



***Interested in computer aided design?***

Manchester Adult Education is offering (.5 credit)

## **CAD 2 (Computer Aided Drafting 2)**

Tuesdays & Thursdays 6:00 – 7:30pm

March 18, 2019 – June 6, 2019

at

Manchester High School

134 East Middle Turnpike, Manchester, CT

Learn to use computer systems to assist in the creation, modification, analysis, and optimization of design. CAD increases the productivity of the designer, improves the quality of design, and creates a database for manufacturing.

This class is open to VRABE students!

Please email Michelle at [michelle.vacharakupt@vernonct.org](mailto:michelle.vacharakupt@vernonct.org) if you are interested!



***Interested in Culinary Arts?***

Manchester Adult Education is offering (.5 credit)

**Culinary Arts II**

Tuesdays & Thursdays 6:00 – 7:30pm

March 19, 2019 – June 6, 2019

at

Manchester High School

134 East Middle Turnpike, Manchester, CT

Learn fundamental food preparation terms and concepts, as well as the techniques and skills necessary to succeed in the culinary industry!

This class is open to VRABE students!

Please email Michelle at [michelle.vacharakupt@vernonct.org](mailto:michelle.vacharakupt@vernonct.org) if you are interested!



***Interested in customer service?***

Manchester Adult Education is offering (.5 credit)

## **Customer Service Certification Prep**

Mondays & Wednesdays 4:15 – 5:45pm

March 18, 2019 – June 10, 2019

at

Manchester High School

134 East Middle Turnpike, Manchester, CT

Would you like to learn skills that make you a more marketable employee? In this course you will learn how to demonstrate the knowledge and skills in areas that employers value, how to define retail and the economics of retail, understand the customer, customer service, and much more.

This class is open to VRABE students!

Please email Michelle at [michelle.vacharakupt@vernonct.org](mailto:michelle.vacharakupt@vernonct.org) if you are interested!



***Interested in MS Word?***

Manchester Adult Education is offering (.5 credit)

## **MS Word Certification Prep**

Tuesdays & Thursdays 4:15 – 5:45pm

March 19, 2019 – June 6, 2019

at

Manchester High School

134 East Middle Turnpike, Manchester, CT

This course covers the beginning, intermediate, and advanced concepts of Microsoft Word. You will become familiar with the Word screen and become skilled in formatting, creating tables and charts, utilizing templates, and more!

This class is open to VRABE students!

Please email Michelle at [michelle.vacharakupt@vernonct.org](mailto:michelle.vacharakupt@vernonct.org) if you are interested!



***Interested in the restaurant industry?***

Manchester Adult Education is offering (.5 credit)

## **ServSafe Certification Prep**

Tuesdays & Thursdays 4:15 – 5:45pm

March 18, 2019 – June 6, 2019

at

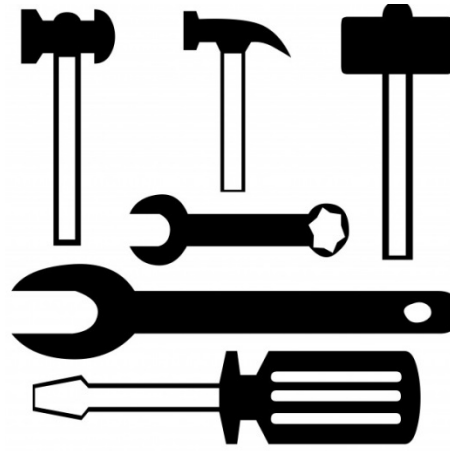
Manchester High School

134 East Middle Turnpike, Manchester, CT

ServSafe is a food and beverage safety training & certificate program administered by the National Restaurant Association and is used by restaurants as a basic credential for management staff.

This class is open to VRABE students!

Please email Michelle at [michelle.vacharakupt@vernonct.org](mailto:michelle.vacharakupt@vernonct.org) if you are interested!



***Interested in tools and materials?***

Manchester Adult Education is offering (.5 credit)

## **Tools and Materials: Wood & Composites**

Tuesdays & Thursdays 4:15 – 5:45pm

March 18, 2019 – June 6, 2019

at

Manchester High School  
134 East Middle Turnpike, Manchester, CT

Learn to design, build and finish various types of products while becoming acquainted with hand and machine tools and techniques!

This class is open to VRABE students!

Please email Michelle at [michelle.vacharakupt@vernonct.org](mailto:michelle.vacharakupt@vernonct.org) if you are interested!



## ***National Career Readiness Certificate***

Manchester Adult Education is offering (.5 credit)

# **WorkKeys**

Tuesdays & Thursdays 4:15 – 5:45pm

March 19, 2019 – June 6, 2019

at

Manchester High School

134 East Middle Turnpike, Manchester, CT

- ❖ Web based interactive workplace skills training system. Access anytime from the internet!
- ❖ You will be enrolled in three courses:
  - ❖ Reading for Information
  - ❖ Locating Information
  - ❖ Applied Mathematics

This class is open to VRABE students!

Please email Michelle at [michelle.vacharakupt@vernonct.org](mailto:michelle.vacharakupt@vernonct.org) if you are interested!