



Students in the **Office Automation Certificate** program will develop computer skills in the use and application of office tools at an intermediate level, develop problem solving skills, understand the fundamentals of database design and writing queries, and gain a perspective of the social context of information sciences and technology.

Students in the **Programming Certificate** will develop computer programming skills in a programming language at an intermediate level, develop problem solving skills, understand the fundamentals of object-oriented programming, and gain perspective of the social context of information sciences and technology.

This initiative is sponsored by the National Science Foundation and is a joint effort involving the Human Resources Investment Council (HRIC), the Vermont Department of Education, Vermont Tech, the Community College of Vermont, and Area Technical Education Centers. Programs are designed around learning outcomes so that courses taken at other institutions, or learning accomplished through professional experience, may satisfy one or more of the required outcomes.

*For more information call 802.879.2323 or visit <http://www.vtc.edu/nsf>*



Williston Campus  
201 Lawrence Place  
Williston, Vermont 05495  
802 879-2323

## Two **NEW** Certificate Programs at Vermont Technical College

Certificate in  
Office Automation

18 cr

Certificate in  
Programming

18 cr

Designed to be flexible,  
convenient, modular and  
adaptable



**OPEN HOUSE**  
*Aug. 21, Sept. 11, Sept 25,  
Oct. 9, or Oct. 23, 2004*

Visit us to see if one of these  
programs fits your needs!

**Where:** Vermont Tech, Williston Campus

**When:** Saturdays, 9 AM – 2 PM

All orientation, assessment and advising are free of charge to students.

Modules are available at a reduced rate during Fall 2004.

	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM
<b>Aug 21</b>	<b>Orientation</b>	<b>Assessment</b>	<b>Advising</b>	<b>Module Selection</b>	<b>As needed</b>
<b>Sept 11</b>	<b>Orientation</b>	<b>Assessment</b>	<b>Advising/ Module Selection</b>	<b>Module Instruction</b>	<b>Tutoring</b>
<b>Sept 25</b>	<b>Orientation</b>	<b>Assessment</b>	<b>Advising/ Module Selection</b>	<b>Module Instruction</b>	<b>Tutoring</b>
<b>Oct 9</b>	<b>Orientation/ Assessment</b>	<b>Advising/ Module Selection</b>	<b>Module Instruction</b>	<b>Tutoring</b>	<b>Tutoring</b>
<b>Oct 23</b>	<b>Module Instruction</b>	<b>Module Instruction</b>	<b>Tutoring</b>	<b>Module Instruction</b>	<b>Tutoring</b>

### Why choose one of these certificate programs?

- Course modules in convenient classroom or online format.
- Fall modules are available at a reduced fee.
- Personal and online tutoring help to ensure student success.
- Students may be able to earn college credit for learning accomplished through work experience.
- Programs are designed to focus on skills needed by area employers.
- Programs are designed to leave space for personal interests and customization.
- Certificates will “click in” to a broad array of options being developed for delivery in 2004-2005, including associate degrees in software engineering; networking; and business information systems; and specializations in analysis and database management, office automation, and web development and internet management. All certificates and associate degrees apply toward completion of a bachelor’s degree at Vermont Tech.
- Cooperative degree and certificate programs map Vermont Tech, Community College of Vermont and Area Technical Education Center courses into degree options.

For more information, call 802.879.2323, or visit <http://www.vtc.edu/nsf>



Vermont Technical College—Williston Campus

• **The Office Automation Certificate** strengthens basic computer skills and adds skills essential to efficient and effective utilization of computer-based information technology applicable to a wide range of occupations.

• **The Programming Certificate** provides foundation skills essential to a variety of computer development occupations including programmer, software engineer, Web Scripser, SQL programmer and systems analyst.

Both certificates can be applied toward associate degrees or a bachelor’s degree at Vermont Tech.



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