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.

Glens 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 receive a refund if they withdraw no less than five business days prior to the start of class. 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 a.m. to 4:30 p.m.
All refunds are issued via check through the state treasurer’s office and generally take four to eight weeks to arrive. 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 accepting a full refund.

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

Additional information can be found at: rappahannock.edu/workforce
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

Harriet Dawson  
Program Manager, Trainer  
Regional Education Consortium; Business/Employee Training  
804-758-6755  hdawson@rappahannock.edu

Don Bartholomay, Ph. D.  
Program Manager Credit Programs  
HVAC, Welding, Viticulture  
804-333-6751  dbartholomay@rappahannock.edu

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

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

RCC-Workforce watermen’s program earns U.S. regional award  
Rappahannock Community College’s Workforce and Community Development Office, in partnership with Chesapeake Environmental Communication, recently won the Community Economic Development Award, in the over-100,000 population category, from the Southern Economic Development Council (SEDC), which covers the southeastern United States from the District of Columbia to Texas.

Office of Career and Transition Services (OCATS)  
Marjorie Lampkin  
OCATS Coordinator  
804-333-6825  mlampkin@rappahannock.edu

Frances Kenyear  
Youth Services Case Manager, Middle Peninsula  
804-758-6833  fkenyear@rappahannock.edu

Brooke Pizzetti  
Program Manager, Adult Education  
804-333-6829  bpizzetti@rappahannock.edu

Sherrie Hill  
Regional Education Specialist  
804-435-8973  shill@rappahannock.edu

Betsy Witt  
Lead Adult Career Coach  
804-333-6735  ewitt@rappahannock.edu

Will Fox  
Adult Career Coach/Workplace Specialist  
804-333-6832  wfox@rappahannock.edu

Connie Peay  
On-RAMP Coordinator  
804-758-6739  cpeay@rappahannock.edu

Deb Williams  
Youth Services Case Manager, Northern Neck  
804-333-6833  dwilliams@rappahannock.edu
CULINARY SKILLS

HOST 1127 Puerto Rican Cookery
Enjoy some of the authentic cuisine of Puerto Rico. This class will cover essential seasonings, marinades, vegetables, rice dishes, fish and meats. Preparations will include: sofrito, arroz con gondules, plantanos and pernil. Instructor: Chef Merolli
Thursday  Feb 12  5 PM – 7 PM  KL  $49

HOST 1123 Cooking For One or Two
You don’t have to make enough for an army anymore! Learn how to make simple but delicious meals for two or for yourself with a meal left for later in the week. Spicy mac and cheese, foil baked salmon with corn and lime salsa, eggplant parmesan, Chinese noodles with chicken and baby bok choy and homemade chocolate pudding. Most of these recipes take 20 minutes or less! Instructor: Chef Bright
Monday  Feb 23  5 PM – 7 PM  KL  $49

HOST 1127 Asian Cooking
This course will introduce you to the basics of Oriental cooking. Techniques of Chinese cooking include: stir frying, deep frying, steaming and slow braising. Proper knife handling and techniques including slicing, dicing, shredding and mincing will be demonstrated. Dishes will include a mixed vegetable stir-fry and hoisin marinated pork tenderloin. Instructor: Chef Merolli
Thursday  Mar 5  5 PM – 7 PM  KL  $49

HOST 1123 Dumplings, Dumplings and More Dumplings
Dumplings make a fast easy meal; they make a plain soup delicious and are great appetizers. Best of all, most are easy to make ahead of time and freeze. Pork and corn dumplings with cilantro cream sauce, shrimp and spinach dumplings with red curry, ricotta ravioli with champagne mushroom sauce and more. Instructor: Chef Bright
Monday  Mar 16  5 PM – 7 PM  KL  $49

HOST 1123 Healthy Vegetarian Cooking
Learn how to prepare healthy and flavorful food without the fat and extra calories. Make interesting vegetarian dishes using combinations of spices, marinades, and cooking techniques. A variety of cuisines will be introduced including Indian, Moroccan, and Thai. Instructor: Chef Merolli
Thursday  Mar 26  5 PM – 7 PM  KL  $49

HOST 1127 Fusion Cooking
Have you ever wondered what that means? It simply means introducing techniques, ingredients and presentation ideas from diverse culinary traditions to achieve something new. Cal/Asian salad with a sweet ginger dressing; chicken with Cajun tomato sauce; Thai barbecue with banana salsa; black and white bread pudding. Instructor: Chef Bright
Monday  Apr 6  5 PM – 7 PM  KL  $49

HOST 1123 Healthy Drinks: Smoothies and Juicing
Participate in creating nutrient-rich smoothies and juices that are fun to make and healthy. Using a variety of fresh fruits and vegetables, get all the vitamins, fiber, and nutrient dense calories that these drinks provide. Equipment comparisons and proper use of food processors and juicers will be discussed. Instructor: Chef Merolli
Thursday  Apr 16  5 PM – 7 PM  KL  $49

“Come gather at our table.”
**Workforce Development Spring 2015**

**WINE**

**VITICULTURE — the vineyard**

**HORT 1114 Dormant Pruning**
This course provides the student with in-class and field experience on the basics of grapevine 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: M. Hollingsworth
Saturday Jan 10 9 AM – 4 PM KL & Vineyard $129

**ENOLOGY — the study of wine and wine making**

**HORT 5000 Enology: What Is Wine?**
Wine has been enjoyed for thousands of years. Evidence exists that the Egyptians made wine as early as 2500 B.C., and there are hundreds of references to wine in the Bible. In addition to it being a pleasurable drink in today’s society, its significance has been noted throughout the course of human history.
Instructor: M. Hollingsworth
Saturday April 11 12 PM – 4 PM KL $59

**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: Chef Bright
Saturday Mar 14 8 AM – 4 PM WC $220
Friday Apr 17 8 AM – 4 PM KL $220

"Wine is sure proof that God loves us and wants us to be happy." — Benjamin Franklin

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.
ELECTRICAL

ONLINE! ELECTRICAL SAFETY ONLINE COURSE & CERTIFICATE
This course covers OSHA electrical safety regulations (OSHA standards: 29 CFR 1910 Subpart S, Electrical) that apply to general industry. Emphasis is on controlled electrical hazards in the workplace, understanding ground paths, recognizing electrical hazards, and interpreting electrical standards. Upon completion, students should be able to demonstrate an understanding of OSHA safety regulations within general industry. Electrical Safety is a course designed so that safety practitioners can recognize important electrical hazards. http://www.technologyed.org/rappahannock/electrical-safety-online-course-certificate/

CONSTRUCTION

ONLINE TRADESMAN LICENSE RENEWAL
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 courses 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.

CONTRACTOR LICENSING
8-Hour Prep for Contractor Licensing. This course is DPOR approved and will help participants prepare for the Class A/B licensing exam. To register call RCC Workforce (804) 333-6828 or (804) 758-6750.

COMING SOON!
New HVAC Refrigeration Certification program. For more information contact Workforce Development at (804) 758-6750 or (804) 333-6828.

WELDING - Art & Sculpture

CRFT 6000 Welding Art/Sculpture Part I
The student will learn the basic welding safety practices and processes used to create decorative yard sculptures. Each student will be assisted in completing an instructor designed art/sculpture project. This course requires the student to have several specific personal safety items that are NOT provided by the College. A list of these items may be obtained by calling (804) 758-6750 or going to the website: rappahannock.edu/workforce. Instructor: C. Christian Friday Jan 16 – Feb 27 6 PM – 9 PM GC $199

CRFT 6100 Welding Art/Sculpture Part II
Students will continue to master and expand their knowledge of welding processes used in CRFT 6000 to create artistic yard sculptures. Each student will be assisted in completing an original art/sculpture project designed by the student. This course requires the student to have several specific personal safety items that are NOT provided by the College. A list of these items may be obtained by calling (804)758-6750 or going to the website: rappahannock.edu/workforce. Prerequisite: CRFT 6000 Welding Art/Sculpture Part I Instructor: C. Christian Friday Mar 13 – Apr 24 6 PM – 9 PM GC $199

Cynthia Christian received her initial welding training while serving on active duty in the U. S. Army. She continued to hone her professional welding skills while working at Newport News Shipbuilding and eventually became an instructor for their welding school. Christian has been able to merge her creativity and vision as an accomplished artist with welding to create art/sculpture using metals and other materials as a medium.
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. Instructor: Ingram/Pittman
Tuesdays & Thursdays Jan 13 – Feb 26 6 PM – 8:30 PM NNTC $369
Tuesdays & Thursdays Jan 13 – Feb 26 6 PM – 8:30 PM GC $369

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: Riedel/Porter
Tuesdays & Thursdays Jan 13 – Feb 26 6 PM – 8:30 PM GC $369
Tuesdays & Thursdays Mar 10 – Apr 27 6 PM – 8:30 PM NNTC $369

WELD 2010 Basic Shield Metal Arc Welding (Part I)
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 running beads, butt, and fillet weld. Safety procedures emphasized. Instructor: Riedel/Porter, Ingram/Pittman
Mondays & Wednesdays Jan 12 – Feb 25 6 PM – 8:30 PM GC $369
Mondays & Wednesdays Jan 12 – Feb 25 6 PM – 8:30 PM NNTC $369
Tuesdays & Thursdays Mar 10 – Apr 23 6 PM – 8:30 PM GC $369

WELD 2012 Basic Shield Metal Arc Welding (Part II)
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/Porter, Ingram/Pittman
Mondays & Wednesdays Mar 9 – Apr 22 6 PM – 8:30 PM GC $369
Mondays & Wednesdays Mar 9 – Apr 22 6 PM – 8:30 PM NNTC $369

WELD 3010 Advanced Shield Metal Arc Welding (Part I)
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/Porter
Mondays & Wednesdays Jan 12 – Feb 25 6 PM – 8:30 PM GC $369

WELD 3012 Advanced Shield Metal Arc Welding (Part II)
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/Porter
Mondays & Wednesdays Mar 9 – Apr 22 6 PM – 8:30 PM GC $369
The Office of Career and Transition Services (OCATS) houses several programs including Middle College, Youth Services, Adult Education, On-RAMP, and Adult Career Coach Services, and Career Readiness Certificate (CRC). For more information on any of these programs please visit the OCATS website: http://www.rappahannock.edu/careerservices/

Let Us Help You With:
- New 2014 GED® Exam
- Enrolling in Convenient GED® Classes
- ESL classes
- 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

Chancellor’s Awards earned by RCC-Workforce staff
On November 3, the Virginia Community College System (VCCS) sponsored a luncheon to which the Workforce Development teams from six of its 23 member institutions—including Rappahannock Community College—were invited. The purpose of the gathering was to honor exemplary performance within those teams.

The Chancellor’s Awards were given in the categories of Occupation Instruction and Services, Community Services, Employee Services, and Career Paths. VCCS Assistant Vice Chancellor of Career Pathways and Workforce Programs Randall Stamper introduced the vice presidents of workforce development from each college, who named the team members they had chosen for recognition, and presented them with their awards. RCC’s Jason Perry called forward Marjorie Lampkin, the director of RCC’s Office of Career and Transition Services, to receive an award in the Career Paths category; Dr. Donald Bartholomay, the program manager for the Workforce Development Office’s credit programs, for Occupation Instruction and Services; and Mike Jenkins, Executive Director of the Bay Consortium Workforce Investment Board and a member of the Citizens’ Advisory Committee for RCC’s Business Management programs, for Community Services.

Guest speaker Mike Lindsey of Continental Automotive in Newport News summed up the reasons why he, as an employer, takes his workforce issues to a community college . . . because the staff listens to his needs and works to meet them. He stated that rather than directing him to courses on the existing schedule, which might—or might not—produce the results he had in mind, the experts in the Workforce department design training courses specifically tailored to his requests.
Bill Reckert worked as a professional photographer for over 30 years. He has chased hurricanes and hung out of a helicopter over a surging glacier to get the picture. He has photographed the Vice President of the United States. Reckert has over 20 years experience teaching photography through Adult Education courses in Fairfax County, VA.

PHTG 1043 Principles of Photography and Composition
Fundamental concepts of photography are covered in lectures and reinforced through practical exercise and insightful critiques. Principles of camera handling, camera angles, composition, exposure, depth of field, lens selection and use of associated filters and electronic flash are discussed in detail. Camera enthusiasts are nurtured by layman conversation and encouraged through repetition of important topical materials. Ownership of a camera is NOT required for this class. Individuals who do not own a camera can benefit equally with other students through the course design and format. The course can even provide a basis for those individuals considering the purchase of photography equipment. Class size is limited to 15 students. Instructor: B. Reckert
Thursdays Feb 12 – Apr 16 6 PM - 7:30 PM KL $145

CRFT 1700 Painting in Acrylics
Students will be introduced to the medium of acrylic painting and the pleasure derived from creating a finished work of art. Pre-painting preparation, mixing colors and paint application will be emphasized. Students are not limited to the number of times they can enroll in CRFT 1700. Instructor: C. Christian
Fridays Jan 16 – Feb 20 10 AM – 12 PM KL $159
Fridays Feb 27 – Apr 10 10 AM – 12 PM KL $159

Cynthia Christian attended the Art Institute for graphic arts where she developed her ideas for painting and interpretation of form that are used in her art. Cynthia lives in the Northern Neck and works as a full time artist. Painting portraits and social events are her principle areas of interest.

Photo: Bill Reckert

Painting: Cynthia Christian

Painting: Cynthia Christian
Workforce Development: helping small businesses run better.

**PROJECT MANAGEMENT CONCEPTS AND STRATEGIES**
This series provides a detailed examination of project management concepts and strategies. It discusses the seven components of a management system and the five phases of the project life cycle, and looks at factors that affect cost and quality. The project manager’s role is explored in detail, and strategies for defining the project are examined. Tasks such as developing the Work Breakdown Structure, estimating and scheduling resources, scheduling computations, and tracking project activities are discussed. The close-out phase of a project is also covered. Other topics include formalizing project management standards, developing a project team, and strategies for becoming a more effective project manager. For more information, go to: rappahannock.edu/workforce

**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, email marketing, and social media (including blogs) to drive business to your Web site. Available through Ed2Go.com at the following link: rappahannock.edu/workforce

Customized training that works for you!
Employers! Let RCC Workforce Development create a customized training program that meets your needs!

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 members to speak with a program manager (804) 758-6750 or (804) 333-6828

**ACCT 1009 Small Business Accounting For Non-Profits Using Quickbooks**
Good accounting practices are essential for non-profit or not-for-profit organizations to support transparency and sustainability. Students will work in the Quickbooks program to set up a tailored organization/agency profile; employee payroll, banking services, taxes and documentation for reporting of accounting activities specific to non-profits will also be covered. Instructor: D. Walker

Fridays
Mar 6, 13, & 20
9 AM – 12 PM
KL
$108

**ACCT 1012 Principles of Accounting for Construction & Building Using Quickbooks**
Accounting practices that support sound business management during the bidding, construction and post-construction phases will be taught and discussed. Common pitfalls and best practices will also be covered. Instructor: D. Walker

Fridays
Apr 3, 10, & 17
9 AM - 12 PM
KL
$108

Doug Walker teaches the Small Business Accounting Using Quickbooks™ series of classes. He has a passion for helping small businesses with their accounting and finance functions and he brings a wealth of experience to the classroom from his many years of working in the accounting and finance sector. Walker’s career includes being a financial executive for a mid-Atlantic group of Coca-Cola Bottling companies and CEO of a software development and business consulting firm serving international clients. He currently is on staff at Historic Christchurch as its Director of Finance and Administration. Walker started teaching the small business accounting classes back in 2013. Though Quickbooks™ is a software solution to manual accounting practices, the principles of billing, payroll, and taxes remain fundamental to his instruction in the classroom. Walker believes that in order for small businesses to be successful, they must have sound accounting practices and the tools necessary to plan, monitor and react to actual performance. Several local area business employees have received this training and have returned to their respective companies to apply their improved knowledge and skill in small business accounting.

Let us help you grow your business!
13 TOP TRAINING TOPICS FOR EMPLOYERS

Key to Customer Service
Learning to build your customer service skills will have a powerful impact on your career success as well as success in other areas of your life. You will learn how to become skilled at being an exceptional service provider. The payoff for you and your organization is enormous.

Extraordinary Customer Service
Transform your customer service in something extraordinary. As a result, more repeat business will improve your bottom line. Extraordinary customer service comes from focusing on the few essential elements that yield big results.

Peer Today, Boss Tomorrow
Many businesses prefer to promote from within to retain training and experience and to reward high performers. The catch is that often times, new supervisors may not have the knowledge and skills needed to manage, direct and interact with employees who used to be their peers.

It Takes Teamwork
Many businesses use the concept of teams to tackle special projects or even daily functions and processes. High performing teams don’t happen by chance. Teamwork must be cultivated and each member aware of their roles and responsibilities. Effective teams have several common characteristics, rules for interaction and processes that enable their success.

Promoting Work Ethics/Integrity
Sound ethical practices in the workplace stem from employee awareness of what workplace ethics are, and recognizing situations where ethical violations can occur. A review of company ethics policies provides the foundation for practical exercises using real world scenarios and past examples.

Building Professional Performance
Employers typically value consistent professionalism in workplace performance over technical ability and skill. There is more to being a good employee than just doing your job. Learn the fundamental behaviors and work habits that are highly valued by employers. Time management and organizational skills are also covered.

Everybody Wins
Conflict between employees can make a workplace unproductive and lower employee morale. Learn to recognize the causes of conflict. Develop tools to work through conflict, while building collaboration with your co-workers and supervisors. When conflict is minimized, everybody wins!

Choose Your Attitude
Having the right attitude in the workplace can not only increase your productivity, but can affect others around you to do the same. Learn how the FISH philosophy can make your workplace enjoyable and even fun. Your customers and your colleagues will appreciate it!

Essential Skills of Communication
As the saying goes, “no man is an island.” We all need to communicate with one another to do our jobs. Learn the building blocks of effective communication. Learn why your audience must be considered and the tools for getting past the barriers that often lead to communication breakdown. Effective listening skills are also emphasized.

Accepting Challenge and Change
Innovation is often associated with change. The most successful businesses really make an effort to avoid becoming stuck in a paradigm. To quote the Greek professor Heraclitus, “Change is the only constant in life”. How we deal with change can affect productivity, stress, and outlook. This course will help you learn to recognize, accept and even anticipate change.

Stress Management
As in many things, awareness is half the battle. Learn to recognize the sources of stress (stressors) in your life both personal and professional. Then learn tools, methods, and practices for dealing with those stressors in meaningful and effective ways.

WorkSmarts
Employee workplace skills are highly valued by employers; but the importance of these skills is often minimized by employees. This course will help employees to focus on those areas that make them valuable and indispensable.

Generations Work
Today’s workforce spans four generations. More than ever, it is important to know what influences have shaped each generation; how each generation interacts with technology, and differs in communication style, work ethic, and professional interaction. Having this knowledge can minimize conflict, and enhance collaboration and teamwork.

To schedule one or more of these training classes for your employees, call RCC Workforce (804) 333-6828 or (804) 758-6750.
EDUCATION AND TRAINING

TEST 1028 SAT STRATEGY WORKSHOP
Parents! Enable your child’s success with the Scholastic Aptitude Test (SAT), the standard used by many colleges and universities. This course will cover test taking strategies and methods; best practices for problem solving and answer elimination. Familiarity with question/problem types for all three test areas will also be covered. Instructor: P. Kurz
Saturday Jan 17 9AM – 1PM GC $69
Saturday Apr 18 9AM – 1PM WC $69

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 call Harriet K. Dawson, (804) 758-6755

EDUCATION AND TRAINING

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 – visit http://educateva.com/ or call Harriet K. Dawson at 804-758-6755 for more information.

REGIONAL EDUCATION CONSORTIUM
Dr. Dan Mulligan, standing, works with attendees of his “Designing Every Classroom for Maximum Student Achievement” presentation. The session was part of the Seventh Annual Regional Educational Consortium sponsored by RCC’s Workforce and Community Development Center.
**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: todaysdentalassistant.net. Pre-requisites: High School Diploma or GED® credential

Saturdays, Jan 10 – Mar 14 8 AM – 4:30 PM
$3,950 Norge Dental Center Williamsburg

Saturdays, Apr 11 – Jun 20 8 AM – 4:30 PM
$3,950 Norge Dental Center Williamsburg

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**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!

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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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**Certificate Course in Electronic Medical Records Administration**

The American Recovery and Reinvestment Act ordered that patient health records be input into computerized systems in a digital format. The transition to electronic health records is now well underway. This course is organized to provide learners with a comprehensive understanding of the history, theory and functional benefits of Electronic Health Records (EHR). It is estimated that the need for skilled persons in a variety of EHR positions will make this a demand area. Those benefitting from this course include: Doctors, Nurses, Medical Assistants, Physician Assistants and other medical staff. Please visit: rappahannock.edu/workforce
MICROSOFT WINDOWS 8
You will learn how to use the new Start screen and how it works with the desktop, how to customize your settings and preferences and how to use the built-in apps and accessories. You will also learn tips for managing your files and folders, and throughout the course, you’ll learn lots of shortcuts. After finishing this course, you will know how to make Windows adapt to your needs, rather than the other way around. You will learn how to pin important programs and web sites to the Start screen and remove those you don’t need. You’ll learn tips and shortcuts to manage files and folders, so they will always be at your fingertips and how to search for them if you don’t know where they are. You will also learn how Windows can keep you safe from viruses and other malware. For more information, go to: http://www.coursecatalog.com/onlinesearch/admin/course_display.aspx?courseid=25344&schoolid=758

ITEC 1016 Basic Computers I
This course will focus on the basics of using the keyboard and mouse and will provide the foundational knowledge and skill to attend follow-on courses. Students will learn how to control computer functions and commands using the mouse and keyboard including shortcuts for frequently used functions such as cut, copy, & paste, drag-n-drop, and resize. Student will also build their computer vocabulary learning commonly used terms and phrases. Instructor: Staff

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<th>Fridays</th>
<th>Feb. 13, 20, &amp; 27</th>
<th>9 AM – 12 PM</th>
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<td>Fridays</td>
<td>Mar. 13, 20, &amp; 27</td>
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ITEC 1171 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

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<td>Friday</td>
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COMPTIA A+ ESSENTIALS AND A+ SPECIALIST CERTIFICATION TRAINING COURSES
CompTIA’s A+ is a vendor-neutral certification that validates technical competency in networking administration and support. The A+ certification confirms a technician’s ability to perform tasks such as installation, configuration, diagnosing, preventive maintenance and basic networking. The A+ exams also cover domains such as security, safety and environmental issues and communication and professionalism.

The CompTIA A+ certification training course from QuickCert measures the necessary competencies for an entry-level IT professional with the equivalent of at least 500 hours of hands-on experience in the lab or field. Students will learn the knowledge and skills needed to install, build, upgrade, repair, configure, troubleshoot, optimize, diagnose, and perform preventative maintenance of basic personal computer hardware and operating systems.

QuickCert’s A Plus Essentials and A Plus Specialist certification training course follows the CompTIA authorized curriculum, ensuring you receive the training and knowledge needed to succeed. QuickCert is so certain this class meets and exceeds the exam objectives, we guarantee you will pass your exam! http://www.coursecatalog.com/onlinesearch/admin/course_display.aspx?courseid=21094&schoolid=758

WIRELESS NETWORKS PROFESSIONAL CERTIFICATE PROGRAM
Wireless technology is a fast growing segment of the communications industry, with the potential to provide high-speed high-quality information exchange between portable devices located anywhere in the world. Potential applications enabled by this technology include multimedia Internet-enabled cell phones, telemedicine, smart homes and appliances, automated highway systems, video teleconferencing and distance learning, and autonomous sensor networks, to name just a few. The Wireless Network Certificate Program reviews wireless technology, security features, and commercial applications.

http://www.technologyed.org/rappahannock/wireless-networks-professional-certificate-program/

IT CERTIFICATION PROGRAM THROUGH CERTIPORT
Testing can be completed through RCC’s authorized testing center for a variety of IT certifications including:

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.
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
Saturday Feb 14 9 AM – 6 PM GC $84
Saturday Mar 14 9 AM – 6 PM WC $84
Saturday Apr 11 9 AM – 6 PM GC $84
Saturday May 09 9 AM – 6 PM WC $84

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
Friday 6-10 PM Sat/Sun 8 AM - 5 PM Mar 20-22 GC $148
Friday 6-10 PM Sat/Sun 8 AM - 5 PM Mar 27-29 WC $148
Friday 6-10 PM Sat/Sun 8 AM - 5 PM Apr 10-12 GC $148
Friday 6-10 PM Sat/Sun 8 AM - 5 PM Apr 24-26 WC $148
Friday 6-10 PM Sat/Sun 8 AM - 5 PM May 08-10 GC $148

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 6-10 PM Sat/Sun 8 AM - 5 PM Apr 17-19 GC $148
Cook, Eat, Learn: Mobile kitchen makes cooking at RCC Kilmarnock easy and convenient. Workforce and Community Development (WCD) is able to offer cooking classes on site at its Kilmarnock Center because the kitchen equipment is not permanently installed in the classroom. “This keeps the classroom available for multiple uses…” said Chef Hatley Bright, RCC’s full-time culinary arts instructor. Chef Bright along with two other locally known chefs, offer a series of cooking classes geared toward those home chefs who are interested seeing firsthand how certain dishes are made, the ingredients that characterize international cuisines and the techniques needed to create extraordinary meals and entrées. Classes are offered in the evenings on either Monday or Thursday and always feature a live cooking demonstration and a sit down meal for all participants. Contact Workforce and Community Development for more information.