

DEDHAM EVENING COURSES 2010 WINTER-SPRING COURSE CATALOG

ARTS AND CRAFTS

Cake Decorating – Intermediate
Cake Decorating – Advanced
Calligraphy
Decorating for the Holidays

BUSINESS AND PERSONAL FINANCE

Maximize Your College Financial Aid
Estate Planning and Living Trusts
Strategies for a Market Recovery

DANCE AND EXERCISE

Beginner Rumba
Beginner Salsa
Beginner Merengue
Beginner Tango
Zumba

LANGUAGES

Everyday English for Non-Native Speakers
Conversational Spanish

LITERATURE

Memoir Writing Workshop

PERSONAL GROWTH

Effectively Navigating the Job Search Process
The Job Search: Applying Tools and Techniques
Health Plan Options for Pre-Retirees
Positive Discipline for Teens
Seniors Staying Home
Understanding and Caring for Individuals/Autism

TECHNOLOGY

MS Excel Basic Applications
MS Excel Advanced Applications
MS Word Basic Applications
MS Word Advanced Applications

ARTS AND CRAFTS

CAKE DECORATING - INTERMEDIATE WITH ROSE GIANOPOULOS

COURSE: #124

DATES: February 1, 8, 22, and March 1

TIME: 6:30 – 9:00 p.m.

COST: \$100

Rose Gianopoulos holds a Wilton Certificate in Cake Decorating, and is a professional custom cake designer, creating under the label "Designer Cakes by Rose".

This intermediate course will include instruction in character stenciling, techniques of decorating trims, lace, and basket weave, and icing flowers. Finale: Students will prepare cake and icing at home and decorate it in class. Students will be responsible for at-home preparations. In addition to the course fee, out-of-pocket expenses will be approximately \$45. On the first night bring your decorating kits, including: Tips 3, 5, 10, 12, 21, 32, 67, 104, flower nail (medium size), four pastry bags with couplers, and one batch of butter-cream icing (recipe at dcrose7991@comcast.net). At the end of the four-week course, students should be able to create a character design, trim a cake with basket weave design, make a lace design on frosted cake, and make various flowers and leaves. This course is a great way to meet new friends and save money through the rewarding experience of decorating your own cakes! Participants may register for both the Intermediate and Advanced Cake Decorating courses.

CAKE DECORATING - ADVANCED WITH ROSE GIANOPOULOS**COURSE:** #126**DATES:** March 15, 22, 29 and April 5**TIME:** 6:30 – 9:00 p.m.**COST:** \$100

Rose Gianopoulos holds a Wilton Certificate in Cake Decorating, and is a professional custom cake designer, creating under the label “Designer Cakes by Rose”.

This course is geared for students who have experience in cake decorating. Instruction will include use of advanced flower tips, techniques of decorating with flowers, and making flowers with royal icing. Finale: Students will prepare cake and icing at home and decorate it in class. Students will be responsible for at-home preparations. In addition to the course fee, out-of-pocket expenses will be approximately \$50. On the first night bring your decorating kits, including: meringue powder, Tips 67, 104, 12, 3, 5, 32, flower nail (medium to large size), six pastry bags and coupler sets, medium size lily nail for use in royal icing flowers, flower formers, and one batch of butter-cream icing stiff consistency (recipe at dcrose7991@comcast.net). (Supplies may be purchased online at www.wilton.com or at local craft stores.) At the end of the four-week course, students should be able to design a significant flower arrangement on cake with various icing flowers and/or royal icing flowers. This course is a great way to meet new friends and save money through the rewarding experience of decorating your own cakes! Participants may register for both the Intermediate and Advanced Cake Decorating courses.

CALLIGRAPHY WITH PAT HUGHES**COURSE:** #100**DATES:** March 15, 22, 29 and April 5**TIME:** 6:30 – 8:30 p.m.**COST:** \$80

Pat Hughes is a retired Dedham Public School reading teacher. She is also a former calligraphy instructor for neighboring adult evening programs.

Participants will learn and practice the Chancery alphabet. This art of beautiful lettering may be applied to a variety of projects: transforming greeting cards into gift tags; addressing envelopes for wedding invitations, announcements, and other occasions; creating name tags and place cards; lettering certificates for academic, art, music, sports and other achievements and awards; and, designing borders to enhance favorite or original poems and quotations. Materials (\$5) will be discussed at the first class.

DECORATING FOR THE HOLIDAYS WITH JANE DOWNEY**COURSE:** #150**DATES:** March 15, 22, 29 and April 5**TIME:** 6:30 – 8:30 p.m.**COST:** \$80

Jane Downey is an art teacher at Dedham Middle School. She has attended Cass School of Floral Design, and has taught with Dedham Evening Courses for several sessions.

Learn to create several floral centerpieces that you may give as a gift or delight those who will be visiting you. Centerpieces, spring window boxes, and flower topiary are among the items you will create. Material costs will be discussed the first class. Bring your creativity and be prepared for a fun evening!

BUSINESS AND PERSONAL FINANCE

MAXIMIZE YOUR COLLEGE FINANCIAL AID WITH DON ANDERSON

COURSE: #300

DATES: March 29 (one-night seminar)

TIME: 6:30 – 8:30 p.m.

COST: \$20

Don Anderson, from College Funding Advisors, Inc., once again joins Dedham Evening Courses to provide insight on the financial side of college planning.

This one night workshop is a must for all parents of college-bound high school students, including 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 for which you should qualify. You will also learn how to protect the equity in your home and enhance your retirement savings as you educate your child. A free, comprehensive analysis will be provided for those attending the class.

ESTATE PLANNING AND LIVING TRUSTS WITH FREDERICK PELLEGRINI

COURSE: #310-Winter

DATES: February 1, 8, 22, and March 1

TIME: 6:30 – 8:30 p.m.

COST: \$80

Dedham Attorney Frederick Pellegrini helps families, business owners, and individuals control and preserve their wealth through customized legal strategies, counseling, and planning.

COURSE: #310-Spring

DATES: March 15, 22, 29 and April 5

TIME: 6:30 – 8:30 p.m.

COST: \$80

This course will provide you with knowledge to avoid probate, save taxes, and more! Topics on wills include: losing control with a will, wills and incapacity, wills and your minor children or grandchildren, losing control by doing nothing, losing control with joint ownership, losing control by giving away assets, and losing control with beneficiary transfers. Topics on trusts include: What is a revocable living trust, how does a living trust avoid probate and prevent court control if you become incapacitated, how does a living trust work, naming a trustee, managing trust assets during life and after death, managing trust assets for successor beneficiaries, how does a living trust control assets for minor children, living trust-estate taxes, and trust funding-the transfer of assets into a trust. A case analysis will be provided on each of the following topics: actual-probate of will, client case involving disability and a Medicaid nursing home application, and a client case involving a trust during disability and death of a client.

STRATEGIES FOR A MARKET RECOVERY WITH DANIEL MAHER

COURSE: #320-Winter
DATES: February 1, 8, 22, and March 1
TIME: 6:30 – 8:30 p.m.
COST: \$80

Daniel Maher is a financial advisor with New York Life. He has been in the financial services industry since 1997 educating individuals about a wide array of planning strategies.

COURSE: #320-Spring
DATES: March 15, 22, 29 and April 5
TIME: 6:30 – 8:30 p.m.
COST: \$80

Have you lost money in the Market? Are you concerned about losing money in your 401(k), IRA or other retirement accounts? If so, then this course is right for you! Learn successful strategies pertaining to Diversification, Asset Allocation and Account Management. Learn how to determine your personal Risk Tolerance and your personal Investor Profile. Learn strategies to help protect your assets from whatever life throws your way!

DANCE AND EXERCISE**BEGINNER RUMBA** WITH JOHN PETERS

COURSE: #202
DATES: February 1, 8, 22, and March 1
TIME: 6:30 – 7:30 p.m.
COST: \$40/couple

John Peters began his dance training in 1978. He went on to compete in numerous Ballroom competitions in New England, winning awards for Ballroom, Latin, and Swing dancing. John encourages his dance students to have fun, first and foremost. He believes that dancing is about having trust and respect in your partner.

Rumba is the Latin dance of love. It's the slowest of the Latin dances. In this class you will learn how to lead your partner, and for the follower, how to read the signals. You'll learn a patterned routine, and tips for how to use the steps. At the end of the four-week course, we will organize a "field trip" to a local nightclub in Randolph, on a Friday night, to practice in a real dance setting. Don't miss this one! Class size is limited to 13 couples. This class requires a partner.

BEGINNER SALSA WITH JOHN PETERS

COURSE: #203
DATES: February 1, 8, 22, and March 1
TIME: 7:30 – 8:30 p.m.
COST: \$40/couple

John Peters began his dance training in 1978. He went on to compete in numerous Ballroom competitions in New England, winning awards for Ballroom, Latin, and Swing dancing. John encourages his dance students to have fun, first and foremost. He believes that dancing is about having trust and respect in your partner.

Salsa dancing is Carnival Time! Salsa is one of the more upbeat Latin dances--a popular club dance. You'll feel like you're in the Caribbean as soon as you step on the dance floor! You'll learn a patterned routine, and tips for how to use the steps. At the end of the four-week session, we will organize a "field trip" to a local nightclub in Randolph, on a Friday night, to practice in a real dance setting. Don't miss this one! Class size is limited to 13 couples. This class requires a partner.

BEGINNER MERENGUE WITH JOHN PETERS

COURSE: #201
DATES: March 15, 22, 29 and April 5
TIME: 6:30 – 7:30 p.m.
COST: \$40/couple

John Peters began his dance training in 1978. He went on to compete in numerous Ballroom competitions in New England, winning awards for Ballroom, Latin, and Swing dancing. John encourages his dance students to have fun, first and foremost. He believes that dancing is about having trust and respect in your partner.

Merengue is a fun, party dance! It has lots of hip movements, and similar to Salsa, is an upbeat Latin dance. It was the featured dance in the movie "My Blue Heaven". It's an easy dance to lead, and to follow. You'll learn a patterned routine, and tips for how to use the steps. At the end of the four-week session, we will organize a "field trip" to a local nightclub in Randolph, on a Friday night, to practice in a real dance setting. Don't miss this one! Class size is limited to 13 couples. This class requires a partner.

BEGINNER TANGO WITH JOHN PETERS

COURSE: #205
DATES: March 15, 22, 29 and April 5
TIME: 7:30 – 8:30 p.m.
COST: \$40/couple

John Peters began his dance training in 1978. He went on to compete in numerous Ballroom competitions in New England, winning awards for Ballroom, Latin, and Swing dancing. John encourages his dance students to have fun, first and foremost. He believes that dancing is about having trust and respect in your partner.

Tango is a slow, flirty Latin dance, and its movements are sharp, and staccato. In Tango, the leader is like the tiger stalking its prey. You will learn a patterned routine that you can apply when you are out socially dancing. Class size is limited to 13 couples. This class requires a partner.

ZUMBA WITH KELLY BECK

~~**COURSE:** #220-Winter~~
~~**DATES:** February 1, 8, 22, and March 1~~
~~**TIME:** 6:30 – 7:45 p.m.~~
~~**COST:** \$50~~

Winter session is closed (01/15/10)

COURSE: #220-Spring
DATES: March 15, 22, 29 and April 5
TIME: 6:30 – 7:45 p.m.
COST: \$50

Kelly Beck has been teaching French at Dedham High School since 2005. She has grown up dancing and recently became a certified Zumba instructor. Kelly encourages students to have fun with exercise – focusing on the music and the movement so that it feels more like a dance party than a monotonous workout.

Are you tired of your stand-by exercise routine? Are you ready to shake it up a bit and try something that is actually FUN while burning calories? Then Zumba is for you! Zumba is a group exercise class that fuses hypnotic Latin rhythms and easy to follow moves to create a dynamic fitness program. The routines feature interval training sessions where fast and slow rhythms are combined to tone your body while burning fat. Add some Latin flavor and international zest into the mix and you've got Zumba! In the end, this feels more like a dance party set to great music. If you have a dance background, that is helpful, but not imperative. Mostly you just have to be willing to move to the music and enjoy yourself! Come with plenty of water, good workout shoes, comfortable clothing to dance, a Yoga mat or towel, and a positive attitude! The last 15 minutes will be reserved for stretching and abdominal work. Class limit: 12.

LANGUAGES

EVERYDAY ENGLISH FOR NON-NATIVE SPEAKERS WITH CHRIS NADEAU

COURSE: #410

DATES: February 1, 8, 22
March 1, 15, 22, 29
April 5

TIME: 6:30 – 8:30 p.m.

COST: \$160

Chris Nadeau is a Spanish teacher at Dedham Middle School. He is currently working on his Master's degree during the summers at the Universidad de Salamanca in Spain.

Everyday English for Non-Native Speakers classes will be held once a week for adults wanting to improve their English. We will focus on conversation, idioms, slang and topics that are of interest to the participants. Although the focus will be in conversation, we will also work on some reading and writing skills. We will try to build vocabulary and cultural knowledge in this eight-week course.

CONVERSATIONAL SPANISH WITH MAUREEN LOTHROP

COURSE: #420

DATES: February 1, 8, 22
March 1, 15, 22, 29
April 5

TIME: 6:30 – 8:30 p.m.

COST: \$160

Maureen Lothrop is currently a Spanish teacher at Dedham Middle School. She lived abroad for two years in both Salamanca and Madrid, Spain. She has completed several service trips to Central America and continues to travel and share her passion for Spanish language and culture.

Spanish classes will be held once a week for adults wanting to learn about Spanish language and culture. The class will entail beginner to intermediate Spanish lessons with a focus on conversational Spanish. We will be learning through reading, writing, listening and speaking activities. Students will be encouraged to do roll plays in addition to using songs and current events to promote language development.

LITERATURE

MEMOIR WRITING WORKSHOP WITH LIZ HEGARTY

COURSE: #500-Winter
DATES: February 1, 8, 22, and March 1
TIME: 6:30 – 8:30 p.m.
COST: \$80

Liz Hegarty is currently an English teacher at Dedham Middle School, and has been teaching English for thirteen years at a variety of levels. She is an avid reader and writer of non-fiction, travel writing, and memoir/autobiography (having begun her “career” in travel journals given to her by her parents each time they took a family trip).

COURSE: #500-Spring
DATES: March 15, 22, 29 and April 5
TIME: 6:30 – 8:30 p.m.
COST: \$80

Writers of all levels are invited to join this class! Inspired by writers such as Annie Lamott, David Sedaris, Sandra Cisneros, Joan Didion, and Nora Ephron, we will work together to write short memoir pieces, personal narratives, and creative writing pieces. We will practice working with characterization, plot, dialogue, and setting scenes using imagery and figurative language. There will be ample opportunities for sharing, revision, peer-editing and feedback. A variety of writing activities, both structured and unstructured, will help you to develop a distinct voice in which to tell your stories. Please bring a journal or notebook.

PERSONAL GROWTH

EFFECTIVELY NAVIGATING THE JOB SEARCH PROCESS WITH SHARON GREENHOLT

COURSE: #600
DATES: February 1, 8, 22 and March 1
TIME: 7:30 – 9:30 p.m.
COST: \$80

Sharon Greenholt, has over 10 years global Human Resource Management experience. Living and working in London, Toronto, New York City, Orlando and Boston has provided unique insight into cultural diversity and employee relations at all levels of the organization. Sharon has vast industry experience including retail, utilities, direct/indirect marketing, information and consulting.

Participants of the course will discuss job search strategies using newspapers, industry journals and technology. They will explore the idea of social networking at specific events or via Internet websites. The application process will be examined from writing a cover letter to contacting suitable references. Different types of resumes (functional versus chronological) along with its associated benefits will be discussed. Information will be shared on the concept of “transferable skills” in order to broaden the job search. Interview questions and practice will be included, with preparations for an interview and a “60 second elevator speech.” Negotiation process concepts (job duties, salary, benefits, etc.) will be examined using various techniques.

THE JOB SEARCH: APPLYING TOOLS AND TECHNIQUES WITH SHARON GREENHOLT**COURSE:** #601**DATES:** March 15, 22, 29 and April 5**TIME:** 7:30 – 9:30 p.m.**COST:** \$80

Sharon Greenholt, has over 10 years global Human Resource Management experience. Living and working in London, Toronto, New York City, Orlando and Boston has provided unique insight into cultural diversity and employee relations at all levels of the organization. Sharon has vast industry experience including retail, utilities, direct/indirect marketing, information and consulting.

This course will utilize classroom lectures and a computer lab in order to prepare job search documents. Resume writing as well as cover letters will be discussed in detail. Participants will utilize a “60 Second Elevator Speech” as a general introduction to their resume, summarizing their abilities and talents during an interview. Participants will work independently in the computer lab on their resume and/or cover letter/personnel statement. Feedback will be provided by the instructor. Hands-on experience in social networking on the Internet, along with accessing various employment search engines/websites will be conducted. Interview tips as well as a list of employment websites will be generated and shared with the classmates. During the final class session, participants will be encouraged to recite their elevator speech in class (optional) in order to enhance their presentation and interviewing skills. This course is designed for hands-on experience utilizing tools and techniques.

HEALTH PLAN OPTIONS FOR PRE-RETIRES WITH SUSAN FLANAGAN**COURSE:** #630**DATES:** February 8 (one-night seminar)**TIME:** 6:30 – 8:30 p.m.**COST:** \$20

Susan Flanagan, providing an informative session on health care options to the Dedham Evening Courses participants, comes to us from Blue Cross Blue Shield of Massachusetts.

What happens to my insurance if I retire younger than 65? What if I work past 65? What about coverage for my spouse? This one-night seminar, hosted by Blue Cross Blue Shield of MA, is intended for those considering retirement. It includes an explanation of COBRA as well as the Direct-Pay health plan options available before Medicare. It also includes an explanation of the health plan options available once a person does have Medicare. All are welcome regardless of your insurance coverage.

POSITIVE DISCIPLINE FOR TEENS WITH DENNIS MCGRATH**COURSE:** #640**DATES:** February 1, 8, 22 and March 1**TIME:** 6:30 – 8:30 p.m.**COST:** \$80

Dennis McGrath, LICSW, has worked for over 20 years as a counselor and a teacher at Dedham High School. He was a group therapist for pre-teens and teens for 10 years at the Academy of Physical and Social Development in Newton.

Participants will be exposed to “positive” discipline skills and strategies. The facilitator will give participants the opportunity to share their views about what works with their teen(s) and what isn’t working. The facilitator will inform parents about how teachers are using these strategies and how we see them working in schools. The participants and the facilitator will practice these strategies to improve our confidence-levels as we make decisions about our teen’s behaviors.

SENIORS STAYING HOME WITH VIC KINGSLEY

COURSE: #610-Winter
DATES: February 8 (one-night seminar)
TIME: 6:30 – 8:00 p.m.
COST: \$15

Vic Kingsley's career includes 25 years as an executive in geriatric healthcare services and finance with Mass General Hospital, BCBSMA and National Medical Care.

COURSE: #610-Spring
DATES: March 15 (one-night seminar)
TIME: 6:30 – 8:00 p.m.
COST: \$15

Seniors Staying Home is a 90-minute education class for the adult children of senior citizens (and for the seniors) to learn how seniors can stay longer in their own homes safely, securely and in good health. The workshop is divided into three 30-minute sections which provide valuable information through real life examples, for learning, discussion and practical use. Topics include: fall and injury prevention, security systems and procedures, pets and travel, diet, exercise, medications, clothing, social life, physicians, hospitals, clinics, medical devices, medical supplies, aids for daily living, homecare and rehabilitation, home maintenance, retrofitting, banking, insurance, documentation, family meetings, living transitions and professional advisors.

UNDERSTANDING AND CARING FOR INDIVIDUALS ON THE AUTISM SPECTRUM

WITH LYNETTE SWANTON

COURSE: #620-Winter
DATES: February 1, 8, 22, and March 1
TIME: 6:30 – 8:30 p.m.
COST: \$80

Lynette Swanton currently teaches in an integrated preschool but has taught individuals with special needs from ages 3-15. She is dual-certified in Moderate Special Needs and Elementary Education. She believes in using a firm but warm and nurturing approach to reaching individuals with autism. She also believes that knowing the person with autism or other special needs will help others treat them with respect, understanding and therefore be able to help them reach their potential.

COURSE: #620-Spring
DATES: March 15, 22, 29 and April 5
TIME: 6:30 – 8:30 p.m.
COST: \$80

Autism is a life-long diagnosis with no known cure; however, individuals on the autism spectrum can make great gains. If you are a family member caring for an individual with autism, or are interested in understanding more about the autism spectrum, we invite you to join us for this important course. We'll explore ways to care for and teach individuals about important daily, social, and community skills, and discuss how these individuals can live their best quality of life. We'll talk about how those on the autism spectrum learn best, how we can help them understand the world around them, and how they feel about themselves and their surroundings, compared to non-autistic individuals. Information on local, national, and international services and resources for individuals with autism and their families will be provided.

TECHNOLOGY

MICROSOFT EXCEL BASIC APPLICATIONS WITH ROSEMARY SIMMONS

COURSE: #710

DATES: February 1, 8, 22 and March 1

TIME: 6:30 – 8:30 p.m.

COST: \$80

Rosemary Simmons is a Computer Technology teacher at Dedham High School, and has over 25 years of experience teaching business and computer software applications to teens and adults.

Students will work with the following Office 2007 MS Excel concepts: labels/values, edit cell contents, modify columns/rows, AutoSum, AutoFill, save/save as, create folders, print a spreadsheet/workbook, navigate a spreadsheet, select multiple cells, insert rows and columns, cut, copy, paste, paste special, cell alignments, format cells, spell checking, Office Clipboard, Order of Operations to create formulas, relative referencing, view/print formulas, autocalculate, fonts, themes, cell styles, format painter, changing orientation and margins, ClipArt, and printing options. Class limit: 18.

MICROSOFT EXCEL ADVANCED APPLICATIONS WITH ROSEMARY SIMMONS

COURSE: #712

DATES: March 15, 22, 29 and April 5

TIME: 6:30 – 8:30 p.m.

COST: \$80

Rosemary Simmons is a Computer Technology teacher at Dedham High School, and has over 25 years of experience teaching business and computer software applications to teens and adults.

For four weeks, students will explore the following MS Excel concepts using Office 2007: relative referencing, absolute referencing, Order of Operations, AutoSum, AutoFill, view/print formulas, page breaks, margins, headers/footers, insert/delete rows/columns, freeze and unfreeze rows/columns, range names, sort data, zoom settings, printing options, creating charts, modify charts (legends, gridlines, data labels, data tables), chart printing options, graphic objects, and time devoted to creating/enhancing spreadsheets/charts for budgets, payrolls, and sales. Class limit: 18.

MICROSOFT WORD BASIC APPLICATIONS WITH CATHY ORAVETZ

COURSE: #700

DATES: February 1, 8, 22 and March 1

TIME: 7:00 – 9:00 p.m.

COST: \$80

Cathy Oravetz is currently a Technology teacher at Dedham Middle School. She has taught business and computer software for over 10 years. Cathy also serves as Program Coordinator for Dedham Evening Courses.

This course will focus on the basics of Microsoft Word using Office 2007. Students will work to develop the following skills: Create documents, save files, spelling/grammar, Thesaurus, insert/delete text, printing options, creating folders, Undo/Redo, AutoCorrect, cut/copy/paste, proofreader's marks, insert/edit text, drag/drop, align text, line/paragraph spacing, text indents, fonts/font sizes, underline text, copy formatting, symbols, highlight text, and working with Word's tabs and ribbons. Class limit: 18.

MICROSOFT WORD ADVANCED APPLICATIONS WITH CATHY ORAVETZ**COURSE:** #702**DATES:** March 15, 22, 29 and April 5**TIME:** 7:00 – 9:00 p.m.**COST:** \$80

Cathy Oravetz is currently a Technology teacher at Dedham Middle School. She has taught business and computer software for over 10 years. Cathy also serves as Program Coordinator for Dedham Evening Courses.

Students, for four weeks, will work hands-on to enhance their MS Word skills using Office 2007. Concepts include: Set/clear tabs, leaders, one-page reports, document margins, shrink to fit, business and personal business letters, block/modified-block style letters, envelopes, merged mailings, create/enhance labels, create and work with columns, create tables, change column widths/row heights, add/remove rows, format tables, sort data, Clipart, draw tools, WordArt, graphic objects, textboxes, text wrapping, cropping, and bullets/numbered lists. Class limit: 18.