

# Community School at Cape Cod Tech

Take a course and become a life long learner.



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351 Pleasant Lake Avenue • Harwich, MA 02645 • (508) 432-4500 Ext. 229

# SPRING SESSION 2011

Visit our website at

[www.capetech.us](http://www.capetech.us)

Click on Community Education

508 432-4500 ext 229

Ron Broman – Director

Marian Manning – Assistant Director



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**"TAKE A COURSE and BECOME A LIFE LONG LEARNER"**

Cape Cod Regional Technical High School  
Offers Hundreds of online Courses

Check it out

[www.ed2go.com/cct](http://www.ed2go.com/cct)

Please let us know  
if you are interested in teaching a class  
at Community School @ Cape Cod Tech or  
Serving on the Advisory Board  
for the Community School

Telling us about classes you would like to see  
at the Community School @ Cape Cod Tech

LOOK AT OUR WEBSITE

[www.capetech.us/communityschool](http://www.capetech.us/communityschool)

# Community School at Cape Cod Tech

Take a course and become a life long learner.



## 2011 Spring Session ~ Cape Cod Tech ~ Community Education ~ Course Offerings



### ATTENTION PLUMBERS

WE ARE NOW OFFERING A  
TIER 4 110 HOUR CLASS

A MUST CLASS FOR ALL APPRENTICE  
WHO REGISTERED AFTER SEPTMEBER 1, 2008

STARTING: February 8, 2011  
DAYS: Tuesday & Thursday nights  
TIME: 6:00 - 9:00pm  
LENGTH: 10 Weeks  
INSTRUCTOR: Rick Whittle, *Cape Cod Tech Staff*  
COST: \$795

TIER 5 CLASSES TO FOLLOW  
PLUS CURRICULUM DEVELOPMENT COURSES

CALL US TODAY



### MEDICAL TERMINOLOGY

START YOU NEW CAREER  
WITH THE RIGHT COURSE

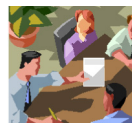
STARTING: January 11, 2011 & April 5, 2011  
DAYS: Tuesday nights  
TIME: 6:30 - 9:00pm  
LENGTH: 10 Weeks  
COST: \$295, plus cost of book



### OIL BURNER TECHNICIAN COURSE

STARTING: January 10, 2011- March 23, 2011  
DAYS: Monday & Wednesday nights  
TIME: 6:30 - 9:30pm  
LENGTH: 10 Weeks  
INSTRUCTOR: Pat O'Neill, *Cape Cod Tech Staff*  
COST: \$760, includes cost of text book \$75

- PREPARES YOU FOR THE MA. OIL BURNER TECHNICIAN EXAM
- MECHANICAL & ELECTRICAL COMPONENTS WORKED ON
- THEORY AND PRACTICAL APPLICATION TAUGHT



### Cape Cod Tech's Community Education Program Policies

**PAYMENT POLICY:** All courses must be paid in full before the start of the course. Sign up early because you are on a first come first paid basis.

**REFUND POLICY:** Full refunds are made by mail if a course is cancelled due to under enrollment. After the class starts there will be no refunds.

**NO CLASSES:** There will be no classes during Columbus Day, Veteran's Day, or Thanksgiving.

**CANCELLATIONS:** If day school is cancelled due to inclement weather, Community Education Evening Classes will be cancelled even if weather conditions improve during the day. If during the day weather conditions change necessitation the close of adult education, cancellation of classes will be heard over the following radio stations: AM-WKPE, WPLM, WOCB-FM, WKPR, WSOX, WQRC and WCOD.

**NO SMOKING:** Absolutely NO SMOKING in the school or on school property.

**INFORMATION:** For further information call our Office at (508) 432-4500 ext 229 or visit us at [www.capetech.us](http://www.capetech.us)

### Cape Cod Tech's Community Education Tobacco Policy



Checks will not be deposited until after the first class. No notification will be sent upon your registration unless the course is canceled.

Online registration available at [www.capetech.us](http://www.capetech.us), click on Adult Ed

Cape Cod Regional Technical High School is a Non Smoking Environment which includes the school building and grounds.

If you are seen smoking on school property you will be asked to leave the property, and you will not be able to complete any course you are presently enrolled in. There will also be no refund of any tuition paid.

This is a state law and must be strictly adhered to.

### "TAKE A COURSE and BECOME A LIFE LONG LEARNER"

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Check it out  
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Please let us know if you are interested in

- Teaching a class at Community School
- Serving on the Advisory Board for the Community School
- Telling us about classes you would like to see at CCT Community School

LOOK AT OUR WEBSITE  
[www.capetech.us/communityschool](http://www.capetech.us/communityschool)

# 2011 Spring Session ~ Cape Cod Tech ~ Community Education ~ Course Offerings

## Licensing / Certificate

### Contractors License Course (L01)

Instructor: Staff, Construction Certification Institute 6:00 - 9 pm  
Dates: Tuesdays, starting February 1, 2011 for 8 weeks  
Registration Deadline January 18, 2011  
Content: This course is a comprehensive review and examination of the MA State Building Code to prepare construction professionals for the state license exam. Candidates must have proof of at least three plus years of construction experience required for eligibility take state exam. MA State Building Code Books required. You pass or we pay, call for details. **Cost for Course: \$339.95 payable to Community School - Plus cost of 6 Code Books - \$265 payable to C.C.I.**

### Cosmetology (L02)

Instructor: Mark Kalil, *Certified Vocational Technical Instructor*  
Time: 5:00 - 10:00 pm Flex Time  
Dates: Mondays, Tuesdays, Wednesdays, & Thursdays starting January 10, 2011  
1000 Hours required by State of Massachusetts  
Content: In this course, students are taught to develop their ability to create and design, using hair, skin and nails as their creative medium. Instruction is given in all areas of Cosmetology. This includes styling, shaping, and coloring of hair; the use of skin products and makeup, and the care of. There is an in - depth instruction in personal and professional health, decontamination and control, properties of the hair and all aspects of caring for hair; including cutting, coloring, as well as styling. Shop management and related business practices are also stressed throughout the course, as shop management is often the ultimate goal of most students. **Cost for Course: \$7200 for 1000 hours of instruction, kit and all materials Tuition Plan Available**



### Introduction to H.V.A.C Course (L06)

Instructor: Pat O'Neill, *Instructor Cape Cod Tech* 6:30 - 9:30 pm  
Dates: Tues & Thursdays, starting January 11, 2011 for 10 weeks  
Content: In these 60 hours of instruction in the field of H.V.A.C. - Heating, Ventilation, and Air Conditioning, is designed to help prepare you for a job in the H.V.A.C. industry. You will learn the basic operation of the 3 systems, how to assemble and hook the systems up, and how to trouble shoot the systems. The mechanical and electrical components of the systems will be worked on. The EPA rules and regulations will be introduced as well. Upon successful completion of this course you will receive a Certificate of Completion from the Community School at Cape Cod Tech. **Cost: \$760, includes textbook**

### Manicure Licensing Course (L03)

Instructor: Robin Dion, *Instructor Cape Cod Tech* 5:30 - 9:30 pm  
Dates: Tuesday, Wed & Thursdays, starting January 11, 2011  
124 hours, approximately 11 weeks  
Content: Complete preparation for the State Licensing Exam Including: Table set up, Basic Manicure, Tip Application & Polishing. In addition to the state board exam preparation students will also have demonstrations on Pedicures, Wraps, Acrylic, & Gel applications, along with nail art. The format of the class will be theory and hands on practice. Upon completion, you will be able to take the State License Exam and feel comfortable performing clients request. Limit 15. **Cost for Course: \$1250, Includes Kits, texts, and all supplies**

## Licensing / Certificate

### Dental Assistant Program (L12)

Instructor: Peggy Reilly-O'Brien, *Instructor Cape Cod Tech*  
Liz Whitcomb, *Dental Assistant - Carol Dental Center*  
Time: 5:00 - 9:00 pm Call for the Dental Assistant Calendar  
Dates: Mon, Tues, Wed, & Thur, starting September 12, 2011  
530 Hours of Classroom Instruction, Practicum, Clinical Work, and Internship  
Content: This program features in-depth information and hands on experience and deals with all aspects of professional Dental Assisting, and it includes invaluable real world perspectives from Certified Dental Assistants. Students will learn the essentials of Dental Assisting, Infection Control, Dental Materials and Procedures, Radiology and other aspect of being a Dental Assistant. You will have Clinical Practicum and an Internship with a local dentist. Dental Assistant has the potential to make an excellent salary. Call to make an appointment to come and tour the Dental Assistant Classroom and Clinic at Cape Cod Tech. National Board Testing \$150 for each exam - Infection Control Exam plus Radiation Health and Safety Exam **Cost for Course: \$5200, includes textbooks uniforms and school supplies. Tuition Plan Available**



### Emergency Medical Technician-Basic (L20)

Instructor: Staff of Sylvester Consultants, Inc. 6:30-9:30 pm  
Dates: Tues & Thursdays, starting January 11, 2011 for 14 weeks some Saturday sessions will be required  
Content: The EMT-B training program will prepare the students to provide emergency pre-hospital care to victims of accidents and illness. They will develop skills in symptom recognition, emergency care procedures and techniques all considered to be within the scope and responsibilities of an EMT-B. Course content includes, and is not limited to patient assessment, trauma care, managing medical emergencies, utilizing basic Life Support equipment, CPR and semi-automated defibrillator, hemorrhage control, fracture and spinal immobilization, emergency childbirth, HazMat, Ambulance operations. This course does not certify students as EMT-B at the completion of the course. Successful completion of the course will allow the students to be considered eligible to take the certifying state and/or national certifying exams. In order for the student to be eligible for the certifying exam(s), the student must:  
1. Be 18 years of age (at the time of application for the exam)  
2. Possess a high school diploma or GED  
3. Be able to read, write, understand and communicate in English  
4. Be free of addiction to alcohol or any other drug  
5. Be able to lift and carry 125 pounds  
6. Be free from any physical or mental defect or disease which might impair his/her ability to provide emergency care within the scope of the EMT-B training and responsibilities, or which might jeopardize the health or safety of another member of class.  
7. Successfully pass the course (with a grade of 70% or higher), including 100% attendance

The instructors at Sylvester Consultants, Inc. make every effort to be approachable to the students, with a commitment to providing a safe, positive and focused environment. Their support and mentoring, combined with multiple on line and hands on resources, allow for a variety of learning methods. **Cost for Course: \$675 REGISTER EARLY - 24 STUDENTS MAXIMUM**



## Licensing / Certificate

### Oil Burner Technician Course (L05)

Instructor: Pat O'Neill, *Instructor Cape Cod Tech* 6:30 pm - 9:30 pm  
Dates: Mon & Weds, starting January 10, 2011 for 10 weeks  
Content: This course is designed for those who are working in the profession and need to take the State Exam. You will be prepared upon the completion of this course to take the Massachusetts Oil Burner Technician License Exam. You must be 18 years old and be a U.S. citizen and need 5 years of well rounded experience along with considerable classroom instruction. The test requires that you demonstrate knowledge of oil burners and associated equipment. You also must demonstrate thorough knowledge of 527 CMR 4.00. All aspects of the trade, both practical and theory are covered in this 10 week class. You will become prepared for the state exam. The cost of the book is additional. **Cost for Course: \$760, includes \$65 textbook**

### Paralegal Assistant - Certificate Program (L13)

Instructor: Zoran V. Perovanovich, *Paralegal Instructor 20 years*  
Time: See individual classes, Any day on line for 650 Hours  
Content: Cape Cod Tech - Community Education in partnership with Paralegal Studies is proud to offer a 12 month Paralegal Assistant - Certificate Program. These online courses are designed to let you work at a pace comfortable for your busy lifestyle. It begins with a free one-hour orientation seminar held on line. The certificate series includes a total of five classes each lasting seven weeks. Classes are designed to facilitate the individual needs of both novices and those currently working in the legal field and looking to upgrade their skills. You will learn how to: research and write a legal office memo, explore and investigate a legal specialty, learn the procedure of the court system, understand the management of a law office, and develop strategies for a paralegal job search. See write up of each of the five classes. **Cost for Course: \$195, each class Includes all supplies, and student materials**

### Pharmacy Technician Training Program (L19)

Instructor: Staff - Cape Cod Tech 7:00 - 9:00 pm  
Dates: Wednesdays, starting January 12, 2011 for 10 weeks  
Content: In the Pharmacy Technician Training Course you will learn the integral role of what a Pharmacy Technician does and their relationship with the Pharmacist. In the 240 hours program that is computer based, you will develop a complete understanding of the role of a PT and provide you with the understanding on the terminology that is associated with this position. Once a week you will spend 3 hours a week in the classroom working on you program and will be able to discuss with your fellow students what you have learned and be able to discuss any problems or question you may have. This program will get you ready to take the PTCB - Pharmacy Technician Certificate Board exam which is a nationally recognized certification. This program will train you to work in a retail pharmacy hospital, and mail order environment. Upon a successful completion of the program you will be awarded with a Certificate of Completion from Cape Cod Tech. **Cost for Course: \$250, payable to Cape Cod Tech, includes complete program**

### Dental Radiology Certificate Course (L13)

Instructor: Peggy Reilly-O'Brien, *Instructor Cape Cod Tech* 5:00 - 9 pm  
Dates: Wednesdays, starting January 12, 2011 for 65 Hours  
Content: The Dental Radiology course is intended to prepare participants to take the exam to become certified in radiology in the Commonwealth of Massachusetts. Students will also be prepared to challenge the Radiology Health and Safety Examination sponsored by the Dental Assisting National Board. If they successfully pass this exam, they are recognized as certified nationally. The course covers all aspects of radiology including radiology physics, radiology safety, principals of film based and digital radiography both in and out of the oral cavity, infection control for the dental radiographer, quality assurance in radiology, and radiographic interpretation. Academic and clinical components are included in the course. National Board Testing \$150 for Radiation Health and Safety Exam **Cost for Course: \$695, for textbook, uniforms and school supplies. Tuition Plan Available**

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# 2011 Spring Session ~ Cape Cod Tech ~ Community Education ~ Course Offerings

## Licensing / Certificate

### Tier 4 – Plumbing - CMR 247

Instructor: Staff - Cape Cod Tech 6:00 - 9:00 pm  
Dates: Tues & Thursdays, starting February 8, 2011 for 110 Hours  
Content: This course is for plumbing apprentices that were registered after Sept. 1, 2008 and have completed tiers one through three. This course will extensively cover NFPA 54 chapters 9-11, section three of CMR 247 with 10.1 which includes general provisions, scope and jurisdiction. Drainage, water supply, and fixture installation will also be covered. Definitions and basic principles will wrap up the course  
**Cost for Course: \$795, payable to Cape Cod Tech**

## Culinary

### Cooking Basics (C02)

Instructor: Domenic Bachand, Instructor Cape Cod Tech 6:00 - 8pm  
Dates: Wednesdays, starting January 12, 2011 for 8 weeks  
Content: This course is designed for those interested in refreshing their culinary knowledge and skills and for those who need to learn the basics of cooking. This is a 'hands on class'. You will learn knife skills (proper use, care of, and sharpening), safe food handling, and cooking methods such as grill, fry, roast, sauté, braise, and sear. Misenplace food preparation will be covered.  
**Cost for Course: \$185, includes the cost of all food supplies**

### Home Baking With A Professional Flair (C05)

Instructor: Paul Smith, Instructor Cape Cod Tech 6:00 - 8pm  
Dates: Wednesdays, starting January 12, 2011 for 5 weeks  
or Wednesdays, starting March 2, 2011 for 5 weeks  
Content: This course is for home bakers who are looking to 'kick it up a notch'. Learn tips and tricks to make desserts something extra. Doughs, basic batters, fillings, frostings, pies and decorating techniques will be covered. **Cost for Course: \$135, includes the cost of all food supplies**



### More Italian Regional Cooking (C06)

Instructor: Domenic Bachand, Instructor Cape Cod Tech 6:00 - 8pm  
Dates: Tuesdays, starting January 11, 2011 for 5 weeks  
Content: This is a Five night course for the cooking novice who is interested in creating sample dishes from some of the twenty regions of Italy. Students enrolled in this course will be preparing foods using cooking styles and ingredients from the various regions such as Tuscany, Campania, Emilia-Romagna, Veneto and Sicily.  
**Cost for Course: \$140, includes cost of food**

## Special Programs

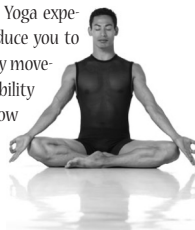
### Hospice Volunteer Training (S01)

Instructor: Elaine Liatsos, Staff of Life Care Hospice 3:30 - 5:30 pm  
Dates: Mondays, starting January 10, 2011 for 4 weeks  
Content: Do you have gifts to share? Are you looking to make a difference? Life Choice Hospice seeks volunteers for a free four week training program. Upon completion you will be eligible to join the Life Choice Hospice team whose goal is to provide excellence in end-of-life care. Volunteers may provide compassionate visits, read to, converse with, or play music for patients while providing emotional support and comfort. We welcome your talents and interests. Companion pet visits, craft expression, reiki, massage, and therapeutic touch are among the services performed by volunteers. We also seek veterans who will focus on improving end-of-life care for other veterans, many of whom served in World War II. You will be assigned to people under hospice care in area nursing or retirement facilities, and in homes. Consider making a difference by joining the more than 500,000 people, young and old, serving as hospice volunteers.  
**Cost for Course: No Charge.** Training and volunteer materials provided. This program is put on by LIFE CHOICE HOSPICE  
For more information call or Email: Elaine Liatsos (508) 896-1152 or eliatso@lifechoicehospice.com

## Health and Fitness

### Yoga for All

Instructor: Missy White 5:45 - 6:45 pm  
Dates: Tuesdays, starting January 11, 2011 for 6 weeks  
or Tuesdays, starting March 8, 2011 for 6 weeks  
Content: Anyone with little to no Yoga experience. This class is designed to introduce you to the power of aligning breath with body movement, while increasing balance, flexibility and peace of mind in a slow-paced flow of asanas (postures). Unite your body, mind and spirit. This class focuses on breath and ends with a relaxation.  
**Cost for Course: \$70 or \$12 per night**



### Intermediate - Advanced Yoga

Instructor: Missy White 5:45 - 6:45 pm  
Dates: Thursdays, starting January 13, 2011 for 6 weeks  
or Thursdays, starting March 10, 2011 for 6 weeks  
Content: Anyone with Yoga experience, anyone who enjoys an intense workout. A Warmer and faster-paced vinyasa flow to enhance strength, stamina, and balance. Deepen your knowledge and level of Yoga experience, move further, stand higher, and breathe more! This class offers a more physical, challenging form of Yoga. This class focuses on breath and ends with a relaxation. **Cost for Course: \$70 or \$12 per night**

## Educational

### Adobe Photoshop Elements I (E01)

Instructor: Tom Noonan 6:00 - 8:00 pm  
Dates: Tuesdays, starting January 11, 2011 for 8 weeks  
or Tuesdays, starting March 22, 2011 for 8 weeks  
Content: This class is so designed to instruct you in how to use Adobe Photoshop Elements 8.0 and to enhance the pictures you take with your digital camera. This course will combine the simplicity and power of the program, so you can have fun and do more with your photos. You will learn how to fix flaws, adjust color, and adjust lighting. You will also learn how to customize your photos and show off your creativity. You will learn how to store and show all of your digital pictures. Basic computer skills are a must for this course.  
**Cost for Course: \$159**



### Adobe Photoshop Elements II (E05)

Instructor: Tom Noonan 6:00 - 8:00 pm  
Dates: Thursdays, starting January 13, 2011 for 8 weeks  
Thursdays, starting March 24, 2011 for 8 weeks  
Content: Go beyond Photoshop Elements 8 basics! These classes are designed to teach participants to further improve digital images through photo-retouching, color correction, sharpening, digital enhancement, selection essentials, layers, and filters. The instructor, a graphic design and photography teacher, will help you learn more sophisticated Photoshop tools and techniques in a state of the art computer classroom. Prerequisite: Photoshop Elements I or equivalent background. **Cost for Course: \$159**

### Conversational Spanish (E14)

Instructor: Eileen Dillon, Instructor Cape Cod Tech 7:00 - 9:00 pm  
Dates: Wednesdays, starting January 12, 2011 for 10 weeks  
Content: In this course for beginners, emphasis is on communication, practicing and building on basic vocabulary and expressions to communicate in a variety of situations. Spanish grammar and pronunciation are taught through comparison and contrast with English, and students learn to develop strategies for communication and comprehension. Students will recognize the major obstacles to learning Spanish and also what makes learning Spanish easy for an English speaker. **Cost for Course: \$149, materials included**

## Educational

### Digital Photography (E02)

Instructor: Marcia Jay Duggan 7:00 - 9:00 pm  
Dates: Tuesdays, starting January 11, 2011 for 8 weeks  
Content: The digital camera has radically transformed the world of photography, and the new tools for digital imaging are more sophisticated and less expensive every year. This course will teach students fundamentals of digital photography, with emphasis on enhancing each student's ability to create high-quality digital photographs. We will examine techniques of image acquisition and images printed. Each meeting will consist of classroom lecture, discussion, and demonstrations. Other photo type programs will be looked at if time is available. You will leave being able to produce professional like pictures of friends, family and landscapes  
**Cost for Course: \$100, materials included**



### Photography - Seeing the Light

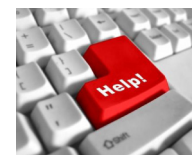
#### Capturing the 'Sweet Light' of Cape Cod Sunsets

Instructor: Marcia Jay Duggan  
Time: 3:30-5:30 PM Evening Session (class meets on location)  
or 9:30-11:30 Morning Session (class meets on location)  
Start Date: Wednesdays, starting January 12, 2011 for 4 weeks  
or Wednesdays, starting March 9, 2011 for 4 weeks  
Content: Enjoy a hands on photography class about Seeing the Light: 'The Art of Photography', with Award Winning and Master Photographer, Marcia Joy Duggan, owner of CapeCodSoul.com in Orleans. The primary focus of this course is working on location with natural light and getting back to the basics of photography. This class will visit different locations in Orleans and the surrounding lower cape towns, including beach locations to capture the 'sweet light' at sunset. This course will concentrate on scenic photography and still lifes using natural light. Through demonstrations and hands on practice at weekly field trips you will learn about light, lenses, composition, subject matter, exposure, equipment and more.  
Requirements: Students should have good working knowledge of their camera equipment DSLR. Class is for beginner, intermediate to advance amateur. Students may bring their own props/still life to photograph. Wear comfortable clothes. Optional: Tripod  
**Cost: \$ 65, Specify whether you want the morning session or the evening session**

## Computers

### Computer on Line Protection (CP02)

Instructor: Staff Instructor Cape Cod Tech 6:30 - 8:30 pm  
Dates: Tuesdays, starting January 11, 2011 for 3 weeks  
Content: If you are concerned about protecting your computer this course is for you. In this course you will learn why your computer runs a lot slower than before, if you are getting a lot of 'pop-ups' you may have spam/spyware problems. In this class you will learn how to protect your computer, clean it up, and how to install free computer software to help protect your computer. **Cost: \$49**



### Basic Computers for Novice (CP03)

Instructor: Kate Fitzpatrick 6:00 - 8:30 pm  
Dates: Mondays & Wednesdays, meeting 2/7, 2/9, 2/14 & 2/16  
Content: This class is for anyone who wants to start with the basics or simply fine tune your already acquired knowledge. Explore what you can do with your computer using Paint, Calculator and media player to name a few. Create, edit, and save a document using a word processor. Rediscover numbers using a spreadsheet. Learn the wizardry of Cut, Copy and Paste. A fun class for all who partake!  
**Cost for Course: \$65**

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## Computers

### Computer Upgrading (CP04)

Instructor: Staff Instructor Cape Cod Tech 6:30 - 8:30 pm  
Dates: Thursdays, starting January 13, 2011 for 3 weeks  
Content: Do you think you need a new computer? If you take this course we will help solve this problem for you. We will discuss new parts that you could replace in your present computer to make it work more efficiently. It could be simply memory or a bigger hard drive. Do you need to add other components to your computer to make it up to date? We will even look at upgrading your monitor. This course will also show you how to add many of these components. The cost of this course could save you money on purchasing a new computer you may not need. We will give you a brief lesson on what you need if you are looking for a new computer. **Cost: \$49**

### Intro to QuickBooks/Accounting Basics (CP09)

Instructor: Gina Andreozzi 6:30 - 9:00 pm  
Dates: Mondays, starting March 28, 2011 for 8 weeks  
Content: This course is a must for all small business, and anyone doing the books for someone else. In this course you will learn the basic skills necessary to use QuickBooks in a business or home office environment. Learn to set up a company file, customize it for your business, invoice customers, pay bills, reconcile checking and credit card statements. Course begins with a basic accounting overview. No prerequisites required. Basic computer skills are a must. This course is necessary to take the Advanced QuickBooks. **Cost for Course: \$159**, includes textbook

### Advanced QuickBooks (CP10)

Instructor: Gina Andreozzi 6:30 - 9:00 pm  
Dates: Wednesdays, starting January 12, 2011 for 8 weeks  
Content: In this course you will learn: Budgeting, Forecasting & Business Planning, Customizing Forms & Reports, Inventory, Estimates and Sales Orders, Payroll, Sales Tax, Adjustments and Year-End Procedures. This course is a continuation of the Intro to QuickBooks/Accounting Basics. Please bring a flash drive to first class. **Cost for Course: \$159**

### Mac Basic

Instructor: Kate Fitzpatrick 6:00 - 8:30 pm  
Dates: Class will meet 2/28, 3/2, 3/7, & 3/9  
Content: Need to get started with your Mac? Explore the benefits of using Finder. Customize the dock. Put a picture on your desktop. Use Photo Booth to capture your best side! Learn what a widget is and how useful they can be. Create, edit and save a document using a word processor. This class puts you on the path to reaching your computing potential!



Cost for Course: \$65

### Microsoft Office Power Point

Instructor: Kate Fitzpatrick 6:00 - 8:30 pm  
Dates: Classes will meet 1/25, 1/27 & 2/1  
Content: Learn from start to finish on creating a presentation, use design templates, set transition effects, run a slide show and more. **Cost for Course: \$65**

### Microsoft Office Word (CP07)

Instructor: Kate Fitzpatrick 6:00 - 8:30 pm  
Dates: Class will meet 3/28, 3/30, 4/4 & 4/6  
Number of Sessions: 4 sessions  
Content: Learn Word from the beginning. Create, save, open and print a document. Learn how to edit, copy and move text. Set margins, line and paragraph spacing, indents and tabs. Explore the proofing tools like the Spelling and Grammar checker, Thesaurus and Find and Replace. Use Templates, headers and footers, columns & sections, tables, bullets & numbering, styles and more. **Cost for Course: \$65**

## Computers

### eBay Basic (CP01)

Instructor: Diane Levasseur 3:30 - 5:30 pm  
Dates: Tuesdays, starting January 11, 2011 for 5 weeks or Tuesdays, starting March 1, 2011 for 5 weeks  
Content: Learn everything you have ever wanted to know about buying and selling products on eBay: from electronics to rare books. You will learn the basics of buying, the most effective way to search for an item, how to check up on the seller's business reputation, and the various methods you can use to place your bid. If you are interested in selling something we can show you how to create a seller's account, comply with eBay's rules of selling, and provide tips for getting top dollar for your items. The use of Pay Pal will also be learned in the course. **Cost for Course: \$85**

### Introduction to Flash Web Design (CP14)

Instructor: T.W. Cooney 6:30 - 8:30 pm  
Dates: Mondays, starting January 10, 2011 for 8 weeks  
Content: Flash is the industry-leading program for creating engaging interactive experiences. In this course you will learn the basics of Web design using Flash. The class will cover layout and design, creating dynamic buttons, timeline and html navigation, and importing video. You will be introduced to the programming languages Action Script 2 and 3. We will also discuss bandwidth limitations, hosting sites, and domain name registration. By the end of the course you will have a working knowledge of how to build and maintain a Flash website. Computer experience is necessary. Please bring a USB drive to save your work. Owning a copy of Flash for PC or Mac is encouraged (this will be discussed in the first class). **Cost: \$85**



### Microsoft Office Excel (CP05)

Instructor: Kate Fitzpatrick 6:00 - 8:30 pm  
Dates: Classes will meet 3/14, 3/16, 3/21, 3/23  
Content: Starting with the basics, navigate, create, edit, save, close, and open workbooks. Learn copy, cut, paste, formatting data and worksheets. Explore printing and page set ups. Work with Formulas, Functions, and more. Create charts, use a multiple worksheets workbook, linking, sorting, and filtering, use advanced functions, linking, names, and more. **Cost for Course: \$65**

### Organize, Backup, Burn!

Instructor: Kate Fitzpatrick 6:00 - 8:30 pm  
Dates: Wednesday, March 8, 2011  
Content: Create new folders to put your documents, pictures, or music in. Need to backup your documents? Need to take documents from one computer to another? This class teaches how to 'burn' a CD/DVD and use a memory stick or flash drive. **Cost for Course: \$25**

## Trades for Work & Enjoyment

### How to for Homeowners (T09)

Instructor: Tom Sherry 6:30 - 9:00 pm  
Dates: Mondays, starting January 10, 2011 for 12 Weeks  
Content: This 12 week course will give you the know-how and confidence to tackle common home repair. The course will cover basics in: Electric, Plumbing and Carpentry. The first night will cover hand tools and safety, plus what tools the homeowner should have. Electric will consist of understanding splices, replacing/installing switches, receptacles and dimmers, and how to session on ceiling fans. Plumbing will cover common sink and toilet repairs; drain lines and repairing leaky pipes, plus installing new faucets. Carpentry covers: Sheetrock repair/refinishing furniture repair and installing decorative molding and chair rails. This 'hands on course' will devote three classes to each discipline, leaving the last two sessions for supervised practice in the area of your choice. This is a perfect course for men, women, and couples. **Cost for Course: \$260**, includes materials - bring your spouse for \$100

## Trades for Work & Enjoyment

### Basic Welding (T04)

Instructor: Crystle Deschenes 6:00 - 9:00 pm  
Dates: Tuesdays & Thursdays, starting Jan. 11, 2011 for 4 weeks or Tuesdays & Thursdays, starting March 1, 2011 for 4 weeks  
Content: Basic Oxy Acetylene welding, brazing and cutting. This course is driven to achieve basic understanding of welding and its application. Recommended for do it your selfer, or maintenance person. All safety equipment is included plus stock and materials. Limit 7  
**Cost for Course: \$325**

### Advanced Welding (T02)

Instructor: Crystle Deschenes 6:00 - 9:00 pm  
Dates: Tuesday & Thursday for 4 weeks, Call for Class Dates  
Content: This program is focused on Tig welding of steel, stainless and aluminum. This form of welding is very precise. This course is recommended for serious marine mechanic, auto mechanic, landscaper, excavator, etc. Prerequisite is Basic and Intermediate Welding or permission from the Director of Adult Education. All safety equipment and materials included. Limit 7 **Cost for Course: \$325 or \$300** if you took another welding course at CCT in Fall 2010

### Simple Carpentry for the Homeowners (T05)

Instructor: Tom Sherry 6:30 - 9:00 pm  
Dates: Tuesdays, starting January 11, 2011 for 10 weeks  
Content: In this 25 hour course you will learn how to use some of the basic hand and power tools of carpentry; learn which are the minimum tools needed in a home repair kit and how to use them. We will learn how to hang wall board, tape and Spackle joints and how to patch holes in walls. This course will also cover the installation of decorative moldings; including chair rails, door and window frame moldings, baseboard moldings and crown moldings. Give your home that professionally finished look for a fraction of the cost. We welcome men, women and couples into this class. **Cost for Course: \$230**, includes materials

### Basic Electricity for Aspiring Electrician & Homeowner (T06)

Instructor: Tom Sherry 6:30 pm - 9:00 pm  
Dates: Tuesdays, starting April 5, 2011 for 10 weeks  
Content: In this 25 hour course you will learn how electricity works, basic series and parallel circuits, Ohms Law, Easy electrical math, switches, lighting and receptacles. This course will also cover Electrical Code requirements for Single Family residences. This course is a must for aspiring Electricians or homeowners who are looking to save some money. We welcome men, women and couples into this class. Bring: Calculator, Notebook, Handouts will be provided. **Cost for Course: \$225**

### Small Engine Repair (T13)

Instructor: Paul Fiset 6:00 - 8:30 pm  
Dates: Thursdays, starting May 2, 2011 for 5 weeks  
Content: In this hands-on course you will be dealing with repair, maintenance and servicing techniques of small 4 cycle engines. Work on your own lawn mower, snow blower or other small engine. Call for project schedule. **Cost for Course: \$75**

### Intermediate Welding (T02)

Instructor: Crystle Deschenes 6:00 - 9:00 pm  
Dates: Tuesdays & Thursdays Except for first class on Wed. starting January 11, 2011 for 4 weeks or starting March 1, 2011 for 4 weeks  
Content: Basic arts welding include Stic Mig and plasma cutting. Recommended for landscapers, excavators, etc. Prerequisite: Basic Welding or previous experience. Intermediate Welding will meet on Wednesday for the initial class and then continue on Thursday. All Safety equipment and materials are included in class. Limit 7  
**Cost for Course: \$325, or \$300** if you took another welding course at CCT in Fall of 2010

# 2011 Spring Session ~ Cape Cod Tech ~ Community Education ~ Course Offerings

## Nursing & Medical

### Introductory Medical Coding

Instructor: Ken Cable-Camilles, CMRS, CPC 7:00-9:30 pm  
Dates: Tues & Thursdays, starting January 11, 2011 for 5 Weeks  
Content: This course will prepare you for your first step to a career as a medical coder. This course will teach you how to use the CPT and the ICD-9-CM manuals to find medical codes for diseases and their treatments. The knowledge gained in this course will help prepare you for work in almost any medical field; doctors' office, public health facilities, hospitals, nursing homes, insurance companies, and in some cases even from home. A previous course in Medical Terminology or proven experience is a must. Upon successful completion of this course you will receive a certificate of completion from Cape Cod Tech. **Cost for Course: \$325**

*Textbooks Extra - Step-By-Step Medical Coding 2010 (Carol J. Buck), Text & Workbook*

*AMA Physician ICD -9-CM 2010, CPT 2010 Professional Edition (Current Procedural Terminology) and HCPCS 2010*

### Advanced Medical Coding (N13)

Instructor: Kenneth Cable-Camilles, CMRS, CPC 7:00-9:30 pm  
Dates: Tues & Thursdays, starting March 8, 2011 for 5 Weeks  
Content: This course will be a continuation of what was covered in the Intermediate Medical Coding course. This course will teach in even greater depth the use of CPT and ICD-9-CM and cover additional chapters in the Step-By-Step Medical Coding book. A previous course in Medical Coding is a must. Upon successful completion of this course you will receive a certificate of completion from Cape Cod Regional Technical High School - Community Education.

**Cost for Course: \$325**

*Textbooks Extra - Step-By-Step Medical Coding 2010 (Carol J. Buck),*

*AMA Physician ICD -9-CM 2011, CPT 2010 Professional Edition (Current Procedural Terminology) and HCPCS 2011*

### Certified Nursing Assistant Training (N01)

Instructor: Cynthia Gardner RN 6:00 - 9:00 pm  
Dates: Mondays & Wednesdays, starting January 24, 2011  
110 Hours Classroom instructions includes  
16 hours lab hours, plus 24 hours of clinical rotation

Content: This course is designed to teach basic nursing skills needed for employment as a nursing assistant in hospitals, nursing homes, home situations, and other long term care facilities. This course will cover basic nursing skills, personal care skills, and recognition of the needs of the patient. You will learn how to take vital signs of the patients, meet their personal hygiene, their safety, nutrition needs as well as general comfort. Upon completion of your classroom experience you will be assigned 24 hours of clinical rotation. This is needed to gain your certification. Mantoux test is required prior to clinical rotation. Costs of all health tests needed are at the student's own expense. A CORI must be done before final acceptance.

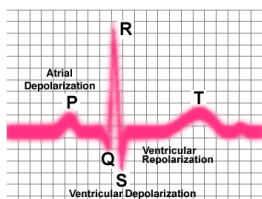
**Cost for Course: \$1400** includes: CPR Training, CCT Uniform Shirt, and text book. Cost of MA State Examination is extra. Tuition Plan Available.

### EKG / Cardiovascular Technician (N04)

Instructor: Jessica Eressy 7:00 - 9:30 pm  
Dates: Tuesdays, starting January 11, 2010 for 10 weeks

Content: This course prepares students for a career as an EKG / Cardiovascular Technician. The EKG course includes information on the operation of the EKG, anatomy and physiology of the heart, medical terminology, medical and legal aspects of patient contact, and disease process. Students will be exposed to 12 lead EKG tracing and the basic rhythm identification. This course is greatly expanded over the previous EKG course offered. A Certificate of Completion will be rewarded upon successful completion of this course.

**Cost for Course: \$300**  
book and materials included in price



## Nursing & Medical

### Home Health Aide (N02)

Instructor: Cynthia Gardner, RN 6:00 - 9:00 pm  
Dates: Tuesdays, starting January 25, 2011 for 6 weeks  
Content: Expand your employment opportunities with a course designed to teach you about becoming a Home Health Aide. Upon successful completion of this course you will receive a Certificate as a Home Health Aide. Candidates must be a Certified Nursing Assistant.  
**Cost for Course: \$199** includes text book

### Intermediate Medical Coding for Physician Services (N10)

Instructor: Kenneth Cable-Camilles, CMRS, CPC 7:00-9:30 pm  
Dates: Tues & Thursdays, starting February 8, 2011 for 5 Weeks  
Content: This course will be a continuation of what was covered in the Introductory Medical Coding course. This course will teach in greater depth the use of CPT and ICD-9-CM and cover additional chapters in the Step-By-Step Medical Coding book. A previous course in Medical Coding or proven experience is a must. In this course you will go through many real life situations and will learn how to code them. Upon successful completion of this course you will receive a certificate of completion from Cape Cod Regional Technical High School - Community Education.

**Cost for Course: \$325**

*Textbooks Extra - Step-By-Step Medical Coding 2010 (Carol J. Buck),*

*AMA Physician ICD -9-CM 2011, CPT 2010 Professional Edition (Current Procedural Terminology) and HCPCS 2011*



### Medical Billing (N09)

Instructor: Kenneth Cable-Camilles, CMRS, CPC 7:00-9:30 pm  
Dates: Mondays & Weds, starting January 10, 2011 for 5 Weeks  
Content: In this course you will learn the procedures of medical billing. The course will consist of billing terminology that is used in the billing departments of doctor's offices. You also will learn about commercial plans, Medicare and Medicaid, plus dealing with deductibles. Other parts of the course will cover HIPPA, Security Rule and many other things needed. Upon successful completion of this course you will receive a certificate of completion from Cape Cod Tech. **Cost for Course: \$345**, includes text book

*Sign up for Medical Terminology, Medical Coding, and Medical Billing and receive a \$50 credit. Sign up for the Medical Office Professional Certificate Program and receive a \$100 credit.*

### Medical Interpreter Course I

Instructor: Silvia Dos Santos, Cert. Medical Interpreter 6:30 - 9pm  
Dates: Mondays, starting January 24, 2011 for 10 weeks  
Content: This introductory course, designed for individuals who are bilingual in English and Portuguese, is intended to build the capacity to interpret accurately. This course is composed of: vocabulary, role playing, legal aspects, and ethical considerations focusing on the basic competency skills necessary to work as a trained medical interpreter. The course adheres to the Standards of Practice for medical interpreters as established by the National Council on Interpreting in Healthcare. Upon completion of Medical Interpreter II a Certificate of Completion will be issued by the Community School @ Cape Cod Tech. Upon completion of this course the student will be able to interpret accurately, know the basic terminology required to start interpreting, develop an understanding of the health care system and the legal and ethical issues in medical interpreting as well as some principles of written translation. **Cost for Course: \$295**, Students must purchase: A. Fadiman (1997). *The spirit catches you and you fall down.*

## Nursing & Medical

### Medical Terminology (N05)

Instructor: Amanda Murphy, RN 6:30 - 9:00 pm  
Dates: Tuesdays, starting January 11, 2011 for 10 weeks  
or Tuesdays, starting April 4, 2011 for 10 weeks

Content: This is the course that you must take if you are considering working at a hospital, doctor's office or an insurance company. This course is needed for any career connected to the health and medical fields. You build your medical vocabulary, understanding and use of terms in this course, and the instructor will instruct you on how these terms are related to the elements of various anatomic and systematic parts of the body. Upon completion of this class you will be at ease using and speaking medical terms. A certificate of completion will be issued at the completion of the course. We strongly recommend this course for anyone entering the medical / nursing field. **Cost for Course: \$295**, Students must purchase *Medical Terminology: An Illustrated Guide, Sixth Edition* by Barbara Jansen Cohen, ISBN-13: 978-1-60547-614-9, ISBN-10: 1-60547-604-8 and read chapters 1 & 2 prior to start of class. Sign up for Medical Terminology, Medical Coding, and Medical Billing and receive a \$50 credit.

### Phlebotomy (N03)

Instructor: Sandra MacPhee, Certified Phlebotomist 6:30 - 9:00 pm  
Dates: Mons & Weds, starting January 10, 2011 for 13 weeks

Content: The primary role and responsibility of a phlebotomist is to obtain blood specimens from patients for the purpose of laboratory analysis. Students will learn to obtain a variety of laboratory specimens with hands on laboratory practice sessions as well. Following the classroom instruction a clinical training will follow. This course covers the use of multi-samples needles, butterflies, and syringes. In addition specimen collection, federal safety regulations, medical ethics will be discussed. Preparation for the ASCP Certification test will be covered, but the fee for the test is not included in class price. Students will need to get a current TB, hepatitis B series, and tetanus immunization. Students must also successfully complete a clinical rotation. All students who sign up for this class will need to pass a CORI and are interviewed by the Instructor and Director before they will be accepted into the program. **Cost for Course: \$1400**, includes text book, & CCT Lab Coat, Tuition Plan Available.



## Dance

### Beginning Latin Dance (D03)

Instructor: Diana Anderson, Cert. Dance Instructor 6:00 - 7:15 pm  
Dates: Tuesdays, starting January 11, 2011 for 7 weeks  
or Tuesdays, starting March 29, 2011 for 7 weeks

Content: Learn the basic footwork and simple turns of Merengue, Salsa, Rhumba, Cha-Cha & Bachata. This class will be less formal than ballroom style, more suited to a club or party. Having your own dance partner is not necessary but is usually preferred by most students. Come to this class and learn how to dance to the dance styles of today. No shoes are allowed. **Cost for Course: \$85**

### Belly Dance (D02)

Instructor: Diana Anderson, Cert. Dance Instructor 7:30 - 9:00 pm  
Dates: Tuesdays, starting January 11, 2011 for 7 weeks  
or Tuesdays, starting March 29, 2011 for 7 weeks

Content: An ancient art form that since its conception, values the feminine, concentration on the essence of the origins of life. Learn a body language that is fluid, magnetic, strengthening and transforming, 'nourished by breathing and emotions.' Take this class and enjoy breaking out of society's constraints surrounding the belly and gain confidence and control of your own body. Wear comfortable stretch clothes and no shoes. **Cost for Course: \$85**





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## CNA - Certified Nursing Assistant Training Program (N01)

Instructor: Cynthia Gardner RN  
Time: 6:00 - 9:00 pm  
Days of the week: Monday & Wednesday  
Start Date: January 25, 2010 Winter-Spring Session

Number of Weeks: 100 Hours Classroom instructions includes 16 hours lab hours, plus 24 hours of clinical rotation

Content: This course is designed to teach basic nursing skills needed for employment as a nursing assistant in hospitals, nursing homes, home situations, and other long term care facilities. This course will cover basic nursing skills, personal care skills, and recognition of the needs of the patient. You will learn how to take vital signs of the patients, meet their personal hygiene, their safety, nutrition needs as well as general comfort. Upon completion of your classroom experience you will be assigned 24 hours of clinical rotation. This is needed to gain your certification. Mantoux test is required prior to clinical rotation. Costs of all health tests needed are at the student's own expense. An entrance meeting with the instructor is a must, plus a CORI must be done before final acceptance.

Cost for Course: \$1400 Includes: CPR Training, CCT Uniform Shirt, and text book.  
Cost of MA State Examination is extra  
Tuition Plan Available  
Call Ron Broman, Director of Community School  
(508) 432-4500 ext. 229







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## Cosmetology (L02)

Instructor: Mark Kalil, *Certified Vocational Technical Instructor*

Time: 5:00 – 10:00 pm Flex Time

Days of the week: Monday, Tuesday, Wednesday, & Thursday

Start Date: January 10, 2011 – Winter/Spring Session

Number of Hours: 1000 Hours required by State of Massachusetts

Content: In this course, students are taught to develop their ability to create and design, using hair, skin and nails as their creative medium. Instruction is given in all areas of Cosmetology. This includes styling, shaping, and coloring of hair, the use of skin products and makeup, and the care of. There is an in – depth instruction in personal and professional health, decontamination and control, properties of the hair and all aspects of caring for hair, including cutting, coloring, as well as styling. Shop management and related business practices are also stressed throughout the course, as shop management is often the ultimate goal of most students.

Cost for Course: \$7200 for 1000 hours of instruction, kit and all materials

Tuition Plan Available

Call Ron Broman, Director of Community School

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## Dental Radiology Certificate Course

### DON'T MISS THE OPORTUNITY

Instructor: Peggy Reilly-O'Brien, *Instructor at Cape Cod Tech Day Program, Certified Academic Instructor*  
Time: 5:00 – 9:00 pm  
Days of the week: Wednesday  
Start Date: January 12, 2011 – Winter/Spring Session  
Number of Hours: 65 Hours of Classroom Instruction.

Content: The Dental Radiology course is intended to prepare participants to take the exam to become certified in radiology in the Commonwealth of Massachusetts. Students will also be prepared to challenge the Radiology Health and Safety Examination sponsored by the Dental Assisting National Board. If they successfully pass this exam, they are recognized as certified nationally. The course covers all aspects of radiology including radiology physics, radiology safety, principals of film based and digital radiography both in and out of the oral cavity, infection control for the dental radiographer, quality assurance in radiology, and radiographic interpretation. Academic and clinical components are included in the course. National Board Testing \$150 for Radiation Health and Safety Exam

Cost for Course: \$695 *for textbook, uniforms and school supplies*  
Tuition Plan Available  
Call Ron Broman, Director of Community School  
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## Emergency Medical Technician-Basic (EMT-B)

Instructor: Staff of Sylvester Consultants, Inc.  
Time: 6:30-9:30 pm  
Days of the week: Tuesday & Thursday (some Saturday sessions will be required)  
Start Date: January 11, 2011 – Winter/Spring Session  
Number of Weeks: 14 weeks

**Content:** The EMT-B training program will prepare the students to provide emergency pre-hospital care to victims of accidents and illness. They will develop skills in symptom recognition, emergency care procedures and techniques all considered to be within the scope and responsibilities of an EMT-B. Course content includes, and is not limited to patient assessment, trauma care, managing medical emergencies, utilizing basic Life Support equipment, CPR and semi-automated defibrillator, hemorrhage control, fracture and spinal immobilization, emergency childbirth, HazMat, Ambulance operations. This course does not certify students as EMT-B at the completion of the course. Successful completion of the course will allow the students to be considered eligible to take the certifying state and/or national certifying exams.

In order for the student to be eligible for the certifying exam(s), the student must:

1. Be 18 years of age (at the time of application for the exam)
2. Possess a high school diploma or GED
3. Be able to read, write, understand and communicate in English
4. Be free of addiction to alcohol or any other drug
5. Be able to lift and carry 125 pounds
6. Be free from any physical or mental defect or disease which might impair his/her ability to provide emergency care within the scope of the EMT-B training and responsibilities, or which might jeopardize the health or safety of another member of the class.
7. Successfully pass the course (with a grade of 70% or higher), including 100% attendance

The instructors at Sylvester Consultants, Inc. make every effort to be approachable to the students, with a commitment to providing a safe, positive and focused environment. Their support and mentoring, combined with multiple on line and hands on resources, allow for a variety of learning methods.





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Cape Cod Regional Technical High School is a Non Smoking Environment which includes the school building and grounds. If you are seen smoking on school property you will be asked to leave the property, and you will not be able to complete any course you are presently enrolled in. There will be no refund of any tuition paid. This is a state law and must be strictly adhered to.

REGISTRATION FORM

Name \_\_\_\_\_

Address \_\_\_\_\_ City/Zip \_\_\_\_\_

Phone# \_\_\_\_\_ Cell# \_\_\_\_\_

Email \_\_\_\_\_

Course Name \_\_\_\_\_ \$ \_\_\_\_\_

\*\* Cosmetology students specify whether you are right or left handed\*\* R \_\_\_ L \_\_\_

Course Name \_\_\_\_\_ \$ \_\_\_\_\_

Payment method: Check # \_\_\_\_\_ Amount \_\_\_\_\_ Cash Amount \_\_\_\_\_

Credit Card # \_\_\_\_\_ V, MC, AMX, DISCOVER

Expiration date \_\_\_\_\_ CVV \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Payment Amount \_\_\_\_\_

Please make checks payable to Community School at Cape Cod Tech  
(checks will not be deposited until after the first class)

No refund will be issued after a course begins

No notification will be sent upon receipt of registration unless the course is canceled

Online registration available @ [www.capetech.us](http://www.capetech.us) , click on Adult Ed