative bills of material; critical dimensioning associated with ANSI Y14.5 geometric tolerancing in models and detail drawings; exploded views and fundamental animation. Official certification test from SolidWorks available.

Time: Tuesdays and Thursdays, 6 – 7:30 pm

Beginner Course: September 25 – October 23

Advanced Course: October 25 – November 20

Cost: \$285 per course of 8 classes (includes student access to SolidWorks for 1 year)

WELDING

The metal fabrication industry is short of skilled workers, so, if you have ever considered welding as a second job or you would like to learn more about this skill, join our group. This hands-on course will teach you basic oxy-acetylene welding and shielded metal arc welding skills. Using state of the art equipment, class work will include joint design, melting points, types of filler metal and electrodes. All students are required to bring welding hood with #10 shade, #5 gas welding goggles, safety glasses, welding gloves, and leather work shoes. Class limited to 6 students.

Session 1: Wednesdays, 6 – 8:30 pm, September 12 – October 24

Session 2: Wednesdays, 6 – 8:30 pm, November 7 – December 19, 6 weeks

Session 3: Wednesdays, 6 – 8:30 pm, January 5 – February 6, 6 weeks

Cost: \$450 for 6 classes (includes materials)

DANCE



SOCIAL DANCE

Want to explore the world of social dance? This fall, we begin with Cha Cha, a fun and up-tempo Latin dance with Cuban roots danced to a syncopated beat. Not only can you Cha Cha to traditional Latin music – you can also dance to contemporary tunes at clubs and social events. Cha Cha is a “spot” dance which doesn’t travel around the floor, so it can easily be danced in a small space. Our second dance course this fall is Country Two Step, also known as the Texas Two Step. A progressive dance that travels around the floor, Country Two Step provides lots of turning practice and fun patterns. We’ll dance to contemporary Country music tunes. No previous experience is required and you don’t need to bring a partner (leaders and followers will switch partners during class).

Series 1: Cha Cha

Time: Tuesdays, 7 – 8 pm, September 25 – October 30

Cost: \$75 for 6 classes

Series 2: Country Two Step

Time: Tuesdays, 7 – 8 pm, November 6 – December 11

Cost: \$75 for 6 classes

GENEALOGY

THE ABCS OF FAMILY RESEARCH

We all know something about our families. It's what we don't know that's intriguing. The research can be simple, or it can be a real challenge. "ABC's" will guide you along the right path with tips on research on- and off-line. Web sites, archives, attics...wherever the records might be. It has been estimated that only 10% or less of the available material can be accessed on line. We'll learn about more than just birth and death certificates, census records, and ships' manifests. The trick is finding all these records. There's a lot to learn so let's get started!

Time: Mondays, 6 – 8:30 pm, October 15 – November 5

Cost: \$125 for 4 classes

PHOTOGRAPHY



DIGITAL PHOTOGRAPHY 1

Do you have a digital camera and still shoot in the automatic mode? Here is an opportunity to learn about the creative possibilities that unfold when you learn the basics of photography, camera modes and basic composition. If you are a beginner, this class is for you. Bring your camera and manual and learn to make you images your own.

Time: Wednesdays, 6 – 8 pm, September 26 – November 20 (no class October 17 or October 31)

Cost: \$150 for 5 classes

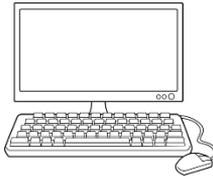
DIGITAL PHOTOGRAPHY 2

You are comfortable with your camera and want to take it to the next level. This class explores different ways of seeing and capturing your subject and photographic techniques to enhance your images. Review images you have made, look at photographers who may inspire you and bring your photography to the next level. You will learn ways to showcase your images and take home a portfolio of work that will inspire you to do more!

Time: Wednesdays, 6 – 8 pm, November 14 – December 12

Cost: \$150 for 5 classes

ONLINE CLASSES



Smith Vocational offers instructor-led 6 week and self-paced online classes to be taken from the comfort of your home. Below are some of our most popular courses:

6 Week and Self-Paced

SMITHACE.ORG/ONLINE-CLASSES

BUSINESS AND FINANCE

Accounting Fundamentals
Effective Business Writing
Grant Writing
Personal Finance
Real Estate Investment
Start Your Own Business
Stocks, Bonds, and Investing: Oh, My!
Using Social Media in Business

CAREER AND LIFE SKILLS

Achieving Success with Difficult People
Computer Skills for the Workplace
Get Assertive!
Keys to Effective Communication
Leadership
Mastering Public Speaking
Project Management
Resume Writing Workshop
Supervision and Management
Workplace Law

CAREER EXPLORATION

Interior Design
Medical Coding

Medical Transcription
Nursing
Paralegal
Pharmacy Technician
Veterinary Assistant

COMPUTERS

Adobe InDesign, Illustrator, Lightroom
and Photoshop
C# Programming
CompTIA A+
CSS and HTML
Creating Web Pages
Introduction to Networking
Java Programming
Keyboarding
Microsoft Access, Excel, PowerPoint,
and Word
PHP (Hypertext Preprocessor)
Python 3 Programming
QuickBooks
SQL (Structured Query Language)
Visual Basic
WordPress Websites

EDUCATION

Blogging and Podcasting
Creating Classroom Centers
Guided Reading and Writing: Strategies for Maximum Student Achievement
Integrating Technology into the Classroom
Ready, Set, Read!
Response to Intervention: Reading Strategies That Work
Solving Classroom Discipline Problems
Spanish in the Classroom
Teaching Smarter with SMART Boards
Teaching Students With ADHD
Teaching Students With Autism
Test Prep – GED, SAT, ACT, GRE, GMAT, LSAT

HEALTH

Food, Nutrition, and Health
Human Anatomy and Physiology

Lose Weight and Keep It Off
Medical Terminology
Spanish for Medical Professionals

LANGUAGE AND ARTS

Conversational French
Conversational Japanese
Drawing for the Absolute Beginner
Grammar for ESL
Grammar Refresher
Instant Italian
Sign Language
Speed Spanish

WRITING

Creativity Training for Writers
The Keys to Effective Editing
Technical Writing
Writing Essentials
Write Fiction Like a Pro
Writing for Children

ONLINE ADVANCED CAREER TRAINING

We are also offer in depth career training courses that provide you with industry recognized credentials.

SMITHACE.ORG/ONLINE-ADVANCED-CAREER-TRAINING

ARTS AND DESIGN

Adobe Certified Associate

BUSINESS

Lean Six Sigma Black Belt

Quality Auditor

Quality Engineer

Online Marketing Professional

Purchasing–Supply Chain Management

Sage 50 Certificate

COMPUTER APPLICATIONS

AutoCAD Certified User

Microsoft Office Specialist

COMPUTER PROGRAMMING

CompTIA Linux+ and Unix Training

Full Stack Software Developer

CONSTRUCTION AND TRADES

HVACR Technician–NATE Service Core

LEED (Leadership in Energy and Environmental Design)

Mechatronics

Robotics Technician

Solar Power Professional

Wind Energy Professional

HEALTH AND FITNESS

Activity Director

Dental Administrative Assistant

Dental Clinical Assistant

Dental Office Manager

Medical Administrative Assistant

Medical Auditor

Medical Clinical Assistant

Medical Billing and Coding

Medical Interpreter (Spanish/English)

Medical Office Manager

Medical Transcriptionist

Pharmacy Technician

Physical Therapy Aide

Professional Recovery Coach

Veterinary Assistant

Veterinary Office Manager

HOSPITALITY

Corporate Event Planner

Travel Agent

INFORMATION TECHNOLOGY

Ethical Hacker

Information Security Manager

Network Professional

LEGAL

Mediation and Arbitration

Paralegal

**SMITH VOCATIONAL AND AGRICULTURAL HIGH SCHOOL
ADULT COMMUNITY EDUCATION REGISTRATION**

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

Course Name	Tuition
Total	\$

INJURY DISCLAIMER

Participation in the above program(s) may involve some risk of personal injury. I hereby waive and release the City of Northampton, Smith Vocational and Agricultural High School staff, its sponsors and/or designees from responsibility of injury(s) relating to this program.

Signature: _____ Date: _____

EMERGENCY INFORMATION

In case of an emergency, the school should contact:

Name: _____

Telephone: _____

Please make checks payable to: S.V.A.H.S. and mail with this form to:

Smith Vocational and Agricultural High School
Attn: Adult Community Education
80 Locust Street
Northampton, MA 01060

We reserve the right to cancel any class as a result of insufficient enrollment.

For Office Use Only

Amount: _____ Date received: _____ Check #: _____

HOW TO SIGN UP:

Online: www.SmithACE.org

Mail: Complete the registration form on the previous page of this booklet and mail it with your payment to Smith Vocational and Agricultural High School, 80 Locust Street, Northampton, MA 01060.

Phone: (413) 587-1414 x3530

REFUND POLICY: A full refund is made if a workshop is cancelled. Withdrawal 7 calendar days prior to the first class results in a refund minus a \$10 non-refundable registration fee. There will be no refunds for withdrawal after the seven calendar day deadline. Please allow 4 weeks for processing your refund.

CLASS MATERIALS FEE: As noted in the course description and payable to the instructor the first night of class.

RETURNED CHECKS: There is a \$25 fee added to all returned checks.

PAYMENT POLICY: All courses must be paid in full before the class begins. Sign up early; registration is on a first-come, first-served basis.

LOCATION: 80 Locust Street, Northampton, MA (next to Cooley Dickinson Hospital).

SCHEDULED DAYS OFF: Smith Vocational Adult Community Education will not hold classes on the following dates: September 13 (Back to School Night), October 8 (Columbus Day), October 17 (Program Advisory Committee meetings), October 31 (Halloween), November 12 (Veterans Day) and November 21-22 (Thanksgiving break), and December 24-January 1 (Christmas and New Year's break).

CANCELLATIONS: Occasionally due to unforeseen circumstances Smith Vocational Adult Community Education must cancel a class. Cancelled classes are made up (same day of week and time) by extending the finish date of the course, unless other arrangements are made between the instructor and the class and approved by the director

When day school is cancelled due to snow conditions or other weather or emergency events, evening classes are also cancelled. Look for the Smith Vocational and Agricultural High School cancellation notices on: [WWLP-TV Springfield Channel 22](#) and [WGGB-TV Springfield Channel 40](#). In the event day classes are not cancelled and the weather worsens, if a decision to cancel evening classes is made, it will be relayed to the same stations by 4 pm. (If evening classes are going to be held as usual, there will be no notice).

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