

Registration Form – WINTER 2010

Register today! Class sizes are limited. Registrations are confirmed upon receipt of payment.

Name _____ Daytime Phone _____

Address _____ Evening Phone _____

Town _____ State _____ Zip _____ Cell Phone _____

E-mail address _____

Course Title	Tuition
_____	_____
_____	_____
_____	_____
Total Fees	_____

METHOD OF PAYMENT

- Check, made payable to RTCC Adult Education
- Cash
- Please call 728-4241 for information about financial aid, to request a 50% tuition discount where applicable, or to arrange to pay in installments.

MAIL TO: RTCC-Adult Education, 17 Forest St., Randolph, VT 05060 **OR WALK IN:** Monday–Friday, 8:00a.m.–3:00p.m.

REGISTRATION DEADLINE: 2 BUSINESS DAYS BEFORE CLASS START DATE

Refunds & Cancellations

Tuition refunds will be made only if you notify the Adult Education Office by 4 p.m. on the Thursday 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 rofarrell@randolphtech.org for more information about the following...

Financial Aid - VSAC provides non-degree grants that may help cover the cost of tuition for many RTCC courses.

50% Tuition Discount for those working in Health Care, Manufacturing, IT, Environmental & Telecommunications
Through a collaboration with the Vermont Training Program at the Vermont Department of Economic Development, RTCC may be able to offer a 50% discount for those employed by Vermont companies in the Manufacturing, Health Care, IT, Environmental, and Telecommunications fields. Eligibility requirements do apply. Please call the Adult Education Office at 728-4241 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.

Other Sources of Financial Aid & Payment Plans - Call the RTCC Adult Education Office about financial aid and payment plan options.

Health Careers Courses

*Licensed Nursing Assistant (LNA)

<p><u>Course description:</u></p> <p style="text-align: center;">Classroom and clinical instruction leading to state licensure as a nursing assistant.</p> <p style="text-align: center;"><u>Attendance is mandatory.</u></p> <p style="text-align: center;">Each session is limited to 8 participants.</p>	<p style="text-align: center;">Courses will begin in:</p> <p style="text-align: center;">Session # 1 – January 26th – March 16th</p> <p style="text-align: center;">Session # 2 - FULL</p> <p style="text-align: center;">Session # 3 – April 6 – May 25</p> <p style="text-align: center;">Session # 4 – March 29 – May 24</p> <p style="text-align: center;">85 hours of instructional time</p> <p style="text-align: center;">2–3 class sessions per week. Call for full schedule.</p> <p style="text-align: center;">Tuition: \$1,029 *</p> <p style="text-align: center;">(\$900 tuition + \$129 State Exam/Licensing fees)</p>
<p>* 50% tuition discount for eligible employees of Vermont Health Care Providers. Please call for eligibility requirements.</p>	
<p>NOTE: A \$100 deposit MUST accompany registration. Please call 728-4241 for a full application packet.</p>	

Small Business/Entrepreneurship

How to Start Your Own Small Business

<p>Join Greg Hughes from the Vermont Small Business Development Center (VtSBDC) for this workshop on how to start your own business and how to write a business plan. This workshop is designed for individuals who are thinking about going into business and who need some practical help to explore what that means. The workshop will also explain the procedures and government regulations involved in starting a business in Vermont.</p>	<p style="text-align: center;">Instructor: Greg Hughes from VtSBDC</p> <p style="text-align: center;">Friday, March 26th</p> <p style="text-align: center;">9:00 am – 12 noon</p> <p style="text-align: center;">Tuition: \$40</p> <p style="text-align: center;">Bring along a partner for an additional \$5</p>
<p>NOTE: This project is 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 in a nondiscriminatory basis.</p>	

Website Marketing and Social Networking

Website Marketing: Search Engine Optimization

<p>Learn why search engines matter and how to increase traffic to your website. Discover how search engines determine what websites to rank at the top and use this information to fine-tune your website in order to market it online to gain sales or advertising revenue. We will discuss both on-site and off-site search engine optimization and link building techniques.</p>	<p style="text-align: center;">Instructor: Ed Rooney</p> <p style="text-align: center;">Tuesdays - March 9th – April 6th</p> <p style="text-align: center;">6:00 – 8:00 p.m.</p> <p style="text-align: center;">Tuition: \$85 *</p>
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Facebook for Business

<p>In this hands-on workshop, we'll explore how you can use Facebook as a marketing tool for your business through the use of Facebook Fan Pages and Groups.</p>	<p style="text-align: center;">Instructor: Ed Rooney</p> <p style="text-align: center;">Tuesday, April 13th</p> <p style="text-align: center;">6:00 – 8:30 p.m.</p> <p style="text-align: center;">Tuition: \$35 *</p>
<p>* DISCOUNT: Take both "Website Marketing: Search Engine Optimization" AND "Facebook for Business" for only \$100.</p>	

Courses in RTCC's Shops

Energy Efficiency for the Vermont Home

<p>Join Tim Murphy, RTCC's Building Trades program instructor and guest speakers with expertise in energy efficiency for a comprehensive overview of building practices and products to make your home more energy efficient. Learn about blower door tests, windows, doors, insulation packages, and lots more. Classes will be held at RTCC and in one or more homes in the Randolph area, where class members can explore specific home needs and efficiency projects.</p>	<p style="text-align: center;">Instructor: Tim Murphy</p> <p style="text-align: center;">Thursdays - February 25th – April 7th</p> <p style="text-align: center;">6:00 – 8:00 p.m.</p> <p style="text-align: center;">Tuition: \$125</p>
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Courses in RTCC's Shops

Introduction to Post and Beam Construction

In this course, we will explore the history of timber framing and post and beam construction, learn about various woods, and explore some of the structures built using this technique. We will also learn about joints used in post and beam projects and their function, and then we'll practice cutting these joints. Each class member will also have the opportunity to build a model of a post and beam structure – choosing from a variety of projects explored in class or based on your own plans and dreams.

Instructor: Dave Mascoveta
 Tuesdays - March 9th – May 4th
 (No class on April 20th)
 6:00 – 8:00 p.m.
 \$130

Small Engine Maintenance

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.

Instructor: Leo Roy
 Thursdays - March 4th – April 1st
 6:00 – 8:30 p.m.
 Tuition: \$95

Automotive Maintenance and Repair

Bring your car and learn a wide range of basic auto maintenance and repair skills. Some of the topics we'll cover include wheel balancing, alignment, suspension and fluid levels. Learn how to do a lubrication, oil & filter job plus learn about the fuel and cooling systems. This class will allow you to focus on learning the skills that fit your car's needs. The skills you learn will save you money – now and for years to come.

Instructor: Damon Jillson
 Tuesdays - February 23rd – April 13th
 (No class on March 2nd)
 6:00 – 8:30 p.m.
 Tuition: \$174
 (\$150 course cost plus \$24 for textbook)

*Basic Welding

Learn and practice the skills of electric welding, acetylene cutting, and MIG welding. Basic metal repair projects will be completed.

Session # 1 Instructor: Rick Maston
 Mondays - March 1st – April 12th - 6 – 9 p.m.
Session # 2 Instructor: Leo Roy
 Thursdays - April 8th – June 3rd - 6 – 8:30 p.m.
 (No Class April 22nd)
 Tuition: \$225 * (includes all materials)

* 50% tuition discount for eligible employees of Vermont manufacturing companies. Please call for eligibility requirements.

Build a Folding Adirondack Table

Using the same architecture & style as an Adirondack chair, build a folding table in pine or cedar that will make a corner or coffee table that will look great on your porch or in your living room. You will not only build your table, but you will also make a complete set of templates so you can make more on your own!

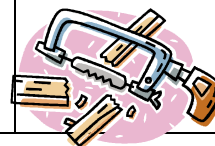
Beginning woodworkers are welcome.

Instructor: Gerry Reymore
 Thursdays - February 25th – March 25th
 6:30 – 8:00 p.m.
 Tuition: \$73 Pine OR \$85 Cedar
 (\$50 course cost plus \$23 Pine or \$35 cedar materials cost)

Introduction to Woodworking

Join us for this introduction to woodworking. Learn about hand and power tool use and maintenance and tool sharpening. Work with planes, chisels, squares, table saws, chop saws and lathes. Learn about joint creation (rabbet, dado, and miter), use the lathe for wood-turning, and do some woodcarving.

This class is designed so that anyone will feel comfortable, no matter what their woodworking level may be.



Instructor: John Batten
 Tuesdays - March 9th – May 4th
 (No class on April 20th)
 6:00 – 8:00 p.m.
 Tuition: \$130

Courses in RTCC's Shops

Open Woodworking Shop

For the more experienced woodworker, join us for an open and assisted shop experience. Bring a project, use our tools and equipment, and get assistance with new skills or with tricky details.

Instructor: John Batten
 Tuesdays - March 9th – May 4th
 (No class on April 20th)
 6:00 – 8:00 p.m.
 Tuition: \$90

Fun Languages

Spanish Basics

This course will focus on practical applications of Spanish for real-world use. If you want to feel more confident traveling abroad or need to brush up on your small-talk en espanol, then this course is for you. We will spend class time learning the vocabulary for basic conversation – saying hello, asking how someone is, talking about where you're from, ordering at a restaurant, bartering at a market, and surviving in typical tourist locations like the beach, museum, plane or hotel. After learning the new vocabulary, we will put it all into practice through fun, learner-directed skits and dialogues. No previous Spanish experience required.

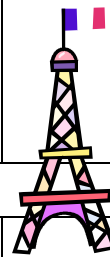
Instructor: Christina Cerrato
 Tuesdays - March 9th - April 13th
 6:00 – 8:00 p.m.
 Tuition: \$95



Beginning French

Looking for some quick fluency in French before you travel to Montreal or Paris or Martinique? Join us for the basics of speaking French: greetings, personal description, seeking help/questions, finding your way, numbers & shopping, foods and menu reading. Class time will focus on speaking fluency through intensive conversation.

Instructor: Susan Westbrook
 Thursdays - February 25th - April 1st
 6:00 – 8:00 p.m.
 Tuition: \$95



Conversational French

Would you like to brush up your high school/college French and try out some conversational skills? Our focus will be on intense listening and speaking. Try this class for: introductions and questions, adventures in the past, future plans, a person of interest, a place of interest, and to demonstrate a "how to."

Instructor: Susan Westbrook
 Thursdays - April 8th – May 20th
 (No Class April 21st)
 6:00 – 8:00 p.m.
 Tuition: \$95

Computer Classes

For all computer classes except for Computer Drop-In Time, students should have some experience with a mouse and basic computer vocabulary.

Beginning Microsoft Word

Learn to open, edit, format, and save documents and find your way around all the menus, toolbars, and buttons. Become comfortable using Microsoft Word as you design a flyer, write a letter, and spice up your documents with clip art and fancy layouts.

Instructor: Robin Nicodemus
 Tuesdays - March 9th – April 13th
 6:00 – 8:00 p.m.
 Tuition: \$95



*Intermediate Microsoft Word

This course is for those who have worked with Microsoft Word and want to learn more about all that this software has to offer. Some of the topics we'll cover include: drawing tables, borders, shading, labels, mail merge, converting Word documents to .txt, .pdf, and .rft, and inserting files, bookmarks, and hyperlinks. Have something you want to learn how to do? There will be time for you to bring your questions and projects to class.

Instructor: Amy Lewis
 Thursdays - February 25th – April 1st
 6:00 – 8:00 p.m.
 Tuition: \$95 *

* 50% tuition discount for eligible employees of Vermont companies in the manufacturing, health care, IT, environmental or telecommunication fields. Please call for eligibility requirements.

Computer Classes



Beginning Microsoft Excel

What can you do with a spreadsheet? Learn how to work with Excel to keep records, make charts, and work with numbers. We'll create small spreadsheets, learn to do basic formatting, and work with templates.

Instructor: Tammie Johnson
 Thursdays - February 25th – April 1st
 6:00 – 8:00 p.m.
 Tuition: \$95

*Intermediate Microsoft Excel

Do you have some Excel experience but want to learn more? This class will help you to 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 how to do? There will also be time to ask your questions and get help with your projects.

Instructor: Ed Rooney
 Wednesdays - February 24th – March 31st
 6:00 – 8:00 p.m.
 Tuition: \$95 *

* DISCOUNT: If you took "Beginning Excel" at RTCC, take this class for only \$70.

* 50% tuition discount for eligible employees of Vermont companies in the manufacturing, health care, IT, environmental or telecommunication fields. Please call for eligibility requirements.

Computer Basics – An Introduction to Some of the Wonderful Things a Computer Can Do

This series is designed to be mixed and matched to suit your computer needs.
 Take any 1 topic for \$35. Mix and match any 2 for \$60. Any 3 for \$75. Any 4 for \$90. OR All 5 for \$100!

Computer Basics - Topic # 1 – A brief Introduction to Microsoft Word

This will be a basic introduction to Microsoft Word and the things you can do with it. You'll learn to open a document and then spell check it, print it, and save it so that you can write a letter or type a note.

Instructor: Jan Stratton
 Thursdays - February 25th & March 11th
 3:00 – 5:00 p.m.
 Tuition: \$35

Computer Basics Topic # 2 – A brief Introduction to Microsoft Excel

This will be a basic introduction to Microsoft Excel and how to work with spreadsheets to collect and organize information.

Instructor: Jan Stratton
 Thursdays - March 18th & March 25th
 3:00 – 5:00 p.m.
 Tuition: \$35

Computer Basics Topic # 3 – E-mail

We'll talk about how e-mail works, what you can do with an e-mail account, and some of the e-mail account options that are available. We'll also help you set up an e-mail account if you don't already have one.

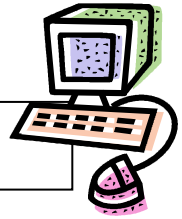
Instructor: Jan Stratton
 Thursdays - April 1st and 8th
 3:00 – 5:00 p.m.
 Tuition: \$35

Computer Basics Topic # 4 – Exploring the Internet

How do you search the Internet? What kinds of resources are out there on the World Wide Web? We'll introduce you to all those things in cyber space that are right at your fingertips, if your fingertips know how to find them.

Instructor: Jan Stratton
 Thursdays - April 29th and May 6th
 3:00 – 5:00 p.m.
 Tuition: \$35

Computer Classes



Computer Basics Continued...

This series is designed to be mixed and matched to suit your computer needs. Take any 1 topic for \$35. Mix and match any 2 for \$60. Any 3 for \$75. Any 4 for \$90. OR All 5 for \$100!

Computer Basics Topic # 5 – An Introduction to Digital Pictures

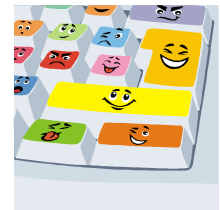
Some of the things we'll talk about in this class include how to get your pictures from your digital camera to your computer and then what to do with them once they are there. We'll cover the basics of cropping and touching up your photos, learn how to attach them to an e-mail, how to add them to a document, and how to share them with others using some great, FREE on-line tools.

Instructor: Robin O'Farrell
Thursdays - May 13th & May 20th
3:00 – 5:00 p.m.
Tuition: \$35

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, for getting assistance with your computer questions, and for using our high speed Internet connection or software that you may not have at home. Come once, come twice, or come many, many times. Some of the things people have learned in computer drop-in time include: how to use a mouse; how to use the Internet for research projects; how to update a webpage; how to download pictures from a digital camera; how to fill out a job application on-line; and much more!

Instructor: Jessamyn West
Tuesdays & Wednesdays
January 5 – June 9th
(No Drop-In times on
February 16, 17, March 2, April 21, 22)
3:00 – 5:30 p.m.
FREE



Web Design

Domains and Hosting

In this class you'll carve out your own little slice of the World Wide Web. You'll get an overview of how hosting works, then schedule some one-on-one time (during the Saturday session) for registering and setting up your system. Budget a charge to your debit or credit card around \$75 for your first year's domain registration and hosting fees.

Instructor: Bobby Erwin
Wednesday, March 3rd - 6:00 – 8:00 p.m.
Saturday, March 6th – One-on-One time as scheduled
Tuition: \$65 *
(Plus additional domain fees – see course description for details.)

Website Content Management Systems

A content management system (CMS) allows you to create a robust, dynamic website with very little knowledge about the guts of the Internet. While many CMS sites are community-based, the tools can be used to combine blogs, forums, photo galleries, on-line storefronts or any other site you can dream up.

In this class, you will get your CMS-website up and running by installing and configuring Drupal, a powerful CMS, on you web host's server. To take this class, you must have a web host that supports PHO and MySQL. To learn what this means, sign up for the "Domains and Hosting" class offered March 3rd & March 6th.

Instructor: Bobby Erwin
Wednesdays, March 17th -- 31st
6:00 – 8:00 p.m.
Tuition: \$65 *

DISCOUNT: Take both "Domains & Hosting" AND "Website Content Management Systems" for only \$100!

Buying on eBay

Are you interested in knowing how to get a good deal in an eBay auction? Want to sell on eBay but haven't explored the medium yet? This is the place to get started! Learn how to find what you are looking for, bid on auctions using expert bidding techniques and auction bid sites, pay for auctions the safe way, and build up your feedback to become a trusted eBay member. In addition, you will learn about Internet commerce safety and how to protect your banking and other personal information while conducting buying transactions.

You will need to have an eBay account and a PayPal account before the first class. Don't have one? Come to our free computer drop-in time session (see below) and we'll help you create one.

NOTE: If you are planning to take Selling on eBay but have not bought on eBay in the last 6 months, you MUST first take this class due to ever-changing regulations and policies on-line.

Instructor: Robin Nicodemus

Saturday, March 27th

9:00 a.m. – 2:00 p.m.

Tuition: \$65 *

Selling on eBay

Why sell on eBay? Why not Craigslist? We will explore a little of both! Learn how to list a simple, direct auction on eBay. Learn where to list your auction to get the most bang for your buck, how to write a captivating title, what eBay's new (and ever-changing) fee structure looks like now, and how to complete a sale once your auction has sold. In addition, we will talk about Internet safety and how to protect yourself as a seller on eBay by using trusted techniques and tools for sellers.

REQUIREMENTS: In order to take this class you must have an eBay account and a PayPal account and have purchased an item on eBay within the last 6 months. If you have not done this, please plan to take Buying on eBay first, and then join us for this class.

Instructor: Robin Nicodemus

Saturday, April 10th

9:00 a.m. – 2:00 p.m.

Tuition: \$65 *

DISCOUNT: Take "Buying on eBay" & "Selling on eBay" for \$100. Already taken them at RTCC but need a refresher? RETAKE one for \$40 OR both for \$65.

Commercial Driver's License (CDL) Class A and B Training

Earn a CDL A or B license, or upgrade from a B to an A license. Instruction is held at Stafford Technical Center in Rutland, VT with driving practice in Clarendon, VT. Classroom training prepares for the CDL permit exam and pre-trip vehicle inspections. Driving range and over-the-road training will follow. Tuition includes classroom and behind-the-wheel instruction, Vermont permit and license test fees, and required textbooks. Students are responsible for paying for the costs of the required U.S. Department of Transportation urinalysis and physical examinations prior to enrolling in the program. Call 728-4241 for more information and an application form.

Tuition: CDL-B - \$2,588; CDL-A - \$4,990; Upgrade from B to A - \$2,588

Art Classes

Introduction to Drawing – with mixed media

Come try out a variety of materials such as chalks, oil pastels, crayons, inks and graphite sticks as we explore different drawing techniques using a colorful still life arrangement for inspiration. We will try out a series of small exercises and then produce one final picture using ideas developed along the way. (Materials will be provided.)

Instructor: Laura Perry

Wednesdays – February 24th, March 3rd & 10th

6:00 – 8:30 pm

Tuition: \$62

(Course fee above includes a \$12 supply fee.)

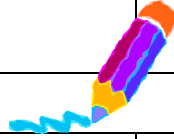


Art Classes

Tonal Drawing

Practice creating 3 dimensional tonal effects in your drawings by looking at light and dark. Using charcoal and chalks, develop drawings using simple techniques to enhance and add quality to your work. (Materials will be provided.)

Instructor: Laura Perry
 Saturday – February 27th
 9:30 am – 12:30 pm
 Tuition: \$35 *
 (Course fee above includes a \$5 supply fee.)



Drawing the Figure: 1

Using quick exercises and ourselves as clothed models, come practice your figure drawing. We will look at proportion, tone, and form and incorporate these in our drawings. (Materials will be provided.)

Instructor: Laura Perry
 Saturday – March 6th
 9:30 am – 12:30 pm
 Tuition: \$35 *
 (Course fee above includes a \$5 supply fee.)

DISCOUNT: Take “Intro. To Drawing”, “Tonal Drawing” AND “Drawing the Figure” for \$112!

“Painting” with Soft 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. Art students using other mediums are welcome, as it is great to get together to create art with a group.

Instructor: Wendy Wells
 Wednesdays - February 24th – March 31st
 6:00 – 8:00 p.m.
 Tuition: \$85 PLUS \$20 for supplies



Writing from Within - A Course in Creative Writing

Join us for an exploration of writing as a means of self-expression. Emphasis will be on the process of creative writing: topic selection and form, planning, developing imagination, and revising drafts. We'll focus on the characteristics of good writing and the discipline, practice and self-awareness required. Creative writing skills will be developed using short, directed writing assignments in class to develop confidence, exercise the imagination, and practice putting feelings into words. Put your creative writing skills to use to produce stories and poems both inside and outside the classroom.

Instructor: Millie Reynolds
 Mondays - March 1st – April 5th
 6:00 – 8 p.m.
 Tuition: \$80
 Please note:
 Bring your favorite pen and a notebook to class.

Family Fun Crafts

The following fun classes are suitable for children ages 4 and up. An adult must accompany any child participating and join in the fun!

Make & Decorate Your Own Birdhouse

This is a great activity for a parent/child team or an adult! Come assemble your own birdhouse (materials and tools will be provided) and then paint and decorate it.

(Pre-assembled birdhouses will also be available for younger participants. Please indicate preference when registering.)

Please note: An adult must accompany any child participating in the class.



Instructor: Robin O'Farrell
 Saturday - March 6th
 9:00am – 12:00 noon
 Tuition: \$20 * (includes \$5 for supplies)
 (Bring a second sibling for \$30; and bring a 3rd sibling for \$35.)
 See below for multi-course discount info.

Family Fun Crafts

The following fun classes are suitable for children ages 4 and up. An adult must accompany any child participating and join in the fun!

Fun with Paint – “Paint your Own” Craft Projects

This is a great activity for a parent/child team or an adult! We supply the crafts, the paint and decorations, and you supply the imagination. Then keep them for yourself or give to someone special as a gift.

Session # 1 - Come paint and decorate a flower photo holder, a ceramic pot and a wiggly wooden fish or snake.

Session # 2 - Come paint and decorate a wooden picture frame, a wooden keepsake box and a wooden yo-yo or dinosaur.

Please note: An adult must accompany any child participating in the class.



Instructor: Robin O’Farrell

Session # 1 - Saturday, March 20th – 9 am – 12 noon

Session # 2 - Saturday, April 10th – 9 – 12 noon

Tuition: \$20 * (includes \$5 for supplies)

(Bring a second sibling for \$30; and a 3rd sibling for \$35.)

See below for multi-course discount info.

The Fun with Paint craft projects are great gift ideas for Mother’s Day - May 9th and Father’s Day - June 20th!

* Family Fun Crafts multi-course discount -

For 1 child: Take any 2 for \$35 or all 3 for \$50.

For 2 siblings: Take any 2 for \$45 or all 3 for \$60.

For 3 siblings: Take any 2 for \$50 or all 3 for \$65.

Customized Training for Employers

From short workshops to longer courses, RTCC may be able to provide training for your employees. Call us to discuss your company’s custom training needs.

For employers in the Manufacturing, Health Care, IT, Environmental and Telecommunications fields, matching tuition funds may be available, thanks to RTCC’s collaboration with the Vermont Training Program at the Vermont Department of Economic Development. Contact the Adult Education Office to discuss your custom training needs and the matching tuition assistance that may be available.

DAYTIME PROGRAMS at RTCC

RTCC welcomes adult students in our daytime technical training programs. Our technical program offerings are of the highest quality and afford adults the opportunity to gain valuable skills. Adult students are accepted into technical programs as follows:

- An **adult without a high school diploma** is considered a secondary student and may attend a daytime program **at no cost**. You do not have to enroll in high school in order to attend a daytime technical center program.
- An **adult with a GED** is also eligible to attend a daytime program **at no cost**.
- An **adult with a high school diploma** is welcome to attend on a space-available basis. Tuition is charged, and financial aid may be available through VSAC.

RTCC’s instructors are veteran professionals, well-qualified to teach in their particular program and field. They enjoy having adult students in their classes and welcome the opportunity to be of assistance to them.

RTCC’s daytime programs include: Auto Technology, Building Trades, Business Management, Culinary Arts, Diesel Technology, Environmental Resource Management, Graphic Arts, Health Careers, Human Services and Education, Media & Communications, Power & Sustainable Technology, and Public Safety & Criminal Justice.

Contact the Adult Education Office for more information and to schedule a visit.

Finish your high school diploma at RTCC

In collaboration with Central Vermont Adult Basic Education, RTCC offers those who have left high school a chance to return and earn a high school diploma. Classes meet from 3:30 – 6:00 p.m. Contact the Adult Education Office for more information.

Coming later this year:

Our next round of courses will begin in April and will include...

* Knitting

* Shaker Tape Weaving

* Microsoft Access

* Heavy Equipment

* QuickBooks

* Google Sketch up

and much, much more!