



Fall 2016 ~ Spring 2017 COURSE BROCHURE

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“The Southwest Vermont Career Development Center is committed to preparing secondary and adult students for career and lifelong learning in a rapidly changing world.”
– Mission Statement –

Highlights:

Experienced Instructors:

Our instructors are industry experts, corporate instructors, small business owners, and educational specialists who will help you achieve your personal or your organization's goals. Don't miss an opportunity to learn from them!

Industry Recognized Certificates:

Several of our courses prepare individuals to industry-recognized credentials or certification. Contact us for more information about our offerings in the following fields: Culinary - ServSafe® Food Handler, Licensed Nursing Assistant, Microsoft Office Specialist, Paraeducator, Pharmacy Technician, and Hotel & Tourism.

Certificates of Competencies:

Competency-based education measures learning and skill level rather than time spent. Students' progress by demonstrating that they have mastered the knowledge and expertise required for a particular course. Contact us for more information about our Certificates of Competencies in the following fields: Computer Software, Business and Management, Medical, Culinary Arts, Graphic and Web Design, and Manufacturing.

Blended Courses:

We offer several blended courses. A blended course combines the benefits and value of in-person classroom learning, with the convenience and flexibility of web-based learning. With the online component, students can study and learn at their own pace, in an environment that suits them while the face-to-face instruction gives them the opportunity to ask teachers questions, and receive feedback in real time. Our offerings include: "Pharmacy Technician Certification," "Advanced Microsoft Office," and "Flipping the Classroom."

Customized Courses:

Call or email us to discuss the possibility of arranging *Just in Time Training* or *Mentoring*. We will design a customized learning experience, tailored to your learning needs and based on the required level of knowledge, skill, and interest.

Fall 2016 Detailed Schedule Available August 15th
Spring 2017 Detailed Schedule Available December 15th



Start a New Career in the Medical Field Become a Licensed Nursing Assistant in just Weeks!

Our **LNA Training Program** prepares you to provide quality care for residents in long-term care facilities, hospitals, home health care, and hospice settings.

For more information:

Call (802) 447-3596
Email adulter@svcdc.org
Stop by ACE-SVCDC
321 Park Street
Bennington, VT 05201

Scheduled LNA Training Program Sessions in 2016-2017:

Monday/Thursday – 3:00-8:00 PM

Cohort 07: 09/12/16 – 11/14/16
Cohort 08: 01/05/17 – 03/09/17
Cohort 09: 04/24/17 – 06/26/17

You don't see the course you are interested in listed?



Ask Us!



adulter@svcdc.org – (802) 447-3596

Business

MGMT-913 – The Successful Leader – \$120

This series is designed for supervisors and working professionals who are in positions where good communication and leadership skills are essential to make them productive, effective manager. The topics discussed include: leading others effectively, better understand yourself and others, saying the right thing at the right time—assertiveness, feedback for success.

MGMT-428 Creating Executive Success – \$140

This workshop is designed for participants who are new to the workforce, have recently changed careers, as well as for administrative professionals who need to brush up or improve their skills. The topics discussed include: customer service, e-mail etiquette, time management, meetings, understanding behavior, personality styles, diversity, forming teams, negativity, critical conversations, precepting, and leadership.

Computer	
Computer	<p>Computers for Absolute Beginners</p> <p>COMP-001 – Introduction to a Personal Computer (PC) – \$ 90</p> <p>In this introductory course, you will familiarize yourself with the various components of a computer; get accustomed to the terminology used, such as hardware, software, and desktop. You will learn how to use a mouse, or shortcuts on a keyboard. You will get familiar with start menu, menu bars, libraries, and folder structure. You will learn to delete, rename and move folders, save documents to folders, and access e-mail.</p>
	<p>COMP-002 – Computers are for everyone – \$ 120</p> <p>In this second installment in the Computers for Absolute Beginner series, you will Review the beginnings of computing, understand the difference between programs and the internet, set up and receive emails, explore computing for work, for life, and for fun.</p>
	<p>COMP-003 – MS Office for Beginners – \$ 140</p> <p>This introductory course focuses on three commonly used Microsoft Office applications: Word, Excel, and PowerPoint. Learn the basics of this well-known software as you create a wide variety of documents for personal and professional use.</p>

Computer	
Computer	<p>MS Office Intermediate Users</p> <p>COMP-004 – MS Office for Business – \$ 195</p> <p>This course will help you become familiar with the advanced features and tools of MS Office. As you learn to effectively use Word, Excel, PowerPoint, Publisher, and Outlook you will create documents, letterheads, brochures, labels, and business presentations.</p>
	<p>COMP-006 – MS Excel 2010 – An Introduction – \$ 195</p> <p>In this course, learn the basics of working with a spreadsheet. This includes: designing worksheets, editing, viewing, and printing, using formulas and functions, setting data appearance, charting, and saving.</p>
	<p>MS Office Certification</p> <p>COMP-030 – Microsoft Office Specialist (MOS) <i>Contact us for information</i></p> <p>This workshop helps you prepare for the Microsoft Office Specialist (MOS) exams and is strongly recommended to those who want to obtain their MOS certification.</p>

Continuing Education	
Continuing Education	<p>CEDU-001 – Math for the Workplace – \$ 140</p> <p>The course will review math concepts to assist in everyday situation, such as job skills, as well as improving critical thinking skills. Some topics to be discussed include calculating square footage of a room, calculating tips, working with blueprints, as well as determining the correct change at a counter.</p>
	<p>CEDU-002 – Basic Math – \$ 140</p> <p>The course will review the most common basic mathematical concepts with practical examples and applications. The topics to be discussed include operations with fractions and decimals, converting between percents, fractions, and decimals as well as solving problems involving percentages. Other concepts to be discussed include applying basic geometry definitions and formulas, analyzing various types of graphs, converting between and within the English and Metric systems, and applying basic statistics definition.</p>
	<p>CEDU-003 – English for the Workplace – \$ 120</p> <p>Letters, memos, or reports with grammatical errors make a poor impression on the reader. They lessen the writer's credibility and detract from the message that is being sent. Through a wide variety of written activities and real live examples, this class will help you organize your thoughts and get your point across in an appropriate and effective way.</p>

Culinary

Culinary

CULI-011 – A Chef’s Kitchen: Sharpening your Knife Skills & Knowledge – \$ 50

Learn the importance of selecting and caring for your knives, practice the correct techniques for cutting a variety of foods safely and effectively. These will include chopping, dicing and mincing.

CULI-020 - ServSafe® Food Handler – \$ 100 + cost of exam

The ServSafe Food Handler course is a complete solution that delivers consistent food safety training to employees. The program covers five key areas: Basic Food Safety, Personal Hygiene, Cross-contamination & Allergens, Time & Temperature, and Cleaning & Sanitation.

CULI-001 – An Introduction to the Joy of Cooking – \$ 90

Learn basic cooking techniques in order to be more comfortable and confident in your own kitchen. This class will teach you proper food safety while inspiring you to create your own simple, stress-free meals at home.

CULI-005 – The Art of Cake Decorating-An Introduction – \$ 110

Learn to decorate cakes and cupcakes. Topics include: icing, edging, making roses, writing, fancy details, and putting it together for an attractive design.

CULI-010 – Decorating Cakes & Cookies for the Holidays – \$ 75

Holidays, birthdays, graduations, showers and other personal events! Decorate cakes or cupcakes for any occasion and make them unique and unforgettable.

Languages

Languages

ASL American Sign Language

LANG-003 – American Sign Language I – \$ 125

Learn beginning sign language and get familiar with the deaf culture. This course is open to anyone interested in learning to sign for everyday routines and conversations.

LANG-004 – American Sign Language II – \$ 125

Continue to learn sign language and grow your understanding of the deaf culture. In this course, you will get more practice with signing for everyday routines and conversations.

Medical/Health

Medical/Health

MEDI-002 – Pharmacy Technician Certification – \$ 800

Pre-req. medical terminology, math, HSD/GED



This blended/hybrid course was designed at the CDC by Kim Kaycee and our ACE instructional designer. It will help you study as you prepare for PTCB national certification exam. The face-to-face classes include hands-on, practical activities for pharmacy work and visits to selected pharmacy sites. The online components include synchronous virtual meetings with Kim, as well as a wide variety of videos, activities, and resources. All classroom materials, textbook, and PTCB practice test cost are included in the tuition. You must have access to a computer with an internet connection to register for this course.

MEDI-004 – LNA Training Program – \$ 1,600

The LNA Training Program is designed to prepare eligible candidates to practice as nurse assistantS providing direct patient care. The program is targeted to individuals who are interested in an entry level position in healthcare. It consists of a combination of class, lab, and clinical practice in various care giving settings.

Manufacturing

Manufacturing

MANF-001 – Auto CAD 1 – \$ 225

Learn basics of AutoCAD software, computer-aided design for 2-D work.

MANF-002 – AutoDesk Inventor 1 – \$ 225

Learn basics of 3-D mechanical design software, for product simulation, tooling creation, other applications.

MANF-004 – Welding – \$ 695

(Helmet and welding materials included)

Learn welding fundamentals, safety, MIG and TIG welding basics. Limited group size.

<p>MANF-003 – Blueprint Reading – Mechanical – \$ 225</p> <p>Introduction to blueprint reading for industrial applications, with a focus on interpretation.</p>
<p>MANF-005 – Inspection & Measuring Tools – \$ 225</p> <p>In this hands-on workshop you will learn the basic skills needed to read blueprints, properly handle measuring tools, calibration, and product acceptance.</p>
<p>MANF-006 – Quality in Manufacturing – \$ 225</p> <p>Learn about quality philosophy, root cause and corrective action, PFMEA (Process Failure Mode Effects Analysis), first articles vs. quality plans in an overview of quality as applied in manufacturing.</p>
<p>MANF-010 – 3D modeling in SolidWorks – \$ 675</p> <p>In this COURSE, participants will get introduced to the most commonly used tools, features, and icons in one of the industry standards for CAD software SolidWorks. This intensive hands-on course is ideal for new users looking for an introduction to the Solid Works user interface. They will learn about advanced modeling techniques and will design 3D assembly models through step-by-step lectures and hands on experience. Topics include: Part design, part editing, sketching, and using draft sheet templates, they will learn to draft detailed dimensions and hole callouts on a draft sheet for a few different part styles, create assemblies, edit relationships and create new relationships in an assembly.</p>
<p>MANF-012 – PLC/Ladder Logic 1 & 2 – \$ 450</p> <p>Level 1: Use of PLC's and electronic ladder logic to program and troubleshoot machinery operation in modern manufacturing. Level 2: more advanced programming.</p>
<p>MANF-017 – Introduction to Machining – \$ 225</p> <p><i>Prerequisites: Basic shop math, fundamentals of machine tool operation, and shop safety training</i></p> <p>This course will cover the fundamentals of safe machine tool operation, including shop theory. Students will produce a finished part to test their skills.</p>
<p>MANF-013 – CNC I – \$ 450</p> <p>This class introduces students to CNC machines that utilize G&M code (EIA-274-D) programming. Students will learn correct syntax and safe machine tool programming, as well as machine setup. Students will produce a finished part to test their skills. This is a hands-on class, so there is an emphasis on safety.</p>
<p>MANF-014-CNC II – \$ 450</p> <p><i>Prerequisite MANF-013 or instructor's approval.</i></p> <p>This class is a CAD/CAM based CNC programming class for intermediate level students. Students will use SolidWorks and CAMWorks to produce a finished part. Prerequisites include: CNC 1 class or similar training and/or instructor recommendation.</p>
<p>MANF-015 - Seven Quality Tools – \$ 225</p> <p>Learn how to use problem solving tools that can: help to identify and prioritize problems; assist with decision making; simple but powerful; can be used with continuous improvements practices such as Six Sigma; communicate problems and solutions; extract information from the data collected; and locate problems.</p>

Tuition Assistance

10% Discount for seniors 60 and over and for Veterans.

VSAC Non-degree Grant, call Martha McCaughin (1-802-786-8840 or 1-800-642-3177 x 433).

Other Sources: WIOA-VTDOL, Vocational Rehabilitation, Workers Compensation, Vermont Associates, employers.

Registration for Classroom-based programs:

Register in person at the *Career Development Center*, or mail registration with full payment to *Adult Education, 321 Park Street, Bennington, VT 05201* at least two weeks before a course starts.

A minimum number of students is required to run a course. Participants will be notified a week before start date if the class is at risk of being cancelled and will be refunded the full tuition amount.

Refund policy:

- ✓ Full amount for classes cancelled by the CDC.
- ✓ Full amount minus a \$ 20.00 fee for dropping out a week before scheduled start date.
- ✓ **No tuition refund** after first class or for dropping out less than a week before scheduled start date.

~ Day Programs ~

The CDC offers numerous two-year technical training programs in a variety of career areas. Designed for high school juniors and seniors, the CDC programs are also available to adults wishing to enter a new career.

To learn more, visit www.svcdc.org or call 802-447-3596.

Accounting & Finance

This program introduces basic accounting concepts and the components of a computerized accounting system. This is the ideal program for anyone entering the business field, thinking of starting their own business, or continuing education in business, accounting, or finance.

Automotive Technology

This nationally certified, automotive technician training program offers both theory and hands-on activities. It is designed to give the student insight and training in the auto mechanics field in a wide variety of topics that include preventive maintenance, automotive systems, shop safety, Vermont State Inspection Program, electrical circuits, airbags, and antilock brakes.

Building Trades

This program is designed to teach students the basic skills necessary to enter the construction field. The program teaches both carpentry and basic electrical wiring. Students gain experience and practice through the construction of a marketable house.

Business

Designed for students wanting to start their own business, this program focuses on the many aspects of running a business. Real life scenarios are brought into the classroom through speakers and field trips. Students write a full business plan and work with real commercial lenders.

Cosmetology & Studio 152

This program prepares students to become licensed professionals in the field of cosmetology. Here, students learn the theory as well as the application of practical skills including customer relations, teamwork, interpersonal communication, initiative, reliability, professionalism, and employability readiness skills.

Culinary Arts

This program is a challenging and exciting course of study designed to provide rigorous training experiences and knowledge of the food service industry. Students entering the program are offered the opportunity to prepare for a wide range of careers within this field while developing core skill sets. All of the primary methods of cooking are explored as students experience the cuisine of multiple cultures and regions as well as emerging trends.

Design & Fabrication

This program is all about creation, turning ideas into designed images and those images into real three-dimensional, useful, and attractive products. As they use drawing and CAD software programs, students develop knowledge of the working properties of metals as well as plastics, composites, wood, and marble and how those properties affect their product design.

Forestry & Heavy Equipment

This year program introduces the student to forestry science and safe operation of chainsaws and heavy equipment. The skills and knowledge acquired are used in community and class projects.

Human Services

The first year of this program focuses on lifespan development and issues. The second year of the program focuses on gaining skills and knowledge in working with young children (birth through twelve years) and their families. Students also learn about the services provided by human services agencies.

Law Enforcement

This exciting, fast-paced, academically challenging program is aimed at students interested in pursuing a career in the criminal justice field. The Bennington Police Department and the SVCDC Law Enforcement Program have partnered to provide real hands-on experiences to students enrolled in the program.

Marketing

This year program prepares students for careers in the retail, wholesale, and service occupations. They are exposed to the various aspects of marketing while gaining valuable work experience as they operate The Campus Store.

Medical Professions

This program combines theoretical learning with the development of hands-on skills within the medical field. Students have the opportunity to explore a few chosen career fields in more depth through co-op experiences.

Pre-Law

During the first year of this program, students are introduced to the American Legal System and to the major areas of law. The second year, they explore the criminal justice and civil legal processes. The semester ends with a mock civil trial before a live jury.

Theater Arts

This comprehensive course prepares students for a career in the theater, entertainment industry, and other careers where public speaking and performing skills are needed. Students write, act, direct, and design and build sets for the theater. Students also work closely with theater professionals at the Oldcastle Theater Company.

Video Production

This comprehensive course prepares students for careers in the video/mass-media field. Students are involved in all aspects of video production, including developing concepts, creating storyboards, writing scripts, filming, editing and titling.

~ Web-based Courses ~

Online Courses

<http://www.ed2go.com/svcdc/>

How to get started ...

Visit our Online Instruction Center today:
<http://www.svcdc.org>
 or call:
(802) 447-3596
 Courses start as low as:
\$ 99
 New course sessions begin on the third Wednesday of each month.

Requirements ...

All courses require Internet access, email, and a Web browser. Check our Online Instruction Center for additional information.

Learn from the comfort of home!

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. It's no wonder that many long-lasting friendships have formed in our lively discussion areas.

All courses include 12 lessons in 6 weeks, for a total of 24 hours of training. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office—any time of the day or night.

Catalog sample from the 300+ courses available:

Business Courses

- Administrative Assistant Fundamentals
- Project Management Fundamentals
- Creating a Successful Business Plan
- Start Your Own Consulting Practice
- Real Estate Investing
- Introduction to Stock Options
- Keys to Successful Money Management

Personal Development

- Assisting Aging Parents
- Understanding Adolescents
- Grant Writing/Nonprofit
- Starting a Nonprofit
- Writing Effective Grant Proposals

Health Care

- Introduction to Natural Health and Healing
- Become a Physical Therapy Aide
- Become an Optical Assistant
- Certificate in End of Life Care
- Certificate in Gerontology

Law & Legal Careers

- Legal Nurse Consulting
- Paralegal Preparation I
- Real Estate Law

Teaching

- Differentiated Instruction in the Classroom
- Homeschool With Success
- Solving Classroom Discipline Problems
- Teaching Students with Learning Disabilities
- Teaching Students with Autism: Strategies for Success
- Teaching High School Students

Certification Prep

- Basic CompTIA® A+ Certification Prep
- CompTIA® Network+ Certification Prep
- CompTIA® Security+ Certification Prep

Online Career Training Programs

<http://careertraining.ed2go.com/svcdc/>

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program.

You can begin these Programs at any time and learn at your own pace.

Catalog sample from the 120+ programs available:

- Administrative Medical Specialist with Medical Billing and Coding—400 hours
- Administrative Dental Assistant—150 hours
- AutoCAD—155 hours
- Certified Bookkeeper—140 hours
- Certified Wedding Planner—340 hours
- Cisco® CCNA® Certification Training—150 hours
- Digital Arts Certificate—360 hours
- Event Management and Design—300 hours
- Forensic Computer Examiner—80 hours
- Graphic Design with Photoshop—360 hours
- Help Desk Analyst: Tier 1 Support Specialist—120 hours
- Management for IT Professionals—390 hours
- Medical Coding and Billing—240 hours
- Medical Terminology—60 hours
- Medical Transcription—240 hours
- Microsoft Certified Solutions Associate (MCSA)—230 hours
- Multimedia Arts Certificate—360 hours
- Nutrition for Optimal Health, Wellness, and Sports—200 hours
- Paralegal—300 hours
- Personal Fitness Trainer—250 hours
- Pharmacy Technician—330 hours
- Principles of Green Building—30 hours
- Professional Bookkeeping with QuickBooks—140 hours
- Six Sigma Black Belt—200 hours
- Solar Power Professional—120 hours
- Travel Agent Training—200 hours
- Veterinary Assistant—170 hours
- Webmaster—150 hours

Enroll Now!

To learn more, visit:
<http://www.svcdc.org>
 or call:
(802) 447-3596

Programs are available in the following areas:

- Business & Professional
- Healthcare & Fitness
- IT & Software Development
- Management & Corporate
- Media & Design
- Hospitality & Gaming
- Skilled Trades & Industrial
- Sustainable & Green Energy
- High School Diplomas with Career Options

Features:

- Facilitators and mentors are available to answer questions and help you through your studies.
- Career counselors will help you prepare for the transition from the classroom to the workplace.
- Courses are all open-enrollment and self-paced.
- No additional charges—all materials, workbooks, and software are included in the course fee.

Just what you are looking for!

Upon successful completion of all required coursework, you will receive a Certificate of Completion.



Ask about our
Frequent Learner
discounts

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FOR MORE INFORMATION

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go to <http://www.svcdc.org>
call **(802) 447-3596**
email adulted@svcdc.org



Adult and Continuing Education – SVCDC



321 Park Street
Bennington, VT 05201