

Name \_\_\_\_\_

Street or PO Box \_\_\_\_\_

Town \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell or Home Phone \_\_\_\_\_

Course Title	Tuition

Total \_\_\_\_\_

**METHOD OF PAYMENT**

CHECK: Total payable to Adult Education

CASH

OTHER

Please call 382-1004 to register by credit card or for financial aid information

*You will not be contacted unless class is cancelled.*

**MAIL TO: Hannaford Career Center  
Adult Education  
51 Charles Avenue  
Middlebury, VT 05753**

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**PAHRTSD**  
PATRICIA A. HANNAFORD  
**CAREER CENTER**  
CHARLES AVE., MIDDLEBURY, VT 05753

Winter/Spring 2017

ence of welding. Focus is developing hands-on proficiency. This process commonly known as "stick welding" is the standard for a variety of industries and applications. Hands-on practice with supervisor instruction ensures students develop proper technique. Also includes intro to MIG, TIG and cutting.

### Shielded Metal Arc Welding II

**NEW**

Tue & Thu; 6-8:30P; Mar 28-May 4; 30 Hrs; \$600.

Designed to enhance SMAW welding skills and either prepare students for taking structural steel welder performance qualification test(s) or expand skills to include TIG and MIG welding. Prerequisite: SMAW Level I or instructor permission. Combined tuition: \$1,100 for SMAW Level I & Level II

### Intro to Residential Construction

Mon & Thu; Mar 6-30; 5-7P; 16 Hrs; \$245.

This class is intended to build participants' knowledge of basic construction for employment, self-reliance, or communicating with construction professionals. Two hour sessions will be divided between class time and shop time. No prior experience necessary, but ability to read a tape measure is helpful. Work shoes and long pants required. Topics covered include:

- Carpentry and light construction vocabulary
- Hand and power tool use and safety
- Intro to scale drawings and blueprints
- Basic framing including floor, wall, door, window, rafter, & roof layouts
- Familiarity with construction and job site math

**Hazard Analysis for Critical Control Points (HACCP)**  
Tue & Thu; Feb 21, 23, 28, & Mar 2; 5-7P; 8 Hrs of online classroom support; \$300.  
Learn how to minimize food safety hazards in a food processing environment and create a HACCP plan. International HACCP Association certification is awarded with a passing final exam grade.

### Car Maintenance and Repair for Women

**NEW**

Tue & Thu; 6-8P; Apr 4-27; 16 hours; \$320.

Tired of guys taking wrenches away from you? Want the real skinny on what repairs your car needs and why? This class is designed to help women feel comfortable and capable to work on their own vehicles or to pursue a career as an auto technician. Topics include the basics of how engines work, oil changes and preventative maintenance, shop safety, exhaust systems, brakes, and requirements for a Vermont inspection. Mix of classroom and shop time with the opportunity to work on your own vehicle and include topics of interest.

### Cashiering and Retail Sales

**NEW**

Thu; 1-3P; Feb 16-Mar 16; 11.5 Hrs; E. Souris; \$275.

Students can choose Tue; Mar 14 or 21 from 7-8:30P to practice point-of-sale operations in a local business after hours. A friendly, confidence building class to introduce students to common practices and skills in a retail store. Topics include cash register transaction and practice, customer service, retail operations, professionalism, job search and career paths.

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### Word 2013

Tue & Thu; 2:30-4:30 P; 16 Hrs; \$165.

The following topics will be covered: the "ribbon bar" create/save documents, copy, paste, and find/replace, footers, margins, and add graphics/clip art.

### Excel 2013

Tue & Thu; 2:30-4:30 P; 16 Hrs; \$165.

The following topics will be covered: navigate a worksheet, copy, paste, and delete rows and columns, text, rows, column formulas, basics, manage

### Filing Taxes: Intro

Tue & Thu; 4-6P

Accountant, Tell us about your ship's available.

Topics include:

- Tax vocabulary

ory, National Fuel Gas Codes, Venting, Hazard Recognition, Carbon Monoxide, Electricity, and Natural Gas Appliances.

### OSHA General Industry

Tue & Thu; Feb 21, 23, 28, & Mar 2; 5-7P; 8 Hrs of online classroom support; \$150;

This online training course consists of 13 interactive modules discussing workplace safety and procedures. Students who successfully complete all modules will receive an OSHA 10-Hour General Industry Card.

### Forklift Operator Safety Training

Please call to express interest. Class will be scheduled when minimum class size is met. 4Hrs; \$100.

Designed for all powered "lift truck" operators in manufacturing, construction and retail. The course will cover an overview of the regulations (29 CFR 1910.178), training requirements, forklift basics and characteristics, operating rules of the road, truck inspection (hands-on), dock safety, parking, and the stability triangle.

Register using one of the following ways:

- WALK IN - 8 AM to 3 PM, Monday-Friday
- FAX IN - (802) 388-2591
- BY MAIL OR PHONE - (802) 382-1004
- ONLINE at [www.hannafordcareercenter.org/adult-education/](http://www.hannafordcareercenter.org/adult-education/)

Una clase de inglés para preparar a los hispanohablantes para tomar el examen de la licencia de conducir de Vermont. Se enfocará en el vocabulario asociado con los vehículos y la prueba del conductor. Cierta habilidad básica en inglés necesaria.

This 15-hour evening course is offered to Spanish-speaking farmworkers who are interested in getting a Vermont drivers' license. We will review vocabulary and grammar structure specifically designed to prepare students for both the written and road tests for the Vermont Driver Operators Permit. Prerequisite: Intermediate ability in English. Participants are encouraged to contact Vermont Adult Learning at 802-388-4392 to schedule an English language screening for additional support or if unsure of English speaking ability. Instructor Barbara Boyd has been a Spanish teacher for 30+ years and has worked and volunteered extensively with farmworkers'.

### Licensed Nurse Assistant Program (LNA)

Daytime Class; Tue, Wed, Fri; 9A-12P; Feb 7-Apr -16; M.B.Tichacek.

Evening Class; Mon & Wed; 5P-8:30P; Jan 30-Apr 9; A Carlson.

This 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 beginning level skilled position in healthcare and immediate employment. Official signed verification of

- Exploration of the expenses
- Overview of me
- Profit or loss? H

For more info  
[www.hannaford.org](http://www.hannaford.org)

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unless otherwise noted. For further information call (802) 382-1004. Please make checks payable to Adult Education.

To register:

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- BY MAIL OR PHONE - (802) 382-1004
- VISA & MC ACCEPTED

You will not be contacted unless class is cancelled.

## GENERAL INFORMATION

### Financial Aid

Vermont Student Assistance Corporation offers non-degree grants for technical centers' courses. Call VSAC at 800-882-4166 or the Adult Education office at (802) 382-1004 for more information. PAHCC has need-based scholarships available.

### Refunds & Cancellations

Tuition refunds will be made only if you notify the Adult Education Office at PAHCC five business days before the beginning of class. PAHCC will cancel classes that do not meet minimum enrollment. If this occurs, registrants will be notified and refunds will be made.

### School Closings

Announcement of emergency evening school closings will be made by local radio stations by 4 PM.

**EMPLOYERS - Don't see what you need?**  
Call us. We will customize a program to meet

from  
comfort to  
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 run for six weeks (with a 10-day grace period at the end). 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.

### How to get started:

1. Visit our Online Instruction Center:  
[www.ed2go.com/hannaford](http://www.ed2go.com/hannaford)
2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your email and choose a password that will grant you access to the Classroom.
3. When your course starts, return

## Hannaford Career

### SAT/ACT Preparation - Part 1

Get your best possible score on the verbal and reasoning sections of the new SAT exam.

### SAT/ACT Preparation - Part 2

Do your best on the quantitative section of the new SAT.

### Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

### Designing Effective Websites

Learn powerful graphic design techniques and build Web sites that are both attractive and wickedly effective.

### Beginner's Guide to Getting Published

Published writer shows you how to give yourself the credibility you need to get your works published.

### A to Z Grant Writing

Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

### Everyday Math

Gain confidence in your basic math skills and start using math to your advantage.

### Learn to Buy and Sell on eBay

### Introduction

Discover how you explore your values and beliefs, success change, success and express your

### Grammar Ref

Gain confidence produce clear direct documents

### Individual Exp

Secrets of Career Master 12 career including goal management, personality and creativity.

### Writing Effect

Learn to prepare that get solid organization

### Accounting Fu

Gain a market learning the basics of bookkeeping, and more.

### Twelve Steps Search

World-renowned career advisor shows the job you want and in any economy

### Discover Digit