Spring 2014

Hire Education

2014 Spring
TRAINING PROGRAMS

Rappahannock Community College
Workforce Development
Welcome to RCC

Workforce and Community Development Center!

From the Workforce and Community Development Center at Rappahannock Community College: this new publication announcing our Spring 2014 training courses and programs will be a valuable tool for you. Each year we have been very pleased to serve over 2,500 individuals throughout this region (in addition to 5,000 in college credit classes), and the number of our satisfied customers is high ... evidenced by the fact that over 30 percent of those taking our courses are repeat users of our programs. If you are interested in achieving a business credential, or simply looking for personal enrichment, RCC is your place to go.

We take pride in meeting the diverse needs of the local workforce and offering innovative training opportunities for “Hire Education.” Employers appreciate our ability to customize a training experience, and our willingness to locate it at their own facilities, thus eliminating extra travel time for their employees. In addition, close to one-third of the courses listed in the new schedule are available online, and can be taken at any time and place that is convenient for you. Also convenient is the arrangement of the course listings in “career clusters,” which group subjects of interest to related occupations together in order to assist workforce members in choosing programs of study that will advance their career goals. Finally, our classes are priced considerably lower than those of mass-market seminar providers, and are almost always closer to your home and workplace.

For those wishing to take up a new interest, or learn more about a current one, the Workforce and Community Development Center offers a variety of noncredit personal enrichment courses. Some of these, such as several financial and cooking workshops sponsored by the Virginia Cooperative Extension, are free of charge; others require a nominal fee. These include the “Home Chef” series of classes, taught by RCC’s own Chef Hatley Bright; courses on using a digital camera; and a knitting workshop.

So check us out in person, or visit our website at rappahannock.edu/workforce for more information. We hope to have the privilege of serving your workforce and personal needs in the near future.

Jason Perry
Vice President, Workforce and Community Development

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

REFUND AND CANCELLATION 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. You may contact the Workforce and Community Development office Monday through Friday from 8 AM to 4:30 PM All refunds are issued via check through the state treasurer’s office and generally take four to eight weeks. Please note that all refunds are automatically issued to the class registrant even if the tuition was paid by another individual, employer, or organization.

Cancelled classes: Each course is offered on the condition of adequate enrollment. WCD reserves the right to cancel any course due to low enrollments or other circumstances deemed sufficient. WCD reserves the right to make necessary changes in the schedule that may be dictated by enrollment, personnel requirements, or availability of facilities. When a class is canceled by the college, registered participants will be notified and given the option of attending another section of the same class (if available) or a full refund.

Location of classes: In the event a class has been relocated, all participants will be notified in advance.

rappahannock.edu/workforce
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Rappahannock Community College Workforce Development does not discriminate on the basis of race, color, national origin, sex or disability in its programs or activities. Inquiries related to the college’s nondiscrimination policy should be directed to Lorraine Justice, who can be reached by mail at 12745 College Drive, Glenns, VA 23149; by e-mail at ljustice@rappahannock.edu; or by phone at 804-758-6737.
Marketing Your Business on the Internet
Find out how to market your business on the Internet, even if you have little or no money to spend! In this practical, hands-on course, you'll discover proven methods that will help you establish an Internet presence and build an online brand identity. You'll learn how search engine optimization (SEO) works and how to track your site's performance using Web analytics. You'll understand how to use online advertising, e-mail marketing, and social media (including blogs) to drive business to your Web site. Finally, you'll learn how to keep your visitors coming back again and again! Instructor led course available online through Education to Go http://www.ed2go.com/rccwcd/ . Use the following link: http://www.ed2go.com/rccwcd/online_course/mbi/detail/Marketing_Your_Business_on_the_Internet.html

COMM 1062 Communication Strategies for Women In the Workplace
Communication can be challenging, especially in professional relationships with co-workers or supervisors. Learn strategies, and practice methods that will build your understanding of communication styles, barriers that prevent effective communication and tools that keep misperceptions and misunderstandings to a minimum.

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<tr>
<th>Course Code</th>
<th>Days</th>
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<th>End Date</th>
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<th>Room</th>
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<td>Mar 18</td>
<td></td>
<td>9 AM – 11 AM</td>
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</table>

EDU 272 Methods for Supporting Students with Autism Spectrum Disorders in the School Setting
Methods for supporting students with autism spectrum disorders in the school setting, is the third course in a three course sequence leading to certification in autism spectrum disorders. This certificate is endorsed by the Virginia Autism Council. This course will provide effective and appropriate socialization and behavior management strategies specific to students with autism spectrum disorders. In addition, student participants will spend time with a student with autism in the classroom setting. They will assist a classroom teacher to develop social or behavioral intervention strategies for a student with ASD. This is a HYBRID course. Instructor: N. Woolard.

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<td>T</td>
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<td>5 PM – 8 PM</td>
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<td>KL</td>
<td>3 Credits</td>
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</table>

Want to become “Highly Qualified” for Public School Para-Professional Positions?
Workforce has three program levels to assist you in becoming “Highly Qualified.” Assessments are scheduled on an as-needed-basis.
- ParaPro Assessment: $100
- Preparation Text and ParaPro Assessment: $125
- Face-to-Face Instruction, Text, and ParaPro Assessment: $200
To register for any of the above, please call 804-758-6755.

rappahannock.edu/workforce
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 for a rigorous, practical and flexible route to becoming a highly qualified teacher 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.

RCC Student Success!

Jalisa C. sought the services of an Adult Career Coach in June, 2012. She is a single mother who was struggling with finding employment and providing for her family. She realized the importance of furthering her education as a step toward becoming gainfully employed. Jalisa had earned a few credits at RCC but was unsure about the best direction for a career. She knew she needed immediate employment but also wanted a career path that would allow her to grow and advance in her chosen field. Jalisa completed the skills, values and interest assessments in Virginia Wizard and discussed the best career options with her career coach.

Jalisa also participated in other programs and services at RCC including the Youth Services Career Readiness Camp. This gave her the opportunity to meet people from the community in various careers who could address her concerns about employment and the workforce.

In the spring of 2013, Jalisa enrolled in the Nurse Aide Program at RCC. She received her Award of Completion on April 29, 2013. On January 30, 2013 she received VITA/TCE certification from the IRS. This is an endorsement which must be acquired by all individuals who wish to become volunteer tax preparers. She also earned a Career Readiness Certificate. In addition, Jalisa applied for and was awarded $1000 from the RCC Educational Foundation General Endowment Scholarship fund. This will apply toward the 2013-14 academic year.

Jalisa is currently employed in home health care. She is taking the prerequisites for the RN program and will apply to that program in the spring. Jalisa is a stellar example of a person brave enough to take the first step toward building a better life. She says that the help she has received from the programs at RCC have made a difference for her and are helping her succeed.

ACCT 1006 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. Students will work in the Quickbooks program to set up tailored to company profile; vendor invoicing and billing; employee payroll, banking services, and documentation and reporting of accounting activities.

39140  01WF  F/Feb 7, 14, & 21  9 AM - 12 PM  KL  $98

ACCT 1007 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.

39141  01WF  F/Mar 7, 14, & 21  9 AM - 12 PM  KL  $98
ITEC 1067 Computers for Seniors
Designed for the new user, or the person who is simply not that comfortable with technology, this 9-hour course will begin with basic computer operating fundamentals for both hardware and software. Follow-on sessions will develop competency in keyboarding, file/folder organization and management, internet usage, email usage and managing various file formats including photos.

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<tr>
<th>Course Code</th>
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<tr>
<td>61576</td>
<td>01WF</td>
<td>F/Mar 7, 14, &amp; 21</td>
<td></td>
<td>1 PM - 4 PM</td>
<td>WC</td>
<td>$109</td>
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ITEC 1164 MS Excel for Office 2010 - 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.

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<th>Course Code</th>
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<tr>
<td>39144</td>
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<td>F/Mar 28</td>
<td></td>
<td>9 AM - 4 PM</td>
<td>KL</td>
<td>$98</td>
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</table>

ITEC 1239 iPad for New Users
If you have recently purchased and iPad or are planning on purchasing one, this class is for you. Gain proficiency in using your iPad for sending/receiving email, taking pictures and videos, accessing social media and downloading apps. iPad are provided in class; students are welcome to bring their own.

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<th>Course Code</th>
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<tr>
<td>39146</td>
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<td>F/Apr 11</td>
<td></td>
<td>9 AM - 3 PM</td>
<td>GC</td>
<td>$98</td>
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ITEC 1719 Making Social Media Work for You
Friending, tweeting, or linking. Everyone seems to be on Facebook, Twitter, LinkedIn, or some other social networking site that you may have never heard about. What is Social Media? What do you need to know about it before you become a participant? Learn to navigate your way around the more popular social media applications, how to set up your profile, post information, photos and most importantly how to manage who, what, and how others see the information you are posting.

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<th>Course Code</th>
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<td></td>
<td>1 PM - 3 PM</td>
<td>KL</td>
<td>$45</td>
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</table>

ITEC 1720 Are You Smarter Than Your Smartphone?
If you have a smartphone and would like to use it for more than just making and receiving calls, this class is for you. Learn how to get the most of your phone’s capability including sending e-mail, downloading and sending photos, accessing social networking sites, maps, weather, search engines and so much more!

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<th>Course Code</th>
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<td></td>
<td>4 PM – 7 PM</td>
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ITEC 1721 Introduction to Windows 8 PC Operating System (OS)
Considering upgrading to Windows 8 OS? Or just purchased a new desktop or laptop with Windows 8 installed? This class will provide a basic overview of the capabilities of Windows 8 OS, the changes in functions and navigation from Windows 7 and earlier OS versions.

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<td>F/Mar 28</td>
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<td>$98</td>
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IT Certification Program through CERTIPORT
Testing can be completed through RCC’s authorized testing center for a variety of IT certifications including:

Microsoft Office Specialist
Microsoft Office Specialist (MOS) certification is the leading IT certification in the world.

Demonstrate you have the knowledge, skills, and abilities to productively use Microsoft Office. MOS enables you to tap the full features and functionality of the Microsoft Office system, resulting in heightened levels of individual performance, confidence, and differentiation.

- In academia, MOS promotes success in the classroom for students (and instructors), builds individual distinction, and prepares students for an increasingly competitive workforce
- For business, MOS maximizes office productivity and efficiency for the organization and increases job satisfaction and heightens career achievement among employees
- In workforce development, MOS prepares and places job candidates, ensuring they possess the skills employers require. $132

QuickBooks Certified User
Intuit® QuickBooks, the industry leader in managerial accounting software for small business, provides an easy-to-understand platform. Students can validate their QuickBooks knowledge by becoming an Intuit QuickBooks Certified User (QBCU). $132

Adobe Certified Associate
For those seeking employment that requires demonstrating the ability to use digital media needed to plan, design, build, and maintain effective communications, Adobe Certified Associate is a certification program that validates the skills of job seekers. $132

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: http://www.certiport.com/. RCC is an authorized CERTIPORT exam testing center.

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 6000 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!
HLTH 1035 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!

<table>
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<th>Course Code</th>
<th>Session</th>
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<td>9 AM - 4 PM</td>
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HLTH 1045 CPR for Healthcare Providers
This program is designed for those working in the healthcare industries that have a periodic requirement for CPR certification.

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HOST 1119 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

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<th>Course Code</th>
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<td>S</td>
<td>Apr 19</td>
<td>8 AM - 4 PM</td>
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<td>$220</td>
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Chef Hatley Bright has worked in the restaurant industry for most of her adult life. She has trained in Italy and France, but loves to create local regional cuisine. Chef Bright likes to teach a variety classes with an emphasis on improving on the basics, learning new skills and bringing out the fun side of being in the kitchen.
Dental Assistant
Dental Assisting Program - 80 hours. 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.todaysdentalassistant.net. Pre-requisites: High School Diploma or GED

Norge Dental Center  Williamsburg

Saturdays   Jan 11 - Mar 15  8 AM – 4:30 PM  $3,950

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Pharmacy Technician Career Training Program
Interested in becoming a certified Pharmacy Technician? There are many career options working in the pharmacy field; here are just a few of the opportunities and practice settings available to Pharmacy Technicians.

Chain Retail Pharmacies – These technicians have a lot of patient interaction and work very closely with pharmacists and doctor’s offices. These pharmacies will keep you busy filling prescriptions, obtaining refills for your patients and maintaining your patients’ medication histories and profiles.

Independent Retail Pharmacy – These are small, independently owned pharmacies may not be as busy as a chain, retail setting, but you may get to know your patients on a first name basis! You may also have the opportunity for such specialties as compounding or packaging for home health care facilities.

Out-Patient Hospital Pharmacy – This setting is similar to a retail pharmacy setting because the technicians have a lot of direct patient interaction and spend a lot of time filling prescriptions. These technicians fill prescriptions for patients that are going home from the hospital.

Course is available through JER Online: http://www.coursecatalog.com/rccworkforce In the search fields enter: Field of Study: Medical; Category: Med. Transcription Coding and Billing. Then hit search.

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Independent Retail Pharmacy – These are small, independently owned pharmacies may not be as busy as a chain, retail setting, but you may get to know your patients on a first name basis! You may also have the opportunity for such specialties as compounding or packaging for home health care facilities.

Out-Patient Hospital Pharmacy – This setting is similar to a retail pharmacy setting because the technicians have a lot of direct patient interaction and spend a lot of time filling prescriptions. These technicians fill prescriptions for patients that are going home from the hospital.

Course is available through JER Online: http://www.coursecatalog.com/rccworkforce In the search fields enter: Field of Study: Medical; Category: Med. Transcription Coding and Billing. Then hit search.

Dental Assistant
Dental Assisting Program - 80 hours. 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.todaysdentalassistant.net. Pre-requisites: High School Diploma or GED

Norge Dental Center  Williamsburg

Saturdays   Jan 11 - Mar 15  8 AM – 4:30 PM  $3,950

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Viticulture

**HORT 1111 Introduction to Viticulture**
Topics will include an overview of vineyards, vineyard site considerations, and necessary record keeping. Instructor: Hollingsworth
61581 31WF S/Jan 18 9 AM – 4 PM Good Luck Cellars/Dog and Oyster $119

**HORT 1119 Vineyard Management I**
Topics will include business operation, wine law, winter pruning. Instructor: Hollingsworth
62201 31WF S/Feb 22 9 AM – 4 PM Good Luck Cellars/Dog and Oyster $119

**HORT 1114 Soil Preparation and Planting**
Topics will include soils, rootstock selection, vines, and nutrient management. Instructor: Hollingsworth
61582 31WF S/Mar 15 9 AM – 4 PM Good Luck Cellars/Dog and Oyster $119

**HORT 1114 Dormant Pruning**
This course provides the student with in-class and field experience on the basics of grape vine pruning both for quality and quantity production. Attention will be given to various trellis systems used by Virginia vineyard managers. The student will be introduced to proper pruning tools and specific pruning techniques used to manage vitus vinifera and hybrid vines. Instructor: Petrie
39193 31WF S/Jan 18 9 AM – 4 PM Belle Mount Vineyards $109

**HORT 1115 Pest Control**
Topics will include managing insects, diseases of vines, and animals that threaten the vineyard. Instructor: Hollingsworth
61583 31WF S/Apr 26 9 AM – 4 PM Good Luck Cellars/Dog and Oyster $119

Rappahannock Community College is extremely pleased to have Mr. Mark Hollingsworth teach the upcoming series of classes in our Viticulture Program. Mark is the Owner and Vineyard Manager for the Dog and Oyster Vineyard in Irvington, Virginia, and comes to us with a vast knowledge in the fields of vineyard management and producing high quality wine.

Mark holds a B.A. degree from Mary Washington College in Historic Preservation. He is very active in his profession attending seminars and workshops throughout Virginia and the United States. Mark is excited to be able to share his passion for grapes and wine with you!
OUR MISSION:
To provide a supportive environment that empowers students to choose and navigate a career pathway that is aligned with their individual values and interests and leads to educational success, self-sustaining employment, and positive impacts within the local community and workforce.

Comprehensive and coordinated services for students that include:
- Multiple entry and exit points for education, training and skills development
- Career exploration and selection
- Education and employment readiness
- Credential attainment
- Employment placement and retention
- Follow-up services

Let Us Help You With:
- GED or HS Diploma
- College Readiness
- Placement Test (VPT) Preparation
- College Enrollment
- Financial Aid/Scholarship Information
- Tuition and Support Services (eligibility required)
- Interactive Case Management
- Career Coaching
- Career and Interest Assessment
- Individual Education and Career Plans
- Career Readiness
- Interview, Resume, and Cover Letter Preparation
- Soft Skills Development
- Job Search
- Experiential Learning Opportunities (Job Shadowing, Internship, Apprenticeship, On-the-Job Training)

Quick Fact
By 2018 63% of jobs will require some education beyond a high school diploma.
Source: Projections of Jobs and Education Requirements Through 2018, Center on Education and the Workforce (June 2010)
Heating and Air Conditioning Career Studies Certificate (HVAC)
This career studies certificate trains students for entry-level positions requiring skills in installing, troubleshooting, and repairing heating and air conditioning systems, primarily in residential applications. Applicants must meet the general admission requirements of the college. Students are required to earn a minimum GPA of 2.0 in the curriculum to be awarded the Career Studies Certificate in Heating, Ventilation, and Air Conditioning.

AIR 134 Circuits and Controls I
Presents circuit diagrams for air conditioning units, reading and drawing of circuit diagrams, types of electrical controls. Includes analysis of air conditioning circuits, components, analysis and characteristics of circuits and controls, testing and servicing. Introduces electricity for air conditioning which includes circuit elements, direct current circuits and motors, single and three-phase circuits and motors, power distribution systems, and protective devices. Instructor: Minerve.

57030  41WF  T/Jan 13 – Apr 24 (Lec.)  6 PM – 7:50 PM  GC  3 credits
57031  41WL  Th/Jan 13 – Apr 24 (Lab)  6 PM – 8:50 PM  GC

AIR 155 – Heating Systems II
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. Part I of II. Both courses must be taken together. Instructor: Knight

55722  41WF  M/Jan 13 – Apr 24 (Lec.)  6 PM – 7:50 PM  GC  3 credits
55723  41WL  W/Jan 13 – Apr 24 (Lab)  6 PM – 8:50 PM  GC

BLDG 1100 - STCONA Basic Contractor Prep Course for Licensure
8-hour course designed to provide a basic understanding of business management principles for contractor license applicants to support their businesses. Prepares attendees for the ‘A’ or ‘B’ contractor licensing exams. Course is recognized by the Virginia, Department of Professional and Occupational Regulation (DPOR), and Board of Contractors. Textbooks included in the course cost. Instructor: Staff

40562  31WF  S/Feb 22  8 AM – 5 PM  GC  $220

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 for online license renewal, call RCC Workforce (804) 333-6828 or (804) 758-6750.

rappahannock.edu/workforce
ENVR 1121 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: Staff
39190  31WF  S/Apr 26  8 AM – 4PM  GC  $165

WEL 123 Arc Welding I
Teaches operation of AC and DC power sources, welding polarities, heats and electrodes for use in joining various metal alloys by the arc welding process. Emphasizes safety procedures. Both courses must be taken together. Instructor: Riedel.
42825  41WF  Th/Jan 13 – May 5 (Lec.)  6 PM - 8 PM  GC  3 credits
42826  41WL  T/Jan 13 – May 5 (Lab)  6 PM - 8:50 PM  GC

WEL 124 Shielded Metal Arc Welding (Advanced)
Continues instruction on operation of AC and DC power sources, welding polarities, heats and electrodes for use in joining various metal alloys by the arc welding process. Emphasizes safety procedures. Both courses must be taken together. Instructor: Riedel.
42801  41WF  T/Jan 13 – May 5 (Lec.)  6 PM – 8 PM  GC  3 credits
42824  41WL  Th/Jan 13 – May 5 (Lab)  6 PM – 8:50 PM  GC
62876  42WF  W/Jan 13 – May 5 (Lec.)  6 PM – 8 PM  GC  3 credits
62877  42WL  M/Jan 13 – May 5 (Lab)  6 PM – 8:50 PM  GC

Welding (non-credit)
WELD 1010 Welding Fundamentals (Part I)
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.
62176  41WF  M, W/Jan 13 – Feb 26  6 PM – 8:30 PM  GC  $349
62177  91WF  T,Th/Jan 14 – Feb 27  6 PM – 8:30 PM  Northern Neck Tech Center  $349

WELD 1012 Welding Fundamentals (Part II)
Students are required to successfully complete WELD 1010 – Welding Fundamentals (Part I) 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: Reidel
62205  41WF  M, W/Mar 10 – Apr 23  6 PM – 8:30 PM  GC  $349
62209  91WF  T,Thu/Mar 11 – Apr 24  6 PM – 8:30 PM  Northern Neck Tech Center  $349
Community Development Program Series!

Developed and instructed by the Virginia Cooperative Extension, a partnership of Virginia Tech and Virginia State University, these programs provide participants with useful information to improve everyday life. Classes cover a variety of areas including personal finance and food safety practices for faith-based and civic organizations. These classes are provided at no cost to registered participants and are held at RCC’s Glenns campus. Spring 2014 classes are listed below.

**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: Soles

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days &amp; Time</th>
<th>Date</th>
<th>Location</th>
<th>Fee</th>
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<tr>
<td>40576</td>
<td>S/Feb 15</td>
<td>9 AM – 6 PM</td>
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<tr>
<td>40579</td>
<td>S/Mar 15</td>
<td>9 AM – 6 PM</td>
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<td>40583</td>
<td>S/Apr 19</td>
<td>9 AM – 6 PM</td>
<td>GC</td>
<td>$84</td>
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</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, a MSF card & DMV Completion Certificates are issued. (12 students maximum)

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<thead>
<tr>
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<td>F/S/Feb 15</td>
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<td>F/S/May 15</td>
<td>8 AM - 5 PM</td>
<td>WC</td>
<td>$84</td>
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</table>

**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.

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<thead>
<tr>
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<th>Location</th>
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<td>S/F/May 9-11</td>
<td>8 AM - 5 PM</td>
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Virginia Cooperative Extension programs and employment are open to all, regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status. An equal opportunity/affirmative action employer.

Extension is a joint program of Virginia Tech, Virginia State University, the U.S. Department of Agriculture, and state and local governments.

Virginia Cooperative Extension is bound by the provisions of the Americans with Disabilities Act - Title II, of the U.S. Department of Justice. As a public agency, we are required to make reasonable modifications in policies, practices, and procedures that deny equal access to individuals with disabilities, unless a fundamental mental alteration in the program would result. If you are a person with a disability and desire assistance or accommodation, please notify the Gloucester County Extension office at 804-693-2602 during business hours of 8:00 a.m. and 4:30 p.m. *TDD number is (800) 828-1120.

rappahannock.edu/workforce
ITEC 1155 Your Digital Camera and You
Feel like you’re not getting the most of your digital camera? Learn everything from taking pictures to storing images to sharing photos. Learn how to use the zoom, flash and shutter buttons as well as the different modes of your camera lens. Bring your camera to class.
Instructor: S. Kancianic
62033 31WF Th/Apr 10, 17, 24 6 PM – 8 PM KL $89
Partnering for workforce training and employment!

RCC Workforce Development is one of five community college programs that has developed an ongoing partnership that directly supports training for Huntington Ingalls, a shipbuilding company located at the Newport News Shipyard. Huntington Ingalls provided the training requirements and helped to develop the curriculum for three training programs: Marine Electrician, Outside Machinist and Marine Coatings Application. RCC Workforce Training supports two of the programs, Marine Electrician and Outside Machinist. So far, RCC WF has trained a total of 36 marine electricians (3 classes of 12 students, max capacity); and 20 outside machinists (2 classes of 10, max capacity). All students in both programs have been hired by Huntington Ingalls as full time employees at the shipyard (100% success rate, so far). This has been a remarkably successful program for RCC Workforce and continues to provide both training and employment opportunities for workforce eligible individuals in our service region.