

**VTA Fees
&
Class Meeting Days**

**Certified Nursing Assistant
(\$450.00—Mon. &
Tuesdays
(includes First Aid Cert.)
4:30 to 8:30 pm**

**Intro to Microsoft Office 2007
(\$100—Mon. & Tuesdays)
5:00 to 8:00 pm.**

**Intermediate Microsoft Office
(Spring Semester only)**

**Phlebotomy \$600.00
10 week course
Monday evenings
4:30 to 8:30 pm.**

**ServSafe
\$100.00 16 hour course
Includes book
(to be determined)**

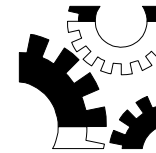
**Phone: 401-435-7815
Fax: 401-435-7854
Email: rid21143@ride.ri.net**



**Registration dates:
Monday, August 30, 2010 and
Tuesday, August 31, 2010
5:00 p.m.—7:00 p.m.
1998 Pawtucket Avenue
East Providence
Rhode Island 02914
(behind High School)
“Classes start September 13th
2010”**

**EAST PROVIDENCE
AREA CAREER &
TECHNICAL CENTER**

**VOCATIONAL TRAINING
FOR ADULTS PROGRAM**



COURSE OFFERINGS

- **Certified Nursing Assistant (CNA) includes first aid certification**
- **Introduction to Microsoft Office 2007**
- **Intermediate Microsoft Office 2007 (spring only)**
- **Phlebotomy**
- **ServSafe**

VOCATIONAL TRAINING FOR ADULTS (VTA)—Courses

Certified Nursing Assistant (CNA)

This course is designed to teach basic nursing skills needed for employment as a nursing assistant in hospitals, nursing homes, home situations, and other long term care facilities. This course will cover basic nursing skills, personal care skills, and recognition of the needs of the patient. You will learn how to take vital signs of the patients, meet their personal hygiene, their safety, nutrition needs as well as general comfort. Upon completion of your classroom experience you will be assigned 24 hours of clinical rotation. This is needed to gain your certification. Mantoux test is required prior to clinical rotation. Costs of all health tests needed are at the student's own expense. An entrance meeting with the instructor is a must, plus a BCI check must be done before final acceptance.

The course is an accredited program recognized by the State of Rhode Island Department of Health, qualifying students to take the State Certification Exam for CNA's. The exam has both a written exam and a hands-on clinical section.5

Cost of course is \$450.00 Includes, CPR Training

—15 weeks—90 hrs.

Introduction to Microsoft Office 2007

This course is ideal for those with a good knowledge of Office products but want to improve their productivity and extend the functionality of their documents. This course will cover advanced functions of creating and editing Word documents, along with advanced formatting and styles. Learn advanced functions in Excel such as adjusting a worksheet, formatting cells, absolute referencing, filling series, labels and names, logical functions, lookup functions, sorting, auto filter and merging. Advanced functions for PowerPoint and Access will also be introduced.

Cost of Course: \$100.00

***Intermediate Microsoft Office 2007-Spring Semester Only**

Phlebotomy

The primary role and responsibility of a phlebotomist is to obtain blood specimens from patients for the purpose of laboratory analysis. Students will learn to obtain a variety of laboratory specimens with hands on laboratory practice sessions as well. Following the classroom instruction a clinical training will follow. This course covers the use of multi-samples needs, butterflies, and syringes. In addition specimen collection, federal safety regulations, medical ethics will be discussed. Preparation for the ASCP Certification test will be covered, but the fee for the test is not included in class price. Students will need to get a current TB, hepatitis B series, and tetanus immunization. All students who sign up for this class will need to pass a BCI and are interviewed by the Instructor and Director before they will be accepted into the program. Cost for Course: \$600.00

Servsafe

This safety training is a commitment, a mindset and a smart business practice for every restaurant and food-service operation in our industry. Food safety training doesn't end, however, once a manager earns certification. That's where it begins—by implementing food safety practices on a daily basis. It is also critical that every person in an operation meets today's food safety practice demands. The ServSafe program provides the resources to help keep food safety as an essential ingredient in every meal. ServSafe training is the one commitment to food safety implementation that we should all share every day.

Cost of course: \$100.00

CERTIFICATION UPON PASSING EXAM

