Continuing Education Course Offerings Spring 2013

Contact Kathy Daley
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Continuing Education

Class offerings at St. Johnsbury Academy

Arts, A/V Technology, & Communications

Discover Digital Photography

Beverly Schultz
Ed2go on-line class
Tuition $99

This course provides an introduction to the fascinating technology that is catapulting the photographic world into the 21st century. We'll discuss the basics of digital photography, equipment, software, the digital darkroom, printing, Internet and e-mail use, along with commercial and personal applications.

To see a complete description, course syllabus, and facilitator profile, go to www.ed2go.com/stjacademy and review the course catalog.
Introduction to Photoshop CS3

Sherry London
Ed2go on-line class
Tuition $99

If you're a photographer, a graphic artist, or you just want to alter your old family photos, Adobe Photoshop is the program you most need to learn. This hands-on, project-oriented course is filled with detailed, step-by-step instructions you'll have no trouble following as you learn how to edit photos, create basic paintings, and prepare your images for printing. Discover how to improve photographs by removing flaws, correcting poor exposure, or adding new elements using the newest techniques Photoshop CS3 has to offer. You'll even learn how much fun it can be to paint again without the usual mess. And, best of all, you won't need any prior artistic ability or Photoshop experience to take this course.

To see a complete description, course syllabus, and facilitator profile, go to www.ed2go.com/stjacademy and review the course catalog.

Introduction to Guitar

Edward Burns
Ed2go on-line class
Tuition $99

Master basic guitar skills and become the musician you have always wanted to be.

To see a complete description, course syllabus, and facilitator profile, go to www.ed2go.com/stjacademy and review the catalog.

Architecture & Construction

Electrical Apprenticeship

The State of Vermont Apprenticeship program offers this program on the campus of St. Johnsbury Academy. Students enter the program at on the level appropriate for the individual’s experience and background. For more information contact the Vermont Department of Labor.

Tuition $525, does not include the cost of books

Vermont Department of Labor
St. Johnsbury, Vermont
802-748-3177
Residential Electricity

Learn the basic codes and requirements of basic residential wiring, proper wiring methods, box sizing and layout. Expect required materials to amount to approximately $25.

Mike Bugbee  
Wednesdays – 5:30 – 8:00 pm  
Streeter Hall – 232  
March 20 – April 24  
Tuition – $100

Business Management & Administration

Creating a Successful Business Plan

Carol Parenzan Smalley  
Ed2go on-line course  
Tuition $99

Success in business begins with a plan. By committing your idea to paper, you face tough questions and identify strengths and weaknesses. Business plans are not just for financing purposes; they are working documents to guide your business. For new and established small business owners, the course will start you down the path of small business success.

To see a complete description, course syllabus, and facilitator profile, go to www.ed2go.com/stjacademy and review the course catalog.

Performing Payroll in QuickBooks 2010

Scott Paxton  
Ed2go on-line course  
Tuition $99

Preparing payroll in any small business can be a daunting task. Whether you have one employee or 20, the federal and state requirements are often the same. By using the payroll feature in QuickBooks 2010 you can create paychecks, pay tax liabilities, and generate dazzling payroll reports with little effort.

In this course, you'll learn the steps you need to follow to properly set up your payroll system in QuickBooks—from accessing information on the Internal Revenue Service Web site to creating a new employee, from tracking time and job cost data to generating required forms and reports. If you're already using the QuickBooks payroll feature, this course even includes troubleshooting tips and solutions for common problems and mistakes!

To see a complete description, course syllabus, and facilitator profile, go to www.ed2go.com/stjacademy and review the course catalog.
Computers

Adobe Software
Donna Baker
Ed2go on-line course
Tuition $99

Bringing together content is just the beginning. You’ll work with features, such as backgrounds and bookmarks, to help unify your documents and assist navigation to your users. You’ll see how to protect your work using password security, and how to develop a PDF Portfolio.

To see a complete description, course syllabus, and facilitator profile, go to www.ed2go.com/stjacademy and review the course catalog.

Microsoft Excel®

Janet Lumbra
Wednesdays 5:30-8:00 PM
St Johnsbury Campus
Streeter 210
March 20 – April 24
Tuition $100 20 Hours

Learn this spreadsheet program from Microsoft® Office Suite. Inputting data, building and integrating workbooks, and formula usage are all part of this course. Filtering and extracting data, multiple worksheets, and more advanced charts and formulas may also be explored. A USB drive for data storage is recommended.

Microsoft Office®

Janet Lumbra
Mondays 5:30-8:00 PM
St Johnsbury Campus
Streeter 210
March 18 – April 22
Tuition $100 20 Hours

Learn the basics of the most widely used set of business software. Microsoft Word® will focus on the popular word processing program. This is a great opportunity to become more familiar with the potential of your computer. A USB drive for data storage is recommended.
Creating Web Pages

Craig Power
Ed2go on-line course
Tuition $99

Create and post your very own Web site on the Internet in this extensive, hands-on, six week workshop. First, you'll learn about the capabilities of the World Wide Web and the fundamentals of web design. Then, with your instructor's patient guidance, you'll plan the content, structure and layout of your Web site, create pages full of neatly formatted text, build links between the pages and to the outside world, and add color, backgrounds, graphics, tables, hot buttons, and animation. You'll also learn critical and timely information on securing the best possible location in search engine listings, and powerful no-cost or low-cost web marketing strategies.

To see a complete description, course syllabus, and facilitator profile, go to www.ed2go.com/stjacademy and review the course catalog.

Education & Training

SAT Prep

Academy Staff
Mondays and Wednesdays 6:30 – 8:30 PM
Severance Hall 20/Streeter Hall 227
St. Johnsbury Campus
March 18 – April 24
Tuition $100 includes book  20 Hours

In the SAT Prep course students will take a diagnostic SAT exam to see how they would do on the SAT and find their strengths and weaknesses. Classes will be spent looking at different types of SAT questions, going over strategies when stuck and going over ways to help find an answer more quickly. The class will also practice applying strategies that work for them individually with vocabulary terms and will briefly review the math that may be on the SAT exam. This class is scheduled to prep students for the May 5 test date.
Continuing Education Course Offerings Spring 2013

Medical Transcription

Jennifer Della’Zanna  
Ed2go on-line course  
Tuition $99

Take your first step toward a lucrative career as a medical transcriptionist! You’ll learn how to transcribe the common medical reports used in both inpatient and outpatient settings. We’ll review a lot of the grammar you might have forgotten since high school and apply it to the reports.

To see a complete description, course syllabus, and facilitator profile, go to www.ed2go.com/stjacademy and review the course catalog.

Human Anatomy and Physiology

Holly Trimble  
Ed2go on-line course  
Tuition $99

This course begins with an explanation of matter and principles of chemistry that are important to human physiology. Emphasis will be placed on the organization of the human body and the differences between living and non-living organisms. Explanation of how the circulatory and respiratory systems relate to the function of the human body will also be covered.

To see a complete description, course syllabus, and facilitator profile, go to www.ed2go.com/stjacademy and review the course catalog.

Hospitality & Tourism

ServSafe®

This is the Level 1 course that provides individuals with the knowledge and skills necessary for the safe preparation, storage, and receipt of food. Individuals in the food service industry will be certified upon successful completion of this course.

Chef David Hale  
Monday, Tuesday, Wednesday 5:30-8:30 pm  
April 8, 9, 10  
Hilltopper Restaurant, St. Johnsbury  
Tuition: $75

Creative Bread Baking
This workshop will provide students with the opportunity to bake several different types of bread in various shapes and sizes. All will be able to sample and take home the tasty results!

Chef Jerry Prevost  
Tuesday 5:30-9:30 pm  
April 9  
South Congregational Church, St. Johnsbury  
Tuition: $75

Perfect Pasta

Have fun baking different types of pasta and sauces to compliment the pasta. Students will be able to take the final product home to share with others!

Chef Jerry Prevost  
Thursday 5:30-9:30 pm  
April 11  
South Congregational Church, St. Johnsbury  
Tuition: $75

Language Arts

Speed Spanish 

Instructor led  
Ed2go on-line course  
Tuition $99

Learn six easy recipes to glue Spanish words together into sentences, and you’ll be engaging in conversational Spanish in no time.

Law, Public Safety, Corrections and Security

Real Estate Law

Neal Bevans  
Ed2go on-line course  
Tuition $99

Explore the legal issues involved in real estate law. You’ll not only master the essentials, but you will receive hands-on applications and examples that will show you how to use this knowledge in a day-to-day real estate practice.
To see a complete description, course syllabus, and facilitator profile, go to www.ed2go.com/stjacademy and review the course catalog.

**Life, Lifestyle and Personal Development**

**Driver Education**

Gary Thornton  
Days and Times vary based on classroom instruction and behind the wheel instruction.  
St. Johnsbury Campus  
Tuition: $450  
Contact: Nancy Greenwood, 751-2359 or ngreenwood@stjacademy.org

This course meets the state of Vermont requirements for a minimum of 30 hours of classroom instruction and 6 hours each of observation and behind the wheel instruction.

**Science, Technology, Engineering & Mathematics**

**CompTIA® Security+ Certification Prep**

Ron Glister  
Ed2go online course  
Tuition $99

Master the terms and concepts you need to pass the CompTIA® Security+ exam and earn your Security+ certificate.

To see a complete description, course syllabus, and facilitator profile, go to www.ed2go.com/stjacademy and review the course listings.
Medical Math

Instructor
Ed2go online course
Tuition $99

Learn the mathematics skills needed to succeed in the medical field.

To see a complete description, course syllabus, and facilitator profile, go to www.ed2go.com/stjacademy and review the course listings.

Technical Mathematics

To be announced...

Ed2go On-line Courses

Within each category there are several courses offered. Each with it’s own syllabus, a profile of the instructor, and what to expect from the course. These courses are offered each month, last approximately 6 weeks, and may be completed at your convenience. Registration may be completed on-line.

Choose from the category or categories that interest you and find a course that matches your goals and interests.

Art                                      Language and Arts
Accounting and Finance                   Law and Legal
Business                                  Personal Development
Computer Applications                   Teaching and Education
Design and Composition                   Technology
Health Care and Medical                  Writing and Publishing

Click on the web site to discover all the courses offered: www.ed2go.com/stjacademy

**Please note: many of these courses are made possible with support from the Vermont Department of Labor.

Tuition assistance is available for select courses.
CONTINUING EDUCATION
ENROLLMENT FORM

Name________________________________________________

Mailing Address___________________________________________

Email address ________________________________

Daytime Phone__________________ Evening Phone_____________________

Course title________________________________________________________

Fall Semester___________ Winter/Spring Semester ________________

Tuition payment:

Check Number____________________ Amount______________________________

Credit Card - Type of Card_____________________________________________

    Name on Card______________________________________________

    Number ____________________________ Exp. _________

Other: ____________________________________________________

Please complete and return to:

Kathy Daley
Continuing Education
St. Johnsbury Academy
St. Johnsbury, VT 05819