



SPRING 2015

WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION

Semester begins the week of **FEBRUARY 23, 2015**
REGISTRATION DEADLINE: FEBRUARY 13, 2015

**PROFESSIONAL
GROWTH**

**MANUFACTURING
TRAINING**

**COMPUTER
TECHNOLOGY
SKILLS**



**LEADERSHIP
DEVELOPMENT**

**ALLIED
HEALTH**

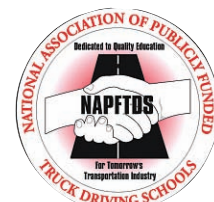
**COMMERCIAL
TRANSPORTATION
AND LOGISTICS**

STAFFORD TECHNICAL CENTER

8 Stratton Road Rutland VT 05701 • 802.770.1178 • mezzo@rutlandhs.k12.vt.us

VISIT US AT WWW.STAFFORDONLINE.ORG

Click on Adult Education at the top of the page



Technology



Enrichment



Manufacturing



Education

LICENSED NURSE ASSISTANT PROGRAM

The LNA Program is designed to prepare eligible candidates to practice as a nurse assistant providing direct patient care. The necessary knowledge and skills gained throughout the course will prepare the student to apply for Licensed Nurse Assistant (LNA) licensure with the State Board of Nursing. The program is targeted to individuals who are interested in an entry level position in healthcare and immediate employment that will best meet their needs and those of their family unit. Nurse assistants may work in hospitals, long-term care facilities, doctor's offices, private duty, home health, and other medical facilities. This program is 124 hours long and covers a period of 17 weeks. The training course consists of a combination of live and online classes, lab, and practice in various clinical settings. The curriculum also includes an online *Keys to Effective Communication* course delivered through ed2go, the BLS Healthcare Provider course from the American Heart Association. It is designed to provide any healthcare professional with the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and efficient manner.



STC PHLEBOTOMY CERTIFICATION PROGRAM

The Office of Adult and Continuing Education is recruiting adult students to enroll in another Stafford Signature Allied Health Program delivered through its partnership with the Technology Extension Division of Vermont Technical College. Phlebotomists draw blood for testing from patients in hospitals and medical labs. They also take vital signs, explain procedures and practice safe techniques for storing blood samples. To become a phlebotomist, you must complete an approved training program. This phlebotomy class includes studies of proper collection of blood samples, venipuncture techniques, patient care, safety, tests and quality assurance. This thirteen-week course is designed for students who are seeking employment at local healthcare facilities or healthcare professionals who want to augment existing skills in their current positions. Students who successfully complete this class will be eligible to sit for the Certified Phlebotomy Technician (CPT) examination offered by the National Healthcare Association (NHA) at Stafford Technical Center in May, 2015.



**For more information about
program design, course calendar, tuition and financial aid options
call (802) 770-1178 or (802) 770-1032**

THE STAFFORD WELDING SCHOOL

Welders are in great demand in the manufacturing industry because of the importance of welding as a manufacturing process. A variety of exciting and rewarding career options are available for skilled welders who have a background in structural welding, pipe fitting, or even more exotic pursuits like metal fabrication in product design and other specialty shops. Any industry that has the need to adhere metal to metal to create a stable and secure structure makes welding a vital process. Because of its durability, this method is used to build and repair parts of automobiles, spacecraft, ships, and numerous other manufactured products. It is also employed to join beams in the construction of bridges, and skyscrapers, and for joining pipes in a variety of manufacturing settings. One particular area of growth is in the construction of nuclear power plants where the duration of a project is ten years from ground breaking to completion. Ten nuclear power facilities have been proposed all along the east coast from New York to South Carolina to Florida and several states in between. Clearly welding isn't a regional trade. There are jobs for welders across the United States, and abroad too. So if you like to travel or if you just like to keep your options open, welding is the field for you. In addition to the many opportunities that will be available in the nuclear power industry the U. S. Department of Labor estimates that over \$1.5 trillion in a variety of infrastructure upgrades will be scheduled and completed over the next five years—all of them requiring the welding skills that can be learned at Stafford Technical Center. Several new classes will be added to the list of courses that appear in this brochure, so be sure to visit www.staffordonline.org for a complete listing of education and training opportunities available through the Stafford Welding School!

For more information about the Stafford Welding School (802) 770-1032 or www.staffordonline.org. Course listing inside!



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TECHNOLOGY

TECH-10 INTRODUCTION TO BLUEPRINT

READING AND SKETCHING

Starts: 2/26 thru 5/14/15 **Thursday 5:30 – 8:30 p.m.**
12 weeks **\$439**

Minimum Enrollment: 6 **Maximum Enrollment: 8**

This course provides an introduction to reading and interpreting machine shop symbols, welding blueprints and working drawings used in trades and crafts. This course will focus on dimension, shape, fabrication, and assembly. Students will apply basic mathematics to the solution of print and performance problems, so students will also understand fractions and use basic mathematics to add, subtract, multiply, and divide measurements. Upon completion of this course the student will be able to interpret working drawings including dimensions, notes, symbols, sections, and auxiliary views; and sketch pictorials and multi-view drawings related to the performance objectives. Students will demonstrate the ability to create free-hand sketches of multi-view drawings, details, residential and commercial floor plans, and isometrics as well as being able to read architectural scale. And finally, students will be able to identify symbols related to residential construction, machine drawings, and weldments, and also utilize free-hand lettering techniques to add notes, dimensions, and other text to sketches. This course would create an excellent foundation for students wishing to become employed in the manufacturing or construction trades. **Please purchase the following textbooks for this course:** Blueprint Reading for Construction by James Fatzinger – ISBN # 0135315425; and Blueprint Reading Basics by Warren Hammer – ISBN # 083113125X

PLEASE NOTE: *The instructor will provide students with a list of additional materials that will need to be purchased by the student in order to complete various in-class projects.*

TECH-11 INTRODUCTION TO INDUSTRIAL MAINTENANCE & TROUBLESHOOTING

Starts: 2/23 thru 5/20/15 **Monday & Wednesday 7 – 8:30 p.m.**
(36 Hours) **\$839**

Minimum Enrollment: 4 **Maximum Enrollment: 10**

The course would include the basic skills and knowledge needed for the maintenance of modern factory machines and processes. The ability to read and interpret control schematics will be developed. Emphasis would be given to the use of diagnostic tools such as the digital multi-meter, clamp-on ammeter, insulation resistance tester (megger), stroboscope/tachometer, and thermal probe. Also the course will include detailed troubleshooting techniques and failure analysis of industrial electrical and electronic components including switches, relays, transformers, motors, power supplies, and simple control systems. Students who successfully complete this course would be able to troubleshoot and repair simple industrial equipment and processes.

NOTE: *This course would qualify for a 40% rebate from the Vermont Training Program for qualified employers who subsidize the cost of tuition for incumbent workers in this course and who successfully complete the class.*

TECH-01 A+ CERTIFICATION PREP COURSE: COMPUTER MAINTENANCE & REPAIR OPERATING SYSTEMS

Starts: 2/23 thru 5/18/15 **Monday 6 - 9 p.m.**
12 weeks **\$324**

This course will prepare the student for one of the A+ Certification exams, and will also be a useful resource to Technology anyone wanting to gain more knowledge about PC operating systems. There will be a concentration on the Windows operating system and its relation to networks and printers. Lab exercises will include: optimization of Windows, and using the Internet as a resource. Please purchase the following book for this course: **A+ CERTIFICATION CONCEPTS & PRACTICES** by Charles Brooks - ISBN-10 #0131147722 or ISBN-13# 978-0131147720

TECH-02 BASIC HOME/SMALL BUSINESS COMPUTER MAINTENANCE & REPAIR PLUS NETWORKING

Starts: 2/25 thru 5/06/15 **Wednesday 6 - 9 p.m.**
10 weeks **\$274**

Learn how to upgrade, repair and maintain your home computer. This course covers hardware installation and repair, and installation and maintenance of operating systems. You will learn to: delete an existing operating system, reload a new operating system, check and maintain the system; hook up external hardware, and install software for the external hardware. You will learn to troubleshoot and correct a computer problem. Learning how to set up and troubleshoot small networks will be an additional bonus for this class.

TECH-06 BASIC AUTOMOTIVE MAINTENANCE & REPAIR

Starts: 2/25 thru 5/06/15 **Wednesday 6 – 9 p.m.**
10 weeks **\$280**

Learn how to perform your own preventive automobile maintenance on your vehicle and how to use simple automotive diagnostic procedures and tools. This hands-on course will also provide you a basic understanding of dealer service representative’s jargon and recommendations. Safety glasses and work-suitable shoes are required. Open to all applicants age 16 and older. Class size is limited to 10 students.

TECH-07 BASIC AUTO REFINISHING

Starts: 2/26 thru 5/14/15 **Thursday 6 - 9 p.m.**
10 Weeks **\$324**

Learn the basic steps to removing small dents and rust spots. Learn the steps for applying body filler, sanding and blocking. Learn steps to apply clear coat finish (solid color only). Panels for projects will be supplied.

TECH-08 SMALL ENGINE REPAIR

Starts: 2/26 thru 4/30/15 **Thursday 6 – 9 p.m.**
8 weeks **\$250** **Maximum Enrollment: 8**

Learn the theory, operations, and repair of small gasoline engines by demonstration and actual shop work. Students are encouraged to bring their own small engines to work on.

WOODWORKING

WOOD-07 WOODCRAFTS

Starts: 2/24 thru 5/15/15 **Tuesday 6 – 9 p.m.**
10 weeks **\$399** **Maximum Enrollment: 10**

Would you like to make small projects with your hands, and some power tools, but you need a little help and encouragement? Participants can choose from a number of small projects or from their own design. Some particular projects could include Shaker footstools, birdfeeders, etc. Students should have some woodworking skills and knowledge of power tools.

Students are required to purchase the materials for the course on their own and the cost will depend on the project(s) they choose which will be determined on the first night of class.

VERMONT ELECTRICAL - PLUMBING APPRENTICESHIP PROGRAM

The Vermont Registered Apprenticeship is a primarily employer-sponsored training program that includes both supervised work experience and related instruction. Employers participate in Registered Apprenticeship by “sponsoring” individuals as apprentices. The employer sets a progressive wage scale,

agrees to provide supervised OJT, and helps to financially support the classroom instruction component of the program.

Related instruction in the plumbing and electrical apprenticeship can be delivered in a variety of formats, but most apprentices attend classes through Vermont Technical College at a number of sites around the state including Stafford Technical Center.

If you are employed and wish to become an apprentice, your employer should contact the Apprenticeship office in Montpelier at (802) 828-4356. If you are not employed, you can find an employer sponsor in a variety of ways including approaching employers who employ workers in the field in which you are interested.

If you are interested in enrolling in this apprenticeship program for the Fall, 2014 semester at Stafford Technical Center, now is the time to register! Contact the Rutland Office of the Vermont Department of Labor at (802) 786-8841 for more information!

STAFFORD WELDING SCHOOL

WELD-07 GMAW-FCAW WELDING LEVEL I

Starts: 1/05/15 **Ends:** 2/06/15
Tuesday & Thursday **5:30 – 8:30 p.m.** **5 weeks**
\$509 + \$149 Materials Fee = \$658

Minimum Enrollment: 4

Maximum Enrollment: 10

This course is designed to introduce students to the gas-metal-arc and flux-cored-arc welding processes that are used in both construction and manufacturing. It is strongly recommended to attend the Welding Processes course, a prerequisite for enrolling in this class, as this course would benefit welders who are seeking specialized training in advanced techniques required to upgrade their skill level or qualify them for additional career opportunities. Substantial hands-on practice with instructor supervision will enable students to develop proper technique with pad, fillet, and groove welds in all positions as well as learning and understanding basic welding symbols used in the trade. Upon successful completion of the course students who feel that they have achieved sufficient proficiency can schedule a welder performance qualification test(s) for GMAW in 2F, 3F, and 4F (D1.9), and FCAW in 2G, 3G, and 4G (D1.1).

NOTE: *Students are expected to wear leather shoes or boots, a long sleeve shirt, and safety glasses.*

WELD-09 PRACTICUM IN ADVANCED WELDING PROCESSES

Starts: 2/17/15 **Ends:** 3/19/15
Tuesday & Thursday **5:30 – 8:30 p.m.** **5 weeks**
\$649 + \$209 Materials Fee = \$858

Minimum Enrollment: 4

Maximum Enrollment: 9

This course is intended to continue the education and training that was introduced in previous Stafford Welding School courses but at a more focused and advanced level of instruction. The instructor will meet with students to identify areas of interest in welding processes and then work with each student to achieve the personal goals and professional competencies in areas like oxy-fuel and plasma-arc cutting, shielded metal ark (STICK) welding in various positions, metal arc and flux core arc (MIG) welding processes, and gas tungsten arc (TIG) welding processes. Upon completion of this course and with instructor approval students may schedule a welder performance qualification test(s) for GMAW, FCAW, or SMAW processes through the American Welding Society at an additional cost.

Prerequisites: Students enrolling in this course **MUST** have successfully completed one or more of the following Stafford Technical Center welding courses: WELD-04: Introduction to Welding Processes;

WELD-02: SMAW Welding Level I; or WELD-07: GMAW-FCAW Welding Level I. However, previous experience as a welder may be considered as a substitute for having completed one of these courses.

WELD-04 INTRODUCTION TO WELDING PROCESSES

Starts: 3/24/15 **Ends:** 5/07/15
Tuesday & Thursday **5:30 – 8 p.m.** **6 weeks**
\$509 + \$100 Materials Fee = \$609

This six week session is an introduction to a variety of welding processes commonly used today. This course is structured to provide a demonstration of the equipment and fundamentals of each process in combination with a description and discussion of the process limitations and typical applications. Students will gain an understanding and appreciation of these processes through hands-on application of the techniques used in the following: thermal cutting (OFC and plasma); shielded metal arc welding (60ll and 7018); gas metal arc welding (ER70S); and gas tungsten arc welding (Steel/stainless/aluminum). The structure and duration of this experience is a basic introduction and therefore is not designed to build proficiency in any area. Students are expected to wear leather shoes or boots, a long sleeve shirt, and safety glasses.

WELD-02 SMAW WELDING LEVEL I

Starts: 5/12/15 **Ends:** 6/11/15
Tuesday & Thursday **5:30 – 8:30 p.m.** **5 weeks**
\$509 + \$149 Materials Fee = \$658

Minimum Enrollment: 4

Maximum Enrollment: 10

This course is designed to introduce students to standard welding procedures and thermal cutting (OFC/PAC). Instruction will focus on developing hands-on proficiency using the SMAW (Shielded Metal Arc Welding) process utilizing the equipment and applications that are considered the standard for a variety of industries. Substantial hands-on practice with instructor supervision will enable students to develop proper technique in all positions with 6011 and 7018 pad and fillet welds in flat and horizontal positions with 7024. Upon completion of the course students who feel that they have achieved sufficient proficiency can schedule a welder performance qualification test(s) in for visual on 3-ead fillet 6011, 7018 (2F, 3F, and 4F); or a fillet weld break test 6010 (2F and 4F). This class is an excellent prerequisite for the advanced course that will provide intensive instruction and practice leading to additional opportunities to earn AWS certifications as a structural steel welder. **NOTE:** *Students are expected to wear leather shoes or boots, a long sleeve shirt, and safety glasses.*

BUSINESS COURSES

EDUC-09 INVESTMENTS

Starts: 2/25 thru 4/01/15 **Wednesday 6:30 – 8:30 p.m.**
6 weeks **\$58** **Minimum Enrollment: 8**

Topics for study are stocks, bonds, mutual funds, individual retirement accounts and Roth IRA's, annuities, retirement planning, the economic cycle, portfolio strategy and investment rules for the road. Tax considerations and sources of information will be discussed.

BUSN-03 QUICKBOOKS PRO 2014 For Beginners

Starts: 2/24 thru 4/14/15 **Tuesday 6:30 – 9:30 p.m.**
8 weeks **\$369**

Minimum Enrollment: 5

Maximum Enrollment: 10

Students enrolling in this course will learn how to run a business using the latest version of Quickbooks software that is loaded with new and improved features. They include website creation tools, a real-time overview of your business, Quickbooks online Banking, Intuit Small Business Community Forum, Quickfilter Vendor-Customer-Item Information Finder, and Intuit Quickbooks Merchant Service bank reconciliation options. These lessons will be combined with learning how to set up inventory, processing payments, using Quickbooks bank accounts, entering and paying invoices, performing payroll, and tracking and paying sales taxes. Please note that students enrolling in this course are responsible for purchasing resources for this course on their own and at their own cost. To order the Intuit Student Learning Guide with free Quickbooks Accountant Trial Software (2014 Version) please visit the Intuit website at: <http://accountants.intuit.com/intuit-education-program/index.jsp>. The cost of this purchase will be \$ 79.95 plus shipping and will arrive in 3-5 days.

COMPUTER SOFTWARE APPLICATIONS

COMP-01 FUNDAMENTAL COMPUTER SKILLS I

Starts: 2/26 thru 4/09/15 **Thursday 5:30 – 7:30 p.m.**
6 weeks **\$199** **Maximum Enrollment: 8**

This class is designed for students who want to learn the basics of Microsoft Word. Students will learn to create, save, open, and print documents. Students will navigate Microsoft Office 7 menu tabs and ribbons, format and align text, change margins, and use spell check. Students will also learn how to use cut, copy, and paste, find and replace information, and insert Clip Art into a document.

COMP-16 FUNDAMENTAL COMPUTER SKILLS II

Starts: 4/23 thru 5/28/15 **Thursday 5:30 – 7:30 p.m.**
6 weeks **\$199** **Maximum Enrollment: 8**

This class is designed for students who want to learn to use the internet. Students will learn to access a web browser, use search engines, and the browser toolbar and window. Students will set up an e-mail account, learn to send and receive e-mails, and use attachments. Students will also learn to save contacts in an address book, bookmark pages in Internet Explorer and organize this information into folders.

COMP-05 MICROSOFT OFFICE EXCEL 2007

Starts: 2/23 thru 4/20/15 **Monday 6 - 9 p.m.**
8 weeks **\$265**

This course will introduce you to the basics and advanced skills in spreadsheets such as: financial functions, date and time functions, statistical and database functions, lookup and reference functions, logical functions, embedding multiple function, macros, formulas that reference multiple worksheets and workbooks; also coverage of scenarios, goal seek and solver. **Please purchase the following book for this class:** MICROSOFT OFFICE EXCEL 2007 - ISBN #1423905229

COMP-14 MICROSOFT OFFICE POWERPOINT 2007

Starts: 2/25 thru 3/18/15 **Wednesday 6 – 8 p.m.**
4 weeks **\$114**

Students will learn features of Microsoft PowerPoint that will enable them to produce professional-looking presentations, create professional slideshow presentations, overhead visuals, handouts and speaker notes. Students will enhance their presentations with clip art, charts and slide show features.

OTHER EDUCATIONAL OPPORTUNITIES

EDUC-02 BASICS OF WEBSITE DEVELOPMENT I

(STUDENT MUST HAVE BASIC COMPUTER KNOWLEDGE)
Starts: 2/24 thru 3/17/15 **Tuesday 6 – 9 p.m.**
4 weeks **\$204**

This is a beginners level project based class to learn how to create a basic website. This course includes an introduction to web pages for websites: use of and design with HyperText Markup Language (HTML), formatting text and graphics; applying appropriate design, color, and art; size and place graphics, including imagemaps in a web page. The student should bring a flashdrive/thumb drive/USB to save their work. **Please purchase the following book for this course:** HTML ILLUSTRATED COMPLETE (Illustrated Series) ISBN #0619268441

EDUC-03 BASICS OF WEBSITE DEVELOPMENT II

(STUDENT MUST HAVE BASIC COMPUTER KNOWLEDGE)
Starts: 3/24 thru 4/21/15 **Tuesday 6 – 9 p.m.**
4 weeks **\$204**

This course includes a brief review of the basics of web pages and its design. Followed by, advanced features of web design including creation of tables, nested tables; introduction to Cascade Style Sheets (CSS); discussing the logistics involved in planning, producing, finding a host, or hosting and maintaining a web site. The student should bring a flashdrive/thumb drive/USB to save their work.

Please purchase the following book for this course: HTML ILLUSTRATED COMPLETE (Illustrated Series) ISBN #0619268441

EDUC-08 WRITING LIFE STORIES

Starts: 2/24 thru 5/05/15 **Tuesday 6 - 8 p.m.**
10 weeks **\$190**

Everyone has a story to tell, and “Writing Life Stories” can help you turn your memories into effective narratives, even if you have never considered yourself a writer. This class will provide hints to jumpstart the writing process, and offer practical writing advice about the fundamentals of plot and character development. We will also read and study together some life stories that others have written, to provide inspiration for our own writing. By the end of this class, each participant should have two complete short-form memoirs or the beginning of a book.

EDUC-11 POETRY WORKSHOP

Starts: 2/25 thru 5/06/15 **Wednesday 6:30 – 8:30 p.m.**
10 weeks **\$190**

Fledging as well as more experienced poets are welcome to participate in this nurturing atmosphere with an opportunity for gentle feedback. We'll read and examine the work of other poets, and do writing exercises to help develop more understanding in crafting original poems. This workshop involves the study of poetic elements including alliteration, assonance, metaphor, simile, personification, etc.

EDUC-30 PORTRAIT PHOTOGRAPHY

Starts: 2/23 thru 3/16/15 **Monday 6 – 8:30 p.m.**
4 weeks **\$199 + \$25 Materials Fee**

Improve your portrait-taking skills in this hands-on class. Camera techniques, composition, the use of studio and natural light, working with a model and more will be covered. Bring your camera and memory card to the first class. Dan Lovell is the instructor for this course. Samples of his work can be seen at www.dglphoto.com.

ASSOCIATED GENERAL CONTRACTORS OF VERMONT AND STAFFORD TECHNICAL CENTER



AGC-Vermont & Stafford Technical Center are committed to helping improve the construction industry workforce in Vermont, realizing and providing the industry's need for quality safety resources educational career training.



The following is a partial list of safety and skill trainings currently being offered:

- OSHA 10-Hour
- Forklift Training
- MSHA Seminars
- Fall Protection
- VIECA Code Update Course
- First Aid/CPR/AED
- Traffic Control Technician
- Emergency Traffic Control

- Budgeting
- Soft Skills Training
- Focus Four Hazards Training
- OSHA Train the Trainer
- Workzone Safety Training
- Trim Carpentry
- Heavy Equipment

- Stair Construction
- Supervisory Training Program
- TZP-Fire Alarm Type S
- Construction Career Day
- Metal Studs & Drywall
- Door Hardware Installation
- Blue Print Reading

Contact Debbie Armstrong at AGC-Vermont @ (802) 223-2374

Or visit their website at WWW.AGCVT.ORG

For more information about these and other classes!

EDUC-31 INTRODUCTION TO THE DIGITAL OR FILM SLR CAMERA
Starts: 2/24 thru 3/31/15 **Tuesday 6 – 8 p.m.**
6 weeks **\$214 + \$25 Materials Fee**
Minimum Enrollment: 6 **Maximum Enrollment:** 15

Demystify your SLR camera with an understanding of f-stops, shutter speeds, exposure and white balance, all while learning about how to improve your photography skills. Learn about the elements of light, long exposures and night time photography. Bring your SLR Camera to class, along with your owner's manual, and we will help you to understand how it functions. Instructor – Dan Lovell

NOTE: Materials Fee is to be made payable to the instructor on the first night of class.

EDUC-36 PHOTOSHOP BASICS FOR PHOTOGRAPHERS
Starts: 3/30 thru 5/04/15 **Monday 6 – 9 p.m.** **6 weeks**
\$249 + \$20 Materials Fee

Photoshop and Photoshop elements can be taxing software to learn and work on without a strong understanding of the tools. In this course we will work with Photoshop layers to create stunning images. We will learn how to blend different images together and learn the tools for using Photoshop like the pro's. Topics covered will include, but not be limited to Adjustment layers, Layer Masking, HDR imaging, HDR toning, Non-destructive editing and color management. In conclusion to this program students will learn to print from Photoshop to produce accurate reproductions. **NOTE: Materials Fee is to be made payable to the instructor on the first night of class.**

Instructor Dan Lovell has been a photographer and photo instructor for over ten years. Dan uses Photoshop in his daily workflow and enjoys sharing techniques and answering questions for his students. See samples of Dan's work at www.dglphoto.com.

EDUC-32 ADOBE PHOTOSHOP LIGHTROOM
Starts: 4/21 thru 5/26/15 **Tuesday 6 – 9 p.m.** **6 weeks**
\$249 + \$50 Materials Fee **Minimum Enrollment:** 6
Maximum Enrollment: 12

Learn the basics of editing while working toward a solid digital photographic workflow and the ultimate goal of portfolio printing. Learn file management, keywording, copywriting, editing, and some digital manipulation. Learn how you can edit your photos to make the POP! Students will be required to bring a mac compatible drive or thumbdrive with images to work on. Instructor – Dan Lovell

NOTE: Materials Fee is to be made payable to the instructor on the first night of class.

EDUC-35 LANDSCAPE PHOTOGRAPHY
Starts: 5/04 thru 6/08/15 **Monday 6 – 9 p.m.** **6 weeks**
\$249 + \$20 Materials Fee **Minimum Enrollment:** 6
Maximum Enrollment: 12

Improve your Landscape Photography skills in this hands-on class. Camera techniques, composition, equipment and more will be topics covered. We will cover techniques from macro photography and up close landscape and nature photography to wildlife and landscape photography. Some basic editing techniques will also be introduced. Bring your camera and memory card to the first class. This class will have three location shoots, where students will meet and photograph in nature. Along with your camera, it is suggested to bring a tripod and either a wireless remote or cable release for your camera. This class will culminate in all students printing some of their best work produced during this class. Bring your SLR Camera to class, along with your owner's manual, and we will help you to understand how it functions. Instructor – Dan Lovell

NOTE: Materials Fee is to be made payable to the instructor on the first night of class.

EDUC-34 INTRODUCTION TO FOOD PHOTOGRAPHY
Starts: 2/23 thru 3/30/15 **Tuesday & Thursday 6 – 8:30 p.m.**
6 weeks **\$348** **Minimum Enrollment:** 4
Maximum Enrollment: 10

You might not be a chef or a photographer, but this class will offer a basic introduction into food photography that will guide you in discovering your own style in developing quality food displays. Students will focus on becoming a food stylist, creating unique food displays, and photographing stagings that can be developed into a portfolio that can be used to market your skills in this field. Students will be required to provide their own digital camera as well as food items that will be photographed each week for self-promotion. Students will be provided with some displays by the instructors - - Kevin Canney and Robin Alberti. Textbook (optional): MORE Digital Food Photography (by Bill Bradley) ISBN #: 978-143545418

EDUC-15 THE SCIENCE AND ART OF GRANT-WRITING (A ONE-DAY WORKSHOP)
FRIDAY - 4/17/15 **9 a.m. – 4 p.m.** **\$159**
Minimum Enrollment: 10 **Maximum Enrollment:** 25

Content: This full-day seminar provides concrete, practical guidance for preparing successful grant proposals. Participants will learn how to organize proposals, find and use pertinent facts and date, and build compelling cases to effectively "sell" your proposal. We will discuss strategies to fully meet common proposal requirements, the importance of appearance, how to get excellent letters of support, and how to search for grant opportunities. You will learn to avoid common errors that keep many applications from being funded. Participants are welcome to come with actual proposal ideas; we will draw from these to work on "proposal concept papers" in small groups.

Workshop Leader Anne Lezak has extensive experience preparing applications for federal, state and foundation grants. She has written successful major federal grant applications and numerous smaller proposals, primarily in human services and education. Ms. Lezak regularly leads grant-writing workshops and courses at the local, state and national levels, including nine training sessions for applicants to major national grant programs sponsored by the federal Center for Mental Health Services. She also provides agencies with targeted grant-writing consultation.

MEDICAL EDUCATION

REGISTRATION DEADLINE: 2/06/15

LICENSED NURSE ASSISTANT PROGRAM

****Students Must Be 18 Years of Age****
Maximum Enrollment: 12 **TUITION:** \$ 1,475
(The cost of tuition does not include the following: Application Fees, Testing Fees, Books or Supplies.)

The LNA Program is designed to prepare eligible candidates to practice as a nurse assistant providing direct patient care. The necessary knowledge and skills gained throughout the course will prepare the student to apply for Licensed Nurse Assistant (LNA) licensure with the State Board of Nursing. The program is targeted to individuals who are interested in an entry level position in healthcare and immediate employment that will best meet their needs and those of their family unit. Nurse assistants may work in hospitals, long-term care facilities, doctor's offices, private duty, home health, and other medical facilities. This program is 124 hours in length and is delivered according to the published schedule over a period of seventeen (17) weeks. This program includes a combination of live classroom and laboratory instruction at Stafford Technical Center and a clinical component at a long-term care facility which might include weekend hours. Every attempt is made by your instructor to schedule the clinical experience in a timely fashion so that you can plan your work and personal calendar accordingly. Beyond the "standard" components of our curriculum already mentioned, our program also includes the BLS Healthcare Provider course from the American Heart Association. This module will give you with the ability to recognize severe life-threatening emergencies, provide you with CPR and AED certifications, and teach you how to address and relieve in a safe, timely and effective manner instances where patients are choking. And finally, you will be required to successfully complete an online Keys to Effective Communication course delivered through ed2go, the online education partner for Stafford Technical Center. Instructions for registering for this online course will be provided to you once you have been accepted into the LNA program.

Please be advised that Stafford Technical Center does not guarantee employment after students complete this training program nor does it provide access to school-based career counseling or employment placement services. When appropriate, referrals are made by STC program staff to local employers and government agencies that can assist eligible candidates in developing a strategy for employment.

The registration process will include the completion of a criminal background check.

Official signed verification of immunizations/titers is mandatory and must be presented to the instructor BEFORE THE FIRST CLASS MEETING. NO EXCEPTIONS.

STUDENTS MUST READ THE FIRST EIGHT (8) CHAPTERS BEFORE THE FIRST CLASS MEETING.

ALL STUDENTS REGISTERING FOR THE LNA PROGRAM MUST SUCCESSFULLY COMPLETE A PERSONAL INTERVIEW AND SCREENING EXAM. PLEASE CALL THE ADULT ED. OFFICE, 802-770-1178, FOR FURTHER INFORMATION.

EDUC-31 INTRODUCTION TO THE DIGITAL OR FILM SLR CAMERA
Starts: 2/24 thru 3/31/15 **Tuesday 6 – 8 p.m.**
6 weeks **\$214 + \$25 Materials Fee**
Minimum Enrollment: 6 **Maximum Enrollment:** 15

Demystify your SLR camera with an understanding of f-stops, shutter speeds, exposure and white balance, all while learning about how to improve your photography skills. Learn about the elements of light, long exposures and night time photography. Bring your SLR Camera to class, along with your owner's manual, and we will help you to understand how it functions. Instructor – Dan Lovell

NOTE: Materials Fee is to be made payable to the instructor on the first night of class.

EDUC-36 PHOTOSHOP BASICS FOR PHOTOGRAPHERS
Starts: 3/30 thru 5/04/15 **Monday 6 – 9 p.m.** **6 weeks**
\$249 + \$20 Materials Fee

Photoshop and Photoshop elements can be taxing software to learn and work on without a strong understanding of the tools. In this course we will work with Photoshop layers to create stunning images. We will learn how to blend different images together and learn the tools for using Photoshop like the pro's. Topics covered will include, but not be limited to Adjustment layers, Layer Masking, HDR imaging, HDR toning, Non-destructive editing and color management. In conclusion to this program students will learn to print from Photoshop to produce accurate reproductions. **NOTE: Materials Fee is to be made payable to the instructor on the first night of class.**

EDUC-32 ADOBE PHOTOSHOP LIGHTROOM
Starts: 4/21 thru 5/26/15 **Tuesday 6 – 9 p.m.** **6 weeks**
\$249 + \$50 Materials Fee **Minimum Enrollment:** 6
Maximum Enrollment: 12

Learn the basics of editing while working toward a solid digital photographic workflow and the ultimate goal of portfolio printing. Learn file management, keywording, copywriting, editing, and some digital manipulation. Learn how you can edit your photos to make the POP! Students will be required to bring a mac compatible drive or thumbdrive with images to work on. Instructor – Dan Lovell

NOTE: Materials Fee is to be made payable to the instructor on the first night of class.

EDUC-35 LANDSCAPE PHOTOGRAPHY
Starts: 5/04 thru 6/08/15 **Monday 6 – 9 p.m.** **6 weeks**
\$249 + \$20 Materials Fee **Minimum Enrollment:** 6
Maximum Enrollment: 12

Improve your Landscape Photography skills in this hands-on class. Camera techniques, composition, equipment and more will be topics covered. We will cover techniques from macro photography and up close landscape and nature photography to wildlife and landscape photography. Some basic editing techniques will also be introduced. Bring your camera and memory card to the first class. This class will have three location shoots, where students will meet and photograph in nature. Along with your camera, it is suggested to bring a tripod and either a wireless remote or cable release for your camera. This class will culminate in all students printing some of their best work produced during this class. Bring your SLR Camera to class, along with your owner's manual, and we will help you to understand how it functions. Instructor – Dan Lovell

NOTE: Materials Fee is to be made payable to the instructor on the first night of class.

EDUC-34 INTRODUCTION TO FOOD PHOTOGRAPHY
Starts: 2/23 thru 3/30/15 **Tuesday & Thursday 6 – 8:30 p.m.**
6 weeks **\$348** **Minimum Enrollment:** 4
Maximum Enrollment: 10

You might not be a chef or a photographer, but this class will offer a basic introduction into food photography that will guide you in discovering your own style in developing quality food displays. Students will focus on becoming a food stylist, creating unique food displays, and photographing stagings that can be developed into a portfolio that can be used to market your skills in this field. Students will be required to provide their own digital camera as well as food items that will be photographed each week for self-promotion. Students will be provided with some displays by the instructors - - Kevin Canney and Robin Alberti. Textbook (optional): MORE Digital Food Photography (by Bill Bradley) ISBN #: 978-143545418

EDUC-15 THE SCIENCE AND ART OF GRANT-WRITING (A ONE-DAY WORKSHOP)
FRIDAY - 4/17/15 **9 a.m. – 4 p.m.** **\$159**
Minimum Enrollment: 10 **Maximum Enrollment:** 25

Content: This full-day seminar provides concrete, practical guidance for preparing successful grant proposals. Participants will learn how to organize proposals, find and use pertinent facts and date, and build compelling cases to effectively "sell" your proposal. We will discuss strategies to fully meet common proposal requirements, the importance of appearance, how to get excellent letters of support, and how to search for grant opportunities. You will learn to avoid common errors that keep many applications from being funded. Participants are welcome to come with actual proposal ideas; we will draw from these to work on "proposal concept papers" in small groups.

Workshop Leader Anne Lezak has extensive experience preparing applications for federal, state and foundation grants. She has written successful major federal grant applications and numerous smaller proposals, primarily in human services and education. Ms. Lezak regularly leads grant-writing workshops and courses at the local, state and national levels, including nine training sessions for applicants to major national grant programs sponsored by the federal Center for Mental Health Services. She also provides agencies with targeted grant-writing consultation.

MEDL-02 - LICENSED NURSE ASSISTANT (Day Program)
Starts: 2/23/15 **Ends:** 6/22/15
Monday & Wednesday **11:00 a.m. – 2:00 p.m.**

MEDL-07 - LICENSED NURSE ASSISTANT (EVENING II CLASS)
Starts: 2/24/15 **Ends:** 6/23/15
Tuesday & Thursday **5:30 p.m. – 8:30 p.m.**

MEDL-12 MEDICAL CODING PROGRAM
Starts: 9/14/15 **Monday & Wednesday 6 – 9 p.m.**
36 weeks (194 Hours) **\$ 3,105**

This program will be a cohort-based program composed of the following modules that will be deployed in the following sequence: Human Biology (36 clock hours), Medical Terminology (36 clock hours), Moral, Ethical, and Legal Issues in Allied Health (6 clock hours), Medical Coding Using ICD-9/ICD-10 and CPT (108 clock hours), Professional Seminar and Certification Test Preparation in Medical Coding (6 clock hours). Total 194 Hours. (The cost of tuition includes all books and the end-of-program certification test fee from the National Healthcareer Association.) Please be advised that Stafford Technical Center does not guarantee employment after students complete this training program nor does it provide access to school-based career counseling or employment placement services. When appropriate, referrals are made by STC program staff to local employers and government agencies that can assist eligible candidates in developing a strategy for employment.

MEDL-13 PHLEBOTOMY PROGRAM
Starts: 2/25/15 thru 5/20/15 **Wednesday 6 – 9 p.m.**
13 weeks **\$1,590**

This course is designed to provide the student with theoretical and technical introductory skills of a phlebotomist. Discussions include anatomy and physiology of the circulatory system, medical terminology, structures of the health care system and clinical laboratory, safety, types of laboratory analyses, specimen collection including techniques, equipment, sources of error, and medical legal issues surrounding the practice of phlebotomy. (Forty (40) Classroom Hours and Ten (10) Observation Hours at a participating hospital.) Attendance is required in both settings. (The cost of tuition includes all books and the end-of-program certification test fee from the National Healthcareer Association.) Please be advised that Stafford Technical Center does not guarantee employment after students complete this training program nor does it provide access to school-based career counseling or employment placement services. When appropriate, referrals are made by STC program staff to local employers and government agencies that can assist eligible candidates in developing a strategy for employment.

MEDL-17 ALZHEIMER'S DISEASE AND DEMENTIA: Mysteries and Possibilities
Starts: 2/23 thru 5/04/15 **Monday 5:30 – 8:30 p.m.** **10 weeks**
\$439 **Minimum Enrollment:** 8 **Maximum Enrollment:** 12

See back page for description.

LANGUAGES

LANG-01 CONVERSATIONAL SPANISH
Starts: 2/23 thru 5/04/15 **Monday 6 – 8 p.m.** **10 weeks**
\$259 **Minium Enrollment:** 6

Learn conversational Spanish with an emphasis on speaking, reading and writing Spanish for everyday activities. Learn to order a meal, get directions, seek medical attention, make purchase, etc. Gain confidence and skill by learning one of the world's most popular languages!

LANG-09 AMERICAN SIGN LANGUAGE I
Starts: 2/24 thru 6/09/15 **Tuesday 5:30 – 8 p.m.**
37.5 Hours **\$488**
Minimum Enrollment: 5 **Maximum Enrollment:** 12

American Sign Language (ASL), the fourth most used language in the U. S., embodies the thoughts, experiences, and values of Deaf culture in the United States and English-speaking parts of Canada. Linguistically complete, it has its own structure, idioms, topic-comment syntax, and grammar. Facial features, such as eyebrow motion and lip-mouth movements, are also significant in ASL as they form a crucial part of the grammatical system. ASL incorporates hand shape, position, and movement; body posture and movements; gestures; facial expressions; other visual cues; and makes use of space surrounding the signer to describe places and persons that are not present. Ethnicity, age, and gender affect ASL and regional usage and jargon contribute to its variations. This introductory course will focus on the use of American Sign Language as used by the American deaf community. Developments of basic communication skills will be accomplished through the use of a variety of language activities, including making eye contact and getting Deaf people's attention in appropriate ways. **Please note that students will be required to purchase the following textbook which includes a DVD: ASL at Work by William Newell, Cynthia Ann Sanders, Barbara Ray Holcomb, Samuel K. Holcomb, Frank Caccamise and Rico Peterson. ISBN-13: 978-1-58121-081-1. This book can be acquired through Amazon.com.**



COOKING & FOOD PREPARATION

COOK-08 CHEF NICK'S MIXED BAG 2
Starts: 2/23 thru 5/04/15 **Monday 6 – 9 p.m.**
10 weeks **\$220 + \$55 Lab Fee**

Having trouble deciding? Already completed other classes? Here is the solution! With "Chef Nick's Mixed Bag 2" you get all the benefits of "Soup Making", "Bread Making", "Italian Cooking", and "Fun with Appetizers and Hors d'oeuvres". With this class you will spend 2-3 nights concentrating on each area gaining knowledge of all basics with all new recipes. Including main stays such as Cream soups, Hearty Chowders, Elegant French Baguettes, Pasta Fagioli, Manest, Gennettes, Tiramisu, Bruschetta, Olive Tapenade, and Mini Eclairs!! With Mixed Bag 2, new recipes and techniques are added, not seen in Mixed Bag 1, including Brioche, Blinis, Risotto, Bagels, and Corn Bread! Come and explore Chef Nick's classes! **Note: The lab fee must be paid to the instructor on the first night of class.**

COOK-06 INDIAN COOKING
Starts: 2/25 thru 4/22/15 **Wednesday 5:30 – 8:30 p.m.**
8 weeks **\$205 + \$60 Lab fee**
Minimum Enrollment: 7 **Maximum Enrollment:** 10

Food is an inherent part of culture and India does have a lot to contribute in this avenue. Our heritage is the rich culture and habits we have received through the years from our predecessors. Our foods are natural and nourishing while being delicious and rich in spices. The essence of India is epitomized in her legendary cuisine, which offers an amazing diversity of dishes for every meal and/or occasions. We present to you exotic Indian dishes from scrumptious appetizers to main course dishes. Our menu includes a variety of Indian vegetarian dishes with all kinds of texture and flavor. "The proof of the pudding is in the eating" -- need we say more. **NOTE: The lab fee must be paid to the instructor on the first night of class.**

COOK-14 SHOWSTOPPERS IN INDIAN VEGETARIAN CUISINE
Starts: 2/24 thru 3/17/15 **Tuesday 5:30 – 8:30 p.m.**
4 weeks **\$125 + \$35 Lab Fee (\$160)**

Indian vegetarian cuisine offers an amazing diversity of dishes ranging from simple, everyday meals to elaborate showstoppers for special occasions. This class is for those who want to move beyond the basics and learn how to make more intricate recipes. We will build on our foundation of Indian cooking techniques to create and sample more complex appetizers, main courses, and desserts. **NOTE: The lab fee must be paid to the instructor on the first night of class.**

ARTS & CRAFTS

ARCR-05 INTRODUCTION TO DRAWING (For Beginners)
Starts: 2/23 thru 3/23/15 **Monday 6 – 9 p.m.**
5 weeks **\$127**

Students will be introduced to the materials and techniques used for drawing including charcoal, ink, graphite and ink wash. Students will gain experience creating drawings using all the different media. The instructor will help students learn to draw from observation and improve their hand and eye coordination by modeling different techniques. Initial drawing classes introduce visual analytic skills, giving students the ability to work with space, forms, light and composition. Please purchase one (1) each of the following supplies:
11" x 14" Sketch Pad, Gum Eraser, #2 Pencil, Kneaded Eraser, #6 Ebony Pencil, Gray paper stump for blending (3/8" x 5"), Graphite Pencils – HB, B, 2B, 3B, 4B

ARCR-01 WHEEL THROWN POTTERY
Starts: 2/23 thru 3/30/15 **Monday 6:30 - 9 p.m.** **6 weeks**
\$170 + \$45 Materials Fee **Maximum Enrollment:** 7

This course is perfect for both beginner and intermediate students who would like to work on the potter's wheel. There is also some opportunity for handbuilding functional or sculptural pieces. We will learn numerous glazing techniques and also do a raku fire. The small class size will allow for lots of individual attention and each student can follow their own creative path. **NOTE: The materials fee must be paid to the instructor on the first night of class.**

ARCR-03 WATERCOLOR PAINTING
Starts: 2/24 thru 4/21/15 **Tuesday 6 – 9 p.m.**
8 weeks **\$214** **Maximum Enrollment:** 10

This course is an introduction to the techniques of watercolor painting. Students of all ability levels are welcome. Topics to include: material selection, preparation steps, color choice, composition and textures. Students explore the aesthetics, technical problems and potentials of the watercolor medium. Students will be responsible for bringing their own materials and must purchase materials prior to attending the first class. Please call the Continuing Ed office at 770-1178 for a list of the supplies needed.

ARCR-06 KNITTING WITH STITCHY WOMEN
Starts: 2/23 thru 3/30/15 **Monday 6 – 8:30 p.m.**
6 Weeks **\$124 + \$30 Materials Fee**

Come knit with Stitchy Women! Now that you have learned the basic stitches, let's move on to socks. We can do socks on double pointed needles or two at a time on one long circular needle (can also do one at a time on long circular needle.) Materials fee is payable to the instructor on the first night of class or visit Mary Lee Harris (Stitchy Women) at 144 Main Street, Poultney for a selection of colors. Otherwise a selection will be brought on the first night for you to choose from.

ARCR-08 DRAWING PORTRAITS
Starts: 2/24 thru 4/21/5 **Tuesday 6 – 8 p.m.** **8 weeks**
\$225 **Maximum Enrollment:** 10

This class will first go into the mathematical portion of all people's heads. Then proceed to the skull and muscle structure of the face to get an idea how expressions are made. Then understand shading to how to make what you see into the portrait you want. *Supplies needed: 11" x 14" sketch pad or newsprint, pencils HB but not anything higher, (like 3H to 6H, they are useless.) If you want to go low like 2B-3B, that is fine but always use a white eraser. (Pink erasers rip the paper plus it does not erase well.)*

ARCR-09 DRAWING THE HUMAN ANATOMY
Starts: 2/25 thru 4/22/15 **Wednesday 6 – 8 p.m.**
8 weeks **\$205** **Maximum Enrollment:** 10

In this class you will learn the proportion of people. We will go into the bone structure, then the muscle structure of the body. You will learn the difference of baby's to adults. We will then go into how the muscles function with the skeleton and learn basic of shorting of people's arms, legs, hands, etc., and of course shading. Supplies needed: An HB or darker pencil, a 18" x 24: newsprint pad or larger, and a white eraser.

ARCR-11 TECHNICAL DRAWING
Starts: 2/26 thru 4/02/15 **Thursday 6 – 8 p.m.** **5 weeks**
\$159 **Maximum Enrollment:** 10

Learn about the basic technical drawing in medical books to manuals. Math is required so you know how to break down the sizes, from real life to a book size. *Supplies needed: Large sketch pad, drafting pencil with 2H to B lead. Two rulers: One Triple sided that tells 1/2, 1/8, 3/32, and inches. They actually tell 6 measurements but those are the most important. The other regular ruler should have inches and Cm. (Drafting pencils are usually blue, but all drafting pencils you need to add the graphite to them.) One white eraser and a yellowish square design eraser.*

STAFFORD TECHNICAL CENTER
COMMERCIAL DRIVER'S LICENSE
TRAINING PROGRAM

CDLA-01 "A" License 148 Hours \$5,556	CDLB-02 "B" License 74 Hours \$2,875	CDLU-03 "B" to "A" Upgrade 76 Hours \$3,475
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Classroom: Saturdays 8 a.m. – 4 p.m. (PROGRAM LENGTH VARIES)

The Stafford Driver Training School is operated through the Adult and Continuing Education program at Stafford Technical Center and provides students who are interested in becoming a professional truck driver. This program teaches you more than just how to drive a straight truck or semi. Our personable and knowledgeable teaching staff will teach you all of the skills needed to compete for a well-paying career in the exciting field of professional truck driving. When you complete the classroom and over-the-road state approved curriculum you will be ready to tackle the state-required CDL skills test to obtain your class A or B commercial driver's license. The classroom, practice range and equipment are all located seven miles from Stafford Technical Center on Route 7B in North Clarendon. Please call (802) 770-1032 or visit our website for an on-line application at www.stafforddrivertraining.com. Please be advised that Stafford Technical Center does not guarantee employment after students complete this training program nor does it provide access to school-based career counseling or employment placement services. When appropriate, referrals are made by STC program staff to local employers and government agencies that can assist eligible candidates in developing a strategy for employment.

DRIV-AU AUTO DRIVER TRAINING (High School Students Excluded)
Automobile Licensing **Minimum Enrollment:** 4 **\$580**

The Stafford Driver Training School will soon include two new instructors who will help inaugurate the automobile driver training program for adults later this fall. Stan Blicharz and David Potter, are both veteran driving instructors from two large Rutland County high schools but have recently earned their licenses to teach adults how to safely and effectively navigate the highways and byways of the Northeast and beyond. Both men will bring a love of teaching and driving to the classroom and Subaru Forester that will serve as the training vehicle for this next critical arm of the Stafford Driver Training School. The adult automobile driver training curriculum will consist of 12 classroom and 6 over-the-road hours after which time students can schedule a road test with the Vermont Department of Motor Vehicles. Educators and job training specialists alike are pleased that this opportunity has been developed to help adults who are limited in choices that are available to them in both areas due to a lack of public and personal transportation. For more information about the automobile driver training program at Stafford Technical Center contact program staff at (802) 770-1178.

ADULT & CONTINUING
EDUCATION POLICY INFORMATION

Enrollment Guarantee: When courses are advertised, it must meet a minimum level of paid student enrollments in order to avoid cancellation. Enrollment minimum and maximum levels vary from class-to-class but generally average six (6).

Registration: Students should mail a completed STC Registration Form with full payment or a \$50.00 registration fee, or register in person at Stafford Technical Center two weeks before the start of a course although seats may still be available up to the day the course begins. Students may not transfer a seat in a course to another person once the course begins and may not use the seat from one semester to guarantee a seat in any subsequent semester regardless of personal circumstances.

Payment: You are responsible for payment-in-full by no later than the first session that the class meets. Payment vouchers from your employer or financial aid award letters from other third-party payers may be used to register for any class. Personal checks, cash, and Visa and MasterCard (credit and debit) are also accepted.

Notification of Course Cancellation: Unless notified otherwise, students should consider themselves accepted into the courses for which they are registered and paid, and should report to the class on the first night it is scheduled to meet. Classroom meeting locations are posted outside of the Stafford Technical Center office on the first night of class.

Refund Policy: Students will be given a full refund if the course for which you registered is cancelled by Stafford Technical Center for any reason or if the student withdraws from the course no later than two weeks before the first class meeting. After the two-week grace period, students will be given a pro-rated refund as follows: withdraw before the first class and receive 100% less a late cancellation fee of \$ 50.00; 90% less a late cancellation fee of \$ 50.00 before the second class; 50% less a late cancellation fee of \$ 50.00 before the third class; and 0% after the third class.

Textbooks and Course Materials: Stafford Technical Center does not operate nor is it affiliated with any bookstore or retail outlet. When students are required to purchase textbooks or any other materials related to their course, students are permitted to acquire these materials by shopping locally or online so as to best meet their own requirements for pricing or convenience. However, whenever possible, instructors will provide suggestions for vendors to assist students in obtaining the tools necessary for participating in the course for which they are registered.

Academic Credit: The majority of the courses offered through the Adult and Continuing Education Program at Stafford Technical Center are non-credit education and training opportunities. However, because Stafford Technical Center is accredited by the New England Association of Schools and Colleges, high school credit may be granted for courses that meet the criteria for number of clock hours and skills that the course delivers, while working professionals may also receive college credit for successfully completing classes through STC. Students seeking any type of academic credit are solely responsible for negotiating the logistics in doing so with their high school, college or employer.



Explore Your Possibilities

SPRING 2015 CONTINUING EDUCATION

Semester begins the week of **FEBRUARY 23, 2015**
REGISTRATION DEADLINE: FEBRUARY 13, 2015

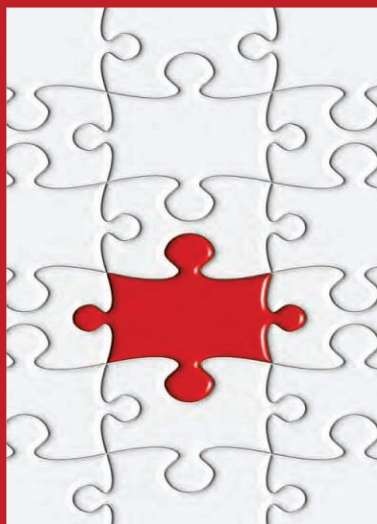


Stafford Technical Center
Adult and Continuing Education



Acknowledges The Contributions of
These and Many Other
Community Partners
to Our Training Programs

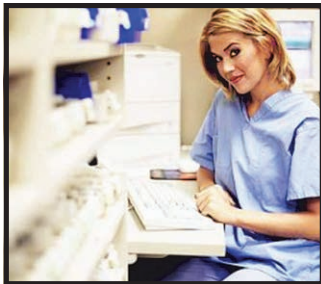
We Salute You!
You're an Essential Piece
to Our Success.



THE STAFFORD MEDICAL CODING CERTIFICATE PROGRAM

Now accepting applications for Fall, 2015 Class!

The Office of Adult and Continuing Education is now accepting applications for its second section of a high-powered, comprehensive program designed by Stafford Technical Center and the Rutland Regional Medical Center to prepare you for a career as a medical coder. Medical coders are indispensable to the health information industry. They are responsible for inputting the appropriate code of various medical services so that healthcare practitioners and providers can receive payment for services rendered. The specific codes they assign are used to establish the amount of money a healthcare provider will get reimbursed from the different insurance companies. Your certificate program begins after your instructor has determined that you have the keyboarding and computer skills necessary to be successful in this field. You will then begin your course of study by completing a carefully sequenced series of courses that include Medical Terminology; Anatomy and Physiology for Coding Professionals; International Classification of Diseases (ICD)-9; and Seminar in Law and Ethics in Medicine. Students who successfully complete the Stafford Medical Coding Certificate Program will be eligible to sit for the Billing and Coding Specialist certification examination offered by the National Healthcareer Association (NHA) in May, 2016.



For more information about this program including program design, course calendar, tuition and financial aid options call (802) 770-1178 or (802) 770-1032

ALZHEIMER'S DISEASE AND DEMENTIA: MYSTERIES AND POSSIBILITIES

Whether you are a healthcare professional or a family caregiver, the only way to provide successful Alzheimer's or dementia care is to develop a comprehensive understanding of the disease process through an educational experience that is multidisciplinary in nature. This course will provide students with the knowledge and skills to effectively meet the needs of this population of older adults through a combination of classroom instruction and discussion, a brief clinical component at a local long-term care facility, and a capstone debriefing session. At the conclusion of this intensive educational experience students will: have an understanding of Alzheimer's disease and dementia; identify common causes of aggressive and repetitive behaviors; learn communication techniques that foster sensitivity and respect for the Alzheimer and dementia population; describe behavioral-care interventions that may be used to prevent, reduce or eliminate difficult care situations; be able to describe challenges related to caregiver stress and utilize stress reduction techniques; and learn alternative activity interventions that are success-oriented and failure free. Participation in this course would benefit those working in any helping profession including registered nurses, nurse practitioners, licensed vocational nurses, practical nurses, nursing assistants, social workers, occupational therapists, recreation therapists, physical therapists, respiratory therapists, administrators, psychologists, personal care assistants, volunteers, physicians, chiropractors, clergy, physical fitness professionals, and adult children of aging parents.



For course cost, academic calendar and registration information about this new addition to the Stafford Technical Center ATE Allied Health education and training menu of courses please call (802) 770-1178

MANUFACTURING TECHNOLOGY Education and Training at Stafford Technical Center

In 2013, U.S. manufacturers contributed \$ 1.87 trillion to the national economy, or about 12 percent of the country's GDP. Currently, American manufacturers employ about 12 million people, with over 554,000 of these jobs being added over the past three years. The manufacturing sector closed out this past year with seven straight months of expansion due primarily to lower energy costs driven largely by natural gas and the rising labor costs in China. Add to this lower transportation costs and better protection against piracy and theft of trade secrets, and you'll find that the horizon is looking brighter for American companies who are looking to "reshore" jobs that were lost overseas in the last two decades. However for many job seekers a career in manufacturing never appears on their radar screen because it suffers from an image problem that was crafted during a time that has long since passed in our society. It is no longer a low-skill labor job housed in a dark and dusty work environment overseas. Rather, it has morphed into a high-skill production job that requires a significant knowledge base in advanced machinery operation, craft work like welding, and repair and maintenance—all requiring post-secondary training and in some cases, a two-year degree. In fact, many American manufacturers are finding it difficult to keep up with their customers' pace, turning down orders, and not opening new plants even though in many cases the market demand is there. In other words, they can't grow as fast as they would like to because they can't find skilled employees... and the situation is going to get worse before it gets better. Seventy six million baby boomers who delayed retiring and continued working when the economy was in free-fall a few years ago are poised to leave the workforce now that some economic indicators show signs of improvement. And this could be an attractive opportunity for the increasing number of graduates from career and technical education high schools and colleges as well as younger workers who are looking to change careers. With dozens of companies moving back into cities and looking to hire large numbers of capable people from a limited pool, those candidates who will set themselves apart from everyone else will be the ones who already possess or are willing cultivate the right skills needed for a career in the manufacturing sector. No matter where you are positioned in this spectrum, Stafford Technical Center ATE can help you build on existing skills or acquire new ones that will be critical for your success in this field. Whether you want to gain an understanding in a variety manufacturing processes, develop your welding skills to a level that could qualify you for a job in metal fabrication, or take your career to new heights through our Introduction to Industrial Maintenance and Troubleshooting course, the offerings provided through the Office of Adult and Continuing Education can be the start of a career in a field that has unlimited opportunities for you.

Check out the many courses that are available to you this spring semester or contact William Lucci at (802) 770-1032 or Maryanna Ezzo at (802) 770-1178 for more information!



STAFFORD TECHNICAL CENTER ADULT & CONTINUING EDUCATION

8 STRATTON ROAD, RUTLAND, VERMONT 05701
(802) 770-1178, (802) 770-1032
FAX (802) 770-1066

REGISTRATION
☐ Fall
☐ Spring
☐ Summer

NAME	LAST	FIRST	MIDDLE	SOC. SEC.				-			-				
STREET															
CITY				STATE		ZIP				DATE OF BIRTH	MM	DD	YY	SEX <input type="checkbox"/> M <input type="checkbox"/> F	
PHONE	AREA CODE ()			CELL OR BUSINESS ()			EMAIL								
ETHNIC ORIGIN REQUIRED FOR U.S. GOVERNMENT REPORTS	(Circle One) White (Not Hispanic) Asian or Pacific Islander Black (Not Hispanic) Hispanic Other Unknown Multiple			Tuition Paid by (Circle One) Student Employer of Student Workers Comp. Multiple Payment VWNA Grant Alternative Education Parent of Student Contracted Class				Student's School District VSAC DET Reachup VOC REHAB VA Benefits VDOL Employer & Student None of the Above							
Education (Please circle one): No High School Diploma GED High School Diploma Some College, No Degree Associate's Degree Bachelor's Degree Graduate Degree				How did you learn about our course offerings (Please circle one): Newspaper Flier, Brochure or Website Friend or Neighbor Employer VSAC or VOC REHAB Another Individual Other: _____				Main reason for enrolling in the course (Please circle one): Acquire a specific skill Obtain employment Upgrade employment Complete high school Apprenticeship Personal enrichment				Yearly household income level (Please circle one): Under \$8,240 \$8,240 - 11,060 11,060 - 13,880 13,880 - 16,700 16,700 - 19,520 19,520 - 22,340 22,340 - 25,160 25,160 - 27,980 27,980 - 30,000 30,000 - 45,000 45,000 - 75,000 75,000 and up I choose not to answer			
You will assume, with your registration, that you are enrolled in your choice class. You will be notified ONLY if your class has been cancelled due to low enrollment. Refunds/Cancellations/Transfers: Tuition fees may not be transferred to another term or person. Students who withdraw after the registration deadline will not receive a refund. A class will be held only if a minimum number of students are registered for it (average minimum is 6). If a class is cancelled, tuition will be refunded. Tuition does not include the cost of a textbook. If a course requires a textbook, the student is responsible for purchasing this separately. Textbook titles will be provided by instructor; for information on where to buy books call Maryanna at (802) 770-1178!															
COURSE NUMBERS				COURSE TITLE				STARTING DATE		TIME		TUITION CHARGE			
STUDENT SIGNATURE _____								DATE _____		PAYMENT TYPE		OFFICE USE ONLY			
CARDHOLDER'S NAME _____										<input type="checkbox"/> CHECK <input type="checkbox"/> CASH (walk-in registration only) <input type="checkbox"/> CREDIT CARD <input type="checkbox"/> DEBIT CARD		DATE RECEIVED:			
<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD															
CREDIT CARD NUMBER _____								EXP. DATE _____							
In accordance with title VII of the Civil Rights Acts of 1964, Title IX of the Higher Education Act of 1972 and Section 504 of the Americans with Disabilities Act, it is the policy of the Stafford Technical Center that no person, upon the basis of race, color, national origin, creed or faith, gender or age, sexual orientation or handicapping conditions and/or disability, shall be excluded from participation in any education program or activity at the Center.															