

# River Valley Technical Center

"Educating today's students for tomorrow's careers."

## ADULT EDUCATION PROGRAM

# FALL 2008



307 South Street  
Springfield, Vermont 05156  
**(802) 885-8315**

[www.rvtc.org](http://www.rvtc.org)

### COMPUTERS

#### **Introductory Computer Maintenance and Repair**

**Instructor: Therese Schutte** \$130  
Through hands on experience, you learn to take care of your home or office computer. This course will provide an overview of computer systems and take students through the process of identifying computer hardware and software. We will also address best practice in computer maintenance such as defrag, virus protection and firewall setup. We will conduct an assessment your computer, identify what we can do to improve its performance and on the fourth week students will have the opportunity to bring in their home computers and implement upgrades, maintenance or repairs under the direction of the instructor. A basic understanding of your operating system is essential for success in this class.

**Please bring with you on the first night of class your computer's make, model and type of operating system.**

**4 Weeks, 12 Hours**  
**Wed, 6:00 PM – 9:00 PM**                      **Oct 1, 15, 22, & 29**

#### **MS Word – All the Basics**

**Instructor: Susan Renard** \$85  
Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course will provide students with the basic concepts required to produce business and personal documents, understanding various printing options, basic file management, and the use of Word for projects other than simple word processing. Students will write a short story, report or picture book as final project. **Prerequisites:** Keyboarding and basic computer use. Students will need a (512 MB min. size) flash/thumb drive.

**Tue & Wed, 6:30 PM - 8:30 PM**  
**2 Weeks, 8 Hours**                                      **Sep 23 – Oct 1**

#### **MS Word – Intermediate**

**Instructor: Susan Renard** \$85  
Students will learn to customize and automate the way MS Word works for you, and how you can improve the quality of your work by enhancing your documents with customized elements. In this course, you will increase the complexity of your documents with customized lists, tables, charts, and graphics, and making your documents work for you. **Pre-requisites:** "MS Word – All the Basics" course or equivalent. Students will need a (512 MB min. size) flash/thumb drive.

**2 Weeks, 8 Hours**  
**Tue & Wed, 6:30 PM - 8:30 PM**                      **Oct 14 – Oct 22**

#### **MS Word – Advanced Functions & Techniques**

**Instructor: Susan Renard** \$85  
In this course, you will learn how to use Word to create, manage, revise, and distribute long documents, and forms, and convert documents to .pdf format as well create interactive .pdf forms. **Pre-requisites:** "MS Word – Intermediate" course or equivalent. Students will need a (512 MB min. size) flash/thumb drive.

**2 Weeks, 8 Hours**  
**Tue & Wed, 6:30 PM - 8:30 PM**                      **Nov 4 – Nov 12**

**!!Save \$25 – Take all three MS Word courses for \$220!!**

#### **Build and Maintain Your Own Web Site**

**Instructor: Therese Schutte** \$110  
Create your own Web site using free Web site software and learn basic design and layout. Want to create a family photo album, showcase your special event, or a small business Web site? This class is for you. You must have an active e-mail account for this class. Also, learn how to make your Web site easy to find on the World Wide Web. A basic understanding of MS Word is essential for success in this class.

**5 Weeks, 10 Hours**  
**Tue, 6:30 PM – 8:30 PM**                                      **Sept 23 - Oct 21**

#### **Keyboarding**

**Instructor: Cathy Karaffa** \$110  
Improve your typing skills and set a foundation of skills that will help you in any computer application. Learn correct finger placement, keyboarding reaches, and proper ergonomics. Improve your speed and efficiency.

**2 Weeks, 10 Hours**  
**Tue & Wed, 5:30 PM - 8:00 PM**                      **Oct 7 - 15**

#### **Home Budgeting with Excel**

**Instructor: Susan Renard** \$35  
This workshop will cover basic Excel functions, writing/creating formulas, formatting and setting up a multiple sheet budget workbook. Your budget will practically manage itself when you finish this workshop. **Pre-requisites:** Experience entering, editing, and formatting data in Excel. Students will need a (512 MB min. size) flash/thumb drive.

**1 Day, 4 Hours**  
**Sat, 8:30 AM – 12:30 PM**                                      **October 18**

#### **Adobe Illustrator**

**Instructor: Betty Barrett** \$130  
Join this Adobe Illustrator class and learn how to draw on a computer that will allow you to paint and build creative layers of your deepest imagination. Using endless filters and style selections you will open your mind to the endless possibilities for print and web design.

**3 Weeks, 12 Hours**  
**Tue & Thu, 6:00 PM – 8:00 PM**                      **Oct 28 – Nov 13**

#### **Picture/Photo Workshop**

**Instructor: Susan Renard** \$35  
This workshop will teach students how to manipulate images for scrap books, frames, or other uses. The workshop will also cover creating a photo album with Photoshop for saving and/or printing. **Pre-requisites:** Experience with some photo editing software, and basic knowledge of PowerPoint. Students will need a (512 MB min. size) flash/thumb drive.

**1 Day, 4 Hours**  
**Sat, 8:30 AM – 12:30 PM**                                      **Nov 15**

**Call 802-885-8315**

## MANAGEMENT

### **Time Management 101**

**Instructor: Susan Venman** \$80

Do you manage your time? Or does your time manage you? This 2-evening seminar teaches effective methods to manage the demands on your time in ways tailored to meet your unique learning style and particular strengths. Part one introduces the 3 P's of good time management; planning, prioritizing and progress. In part two, you will apply the three P's to issues drawn from your own life. Come ready to roll up your sleeves and get to work.

**2 Days, 6 Hours**

**Wed, 6:00 PM - 9:00 PM** **Oct 1 & 8**

### **Leading from Within™**

**Instructor: Guy Payne of ATX, Inc.** \$1,320

This results-oriented leadership training program is designed for those who are already working in a leadership or supervisory capacity or for those who anticipate moving into a position of leadership in the near future, and who recognize the need to learn approaches to overcome situations with an organizational perspective. 'Leading from Within™' emphasizes the integration of leadership competencies with the clarity and strength of character as being critical to establishing a climate of trust. Learning builds on the experience of the participant and provides skills and techniques necessary to be effective and overcome current individual and organizational issues and challenges. Emphasis is on building greater collaboration and developing measurable objectives and accountability within the organization. Leadership techniques to effectively deal with issues and challenges facing individual work environments are explored in a 'real-world' context and the challenges facing respective roles. Participants draw on their experiences, and share perspectives, successes, and frustrations. Minimum class size is 12.

**12 weeks, 45 Hours**

**Thu, 8:00 AM - 11:45 AM** **Sep 25 – Dec 18**

## THE ARTS

### **Touch Drawing**

**Instructor: Marilyn Miller** \$25

Touch Drawing is a simple, profound, fun process that allows the soul to speak through the hands. No art experience needed. Being presented in collaboration with VAULT (Visual Arts Using Local Talent).

**1 Day, 2 Hours**

**Mon, 6:30 PM – 8:30 PM** **Oct 28**

## HEALTH

### **CPR/AED Training**

**Instructor: Linda Aitken** \$55

This course will train successful participants how to recognize and deal with emergency situations, specifically breathing and cardiac emergencies, how to perform CPR (Cardio-pulmonary resuscitation) on adults and use AED (Artificial External Defibrillator) on victims of sudden cardiac arrest

**2 Days, 5 Hours**

**Mon & Tue, 6:00 PM - 9:30 PM** **Sep 15 & 16 or  
Dec 8 & 9**

### **Medical Terminology Introduction**

**Instructor: Linda Aitken** \$300

A course designed for persons working or seeking to work in a medical environment, i.e., doctor's offices, medical records, hospital, and medical secretaries. Study includes beginning medical terminology with emphasis on diseases, surgeries, and other medical procedures, and includes basic anatomy and physiology. Students will use medical references. **Textbook Required - \$73.00**

**10 Weeks, 30 Hours**

**Tue, 6:00 PM - 9:00 PM** **Sep 23 – Nov 25**

### **Licensed Nurse Assistant Program**

**Instructor: TBA** \$900 + text, \$105 testing fee  
and \$20 State Board fee

The LNA Program is designed to prepare eligible candidates to practice as a nurse assistant in providing direct patient care. The knowledge and skills gained throughout the course will prepare the candidate to apply for LNA licensure with the State Board of Nursing. Licensure applicants must pass a criminal background check. Class size is limited to 9 participants.

**16 Weeks, 100 Hours** **Dates and times to be determined**

### **Reiki I Certification**

**Instructor: Lauren Potter** \$120

Reiki is an easy to learn therapy for stress reduction, relaxation, and healing which is gentle, yet powerful. Class includes a slide presentation, principles and practices, attunement presentation, hands-on demonstrations, and ample experience giving Reiki to yourself and others. You leave the class with a manual, fully certified in the First Degree of the Usui System of Reiki Healing.

**1 Day, 7 Hours**

**Sat, 9:00 AM - 5:00 PM** **Sep 6**

### **Reiki II Certification**

**Instructor: Lauren Potter** \$120

Reiki II symbols are presented and their use explained and practiced. A Reiki II attunement is given. Ample time is provided for hands-on experience giving Reiki to yourself and others. You leave the class fully certified in the Second Degree of the Usui System of Reiki Healing.

**Prerequisite:** Reiki I or equivalent.

**2 Days, 7 Hours**

**Mon, 6:00 PM – 9:30 PM** **Nov 10 & 17**

### **Thriving With Adult ADHD**

**Instructor: Susan Venman** \$40

Are you easily distracted, prone to mood swings and have problems with procrastination and disorganization? You may have Attention Deficit Hyperactivity Disorder (ADHD). Symptoms are often disguised as difficulties in relationships, occupational underachievement and low emotional tolerance. It can be a frightening, frustrating disorder to live with – but you can learn to manage it successfully. This course will help you to identify and understand the different types and causes of ADHD; address coping strategies for overcoming disorganization, procrastination and other deficit areas; and learn about medical, alternative and dietary approaches for managing ADHD.

**1 Day, 3 Hours**

**Wed, 6:00 PM - 9:00 PM** **Sep 17**

## LANGUAGES

### **American Sign Language Basics**

**Instructor: Christine Chapman** \$255 (Includes book)

Have you ever wanted to learn to talk with your hands? Would you really like to "talk" with the deaf community? Come and learn ASL - American Sign Language, Conversational sign and the deaf culture. You will learn basic signing for simple communication and customized signing, learn medical terms and safety terms, and terms for ordering food and helping out a person in need.

**6 Weeks, 24 Hours**

**Tue & Thu, 6:00 PM – 8:00 PM** **Sep 23 – Oct 30**

### **Basic Spanish: A short-term course**

**Instructor: Dianne Root** \$190

An introduction to Spanish language and Hispanic culture, for those with little or no prior experience, with special emphasis on workplace and/or travel needs. An assessment of student needs and interest will be conducted that will guide the content of the course.

**3 Weeks, 18 Hours**

**Tue & Wed, 6:30 PM – 8:30 PM** **Oct 7 – Nov 4**

## ED 2 GO ONLINE COURSES

In collaboration with the Windham Regional Career Center, we offer access to over 300 instructor-facilitated online courses. You can take all of our courses from the comfort of your home or office at the times that are most convenient to you. A new section of each course starts monthly. All courses run for six to eight weeks and are composed of 12 lessons, representing 24 hours of instruction, and most cost only \$99. You can ask questions and give or receive advice at any time during the course. Upon successful completion of the course, you will be able to download a certificate of completion. See our web site at <http://www.rvtc.org/contedu.html> for a link to this innovative and extensive online resource

## INDUSTRY/CONSTRUCTION/TRADES

### **Introduction to Welding**

**Instructor: Rich Fuller** \$215 + \$80 lab fee  
Upon completion of this course the student will have a basic understanding of oxy-fuel torch cutting, Shielded Metal Arc Welding (stick) and Gas Metal Arc Welding (wire-feed, mig). Also covered will be welding safety, electrode angles, striking the arc, surface build up, and basic welding procedures. Three quarters of the class time will be dedicated to hands-on practice. Participants must provide their own helmet and gloves which can be purchased through this office. Class size is limited to 6 participants.

**5 Weeks, 20 hours**

**Tue & Thu, 5:30 PM – 7:30 PM** **Sep 23 – Oct 23**

### **Introduction to Blueprint Reading**

**Instructor: Dave Culver** \$110  
This course is an overview to interpreting drawings commonly found in industry. Key areas to be covered include visualizing 3D objects from a 2D drawing, standard notes symbols, types of lines used on a drawing, and how parts are shown in different views. Dimensioning and tolerancing are explained, as well as an introduction to Geometric Dimensioning and Tolerancing. This course is intended as an introduction to understanding blueprints and being able to visualize and understand the intent of the designer or draftsman as presented in a blueprint.

**5 Weeks, 10 Hours**

**Wed, 6:00 PM – 8:00 PM** **Sep 24 - Oct 22**

### **Introduction to Electronics**

**Instructor: Therese Schutte** \$110  
This 10 hour introductory class will cover the basics of electronic theory, including: current, voltage, resistance and power. Students will also learn about the resistor and how series, parallel, and series-parallel circuits are connected and operate. Students will gain experience using a digital multi-meter to measure various circuit values. If you are thinking of changing careers, expanding your knowledge, or wanting to be a more informed consumer/employee, this is a great way to start in a low-stress atmosphere.

**5 Weeks, 10 Hours**

**Thu, 6:30 PM – 8:30 PM** **Oct 9 - Nov 6**

### **Principles of Lean Manufacturing 101**

**Instructors: Ken Walker of VMEC** \$295  
Delivered in collaboration with the Vermont Manufacturers Extension Center, Lean 101 is the first step to learning the fundamental principles of "lean manufacturing." Participants will walk away understanding 8 key wastes in manufacturing, and in a "train and do" manner, learn how to eliminate these wastes by applying standardized work, workplace organization, visual controls, set-up reduction, batch size reduction, point of use storage, quality at the source, workforce practices, and pull systems. To register go to [www.vmec.org](http://www.vmec.org), or call (800) 637-4634.

**1 Day, 7 Hours**

**Tue, 8:00 AM - 4:00 PM** **Sep 9 or Oct 16**

### **Essential Maintenance Practices (Lead Paint)**

**Instructor: Kevin Buchanan** **FREE**  
Presented in collaboration with the Vermont Housing and Conservation Board, this course satisfies requirements under Vermont's essential maintenance practices law. The program covers federal lead paint disclosure laws for owner-occupied and rental housing. Valuable information for anyone doing renovation or maintenance work on older properties. Call 1-800-290-0527 to register.

**1 Day, 4 Hours**

**Tue, 5:00 PM – 9:00 PM** **Sep 30**

### **River Valley CNC Institute**

**Instructor: Christopher Gray**  
This course is designed to meet the entry level competencies of a Computer Numerical Control (CNC) Operator as well as further developing the skills of a current operator who is looking to advance on his/her career path. CNC machining combines the materials processing skills of a machinist and/or tool maker with the programming skills of a computer programmer. CNC machine operators and machinists continue to be in very high demand in the region.

**300 Hours**

**Dates and times to be determined**

## HOME

### **Beginners Quilting**

**Instructor: Chris Chapman** \$255  
A beginner's class in basic quilting. Students will learn a Nine-Patch block design, chain stitching and stitch-in-the-ditch for hand quilting; understand batting, backing and binding. Students will see just how easy it is to create a great quilt. Size of quilt will depend on student – wall hanging, twin or double sized. A materials list will be given upon registration.

**6 Weeks, 24 Hours**

**Mon & Wed, 6:00 - 8:00 PM** **Sep 29 – Nov 5**

### **Button Up Vermont: Home Energy-Saving Workshop**

**Instructor: TBA** **FREE**  
This free workshop will get you started on understanding energy use in your home. Covers the basics of building heat-loss dynamics, air flow, sealing, types of insulation and their application. Also covered will be heating sources and options as well as how to calculate the cost-benefit of various energy saving investments. The workshop will be taught by a certified home energy auditor, and is made possible through a partnership with Central Vermont Community Action Council with funding from the State of Vermont.

**1 Day, 2.5 Hours**

**Wed, 6:30 PM – 9:00 PM** **Oct 8 or Oct 22**

### **Home Video Recording Workshop**

**Instructor: Zachary McNaughton** \$65  
Do you want to learn how to improve your home videos? This workshop will cover the basics of consumer camcorder operation and computer editing using Final Cut Express. During the Home Video Workshop we will cover the basics of planning a video, recording the video, editing the video, and outputting the video for viewing on DVD. Experience using a Macintosh computer preferred but not required.

**3 Days, 6 Hours**

**Mon thru Wed, 6:00 PM – 8:00 PM** **Oct 6, 7 & 8**

### **Cooking with Chef Dave**

**Instructor: Chef David Groenewold** \$185  
This basic course explores the basic preparation methods of cold foods, soups and sauces, proteins, pastries and breads. Students will learn the basics of handling knives and maintaining small wears in the kitchen. Personal and professional food preparation topics are covered. The course combines theory with lots of hands on kitchen experience. Kitchen sanitation and safety will be taught along with basic knife skills.

**5 Weeks, 15 Hours**

**Mon, 6:00 PM – 9:00 PM** **Oct 27 - Nov 24**

### **The Basics of Selling on eBay**

**Instructor: Lisa Kinney** \$75  
Class participants will learn how to set up an eBay and PayPal account, create listings, and become a better eBay seller by improving listings with better descriptions and photography. Techniques on how to conduct successful research and set accurate pricing will be reviewed as well as monitoring and completing eBay transactions. This class will be the first of a two part series including Becoming an Advanced eBay Seller. *Pre-requisites:* Basic computer, word processing, and Internet skills.

**2 Days, 6 Hours**

**Tue & Wed, Wed, 6:00 PM – 9:00 PM** **Oct 7 & 8**

### **Becoming an Advanced eBay Seller**

**Instructor: Lisa Kinney** \$75  
In this class we will improve upon the basic selling techniques of eBay by learning how to make your listing stand out from the others, how to conduct business as an experienced eBay seller, how to manage your listings, and use listing tools. Proper customer service, packing and shipping standards will be taught as well as tips on how to market your eBay business. Opening and managing an eBay store site will also be discussed. *Pre-requisites:* The Basics of Selling on eBay, or equivalent.

**2 Days, 6 Hours**

**Tue & Wed, 6:00 PM – 9:00 PM** **Nov 4 & 5**

**Call 802-885-8315**

**CAREER DEVELOPMENT**

**Career BLAST**

**Instructor: Christopher Gray**                      **FREE**

This is a workplace skills development program for adult learners that are unemployed or underemployed. The program focuses on developing eight core workplace competencies identified by employers nationwide as being vital in any career field. Successful completers are guaranteed interviews at several area employers for available positions for which they may be qualified.

**3 Weeks, 45 Hours**  
**Mon thru Fri, 3:00 PM – 6:00 PM**                      **Sep 15 - Oct 3**

**Introduction to Bookkeeping**

**Instructor: Judy Tacy**                                      \$235

Learn how to keep accurate books. Students will be instructed on the standard methods and terminology of bookkeeping. For individuals with little or no accounting knowledge or experience, this course will provide valuable skills by learning how to keep the books for your business, prepare you for an entry level office position or serve as an introduction to the accounting profession. Will include some use of basic spreadsheets using Excel.

**Textbook Required**  
**8 weeks, 16 Hours**  
**Wed, 6:00 PM - 8:00 PM**                                      **Sep 24 – Nov 12**

**Careers in Health Care Workshop**

**Instructor: Michele Delhaye, VSAC**                      **FREE**

Learn about a variety of health care careers. This workshop will feature speakers from area education programs, health professionals, and employers. Information on local educational opportunities and financial aid will be provided. Registration is required, call VSAC at 1-800-642-3177 and ask for the Outreach Department.

**1 Day, 2 Hours**  
**Wed, 4:00 PM - 6:00 PM**                                      **Oct 22**

**Customer Satisfaction Improvement**

**Instructor: Joseph Wilson**                                      \$75

This class will help manufacturers, retailers, and service businesses identify customers (internal and external), define and benchmark service delivery, develop feedback, and build methods for continuous improvement.

**2 Weeks, 6 Hours**  
**Tue & Wed, 6:00 PM – 8:00 PM**                                      **Nov 5, 11 & 12**

**REGISTRATION**

**Pre-Registration is required of all courses and workshops, including those with no fee. To register, submit registration form, or call 802-885-8315**

**Refund and Cancellation Policy**

All classes are first paid, first accepted basis. You will be notified and your payment will be refunded in full if your class is cancelled. All classes must be PAID IN FULL ONE WEEK PRIOR to start unless prior arrangement is made. There will be no refunds once payment is made. A minimum of six students is needed to run a class.

**DAYTIME PROGRAMS!!**

Have you considered participating in our daytime secondary school programs? For details call: **Scott Farr, Assistant Director, at 802-885-8302** or **Coralee Choiniere, Registrar, at 802-885-8305**

**Vermont Training Program**

Participants currently employed in the manufacturing, healthcare, information technology, telecommunications and environmental business sectors may qualify for a significant tuition subsidy through the Department of Economic Development's Vermont Training Program.

**Statement of Non-Discrimination**

The River Valley Technical Center does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning River Valley Technical Center's compliance with the regulations implementing Title VI, Title IX, Section 504 or other state or federal non-discrimination laws or regulations is directed to contact:

**Carl Mock, Director**  
**River Valley Technical Center**  
**307 South Street, Springfield, VT 05156**  
**802-885-8300**

**RVTC ADULT EDUCATION  
REGISTRATION APPLICATION**

Full Name: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: Home \_\_\_\_\_  
Work \_\_\_\_\_  
Cell \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Please register me for the following  
ADULT EDUCATION program(s):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

For programs paid for by your employer, please submit the following information:

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Name of Manager/Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please send this registration form and applicable fee to:

**River Valley Technical Center**  
**Adult Education Program**  
**307 South Street**  
**Springfield, VT 05156**

Checks should be made payable to:  
**River Valley Technical Center**

Questions? Contact Carol Sylvia at **802-885-8315**  
or [info@deancenter.org](mailto:info@deancenter.org)