

# RIVER VALLEY TECHNICAL CENTER



## Program of Studies





*“Educating Today’s Students For Tomorrow’s Careers”*

January 2010

Dear Prospective Students and Parents:

The River Valley Technical Center is proud to serve the region encompassing Bellows Falls Union High School, Black River UHS, Green Mountain UHS, Fall Mountain Regional High School, and Springfield High School.

As you are probably aware, the importance of technical education has grown in response to the tremendous need for a highly skilled workforce. No longer can an individual begin a career with limited skills and expect to be successful. Today, employees must be able to utilize technology, solve problems, and work effectively in teams. The River Valley Technical Center (RVTC) affords high-school students and adults the chance to learn these skills through practical, hands-on experience so that they are better prepared to take advantage of further learning and career opportunities.

This booklet provides a brief description of our current programs. Many of our programs offer post-secondary credit, industry-recognized credentials, and leadership opportunities. Whether you are considering a career immediately after graduation, planning to enter college, or looking to improve your employability skills, RVTC has a great deal to offer. Please review our catalog of studies carefully and contact us if you have any questions.

We also invite you to visit the River Valley Technical Center. We welcome the opportunity to discuss your interests or to provide a tour of our state-of-the-art facility. Please join us and discover what technical education can do for you!

Very truly yours,

*The Faculty & Staff of  
River Valley Technical Center*

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### ***River Valley Technical Center***

at the Howard Dean Education Center  
307 South Street.  
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802-885-8300

## ADMINISTRATION AND FACULTY LIST

### **Linda Aitken**

Health Careers  
A.S. Cape Cod Community College  
M.Ed. Cambridge College

### **Gretchen Austin-Ward**

Secretary to the Assistant Director  
A.A. Vermont College

### **Elizabeth Barrett**

Graphic Design for Print & Electronic Media  
A.S. Green Mountain College  
Adobe Certified  
Certified R.E.A.L. Instructor

### **Brenda Blodgett, CEOE**

Administrative Assistant  
A.S. University of Vermont

### **Kelly Broker-Campbell**

Cooperative Education,  
Middle School Outreach, and  
Programs of Study Coordinator  
B.S. University of Wisconsin-  
Green Bay

### **Morgan Brown**

Pre-Technical Studies  
B.A. Castleton State College

### **Bettyann Casella**

Instructional Assist – Dist Ed  
B.S. Johnson State College  
MAT Marlboro College

### **Christine Chapman**

Paraeducator: Pre-Technical Studies  
B.Th. International Seminary

### **Coralee Choiniere**

Registrar

### **Melissa Connor**

Business & Financial Services  
B.S. Castleton State College  
Certified R.E.A.L. Instructor

### **David Culver**

Cooperative & Adult Education  
Coordinator  
B.S. State University College at Oswego  
M.Ed. Keene State College

### **Kimberly Buehler**

Hospitality & Recreation Management  
A.S. Massasoit College

### **Scott D. Farr**

Assistant Director  
B. S. Lyndon State College  
M. S. Minot State University  
C.A.G.S. St. Michael's College

### **Gail Fletcher**

Technology Essentials  
Hands On Computer Systems  
B.A. Keene State College  
M.A. Marlboro College  
Certified R.E.A.L. Instructor

### **Richard Fuller**

Industrial Trades  
(Electrical, Plumbing and Welding)  
A.A.S. University of New Hampshire  
B.S. Granite State College  
NCCER Instructor Certification

### **Christopher Gray**

Engineering / Manufacturing  
A.S. Keene State College  
B.S. Keene State College  
M.A. Norwich University

### **David Groenewold**

Culinary Arts  
Culinary Institute of America  
Industry Council of Greater Cincinnati  
Certifications: Garde Manger, Culinary  
Theory, and Classical Pastry

### **John Harmer**

Agricultural Education  
Stockbridge School of Agriculture  
A.S. University of Massachusetts  
B.S. University of Massachusetts

### **Kenneth M. Hart, Jr.**

Systems Administrator  
A.S.C.S. Hesser College at Manchester  
Certification, Comptia A+  
Certification, Comptia Network+

### **Erin M. Hunter**

Carpentry  
B.S. Vermont College of Union Institute  
M. Ed. Antioch New England  
NCCER Instructor Certification

### **Stephen Karaffa**

Law Enforcement  
Kingston Police Academy MPTC Cert  
Vermont Police Academy VCJTC Cert  
Rockland County Police Academy  
MPTC Cert Police Supervisor

### **Ernest “Puggy” Lamphere**

Emergency & Fire Management  
A.A. Community College of Vermont  
M.A. Antioch New England  
Technical Education Certificate, UVM  
Emergency Management Director  
Certified Fire & EMT Instructor

### **Courtney Lihatsch**

Human Services  
B.S. Skidmore College  
Certified R.E.A.L. Instructor

### **Roger McNamara**

Guidance Coordinator  
B.S. Northeastern University  
M. Ed. Antioch New England

### **Zachary McNaughton**

Digital Audio & Video Electronics  
A.S. Full Sail Real World Education

### **Carl Mock**

Director  
B.S. Dartmouth College  
M. Ed. University of Vermont

### **Jeff Renard, CFOT, MECP**

Distance Learning Coordinator  
Digital Audio & Video Electronics  
A.A.S. Community College of the Air  
Force  
M.S.I.T. Marlboro Graduate Center  
C.A.G.S., Marlboro Graduate Center  
B.A. Burlington College

### **Casey Spindler**

Special Needs Instructor  
B.S. Johnson State College

### **Donna Vargas**

Culinary Arts  
UVM Professional Program Culinary  
Arts

### **Jan Wright**

Guidance Counselor & Spec Needs  
B.S. Springfield College  
M. Ed. Springfield College

<b>PROGRAM</b>	<b>COLLEGE CREDIT</b>	<b>EMBEDDED CREDIT</b> <i>Student must master 90% of the program competencies to earn the embedded credit.</i>	<b>CREDENTIAL</b>
<b>Business &amp; Financial Services</b>	CCV	English , Math (2 Yr Prog)	Brainbench, NEFE
<b>Carpentry</b>	NEIT	1 Math (2 Yr Prog)	NCCER
<b>Culinary Arts</b>		1 Math (2 Yr Prog)	ServSafe, Pro Start
<b>Graphic Design for Print &amp; Electronic Media</b>	LSC, NEIA	1 Math (2 Yr Prog)	GATF, Adobe CIB
<b>Electronics: Audio &amp; Video Production</b>	NEIA, NESCom	1 Science (2 Yr Prog)	CFOT, CET, MECP
<b>Emergency &amp; Fire Management</b>		1 Science (2 Yr Prog)	Firefighter I, EMT-B
<b>Engineering Technology</b>	RIT, VTC	1 Math (2 Yr Prog)	NIMS
<b>Hands On Computer Systems</b>	RVCC	1 Math (1 Yr Tech Ess & 1 Yr Hands On)	CompTIA A+
<b>Health Careers</b>	RVCC	1 Science (2 Yr Prog)	LNA,CPR, AED, First Aid
<b>Horticulture &amp; Natural Resources</b>		1 Science (2 Yr Prog)	GOL, EPA Worker, PEST App
<b>Hospitality &amp; Recreation Management</b>	JSC, Clemens Coll	1 Math (2 Yr Prog)	Springer/Miller, AHLA
<b>Human Services</b>		1 Social Studies (2 Yr Prog)	American Red Cross, CPR
<b>Industrial Trades</b>		1 Math (2 Yr Prog)	AWS, NCCER
<b>Law Enforcement</b>	CCV, RVCC,FCC	1 Social Studies (2 Yr Prog)	FEMA, Amer Red Cross, VBB
<b>Manufacturing Technology</b>	RIT, VTC	1 Math (2 Yr Prog)	NIMS
<b>Pre Technical Studies</b>		1 Math, 1 English, (1 Yr Prog)	
<b>Technology Essentials</b>	RVCC	1 Math (1 Yr Tech Ess & 1 Yr Hands On)	Adobe Certified Associate, CompTIA Net+

*Articulation Key:* CCV = Community College of Vermont, FCC = Frederick Community College, JSC = Johnson State College, LSC = Lyndon State College, NEIA = New England Institute of Art, NESCom = New England School of Communications, RVCC = River Valley Community College, RIT = Rochester Institute of Technology, VTC = Vermont Technical College,

\* For detailed information regarding articulated college credit, please contact the RVTC Guidance Office at 802-885-8305.

## College Credit Articulation Agreements

The River Valley Technical Center has established several articulation agreements with colleges. The agreements provide students, teachers, guidance counselors, and parents a clear path from the 11th grade in high school to completing an associate's degree in college. These agreements also assure that: students graduating from high school have both the academic and technical skills to succeed at the college level; students will have some type of advance standing with the correct college program; students will receive college academic and financial counseling.

## Embedded Academic Credit

Completing a technical program may satisfy academic graduation requirements. A student interested in receiving academic credit must *successfully*\* complete the program. Students who *successfully*\* complete the technical program will be eligible for academic credit as outlined on the table on page 6.

\* Successful Completion as defined by the Career & Technical Education State Board Regulations: *A student who has been judged competent in 90% of the core competencies has completed the program successfully.*

## Credentials

The River Valley Technical Center has established several partnerships with business and industry that have resulted in programs being certified to teach to national and industry standards. A student who successfully

completes the program to these standards is eligible to earn an industry credential. These credentials result in a potential employer or college providing preferential treatment to the candidate in their industry or school often times guaranteeing admission to the college, an interview with a company, and in many cases a higher entry level salary. See your guidance counselor for more detail.

## Technical Education provides each student the opportunity to:

- Explore an area of career interest
- Develop skills for entry level employment
- Industry Certification
- Prepare for further training and education
- Dual College Credit

In all technical programs, a major emphasis is made to bring out proper attitudes and state of the art skills for successful entrance to the world of work or post-secondary education. All students will be required to complete an application for technical education programs and will be notified of acceptance. Because of limited capacity in some areas, a selection procedure may take place, which might include reference letters, interviews and/or related information. All technical programs will require related instruction and homework, as well as a final project, exam or demonstration of proficiency in a specific skill area.

## Costs

There is no tuition cost associated with enrolling in a daytime program if you are a high school student or non-diploma Vermont adult. In some programs, there are costs associated with transcribing college credit or credentialing costs. See the RVTC Guidance or Administration for current fees and costs.

## Guidance Services

A comprehensive guidance program is made available to all students at the Technical Center. Career guidance, interest inventories, personal counseling, Accuplacer testing and post graduation planning are examples of services provided by the Technical Center Guidance Counselors. Every student at the Center is provided this array of services from their initial enrollment to after graduation.

## Prerequisites

Applications are considered based upon date received, prerequisites met, and a desire to be successful. Students must achieve a grade of "70" or better to advance to the next level in each program. Technical Education is designed for junior and senior students, however, where noted, sophomores are accepted based on guidance counselor and program instructor approval. Flexible schedules may be obtained (1-6 credits) for certain technical programs with prior arrangement of the Program Instructor and Director.

## Pre Technical Studies Program

### 777 Pre Tech

1 English, 1 Math, 1-2 elective credits

**Open to:** Grades 9 & 10  
**Prerequisite:** Counselor Recommendation  
**Scheduled:** Full Year, 2 hours per day

The Pre Technical Studies program is an exploratory program for freshmen and sophomores. Over the course of the school year students are expected to explore and participate in all technical programs at the Center. Students explore each program in a ten-day cycle: 2 days in the technical program accompanied by the Pre Tech Para educator and 8 days in the classroom completing various English and Mathematics work and projects related to each particular program. Program explorations will allow the students to make informed decisions regarding future career choices. Students successfully completing the Pre Tech program will be eligible for one credit of Applied Math, one credit of Applied Communications, and one or more technical credits.

### Cooperative Work Placement

A maximum of 3 elective credits per school year.

**Open to:** Grades 10 - 12  
**Prerequisite:** Enrollment in an RVTC Program  
Instructor Recommendation  
Reliable Transportation  
**Scheduled:** Varies

Students enrolled in RVTC programs have the opportunity to take their education beyond the classroom through the Co-op program. Once the classroom teacher feels you're ready, you can be placed at a worksite related to your technical program. The work

experience can be after school or during school as a substitute for your technical program. Co-Op positions are paid and students earn one additional one elective credit for every 180 hours of time on the job (*maximum of three credits per year*). Students are required to document work hours; work hours are transferable toward completion of Vermont Registered Apprenticeship Programs. Students must remain enrolled in an RVTC program and may not schedule other classes during RVTC program time to be in the Cooperative Education program

## Horticulture and Natural Resources

### Overview

- Urban Forestry
- Landscape/Nursery Management
- Greenhouse Management
- Woodlot Management Practices
- FFA Leadership

### Career Opportunities

- Urban Tree Management
- Landscape Construction
- Nursery Management
- Greenhouse Production

### College Credit Opportunity

- Not at this time

### Credential

- Chain Saw Safety and Operation - Game of Logging
- EPA Worker Protection Standard - Handler Training
- Pesticide Applicator Core Exam

Contact the RVTC Guidance Office at 802-885-8305 for more details.

*\* The student must score a 3 or 4 on 90% of the program competencies in order to become a "successful" program completer and earn the embedded credit.*

## 796 Horticulture and Natural Resources I

3-4 elective credits

**Open to:** Grades 11 and 12 (10 with permission)  
**Prerequisite:** None  
**Scheduled:** Full year, 2 hours per day

Students spend the entire school year learning the skills needed to gain entry level positions in numerous horticulture and natural resource businesses, ranging from nursery and greenhouse production to urban forestry to landscaping operations. Students are first introduced to skills on the thirty-acre land lab at the Center. Students are taught technical skills and are introduced to the employability skills most desired by business and industry. Students are involved in the FFA chapter and are encouraged to develop a Supervised Agricultural Experience project that applies or enhances classroom learning.

## 797 Horticulture and Natural Resources II

1 embedded Science\*, 2-3 elective credits

**Open to:** Grades 11 and 12  
**Prerequisite:** Grade of 70 or better in Hort. and Natural Resources I or written instructor permission  
**Scheduled:** Full year, 2 hours per day

Students spend the entire year applying the skills learned in Level I to real world situations. Working closely with local and regional business and industry, students are involved in several community projects ranging from landscape plantings to tree care operations to conservation practices. Students

are assessed on the quality and quantity of the projects they complete, employability skills, involvement in the FFA, and Supervised Agricultural Experience Program.

## Carpentry

### Overview

- Building design and assembly

### Career Opportunities

- Design-Build Construction
- Construction Management
- Carpenter

### College Credit Opportunity

- Not at this time

### Credential

- National Center for Construction Education and Research

Contact the RVTC guidance office at 802-885-8305 for more details

## 754 Carpentry I

*3-4 elective credits*

**Open to:** Grades 11 & 12  
**Prerequisite:** Algebra I or concurrent enrollment or written instructor permission

**Scheduled:** Full year, 2 hours per day

This program provides students the opportunity to gain skills and explore potential careers in Carpentry. Carpentry and other construction skills will be developed through the building of sheds and the start of the second year house project. Students will be involved in the theory and practice of construction as a profession. Construction projects will be the focus of applied learning through hands on experiential learning. Each student

will develop leadership skills through the local Skills USA Chapter and will be encouraged to participate in local, State, regional and national activities.

## 755 Carpentry II

*1 embedded Math\*, 3-4 elective credits*

**Open to:** Grade 12

**Prerequisite:** Grade of 70 or better in Carpentry I or written instructor permission

**Scheduled:** Full year, 2 hours per day

This program provides students the opportunity to gain advanced skills and careers in Carpentry. Carpentry and other construction skills will be refined through the building of a house. The student will be allowed to focus in an area of choice. Construction projects, cooperative work placements and apprenticeships will be the focus of applied learning through a hands on approach. Each student will develop leadership skills through the local Skills USA Chapter and will participate in State and national activities.



## Industrial Trades

### Overview

- Electrical
- Plumbing
- Mechanical
- Welding

### Career Opportunities

- Maintenance Technician
- Engineering (Electrical, Mechanical, Civil)
- Electrician
- Plumber
- Fabrication
- Welder
- General Property Manager
- Construction Supervisor

### Credential

- National Center for Construction Education and Research
- Qualified students may be eligible to enroll in the VTC Plumbing or Electrical State Apprenticeship Program.
- AWS Welding

Contact the RVTC guidance office at 802-885-8305 for more details.

*\* The student must score a 3 or 4 on 90% of the program competencies in order to become a "successful" program completer and earn the embedded credit.*

## 747 Industrial Trades I

*3-4 elective credits*

**Open to:** Grades 11 and 12 or instructor permission

**Prerequisite:** Successful completion of Algebra I or instructor permission after an interview with the student

**Scheduled:** Full Year, 2 hours per day

This program prepares students for a variety of trade areas. Students will have the opportunity to acquire industry-based skills in: Electrical, Plumbing, and Welding. Modules of instruction include

Electrical Safety, Electrical Theory 1 and 2, Intro to the Plumbing Trades, Plumbing Tools, Copper Pipe and Fittings, Oxy-Fuel Cutting, and basic Welding techniques. Computer-based, industry-derived units and/or online components enhance learning with the use of technology. These units are supported in the lab with on-site projects, student-derived projects, and industry supported projects. Instruction also includes a set of industry-based core skills common to all trade areas (Basic Safety, Construction Math, Hand and Power Tools, Reading Blueprints, Communication Skills, and Employability Skills). The curriculum used follows the National Center for Construction Education and Research (NCCER National Industry Standard) and AWS (American Welding Society) guidelines for industry.

## 748 Industrial Trades II

*1 embedded Math\*, 2-3 elective credits*

Open to: Grades 11 and 12  
 Prerequisite: Grade of 70 or better in Industrial Trades I  
 Scheduled: Full Year, 2 Periods

Progress in the program will increase students' knowledge within the class in Welding and possibly one other unit (Electrical or Plumbing), depending on the class' interest. Using previous knowledge from the Level I course, along with the desire to attain industry certification, he/she can gain practical troubleshooting knowledge dealing with today's complex systems found in most construction / commercial applications, or, be well prepared to enter further educational training after high school. Students wishing to pursue a career in the

Electrical or Plumbing trades may be eligible to enroll in the evening related apprenticeship classes and, if their schedule permits, (and instructor recommendation), may be able work in that related trade area through the Cooperative Education Program. Computer-based, industry-derived units and/or online components enhance learning with the use of technology. Using a hands-on approach to a variety of performance-based projects, students will be prepared for cooperative work placements, apprenticeships, and leadership skills including participation in local, state, and national Skills-USA activities. Graduates may continue further educational opportunities to obtain industry certification (such as plumbing and electrical licenses or American Welding Society certification) within the Industrial Trades field, including two/four-year college programs or apprenticeship training, or they may seek entry-level positions within the trade areas.

## Graphic Design for Multi-Media and Imaging

### Overview

- This program challenges students to consider non-standard approaches to the computer as a creative and expressive medium. Students study photography, art, design, visual communications and electronic media. Students follow a project-based hands-on approach focused on design that is balanced with 21<sup>st</sup> century entrepreneurial small business ownership skills. This course engages in futures for mobile computing, gaming and communication-based design. Students produce marketable printed and web products for actual customers, competitions and personal portfolio requirements.

### Career Opportunities

- Animation
- Web Designer
- Photographer
- Medical Illustrator
- Fashion Illustration
- Print Packaging
- Fashion and Textile Designer
- Entertainment Careers
- Multimedia Graphic Designer
- Crime Scene Recreation Designer

### College Credit Opportunity

- Lyndon State College
- The New England Institute of Art

### Credential

- Adobe Certified Associate (Testing Administrator)
- PIA/GATF Imaging Editing Skills Certificate option
- CareerSafe Certification (15 hours)

Contact the RVTC Guidance Office at 802-885-8305 for more details.

## 767 Graphic Design for Multi-Media and Imaging I

*3-4 elective credits*

Open to: Grades 10-12  
 Prerequisite: none  
 Scheduled: Full year, 2 hours per day

This class explores the basic principles of design and an introduction to the creative and problem-solving process. Students learn design and photography processes and their relationships through a sequential series of projects. You will be creating and making stickers, bags, banners, business cards, greeting & holiday cards, gift boxes, and accessories, labels, magnetic buttons, brochures and much more. Students are exposed to each program in the Adobe Master Collection while learning the necessary skills option to become a certified associate. As

our world of communication grows, so do the opportunities to start your own business. Students learn workplace and entrepreneurial skill set that promotes organization and dependability. This class provides a five-hour course toward CareerSafe certification. Students experience a variety of job shadow experiences in the region as well as leadership and competitions.

*\* The student must score a 3 or 4 on 90% of the program competencies in order to become a "successful" program completer and earn the embedded credit.*

## 768 Graphic Design for Multi-Media and Imaging II

*1 embedded Math\*, 2-3 elective credits*

Open to: Grades 11 and 12  
 Prerequisite: Grade 70 or better in Graphic Design I or written instructor permission  
 Scheduled: Full year, 2 hours per day

This advanced course engages students in contemporary design issues in culture, theory and diversity while developing a book. You will design animation, short video special effects, and interactive multimedia for the web. Students produce a series of photographs for exhibitions, competitions, and contests. Students explore and study heroes and heroism in contemporary society, globalization models and the history and development of advertising. Students produce a business plan to market and brand their product line using a variety of substrates like glass, cloth, plastic, etc. A final capstone project challenges students to design multiple pieces showing continuity, diversity, customs, communication, color theory, typography, photography, art, and content through print, mobile, and web design. Students complete

CareerSafe (industry) certification. Adobe Certification testing is available upon request right in lab. Leadership and co-op opportunities, portfolio review, as well as articulation opportunities are available through this program.



## Electronics

### Overview:

- Digital Audio and Video Electronics

### Career Opportunities

- Radio / TV Broadcast Technician
- Sound Technician
- Telecommunications Engineer
- Videographer
- Editor
- Recording Engineer

### College Credit Opportunity

- New England School of Communications
- New England Institute of Art
- Community College of Vermont

### Credential

- Associate-Level Certified Electronic Technician Exam (CET)
- Mobile Electronics Certified Professional (MECP)
- Certified Fiber Optic Tech (CFOT)
- Final Cut Express
- Pro Tools

Contact the RVTC Guidance Office at 802-885-8305 for more details.

**Distance Education: This program may be taken online from home high school.**

## DE0102 Electronics: Audio & Video Production I

*3-4 elective credits*

Open to: Grades 11 & 12  
 Prerequisite: Computer skills, Algebra I, instructor interview  
 Scheduled: Full year, online or in person at RVTC, synchronous: 1st block of the school day, Independent online: 1 hour per day

Get a backstage pass into the world of audio and video technology. If you're looking to launch a career in music, radio, film, video games, design, animation, or entertainment business, you've come to the right place. Learn studio maintenance, audio and video production, business law, and fiber optics. This course provides not only the theory of what goes on inside the equipment but offers hands-on use of microphones, mixers, speakers, portable digital audio workstations, and video cameras. Software includes Pro Tools, Sonar, Sony Vegas, Soundtrack Pro and Final Cut Studio 2. Students will also be eligible for becoming certified as Mobile Equipment Installers, Fiber Optic Technicians, Final Cut Express Editors, and ProTools Operators.



## DE0103 Electronics: Audio & Video Production II

1 embedded Science\*, 2-3 elective credits

Open to: Grade 12

Prerequisite: Grade of 70 or better in DAVE I (or instructor interview for new senior students, requires summer work for prerequisite work)

Scheduled: Full year, synchronous: early afternoon block of the school day, Independent online: 1 hour per day

Take your technical production skills to the next level. If you're going to be involved in professional audio and video production, you need to know your way around digital audio and video workstations. From the Internet to video games, DVDs, film and TV soundtracks, digital audio engineering and special effects for video are everywhere. This course will give you the skills you need to get your start in this expanding field. Oh-yeah, don't forget to tell Mom you get a science credit when you take both years!

*\* The student must score a 3 or 4 on 90% of the program competencies in order to become a "successful" program completer and earn the embedded credit.*

## Business & Financial Services

### Overview

- Managerial Skills and Activities
- Entrepreneurship – How to Start Your Own Business
- Customer Sales & Service
- Marketing & Advertising
- Accounting Functions
- Banking & Loan Activities
- Leadership & Teamwork
- Communication Skills
- Employability & Career Development Skills
- Business Ethics

### Career Opportunities

- Retail
- Banking Industry
- Personnel Management
- Small Business Ownership
- Recordkeeping & Accounting
- Marketing

### College Credit Opportunity

- Community College of Vermont
- Vermont Technical College

### Credentials

- Brainbench Business Fundamentals
- Brainbench Customer Assistance
- Brainbench Business Math
- National Retail Federation Customer Service

*\* The student must score a 3 or 4 on 90% of the program competencies in order to become a "successful" program completer and earn the embedded credit.*



health of a business. This program allows students to learn the proper accounting procedures for all types of businesses from the corner store to the largest of corporations. As part of this course students will apply accounting concepts using both manual and automated systems. Real life simulations will be used to give students on the job training and hands on experience doing accounting work for a business. In addition students will learn several software programs in Microsoft Office (Word, Excel, Publisher, PowerPoint and Access) and spend a considerable amount of time discussing personal finance. In preparation for the second year of this program, students will begin the process of creating a business plan which will be fully developed during the final year of this course and serve as the capstone project. All students enrolled in the Business & Financial Services program will participate in DECA (An Association of Marketing Students) and in the operation and management of the Campus Connection school store. Students may obtain national certifications in Business Fundamentals, Business Mathematics and/or Financial Planning.

## 638 Business & Financial Services I

3-4 elective credits

Open To: Grades 11 and 12 (10 with permission)

Prerequisite: Keyboarding Skills

Scheduled: Full Year, 2 hours per day

Accounting is the language of business. It is the planning, recording, analyzing and interpreting of financial information that provides an overall picture of the financial



## 639 Business & Financial Services II

1 emb English\*, 1 emb Math\*, 1-2 elective

Open To:	Grades 11 and 12
Prerequisite:	Grade of 70 or better in Business & Financial Services I or written instructor permission
Scheduled:	Full Year, 2 hours per day

Students in the Business & Financial Services II program study entrepreneurship and small business management. Entrepreneurship focuses on recognizing a business opportunity, starting a business based on the recognized opportunity, and operating and maintaining that business. Students will focus their studies in the areas of business law, marketing, customer service, human resources, business ethics, and financial management. Each student in the program will create a comprehensive business plan for their own business venture that they will present at the end of the school year. Students will also continue to develop their skills in using the Microsoft Office software programs. Throughout the year students will participate in job shadows at area businesses that will extend their learning beyond the classroom. All students enrolled in the Business & Financial Services program will participate in DECA (An Association of Marketing Students) and in the operation and management of the Campus Connection school store. Students may obtain national certifications in Business Fundamentals, Customer Assistance, and/or Retail Industry Knowledge.

## Health Careers

### Overview

- Licensed Nurse Assistant Training
- Emergency First Aid
- CPR & AED for Workplace and Community

### Career Opportunities

- Nursing
- Licensed Nurse Assistant
- Dentist
- Dental Hygienist/Assistant
- Physician
- Physician Assistant
- Physical Therapist/PT Assistant
- Occupational Therapist/OT Asst.
- Veterinarian
- Veterinary Technician
- Radiology Technician
- Respiratory Therapist
- Medical Assistant
- Massage Therapist

### College Credit Opportunity

- 3 Credits\* – River Valley Community College

### Credential

- Licensed Nurse Assistant
- American Red Cross CPR, AED, and Emergency First Aid for Workplace & Community
- *The student must score a 3 or 4 on 90% of the program competencies in order to become a “successful” program completer and earn the embedded credit.*

\*There may be a fee associated with transcribed credit - contact the RVTC Guidance Office at 802-885-8305 for more details.

## 800 Health Careers I

4 elective credits

Open to:	Grades 11 & 12
Prerequisite:	Biology, Algebra I recommended
Scheduled:	Full year, Two hours per day

The Health Careers Program is open to junior and senior high school students. This program is designed to prepare students for success in further education in health care related programs and/or to provide the skills for entry-level positions in health care. The Health Careers Program allows students, while still in high school, to determine if health care is the career they desire. Instruction includes ethics of health care, communications skills, nutrition and wellness, body systems and hands-on training in patient care, emergency first aid, CPR and AED. See your counselor for credit information.

## 801 Health Careers II

1 embedded Science\*, 3 elective credits

Open to:	Grade 12
Prerequisite:	Grade of 70 or better in Health Careers I, LNA or other certificate for entry level position in health care
Scheduled:	Full year, Two hours per day

Students will continue their studies in the health career theme. Year two includes the VT State Board of Registration approved Licensed Nurse Assistant (LNA) program. Successful completers will be prepared to sit for the LNA exam. Students will participate in various job shadowing and clinical rotation experiences in a variety of health care settings. Completers of the Health Careers Program will be better prepared for rigorous post-secondary programs in a wide range of health care fields. In *Health Careers II* students will participate in an intensive field work experience in a variety of areas. A senior seminar will focus on the development of workplace communication, organization and time management skills. Students

will spend time researching college choices and completing applications. They will also be eligible for dual enrollment in college level courses held in the HC classroom. Successful completers will be awarded three fully transferable college credits in both “Medical Terminology” and “Legal and Ethical Issues in Healthcare”.

## Culinary Arts

### Overview

- Food service industry
- Chefs, cooks, bakers
- Food service management

### Career Opportunities

- Food and Beverage Manager
- Catering and Banquet Manager
- Chef
- Restaurant Owner
- Maitre'd
- Pastry and Specialty Chef

### College Credit Opportunity

- New England Culinary Institute

### Credentials

- Pro Start
- ServSafe

*The student must score a 3 or 4 on 90% of the program competencies in order to become a “successful” program completer and earn the embedded credit.*

### 758 Culinary Arts I

*3-4 elective credits*

Open to: Grades 11 and 12 (10 with permission)  
 Prerequisite: None  
 Scheduled: Full year, 2 hours per day

This program offers studies in Culinary Arts for students interested in preparing for careers in the food service industry.

Students will develop practical skills in the commercial kitchen, bakeshop, and student-operated dining room, the River Valley Cafe. Instruction involves lectures, demonstrations, skill development and practical application, as students rotate through these areas. Culinary Arts students will be required to purchase their own chef coat and hat through the culinary program. Scholarships will be available for those students for whom this may be a financial concern.

### 759 Culinary Arts II

*1 embedded Math\*, 2-3 elective credits*

Open to: Grades 11 and 12  
 Prerequisite: Grade of 70 or better in Culinary arts I or written instructor permission  
 Scheduled: Full year, 2 hours per day

Culinary Arts II is designed for the student who wants to continue preparing for a future in the food service industry as they continue to apply the practical skills and knowledge in the commercial kitchen, bakeshop, and student-operated dining room, the River Valley Cafe. Second year students have the opportunity to gain national credentials. These certifications are sponsored through the Vermont Hospitality Council and the National Restaurant Association. Second year students will be encouraged to participate in a cooperative work experience, or training on the job that will fulfill the necessary hours for students to complete the ProStart Certification.

## Hospitality and Recreation Management

### Program Highlights

- Recreation and leisure studies
- Event Coordination
- Team work and Leadership
- Customer Service
- Communication skills

### Career Opportunities Areas

- Events Coordinator
- Ski Resort Management
- Concert Production
- Hotel Management
- Internet Travel Advisor
- Marketing

### College Credit Opportunity

- Johnson State College
- Clemens College (*Formerly the International College of Hospitality Management*)
- Paul Smith’s College

### Credential

- Springer/Miller Resort Management System
- National Retail Federation for National Certificate for Customer Service

**Distance Education: This program may be taken online from home high school.**

*\* The student must score a 3 or 4 on 90% of the program competencies in order to become a “successful” program completer and earn the embedded credit.*

### 635 Hospitality and Recreation Management I

*3-4 Elective Credits\**

Open to: Grades 11 and 12 (10 with permission)  
 Prerequisite: None  
 Scheduled: Full year, Two hours per day

The world of Hospitality isn’t just about Travel Agencies and Hotel Keeping, **it’s resorts, private clubs, cruise lines, event planning** and there are over 200 more career possibilities. The Hospitality and Recreation program will provide you with an

overview of the many fun, challenging and rewarding careers in the ever-growing hospitality industry. Students will pursue these interests through **classroom activities, field trips, practical industry related experiences and guest speakers**. Participating in this program you will gain knowledge and the necessary skills to seek employment within the recreation industry or to further your education at a post-secondary institution. All students in the Hospitality and Recreation Program will participate in DECA (an association of marketing students). Each year the Hospitality and Recreation Program plans and participates in a destination field trip. In the past, classes have been to Disney World, Florida, a three-day cruise to the Bahamas, New York City, and Virginia Beach to name a few. Where do you see yourself going?

### 636 Hospitality and Recreation Management II

*3-4 Elective Credits\*, 1 Embedded Math*

Open to: Grades 11 and 12  
Prerequisite: Grade of 70 or better in Hospitality I  
Scheduled: Full year, Two hours per day

Students will continue their studies of the Hospitality and Recreation Management industry. As a level II student, you will continue to develop essential skills needed to be successful in business to include, but not limited to, event management, business communication, leadership, teambuilding, recreational activities coordination, marketing, sales, and employee relations. As part of the Level II class, you will work in the River Valley Café by serving and managing the dining room. Students will also spend

time researching and visiting prospective post-secondary education facilities where they could continue their studies. Level II students also participate in an annual destination class field trip.

## Human Services

### Overview

- Early Childhood Development and Services
- Counseling and Mental Health Services
- Family and Community Services

### Career Opportunities

- Teacher-Elementary
- Early Childhood Education Professional
- Child Care Professional
- Instructional Paraeducator
- Social Worker
- Counselor
- Psychologist
- Teacher-Preschool

### College Credit Opportunity

- Community College of Vermont

### Credential

- Community CPR and First Aid
- Vermont Child Care Apprenticeship Program Certificate/s of Proficiency

There may be a fee associated with transcribed credit - contact the RVTC Guidance Office at 802-885-8305 for more details.

Graduates of the Human Services Program at the River Valley Technical Center may be eligible for advanced standing at the Community College of Vermont. Students experience learning activities, curriculum, and evaluation processes that are equivalent to CCV courses. Through a scenario-based assessment process, students have the opportunity to practice, apply and demonstrate their learning and may earn 12 credits toward an associate degree in Early Childhood Education. The credit may be also be used toward completion of the Childcare Development Associate (CDA) credential.

## 765 Human Services I

*3-4 elective credits*

Open to: Grades 10-12  
Prerequisite: None  
Scheduled: Full year, 2 hours per day

The Human Services curriculum will provide the student with basic skills and knowledge needed to enter the human services system as a provider of services and/or care in the areas of early childhood, elementary education, gerontology, and special populations services. Classroom work will acquaint the student with professional and paraprofessional careers and occupations, interpersonal communication skills, ethics and legal issues, CPR and first aid skills, and human development. In addition to academic work, students spend extensive time in supervised clinical settings in schools, nursing homes, and other community service agencies. Students will participate in group activities designed to promote individual growth, professional development, and the development of leadership skills.

*The student must score a 3 or 4 on 90% of the program competencies in order to become a "successful" program completer and earn the embedded credit.*

## 766 Human Services II - Early Childhood Education

*1Emb. Social Studies\*, 2-3 elective credits*

Open to: Grades 11 and 12  
Prerequisite: Grade of 70 or better in Human Services I or written instructor permission  
Scheduled: Full year, 2 hours per day

Human Services II prepares students to concentrate in one or more of the following areas: Infant and Toddler Services, Preschool Services or School Age Services, counseling or a specific concentration of the student's

interest. Components of the program include an introduction to early childhood education and communication in the early childhood education workplace. Students will learn to observe children, understand human development at various ages, develop skills to create a safe and healthy environment, and guide children through various learning experiences. They spend extensive time placed in clinical situations working with professionals in their area of concentration. Cooperative Education placements and apprenticeships are also available to level II students. Other opportunities include building student leadership skills through SkillsUSA activities and recertification in Infant, Child and Adult CPR and First Aid.

#### Overview

- Website Development, Programming, PC Repair & Networking “*Technology Essentials*”
- Hands-On Computer Systems

#### Career Opportunities

- Website Development
- Animator
- Network Administration
- Computer Repair and Support
- Programmer

#### College Credit

- RVCC (up to 12 credits)\*

#### Certification

- CompTIA A+
- CompTIA Net+

\*There may be a fee associated with transcribed credit - contact the RVTC Guidance Office at 802-885-8305 for more details.

*\* The student must score a 3 or 4 on 90% of the program competencies in order to become a “successful” program completer and earn the embedded credit.*

### **785 Website Development, Programming, PC Repair, & Networking**

#### **“Technology Essentials”**

*3-4 elective credits*

Open to: Grades 11 and 12  
Prerequisite: Basic keyboarding skills  
Scheduled: Full year, 2 hours per day

Students in Technology Essentials will develop fundamental skills in four hardware/software areas of study which include website development, PC upgrade and maintenance, networking and programming. . Students will build a fully functional website, using HTML, Dreamweaver and Flash and then post to a web server. The programming component will use *Learning to Program with Alice*; Alice being an application used for animation and gaming. Hardware sections will include the upgrade or installation of system components, best practice in dealing with spyware and viruses, and troubleshooting techniques to solve hardware or operating system problems. Networking will use Cisco routers and switches to setup and configure a wide area network. All areas of study will incorporate best practice as students work in a cooperative learning environment. This class will help students explore and prepare for any career in the Information Technology field. Students will have an opportunity to participate in SkillsUSA at local, state and national levels. *Successful completion of this course is recommended for enrollment in Hands-On Computer Systems.*

### **787A Hands-On Computer Systems**

*1 embedded Math\*, 2-3 elective credits*

Open to: Grades 11 and 12  
Prerequisite: Keyboarding skills; Basic computer navigation skills  
Scheduled: Full year, 2 hours per day

This full year program offers an in-depth study of computer components and operating systems. All class members have the opportunity to build a complete computer system. Through a combination of classroom lecture, hands-on activities and labs, students learn how to order parts, assemble and configure a computer, install software, and troubleshoot both hardware and software problems. Students learn best practice in maintenance and safety issues. Students will be responsible for maintaining computer equipment in the classroom and lab. All areas of study will incorporate best practice in maintenance and safety issues as they work in a cooperative learning environment. Students will work primarily on Windows machines with limited exposure to Macintosh and Linux systems. Students will have an opportunity to participate in SkillsUSA at local, state and national levels. Students will be prepared for a national certification exam, CompTIA’s A+ and can earn up to 3 college credits at the River Valley Community College. Successful completion of Technology Essentials is recommended, not required.

## Emergency & Fire Management

### Overview

- Radio Procedures
- Knot tying
- Principles of Unified Command
- Vehicle Extrication
- Structural and Wildland fire control
- FD Standard Operating Procedures
- Firefighter safety
- SCBA

### Career Opportunities

- Fire Inspector
- Firefighter
- Forestry Technician (Smoke Jumper)
- Hazardous Materials Responder
- Arson Investigator

### Credential

- Firefighter I & II
- HazMat Awareness
- National Incident Management System

*\* The student must score a 3 or 4 on 90% of the program competencies in order to become a "successful" program completer and earn the embedded credit.*

## 778 Emergency and Fire Management I

*3-4 elective credits*

Open to: Grades 11 and 12  
Prerequisite: Signed Medical Release  
Scheduled: Full year, 2 hours per day

Over the course of one year, this program will cover many phases of fire science through lecture, demonstration and practical activities as prescribed by the Fire Fighter I curriculum. The program is physically demanding, as well as mentally challenging while students complete many of the requirements experienced by professional firefighters. This curriculum will concentrate on EMT-B. The program prepares students to take the Fire Fighter I Exam. Students will receive National & State certifications as an EMT-B as prescribed by United States Department of Transportation. Other National

recognized certifications will be obtained from the National Fire Academy, Federal Emergency Management Agency, and American Red Cross.

## 778A Emergency and Fire Management II

*1 embedded Science\*, 2-3 elective credits*

Open to: Grade 12  
Prerequisite: Signed Medical Release  
Scheduled: Full year, 2 hours per day

The level II program is a continuation of the Emergency & Fire Management I course. Students will continue to receive classroom and field training designed to insure proficiency with operation of numerous tools and machinery that are essential to fire fighting. Those students who have successfully completed the two year program are eligible to take the state Firefighter I certification exam.

## Law Enforcement

This program covers the many subsystems within Law Enforcement and the Criminal Justice System.

### Overview

- Crime Scene Investigation
- Fingerprinting
- First Aid
- Criminal Law
- Accident Investigation
- Building Searches
- Patrol Procedures

### Career Opportunities

- Police Officer
- Probation Officer
- Security Officer
- Forensic Technician
- Correctional Officer
- Criminologist
- Deputy Sheriff
- State Trooper
- Juvenile Officer

## College Credit Opportunity

- Community College of VT \*\*
- NH Community College \*\*
- Frederick Community College\*\*

### Credentials

- Emergency Response (First Responder)
- CPR/AED
- HazMat Awareness
- National Incident Management System
- Introduction to Incident Command for Law Enforcement
- Multi-Hazard Emergency Planning for Schools
- Emergency Response to Terrorism

## 775 Law Enforcement I

*3-4 elective credits*

Open to: Grades 11 & 12  
Prerequisite: Signed Medical Release  
Scheduled: Full year, 2 hours per day

Students in this level will get an introduction and overview of law enforcement. Through practical applications, classroom learning and technology, students learn what it takes to become a law enforcement officer. Topics covered include police work, court procedure and corrections with a priority in the overview of the criminal justice process.

## 775A Law Enforcement II (Intro to Criminal Investigation)

*Embedded Social Studies\*, 2-3 elective credits*

Open to: Grade 12  
Prerequisite: Grade of 70 or better in Law Enforcement I  
Scheduled: Full year, 2 hours per day

This program is a continuation of Law Enforcement I and is designed to acquaint the student with the procedures, techniques, legal concerns, and general problems associated with a criminal investigation. Merging classroom

lectures and practical exercises in the program permits students to comprehend the various investigative procedures.

*\* The student must score a 3 or 4 on 90% of the program competencies in order to become a “successful” program completer and earn the embedded credit.*

*\*\* Students may need to incur a fee for credentialing credit – contact the RVTC Guidance Office at 802-885-8305 for more details.*

## Manufacturing

### Overview

To prepare students for the wide variety of careers related to:

- Manufacturing
- Tool Design
- Engineering Technology

### Career Opportunities

- Computer Numerical Control (CNC) Operator
- CNC Programmer
- All Around Machinist
- Tool Maker/Machinist
- Machine Operator

### College Credit Opportunity

- Vermont Technical College (up to 4 credits)

### Credential

- National Institute for Metalworking Skills (NIMS) credential in seven different areas.

### Manufacturing Technology:

The purpose of this 2 to 3 year course is to provide “hands-on” training in manual and computer numerical control (CNC) machining techniques that will prepare graduates for entry-level jobs as CNC Machine Operators,

Machinists and programmers. Students will learn to operate more than 20 different machine tools, including milling machines, engine lathes, precision grinders and fully automated CNC machining centers. The sparkling clean, “state-of-the art” manufacturing lab is one of only two NIMS (National Institute for Metalworking Skills) certified training centers in Vermont. All students have the opportunity to earn NIMS credentials, which are recognized across the country as the premiere, competency-based certification for machine operators and machinists. In addition, all hours accumulated in this training program count towards the Vermont Adult Apprenticeship Program. If your passion is making things by hand and seeing how they work, this course is for you!

### 745 Manufacturing Technology I

*3–4 elective credits*

Open to: Grades 10-12  
Prerequisite: Successful completion of Algebra or permission of the instructor  
Scheduled: Full year, 2 hours per day

Students participating in **Manufacturing Technology I** will examine, practice, master and eventually integrate many industry current processes and systems into solutions for “real world” manufacturing problems. Through this in-depth, applied engineering curriculum, students will gain the knowledge base and specific skill sets necessary to gain entry-level employment within the manufacturing industry as well as go on to post-secondary programs in engineering technology. Students will learn to safely set-up and operate up to 19 different

types of industry current manual and computer controlled manufacturing equipment.

**Manufacturing** is a “hands-on” curriculum that has been designed to ensure that students can meet or surpass the minimum standards set forth by the following:

- National Institute for Metalworking Skills, Inc. (NIMS) National Certificate Program
- Vermont Frameworks (as they relate to Machine Trades Competencies)
- Local, Regional and National Manufacturing Employers
- SkillsUSA: Leadership Training as well as Precision Machining and Automated Manufacturing competitions

In addition to the eight credentialing areas incorporated into the NIMS Guidelines, Manufacturing I will also integrate the following manufacturing concepts:

- Industrial Blueprint Reading including Geometric Dimensioning and Tolerances
- Computer Aided Drafting (CAD) and Parametric Solid Modeling (Inventor ®)
- Computer Aided Manufacturing (CAM) using Mastercam®
- Computer Numerical Control Machining (2D and 3D Turning and Milling)
- Robotics and Computer Integrated Manufacturing Cell Development

### 746 Manufacturing Technology II

*1 embedded Math, 2-3 elective credits*

Open to: Grades 11 & 12  
Prerequisite: Successful completion of Manufacturing Technology I  
Scheduled: Full year, 2 hours per day

Students participating in **Manufacturing, Level II** will refine their skills as machinists and problem solvers. They will take the basic operational skills they mastered in Manufacturing Level I

and apply them to engineering problems of increased complexity. They will progress from manufacturing process generalists to highly trained application specialists in a variety of disciplines. There is a strong emphasis on technical mathematics at this level, primarily in the areas of geometry and trigonometry. As such, students completing both levels of this curriculum can earn 1 math credit towards graduation.\*

## Engineering Technology

### Overview:

To prepare students for the wide variety of careers related to:

- Engineering
- Engineering Technology

### Career Opportunities

- Mechanical Engineer
- Electrical Engineer
- Architectural Engineer
- Civil Engineer
- Engineering Technician
- CADD Operator
- CNC Operator

### College Credit Opportunity

- Rochester Institute of Technology (up to 20 credits)
- Vermont Technical College (up to 4 credits)

### Credential

- Accredited by the National Alliance for Pre-Engineering Programs

Contact the RVTC Guidance Office at 802-885-8305 for more details.

*\* The student must score a 3 or 4 on 90% of the program competencies in order to become a "successful" program completer and earn the embedded credit.*

## 737 Engineering Technology

*3-4 elective credits*

Open to: Grades 10 -12  
 Prerequisite: Successful completion of Geometry or permission of the instructor  
 Scheduled: Full year, 2 hours per day

### **DESIGN IT! DRAW IT! MAKE IT!**

Do you:

- Like to invent?
- Like figuring out how things work?
- Like to work with computers?
- Like math or science?

Ever thought of becoming an engineer and engineering technician? Spend the first year of this two-year program tearing apart and 3D modeling a complex machine like a working internal combustion engine. Then use industrial machinery, such as lathes and mills, to actually make a complex machine of your own to take home! Design, build, and program an industrial robot to perform every day tasks! Explore civil engineering by learning to survey, architectural engineering by drawing house plans, and electro-mechanical engineering through UVM'S annual TASC (Technology and Society Connection) competition. Students completing this program go on to college for engineering or to technical school to become engineering technicians and CADD operators. College credit is available through this program.

## 738 Engineering Technology II

*1 embedded Math\*, 2-3 elective credits*

Open to: Grades 11 and 12  
 Prerequisite: Grade of 70 or better in Engineering Technology I or permission of the instructor. Students who have completed Intro to Engineering & Design at Green Mountain Union High School or Bellows Falls Union High School are also eligible.  
 Scheduled: Full year, 2 hours per day

Explore civil engineering by learning how to survey a piece of property; architectural engineering by drawing a complete set of house plans, and electrical engineering through the design and building of electrical circuits. Use all of the skills you've learned to solve real life engineering problems. Students in Level II will have the opportunity to compete in a variety of state and national competitions including Computer Aided Drafting and Design, Automated Manufacturing Technology and UVM's annual Technology and Science Connections Competition. College credit is available from both Rochester Institute of Technology and Vermont Technical College.

# **Adult Education**

## ***Daytime Programs***

All of the programs listed in this book are also available to adults in our region on a space-available basis. Classes meet two hours per day, five days a week, and follow the RVTC annual calendar; however, adults may also access our day programs for shorter periods of time, based on a specific need or interest. Vermont adults without a high school diploma, or who have a GED, may access RVTC daytime programs for free. There is a reasonable tuition charged to adults with a high school diploma. The Adult Education Coordinator is willing to work with you if you need financial assistance. Financial assistance may be available through the Vermont Student Assistance Corporation's Non-Degree Grant Program.

## ***Evening & Weekend Courses***

Adult Education evening and weekend courses run throughout the year and offer a wide variety of courses at very reasonable prices. Courses range from one-day workshops on computer applications, to a fifteen-week course on Computer Numeric Control. The Adult Education Coordinator is willing to develop course offerings for just about any topic provided there is enough community interest. Employers are encouraged to access these programs for staff development or to contact us to arrange for specific training for their staff. Additionally, financial assistance may be available through the Vermont Student Assistance Corporation's Non-Degree Grant Program. New courses are constantly being developed. To see an up-to-date list, visit [RVTC.ORG](http://RVTC.ORG) and click on Continuing Education.

### Statement of Non-Discrimination - River Valley Technical Center

The River Valley Technical Center does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the River Valley Technical Center's compliance with the regulations implementing Title VI, Title IX, Section 504 or other state or federal non-discrimination laws or regulations is directed to contact:

Carl Mock, Director, River Valley Technical Center  
307 South Street, Springfield, VT 05156, 802-885-8301