This season the college’s Workforce and Community Development unit has a pronounced “Spring” to its step. The college has opened up services to several new employers, and it has expanded existing programs, like the Waterman’s Retraining initiative. It is using grant funding from several sources to underwrite costs for employers and individual students, and it is helping more individuals than ever to achieve workplace certifications and credentials that underpin successful careers.

The benefit to you is that you may gain new skills and credentials locally, such as in residential electricity at Kilmarnock or HVAC at Warsaw. You may also even train remotely through a large menu of online learning options at RCC. Join hundreds of smart people who are taking advantage of local, customizable programs at RCC. We are eager to talk with you about your goals, and we have made it easy to register and pay through our online system.

WORKFORCE REGISTRATION PROCESS
To access online registration or a printable version of the registration form, go to: http://rappahannock.edu/workforce/register/
Completed registration forms may be mailed with payment. (Checks, Money Orders or American Express, MasterCard and Visa accepted)
Registrations may also be taken by phone.

Glenns Campus
Ph: 804-758-6750 Fax: 804-758-5929
12745 College Drive, Glenns, VA 23149

Warsaw Campus
Ph: 804-333-6828 Fax: 804-333-6753
52 Campus Drive, Warsaw, VA 22572

Kilmarnock Center
Ph: 804-435-8970 Fax: 804-435-8975
447 N. Main Street, Kilmarnock, VA 22482

Welcome to RCC Workforce and Community Development!
Our mission is to provide the Middle Peninsula and Northern Neck with comprehensive workforce and community development programs designed around business, industry, and community needs. Whatever your needs are, RCC Workforce Development can help!

The staff at RCC Workforce and Community Development is here to serve you.

Jason Perry - Vice President, Workforce and Community Development
804-758-6751 jperry@rappahannock.edu

David Valadez - Programs Coordinator
804-333-6749 dvaladez@rappahannock.edu

Tina Bremar - Administrative Assistant
804-758-6750 tbremar@rappahannock.edu

Trish Homestead - Administrative Assistant
804-333-6828 thomstead@rappahannock.edu

Basheer Abdul-Malik - Administrative Assistant
804-435-8970 babdul-malik@rappahannock.edu

Message from the President
President, Rappahannock Community College
CULINARY SKILLS

“Join Chefs Bright and Merroli for a cooking program where you will enjoy not only observing the finest cooking skills, but eating the foods prepared by the Chefs during their demonstrations.”

Ancient Grains
Class will prepare satisfying meat-friendly, vegan, and vegetarian whole grain recipes using versatile whole grains. Quinoa, wheat-berries, wild rice, farro and barley are some ingredients that are readily available. Black bean, barley and quinoa burger; wild rice, shaved fennel and pistachio salad; tuna and farro nicoise. Instructor: Chef Merolli
M Feb 1 5 PM – 7 PM KL $49

Easy (at home) Valentine Day Dinner
Share the love with this easily prepared dinner consisting of: roasted pear salad with watercress and pecans, herb roasted chicken with lemon pan sauce, potatoes Lyonnais and mixed berry tart for dessert. Instructor: Chef Bright
M Feb 8 5 PM – 7 PM KL $49

Hearty Gratins
Homey gratins are always a great winter addition to cold weather comfort meals. A sweet potato gratin with ginger and shallots, a creamy Yukon Gold potato gratin, and a vegetarian gratin will all be prepared. Instructor: Chef Merolli
M Feb 29 5 PM – 7 PM KL $49

Easter Brunch
Be prepared to host Easter brunch with this meal: make-ahead Gran Marnier French toast with maple and apple butter syrup, spiced biscuits with glazed ham, make-ahead poached eggs, easy oven-baked frittata and some kid-friendly dishes. Instructor: Chef Bright
S Mar 12 11 AM – 1 PM KL $49

Curries Without Worries
Explore satisfying and flavorful prepared Indian style curries. Using a variety of spices, vegetables, meats, and seafood, putting together an interesting and easy Indian inspired curry is both fun and delicious. Shrimp Curry, Tandoori Chicken, Red Lentil Dal and Cucumber Raita will be sampled. Instructor: Chef Merolli
M Mar 28 5 PM – 7 PM KL $49

Weeknight Dinners
Prepare simple yet flavorful dinners that can be made in no time. Apple, fennel, and walnut salad with lemon-miso vinaigrette, stuffed twice-baked potatoes, classic macaroni and cheese with ham and peas, and crispy flatbreads. Instructor: Chef Bright
M Apr 11 5 PM – 7 PM KL $49

Tastes of New Orleans
Celebrate Mardi Gras with some classic dishes of New Orleans! Class will prepare and sample chicken and sausage jambalaya, crawfish etoufeé, corn maque choux and iron skillet cornbread. Instructor: Chef Merolli
M Apr 25 5 PM – 7 PM KL $49

ServSafe®
ServSafe® is an industry recognized program for food service workers. Participants will learn about basic food safety, personal hygiene, cross contamination, allergens, time, temperature, cleaning, sanitation, and more. Instructor: Bright
S Mar 19 8 AM – 4 PM WC $220
S Apr 9 8 AM – 4 PM KL $220
CERTIFICATIONS AND LICENSURE

Contractor Licensing
Please call RCC Workforce Offices for information regarding licensing: (804) 333-6828 or (804) 758-6750.

Residential Wiring
Studies wiring methods and standards used for residential dwellings. Provides practical experience in design, layout, construction, and testing of residential electrical systems with the use of full scale mockups. 35 hours of content. Instructor: A. Lore
T/Th Jan 26 – Mar 8 5:30 PM – 8:30 PM KL $379

MSI Manufacturing Skills Institute
The MT1 training program includes 10 training modules designed to build upon each other to ensure that the three areas of competency; math and measurement, spatial reasoning and manufacturing technology, quality and business acumen; are adequately covered to meet the requirements for MT1 or MS certification (MS certification does not include quality and business acumen). Each training module is approximately 10 hours, with the complete program taking approximately 100 hours.

MT1 training modules help individuals master the MT1 body of knowledge including mastery of the following industry-wide critical technical skills: Algebra; Measurement; Math for Quality; Statistical Process Controls; Spatial Reasoning; Mechanics; Fluid Power and Thermodynamics; Electricity; Chemistry; Manufacturing Processes and Controls; Quality and Lean Manufacturing; and Financial Literacy and Business Acumen. The program is blended online and instructor-led training and includes student access to 167 eCourses online via the Manufacturing Skills Institute (MSI) Learning Network. Each student is provided with a password-protected “User Profile” on the network and can access the eCourses at any time. Students access courseware through MSI’s Learning Network. Instructor: A. Lore
M/T/Th Jan 18 – Feb 9 8 AM – 4:30 PM KL $650
M/T/Th Feb 29 – Mar 22 8 AM – 4:30 PM KL $650

Tradesman License Renewal (On-Line)
Renew your tradesman license on-line at your convenience! Journeymen, Master Plumbers, Electricians, HVAC mechanics, and Gas Fitters are required by the Virginia Board of Contractors to take a pre-determined number of continuing education hours. These classes are recognized by the Virginia Department of Professional & Occupational Regulation (DPOR) and the Virginia Board of Contractors.
Cost: Electrical, Plumbing, and HVAC - $45 Gas Fitter - $25
To register call RCC Workforce (804) 333-6828 or (804) 758-6750.

WELDING

WELD 1010 Welding Fundamentals (Part 1)
In this seven week course, the student will learn fundamental procedures currently used in the field of welding. This course will cover: shielded and gas metal arc welding; flux cored arc welding (FCAW); oxy-fuel cutting and oxy-fuel welding; plasma arc cutting; and occupational welding safety. Skills developed in this course will be necessary in earning American Welding Society (AWS) certification at the conclusion of the six course program.
Instructor: Riedel:
T/Th Jan 12 – Feb 25 6 PM – 8:30 PM GC $369
T/Th Mar 15 – Apr 28 6 PM – 8:30 PM GC $369
Instructor: Ingram
T/Th Jan 12 – Feb 25 6 PM – 8:30 PM NNTC $369
T/Th Mar 15 – Apr 28 6 PM – 8:30 PM NNTC $369
WELDING (continued)

WELD 1012 Welding Fundamentals (Part 2)
Students are required to successfully complete WELD 1010 – Welding Fundamentals (Part 1) before taking this course. The student will learn new and more complicated skills building upon the knowledge learned in WELD 1010. This course will also emphasize: Welding Joint Design; Fabricating Techniques and Practices; Testing and Inspection of Welds; Welding Metallurgy; Weldability of Metals. Skills developed in this course will be necessary in earning American Welding Society (AWS) certification at the conclusion of the six course program.
Instructor: Riedel:
T/Th Jan 12 – Feb 25 6 PM – 8:30 PM GC $369
T/Th Mar 15 – Apr 28 6 PM – 8:30 PM GC $369
Instructor: Ingram:
T/Th Jan 12 – Feb 25 6 PM – 8:30 PM NNTC $369
T/Th Mar 15 – Apr 28 6 PM – 8:30 PM NNTC $369

WELD 2010 Basic Shield Metal Arc Welding (Part 3)
Introduces AC transformers and DC motor generator arc welding sets, welding polarities, heats and electrodes for use in joining various metal alloys by the arc welding process. The student begins learning techniques involved in making running beads, butt, and fillet weld. Safety procedures emphasized.
Instructor: Riedel:
T/Th Jan 12 – Feb 25 6 PM – 8:30 PM GC $369
T/Th Mar 15 – Apr 28 6 PM – 8:30 PM GC $369
Instructor: Ingram:
T/Th Jan 12 – Feb 25 6 PM – 8:30PM NNTC $369
T/Th Mar 15 – Apr 28 6 PM – 8:30 PM NNTC $369

WELD 2012 Basic Shield Metal Arc Welding (Part 4)
Continuation of WELD 2010. The student continues learning techniques involved in making running beads, butt and fillet welds in all positions. Safety procedures emphasized.
Instructor: Riedel:
M/W Jan 11 – Feb 24 6 PM – 8:30 PM GC $369
M/W Mar 14 – Apr 27 6 PM – 8:30 PM GC $369
Instructor: Pittman:
M/W Jan 11 – Feb 24 6 PM – 8:30 PM NNTC $369
M/W Mar 14 – Apr 27 6 PM – 8:30 PM NNTC $369

WELD 3010 Advanced Shield Metal Arc Welding (Part 5)
Continuation of WELD 2012. Covers additional material regarding AC transformers and DC motor generator arc welding. Advanced techniques used in industrial welding for joining various metal alloys will be covered. Safety procedures emphasized.
Instructor: Riedel:
M/W Jan 11 – Feb 24 6 PM – 8:30 PM GC $369
M/W Mar 14 – Apr 27 6 PM – 8:30 PM GC $369
Instructor: Pittman:
M/W Jan 11 – Feb 24 6 PM – 8:30 PM NNTC $369
M/W Mar 14 – Apr 27 6 PM – 8:30 PM NNTC $369

WELD 3012 Advanced Shield Metal Arc Welding (Part 6)
Continuation of WELD 3010. Student welding techniques are refined and critiqued carefully by instructors. Students prepare for American Welding Society (AWS) certification testing occurring at the end of this course. Safety procedures emphasized.
Instructor: Riedel:
M/W Jan 11 – Feb 24 6 PM – 8:30 PM GC $369
M/W Mar 14 – Apr 27 6 PM – 8:30 PM GC $369
Instructor: Pittman:
M/W Jan 11 – Feb 24 6 PM – 8:30 PM NNTC $369
M/W Mar 14 – Apr 27 6 PM – 8:30 PM NNTC $369
**Coming January 2016!**

**UAV GROUND SCHOOL**

A one day course geared for the hobbyist to ensure safe operations no matter where you fly.

A sample of topics covered are FAA Regulations, Aviation Fundamentals, Safety, and Insurance.

A great foundation or springboard to take your hobby to the next level safely!

| S | Jan 23 | 9 AM - 4 PM |
| Location: TBD |  $135 |

For more information or to reserve your space, contact RCC Workforce Development at: 804-758-6755 or 804-333-6828

**Fiber Optic Installation Certification**

This complete Fiber Optic Installers Certification Course prepares you as a technician to answer the growing demand for qualified cable installers who can understand and implement fiber-optic technologies. This course covers the theory and hands-on skills needed to prepare you for fiber-optic entry-level certification. 45 contact hours  Instructor: Ayars Lore

| T/Th | Jan 12 – Mar 15 | 5 - 7 PM |
| Location: KL |  $369 |

**Commercial Data-Cabling/Low Voltage Wiring Certification**

This course provides you as a technician with the knowledge and skills required to pass the Electronics Technician Association (ETA) Data Cabling Installer Certification (DCIC) exam and to become a certified cable installer. The DCIC is nationally recognized and is the hiring criterion used by major communication companies. 45 contact hours  Instructor: Ayars Lore

| M/W | Jan 11 – Mar 14 | 5 - 7 PM |
| Location: KL |  $369 |

**Refrigerant Certification**

EPA Section 608 of the Federal Clean Air Act requires that persons who work with regulated refrigerants be certified. All individuals who maintain, service, repair or dispose of appliances that contain regulated refrigerants must be certified in proper refrigerant handling techniques.

Instructor/Proctor: R. Knight

| Sat | June 25 | 8:30 AM – 4 PM |
| Location: GC |  $175 |

A. A certification exam preparatory manual will be mailed to the participant upon successful registration for Refrigerant Certification. It is important to register as soon as possible to receive the manual well in advance of the review session and exam. It will be to your advantage to read and study the preparatory manual in advance of the review session.

B. Please bring a bag lunch and any snacks with you.

There will not be sufficient time available to leave campus for a lunch break or to purchase snack items.
BUSINESS MANAGEMENT & ADMINISTRATION

Customized training that works for you!
RCC Workforce Development offers free consultation to help you determine the best training solutions for your business.
Over the past two years RCC Workforce Development has trained over 6,000 employees serving over 200 employers throughout the Northern Neck, Middle Peninsula and beyond. Contact one of our friendly staff to speak with a program manager (804) 758-6750 or (804) 333-6828.

Let us help you grow your business!

Fundamentals of Small Business Accounting Using Quickbooks Level 1
If you own or work in a small business and are currently using or plan to use Quickbooks accounting software, then this class is for you. Topics covered in this session include setting up databases tailored to your company profile, vendor invoicing and billing, employee payroll, banking services, and documentation and reporting of accounting activities.
Instructor: D. Walker
F Mar 4, 11, & 18 9 AM - 12 PM KL $108

Fundamentals of Small Business Accounting Using Quickbooks Level 2
Building on the Quickbooks Level 1 course or for the experienced Quickbooks user, this class will focus on principles of small business accounting including best practices and common pitfalls. Some aspects particular to non-profit agencies also covered.
Instructor: D. Walker
F Apr 8, 15, & 22 9 AM - 12 PM KL $108

Time Efficiency and Financial Effectiveness
Small business owners and employees know that TIME is their most precious resource. Learn seven proven practices and methods that you can apply in your daily operation that will allow you to make the most of your time while staying current with your business’ financial status and operational needs. Instructor: D. Nickerson
W Mar 9, 16 and 23 11:30 AM – 1 PM KL $59

Effective Web Page Management for Small Businesses
Every small business needs the power of the internet for marketing. Designing and maintaining a website or web pages for a small business can be frustrating and time-consuming. Learn how to set up your website and web pages easily and get the most out of your web-marketing efforts.
W Mar 16 11:30 AM – 1 PM KL $59

Employee Payroll: Rolling with the Changes
Whether you have a payroll department or it is one of many hats that you wear, navigating regulatory requirements, staying in compliance, even when changes occur can be challenging or even costly. Get educated on new changes for 2016 in payroll processing, position classification, overtime, and ACA. Instructors: Brooks & Bartlett
W Mar 23 11:30 AM – 1 PM KL $59

Business Writing 101
Communicating in the business world requires a concise, professional style using language essential to your message. Enhance your business acumen by developing your writing skills. Learn to keep correspondence on point and effective for your audience. Current practices in document formatting and structure will also be covered.
Instructor: L. Norris
Th Apr 7, 14 3 PM – 5 PM KL $59

Mindfulness in the Decision-Making Process
Is mindfulness a passing fad or a valuable tool for business management? This two-hour session will explore what mindfulness is, and how it can help you add focus and clarity to the important decisions you make in today’s fast-paced business environment.
Instructor: T. Martin
Th Apr 14 5:30 - 7:30 PM KL $29

Marketing for Small Businesses
Often small business owners think of “marketing” merely as advertising a product or service. But a complete marketing strategy should incorporate all four of these factors: product, place, price, and promotion. This interactive session will show you how to link these components together. Instructor: T. Martin
Th Apr 21 5:30 - 7:30 PM KL $29
HR Networking Group reprised at RCC Kilmarnock

In early 2015, RCC Workforce reached out to HR professionals from local area businesses to re-form a networking group that used to actively meet a few years ago but fell into dormancy. The group now meets regularly to discuss current relevant topics and exchange knowledge, best practices, and other pertinent information to bring back to their respective offices and workplaces. The meetings follow the “lunch and learn” format that minimizes out-of-office time while maximizing exposure to featured speakers from all over the state. “The goal of the program really is to help local businesses build their HR capability and capacity. We are excited about helping to facilitate this program through our partnership with the participating businesses”, said Jason Perry, Vice President, RCC Workforce Development. The HR group known as the HR Consortium is scheduled to meet bi-monthly through spring 2016.

For information about joining this group or learning how RCC-Workforce can help your organization, please call: 804-435-8975

Want to become “Highly Qualified” for public school Para-Professional positions?

Workforce has two program levels to assist you in becoming “Highly Qualified.”

Assessments are scheduled as needed.
• ParaPro Assessment: $100
• Preparation Text and ParaPro Assessment: $125

To register for any of the above, please (804) 758-6755 or (804) 333-6828

Career Switchers

Thinking about a teaching career? Consider the Career Switchers program through EducateVA.

The EducateVA program is much less costly than programs for licensure offered through traditional universities and colleges.

The EducateVA program is ideal for people who have already earned a bachelor’s degree or higher, have five or more years of full-time work experience, and are looking to become highly qualified teachers in the Commonwealth.

The EducateVA program offers a combination of online and face-to-face Saturday classes, making it a flexible option for individuals working full or part-time while they complete the first level of the program.

EducateVA … check it out at educateva.com/ or call 804-758-6755 for more information.
**Body Design**
Sculpt your body using stability balls, bands, bars or weights. This class focuses on total body conditioning using a variety of techniques. Intensity Level = Good for all fitness levels.

**Boot Camp**
A workout that incorporates both athletic training and military training principles of exercise to whip you into shape. Intensity Level = Medium/High.

**Chair Stretch & Strengthen**
Have fun and move to increase muscular strength, range of movement, and activity for daily living skills. A chair is used for seated and/or standing support. Intensity Level = Low.

**Core & More**
A dynamic class, specifically designed to target the core muscles using the five components of physical fitness. Applying the fundamentals of Pilates to strengthen the muscles and improve posture, flexibility and balance. Intensity Level = Good for all fitness levels.

**Hi/Lo**
A combination of both high- and low- aerobics for all fitness levels. This class may include various styles of cardiovascular training, with modifications being demonstrated. This class is recommended for beginners. Intensity Level = Good for all fitness levels.

**Kickboxing**
A cardiovascular-based class using the skills and drills of a variety of Martial Arts practices. Kickboxing increases alertness, endurance, flexibility and harmony among your body parts and senses. Intensity Level = Good for all fitness levels.

**Piyo**
Fusion of Pilates and Yoga with emphasis on core strength, flexibility, and balance. The class is filled with intense choreography that’s fun, challenging, and will make you sweat. It’s about energy, power, and rhythm. Intensity Level = Medium.

**Tabata**
Tabata is a form of high-intensity interval training. It is 20 seconds of high-intensity exercise followed by 10 seconds rest that works every part of your body in just 30 minutes! You may experience a high calorie burn even after you finished the class! Intensity Level = Medium/High.

**Zumba®**
Ditch the workout, join the party! Zumba® takes the “work” out of workout, and gives you a total workout, combining all elements of fitness—cardio, muscle conditioning, balance and flexibility, boosted energy and a serious dose of awesome. Intensity Level = Good for all fitness levels.

**Live 2B Fit Class Schedule and Fees**
- All classes are held at Live 2B Fit in Hayes, Gloucester. You can pay a $7 drop-in fee to take single classes, or a $45 monthly fee for unlimited access.
- Live 2B Fit has classes to accommodate any schedule, with start times ranging from 8:30 a.m. to 6:15 p.m.
- Download a printable class schedule from the RCC Workforce website, post it on your refrigerator, and never miss the opportunity 2 B Fit!
- For more information contact Live 2B Fit at (804) 695-6679 or info@live2bfit.fitness

Whatever you do
Do not give up
Because for once this is for you!
Heartsaver First Aid, CPR & AED
Become certified in CPR/AED. Learn the most up-to-date techniques and procedures for administering CPR/AED. Whether for your workplace, occupation or personal enrichment, get certified! Instructor: Staff
F  Mar 18  9 AM – 5 PM  KL  $99
F  Apr 15  9 AM – 5 PM  GC  $99

CPR for Healthcare Providers
This program is designed for those working in the healthcare industries that have a periodic requirement for CPR certification. Instructor: Staff
F  Jan 29  9 AM – 1 PM  KL  $79
M  Feb 1  9 AM – 1 PM  WC  $79
F  May 6  9 AM – 1 PM  KL  $79
M  May 9  9 AM – 1 PM  GC  $79

Microsoft Office Suite 2013 (Word, Excel, Power Point)
This course is designed for users who are familiar with the Microsoft Office suite of applications in previous versions such as MS Office 2010, or MS Office 2007. Course will cover updates to the most widely used applications (Word, Excel and Power Point) including new functions and capabilities, changes to the task bar, and best practices in everyday use. Instructor: S. Hill; J. Logan
W  Feb 10, 17, & 24  11 AM – 1 PM  KL  $119
Th  Apr 7, 14, & 21  5:30 PM – 7:30 PM  KL  $119

MS Excel for Office 2013 - Introduction
Designed to teach the basic principles of MS Excel including workbook and spreadsheet creation, task bar familiarity, cell formatting, basic formulas, and data sorting. Basic charting and graphing are also covered. Instructor: Staff
Th  Mar 10, 17, 24, & 31  11:30 AM – 1 PM  KL  $109
F  Apr 29  9 AM – 3 PM  KL  $109

IT Certification Program through CERTIPORT
Get certified in Microsoft Office applications! We offer access to Certiport certification tests for MS Word, MS Excel, MS Power Point, MS Outlook, MS Access, and MS Publisher. Testing can be completed through RCC’s authorized testing center. For more information on any of these certification programs please visit the RCC Workforce website: http://www.rappahannock.edu/workforce/ or go directly to the CERTIPORT website: www.certiport.com.
RCC is an authorized CERTIPORT exam testing center.

Additional information can be found at: rappahannock.edu/workforce
RCC partners with CDS Tractor Trailer Training
RCC and CDS are committed to providing professional training and job placement assistance to its students. With 16 years plus of operation, our workforce has many years experience in trucking, with many of those years in truck driving training and placement of new drivers.

The program consists of classroom instruction and on-the-road training. Students enjoy our hands-on approach to training. CDS has more trucks and instructors than other schools. This allows students more truck time and better quality training. Most schools operate with 1 or 2 trucks and 1 or 2 instructors trying to train 10-15 students. At CDS students train in small groups of 1-3 students per truck and instructor.

For more information about becoming a professional driver, please call:
Glenns Campus: 804-758-6750 or Warsaw Campus: 804-333-6828

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
<table>
<thead>
<tr>
<th>Mon</th>
<th>Wed</th>
<th>Fri</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td></td>
<td></td>
<td>9 AM - 6 PM</td>
<td></td>
<td>GC</td>
<td>$84</td>
</tr>
<tr>
<td>S</td>
<td></td>
<td></td>
<td>9 AM - 6 PM</td>
<td></td>
<td>GC</td>
<td>$84</td>
</tr>
<tr>
<td>S</td>
<td></td>
<td></td>
<td>9 AM - 6 PM</td>
<td></td>
<td>WC</td>
<td>$84</td>
</tr>
<tr>
<td>S</td>
<td></td>
<td></td>
<td>9 AM - 6 PM</td>
<td></td>
<td>GC</td>
<td>$84</td>
</tr>
</tbody>
</table>

TRNS 1133 Basic Rider Course
This course coaches the fundamental skills of motorcycle riding and operation. It is not intended to produce experienced riding skills; it does provide the ENTRY-LEVEL skills needed by any new rider. Upon successful completion, MSF cards & DMV Completion Certificates are issued. (11 students maximum).
Instructor: Staff

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.

Virginia Flagger Certification
All employees who will be flagging traffic as part of their job duties (i.e. roadways painters, grounds crews, electric services, mechanical utilities) must be certified through a Virginia Department of Transportation program. This course will provide flaggers with the basic knowledge, information and awareness to perform their jobs safely. After completing the course, students receive certification of their training, valid for three years. Students must be 18 years of age to enroll in this course. The course is four hours in length.
Instructor: S. Pearson

For more information about becoming a professional driver, please call:
Glenns Campus: 804-758-6750 or Warsaw Campus: 804-333-6828
Expanding business takes training needs to RCC-Workforce

When “Truth Reels,” a Northumberland County company that makes superior fishing reels, found that demand for its products was exceeding the number it could supply, its owner and founder, Wes Seigler, turned to Rappahannock Community College’s Workforce Development Office for the additional highly trained workers that he needed. A meeting with RCC’s vice president of workforce development, Jason Perry, allowed him to state his specific training requirements, and to explore funding options—federal, state, and local—to support this training.

Truth Reels needed workers; Shawn Talley needed a job. An outstanding high school graduate who had enrolled as an engineering major at a large university, Talley found the contrast with his rural upbringing overwhelming, and decided not to return for a second year. “He came to RCC seeking direction, and looking for a program that would lead to employment,” says Marjorie Lampkin, director of RCC’s Office of Career and Transition Services (OCATS, a department of RCC-Workforce).

An OCATS career coach helped Talley to develop a career plan that included taking an online CNC (computer numerical control) Machinist Operator course distributed by the National Institute for Metalworking Skills (NIMS). After completing the classroom portion of the course, Talley interviewed for a position at Truth Reels; he was accepted into a hands-on training program, and became a full-fledged employee in July 2015. “In the short time since he was hired,” says Lampkin, “Talley has earned a pay increase and is excelling on the job.” He continues to work towards earning a certification in machining from NIMS.

“The workforce development and OCATS teams at RCC can quickly connect individuals to training and great opportunities in the workplace,” says Perry. “We are thrilled to be a partner with Truth Reels in Burgess as we work together to build a strong workforce in our region . . . one employee at a time. Shawn Talley is one of the many success stories within RCC’s Workforce Development Center, and we are proud to serve our community by continuing to create career pathways for our students.”
ONLINE TRAINING

RCC Workforce and Community Development has access to several education partners who provide literally thousands of courses that cover almost every sector and industry. Simply go to: rappahannock.edu/workforce/online-courses to explore all of our online training opportunities.

SKILLS ONLINE

SkillsOnline is Rappahannock Community College’s new professional development and workforce training Internet portal, offering skills-based courses needed to succeed in a 21st century workplace. With nearly 3,500 self-paced and instructor-led courses, SkillsOnline is an affordable, efficient way individuals can learn skills and prepare for certifications online to advance in their careers or get a better job. Courses are offered any time and anywhere over the Internet. Employers can use SkillsOnline to train workers, provide industry certification, meet compliance requirements and offer professional advancement.

SkillsOnline Courses Available in 19 Industries:
Accounting & Bookkeeping; Business Process; Clean Energy; Computer Applications; Environmental Sciences; Health; Hospitality & Food Service; Information Technology; Logistics and Operations; Marketing; Materials & Manufacturing; Medical Services & Nursing; Mining & Chemicals; Networks and Systems; Programming; Project Management; Safety & OSHA Requirements.

TECHNOLOGY ED, LLC.

Education options offered through Technology Ed include professional development courses in science, engineering, and technology management. Their courses are delivered through a distance learning platform that allows students the opportunity to study at their own pace and receive a certificate of completion that can be used to satisfy certification requirements (CEU or PDUs) or career development needs.

THE CENTER FOR LEGAL STUDIES

The Center for Legal Studies (CLS) was founded in 1980. We offer legal studies courses in conjunction with hundreds of colleges and universities nationwide in the following formats: live lecture, online, DVD, and text-only. The curriculum is updated by CLS to remain current and on-pace with the newest trends in the legal industry. Recognizing the state-of-the-art technology and ease of use, online courses created by CLS were awarded top honors by Thomson West Publishing International.

The following CLS courses are being offered by RCC for Spring 2016:

- Paralegal Certificate Course
- Advanced Paralegal Certificate Course
- Legal Secretary Certificate Course
- Legal Investigation Certificate Course
- Alternative Dispute Resolution Certificate Course
- Victim Advocacy Certificate Course
- Advanced Legal Research & Writing Certificate Course
- Software Essentials for the Law Office Certificate Course
- Personal Injury Law for Paralegals Certificate Course
- Legal Nurse Consultant Training Course

W.I.T.S.

Educational Excellence for Fitness Professionals

W.I.T.S. has been training and certifying fitness professionals in partnership with colleges for over 22 years. These online/blended courses are designed for fitness professionals interested in enhancing their skills, meeting continuing education requirements for recertification, earning new nationally-recognized certifications, and gaining the business acumen to either take a management role or pursue entrepreneurship opportunities within the fitness industry.
OCATS- POWER PROGRAM
Providing Opportunities through Work, Education and Resources (TANF Grant) Success Story
Rappahannock Community College

A program administered by RCC’s Office of Career and Transition Services, POWER—Providing Opportunities through Work, Education, and Resources—does just what it says. Among its many success stories is that of Carla M., a single mother who needed a job, but had little previous work experience. Beginning in June 2014, OCATS staff helped Carla to complete career assessments using the Virginia Wizard, CareerScope, Myers-Briggs Type Indicator and the Strong Interest Inventory, and reviewed the career and education options open to her.

Carla’s initial score on the Virginia Placement Test was not high enough to qualify her for the nurse aide classes she wanted, but tutoring sessions increased her score by two levels. The POWER program also gave her access to life skills workshops covering time management, study skills, conflict resolution, stress management, personal health, and basic finances, as well as a work readiness series on such topics as writing resumes and cover letters, effective interviewing, job searching, mastering RCC and workplace technology, and using social media for career advancement.

With her Career Readiness Certificate in hand, Carla enrolled in nurse aide classes; the career coaches who helped her to do this also put her in touch with grant funds that would lighten the burden of tuition and other expenses. In December 2014, Carla graduated from RCC’s nurse aide program. She has since—at one of the college’s Workforce Wednesday events—met an employer who hired her to work at a local health care facility. She continues to work with OCATS career coaches to find ways to advance her career and has nothing but praise, both for them and for all the OCATS staff, for their efforts to help her succeed.

Throughout her time at RCC, Carla has met and overcome difficulties with transportation, testing, and many other challenges in order to build a better life for herself. Her courage and perseverance set an example that should inspire other students to tackle similar challenges.
‘Workforce Wednesdays’ offer interviews at RCC

Rappahannock Community College’s Workforce and Community Development Office sponsors “Workforce Wednesdays,” which are designed to allow job seekers to interview with a number of local companies at one convenient time and place. “It’s our pleasure to be part of Team RCC,” said one employer. Participating employers include Chick-Fil-A, Riverside Health Systems, 7-Eleven, Inc., Americare Plus, Heartsong Care, and others.

“Employers need to find good employees,” says Wampler, “and students make great employees. They are already demonstrating effort and drive, and all of the qualities employers are seeking.” Workforce Wednesdays, she mentions, benefit both students and local employers. “Students have the opportunity to learn more about and interact with local employers, and employers have access to a large pool of candidates in one place. They can recruit students, network with other local employers, and increase awareness of their brand.”

The first Workforce Wednesday was a great success, says Wampler, with one student (a graduate of RCC’s nurse aide program) hired on the spot. Three others have only to follow up with a phone call to a prime local employer in order to be granted an official interview. “Actually,” says Wampler, “one of those students did make the call, and has an interview coming up. She is working with RCC career coaches now on getting her résumé and interview skills polished!”

Area employers who would like to participate in RCC’s Workforce Wednesdays should call RCC-Workforce’s Office of Career and Transition Services at 804-333-6735, or e-mail Wampler at ewampler@rappahannock.edu.

Helping others isn’t our Job, It’s our PASSION!

Visit the OCATS website: rappahannock.edu/careerservices
Phone: (804) 435-8970

What can OCATS do for you?

• Explore career options
• Build a résumé
• Prepare for interviews
• Get the job you want
• Improve basic skills in Math and English
• Practice technology and workplace skills
• Study for the GED® test
• Prepare for college
• Apply for financial aid
• Enroll in classes
• Support to earn a degree
• Attend career readiness workshops
• Develop life skills for success
Tallying up the Truth

. . . Truth Reels, that is, a small business that has made a big difference in the life of Northern Neck resident Shawn Talley. The company needed a skilled worker; Talley needed a career opportunity; and RCC’s Workforce Development Center hooked them up with the help of an online course from the National Institute for Metalworking Skills. Reel in the story on Page 12.

Photo by Russ Pylant