



UPPER BUCKS COUNTY TECHNICAL SCHOOL

**ADULT EVENING SCHOOL PROGRAMS
SPRING 2012**

**ADULT EDUCATION OFFICE
3115 RIDGE ROAD
PERKASIE, PA 18944
(215) 795-2011 * www.ubtech.org**



Specializing in:
Workforce Development
Customized Business & Industry Training
Marketable Career Skills
Hands-On Training

OUR MISSION

It is the mission of the Adult Education program at the Upper Bucks County Technical School (UBCTS) to offer students the opportunity to gain marketable career skills, to upgrade present skills or to enter a totally new field.

UBCTS welcomes adults to attend our day or evening school programs. Additionally, UBCTS partners with the Commonwealth of Pennsylvania Workforce Development System (CWDS), PA Career Link, Trade Adjustment Assistance (TAA), Department of Labor and Industry Office of Vocational Rehabilitation (OVR) and Veterans Administration to provide occupational training/re-training to eligible adults.

For further information regarding the Adult Education program, please call 215-795-2011.

Semester Begins the Week of January 30, 2012

Registration form and payment must be received by January 25, 2012.

To register for courses:

Register in Person: Monday through Friday, 10:00am to 2:00 pm at the Adult Education Office located in the Annex Building of the Upper Bucks County Technical School, 3115 Ridge Road, Perkasie, PA, 18944.

Register by Mail: Please make your check or money order payable to UBCTS and mail to: ADULT EDUCATION, Upper Bucks County Technical School, 3115 Ridge Road, Perkasie, PA, 18944.

Important Course Information:

No confirmation is mailed. Report to class on the first night as advertised. Courses will only be held if sufficient enrollment is received by January 25, 2012. If a course is canceled due to low enrollment, registrants will be notified prior to the first night of class and a refund will be issued. **Registration fees are not transferable and will only be refunded if your course is canceled.**

Make Up Classes:

No classes will be held February 20 and April 9, 2012. Canceled classes may be made up at the end of the course.

Inclement Weather:

If day school is closed due to inclement weather, night classes are also canceled. Cancellations will be announced by KYW1060 AM. Listen for school closing number: 2773. Also on television: CBS3 and WFMZ69. Canceled classes may be made up at the end of the course.

Fee Information:

Out of District Fee of \$5.00 is due from those students residing in school districts other than Palisades, Pennridge and Quakertown Community.

Senior Citizens age 62 or older and possessing a Gold Card issued by Palisades, Pennridge or Quakertown Community School Districts are eligible for a tuition reduction of 25%, only if there is sufficient enrollment in the class to allow a surplus of funds. Full cost of books and materials will be charged, where applicable. Gold Card must be presented at the time of registration.

UBCTS employees are welcome to register at half the tuition fee, only if there is sufficient enrollment in the class to allow a surplus of funds. Full cost of books and materials will be charged, where applicable.

WORKFORCE DEVELOPMENT

If you have lost your job and are currently collecting unemployment benefits, you may be eligible for job training or re-training at no cost to you, through state and federal funding. Job counseling services are also available free-of-charge. Visit www.cwds.state.pa.us for more information and to view our approved programs.

EDUCATION BENEFITS FOR VETERANS, ELIGIBLE DEPENDENTS AND RESERVISTS

Upper Bucks County Technical School is approved by the Department of Veterans Affairs to offer the following non-college degree programs:

Cosmetology * Machining Technology * Welding Technology for Beginners *
Heavy Construction Equipment * Basic Residential Air Conditioning Service *
Refrigeration Service & Electrical Elements * CNC Programming *
Basic Automotive Technology * Dental Assisting * Oral Radiology *

Visit www.gjbill.va.gov for more information.

The Upper Bucks County Technical School will not discriminate on the basis of age, sex, handicap, race, color, national origin, religion, genetic information, or any other legally protected classification in its educational and vocational programs, activities, or employment. The School will also take steps to assure that the lack of English language skills will not be a barrier to admission and participation in all educational programs. This policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act amended 2004 and Title II of Genetic Information Nondiscrimination Act of 2008. For information about rights or grievance procedures contact the Title IX and Section 504 Coordinator at Upper Bucks County Technical School, 3115 Ridge Road, Perkasie, PA 18944. Phone 215-795-2911. For information regarding services, activities and facilities that are accessible to and usable by disabled persons contact 215-795-2911.

AGRIBUSINESS

Basic Dog Obedience	Thursday	2/2-4/5
Creative Floral Designs	Tuesday	1/31-3/6
Puppy Kindergarten	Thursday	2/2-4/5

AUTOMOTIVE / ENGINE TECHNOLOGY

NEW!!! Auto Maintenance	Wednesday	2/1
Basic Automotive Technology	Monday	1/30-4/2

PENNDOT APPROVED COURSES

EEIC (Enhanced Emissions Inspector)	Call for Dates
EEIR (Enhanced Emissions Recertification)	Call for Dates
Enhanced Vehicle Safety Inspection	Call for Dates
Safety Inspection	Call for Dates

COMPUTER & BUSINESS TECHNOLOGY

NEW!!! Blueprint Reading & Schematics Creation	Monday & Wednesday	3/19-4/4
Computer Aided Drafting	Monday & Wednesday	1/30-3/7
Computer Basics	Tuesday	3/13-3/27
Getting Started With Photoshop	Thursday	2/2-3/8
Intro to Computer Keyboarding	Tuesday	1/31-3/6
Intro to MS Access 2007	Wednesday	2/1-3/7
Intro to MS Outlook	Tuesday	3/6-4/3
Using MS Windows 7	Tuesday	1/31-2/28
Web Page Design	Wednesday	2/1-3/7

CULINARY ARTS

Cupcakes!	Wednesday	2/8
Fresh Fruit Arrangement	Wednesday	3/7

DISTANCE LEARNING

On-Line Courses

See back of brochure

HEALTH AND HUMAN SERVICES

Adult Cosmetology (Day Program)		Call for info
Adult Cosmetology Teacher (Day Program)		Call for info
Adult Nurse Aide Certification (Day Program)		Call for info
Adult Pharmacy Technician (Day Program)		Call for info
Dental Assisting	Monday & Wednesday	1/30-2/29
Intro to Oral Radiology	Monday & Wednesday	3/5-4/4

INDUSTRIAL / MECHANICAL & CONSTRUCTION TRADES

Basic Res Air Conditioning Service	Monday & Wednesday	1/30-3/28
Basic Residential Electricity	Monday	1/30-3/5
Basic Commercial Electricity	Wednesday	2/1-3/7
CNC Programming	Tuesday	1/31-4/17
EPA Section 608 Certification	Mon, Tues & Wed	4/16,4/17&4/18
Machining Technology	Monday & Wednesday	1/30-2/29
Refrigeration Service & Electrical Controls	Tuesday & Thursday	1/31-3/29
Welding Tech for Beginners	Monday & Tuesday	1/30-4/3
Welding Certification	Tuesday & Thursday	4/17,4/19&4/24
NEW!!! Woodworking	Tuesday&Thursday	1/31-3/22

PERSONAL ENRICHMENT / RECREATIONAL

Buying/Selling A Home	Thursday	2/16
First Time Home Buyer	Tuesday	1/31
GED Testing	Mon & Tues	See back of brochure
Investing in Real Estate	Thursday	4/5
Starting/Growing Small Business	Tuesday	2/7-2/28
NEW!!! Zumba	Tuesday	1/31-4/3

LANGUAGE & CULTURE

Conversational Spanish I	Wednesday	2/1-3/21
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WORKFORCE DEVELOPMENT

Upper Bucks County Technical
School welcomes adults to
attend the following day school
programs:

Animal Technology
Auto Collision Technology
Automotive Technology
Baking, Pastry & Gourmet Cuisine
Cabinetmaking
Carpentry
Construction Technology
Cosmetology
Culinary Arts/Quantity Food
Production, Mgmt & Service
Dental Careers
Diesel Equipment Technology
Electrical Technology
Graphic Communications
Health Care Careers
Horticulture/Floriculture
Law Enforcement/Police Science
Machining Technologies
Plumbing & Heating Technology
Welding & Fabrication Technology

The school also partners with
the Commonwealth of
Pennsylvania Workforce
Development System (CWDS),
PA Career Link, Trade
Adjustment Assistance (TAA),
Veterans Administration and the
Department of Labor & Industry
Office of Vocational
Rehabilitation to provide free
occupational training/re-training
to eligible adults.

Call 215-795-2011 for more
information.

INDUSTRIAL / MECHANICAL & CONSTRUCTION TRADES



Welding Technology for Beginners Mon&Tues, 1/30-4/3 (10 wks) 6:15-9:15 pm, \$349.00

This course is for those with little or no experience. Basic shielded metal arc welding (SMAW) and gas metal arc welding (GMAW), arc and mig processes and equipment usage will be covered. Students are required to have a welding helmet, jacket, welding gloves and safety glasses. These items will be available for purchase the first night of class for approximately \$75. Safety gear must be worn in every class. No one will be permitted to attend without it. Maximum: 15 students. No Gold Card or Staff ID.

Welding Certification Tues&Thurs, 4/17, 4/19 & 4/24 (3 nights) - 5:00-8:00 pm, \$339.00

Prerequisite: Prior knowledge and welding skills required. This 3-hour, three night course will allow you to certify to any code, using any of the following processes: SMAW, GMAW, FCAW or GTAW. Because this nationally recognized code issues you the credentials, upon successful completion you will receive the lab report paperwork stating your certification. Students must have their own safety gear: welding helmet, safety glasses, sleeves/jacket, boots and gloves. Due to the wide variety of tests available, students must supply their own practice materials. Registration fee includes one qualification test only.

Max: 5 students. No Gold Card or Staff ID.

Basic Residential

Air Conditioning Service

Mon&Wed, 1/30-3/28 (9 wks)

6:30-9:30 pm, \$399.00

Course covers the basics of refrigeration cycle and basic wiring, as well as electricity and its uses and function within the HVAC/R industry. Subject matter is divided between theory and hands-on activities. Students should bring a 3-ring binder with paper and pencils, clamp-on VOLT.OHMS.AMP meter with test leads and basic hand tools. No Gold Card or Staff ID.

Refrigeration Service & Electrical Elements

Tues&Thurs, 1/31-3/29 (9 wks)

6:30-9:30 pm, \$399.00

This course will prepare students for an entry level position in the refrigeration field. Students will gain a firm understanding of the refrigeration cycle and a working knowledge of the associated electrical controls, as well as troubleshooting skills. Instruction will consist of theory and hands-on practice. Students should bring a clamp-on multi-meter and basic hand tools. Additionally, students are required to purchase, on their own, the textbook "Heating and Cooling Essentials 3rd Edition" by Jerry Killinger and Ladonna Killinger for approximately \$75, ISBN #1566379652. No Gold Card or Staff ID.

EPA Section 608 Certification

Mon,Tues&Wed, 4/16,4/17&4/18

(3 nights), 6:30-9:30 pm, \$249.00

It is strongly recommended that students attend both Basic Residential Air Conditioning and Refrigeration Service and Electrical Elements, or have a working knowledge of HVAC/R systems prior to taking this course. Students will learn the essentials needed to successfully complete the EPA Section 608 Refrigerant

Certification. Course consists of two nights of refresher; last night is testing session. No Gold Card or Staff ID.



Basic Commercial Electricity

Wed, 2/1-3/7 (6 wks)

6:30-9:30 pm, \$209.00

Topics covered: electrical safety, conduit bending, commercial services and installations, transformers and motors. Students are required to purchase, on their own, the textbook "Electrical Wiring Commercial, 12th Edition" by Ray Mullin and Robert L. Smith, ISBN #1401852068. No Gold Card or Staff ID.

Basic Residential Electricity

Mon, 1/30-3/5 (6 wks)

6:30-9:30 pm, \$209.00

Basic theories and laws of electricity are taught. Learn layout, assembly, installation, and testing of electrical systems, as well as safety, use of tools, basic electrical repair and basic new installations. Instruction is provided in interpreting and understanding of residential wiring based on current electrical codes. We will also cover phone, data and cable/satellite TV connections. It is recommended that students purchase, on their own, Home Depot's textbook, "Wiring 1-2-3", for approximately \$20. Students may bring basic hand tools, or they will be provided. Maximum: 12 students. No Gold Card or Staff ID.

CNC Programming

Tues, 1/31-4/17 (12 wks)

6:30-9:30 pm, \$309.00

Students will be introduced to CNC programming of three-axis milling and two axis-turning machines. Emphasis will be placed on part geometry, job

planning, tool selection, set-up configurations and material cutting characteristics. A portion of the class will be spent proving out the students' programs on real world CNC equipment. General knowledge of machine shop practices and shop math a must. Knowledge of some trigonometry helpful, but not necessary. Students must bring a calculator with trigonometric functions to class. Students are also required to purchase, on their own, the textbook "CNC Programming" by Peter Smid (3rd edition) for approximately \$60. No Gold Card or Staff ID.

Machining Technology
Mon&Wed, 1/30-2/29 (5 wks)
6:30-9:30 pm, \$249.00

This course is designed to serve the needs of those employed in the metal working trades, those interested in entering the trade, or anyone wishing to learn how to make replacement parts out of metal. Instruction will be provided in milling, turning, grinding, drilling and blueprint reading. Maximum: 6 students. No Staff ID or Gold Card accepted.

NEW!!! Woodworking
Tues&Thurs, 1/31-3/22 (8 wks)
6:30-9:00 pm, \$219.00

This course is designed for the beginner and experienced woodworker. The beginner will choose a small project designed to give some experience with basic equipment. Experienced woodworkers can bring their own project, work in our well equipped shop and get individual attention as needed. Individual guidance is provided throughout project construction, as well as safe and proper use of tools and machines. Wood will be provided by students (with guidance as needed). A \$10 materials fee is due the instructor first night of class. No Gold Card or Staff ID.

**AUTOMOTIVE/ENGINE
TECHNOLOGY**



Basic Automotive Technology
Mon, 1/30-4/2 (10 wks)
6:30-9:30 pm, \$299.00

This course is required if you wish to take our PA Safety Inspection course to become a certified state inspection mechanic. Also perfect for the beginner or for those looking to make a career change. We will cover all phases of service and repair. Shop tools and shop safety will also be covered. Students may bring a small tool box and tools; safety glasses are mandatory. No Gold Card or Staff ID.

Auto Maintenance
Wed, 2/1 (1 night)
6:00-8:30 pm, \$39.00

This one-night course will show you how to check and maintain your cars fluids and tires and how to deal with flat tires, state inspections, oil changes and factory scheduled maintenance.

**PENNDOT APPROVED
COURSES**



Call the Adult Education Office at (215) 795-2011 for dates and times for the following classes:

Safety Inspection 12 hours - \$180.00

Prerequisite: Basic Automotive Technology course or previous automotive mechanical experience and knowledge. Students will learn the method of performing a vehicle safety inspection. Students successfully completing the program will qualify to be a PA Safety Inspection Mechanic. Fee includes Baseline and one chosen category. Additional categories: \$45.

Enhanced Vehicle Safety Inspection (Category 4) 1 hour - \$45.00

Prerequisite: Valid PA Safety Inspection License. For reconstructed, specially constructed and flood vehicles, as required by PennDOT. Testing session only.

EEIC (Enhanced Emissions) 16 hours - \$190.00

Students will learn the method of performing emissions testing on vehicles. Students successfully completing this program will qualify to be a PA Enhanced Emissions Inspector.

EEIR (Enhanced Emissions Recert) 4 hours - \$90.00 (includes 1 hr. test)

COMPUTER & BUSINESS TECHNOLOGY

AutoCAD[®]

Computer Aided Drafting Mon&Wed, 1/30-3/7 (6 wks) 6:30-9:00 pm, \$309.00

Prerequisite: Basic Windows experience and drafting knowledge. Students will learn the basic concepts and commands including drawing, plan layout, dimensioning, editing and printing. Please bring a USB memory device to class.

Blueprint Reading & Schematics Creation Mon&Wed, 3/19-4/4 (3 wks) 6:00-8:00 pm, \$199.00

Course will cover standard orthographic projection, isometric and schematic drawings. Mechanical and Architectural drawings will be studied. Students will practice reading and interpreting blueprints in order to be able to accurately estimate and plan your work.

Starting/Growing A Small Business Tues, 2/7-2/28 (4 wks) 7:00-9:30 pm, \$49.00

Are you ready to start your own business or revitalize an existing business? Experienced business owners and company managers will explain in practical terms how to select a new business, how to form a company, how to fund and finance the business and effective sales and marketing techniques.

Intro to MS Outlook Tues, 3/6-4/3 (5 wks) 6:30-8:30 pm, \$119.00

Students will learn how to send and receive e-mail, formatting, adding signatures, spell check, create/maintain folders, maintain a calendar, organize names, addresses and contacts list. No Gold Card or Staff ID.

Intro to MS Access Wed, 2/1-3/7 (6 wks) 6:30-8:30 pm, \$129.00

Pre-requisite: Prior computer experience or Computer Basics course. Learn how to create tables, relationships, custom data entry forms, queries, mailing labels, reports, macros and more. No Gold Card or Staff ID.



Intro to Computer Keyboarding

Tues, 1/31-3/6 (6 wks)

7:00-9:00 pm, \$119.00

This course is for those with little or no keyboarding skill and is required if you are taking any of the introductory computer courses offered, or are not a proficient typist. Students will learn proper keyboard control and will be introduced to "touch typing" for faster data entry. No Gold Card or Staff ID.

Computer Basics

Tues, 3/13-3/27 (3 wks)

7:00-9:00 pm, \$99.00

Prerequisite: Intro to Computer Keyboarding course or previous keyboarding experience. Designed for those who want to learn how to operate a computer. We will cover computer terminology, startup and shutdown, connecting external devices, account names and passwords, how to use the mouse, and navigating the file system. Students will create, copy, cut, paste and rename folders and files, and launch and close applications. We will also cover proper handling of removable media such as diskettes, CDs and DVDs, and external memory devices that connect to the USB ports. No Gold Card or Staff ID.

Using MS Windows 7

Tues, 1/31-2/28 (5 wks)

6:30-8:30 pm, \$109.00

Prerequisite: Prior computer experience or Computer Basics course. This course will cover Windows 7 features and functionality, including: My Computer, Task Bar, Control Panel, Windows Explorer, Error Recovery,

Automatic Updates, Help and the Registry.

Web Page Design

Wed, 2/1-3/7 (6 wks)

7:00-9:00 pm, \$129.00

Prerequisite: Experience with Windows and using the Internet. Students will create a web site using Extensible Hypertext Markup Language (XHTML) and Cascading Style Sheets (CSS). If available in the lab, Macromedia Dreamweaver will be examined but will not be the principal tool used for design in this class. Students should bring an external memory device (thumb drive) to class.

Getting Started With Photoshop

Thurs, 2/2-3/8 (6 wks)

6:30-8:30 pm, \$119.00

Pre-requisite: Prior computer experience or Computer Basics course. Designed for those with little or no image-editing experience, this course will provide students with the skills necessary to make detailed enhancements and quick fixes to their digital images using Photoshop. Students will learn how to resize and crop digital images using layers and photo retouching. No Gold Card or Staff ID.

HEALTH AND HUMAN SERVICES



Adult Cosmetology (Daytime Only)

\$7,500.00 (250 days)

Requires completion of 1,250 hours to qualify for the PA Cosmetology State Board Examination. Program includes training in hair styling, hair cutting, hair

coloring, permanent waving, texturizing, manicuring, skin care and more. Call 215-795-2011 for registration information.

**Adult Cosmetology Teacher
(Daytime Only)**

\$3,000.00 (100 days)

Requires completion of 500 hours to qualify for the PA Cosmetology State Board Teacher's examination. Prerequisite: Must have Cosmetology license and high school diploma. Call 215-795-2011 for registration information.



**Adult Pharmacy Technician
(Daytime-PM Session)**
\$1,050.00 (70 days)

This comprehensive 140-hour on-line course will prepare the student to enter the pharmacy field and to take the Pharmacy Technician Boards. Course content includes Orientation, Federal Law, Medication Review, Aseptic Techniques, Calculations and Pharmacy Operations. Pharmacy Techs can work in hospitals, community pharmacies and other health care settings working under the supervision of a registered Pharmacist. Call 215-795-2011 for registration information.



**Adult Certified Nurse Aide (CNA)
(Daytime-AM Session)**
\$1,140.00 (76 days)

Upon successful completion of this state-mandated 190-hour program students will sit for the Nurse Aide Certification exam, given right at our facility. Students will be given instruction and hands-on experience in a variety of areas. Program hours are also spent in a clinical setting where students have the opportunity to practice what they are learning. Topics covered include: personal care skills, vital signs, infection control, transfers, feeding, safety/restraint alternatives, communication skills, body mechanics, oxygen therapy, Heimlich Maneuver, bed-making, pressure ulcers, restorative care, reality orientation, death and dying. Call 215-795-2011 for registration information.

**Dental Assisting
Mon&Wed, 1/30-2/29 (5 wks)**
6:00-9:00 pm, \$219.00

Develop the skills and knowledge required to work in a dental office environment. This course will cover assisting in mixing filling materials, developing x-rays, selecting tools and keeping dental records. Dental terminology and communication skills will also be covered. It is recommended but not mandatory that students purchase, on their own, "Delmar's Handbook of Essential Skills and Procedures for Chairside Dental Assisting" by Donna J. Phinney and Judy H. Halstead for approximately \$35.00. Maximum: 8 students.

**Intro to Oral Radiology
Mon&Wed, 3/12-4/11 (5 wks)**
6:00-9:00 pm, \$219.00

Prerequisite: Dental Assisting course or working knowledge in the field. Prepare for the Pennsylvania Dental Auxiliary Radiography Examination. You will learn radiation protection, infection control, placement, exposure, and

development of dental x-ray films. Students are required to purchase, on their own, the textbook "Radiology for the Dental Professional" by Jeanine J. Stabulas-Savage for approximately \$57.00. Also bring a 3-ring binder with paper and pencils. Maximum: 8 students.

CULINARY ARTS

Cupcakes!

Wed, 2/8 (1 night)

6:30-8:30 pm, \$29.00

Decorate specialty cupcakes like a professional. You will learn how to frost a cupcake three different ways, and fill and decorate a cupcake. Basic decorating skills will be taught as well as simple fondant cut outs for cupcakes. A \$5 materials fee is due instructor at class, which covers the cost of icing, sprinkles and decorating bags. Students are required to bring to class the Wilton's 12-Piece Cupcake Decorating Set which can be purchased at Michael's Crafts. Also, please bring 12 un-iced cupcakes, a container to take home cupcakes in, Handi-Wipe, wax paper, and your camera.



Fresh Fruit Arrangement

Wed, 3/7 (1 night)

6:30-8:30 pm, \$29.00

Students will create their own edible arrangement—makes a great gift or centerpiece for your next special event. We will cut your fresh fruit into unique shapes, place on skewers and arrange in your base. We will also use melted

chocolate to decorate some of the fruit. A \$3 materials fee is due instructor at class, to cover the cost of chocolate and bags used in class. Students will need to bring: 2 heads of iceberg lettuce, 1 large bunch of purple or green kale, 1 pack bamboo skewers, fruit pre-washed (recommend grapes, strawberries, oranges, pineapple, melon, blueberries, mini marshmallows, jelly beans or gum drops). Also, bring a base for your arrangement such as a basket, decorated coffee can, wide mouth vase, ceramic planter or decorated metal bucket. Additionally, bring a cutting board or mat, knife, melon baller, ripple cutter such as a potato slicer, dish towels to clean your area, apron, your camera and a box to take your arrangement home packed with newspaper.

AGRIBUSINESS



Creative Floral Design

Tues, 1/31-3/6 (6 wks)

7:00-9:00 pm, \$109.00

Join us for fresh, new designs! For previous students or newcomers. Our floral designer will share techniques and tricks of the trade using fresh and silk flowers. Students will take home their own creations each week. Materials and tools provided by the instructor. Projects cost between \$15 and \$20 per class. Students will pay instructor on a weekly basis. Maximum: 8 students. No Gold Card or Staff ID.

Puppy Kindergarten

Thurs, 2/2-4/5 (10 wks)

6:30-7:30 pm, \$129.00

For all puppies, six weeks to seven months. Course helps foster confidence in both the puppy and owner by

providing basic communication skills and techniques necessary to live compatibly together as a team. Students must bring a good collar and 6' leash, and supplies to clean up after their dog. Maximum: 10 students. No Gold Card or Staff ID.

Basic Dog Obedience
Thurs, 2/2-4/5 (10 wks)
7:30-8:30 pm, \$129.00

Train your best friend to heel, sit, stay and come when called. A results-oriented class! Dogs seven months and older are invited to attend. Students must bring a good collar and 6' leash, and supplies to clean up after their dog. Maximum: 10 students. No Gold Card or Staff ID.

REAL ESTATE

First Time Home Buyer
Tues, 1/31 (1 night)
6:30-9:30 pm, \$29.00

Thinking of purchasing but not sure where to start? This class will help you understand why buying a home is one of the best decisions you can make. We will cover tax incentives, what to look for when choosing an agent, what you need to know when viewing homes, how to get pre-approved, what's involved with making an offer and how to protect yourself with the agreement of sale, inspections and other contingencies.

Buying/Selling A Home
Thurs, 2/16 (1 night)
6:30-9:30 pm, \$29.00

Do you currently own a home? Are you looking to move up or downsize? This course will teach you how to interview agents, how to negotiate commissions, the paperwork involved with buying and selling a home, home prices in today's market, showing/viewing homes, performing inspections, and getting to the settlement table smoothly.

Investing In Real Estate
Thurs, 4/5 (1 night)
6:30-9:30 pm, \$29.00

Tips will be given on tax advantages, leveraging your money through financing, locating and purchasing the best investment properties for you, as well as rehab costs, finding qualified tenants and getting the largest return on your investment.

LANGUAGE & CULTURE

Spanish I
Wed, 2/1-3/21 (8 wks)
7:00-9:00 pm, \$119.00

This course is for those interested in learning the basics of the Spanish language. No prior knowledge is necessary.

NEW!!! RECREATIONAL



Zumba!
Tues, 1/31-4/3 (10 wks)
7:00-8:00 pm, \$75.00

Held at Quakertown Elementary School Cafeteria, 123 S 7th Street, Quakertown, PA. Zumba combines easy-to-follow dance steps with hot Latin rhythms to help you shed pounds and inches fast. Sure to give you a total body workout that is not only effective, but so much fun you'll be coming back for more! No Gold Card or Staff ID.

GED TESTING



GED Testing, Mon&Tues

6:30-8:30 pm, \$20.00 per test

GED stands for General Educational Development. Taking these tests gives you the opportunity to earn a high school equivalency diploma. There are a total of five tests: Writing Skills, Social Studies, Science, Reading and Mathematics. These tests are designed to measure the important knowledge and skills usually learned during four years of high school. Those candidates 16-17 years old must call the Adult Education Office at 215-795-2011 for a list of prerequisites that must be met before you can test.

GED Testing is held each month. Candidates have the opportunity to take all five (5) GED tests in two nights. Tests are \$20 each/\$100 for all 5. Upcoming testing dates:

Jan 9&10, Feb 13, Mar 12&13
Apr 16&17, May 14&15, June 18&19
July 17, Aug 13&14, Sept 10&11

Mandatory: Candidates must pre-register by logging on to www.GED123.org. Once pre-registration is complete, please call the Adult Education Office at 215-795-2011 to schedule an appointment to complete the registration process.

ON-LINE COURSES



Learn More

A wide range of highly interactive courses are offered which you take entirely over the Internet. All courses include expert instructors, many of whom are nationally known authors.

On-Line Course Requirements:

All courses require Internet access, E-mail, Microsoft Internet Explorer or Firefox web browsers.

Start dates:

New course sessions begin each month. All courses run for six to eight weeks and are composed of 12 lessons. You can ask questions and give or receive advice at any time during the course. Please visit our on-line instruction center at www.ed2go.com/a-ubtech to see a listing of courses offered and exact start dates.

How to Get Started:

1. Visit our On-line instruction center at: www.ed2go.com/a-ubtech.
2. Click the **Courses** link, choose the department and course title you are interested in and select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail address and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our On-Line instruction center and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

UPPER BUCKS COUNTY TECHNICAL SCHOOL SPRING 2012 REGISTRATION FORM

(One Per Registrant)

Payment and registration form must be received by January 25, 2012.

Name: _____ Date of Birth: _____
Address: _____ Taxing School District: _____
_____ Pennridge _____ Palisades
City State / Zip: _____ _____ Quakertown _____ Other
Phone Number: (H) _____ (W) _____
E-mail: _____

Course Selection

Course(s): _____ Class _____
Date(s): _____ Cost: _____

Demographic Questions:

(The following information is requested in order to file mandatory reports
with the PA Dept of Education)

_____ Male _____ Female _____ Alaskan/American Indian _____ Hispanic
_____ White _____ Black _____ Asian _____ Pacific Islander

Special Needs: _____ Limited English _____ Economically Disadvantaged
_____ Single Parent _____ Displaced Homemaker
_____ Disabled _____ Request Handicapped Parking

Employment Status: _____ Employed _____ Unemployed/Looking For
_____ Retired _____ Unemployed/Not Looking

How did you become familiar with Upper Bucks Tech School?

_____ Friends/Co-workers
_____ Employer _____ Internet
_____ Advertising/Newspaper
_____ Mailing _____ Other (please explain)

What are your primary reasons for attending courses?

_____ Improve existing job skills
_____ Prepare for a new career/obtain new skills

Office Use Only

Tuition: _____ Out of District (Add \$5.00): _____ Total Due: _____

Payment Method : _____ Check # _____ Cash / Money Order _____

Received by: _____ Date: _____



**UPPER BUCKS COUNTY
TECHNICAL SCHOOL**

**3115 Ridge Road
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www.ubtech.org**

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