

HOLLISTON ADULT EDUCATION

Spring 2008

Karen Piazza, Adult Education Director

Carol White, Community Education Director

Enrollment is open to all persons 16 years of age and over. **Classes begin the week of March 17 and will be held at Holliston High School, Hollis St., unless otherwise noted. Classes will NOT be in session from April 21st through April 25th.** Room assignments will be posted on the first night of class. Class size is limited and registration is on a first-come, first-serve basis. Non-residents are welcome. Educators may earn professional development points (p.d.p.) upon completion of applicable courses in this brochure. **For further information, call Karen Piazza at 508-544-1344 or Carol White at 508-429-0664.**

To Register

Online Payment: To pay by credit card or electronic check, go to www.townofholliston.us and click on online payment and then register and for An Adult Education Class will come up. This will be a secure site.

By Mail: Mail-in registration begins immediately upon receipt of this brochure. Mail the registration form included in this brochure with your check to: **Holliston Adult Education, Office of Community Education, Holliston High School, Central office, 370 Hollis Street, Room 701, Holliston, MA 01746.**

In Person: You may register at above address any day during school hours by bringing your registration form and payment OR register the first night of class, space permitting. Payment by check is preferred.

REGISTRATION IS ON-GOING THROUGHOUT THE ENTIRE PROGRAM.

Refunds in full will be granted for any course that must be cancelled due to under-enrollment or fee may be transferred to another class if there is space. Refunds for any reason other than cancellation of the course must be requested one week before the first class meeting. Otherwise, enrollees should report to their first class as designated. **PLEASE ASSUME YOU HAVE BEEN REGISTERED IF YOU ARE NOT CALLED.** Costs of all materials will be borne by the student. No classes are held if day classes are cancelled due to inclement weather or school holidays.

Additional brochures are available at all Holliston Public Schools, Fiske's General Store, Town Library, Town Hall, Senior Center or call 508-544-1344 or 508-429-0664 to have one mailed to you

EVERYTHING YOU NEED TO KNOW ABOUT COMPUTERS

Eight "One-Timers" – See next page for details

"One-Timers"

SOCIAL MEDIA: MARKETING FOR A NEW ERA

Social media is defined as the "wisdom of the crowds" by using technology to connect info in a collaborative manner. Whether your business targets consumers or other businesses, social media marketing is going to have an impact on how you market your business. You will learn how blogs, podcasts, internet forums and message boards, all forms of social networking, can be used and how you can take advantage of them in your marketing efforts. Your instructor, a marketing maven with over 20 years experience, has helped many professionals, business owners and entrepreneurs to take control of their marketing for better results. **HS Rm 407**

Debra Murphy

Wednesday, March 19, 7:00-9:00PM



\$30.00

QUILTED POSTCARDS: FUN, EASY AND CREATIVE

You will never have to run to the card store again. During this fun class, you will learn how to make postcards in your favorite themes, using your favorite fabric, a few stitches on your sewing machine and you will have a one-of-a-kind custom made delight. You will be guided by our cable producers of Quilt Magik, on how to custom make several to celebrate a birthday, create invitations, thank you notes - the choices are endless. **Bring your sewing machine with an open toe foot to HS Cafe. You can contact your instructor for a list of materials at martha.ellis3@verizon.net or by phone at 429-3303.**

Martha Ellis & Linda Ramrath

Tuesday, March 25, 7-9:00pm



\$25.00

SKINCARE & MAKEUP: PUTTING YOUR BEST FACE FORWARD

Come to the lovely, tranquil atmosphere of a skin salon and learn how to maximize your features to put your best face forward. This workshop is especially valuable, if you are over 40. Our licensed esthetician, makeup artist and instructor will enlighten you on; proper care of the skin, types of skin, the effects of diet, stress and environment on the skin, how to keep aging skin looking youthful and some new and innovative, non-surgical procedures to help with problem skin. Some course time will be spent on makeup application for daytime and nighttime looks to make the best of your features, skin type and lifestyle. **Each participant will receive a gift bag at Flawless Skin Care, 21D Charles St., Holliston (behind the library).**

Maureen Diamond, Licensed Esthetician

Monday, March 24, 7:00-9:30PM

\$30.00

INTRO TO HOLISTIC BABY NUTRITION: INFANCY TO TODDLERS

If you are a parent of a newborn, anticipating a birth or have young ones or a teacher of young children, then this interactive workshop will be extremely valuable for you and for the health of your children. Some of the topics covered will be; how to start your baby on the road to healthy food habits, the benefits of holistic food and how to incorporate this into different family lifestyles and what to do when you cannot afford organic food or if it is not easily accessible. Our holistic, nutrition educator will also facilitate a discussion on the nutritional value of some popular fruits and vegetables. **HS Rm 412**

Emily Sandahl

Thursday, March 27, 7:00-9:00PM



\$30.00

For Online Payment by Credit Card or Electronic Check, go to www.townofholliston.us

"One-Timers"

EVERYTHING YOU NEED TO KNOW ABOUT COMPUTERS

The following 8 computer workshops can be taken sequentially or on their own to help make you knowledgeable in the operation and understanding of your PC. They will all be offered **Wednesday evenings beginning March 19th, from 6:30 - 9:30 PM. Your instructor, Steve Stern, is a computer consultant** with many years of teaching experience. All workshops will be held in the **High School Computer Lab at Holliston High School, 370 Hollis Street, Holliston.** Each night's cost is \$40. Take any two nights and pay \$75. Please be sure to designate your choices on your registration form with the appropriate discount for multiple nights.

INTRO TO COMPUTERS

This absolute beginner's class will cover the basics of using any personal computer. In addition to learning how to use the keyboard, mouse, floppy and CD drives, you will learn to open and close programs and create and print documents. Options for selecting and purchasing a computer will also be discussed.

HS Rm 303

Wednesday, March 19, 6:30-9:30pm

\$40.00

FILE AND WINDOWS MANAGEMENT

Have you ever lost a file and have no idea how to find it? Or downloaded from the internet, digital camera or a scanner and have no clue as to where they went? Or you find them and they don't open for you? This course will help you to de-mystify all those problems and teach you to have full control over all the files and folders. How to email file attachments will also be covered. In addition, this class will cover using and customizing Windows to look and perform the way you want. **HS Rm 303**

Wednesday, March 26, 6:30-9:30pm

\$40.00

INTRO TO MICROSOFT WORD

This course will cover basic word processing techniques: creating, naming, saving, opening, closing, editing and printing documents. Page layout, selecting, deleting and formatting text, as well as spell and grammar checking will also be covered. The skills learned in the class can be used with any word processing program. **HS Rm 303**

Wednesday, April 2, 6:30-9:30pm

\$40.00

INTRO TO MICROSOFT EXCEL

Learn to use Microsoft Excel to quickly and easily organize personal, financial and business information. Create budget and expense sheets, address books, household inventory, recipe lists, music/video collections and more. This workshop will also include a short introduction to Microsoft Access. The skills learned in this class can be used with computer programs such as Microsoft Office, Microsoft Works, Lotus 123 and Lotus Approach. **Basic mouse & keyboarding skills required** **HS Rm 303**

Wednesday, April 9, 6:30-9:30pm

\$40.00

THE INTERNET INC PLUS VIRUS PROTECTION & SECURITY

If you are ready to start "surfing the net" then this class is for you. All participants will connect to the Internet and learn to send and receive e-mail, access any Internet address, use search engines to find people and information, and download and print from the Internet. Special emphasis will be on Anti-Virus protection, and Internet security, as well as options and equipment needed to connect to the Internet from home. **HS Rm 303**

Wednesday, April 16, 6:30-9:30pm

\$40.00

INTERMEDIATE MICROSOFT WORD

This class is for those who have taken Introduction to Microsoft Word or understand general word processing techniques and wish to go beyond the basics. Topics will include working with graphics, clip art, text effects, headers & footers, cutting, copying & pasting, tables, columns, envelopes & labels, page and print setup, file types and file management. Customizing and automating Microsoft Word, as well as sending Microsoft Word documents as e-mail attachments will also be covered. **Basic mouse and keyboarding skills required.** **HS Rm 303**

Wednesday, April 30, 6:30-9:30pm

\$40.00

INTERMEDIATE MICROSOFT EXCEL

This class is for those that have taken Intro to Microsoft Excel and Microsoft Access or understand the fundamentals of Microsoft Excel and wish to go beyond the basics. Topics will include working with formulas, worksheets, templates, graphs, charts and graphics. Customizing, formatting, sorting, automating Excel and sending Excel documents as e-mail attachments will also be covered. **Basic mouse and keyboarding skills required.** **HS Rm 303**

Wednesday, May 7, 6:30-9:30pm

\$40.00

CREATE YOUR OWN WEBSITE

Did you know that you can create a website for business or personal use for a total cost of \$50 a year and that you don't need to learn any kind of technical computer language or buy any special programs? In this beginner's class, you will learn how to create a website from start to finish including: using Microsoft Frontpage and other programs to create your website using a scanner or digital camera, registering your website and publishing your website on the internet. **Basic keyboarding and mouse skills required.** **HS Rm 303**

Wednesday, May 14, 6:30-9:30pm

\$40.00

"One-Timers"

Continued...

SO YOU THINK YOU WOULD LIKE TO BE A SUBSTITUTE TEACHER?

If you would like to have a job that would allow you to; have a flexible work schedule, work during your child's school year while learning new skills, utilizing your own special skill set and making new friends, then substitute teaching may be your calling. And our local schools desperately need substitute teachers! This workshop taught by a seasoned substitute teacher of many years, will cover a variety of situations geared towards new and perspective substitute teachers for; traditional, Montessori and Language Immersion in pre-K through 12 classes. By taking this course, you will learn the common mistakes and pitfalls to become an effective instructor and to teach subjects you may not have much experience in. **HS Rm 411**

Jill Roberson

Thursday, March 27, 6:30-9:30PM

\$30.00

HISTORY OF HOLLISTON: ABBREVIATED VERSION

Join Holliston's own historian and published author for a fun and fascinating look back into the history of Holliston. As far back as 1850, Holliston has been a hotbed of activity with everything from eccentric citizenry to an eclectic array of sports teams. During our lively discussion, you will not only see and experience what our backroads and backfields looked like long ago but will also be enlightened on its illustrious sports history. Class time will consist of viewing articles and artifacts, a slide presentation and discussion. **HS Rm 412**

Joanne Hulbert

Thursday April 17, 7:00-9:00pm

\$30.00

WHAT THE STARS CAN TELL YOU AND ASTROLOGY SYMBOLISM

Did you know that there is much more to astrology than just your sun sign? This fun and interactive workshop offered by Barbara Cappadona of The Healing Space will enlighten you on the basics of astrology symbolism and how it pertains to the planets, houses and zodiac signs. There will be an interactive discussion on participants signs and how energies (planets) operate and how this can affect your daily environment and your destiny. Come, have fun and explore the universe. **HS Rm 411**

Barbara Cappadona

Thursday, April 17, 7:00-9:00pm



\$30.00

WINETASTING AT BROAD HILL WINERY

Broad Hill Vineyard, established in Holliston in 1995, has combined some old-world techniques with new-world methods to craft some extraordinary wines and champagnes. Come join our local vintners for a fun, fascinating evening of tastings, tour their winery, see their barreling process and be introduced to their new varietals and including their champagne line. There will be cheese, fruit and crudites for pairing with your wine and champagne and each participant will go home with a Broad Hill wineglass. **Please meet at 6:30pm in the Holliston High School foyer to carpool to the winery at 583 Winter St.**

Geoffrey & Mischelle Zeamer

Tuesday, April 29, 7:00-9:00pm

\$30.00pp/\$50.00couple

COLLEGE SEARCH: WHAT YOU NEED TO KNOW

This one night seminar will be invaluable for parents of all high school students; who are starting the college search process, want to find the right fit for their child and who want to find ways to minimize what they pay. Offered by a college search firm with over 40 years experience; you will be guided through the admissions process, how to choose the school that is the right fit for your child, learn how merit money works and how you can better your position and as well as, how financial aid is given. Starting the process early can offer advantages for all types of students, for business owners, divorced parents and home-schooled children. Don't wait until your child is a senior to start the college search process. **HS Rm 411**

Larry Danenberg

Wednesday, April 30, 7:00-9:00pm

\$25pp/\$40couple

PROPER PLANTING & PRUNING TECHNIQUES FOR YOUR TREES AND SHRUBS

Changes in the way nursery plants are grown and harvested, now require a new approach to planting and pruning. In this hands-on, intensive workshop, our certified arborists will show you how to; select the best plant material, prepare the planting site, install properly and the best aftercare to insure plant survival. The fundamentals of pruning tools and techniques will also be explored to enlighten you on how plant physiology can be manipulated to rejuvenate old over-grown plantings and to keep young plants "in check". **Bring your handpruners & gloves for practice on a variety of plant species and forms to;**

The Tree Specialist, 140 Washington St., Holliston

Rolf Briggs & Dave Ropes

Saturday, May 10, 1:00-4:00pm

\$30.00

Monday Evenings

YOGA FOR YOUR BACK

In this specialized offering of yoga for your back, the principles of Svaroopa ® yoga will provide a soothing and beneficial effect into all areas of the body and a relaxing effect on the mind.

Svaroopa ® unravels tension deep in your body and in the muscles along the spine. You may experience this tension as; chronic back pain, limited range of movement, shoulder issue, low back pain with symptoms of numbness, tingling in the extremities, general muscle tightness, poor posture, chronic headaches, TMJ and aches in the legs and joints. This gentle approach at Yoga for Your Back, will help you develop your mind-body connection to alleviate your pain and discomfort. Your yoga teacher of over 30 years experience, will give you personal attention to address your areas of concern. No yoga experience is necessary. Wear comfortable, loose clothing to;

Yoga Of the Heart, 770 Washington St., Holliston

Adeline Alex, RYT, CSYT

5 weeks starts March 17, 5:30-7:00pm

\$75.00



Visit Us on the Town Web Page to Register: www.townofholliston.us



Tuesday Evenings

DRAWING IN COLOR OR IN BLACK & WHITE

The techniques of drawing will be the same whether you choose to work in the medium of charcoals, graphite, pen and ink or colored pastels. Our award-winning and experienced artist will work with you to help free the artist within while learning the techniques of drawing from still life. No drawing experience necessary. If you choose to work in black and white, bring some good drawing paper, your black & white medium of choice, pencils, kneaded eraser and old towel. If you choose to work in pastels bring; a set of 24 soft pastel colors, pastel paper or mat board and common materials as listed above. **You can email your instructor; midnight12@gmail.com with any questions on materials. HS Rm 405**

Stella Perlov

5 weeks starts March 18, 7:00-9:00pm

\$60.00

YOGA FOR RELAXATION

Perfect for all age levels and experience, this class will be for students who would like to learn how to relax and de-stress. Our yoga instructor of 28 years experience will show you simple but powerful postures to practice that will be easy to incorporate into your everyday routines. After an hour of practicing relaxation poses, you will be guided through voice and music into total peace and quiet.

Hints on eating sensibly will also be given. Wear comfortable loose clothing, bring a mat or blanket & water. Come and find your happy place at;

Miller School, Multi-Purpose Rm

Janet Ferreri, M.Ed.

6 weeks starts March 25, 7:00-8:30pm

\$85.00



HOW TO COMMUNICATE MORE EFFECTIVELY

Look around you. Everyone is talking; on the phone, asking questions in a store, making a comment to a stranger at a sporting event. Why then does it strike fear in the hearts of most individuals, to say something when it really counts? In this mini-course on how to speak more effectively in front of an audience, you will learn the techniques that will make you a more eloquent speaker in all kind of situations from a one-on-one job interviews to unexpected opportunities to present something. Want to express your point of view at a town meeting? Want to impress a prospective employer? Want to make the toast at your daughter's wedding? Then this workshop, facilitated by a master of ceremonies and a Toastmasters International coach, will help you get there to get over your nervousness, create confidence and to speak more effectively and naturally in all kinds of situations. **HS Rm 326**

Sam Mercurio

2 weeks starts April 1, 7:00-9:00pm

\$45.00



Don't delay! Send this form in today or register in person at Holliston High School any school day

HOLLISTON ADULT EDUCATION REGISTRATION FORM

Name _____

Address _____

Telephone (Home) _____ (Work) _____

Course Title _____ Tuition _____

Course Title _____ Tuition _____

Bring this form to Holliston High School any day during school hours, or make check payable to Holliston Adult Ed. and mail to Holliston Adult Education, Office of Community Education, Holliston High School, Central Office, 370 Hollis Street, Rm. 701, Holliston, MA 01746

Senior citizens (62+) and students (16+) deduct \$10 if course is over \$25

Holliston Adult Education offers two, 8-week terms each year: SPRING (March and April) and FALL (October and November)

Wednesday Evenings

GUITAR FOR BEGINNERS

It is never too late to learn how to play a musical instrument. Here is a great opportunity to learn guitar with other beginners and therefore saving yourself the expense of private lessons. You will be guided, by our local teacher and accomplished guitarist, through the elements of reading musical notation, playing of chords, strumming, fingerpicking and how to properly tune your instrument. Handouts will be provided.

For questions concerning the proper guitar, call Carlton @ 508-429-4955.

Bring your guitars to HS Rm 110

Carlton Zeigler

5 weeks starts March 19, 7:30-9:30pm

\$75.00

INTRO TO LEATHERCRAFTING

Have you always thought you would like to learn a unique craft and be able to give items as practical, durable gifts or just to have an avocation for the ages? Then this workshop on leathercrafting, will give you the "tools" to learn a medium that is part art/design and craft. Our leathersmith of over 40 years experience, will show you basics of design, cutting, finishing; staining techniques, edge burnishing, waxing, etc. for final construction of belts, guitar straps, bracelets, watchbands and keyrings. The possibilities are endless, as the skill level increases. Leather and tools to be supplied by instructor w/a reasonable materials fee depending on level of project.

You can email him at zonaloo2@yahoo.com with any questions. HS Rm 405

Robert Leal

3 weeks starts March 26, 7:00-9:00 PM

\$50.00



FUN, FAUX FINISHES

Wallpapering is out and faux finishes for your walls and accessories are in! Learn how to manipulate paint in unique ways with the guidance of our master, decorative painter. You will learn how to use paint to provide color, texture and design to your home using the techniques of; colorwashing, ragging, linen, marblizing, sponging, gold leafing and more. There will be demonstrations for techniques and hands-on for everyone. Guidance for more advanced students will be provided. The first two nights will be spent on the learning and the use of techniques and on the third night, course time will be spent on applying those techniques to a small project. You may call Sue with any questions at 508-429-0865. **All materials provided for \$20 payable to instructor. Please bring an old shirt or smock to HS Rm 401.**

Su Eagan

3 weeks starts April 2, 7:00-9:30pm

\$50.00

GOLF FOR BEGINNERS

Whether you are a beginner or have some golf experience and want to revisit the fundamentals of golf; rules, etiquette, use of proper clubs, grip and swing, then this course will help you to be a better golfer on any course. Our golf instructor with over 12 years experience will focus on the golf swing including grip, stance and ball alignment. We will use the high school field house, when the weather is inclement. The final class will take place at the Pinecrest driving range, where we will hit balls for our short game and long distances. **If you have clubs, bring them and if not, we have clubs available for your use. HS Field House**

Sue Bradbury

5 weeks starts April 30, 6:30-8:00pm

\$85.00

Thursday Evenings

THE POWER OF PILATES

Pilates is a method of exercise that was developed by Joseph Pilates in the 1800's for ballet dancers to help build strength without adding bulk. Today, Pilates is the preferred exercise to help strengthen your power or core area. It is a total body workout that restores muscular balance while strengthening the abs and lower back, gives you longer, leaner muscles, improves coordination and circulation and helps flatten abdominals. Your instructor with over 11 years experience in facilitating Pilates will help you to achieve a heightened mind/body awareness that is safe for all fitness levels. **Wear comfortable clothing, bring water, mat or a thick towel to HS Wrestling Rm**

Allie Barrett

6 weeks starts March 27, 7:30-8:30PM

\$75.00

THE JOY OF WATERCOLOR

Have you ever thought that you would like to try watercolor painting? Do you have paints and don't know how to use them? Then come and join our award winning artist as, she introduces you to the joys of watercolor painting. For painters and non-painters, you will learn a variety of techniques that will help you become free and experience the magic of what happens when paint touches water and you can make your own watercolor masterpieces. **Bring your own paints, paper & brushes, containers for water, old towel, sponges, pencils, plastic plates for mixing of colors. Or call your instructor at 774-217-8718 for help with supplies. HS Rm 401**



Lavonne Suwalski, M.Ed.

3 weeks starts April 3, 7:00-9:00pm

\$50.00

**Setup & Printed by
Minuteman Press - Marlborough**

Go to HollistonNetNews.com
for your town calendar



**If you have an idea for a new course
or you want to teach a course,
call Karen at 508-544-1344
or Carol at 508-429-0664**

**All classes will be held at the Holliston High School,
370 Hollis St., Holliston unless otherwise noted.
Class assignment will be posted on the night of first class.**

**Register in person at Holliston High School
any day during school hours, OR by mail with
form included in this brochure, OR online @
www.TownofHolliston.us**

HOLLISTON ADULT EDUCATION

**Office of Community Education
Holliston High School, Central Office
370 Hollis Street, Room 701
Holliston, MA 01746**

NON-PROFIT ORGANIZATION

**U.S. Postage Paid
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Holliston, MA 01746**

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HOLLISTON, MA
01746**