

Workforce Development

BUSINESS MANAGEMENT & ADMINISTRATION

BUSC 1531-Developing or Improving "Soft Skills" is a Win/Win for Employers and Employees!

Our NEW "Soft Skills" training program will offer four sessions to address critical training needs... take one or take all four! Read more about these sessions and then call to register! Instructor: H. Dawson
CALL FOR GROUP RATES!

All Four Sessions

40430 91WF Sept. 15, 22, 29, Oct. 6 6-8 PM WC \$110.00

Individual Sessions

BUSC 1533-It's About the Customer...Right?

This session will focus on the customer and how to use the most appropriate communication skills to make sure your customer's needs are met.

41706 91WF Sept. 15 6-8 PM WC \$40

BUSC 1534-I Want to be Professional...But Some Days, It Is SO Difficult!

This class will address the many work situations employees encounter on a daily basis and the high standards and laws that will guide the appropriate actions. We will use real-world case studies to equip employees to make good choices in tough situations.

41707 91WF Sept. 22 6-8 PM WC \$40

BUSC 1535 - I Would Rather NOT Go To Work Today.

This seminar will facilitate employees' acceptance of a new way of doing things and diminish defensive reactions. We will review the importance of attitude in order to be a successful employee.

41709 91WF Sept. 29 6-8 PM WC \$40

BUSC 1536 - It's Not MY Fault!

Conflict surrounds us and knowing how to deal with conflict improves our personal AND professional lives. This session will ensure participants will have the skills necessary to face conflict and take appropriate actions.

41710 91WF Oct. 6 6-8 PM WC \$40

Need training? It's what we do!

BUSC 1532-Growing Your Own!

"The growth and development of people is the highest calling of leadership." *Harvey S. Firestone*
Rappahannock Community College's Workforce Development Department is pleased to present a four-session training program to assist in the development of the any business's employees. Identified by area business leaders as a critical need, this program strives to promote and develop quality leadership skills through training in the following modules. Instructor: H. Dawson
CALL FOR GROUP RATES!

40431 91WF 5:30-8:30 PM WC
Four Sessions - \$180.00 Individual Sessions - \$50.00

BUSC 1537-I'm the BOSS?

This session helps new leaders address their evolving relationships with colleagues, outlines strategies to help new leaders make successful transitions, and explores the mixed feelings of moving from peer to boss.

41711 91WF Oct. 18 6-8 PM WC \$50

BUSC 1538-Where there are people, there will be conflict

Skills taught in this session will focus on turning conflict into collaboration. The training examines the causes of and reasons for workplace conflict and provides specific strategies for resolving conflict.

41712 91WF Oct. 25 6-8 PM WC \$50

BUSC 1539-Where's My Toolkit

This session examines the critical components of managing change in the workforce. It provides strategies for handling change and how to problem solve. Communication essentials are reviewed again as well as time management and work ethic concerns.

41713 91WF Nov. 1 6-8 PM WC \$50

BUSC 1540-She's FIFTY Years Older Than Me!

This session is designed to closely examine the key characteristics of the existing four-generation workforce. Future leaders will gain insights, strategies, and skills that will help minimize generational conflict and strengthen collaboration.

41714 91WF Nov. 8 6-8 PM WC \$50

NEW! BUSC 1524-Human Resources and Leadership: Discipline and Discharge

Learn how to write discipline and discharge policies, as well as how to implement and administer such policies to ensure fairness and relative freedom from grievances and lawsuits. Instructor: J. Cralle

40568 91WF Tu/Oct.4 5:30-8:30 PM WC \$49



Welcome!

Our department provides the Middle Peninsula and Northern Neck with high quality, cost effective, flexible, comprehensive and responsive, workforce and community development programs designed around business, industry and education needs. Our customized training teaches individuals hands-on-skills for immediate application in the workplace. We also provide classes and programs to develop individuals for careers and promotions, and to assist area businesses, industries and educational institutions in achieving effective solutions through employee development.

We group our offerings into nationally-recognized Career Clusters. A Career Cluster is a nationally recognized structure for grouping occupations and broad industries based on common characteristics. These groupings assist individuals in investigating careers and enrolling in programs of study to enhance or advance their career goals. The RCC Workforce and Community Development Department currently offers training in Career Clusters.

AGRICULTURE, FOOD & NATURAL RESOURCES

NEW! VEN 100-Introduction to Viticulture

This class will introduce grapes, their history, distribution, classification, and areas of production. Will provide an overview of grape uses and products made from them and include site selection and environmental factors that affect grapes and their quality.

40408 91WF Tu/August 30 6 PM-9 PM WC 3 Cr.

NEW! VEN 120 Viticulture I

This class will study grape vine training, pruning, trellising, shoot positioning, leaf pulling, and other cultural practices used in a successful vineyard. It will also examine management as related to disease control, research sites, and develop skills for disease abatement.

40556 91WF Th Sept. 1-Dec. 8 6 PM-9 PM WC 3 Cr.

Green Technology Courses

ENVR 1118-Wind Program

This 8-week course covers small wind energy systems (appropriate for rural residential areas) and related topics, including small wind as a hybrid energy system. Practical hands-on lab activities will be an integral part of the class. Instructor: F. Mann

40409 41WF M/Oct. 24-Dec. 19 6 PM-9 PM GC \$149

ARCHITECTURE & CONSTRUCTION

BLDG 1100-STCONA-Basic Contractor Prep Course for Licensure

This 8-hour course is designed to provide a basic understanding of business management subjects for contractor license applicants so they may be successful in business as well as in taking the "A", "B" and/or "C" contractor licensing tests given in Richmond, Virginia. This course is recognized by the Virginia Department of Professional and Occupational Regulation, Board of Contractors. Texts are included in the course cost. Instructor: T. Taliaferro

18956 31WF S/July 9 8 AM-5 PM GC \$199

40411 72WF S/Sept. 17 8 AM-5 PM WC \$199

40412 32WF S/Nov. 19 8 AM-5 PM GC \$199

AIR 165-Air Conditioning Systems I

Introduces comfort Survey, house construction, load calculations, types of distribution systems and equipment selection. Introduces designing, layout, installing and adjusting of duct systems, job costs and bidding of job.

29314 41WF Tu/Th June 14-Sept. 13 6-9 PM GC 4 Cr.

AIR 154-Heating Systems I

Introduces types of fuels and their characteristics of combustion; types, components and characteristics of burners, and burner efficiency analyzers. Studies forced air heating systems including troubleshooting, preventive maintenance, and servicing.

40552 41WF Tu Aug. 23-Nov. 17 6-9:50 PM GC 3 Cr.



Tradesman License Renewal Continuing-education for trade workers

Journeymen, Master Plumbers, Electricians, HVAC mechanics, and Gas Fitters are required by the Virginia Department of Professional and Occupational Regulations, Board of Contractors to take continuing education hours specific to their trade as part of the licensing process. Texts are included in the course cost.

ELEC 1000-Electrical License Renewal - Instructor: J. Goulait

18958 71WF S/July 9 9 AM-12 PM WC \$125

40413 32WF S/Sept. 17 9 AM-12 PM GC \$125

40414 72WF S/Nov. 19 9 AM-12 PM WC \$125

HVAC 1000-HVAC License Renewal - Instructor: J. Goulait

18960 71WF S/July 9 1 PM-4 PM WC \$125

40416 32WF S/Sept. 17 1 PM-4 PM GC \$125

40417 72WF S/Nov. 19 1 PM-4 PM WC \$125



PLMB 1000-Plumbing License Renewal - Instructor: R. Olson

18962	71WF	S/July 9	9 AM – 12 PM	WC	\$125
40418	32WF	S/Sept. 17	9 AM – 12 PM	GC	\$125
40419	72WF	S/Nov. 19	9 AM – 12 PM	WC	\$125

PLMB 1005-Gas Fitter License Renewal - Instructor: R. Olson

18964	71WF	S/July 9	1 PM – 2 PM	WC	\$65
40422	32WF	S/Sept. 17	1 PM – 2 PM	GC	\$65
40424	72WF	S/Sept. 19	1 PM – 2 PM	WC	\$65

Welding 100-Fundamentals of Welding

Introduces arc and oxyfuel welding and cutting. Provides fundamental principles of joining ferrous and non-ferrous metals, welding and cutting processes, equipment operation, and safety procedures with emphasis upon welding and cutting procedures.

40477	32WF	TuTh / Aug. 23 – Nov. 29	5:30 – 8:30 PM	MDSX	3 Cr.
-------	------	--------------------------	----------------	------	-------

ARTS, A/V TECHNOLOGY & COMMUNICATION

ITEC 1156-Advanced Digital Photography

This course will cover more in depth topics in digital photography, camera operation and techniques, image manipulation, portfolio presentation, lighting and composition.

40426	91WF	S/Sept. 17- Oct. 22	9 AM – 12 PM	WC	\$199
-------	------	---------------------	--------------	----	-------



NEW! Floral Techniques

Catherine Martin, award winning floral designer, brings her skills to Workforce Development as she presents a variety of floral design seminars. Select one or all sessions and enhance and beautify your world. All flowers and other materials will be furnished. Participants may choose to bring or purchase floral design tools (knife, scissors, and clippers) at the seminar. Space is limited!

NEW! HORT 1009-Basics for Students!

Basic flower arrangement for girls and boys, ages 10 to 12. Create and have fun with floral arranging! Two day session.

18669	01WF	M/Tu June 20 & 21	9 AM – 12 PM	GC	\$80
-------	------	-------------------	--------------	----	------

HORT 1009-Basic Floral Design I

Learn about conditioning, preparing wet foam, using a candle cup, wiring, making a buttonhole, and other basis elements of floral design.

40560	31WF	S/Sept. 17	9 AM – 12 PM	GC	\$39
-------	------	------------	--------------	----	------

HORT 1003-Basic Floral Design II

Students will discover the principles upon which floral design is based. These principles include design, harmony, unity, balance, proportion, scale, focal point, rhythm and repetition. Elements to include: line form, space, texture, depth, fragrance and color, and basic shapes of floral arrangement and their influencing factors.

40561	31WF	S/Oct. 22	9 AM – 12 PM	GC	\$39
-------	------	-----------	--------------	----	------

HORT 1004-Holiday Flower Workshop

Four projects include a Christmas centerpiece, holiday topiary, door swag, and a wreath. Students will use fresh foliage, flowers, ribbons and accessories. Students will take all finished work home. These hands-on designs are suitable for both beginners and experienced designers.

40563	31WF	S/Nov. 19	9 AM – 4:30 PM	GC	\$75
-------	------	-----------	----------------	----	------

NONPROFIT LEADERSHIP PROGRAM

This program is designed to give participants knowledge and insight into starting a nonprofit organization. Instructors in the program are experts in their field with local knowledge and experience.

BUSC 1510-Strategic Planning

Will give insight in establishing a strong path for your organization's future.

41703	51WF	M/Sept. 26	10 AM – 3 PM	WC	\$35
-------	------	------------	--------------	----	------

BUSC 1511-Grant Management

How to manage your grants once you've earned them.

41704	51WF	M/Oct. 17	10 AM – 4 PM	WC	\$35
-------	------	-----------	--------------	----	------

BUSC 1512-Starting a Non Profit Organization

How to begin a new organization or upgrade an existing one.

41705	51WF	M/Nov. 14	10 AM – 3 PM	WC	\$35
-------	------	-----------	--------------	----	------

BUSC 1517-Striving for Excellence

Turn your organization into one easily recognized and respected. Bring it both into the forefront of your community and with the clients you serve.

41702	51WF	M/Dec. 12	10 AM – 3 PM	WC	\$35
-------	------	-----------	--------------	----	------

EDUCATION & TRAINING

EDU 271: Curriculum Development for Students with Autism Spectrum Disorders

Methodologies and Curriculum Development for Students with Autism Spectrum Disorders is the second course of a three course sequence leading to certification in autism spectrum disorders. This certificate is endorsed by the Virginia Autism Council. This course will cover in detail the current methodologies used when treating and teaching students with Autism Spectrum Disorders. Emphasis will be placed on evidence based intervention strategies. Topics that will be covered in detail during this course will include: The Assessment of Basic Learning and Language Skills (ABLLS), Verbal Behavior, Picture Exchange Communication System (PECS), and teaching independent behavior through the use of visual schedules. Instructor: N. Woolard

40480	41WF	Tu/Sept. 20 – Dec. 6	4:30 – 8 PM	GC	3 Cr.
-------	------	----------------------	-------------	----	-------

HISTORIC PRESERVATION CERTIFICATE

RCC's Workforce and Community Development Center's Historic Preservation Certificate Program is designed to meet the needs of those seeking to have a better understanding of historic preservation from the perspective of home owner, contractor, or history enthusiast. Coursework will be provided through an integrated approach utilizing lecture, technology, independent study, and hands-on experiences. The six-course curriculum will involve locally and nationally known preservation professionals who possess a passion for history and for protecting the structures that remind us of its value to our futures. For more information call 804-758-6755.



HIS 188-Field Survey Techniques for Archaeology

Provides an introduction to basic field techniques used in surveying archaeological and architectural sites. Emphasizes hands-on experience in both classroom and field work. Will also introduce both the methods and theories of historical archaeology. Instructor: D. Brown and T. Harpole. 3 Credits

19668 01WF Tu/Th June 7-30 & July 5 4-8 PM GC 3 Cr.

HIS 181-Histories and Theory of Historic Preservation

Provides a foundation and introduction to historic preservation practices and issues in Virginia and the United States. Explores and evaluates the cross – disciplinary world of historic preservation. Emphasizes legislation, policies, and methodologies that form our present national, state, and local preservation systems. Instructor: S. Pope. 3 Credits (This course is taught as a hybrid course with work being presented in a face to face format and using Blackboard instruction.)

19669 51WF W June 29, July 6-27 6-9 PM WC 3 Cr.
S July 9, 23 9 AM-5 PM WC

BLD 195: Traditional Materials and Construction:

Provides a survey of historic building systems key to the preservation of regional structures from the Colonial Era through the middle of the twentieth century including carpentry, masonry, plaster, and paint. Conservation of these materials will also be discussed. Field trips required part of program. Instructor: P. Mark. 3 Credits

40479 91WF W Aug 24-31, Sept 7-21 5-8 PM WC 3 Cr.
S Oct 29, Nov 5-12 5-8 PM WC

ARC 100: History of Architecture

Provides an outline of history and impact of architecture. It presents an understanding of the art, science, and profession of architecture and emphasizes dynamics and social aspects of architecture. Field Trips required part of program. Instructor: R. Teagle. 3 Credits.

40478 41WF W Oct 19-26, Nov 2-16 5-8 PM GC 3 Cr.

Need to be “Highly Qualified” in order to apply for Public School ParaProfessional Positions?

Workforce has three program levels to assist you in becoming “Highly Qualified.” Assessments are scheduled on an as-needed-basis.

- ParaPro Assessment: \$60
 - Preparation Text and ParaPro Assessment: \$100
 - Face-to-Face Instruction, Text, and ParaPro Assessment: \$200
- To register for any of the above, please call 804-758-6755.

Thinking of a Career in Teaching?

The Career Switcher Program may be for you.

The Career Switcher alternative route to licensure program is designed to entice individuals from various occupational and life experiences to become classroom teachers, thereby increasing the quantity and diversity of applicants to the profession. Interested in Career Switchers, please call 804-758-6755.

RCC’S WORKFORCE AND YOUTH SERVICES (RCC WAYS)

“Empowering at risk youth with skills that enable them to achieve success in the 21st century workforce”

YOUTH SERVICES

RCC WAYS serves in school and out of school youth ages 14-21 in the Northern Neck and Middle Peninsula. Eligibility requirements for the program are:

- Youth age 14-21
- Low income individual within one of the following categories:
 - Deficient in basic literacy
 - School dropout
 - Homeless, runaway, or foster care
 - Pregnant or parenting
 - Offender
- Or an individual (including a youth with a disability) who requires assistance to complete an educational program, or to secure and hold employment

For more information, call us at 804-333-6833 or 804-758-6833.

The Career Readiness Certificate (CRC)

Are you trying to stand out among hundreds of applications to gain an interview? The CRC is allowing job seekers to do just that!

- The CRC provides employers and job candidates with a measurement tool for assessing workplace skills to match the RIGHT PEOPLE in the RIGHT JOBS.
 - The CRC is a portable transferable credential and can be presented across industries and businesses.
 - The CRC is a great supplement to diplomas and college degrees. Career seekers and current employees can use the CRC to affirm that they can be successful and grow in many jobs.
- Cost is \$45.00. Assessments are given the first Wednesday of every month. Contact us at 804-333-6758 for more information.

ADULT EDUCATION

Welcome to the Adult Education Program serving the entire Northern Neck, Glens, and Gloucester, Virginia. Adult Education has become a valuable part of the rapidly growing Rappahannock Community College System, which means that we can now help you begin building your future in far more ways than we could in the past. Our staff of trained instructors will help you reach your goals by providing individualized instruction tailored to your learning styles and needs. We offer GED® classes at several locations throughout the region, as well as GED® testing!

Please call 804-333-6829 for more information or visit our website www.rappahannock.edu/workforce/adult-educationged/.



MIDDLE COLLEGE

Middle College is for students age 18 to 24 who have not earned a high school diploma or a GED® but want to take classes at RCC or pursue a military career.

Let RCC's Middle College help you get your GED® or high school credential and start college. Call us at 804-333-6825 to learn more. <http://www.rappahannock.edu/workforce/middle-college/> "Jump start your future today with RCC's Middle College program."

HEALTH SCIENCE

Personal Fitness Trainer - Online

This course is formatted as a 60-hour program and is comprised of topics including biomechanics, exercise physiology, fitness testing, equipment usage and health assessment. Successful completion of CPR/AED is needed to receive the certificate.

- 15 hours of online theory in the comfort of your own home.
- 15 hours of "hands on" practical training at The W.I.T.S. VA Beach Facility over a 4 day period
- 30 hours of an internship for the maximum exposure to increase your abilities.

*Textbook is required and not included in course fees. *Call to order and start reading immediately 888-330-9487*

42584 70WF Oct. 10 – Dec. 4 3 Cr.

GATLIN ONLINE - Veterinary Assistant

Prepare for a new career working with animals with the help of the Veterinary Assistant Online Training Program. You'll learn about animal care and how to recognize signs of illness and disease. This online program also covers interpersonal communication, interaction with clients and their animals, and how to assist the veterinarian during examinations. Administrative duties, such as fee collection, banking, and accounts payable are also emphasized, and the program contains basic information about pet insurance. Textbooks are included. You may begin at any time by going to <http://www.rappahannock.edu/workforce>. Click on Information Technology, online courses and start your new career. Please note: Online classes are non-refundable.

DENTAL ASSISTING PROGRAM-80 hours

S Sept. 17-Nov. 19 8 AM – 4:30 PM \$3,950
 Norge Dental Center Williamsburg, VA

(DISCOUNTS DO NOT APPLY TOWARDS THIS COURSE.)

Upon completion of the course students will be prepared to take the X-ray certification test, a Virginia requirement for dental assistants.

Note: This class is taught through a partnership and all interested individuals will be referred to a different registration process after obtaining necessary information. For more information please visit the website at www.williamsburgdds.com. Pre-requisites: High School Diploma or GED

HUMAN SERVICES

Early Child Care and Education Program:

ICCC will partner with RCC to provide Saturday morning quality enrichment classes to local child care professionals. These classes will incorporate current licensing standards, and align with the Smart Beginnings statewide initiative utilizing the Professional Competencies and Milestones of Early Childhood Development documents produced by the State of Virginia. For more information on content call Kathy Sauter at ICCC 800-650-2128.

Spice Up Your Program Series

Tired of the same old approaches, looking for new activities, want to explore new ways to teach the basics??? Join us for our monthly class where caregivers/educators will add to their toolbox of ideas.

NEW! CHLD 1627 All the World's a Stage

Support creative expression and role play using prop boxes, acting out stories, and community themes; includes samples and role plays

42009 71WF Sept. 10 9-11 AM WC \$20

NEW! CHLD 1628 Melody, Motion and Play

Living and learning through music, how music helps children to express their feelings, supports learning and enhances activity

42011 71WF Oct. 8 9-11 AM GC \$20

NEW! CHLD 1629 From Trash to Treasures

Use low cost supplies and throw away items to support literacy and learning from early infancy through preschool. Includes take home resources to use with children and families.

42013 71WF Nov. 5 9-11 AM WC \$20

NEW! CHLD 1615 Art Explosion

Ditch the worksheets and allow art to be an expression of the heart; it's about the process, not the product. Fun for all!

42018 71WF Dec. 3 9-11 AM GC \$20



ALZHEIMER ASSOCIATION

This training program is designed to provide a comprehensive menu of topics for professionals working with persons who are diagnosed with dementia diseases. Each 4-hour session meets the training requirements of the Virginia Department of Social Services and provides 4 hours of certified training for health care professionals. Call Workforce Development at 804-758-6750 or 804-333-6828 to register for any of these classes.

HLTH 1140-CNAs & Hospice Workers: Bathing, Reducing Pain, Late Stage Care

20182 01WF F/July 15 9 AM – 1 PM GC \$30

HLTH 1143-4 Hour Dementia Specific Orientation Training

20183 51WF F/Aug. 19 9 AM – 1 PM WC \$30

HLTH 1141-4 Social Workers: Communication, Understanding Behavioral Changes, Environment & Safety

40481 01WF F/Sept. 16 9 AM – 1 PM GC \$30

HLTH 1039-CNAs: Dementia: What is it? Coping with Stress and Environment & Safety

40482 51WF F/Oct. 21 9 AM – 1 PM WC \$30

HLTH 1142-4 Activities Directors and Staff: Making Connections and Activities: Why and How

40484 01WF F/Nov. 18 9 AM – 1 PM GC \$30

INFORMATION TECHNOLOGY

NEED ONLINE TRAINING?

Professional Development, Career Enhancement and Personal Development Online

Do you wish that you had access to a wide variety of classes to enhance your job readiness or upgrade your skills? Would you like to take a class on your own time and at your own pace? Online classes may be the answer for you. Go to <http://www.rappahannock.edu/workforce> and see what we have to offer. Please note: Online classes are non-refundable.

Continuing Education for Architects, Engineers, Land Surveyors

Online through RCC Workforce and RedVector go to: <https://vccs.redvector.com/rccwcd>

Continuing Education for Tax Preparers

Meet the new requirements set forth by the IRS through RCC and the Income Tax School. To register and study online go to: <http://www.theincometaxschool.com/shop/shopaff.asp?affid=12>

**When your people grow . . .
so does your business!**

TRANSPORTATION DISTRIBUTION & LOGISTICS

MRTM 1022-Basic Marina Skills

This 15-hour course will cover basic marine terminology, line handling, equipment operation and safety, first aid, boat detailing, and bottom prep and painting. The course will also offer Basic Customer Service and Communication Skills and meets the requirements for the Basic Marine Technician Apprenticeship Program. Instructor: F. Mann.

40507 31WF M/Sept. 12-Oct. 10 6–9 PM MMF* \$199

MRTM 1109-Advanced Diesel

This 24-hour course will teach inboard diesel repair and maintenance techniques. This course meets the requirements for the Advanced Marine Technician Apprenticeship program. Instructor: F. Mann.

40509 31WF Tu/Sept. 13-Nov. 1 6–9 PM MMF* \$249

MRTM 1028-Hull and Repair Maintenance

This 36 hour course will cover proper preparation and painting of fiberglass, wood and metal hulls and topsides. It will also cover proper treatment of wood to include varnish, oiling and cleaning. This course runs for 12 weeks on the same night each week. This course meets the requirements for the Basic Marine Technician Apprenticeship Program. Instructor: B. Crown.

40512 31WF W/Sept. 14-Nov. 23 6–9 PM MMF* \$299

* Mathews Maritime Foundation Boat Shop, Gwynns Island, Mathews, VA



CUSTOMIZED TRAINING

Training that fits your organization—that's what you get with customized training. We match one of our experienced instructors to your business and its needs. We tailor course content and delivery to your industry, corporate culture and employee population.

TRNS 1011-Defensive Driving

DMV and the National Safety Council recognized program to conduct driver improvement for volunteers, court directed and DMV directed drivers. Instructor: G. Soles.

18671	33WF	S/ June 4	9 AM-6 PM	GC	\$76
40514	34WF	S/ Aug. 6	9 AM-6 PM	GC	\$76
40516	35WF	S/ Oct. 22	9 AM-6 PM	GC	\$76
40517	36WF	S/ Dec. 10	9 AM-6 PM	GC	\$76



TRNS 1133-Basic Rider Course

This course coaches the fundamental skills and is NOT intended to produce the superb riding skills of an experienced rider. Rather, it provides the basic ENTRY-LEVEL skills for a new rider. Upon successful completion, a MSF card & DMV Completion Certificate are issued. (12 students maximum) Glens Campus
 Friday classes: 6-10:00 p.m., Saturday & Sunday classes: 8 a.m.-5 p.m.

20037	38WF	F/S/S/ July 8-10		GC	\$125
20169	39WF	F/S/S/ July 22-24		GC	\$125
20170	40WF	F/S/S/ Aug. 5-7		GC	\$125
28706	41WF	F/S/S/ Aug. 19-21		GC	\$125
40523	42WF	F/S/S/ Aug. 26-28		GC	\$125
40532	43WF	F/S/S/ Sept. 9-11		GC	\$125
40534	44WF	F/S/S/ Sept. 23-25		GC	\$125
40536	45WF	F/S/S/ Sept. 30-Oct. 2		GC	\$125
40537	46WF	F/S/S/ Oct. 21-Oct. 23		GC	\$125

NEW! TRNS 1136-Basic Sidecar/Trike

This class is designed to teach the novice student the skills necessary to safely operate a three-wheel vehicle. This 19 hour class covers the basics of sidecar/trike operations.
 Friday classes: 7-10:00 p.m., Saturday & Sunday classes: 8 a.m.-5 p.m.

20029	32WF	F/S/S/ June 24-26	8 AM-5 PM	GC	\$125
40539	33WF	F/S/S/ Oct. 14-16	8 AM-5 PM	GC	\$125

NEW! TRNS 1134-Experienced Rider Course

This 5 hour class is designed to teach the more experienced motorcyclist how to respond with precision and accuracy to unexpected road and traffic situations. Each student must provide a valid motorcycle operator's license and motorcycle. The motorcycle must have a current state safety inspection, be properly licensed and the student must show proof of insurance.

20031	32WF	S/ July 30	8 AM-2 PM	GC	\$95
40546	33WF	S/ Sept. 17	8 AM-2 PM	GC	\$95

JUST FOR KIDS

LEGO® Courses for Kids



(Space is limited.)

RECR 1044-Elementary Engineering I

Allows young engineers learn about simple machines, levers, gears, wheels and axles and motorized systems. Ages 8 - 10

20171	01WF	M-F	Aug. 1-5	9 AM-12 PM	GC	\$140
20172	51WF	M-F	Aug. 8-12	9 AM-12 PM	WC	\$140

RECR 1048-Elementary Lego® Engineering 2

'Going Green' Students will creatively build and modify machines applying basic engineering principles and green technology using our unique Lego® kits. Ages 11 - 12

20173	01WF	M-F	Aug. 1-5	1-4 PM	GC	\$140
20174	51WF	M-F	Aug. 8-12	1-4 PM	WC	\$140

NEW! ITEC 1234-Gateway To Technology (GTT)

Gateway to Technology's cutting-edge program addresses the interest and energy of middle school students, while incorporating national standards in math, science and technology. GTT is "activity oriented" to show students how technology is used in engineering to solve everyday problems. Ages 13-15

20175	51WF	M-F	Aug. 1-5	1-4 PM	WC	\$140
29173	01WF	M-F	Aug. 8-12	1-4 PM	GC	\$140

WORKFORCE REGISTRATION PROCESS

You may register and pay online. To access online registration or a printable version of the registration form, go to: <http://rappahannock.edu/workforce>. Completed registration forms may be mailed or faxed with credit card information (American Express, MasterCard and Visa credit cards only). Registrations may also be taken by phone.
 Glens Campus 804-758-6750 Fax-804-758-5929
 Warsaw Campus 804-333-6828 Fax-804-333-6753



Non-Credit Cancellation and Refund Policy

Refunds: Participants may withdraw up to five business days prior to the start of class to receive a refund. No refunds are provided after that time. Please note: Online classes are non-refundable.

Cancelled classes: Each course is offered on the condition of adequate enrollment. WD reserves the right to cancel any course due to low enrollments or other circumstances deemed sufficient. WD reserves the right to make necessary changes in the schedule that may be dictated by enrollment, personnel requirements, or availability of facilities.