



Northwest ISD Adult and Community Education

Computer Series

Introduction to Computers: 21st Century Essentials

Dates: March 3
Time: 6:00 - 8:00 PM
NHS Room 807
Tuition: \$18

This introductory class requires no prior computer knowledge. You will learn the fundamentals of the computer so you can keep up with today's society.

Microsoft Word: A Necessity for the 21st Century

Date: March 10, 12
Time: 6:00 - 8:00 PM
NHS Room 807
Tuition: \$36

The novice user will learn to create and save documents, insert and delete data, format text, change margins and fonts, and use spell check while preparing a document for printing.

Introduction to Adobe Photoshop

Date: March 31, April 2,7
Time: 6:00 - 8:00 PM
NHS Room 807
Tuition: \$54

If you are a photographer, graphic artist, or you just want to alter your old family photos, Adobe Photoshop is the program you most need to learn. This hands-on course is filled with step-by-step instructions on how to edit photos and prepare your images for printing. You will also learn how to create fliers and other fun and useful projects.

Introduction to Microsoft Excel

Date: April 14, 16
Time: 6:00 - 8:00 PM
NHS Room 807
Tuition: \$25

Discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. Learn secrets behind writing powerful formulas, using functions, sorting and analyzing data, and more.

Spring 2009

Volume 14

4 Great Ways To Sign Up!

PHONE it in!

Jill Gilley 817-215-0273 Leave a voice mail message after hours or on weekends.

FAX it in!

817.215.0276

MAIL it in!

NISD Adult and Community Education
P.O. Box 77070
Ft. Worth, TX 76177-0070

WALK it in!*

Northwest ISD
Office of Adult and Community Education
2001 Texan Dr.
Justin, TX 76247

*You must **pre-register**. Registering the night of class is **not permitted**.

Tuition and Fees: Tuition is payable in full at the time of registration. Please make checks or money orders payable to Northwest ISD. There will be a fee of \$25 on all returned checks. We accept check, money orders and these credit cards:



Refund Policy: Classes canceled by NISD Adult and Community Education will result in a full refund payable to you by mail. **Tuition is non-refundable for missed classes or withdrawal from class.**

Confirmations: Confirmations of registrations will not be made. Assume you are registered for a course unless you are notified.

Inclement Weather: When Northwest ISD is forced to cancel the regular school day due to inclement weather, Adult and Community Education classes will also be canceled. School closings will be posted on the districts web site and on local TV and radio stations.

www.nisdtx.org

Discover Digital Photography

Dates: March 26, April 2, 9, 16, 23, 30
Time: 6:30 - 8:30 PM
NHS Room 814B
Tuition: \$69

This course provides an introduction to the fascinating technology that is catapulting the photographic world into the 21st Century. Using your film, digital SLR or advanced point-and-shoot camera, you will learn how to get out of auto mode and take creative control of your images. Fundamentals of photography are taught, including exposure, lighting, lens selection and composition.

Floral Design

Date: April 21, 23
Time: 6:00 – 9:00 PM
Location: NHS Room 814
Tuition: 65.00 (all supplies included)
Registration Deadline April 2

Interested in learning how to create your own floral designs? If so, join us for two evenings of fun as you build floral arrangements and learn some of the best kept secrets in the floral industry.

NISD Board of Trustees
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NISD Adult & Community Education
Tony Neely, Director

Registration Form

Name (print) _____

Mailing Address _____

(Please include city, state, & zip)

Home Phone _____ Office _____

COURSE TITLE	START DATE	TUITION
_____	_____	_____
_____	_____	_____
_____	_____	_____

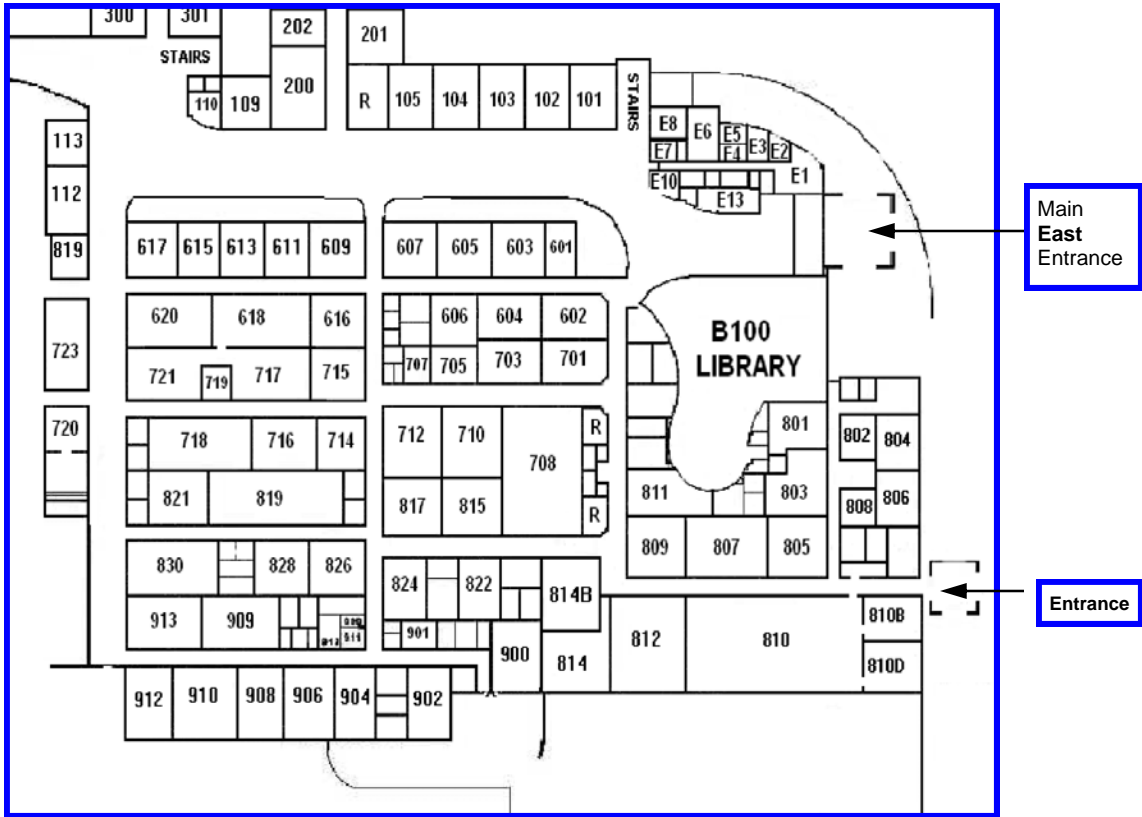
TOTAL _____

Please make checks payable to Northwest ISD. Drivers license number and date of birth are required on all checks.

Credit Card (circle one) Visa Master Card
Number _____ - _____ - _____ Exp. Date ____/____



Northwest High School (East Wing)



DEMOGRAFACTS

Now What?

Retiring Boomers must figure out how to best manage large sums of money to make funds last as long as they do. Boomers hold \$1.75 trillion in 401(K) plans. Once they retire, they are likely to transfer much of that money into IRAs to consolidate assets. At that point, they are facing a dizzying array of investment options - far more than existed in their company-sponsored retirement plans.

INVESTMENT SERIES

WANT TO BE AN AMERICAN IDLE?
 Date : April 7
 Time: 6:00 - 8:00 PM
 Cost: \$18 Dinner included
 All attendees eligible for a customized retirement plan valued at \$250.00-\$1000.00

Learn the basics of investment and how to make your money work for you. Learn about having a financial game plan, understand risk/returns, investment choices, diversification etc. How can you manage through volatile markets?
Become your own Personal CFO.

PLANNING FOR YOUR RETIREMENT: WILL YOU BE READY?
 Date : April 14
 Time: 6:00 - 8:00 PM
 Cost: \$18 Dinner included
 All attendees eligible for a customized retirement plan valued at \$250.00-\$1000.00.

What is your retirement vision? Do you know how much money you need to enjoy your retirement? What investments are available that can guarantee income until you die and provide a death benefit to your family? How can a retirement plan help you minimize taxes and maximize \$\$ to your beneficiaries?
Implement YOUR OWN PLAN and not UNCLE SAM's PLAN.

RETIREMENT PLANS FOR SMALL BUSINESSES
 Date: April 21
 Time: 6:00 - 8:00 PM
 Cost: \$18 Dinner included
 All attendees eligible for a customized retirement plan valued at \$250.00-\$1000.00.

What are the small business retirement plan choices? What are the benefits for you as a business owner? Can you claim more benefits than your employees? Are you afraid of the "perceived" complexity?
Let us "demystify" small business retirement plans for you.

GED/ESL

Registration Jan. 13 6:00 - 9:00 PM
 Classes Jan. 15 - April 30
(No classes March 17 & 19)
 (Tu, Th) 6:00 - 9:00 p.m.
GED – NHS Room 804
ESL – NHS Room 802

Adult Education classes are for participants **eighteen and older** and are tuition **FREE**. General Education Development (GED) classes prepare students for passing the GED exam in reading, writing, math, social studies and science. English as a Second Language (ESL) class will provide instruction in listening, speaking, reading and writing skills.

Please call Jill Gilley 817-215-0273

Spanish for the Workforce

Register for this course at
www.MySpanishTeacher.com/nisdtx

NISD is now offering specialized online audio/visual Spanish instruction for industry specific careers such as teachers, healthcare, real estate, EMS/Fire, law enforcement, and more. You can choose the Spanish instruction to match your career field!

Find a Mistake?

It is our policy to include something for everyone since some people like to find errors, we regularly include a few in our publications to meet this need.

Use of tobacco and smoking are prohibited on all Northwest ISD property including outside as well as inside of buildings.

“Equal Opportunity District”

Classes Online...

May we suggest:

Become an Optical Assistant
 You'll be amazed to learn all the different places optical assistants can work. We'll cover optical assisting in private practice, healthcare clinics, the military, teaching facilities, and in retail sales.

Beginner's Guide to Getting Published
 Your success in the writing game will be determined by the amount of credibility publishers attach to you and your work. If you have credibility, getting your manuscript published will no longer be just a dream. Learn how to give yourself the kind of credibility you need to succeed.

Pharmacy Technician Career Certificate Program
 Because of the changing duties of pharmacists, well trained pharmacy technicians are in great demand, and opportunities in this diverse and growing field abound.

Become a Physical Therapy Aide
 The Bureau of Labor Statistics places PT aides in the top 12 fastest growing technical occupations in the U.S., and the Department of Labor expects the growth to continue for the next several years.

To register for these courses:
www.nisdtx.org/onlinecourses, click on "courses" to view course descriptions, see the course syllabus, and meet the instructor. **Follow the instructions for registration and payment ... it's that easy!**