



*Randolph Technical Career Center  
17 Forest Street  
Randolph, VT 05060*

# Adult Education Brochure

and Registration Information

Spring 2012

The mission of RTCC is to provide students with a challenging academic and technical education in a supportive, engaging, and respectful environment. Students learn the skills to be responsible, productive citizens who are able to take advantage of educational and career opportunities now and in the future.

*Randolph Technical Career Center is committed to providing a respectful learning environment for all. RTCC ensures equal employment and educational opportunities in compliance with federal and state law regardless of race, color, national origin, creed, age, disability, gender, sexual orientation, gender identity, or marital status.*

## Registration Form – Spring 2012

**Register today! Class sizes are limited.**

Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Address \_\_\_\_\_ Evening Phone \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail address \_\_\_\_\_ *(E-mails will be sent for course confirmations.)*

Check here or call the Adult Education Office to receive future course listings by email instead of a paper copy!

<u>Course Title</u>	<u>Tuition</u>
_____	_____
_____	_____
_____	_____
<b>Total Fees</b>	_____

### **METHOD OF PAYMENT**

Check, made payable to:  
RTCC Adult Education

Cash

*Sorry, we are unable to accept  
credit card payments.*

NOTE: Please call (802) 728-4241 for information about financial aid or to arrange to pay in installments.

**TO REGISTER:** **MAIL WITH YOUR PAYMENT TO:** RTCC-Adult Education, 17 Forest St., Randolph, VT 05060  
**OR**  
**WALK IN:** Monday – Friday, 9 a.m. – 3 p.m.

### **REGISTRATION DEADLINE: 2 BUSINESS DAYS BEFORE CLASS START DATE**

**Confirmations:** Course confirmation calls will be made two to three days before the class start date. Please call (802) 728-4241 if you have any questions about your registration.

**Refunds & Cancellations** - Tuition refunds will be made only if you notify the Adult Education Office by 4 p.m. at least two full business days before the class is scheduled to begin. RTCC will cancel classes that do not meet minimum enrollment requirements. If this occurs, registrants will be notified and refunds will be made.

## **GENERAL INFORMATION**

**Call the RTCC Adult Education Office at 728-4241 or e-mail us at [adulthoodinfo@randolphtech.org](mailto:adulthoodinfo@randolphtech.org) for more information about the following...**

**Financial Aid** – RTCC has limited financial aid available for the following courses: Electrical Wiring, Resume Writing for Novices and Experts, Interviewing 101, Accounting, Intermediate Excel, and Licensed Nursing Assistant. Financial Aid will be awarded based on need. Those returning from recent military deployment automatically qualify for financial assistance. Eligible courses are marked with a ♦ symbol. Please call the Adult Education Office for more information.

**Family Discounts** - Are you and a family member interested in taking a class together? We offer family discounts for all classes *except* LNA. Family members of all ages are welcome!

**Multiple Course Discounts** - Are you interested in taking more than one class? Discounts may be available.

**Senior Citizen Discount** - For those aged 62 and up, there is a 10% discount.

**Payment Plans** – Can't pay the full tuition all at once? Payment plans are available. Please call for information.

**Our next round of classes will begin in the Fall.**

# Health Careers Courses

## ◆ Licensed Nursing Assistant (LNA)

Course description:

90 hours of classroom and clinical instruction leading to state licensure as a nursing assistant.

Attendance is mandatory.

Each session is limited to 8 participants.

◆ Financial Aid Available – call for details

**Spring Sessions:**

**Session #1: May 7<sup>th</sup> – June 28<sup>th</sup>**

Daytime classes, mixed days. Please call for a schedule.

**Session #2: May 8<sup>th</sup> – July 10<sup>th</sup>**

Tuesdays & Thursdays from 4 – 9 p.m.

plus Wednesday, May 16 from 4 – 9 p.m. (no class May 15 & 17)

**Call for schedule & full application materials.**

Tuition: \$1,029

(\$900 tuition + \$129 State Exam/Licensing fees)

**NOTE: A \$100 deposit MUST accompany registration. Please call 728-4241 for the LNA registration form and full application packet.**

## First Aid

Join us for this introduction to emergency first aid leading to certification by the Emergency Care & Safety Institute, in collaboration with the American College of Emergency Physicians and the American Academy of Orthopedic Surgeons. Text book provided. Certificate awarded upon successful completion of the course.

**Discount! Take both First Aid and CPR for \$90!**

Instructor: Tom Harty  
Wednesdays – May 16<sup>th</sup> & 23<sup>rd</sup>  
6:00 – 8:00 p.m.  
Tuition: \$60

## CPR

CPR certification training, using the curriculum provided by the Emergency Care & Safety Institute, in collaboration with the American College of Emergency Physicians and the American Academy of Orthopedic Surgeons. Text book provided. Certificate awarded upon successful completion of the course.

**Discount! Take both First Aid and CPR for \$90!**

Instructor: Tom Harty  
Wednesday, May 30<sup>th</sup>  
6:00 – 8:30 p.m.  
Tuition: \$60

# Small Business / Entrepreneurship Workshops

## Starting Your Own Small Business (in collaboration with the Vermont Small Business Development Center)

Have you been considering starting your own small business but are unsure of where to begin? Don't miss out on this workshop! You will be provided with information about Startup Fundamentals, Marketing and Business Planning, Financing, Licenses, Employee Issues, Business Structures, and Taxation and Regulations. Once you have successfully completed this session, you will be better able to decide if your business idea is worth pursuing, and you will be armed with the information necessary to continue onward with your business endeavor!

**Advanced Registration is required.**

Instructor: Steve Paddock

Thursday, May 17<sup>th</sup>

6:00 – 8:00 p.m.

**This is a FREE workshop.**

## Hiring Right the First Time

It's true...hiring the **right** employees is a critical business management function that helps you get more done, grow your business, lighten your load and broaden the skills and capabilities of your company. This workshop will provide you with a strong foundation of knowledge and practical tools to use whether you're hiring your first employee or the 100<sup>th</sup>! You'll be guided through an over view of the legal issues of interviewing and hiring, determining your priorities for skills, as well as how to efficiently prescreen, interview and select your employees. Leave this workshop with techniques and interview questions in hand aimed at helping you choose the best people so you can hire right the first time!

Instructor: Deb Eibner  
VTSBDC Area Business Advisor and Certified Business Coach

Wednesday, May 16<sup>th</sup>

9:00 a.m. – 12:00 p.m.

Tuition: \$50

Discount: (\$60 for 2 people from the same organization)

**NOTE: These projects are funded by a grant from the U.S. Small Business Administration (SBA). SBA's funding should not be construed as an endorsement of any products, opinions or services. All SBA funded projects are extended to the public on a nondiscriminatory basis.**



## Computer Classes



### Introduction to Computing

Do terms like "hard drive", "modem", and "USB Flash Drive" make your head spin? Do you have a computer, but aren't sure what to do with it? Are you thinking of buying a computer, but don't know where to start? Then this course is for you! We will discuss the basics of computing, the Internet, and user-level maintenance and security. Learn the fundamentals and have fun in this gentle introduction to the world of computing.

Instructor: Ian Stewart  
Wednesdays, May 9<sup>th</sup> – 30<sup>th</sup>  
6:00 – 8:00 p.m.  
Tuition: \$75

### ◆ Intermediate Excel 2007

Do you have some Excel experience, but want to learn more? This class will help you do just that. Topics will include writing simple and more complex formulas, working with functions (including average, minimum, maximum, sum & auto sum), adding charts to your worksheets, editing charts and spreadsheets, and printing worksheets. Have something specific you want to learn to do? There will also be time to ask your questions and get help with your projects.

Instructor: Brendan Barden  
Thursdays, May 3<sup>rd</sup> – June 7<sup>th</sup>  
(No class May 10<sup>th</sup>)  
6:00 – 8:00 p.m.  
Tuition: \$95

◆ Financial Aid Available – call for details

## You and Your Mac



This series of classes is intended for Mac owners and users. Classes will take place in our Mac lab. You are welcome to bring your own Mac laptop but please know that classes will support the software versions which are on the lab computers. To take any of these classes, you should have experience using a mouse and navigating in a Mac environment (using menus, clicking and double-clicking.) Take one, take all, or mix and match!

Instructor: Jessamyn West

**\* Take 1 for \$35, 2 for \$60, 3 for \$75, or 4 for \$90!**

### You and Your Mac: Safari and the Internet

The Safari internet browser comes with every Mac. Learn how to use Safari to browse, bookmark, and read documents online.

Tuesdays, April 10<sup>th</sup> & 17<sup>th</sup>  
6:00 – 8:00 p.m.  
Tuition: \$35 \* See discount above

### You and Your Mac: Where Are My Files?

We'll look at where the Mac stores files and ways to organize and manipulate them, including burning CDs, using USB drives, and making back-ups.

Tuesdays, May 1<sup>st</sup> & 8<sup>th</sup>  
6:00 – 8:00 p.m.  
Tuition: \$35 \* See discount above

### You and Your Mac: iPhoto

iPhoto is a robust picture manager and photo editor. We will look at importing and organizing photos as well as making basic edits (crop/color adjustments/resizing) and using iPhoto's export and print features.  
Please note: If you bring your own laptop, make sure you are using the most recent version of iPhoto.

Tuesdays, May 15<sup>th</sup> & 22<sup>nd</sup>  
6:00 – 8:00 p.m.  
Tuition: \$35 \* See discount above

### You and Your Mac: iTunes and iPods

iTunes is becoming the standard music manager for Macs and PCs. Learn to use iTunes to organize and export music, burn CDs, listen to internet radio, and navigate the iTunes store.

Tuesdays, May 29<sup>th</sup> & June 5<sup>th</sup>  
6:00 – 8:00 p.m.  
Tuition: \$35 \* See discount above



## Free Computer Drop-In Time

Need some time with a computer and/or someone who can answer your computer questions? Come and ask your questions and learn and practice new things. This is not a structured class, but it is a wonderful opportunity for learning, getting assistance with your computer questions, and using our high speed Internet connection or software that you may not have at home. Come once, twice, or many, many times. Some of the things people have learned in computer drop-in time include: how to use a mouse; use the Internet for research projects; update a webpage; download pictures from a digital camera; fill out a job application on-line; and much more!

Instructor: Jessamyn West

Tuesdays & Wednesdays

April 3<sup>rd</sup> – June 6<sup>th</sup>

(No Drop-In time on 4/24, 4/25)

3:00 – 5:30 p.m.

FREE



## Job Skills

### ◆ Accounting

Develop an understanding of business accounting principles including business transactions, the accounting equation, assets/liabilities/owner's equity, revenue/expenses/withdrawals, general journal, general ledger accounts, six-column worksheet, financial statements, closing entries/post-closing trial balance, and return on owner's equity. This class is primarily hands-on using business simulations. No prior bookkeeping or accounting experience is necessary.

Instructor: Dottie Ricks

Thursdays, May 3<sup>rd</sup> – June 28<sup>th</sup>

5:15 – 7:15 p.m.

Tuition: \$180



### ◆ Resume Writing for Novices and Experts

Are you reintroducing yourself to the world of resume writing? Even if you are looking for a part-time or volunteer job, people are looking for polished and updated resumes these days! Bring your most recent resume and/or work experience and join CVCOA Human Resources Director Betsy Erwin for an engaging, informative session on creating your professional snapshot. We will look at different types of resumes, ways to list references, do's and don'ts for resume writing and handling, and the best ways to get your resumes "out there".

Instructor: Betsy Erwin

Saturday, May 5<sup>th</sup>

9:30 a.m. – 2:00 p.m.

(Includes a lunch break)

Tuition: \$45

Discount! Take both Job Skills classes for \$70

### ◆ Interviewing 101

For people currently looking for work, whether re-entering the work force, looking for a different job, or looking for re-employment, the job interview is often a dreaded experience. We will look at some ways to make the interview process engaging, productive for everyone, and if not fun, at least a good learning experience. Learn pre- and post-interview etiquette, study how to engage your interview team or professional with good questions and answers, learn the do's and don'ts for every interview candidate, and be ready to come out shining in your next interview!

Instructor: Betsy Erwin

Saturday, May 19<sup>th</sup>

9:30 a.m. – 2:00 p.m.

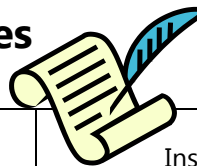
(Includes a lunch break)

Tuition: \$45

Discount! Take both Job Skills classes for \$70

◆ Financial Aid Available – call for details

## Writing Classes



### Creative Writing

Is there a writer lurking somewhere inside of you? Have you always dreamt of writing the great American something or other? Are you looking for inspiration or motivation to unlock the writer you know is in there? In this course we will write, think, critique, and explore the craft of writing as a group and on our own. This class is for support and encouragement in writing regardless of genre. Please bring your favorite pen and notebook to class! Laptops are also welcome!

Instructor: Jim Poindexter

Tuesdays – May 1<sup>st</sup> – 29<sup>th</sup>

6:00 – 8:00 p.m.

Tuition: \$80

# The Great Outdoors

## Land Surveying for the Land Owner

*This course is designed with the land owner in mind. You will learn how to read your deed, measure land, learn basic map and compass navigation skills, and even produce your own topographical map.*

Instructor: Gerry Reymore  
Thursdays - April 5<sup>th</sup> & 12<sup>th</sup>  
6:00 – 8:00 p.m.

Tuition: \$45

## Courses in RTCC's Shops

### ◆ Residential Electrical Wiring

*This hands-on course will outline the components of a residential electrical system. Learn how to wire switches (single pole, 3 & 4-way), receptacles, and GFCI's. You will become familiar with the various materials used in the electrical trade and how to use them. We will also discuss the National Electrical Code (NEC) and how it impacts residential wiring and potentially unsafe electrical situations.*

*Required textbook: "Wiring Complete Revised Edition" by M. Litchfield & M. McAlister (2009)*

◆ Financial Aid Available – call for details

Instructor: Jan Ruta

Tuesdays, May 8<sup>th</sup> – 29<sup>th</sup>  
6:00 – 8:30 p.m.

Tuition: \$95 plus textbook

### Small Engine Maintenance & Repair

*Learn how small engines work as you learn and practice the basics of regular maintenance, adjustments, preventive care, and troubleshooting for lawnmowers, trimmers, and other household yard equipment.*

*Class size limited to 8*

Instructor: Leo Roy  
Tuesdays – May 1<sup>st</sup> – May 29<sup>th</sup>  
6:00 – 8:30 p.m.

Tuition: \$95



### Chainsaw Sharpening & Maintenance

*Learn how to properly and safely sharpen and maintain a chainsaw. You may bring a working chain saw to class if you'd like to. Otherwise, we will provide chainsaws for class use.*

*Class size limited to 8.*



Instructor: Leo Roy  
Thursdays – May 17<sup>th</sup> – June 7<sup>th</sup>  
6:00 – 8:30 p.m.

Tuition: \$75

## Art Classes



### Figure Drawing

*Using our own figures as a starting point, this course will cover the basic elements of proportional figure drawing. We will use traditional measuring techniques to improve drawing skills. This course is quite structured and will help improve your overall drawing skill. If you like drawing people, this is a great place to start. Ideal for beginners and intermediates.*

Instructor: Laura Perry  
Saturday, May 19<sup>th</sup>  
9:00 a.m. – 12:00 p.m.  
Tuition: \$35 (Supplies included)

### Pastels

*Have you ever tried working with pastels? This class is for everyone – from the beginning to the experienced artist. We will explore the use of pastels using still life and photos. This is a low-key, comfortable atmosphere where you can learn and create at your own pace.*

Instructor: Wendy Wells  
Wednesdays – May 9<sup>th</sup> – 30<sup>th</sup>  
6:00 – 8:00 p.m.  
Tuition: \$75 (Supplies included)