

## Keyboarding

2 Weeks Instructor: Cathy Karaffa  
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.  
10 hours \$80.00 Mon/Wed  
5:30 to 8:00 PM March 17 – 26, 2008

## Introduction to Word

2.5 Weeks Instructor: Carol Sylvia  
Learn the capabilities of this business and industry standard word processing application. File management, formatting, revise documents, shortcuts, toolbar commands, tables, print features, and more. Prerequisite: Ability to type 15 to 20 WPM is recommended.  
12.5 Hours \$100.00 Mon/Wed  
5:30 to 8:00 PM April 2 – April 16, 2008

## Introduction to Excel

2.5 Weeks Instructor: Carol Sylvia  
Learn to create and edit spreadsheets; create formulas, use functions, and templates. Prerequisite: Ability to type 15 to 20 words per minute  
12.5 Hours \$100.00 Mon/Wed  
5:30 to 8:00 PM April 21 – May 5, 2008

## Intermediate Word

2.5 Weeks Instructor: Cathy Karaffa  
An in-depth study of Microsoft Word, topics include custom graphics, formatting tables, converting text to tables, and other advanced operations. Course will prepare you for MOUS Certification, if desired. Prerequisite: Completion of Intro to Computer Applications or Word I  
12.5 Hours \$100.00 \$100.00 Mon/Wed  
6:00 to 8:30 PM April 21 – May 1, 2008

## Intermediate Excel

2.5 Weeks Instructor: Cathy Karaffa  
An in depth study of Excel, designing, customizing, automating, and other power uses. Course will prepare you for MOUS Certification, if desired. Prerequisite: Completion of Intro to Computer Applications or Excel I  
12.5 Hours \$100.00 Mon/Wed  
6:00 to 8:30 PM May 14 – June 4, 2008

## PowerPoint

2 Weeks Instructor: Cathy Karaffa  
This introductory course includes the creation of slides, graphics, editing, adding sound and animation.  
10 hours \$100.00 Mon/Wed  
6:00 to 8:30 PM April 7 – April 16, 2007

## Digital Photography

4 weeks Instructor: Lew Watters  
Students in this course will use a digital camera to take pictures, store photos, download, edit and print electronic images for use with multiple internet and computer applications. Learn how to use your own camera and the steps to download pictures to your own computer.  
20 Hours \$175.00 Mon/Wed  
6:00 to 8:30 PM March 24 – April 23, 2008

## Introduction to Bookkeeping

8 weeks Instructor: Judy Tacy  
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**  
20 Hours \$250.00 Wednesdays  
6:00 to 8:30 PM March 25 – 20, 2008

## Introduction to Flash Animation

5 Weeks Instructor: Gail Fletcher  
Design high impact, low-bandwidth content to enhance your website with Macromedia Flash. Learn to create engaging graphics, script interactivity, and publish Flash content for reliable, cross platform performance.  
10 Hours \$125.00 Wednesdays  
5:30 to 7:30 PM March 5 – April 2, 2008

## Medical Terminology Introduction

10 Weeks Instructor: Linda Aitken  
A course designed for persons working 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**  
30 Hours \$300.00 Wednesdays  
6 to 9 PM March 5 – May 14, 2007

## Computer Numerical Control Machining

20 Weeks Instructor: Christopher Gray  
This training course is designed to meet the entry level competencies of a CNC Operator as well as further developing the skills of a current operator who is looking to advance on his/her career path. The NIMS (National Institute for Metalworking Skills) credentialing process will be used as the primary competency evaluation tool. The River Valley Technical Center is currently one of only two certified NIMS credentialing sites in Vermont. The curriculum will be comprised of three major components:

- Manufacturing and Machine Theory Classroom Lecture/Discussion
- Metrology and Mathematics Application On-Line Training Systems
- Manual and CNC Machine Operation Laboratory/Experiential

**CNC Program starts in spring of 2008**  
**Offered in Partnership with Local Employers**  
**Enrollment is limited, call today for details!**

## Beginners Quilting

6 Weeks Instructor: Chris Chapman  
A beginner's class in basic quilting. Students will learn a Log Cabin 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. Material's list given upon registration.  
24 Hours \$ 275.00 Mon/Wed  
6:00 to 8:00 PM March 10 – April 16, 2008

## Introduction to Personal Computers

2 Weeks Instructor: Dan Chapman  
A beginners level or none user level class, we will walk you through the basic functions of a computer in a hands on instructional format.  
8 Hours \$ 75.00 Mon/Wed  
6:00 to 8:00 PM March 10 – 19, 2008  
March 31 – April 9, 2008

## Fundamentals of Residential Landscape Design

5 Weeks Instructor: Stephen Plunkard  
The class is related the art and design of residential landscaping. Sessions will include: Principles of Art and Design, Site Inventory and Analysis, Conceptual Design, Schematic Design, and Final Design. Additional expenses for materials and textbook.  
20 hours \$ 250.00 Wed  
5:00 to 9:00 PM March 5 to April 2, 2008

## Career Blast

45 Hours  
This class is a Workplace Skill Development Program for adult learners that are unemployed or underemployed. The program focuses on eight core workplace competencies established by the Association for Career and Technical Education as identified by employers nationwide as being vital in any career field. The competencies include: Communication, Problem Solving and Critical Thinking, Information Technology Applications, Business and Organization Systems, Leadership, Management and Teamwork, Ethics and Legal Responsibilities, Safety, Health, and Environment, Employability and Career Development.

**Call to Enroll, Classes Start in the Spring!!!!!!!**

## Financial Aid

The Vermont Student Assistance Corporation has grant s available to assist with tuition. Stop by for an application or call. Also call VSAC at 1-800-882-4166

**Now Accepting Applications for  
Day Program Openings for  
Fall 2008  
Technical Center Daytime  
Programs**

**Horticulture / Natural Resources  
Industrial Trades  
Carpentry  
Human Services  
Audio Engineering  
Digital Design, Print and Web  
Engineering Technology  
Culinary Arts  
Business Management  
Emergency Fire Management  
Travel/Lodging Management  
Hands On Computer  
Technology Essentials  
Health Careers**

**Adult Education Classes  
Spring 2008**

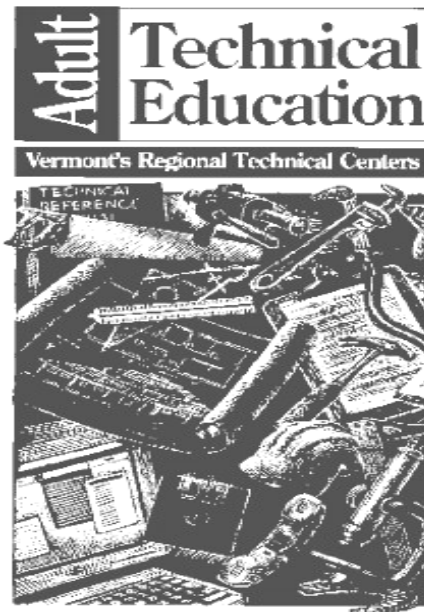
**Register in person or call.**

**Please make checks payable to:  
River Valley Technical Center**

**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.

**To enroll call Carol Sylvia at 885-8315  
Or Scott Farr at 885-8302**

**SPRING 2008**



**River Valley Technical Center**  
*"Educating today's students for tomorrow's careers."*  
307 South Street  
Springfield, VT 05156

**Statement of Non-Discrimination**

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

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