

New Hampshire Community College-Berlin
Littleton Academic Center
Spring 2008
Non-Credit Course Offerings

Computing for Seniors

Tuesdays, 10:00am-12:00pm (2/5 -2/26) 4 sessions Cost \$100

Not for seniors only, this workshop is directed towards those who have never touched a computer, and those just starting out. Our sessions will focus on simple, practical and useful skills without resorting to jargon and overwhelming technicalities. Each student will learn how to use e-mail, Internet and basic program for writing documents and letters and other simple software without fear.

Instructor: Fran Rancourt

Tips & Tricks for the Everyday Computer User

Tuesdays, 10:00 am – 12:00pm, (3/18-4/8) 4 sessions Cost \$100

This workshop offers hundreds of tips, tricks, shortcuts, and hints to make computing the timesaver it is supposed to be. For anyone who ever thought “I wonder if there’s a better way” The answer is yes, and we will teach you what the manuals left out, without all the jargon and confusion. Learn keyboard strokes instead of mouse clicks, and learn to work with multiple programs simultaneously.

Instructor: Fran Rancourt

Presentational PowerPoint Made Easy

Tuesday, 1:00-3:00pm (2/5-26) 4 sessions Cost \$100

This workshop will have you creating dynamic PowerPoint Presentations that will dazzle your audience. Emphasis will be placed on presentation dos and don’ts, composition and layout, timing and effects.

Instructor: Fran Rancourt

Integrating Microsoft Office Programs

Tuesdays, 1:00-3:00pm, (3/18-4/8) 4 sessions Cost \$100

Every business or individual is faced with a critical problem: how to integrate critical information scattered among islands of data; that is stored in different formats on different programs. Data is the lifeblood of any person’s computer system and Microsoft makes it easy to integrate data among software programs. In this workshop, find out how to import and export files easily among software programs; learn how to save files that will be compatible with most systems; learn how to create the appropriate data fields for all your needs.

Instructor: Fran Rancourt

Design Your Own Webpage

Saturdays, 9am – 12:00pm, (3/8, 15, 22, 29)

4 sessions

Cost \$125

This workshop will teach you how to create a simple text page with few images to a complex page filled with frames, tables, and eye catching graphics. With hands-on learning, we will cover design, art technical issues and best practices for the beginning Web designers. HTML, Dreamweaver, and Studio8 software will be used.

Instructor: Helen Couture

ArcView Basics

Friday, 9:00am-12:00pm (2/15)

Cost \$30

This GIS short course is intended to assist those somewhat familiar with ArcView to take advantage of freely available data to perform tasks associated with Municipal Master Plan development. Data compatibility and accuracy will be addressed.

Instructor: Peg Heaney

Real Estate Licensing w/Blackboard Portion

Saturday and Sunday, 8:45am-5:00pm, (May 3 &4, 17 &18),

Cost \$425

This course, now required by the New Hampshire Real Estate Commission (NHREC) is designed to prepare students to take the real estate salesperson's exam. The course is accredited by the NHREC to count as 40 hours towards the NH Broker's license retention requirement of 60 hours of continuing education. 10 hours of this course will be delivered online. Participants will be required to purchase a textbook.

Instructor: Sharon Harrison

Financial Planning to Make You Recession Proof

Thursdays 6:30-8:00pm (2/21-3/27)

6 Sessions

Cost \$150

Topics covered will include proper spending habits, encourage saving, creating an investment portfolio, avoiding debt, and taking advantage of tax laws. The goal of this course is to familiarize the student with information on starting your investment and/or retirement portfolio, teaching basic and intermediate language and strategies of the successful investor, and breaking the debt trap so as to maximize your disposable and investment income potential.

Instructor: Dennis Siggins

Intro to Painting with Watercolors

Mondays, 10:00am-12:30pm (2/4-3/10, No class 2/18)

5 sessions

Tuition: \$150

This course will cover basic watercolor techniques. Participants will learn brush stroke styles, wet and dry painting, and how to mix pigments. This workshop is designed for the beginner as well as those who have previously dabbled in the medium. Painting is a relaxing form of expression. As students paint, they will discover fun and simple techniques that will inspire them to continue painting. Some drawing knowledge is recommended for this painting class. Materials list available at registration and purchased separately for approximately \$60.

Instructor: Lynn Driscoll

Learn How to Draw

Mondays, 1:30pm-3:30pm (2/4-3/10, No class 2/18) 5 sessions Tuition \$125

This course will cover drawing tools, paper, choosing compositions, understanding light and value, many basic drawing techniques and most importantly the *Art of Seeing*. The instructor's guidance and encouragement makes artists out of all students. Lynn Driscoll has been teaching Watercolor Classes with the collage for five years and we are pleased to offer this drawing class again. Students of all levels will benefit from this foundation class. Students should bring the following supplies to the first class; eraser, 2h pencil, spiral sketch book for drawing (8X 10, or bigger)

Instructor: Lynn Driscoll

Learn to Draw and Add Color With Pastels.

Wednesdays, 10:00am-12:00pm (2/6 – 3/5) 5 sessions Tuition \$125

This class will offer basic to intermediate drawing techniques for the first two classes and then the instructor will introduce the wonderful medium of pastels for the last three classes. You will learn how to mix and blend your pastels and how to bring your art to life simply with a stroke of color. Colorful displays of still life will be present so that this class will be easy to tackle and you will leave feeling like an artist.

Supply list to bring to first class: 1 2h pencil, eraser, a pad of pastel paper, and at least a dozen colors in chalk or oil pastels.

Instructor: Lynn Driscoll.

Winter Moonlight Evenings with Pastels

Wednesdays, 1:30-3:30pm (2/6-3/5) 5 Sessions Tuition \$125

This class will use a variety of medium (graphite, pastel, charcoal and watercolors) to sketch and draw the winter landscape. The instructor will cover tools needed, choosing compositions, understanding light and value, basic end intermediate drawing techniques and most importantly, the "Art of Seeing." A materials kit will be available for purchase from the instructor for \$25 at the first class meeting.

Instructor: Lynn Driscoll

How to Frame Your Artwork from A to Z

Saturdays, 9:00am-1:00pm (3/15 & 3/22) Tuition \$50

This workshop will teach you all there is to know on framing flat artwork; watercolor paintings, pastels or graphite drawings. You will learn how to pick the correct color of mat, how to measure and cut your mats, how to put your art behind glass, in a metal or wood frame, ready to hang. Instructor will guide you on smart investments for supplies on how to get started framing your own art and how to save lots of money doing it yourself professionally.

Instructor: Lynn Driscoll

Beginning Mandarin Chinese, Part 2

Mondays and Thursdays, 5:00-6:15 pm, (2/4-3/13) 12 Sessions Cost \$200

This course will provide follow-on for the initial Beginning Mandarin Chinese course, continuing with learning new words, sentence structure and grammar. Added in this course will be in introduction to Chinese Calligraphy where the student will begin to learn basic reading and writing of Chinese Characters. Prerequisite: Beginning Mandarin Chinese Part 1.

Instructor: Rachael Booth

The Unique You

Saturday, 10am-1:00pm (3/1)

Cost \$50

This workshop will highlight your uniqueness and best ways to enhance your health and maintain wellness while caring for yourself. Learn how balancing the qualities of the universal elements (earth, water, fire, air, ether) will improve your personal and professional life and enhance your distinctiveness. We will talk about tools available from your own kitchen that will soothe you in all parts of your life.

Instructors: Susan Brown, MA, MAy, IYT

Judy Day, MAy, IYTT

Guided Imagery for Stress Reduction

Tuesday 4:00-6:00pm (2/12)

Cost \$30

This course is designed to teach you about stress in your life and how to deal with it. Stress causes many illnesses such as stomach problems, constipation high blood pressure and headaches among others. You will learn the physical effects of and various ways to prevent them. We will use guided imagery to help you RELAX more than you ever have in your life: This course can teach you how to remain calm in the midst of chaos. STRESS is a product of our changing world by YOU can learn how to handle it.

Instructor: Linda M. Murphy Med, NCLMT, CHt, ABMP, NGH, NCBTMC

Eliminate Pain

Tuesday, 4:00-6:00pm (2/26)

Cost \$30

This workshop will teach various methods to control and even eliminate pain through guided imagery and “magic”. All types of pain from chronic back pain to migraines can be stopped. You will learn how pain works in your body and when it becomes no longer necessary. Techniques will be taught and practiced so you learn how to turn off your body pain signals.

Instructor: Linda M. Murphy Med, NCLMT, CHt, ABMP, NGH, NCBTMC

Shambala Reiki I & II

Tuesday, 3:30-6:30pm (3/11-18))

2 Sessions

Cost \$125

The art of laying on of hands is as old as the hills. People have been doing it since the beginning of time. It is a natural instinct to put your hands on someone who is hurt. Human touch conveys healing, care, and love. The energy that is around you is known by many names in various cultures: Chi in China, Prana in India, Ruach in Hebrew and REIKI in Japanese. This course will teach you how to use this energy to help heal your elf and others. The use of this energy is not connected to any religion. You will be given information on the history of Shamballa Reiki and Usui Reiki, as well as information its many uses. The student will learn about the seven chakras of the body and how to open them and will be given time to practice on each other. By the end of the course, the student will be attuned to Levels I & II of Shamballa Reiki which will allow them to work on plants, animals and people if they wish, or the can simply use it on themselves to improve their own mental and physical health

Instructor: Linda M. Murphy Med, NCLMT, CHt, ABMP, NGH, NCBTMC

Spring Landscape Management & Design Workshop Series	Cost \$150
<i>Understanding and Evaluating the Landscape: Climate, Soil, Goals & Design</i>	
Saturday, 8:00-12:00pm (3/15)	Cost \$60
<i>Adapting Landscapes</i>	
Saturday, 8:00-12:00pm (3/29)	Cost \$60
<i>Advanced Landscape Practice for Professional and the Serious Hobbyists</i>	
Saturday, 8:00-12:00pm (4/12)	Cost \$60

Saturday Seminars for professionals and hobbyists interested in developing skills for creating and maintaining beautiful, thriving, low-maintenance natural landscapes. These landscape courses are designed both for homeowners interested in developing do-it-yourself landscape design and management skills, and also for landscape contractor professionals who are interested in expanding knowledge, skills, expertise, and the range of services which their businesses can offer. The workshop series offers abundant opportunity for questions and attention to individual landscape interests, and provides both a great deal of information, an also “hands-on” practice to develop landscape design and management skills. Topics include:

- Understanding and Using Landscape Resources, Tools, Environmental Laws
- Landscape Design, Materials, Principles, and Practice
- Landscape Construction, Maintenance, and Problem Solving
- Specialty Landscape for Increased Enjoyment and Business Profit
- How to Resolve Land Use Problems with Context Responsive Landscape Design
- Healthy Lawns, Establishing Plantings, and Low-Maintenance Landscape Design
- A Special Business Seminar including Sales Development, Tools and Skills

Instructor: Michael Harris, PhD, is a member of the American Society of Landscape Architects whose professional practice, teaching and published works focus in the field of innovative, low-maintenance, low-impact, enjoyable landscape design

CDL-A Tractor Trailer Driver Training

Begins January 14th, Mon-Thurs (8:00-2:00 pm). Fri (8 am-1:00 pm) Cost \$4250
Testing Fees approximately \$200

The college offers a 12-week tractor trailer, competency-based, driver training program that focuses on both classroom work and in-the-vehicle training time. After hours of driving time, plus lab, lecture, and range time, participants master a wide range of driver competencies and become safe, comfortable, confident, drivers. When trainees have mastered driver competencies and earned their CDL’s, they begin working in the industry, often having lined up a job before finishing the course.

Training topics include trip planning, maintaining daily logs, handling cargo, cargo documentation, employer relations, and public relations. The course covers written and practical tests. The college can provide tutoring time in the on-campus Learning Center for those who may need extra help in reading or test taking.

Students who complete the CDL A training earn a certificate of course completion and receive assistance in job seeking skills and job placement. Even though the course is currently a non-credit course, participants are graded on attendance, understanding regulations, keeping log books, pre-trip inspection, range skills, and road skills.

Training applicants must be at least 18 years old, possess a valid driver’s license and have a clean driving record. Participants who have neither a diploma nor a GED may be tested to determine reading, writing, and arithmetic grade levels. Eighth grade level is the usual minimum

expectation. Additionally, before participants can be enrolled in the program, the program director must review their driving records to determine their suitability for employment. Likewise, as a condition of enrollment, each applicant must pass a Department of Transportation (DOT) physical exam and pass a standard DOT pre-employment drug screening test.

Instructors: Pete Marshall, Jerold Adams and Harold Mundell

Class B Commercial Driver License

Begins February 25, Monday through Thursday, 8 a.m. – 2:00 p.m. Friday 8 a.m. – 1:00 p.m.

Tuition: \$3250

Testing Fees approximately \$200

The college offers a 4 – 6 week competency-based, CDL-B driver training program that focuses on both classroom work and in-vehicle training time. Through hours of driving time, lab, lecture and range time, participants master a wide range of driver competencies and become safe, comfortable, confident drivers.

Instructors: Pete Marshall, Jerold Adams and Harold Mundell

CDLA Upgrade

Open Enrollment

Scheduled as needed

Cost \$1800

Testing Fees approximately \$200

For those currently holding a valid CDL-B License, this course prepares the drivers for the “A” exam. This open enrollment class, with time slots available nights and weekends, provides individual and small group instruction in practical driving skills.

Instructors: Pete Marshall, Jerold Adams and Harold Mundell

Commercial Driver Hourly Training

Hourly training is available. Call the Littleton Academic Center or the Berlin Campus for details.

NH Community College-Berlin

Littleton Academic Center

646 Union Street, Suite 300

Littleton, NH 03561

For More information or to Register Call 603-444-1326