

REGISTRATION FORM

Deadline for Registration is Friday, February 17, 2012

Tuition payment is required at the time of registration. Checks or money orders made payable to FEH BOCES, are accepted. Complete descriptions of these courses and registration forms are also available on our Website at www.fehb.org. Please complete the registration form and return with the tuition fee by mail to P.O. Box 28, Malone, NY 12953. Contact Sharon Earle at (518)483-6420 for more information.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

√	COURSE DESCRIPTION (NFEC is in Malone, AEC is in Saranac Lake)	COST
	Adirondack Furniture Building—NFEC or AEC (circle location)	\$90.00
	American Heart Association Health Care Provider CPR	\$50.00
	American Sign Language (\$80 if you already have textbook)	\$180.00
	Basic Auto Maintenance	\$130.00
	Computer Basics for Seniors—NFEC or AEC (circle location)	\$80.00
	Creative Writing	\$80.00
	Digital Photography	\$160.00
	Financial Planning Puzzle	\$80.00
	Graphics Using Adobe Elements	\$80.00
	Improving your Photographs	\$80.00
	Introduction to French	\$160.00
	Introduction to Spanish	\$160.00
	Ipod/Ipad Touch Training	\$50.00
	Learn How to Sheetrock	\$60.00
	MicroSoft Excel for Beginners	\$80.00
	Quilting 101	\$90.00
	Small Engine Repair	\$130.00
	Webpage Design	\$80.00
	TOTAL AMOUNT DUE	

Tuition payment is required at the time of registration. FEH BOCES reserves the right to cancel due to low enrollment. A full refund will be made if classes are not filled due to low enrollment or are cancelled—refunds will be issued within 60 days of notification.
 Note: Classes will not be held on days school is not in session, such as holidays or snow days.

CLASSES FILL QUICKLY—REGISTER BY CALLING (518)483-6420



Spring 2012
Adult &
Continuing
Education
Course
Offerings



DIGITAL PHOTOGRAPHY

This course is for beginners and intermediate photographers. Learn techniques in Digital Photography including camera functions such as ISO shutter speed, aperture, focal length and how they impact your picture. Improve your photographs through the understanding of composition techniques, lighting, implied motion and more. Basic image editing and presentation with digital retouching, manipulation and cropping. Participants will need to bring a digital camera with manual controls (PSAM) instruction manual and USB flash drive.

Class Start: March 7 through May 30, 2012 (30-Hour Course)
Time/Hours: Wednesdays from 6:00 to 8:30 p.m.
Location: North Franklin Educational Center
Instructor: Jon Chodat
Cost:.....\$160.00

IMPROVING YOUR PHOTOGRAPHS

This course is primarily, but not exclusively, for the beginner and intermediate photographer with point and shoot cameras/cameras without manual control. Improve your photographic eye through the understanding of compositional technique lighting, implied motion and more. Basic image editing and presentation with digital retouching, manipulation and cropping. Participants will need to bring a digital camera with manual and a USB flash drive.

Class Start: March 6 through April 17, 2012 (15-Hour Course)
Time/Hours: Tuesdays from 6:00 to 8:30 p.m.
Location: North Franklin Educational Center
Instructor: Jon Chodat
Cost:.....\$80.00

MICROSOFT EXCEL FOR BEGINNERS

Participants will learn the basics on how to analyze business, personal or financial data and create reports in a table format consisting of rows and columns. You will also learn how to do spreadsheets that will allow data to be displayed in various formats and speed the process of changing and updating data.

Class Start: April 16 through May 21, 2012 (12-Hour Course)
Time/Hours: Mondays from 6:00 to 8:00 p.m.
Location: North Franklin Educational Center
Instructor: Tammy Malark
Cost:.....\$80.00

COMPLIANCE STATEMENT

The Franklin-Essex-Hamilton BOCES advises students, parents, employees and the general public that it offers employment and educational opportunities without regard to race, creed, color, national origin, age, marital status, disability or sex. Inquiries or complaints alleging discrimination based on race, creed, color, national origin, age, marital status, disability or sex should be directed to Leslie A. LaRose, Compliance Officer, P.O. Box 28, 23 Huskie Lane, Malone, NY 12953, Phone (518) 483-6420.

COMPUTER BASICS FOR SENIORS

Participants will be introduced to the personal computer components and discover how they work. Guided by the instructor through an introductory level of the Microsoft Windows operating system, creating and managing computer files, and utilizing the personal computer as a communication tool. Participants will be able to use input devices and easily navigate the Windows desktop environment. Basic Windows software and communication tools will be explored.

Class Start: March 1 through April 5, 2012 (12-Hour Course)
Time/Hours: Thursdays 6:00-8:00 p.m.
Location: North Franklin Educational Center
Instructor: Pamela Rowley
Cost:.....\$80.00
OR
Class Start: February 29 through April 4, 2012
Time/Hours: Wednesdays 4:00-6:00 p.m.
Location: Adirondack Educational Center
Instructor: Pamela Rowley
Cost:.....\$80.00



BASIC AUTO MAINTENANCE

Introduction to Automotive Maintenance Course is designed for the novice mechanic dealing with the theory and operation of today's automobiles. Hands-on instruction in the art of maintaining and servicing your car. Topics include basic engine maintenance, tire maintenance, maintaining electrical systems, ABS brake systems, with emphasis on practical application of information. Covers the basics every driver should know about their vehicle.

Class Start: February 28 through May 8, 2012 (20-Hour Course)
Time/Hours: Tuesdays from 6:00 p.m. to 8:00 p.m.
Location: North Franklin Educational Center
Instructor: Tom Marshall
Cost:.....\$130.00

SMALL ENGINE REPAIR

This course covers basics of a 4-cycle and 2-cycle operation to include disassembly, assembly, general maintenance and trouble shooting of various engines, as well as carburetor cleaning & rebuilding. Participants are asked to bring in a small engine, in working order and with instructor approval (ie.—chainsaw, lawnmower, trimmer).

Class Start: February 29 through May 9, 2012 (20-Hour Course)
Time/Hours: Wednesdays from 6:00 p.m. to 8:00 p.m.
Location: North Franklin Educational Center
Instructor: Tom Marshall
Cost:.....\$130.00

INTRODUCTION TO FRENCH

This course will provide adult learners with an opportunity to learn basic French. This course will take a practical approach, stressing pronunciation and everyday vocabulary. Students will be encouraged and expected to speak in French. Topics to be covered include:

Pronunciation of the alphabet	Weather
Greetings	Clothing
Expressing likes, dislikes, opinions	Places in Town - Travel
Days, dates, and numbers	Transportation – Road Signs
Family & Friends	Geography of Québec and France—maps
Sports, Hobbies and Pastimes	Past tenses
Food – au Marché	Culture of Québec and France

Students taking this class should bring with them paper/notebook, writing utensils, binder or folder.

Class Start:	February 28 through June 12, 2012 (30-Hour Course)
Time/Hours:	Tuesdays from 5:00 to 7:00 p.m.
Location :	North Franklin Educational Center
Instructor:	Lynn Cornachio
Cost:	\$160.00

INTRODUCTION TO SPANISH

This course will provide adult learners with an opportunity to learn basic Spanish. As a result of this class, students can expect to learn vocabulary and grammar structures that will allow them to use the target language to communicate (through speaking, listening, reading, and writing) about a variety of topics. These topics may include, but are not limited to:

Greetings/Salutations	Likes/Dislikes	Cultural Topics
Classroom materials	Family	Locations/Travel
Expressions	Foods	Transportation
Numbers/Colors	Time/Calendar	Hobbies/Careers
Personal Identification	Weather	Interests

Students taking this class should bring with them paper/notebook, writing utensils, binder or folder, and an English/Spanish dictionary (optional).

Class Start::	February 27 through June 18, 2012 (30-Hour Course)
Time/Hours:	Mondays 5:00-7:00 p.m.
Location:	North Franklin Educational Center
Instructor:	Alicia Menton
Cost:.....	\$160.00

AMERICAN HEART ASSOCIATION HEALTH CARE PROVIDER CPR

This course will teach health care providers the core materials such as adult and pediatric CPR including two-rescue scenarios and use of a bag mask, foreign-body airway obstruction and automated external defibrillation (AED).

Class Start:	Saturday, March 3, 2012 (4 1/2 Hour Course)
Time/Hours:	8:00 a.m. to 12:30 p.m.
Location:	North Franklin Educational Center
Instructor:	Patricia Ventiquattro
Cost:.....	\$50.00

THE FINANCE PLANNING PUZZLE

The twists and turns of the economy have clarified more than ever the need for a financial plan. Unfortunately for many people, beginning a financial plan remains a daunting task. This workshop will outline the process from beginning to end and provide some valuable tools and resources, covering the four areas of financial planning: cash management, risk management, savings and retirement. The topics to be covered include:

- Personal Finance
- Budgeting & Savings
- Building Wealth
- Insurance
- Finance Tools
- Planning for Life Stages
- Credit and Debt Management
- Tax Planning
- Retirement Planning

Class Start:	April 18 through May 23, 2012 (12-Hour Course)
Time/Hours:	Wednesdays 6:00-8:00 p.m.
Location:	North Franklin Educational Center
Instructor:	Tammy Malark
Cost:.....	\$80.00

IPOD /IPAD TOUCH TRAINING

In this training you will learn the basics about your iPod or iPad and the applications that come with it. You will also learn in this offering how to use the applications that were preinstalled on your iPod or iPad, how to use iTunes, create a playlist, import music from a CD, how to download applications & sync them to your iPod, create a Podcast, how to use the camera/download photos.

Class Start:	March 20, 21, 22, 2012 (6-Hour Course)
Time/ Hours:	Tuesday from 4:00 to 6:00 p.m. Wednesday– 4:00 to 6:00 p.m. Thursday– 4:00 to 6:00 p.m.
Location:	North Franklin Educational Center
Instructor:	Judy Jock
Cost:	\$50.00



GRAPHICS USING ADOBE ELEMENTS

Learn how to use the program Adobe Elements to make your photos look extraordinary with easy-to-use editing options. You will also learn how to manage, edit, straighten, crop, enhance photos and make unique photo creations. Easily manage and protect all your photos and video clips from one convenient place.

Class Start:	March 20 through May 1, 2012 (12-Hour Course)
Time/Hours:	Tuesdays from 4:00 to 6:00 p.m.
Location:	North Franklin Educational Center
OR	
Class Start: :	March 21 through May 2, 2012
Time/Hours:	Wednesdays from 6:00 to 8:00 p.m.
Location:	Adirondack Educational Center
Instructor:	Margorie Clodgo
Cost:	\$80.00



QUILTING 101

Beginner level course for the novice or inexperienced quilter that shows the basic skills of quilting. Each participant will work on a project using several different techniques in a variety of quilting styles. Practice all of them, only the ones that are of interest to you, or only the ones you have time for. Choose the technique that best suits your style of quilting for each future project. Quilting and finishing the back of the quilt (when needed) can be done either by hand or by machine. Sewing machine is required for this course.

Class Start: February 28 through April 3, 2012 (12-Hour Course)
Time/Hours: Tuesdays from 6:00 to 8:00 p.m.
Location: North Franklin Educational Center
Instructor: Donna Hastings
Cost:\$90.00



ADIRONDACK FURNITURE BUILDING

Participants range from absolute beginners to more experienced wood workers who want to improve their craftsmanship. This course will give participants the opportunity to learn the basic concepts of furniture building. Topics to be covered include safety, proper tools, and furniture making. There will be a discussion on birch work, picture frames, stick furniture and slab art. Students will design and experience hands on construction of one project of their choice that participants will take with them upon course completion. Participants may need to provide some supplies.

Class Start: February 27 through April 2, 2012 (15-Hour Course)
Time/Hours: Mondays from 6:00 to 8:30 p.m.
Location: Adirondack Educational Center
Instructor: Keith Fenton
Cost:\$90.00

OR

Class Start: February 27 through April 2, 2012
Time/Hours: Mondays from 6:00 to 8:30 p.m.
Location: North Franklin Educational Center
Instructor: Bill Hungerford
Cost:\$90.00



LEARN HOW TO SHEETROCK

Learn how to repair damage to sheetrock in your own home. This specific "How To" course will provide you with all the necessary information and drywall skills to repair damage to your interior walls and ceilings. Instructor will review such topics as job safety, cost estimation, tooling, installation techniques, joint compound application, taping/sanding, priming, and painting.

Class Start: March 20, 21, 22, 2012 (9-Hour Course)
Time/Hours: 5:30 p.m. to 8:30 p.m.
Location: North Franklin Educational Center
Instructor: Charlie LaBrake, Jr.
Cost:\$60.00

AMERICAN SIGN LANGUAGE

Participants will learn the linguistic elements of ASL, sign production, language structure and grammar, conversational signing as well as an overview of the American Deaf community, and its culture and history. The tuition for this course is \$180.00, inclusive of the Textbook and DVD (for participants that have already purchased the textbook previously, the cost for the course will be \$80.00).

Class Start: March 1 through April 26, 2012 (16-Hour Course)
Time/Hours: Thursdays from 5:00 p.m. to 7:00 p.m.
Location: North Franklin Educational Center
Instructor: Thomas Letham
Cost:\$180.00

WEBPAGE DESIGN

Explore the basic concepts of web page design, development, and maintenance of a web site. Participants will develop basic skills in HTML and web authoring software such as Dreamweaver, create basic web pages and learn techniques to maintain a cohesive and aesthetically-pleasing web site, add interest to the web page by incorporating images, objects, tables, and hyperlinks into the design. Throughout the course, students will develop a web site with multiple pages for personal or business use.

Class Start: February 27 through April 2, 2012 (12-Hour Course)
Time/Hours: Mondays 6:00 to 8:00 p.m.
Location: North Franklin Educational Center
OR

Class Start: February 29 through April 4, 2012
Time/Hours: Wednesdays 6:00 to 8:00 p.m.
Location: Adirondack Educational Center
Instructor: Pamela Rowley
Cost:\$80.00

CREATIVE WRITING

Everyone has a story...what's yours? This creative writing course is an opportunity to explore your interest and share your work in a friendly atmosphere with other writers. Whether you want to write poems, fiction, humor, or your family history, this time and place is yours to enjoy. The exercises given in class are for practice, confidence and sharing. Each exercise focuses on an aspect of writing such as memory and detail, point of view and dialog for example. Learn different types of writing styles, genres and grammar. Learn how to find your writing voice and become a creative writer.

Class Start: April 19 through May 24, 2012 (12-Hour Course)
Time/Hours: Thursdays from 6:00 to 8:00 p.m.
Location: North Franklin Educational Center
Instructor: Connie Jenkins
Cost:\$80.00