

Venango Technology Center
Adult Evening Classes - 2010 Spring Schedule
(814) 677-3097 Ext. 217 & 219 www.vtc1.org



ALL CLASSES ARE HELD FROM 6:00-9:00 PM UNLESS OTHERWISE NOTED by ASTERISK *

***Welding (Intro to SMAW)**
 Mon./Wed. Jan. 25, 27, Feb. 1, 3, 8, 10, 17,
 22, 24
 36 Hours Reg. Fee: \$550
***Time: 6:00 – 10:00pm**

*** Maintenance Tech**
 Thur. Feb. 11, 18, 25, Mar. 4, 18, 25,
 Apr. 8, 15, 22, 29, May 6, 13, 20
 45 Hours Cost: \$500 Text: \$95
***Time: 6:00-9:30pm**

***PA State Inspection**
 Mon./Tue./Thur. Feb. 1, 2, & 4
***Time: 6:00-10:00pm** Reg. Fee: \$150

Introduction to Computers
 Tue./Thur. February 11, 16, 18, 23, 25, Mar. 2
 18 Hours Reg. Fee: \$100 Text: \$30

WindowsXP
 Tue./Thur. Mar. 9, 16, 18, 23, 25, 30
 18 Hours Reg. Fee: \$135 Text: \$35

Excel 2007 Beginner
Prerequisite: Basic Computer Skills
 Thur. Apr. 8, 15, 22, 29, May 6, 13
 18 Hours Reg. Fee: \$135 Text: \$35

Basic Business Writing
Prerequisite: Basic Typing Skills
 Mon./Wed. May 3, 5, 10, 12, 17, 19, 24
 21 Hours Reg. Fee: \$145

Quick Books Level 1
Prerequisite: Basic Computer Skills
 Wed. March 3, 10, 17, 24, 31
 15 Hours **Reg. Fee: \$150
**** Includes Book & Trial Software**

*** Nurse Assistant Training**
 Tue./Wed./Thur. Mar. 2 – May 11, 2010
 120 Hours Cost: \$ 800
***Time: 4:00-9:00pm**

Medical Terminology
 Mon./Wed. Mar. 15, 17, 22, 24, 29, 31
 18 Hours Reg. Fee: \$125 Text: \$40

Anatomy & Physiology
Prerequisite: Medical Terminology
 Mon./Wed. Apr. 12, 14, 19, 21, 26, 28
 18 Hours Reg. Fee: \$125 Text: \$30

Computer Maintenance
 Thur. April 8
 3 Hours Reg. Fee: \$25

Accounting
 Tue./Thur. May 4, 6, 11, 13, 18, 20, 25, 27,
 June 1, 3
 30 Hours Reg. Fee: \$150 Text: \$95

***Sign Language for Beginners**
 Tue./Thur. April 20, 22, 27, 29, May 4, 6, 11, 13
 16 Hours Reg. Fee: \$95 Text: \$25

***Introduction to Digital Photography**
 Call for Information

PLC (Programmable Logic Controllers)
 Call for Information

Electronics, Welding, & Machining in cooperation with the Community College of Allegheny County
 Call (814) 678-5069 for more information

Clinical Medical Assistant Program in cooperation with Dubois Business College
 Call (814) 677-1322 for more information

***Note Class Time**

COMPREHENSIVE CERTIFICATE PROGRAM

The Certificates shown below represent a curriculum designed for the dedicated student. The classes do not need to be taken in the order shown. You choose the pace – FAST or SLOW.

Computer Applications Specialist

Introduction to Computers
Windows
Word Beginner
Excel Beginner
File Management/Network Basics
Choose one of the following:
Access Beginner or PowerPoint

Office Management

Accounting
Basic Business Writing
Word Beginner
Excel Beginner
Access Beginner
Office Procedures

Medical Office Management

Accounting
Basic Business Writing
Word Beginner
Excel Beginner
Access Beginner
Medical Terminology
Medical Office

PRACTICAL NURSING PROGRAM (677-3097 Ext. 207 or 231)

VTC's Practical Nursing Program has been educating Nurses since 1966. The program is 11 months long, from August to June, with 55% of the time spent in clinical practice at several local health care facilities and 45% in the classroom. Graduates are eligible to take the State Board of Nursing Licensing Examination. Financial aid assistance is available to qualified students.

FREE CLASS

NEW CHOICES CAREER DEVELOPMENT

Not sure what direction to turn? This FREE program is for YOU!
Daytime & Evening Classes Available

Oil City Class Dates: January 19th – February 18th, 2010
Monday through Thursday 9am-1pm
Call 677-3097 Ext. 219 or 216 for registration information

FREE CLASSES: GED & BASIC WORKFORCE SKILLS

VENANGO TECH CENTER – OIL CITY

Mondays		Wednesdays
2:45-5:15pm	1	2:45-5:15 pm
5:30-8:00pm		5:30-8:00 pm

EMERGING TECH CENTER – FRANKLIN

Mondays
10:00-12:30pm

*Registration for New
Students
1st and 3rd Wednesdays of
each month
11:00 a.m. at VTC
Call (814) 677-3097
Ext. 218
for an appointment*

VTC can Customize Training to meet your needs!
For more information contact Venango Technology Center
(814) 677-3097 Ext. 217 www.vtc1.org

Registration for Evening Classes

Register for classes in person at the Adult Education Center, Venango Technology Center from 9:00 AM - 3:00 PM daily throughout the school year. OR Register by mail. No registrations or reservations will be taken over the phone. Registration for classes is on a first come, first served basis, with **full payment** due upon registration. Registration will close one week prior to the start of each class.

PAYMENTS



Payments for registration can be in the form of a check or cash only. Please make all checks payable to the **Venango Technology Center.**

TEXTBOOKS

Textbooks can be picked up and paid for the first night of class in the Adult Education Department.

REFUND POLICY

100% refund if the course is canceled by VTC. 100% refund if the student cancels 48 hours before the start of course. NO refund if the cancellation is within 48 hours of the start of the course. NO refunds for "no-shows". NO refunds for one or two evening seminars.

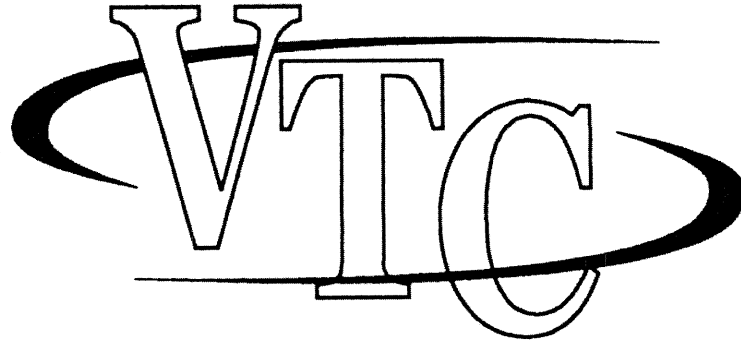
ALL refunds are in the form of a check sent from the school.

To register by mail: Complete the registration card below (photocopy is acceptable) and return with **full payment** to: **1 Vo-Tech Drive, Oil City, PA 16301 Attn: Adult Education Department.**

If the class is full, your name will be placed on our waiting list. For confirmation of registration please enclose a self-addressed stamped envelope.

VENANGO TECHNOLOGY CENTER			
Application for Adult Education Class			
(Please print and complete all information)			
Course		Reg. Fee	Book Cost
Social Security Number	Last Name	First Name	Middle Initial
Street	City	Zip Code	School District
Occupation		Home Phone	
			<input type="checkbox"/> Male
Place of Employment		Daytime Phone	<input type="checkbox"/> Female
I understand the following: 1. No refunds will be made after the first class session for any reason. 2. The School will not be liable for damage to or theft of any personal belongings brought onto the premises by students, nor for payment of medical expenses or other damages due to bodily injury either self inflicted or inflicted by another student.			
_____ Signature			_____ Date

The Venango Technology Center is an equal opportunity institution and will not discriminate on the basis of race, color, national origin, sex, handicap or limited English proficiency in its activities, programs, or employment practices as required by Title VI, title IX and section 504.



Venango Technology Center

ISO 9001: 2000 Registered

Evening School Schedule