Hire Education

2015 SUMMER TRAINING PROGRAMS

Rappahannock Community College
Workforce 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.

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.

OFFICE OF CAREER AND TRANSITION SERVICES (OCATS)
Marjorie Lampkin - OCATS Coordinator
804-333-6825     mlampkin@rappahannock.edu

Brooke Pizzetti - Program Manager, Adult Education
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Sherrie Hill - Regional Education Specialist
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Deb Williams - Youth Services Case Manager, Northern Neck
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Michelle March - Administrative Assistant
804-435-8970     rmarch@rappahannock.edu

REFUND AND CANCELLATION POLICIES
To review the RCC Workforce Refund and Cancellation Policies, please go to: www.rappahannock.edu/workforce/register

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 ljjustice@rappahannock.edu; or by phone at 804-758-6737.
CULINARY ARTS

HOST 1123  Home Chef: Pressure Cooking
Take the fear and mystery out of pressure cooking. Cut cooking times in half by using a pressure cooker instead of conventional methods while retaining all the nutrients. This class focuses on basic cooking techniques, safety, cooking times, high and low PSI. Instructor: Chef Merroli
Monday  Jun 1  5PM – 7PM  KL  $49

HOST 1123  Home Chef: A Taste of the Islands
These are full flavored meals without all the consequences. Jerk chicken, black bean sauce and papaya salsa; Shrimp with tomato, feta and oregano, black pepper biscuits; Almond-anise biscotti. Instructor: Chef Bright
Monday  Jun 8  5PM – 7PM  KL  $49

HOST 1123  Home Chef: A Taste of Spain
Explore some of the regional cuisines of Spain. Class will include the use of some specialty ingredients including saffron, smoked paprika, and chorizo. Several tapas, a hot and cold soup (gazpacho) and a seafood paella will be prepared for sampling. Instructor: Chef Merroli
Monday  Jun 15  5PM – 7PM  KL  $49

HOST 1123  Home Chef: Summer Salad Meals
Salads are not just a side dish. Any of these salads would make a delicious main course or a great addition to a buffet. Grilled chicken and pecan salad; Tunisian chickpea salad; cracked wheat and tomato salad; fattoush with harissa vinaigrette. Instructor: Chef Bright
Monday  Jun 22  5PM – 7PM  KL  $49

HOST 1160  Mixology 101
Learn the basic skills needed to be a bartender, including essential techniques, popular shaken and stirred drinks, beer, wine, garnishes, and glassware use. On the job problem solving and customer service basics will be discussed. The ServSafe Alcohol Certification exam will be given. Must be 21 or older to register for the class. Instructor: Chef Bright
Tuesday  May 19, 26, Jun 2, 9, 16, & 23  5PM – 7:30PM  KL  $349

AGRICULTURE, FOOD, AND NATURAL RESOURCES

NEW HORT 5010  Wine Regions: From Around the World to the Northern Neck
Grapes that are grown for the purpose of making fine wines are grown primarily between the 30th and the 50th degree of latitude, in both the Northern and Southern hemispheres. Within these geographical parameters, there are recognized growing regions producing wines with noteworthy identities and history. The countries producing most of the world’s wine are France, Italy, Spain, the United States and now, China. Instructor: M. Hollingsworth
Saturday  June 13  12PM – 4PM  KL  $59

NEW HORT 5020  The Fermentation and Aging of Wine
In producing fine wine, sugar contained in the harvested grapes is converted into alcohol. This chemical process involves the action of specific kinds of yeasts. After fermentation but before bottling the new wine must be allowed to “mature.” This is known as “aging.” In this enology class you will learn about: Brix (measure of sugar), Sulfiting, Oaking, TA (titratable acidity), pH, “the Must,” Complexity, Tannins, Lees, Blending, Cold Stabilization, and much more. Instructor: M. Hollingsworth
Saturday  August 12  12PM – 5PM  KL*  $69
*Includes a winery field trip

OUTDOOR LIFE

Bay Fishing 101
Join an experienced team of local bay angling instructors as they teach you various techniques to catch fish in the bay region. Emphasis will be placed on flounder, croaker, spot, cobia, and Spanish mackerel. The course will cover basic tackle, knot tying, rigging, licensing, best locations to fish, species locations and seasons. The course will be classroom based for 3 total hours and combined with a chartered fishing trip in the Chesapeake Bay. All tackle will be provided.
Friday  August 14  4PM – 7PM  KL  $199
Saturday  August 15  7:30AM  Gwynns Island (Mathews County)*
*Limited seating available for Chartered Fishing Trip; subject to weather conditions.

Gunsmithing
Participants will learn basic lathe and mill operations, manual methods of metal shaping, metal polishing, media blasting, hot bluing, and other gunsmith related skills. Each participant will build a custom firearm by the completion of the class. Building the custom firearm will consist of turning a barrel blank, turning a barrel shank, crowning, chambering, head-spacing, trigger work, stock work, and more.
Instructor: Rhodes
Monday/Tuesday  May 18 – July 27  6PM - 9PM  GC*  $450
*Some sessions at BCG Building, Mathews County
ELECTRICAL

**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.


CONSTRUCTION

**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 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.

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.

ENVIRONMENT

**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/Proctor: Knight

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**A.** A certification exam preparatory manual and advance study aids will be mailed to the participant upon successful registration for ENVR 1121.

**B.** It is important to register for ENVR 1121 as soon as possible to receive these materials 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.

**WELDING**

**WELD 1010 WELDING FUNDAMENTALS PART I; WELD 1012,WELDING FUNDAMENTALS PART II; WELD 2010 BASIC SHIELD ARC WELDING PART I** (These three courses are taught concurrently.) Instructor: Riedel

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**WELD 2012 BASIC SHIELD ARC WELDING PART II; WELD 3010 ADVANCED SHIELD ARC WELDING PART I; WELD 3012 ADVANCED SHIELD ARC WELDING PART II** (These three courses are taught concurrently.) Instructor: Pittman

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Let Us Help You With:
- 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

The Office of Career and Transition Services (OCATS) houses several programs including Bridge to 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/
I Want To Be A Substitute Teacher!
Ever dream of working with students to improve their academic skills but just didn’t know how to get started? Dr. Juanita V. Smith will help you develop the skills to feel confident in today's schools while making a difference in student's lives. Instructor: Smith
Friday July 17 8:30 AM – 11:30 AM GC $99

Closing the Achievement Gap Using CPOI: A Training Program designed by Dr. Joan Fulton
The Cognitive Process of Instruction (CPOI) is a training program based on cognitive science. With this course, teachers learn new principles of teaching and how to close the achievement gap. (Each participant will receive 90 recertification points for renewal of Virginia Professional Teaching License. May be used for renewal if approved by division supervisor.) Instructor: Lowery
Mon – Friday July 20 - 31 9 AM – 5 PM WC $379

Using Five Instructional Principles to Improve Learning
Five proven instructional principles will be taught as a teaching strategy to improve student achievement in the classroom. Participants will use the SOL enhanced Scope and Sequence for the discipline he/she teaches and plan a complete unit of study using the 4TM strategy which embeds higher level thinking activities. (Each participant will receive 90 recertification points for renewal of Virginia Professional Teaching License. May be used for renewal if approved by division supervisor.) Instructor: Lowery
Mon – Friday July 7 - 16 9 AM – 5 PM KL $349

Classroom Management
This session presents practical ideas for encouraging pro-social behavior in the students. This course teaches the difference between procedures and classroom rules and the importance of using them effectively to build a positive climate in the classroom for effective discipline. (Each participant will receive 90 recertification points for renewal of Virginia Professional Teaching License. May be used for renewal if approved by division supervisor.) Instructor: Lowery
Mon – Friday June 22 - July 3 8 AM – 5 PM KL $299

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
Certificate Course in Electronic Medical Records Administration
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.
For more info go to: www.rappahannock.edu/workforce/online-courses and select JER Online.

MICROSOFT WINDOWS 8
You’ll start by exploring how to move around within Windows 8 with the new Start screen, Charms bar, and desktop. You’ll find out how to manage apps and programs on the Start screen and how to customize the Start screen and desktop areas. Finding files and folders on your Windows 8 system is easy, and you’ll learn how, whether you’re looking for files stored on your hard drive or on an external drive.
For more info go to: www.rappahannock.edu/workforce/online-courses and select Ed 2 Go.

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
Thursdays  Jun 4, 11, 18, & 25  5:30 PM - 7 PM   KL  $109
Friday    Aug  7         9 AM - 3 PM   GC  $109

Network Security Online Course & Certificate
Network Security’ is a course designed to help system administrators, network engineers and general IT personnel understand modern day security issues. This course covers most major security topics, and can be used to prepare students for CompTIA Security+ certification, or just help in acquiring comprehensive security understanding.
www.rappahannock.edu/workforce/online-courses select Technology Ed.

Open the door to college, apprenticeships, and job training!
Take the GED® test at our Pearson Vue Testing Center in Kilmarnock!
This test is aligned with current high school standards and career- and college-readiness expectations in all four modules: Reasoning through Language Arts, Mathematics, Science and Social Studies.
The GED® test is now computer-based; it is offered in English and Spanish. Registration is easy: log on to GED.com and create an account. Please call (804) 333-6829 for more information.

MOTORCYCLE SAFETY
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    Jun 13    9 AM – 6 PM   GC  $84
Saturday    Jul 18    9 AM – 6 PM   WC  $84
Saturday    Aug 15    9 AM – 6 PM   GC  $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 PM -10 PM    Sat/Sun 8 AM - 5 PM  May 22-24 WC $148
Friday   6 PM -10 PM    Sat/Sun 8 AM- 5 PM  Jun 12-14 GC $148
Friday   6 PM -10 PM    Sat/Sun 8 AM - 5 PM  Jun 26-28 WC $148
Friday   6 PM -10 PM    Sat/Sun 8 AM - 5 PM  Jul 10-12 GC $148
Friday   6 PM -10 PM    Sat/Sun 8 AM - 5 PM  Jul 24-26 WC $148
Friday   6 PM -10 PM    Sat/Sun 8 AM - 5 PM  Aug 07-09 GC $148
Friday   6 PM -10 PM    Sat/Sun 8 AM - 5 PM  Aug 21-23 WC $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 PM -10 PM    Sat/Sun 8 AM- 5 PM  Jul 31- Aug 02 WC $148

Truck Driver Training
Only 4-weeks or 10 weekends can put you in the driver’s seat!
Obtain your commercial driver license for gainful employment. Truck driver training is both hands on and short term. Local employers are hiring.
For more information, please call:
Glenns Campus: 804-758-6750 or Warsaw Campus: 804-333-6828
Saving Lives Through Training and Certification
Cardio-Pulmonary Resuscitation (CPR) is a necessary skill for many occupations in the local community. RCC Workforce Development has worked to grow its CPR training program to serve the needs of many workers and service providers in the local region. Through a partnership with the Chesapeake Bay Center for Health Education, RCC Workforce Development offers several types of CPR classes. The Heartsaver series is an eight-hour course that enables the general public to get certified in CPR, First Aid and Automatic External Defibrillator (AED). During the summer, as part of the Regional Education Consortium, eighty-plus educators and other professionals employed by the county school divisions receive this training. Recently, RCC Workforce Development provided a customized training to Eastern Virginia Agricultural Research and Extension Center (AREC), certifying 7 employees in CPR, First Aid and AED. In addition, RCC Workforce Development serves local healthcare professionals by offering Basic Lifesaving Skills (BLS) for Healthcare Providers, a four hour course that re-certifies attendees, enabling them to retain their state licenses. Many RCC students, who are working towards a health services credential, take advantage of this convenient and very accessible program.