Hire Education

Fall 2015

2015 FALL 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.

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

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

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

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

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

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

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

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

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

**Message from the President**

Sixty percent of the jobs we are aware of today require less than a bachelor’s degree preparation. Significant numbers of these jobs go unfilled or go off-shore each year from the United States because we do not have individuals trained to perform the duties.

What a wakeup call! Let’s change that situation right here at home.

We hear frequently, “I’d like to stay in this area, but I can’t find a subsistence job.” Take a look at the training inside that describes training opportunities you can access right here at home for jobs that exist right here at home—education, welding, HVAC, machining, health support, culinary, viticulture, and much more. Currently working? Not a problem. Take a program that brings industry certification through our multiple online providers. Or even get an industry certification while you are working on your transfer degree or still in high school.

Come talk with us. Place yourself ahead of your competition. You deserve the bright future that you can access with help from RCC’s Workforce Development Center.

President, Rappahannock Community College

Office of Career and Transition Services (OCATS)
Marjorie Lampkin - OCATS Coordinator
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Timone Brown - Adult Career Coach
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Sherrie Hill - Regional Education Specialist
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Frances Kenyear - Youth Services Case Manager, Middle Peninsula
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Michelle March - Administrative Assistant
804-435-8970   mmarch@rappahannock.edu

Additional information can be found at: rappahannock.edu/workforce
CULINARY SKILLS
“Join Chefs Bright and Merroli for a cooking program where you will enjoy not only observing the finest cooking skills, but eating the foods prepared by the Chefs during their demonstrations.”

Back to School Menus
Come learn some fast, healthy and kid friendly meals! Chef will prepare a tasting menu which will include baked fish sticks with tarter sauce, easy mac and cheese, and chocolate chip ice cream sandwiches. Instructor: Chef Bright
Sat Aug 8 11 AM – 1 PM KL $49

Sushi
Come watch Chef Merroli prepare sticky rice and learn proper rolling techniques. Several rolls will be prepared. *No raw product will be consumed but will be discussed. Instructor: Chef Merroli
Th Sept 10 5 PM – 7 PM KL $49

Healthy Cooking
It is a challenge to care for an ailing relative. Feeding them should not add to your effort. We will discuss health concerns and flavor, how to use different spices to boost flavor and introduce new grains to your menus. Instructor: Chef Bright
Sat Sept. 19 11 AM – 1 PM KL $49

Asian Cooking
This course will introduce you to the basics of Oriental cuisine. Techniques include: stir frying, deep frying, steaming and slow braising. Proper knife handling techniques such as slicing, dicing, shredding and mincing will be demonstrated. Dishes include mixed vegetable stir fry and hoisin marinated pork. Instructor: Chef Merroli
Th Sept. 24 5 PM – 7 PM KL $49

Not Your Grandma’s Pressure Cooker!
Cut your cooking time in half. Pressure cookers are safe and inexpensive now. Come taste braised short ribs, quick vegetable stew and more. Instructor: Chef Merroli
Th Oct 15 5 PM – 7 PM KL $49

Cocktail Bites
Thanksgiving and Christmas are right around the corner! Learn and taste some ideas for small plates and party tips. Marinated Goat Cheese with pepper berries, garlic and mint, Bruschetta East and West, Beef Satay with Jerk Sauce and more! Instructor: Chef Bright
Sat Oct 24 11 AM – 1 PM KL $49

Fresh Pasta!
Fresh pasta is easy to make and tastes so much better than dried boxed pasta. Chef Merroli will demonstrate stuffed raviolis and fettuccine paired with a variety of simple and quick sauces. Instructor: Chef Merroli
Th Nov 12 5 PM – 7 PM KL $49
ServSafe®
ServSafe® is an industry recognized program for food service workers. Participants will learn about basic food safety, personal hygiene, cross contamination, allergens, time, temperature, cleaning, sanitation, and more. Instructor: Bright
Sat          Oct 3           8 AM – 4 PM          WC    $220
Sat          Nov 7           8 AM – 4 PM          KL    $220

ENOLOGY — the study of wine and wine making

★ Influencing The Flavor Of Wine
No doubt you have tasted wines that have a flavor of chocolate or vanilla or other fruits like cherries or apples. You have probably also found that not all people will “taste” or “smell” a wine in the same way. Learn how the taste and aroma of wine can be manipulated and appreciated. Must be 21 or older to register for the class. Instructor: Hollingsworth
Sat          Oct 10          12 PM – 4PM          KL    $59

★ Wines For The Holidays
You want to make the right decision when selecting wines for your holiday events. All wine purchased has a label on the bottle. The winery producing/distributing wine is required to provide the consumer with specific information about that wine. The country of origin has certain requirements as does the country where the wine is being sold. Must be 21 or older to register for the class. Instructor: Hollingsworth
Sat          December 12     12 PM – 4 PM          KL    $59
CERTIFICATIONS AND LICENSURE

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.

Residential Wiring
Studies wiring methods and standards used for residential dwellings. Provides practical experience in design, layout, construction, and testing of residential electrical systems with the use of full scale mockups. 35 hours of content
Instructor: A. Lore
T/Th Oct 8 – Nov 19 5:30 – 8:00 PM KL $379

MSI Manufacturing Skills Institute
A Manufacturing Skills Technician Level 1 © (MT1) operates precision machinery, systems and processes. Typical skills expected in these positions usually include: CAD skills, computer controlled machine programming, precision measurement, process and machine trouble-shooting, problem-solving, machine maintenance and proficient use of diagnostic and statistical tools. These positions generally describe someone who has enough broad-based knowledge about a multi-step process to successfully troubleshoot and solve problems beyond the scope of typical “machine operators.” These positions may also describe someone charged with developing/refining prototype fabrication methods for new products. Certification issued upon successful completion.
Instructor: A. Lore
M – F Sept 14 - 30 8:00 AM – 4:30 PM KL $650
M – F Oct 26 - Nov 11 8:00 AM – 4:30 PM KL $650

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

Refrigerant Certification
EPA Section 608 of the Federal Clean Air Act requires that persons who work with regulated refrigerants be certified. All individuals who maintain, service, repair or dispose of appliances that contain regulated refrigerants must be certified in proper refrigerant handling techniques.
Instructor/Proctor: R. Knight
Sat Dec 5 8:30 AM – 4 PM GC $175
A. A certification exam preparatory manual will be mailed to the participant upon successful registration for Refrigerant Certification. It is important to register as soon as possible to receive the manual well in advance of the review session and exam. It will be to your advantage to read and study the preparatory manual in advance of the review session.
B. Please bring a bag lunch and any snacks with you.
There will not be sufficient time available to leave campus for a lunch break or to purchase snack items.

Project Management Fundamentals
This ten hour course will cover the fundamentals of Project Management over the span of five weeks. Designed to be easy to grasp for new project leaders yet pertinent for seasoned veterans, this interactive class will use the Project Management Body of Knowledge (PMBOK®) for core text and showcase numerous case studies on current trends in the field. Applications of Agile, Scrum, SixSigma, Kanban, and Lean practices in project management will also be covered. Attendees preparing for a Project Management Professional (PMP®) certification will also earn at least ten hours toward the educational requirement. Current PMP® - certified attendees will earn at least ten Professional Development Units (PDU’s) required for maintaining the certification.
Instructor: B. J. Ankrom, PMP
Th Sept 17 - Oct 15 6 – 8:00 PM GC $299
WELDING

Welding Fundamentals Part I; Welding Fundamentals Part II; Basic Shield Arc Welding Part I;
(taught concurrently) T (lab-G114)/TH (lect-G173) Instructor: Riedel
T/Th  Aug 27 – Oct 15  6 PM – 8:30 PM  GC  $369

Basic Shield Arc Welding Part II; Advanced Shield Arc Welding Part I; Advanced Shield Arc Welding Part II
(taught concurrently) M (lab-G114)/W (lect-G173) Instructor: Riedel
M/W  Aug 26 – Oct 19  6 PM – 8:30 PM  GC  $369

Welding Fundamentals Part I; Welding Fundamentals Part II; Basic Shield Arc Welding Part I;
(taught concurrently) T (lab-G114)/TH (lect-G173) Instructor: Riedel
T/Th  Oct 22 – Dec 10  6 PM – 8:30 PM  GC  $369

Basic Shield Arc Welding Part II; Advanced Shield Arc Welding Part I; Advanced Shield Arc Welding Part II
(taught concurrently) M (lab-G114)/W (lect-G173) Instructor: Riedel
M/W  Oct 21 – Dec 9  6 PM – 8:30 PM  GC  $369

Basic Shield Arc Welding Part I; Advanced Shield Arc Welding Part I; Advanced Shield Arc Welding Part II
(taught concurrently) T (lab-NNTC)/TH (lect-NNTC) Instructor: Ingram
T/Th  Aug 27 – Oct 15  6 PM – 8:30 PM  NNTC  $369

Basic Shield Arc Welding Part II; Advanced Shield Arc Welding Part I; Advanced Shield Arc Welding Part II
(taught concurrently) M (lab-NNTC)/W (lect-NNTC) Instructor: Pittman
M/W  Aug 26 – Oct 19  6 PM – 8:30 PM  NNTC  $369

Welding Fundamentals Part I; Welding Fundamentals Part II; Basic Shield Arc Welding Part I;
(taught concurrently) T (lab-NNTC)/TH (lect-NNTC) Instructor: Ingram
T/Th  Oct 22 – Dec 10  6 PM – 8:30 PM  NNTC  $369

Basic Shield Arc Welding Part II; Advanced Shield Arc Welding Part I; Advanced Shield Arc Welding Part II
(taught concurrently) M (lab-NNTC)/W (lect-NNTC) Instructor: Pittman
M/W  Oct 21 – Dec 9  6 PM – 8:30 PM  NNTC  $369

WELDING: FULL COURSE DESCRIPTIONS

Welding Fundamentals (Part I)
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.

Welding Fundamentals (Part II)
Students are required to successfully complete Welding Fundamentals (Part I) before taking this course. The student will learn new and more complicated skills. This course will also emphasize: Welding Joint Design; Fabricating Techniques and Practices; Testing and Inspection of Welds; Welding Metallurgy; Weldability of Metals.

Basic Shield 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.

Basic Shield Arc Welding (Part II)
Continuation of Basic Shield Arc Welding Part I. The student continues learning techniques involved in making running beads, butt and fillet welds in all positions. Safety procedures emphasized.

Advanced Shield Arc Welding (Part I)
Continuation of Basic Shield Arc Welding Part II. 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.

Advanced Shield Arc Welding (Part II)
Continuation of Advanced Shield Arc Welding Part I. 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.
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
M  Sep 14 – Nov 16  6 PM-7:30 PM  KL  $145

TRADITIONAL ARTS & CRAFTS

Basket Making: "Tote" Basket
Learn to weave this handy tote with spaced dyed reed in a twill pattern. This versatile 8-inch tall basket has leather handles, making it ideal as a purse, knitting basket, etc. Open to all levels of basket-making experience. Bring a lunch. Maximum of 6 students. A $25 materials fee is payable to instructor at the class. Instructor: J. Penry
M  Sept 28  9 AM – 4 PM  RHH  $45

Basket Making: Nantucket Basket Vase
Learn the techniques to weave a traditional Nantucket Basket. This useful basket is woven over a 8" x 3-1/2" glass vase; the base is attached to the vase. You will learn and apply the skills to taper and insert staves, weave the basket up, and scarf and lash the trim. Bring a lunch. Maximum 6 students. A $17 materials fee payable to instructor at the first class. Instructor: J. Penry
S  Oct 24 and 31  9 AM - 3 PM  RHH  $75

Blacksmithing: Blacksmithing 101
Learn the basics of becoming a Blacksmith. Bring a lunch. Maximum 6 students. Instructor: R. Amidon, Tavern Blacksmith Guild
S/S  Oct 17/18, 24/25, 31/Nov 1  9:30 AM - 3:30 PM  RHH  $130 (includes materials)

Textiles: Painting on Silk Scarves
On day one, observe an intro demonstration of the serti resist method for painting silk scarves and ponchos, followed by mounting a 52" x 8" silk scarf on a stretcher, picking a pattern to paint and copying it onto the scarf. On day two, apply and heat-set the paint, wash, iron, and wear the scarf home. No artistic ability is needed. A $7 materials fee payable to instructor at the first class. Instructor: M. Read-Thomason
M/T  Sept 21 and 22  9 AM - 12 PM  RHH  $40

Textiles: Kumihimo Braiding
Learn this form of Japanese "braiding" to make purse handles, clothing ties, key fobs, etc. Incorporate beads and make jewelry. Bring a lunch. A $5 materials fee payable to instructors at the class. Instructor: Tavern Spinners & Weavers Guild
F  Nov 6  10 AM - 3 PM  RHH  $35
Textiles: Spinning Yarn
Learn the techniques for spinning yarn on a drop spindle, and if expertise allows, learn to spin using a spinning wheel. A $5 materials fee payable to instructors at the class.
Instructor: Tavern Spinners & Weavers Guild
F  Oct 16 and 23  1 - 4 PM  RHHT  $35

Textiles: Taste of Braided Rugmaking
Learn basic braided rugmaking techniques as you make a braided wool mat. Fee includes a supply of wool to choose from at no additional cost, or wool in other colors will be on hand to purchase, or students may bring their own wool. Maximum 10 students. Instructor: C. Hanline
F  Sept 25, Oct 2, 9  9:30 AM-12:30 PM  RHHT  $100

Jewelry-making: “Ladder-Beaded” Bracelet
Learn this decorative beading technique to make a beaded warp that can be used for bracelets, necklaces, earrings. Take home your own bracelet. Bring a lunch. A $10 materials fee payable to instructor at the class. Instructor: S. Vinroot
Th  Oct 1  10 AM - 3 PM  RHHT  $35

Stained Glass: Beginner Stained Glass
Learn the basics of copper-foiled stained glass construction. Includes pattern layout, scoring and breaking glass, grinding, copper foil application and soldering. You’ll take home a small sun-catcher with art glass and bevels. Maximum of 4 students. A $35 materials fee payable to instructor at the class. Instructor: L. Savarese
Th  Sept 3  12 PM - 5 PM  Heathsville $45

To register for any of the above Arts classes, contact: Corinne Anthony Becker
RHHT Foundation
Historic Rice’s Hotel / Hughlett’s Tavern
Location: 73 Monument Place, Heathsville, VA
(Just off Route 360 Behind the old Northumberland Courthouse)
Mailing address: P.O. Box 579, Heathsville, VA 22473
Telephone: 804-580-3377
www.RHHTFoundation.org

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

Over the past two years RCC Workforce Development has trained over 6,000 employees serving over 200 employers throughout the Northern Neck, Middle Peninsula and beyond. Contact one of our friendly staff to speak with a program manager (804) 758-6750 or (804) 333-6828.

Let us help you grow your business!

**Fundamentals of Small Business Accounting Using Quickbooks Level 1**
If you own or work in a small business and are currently using or plan to use Quickbooks accounting software, then this class is for you. Topics covered in this session include setting up databases tailored to your company’s profile, vendor invoicing and billing, employee payroll, banking services, and documentation and reporting of accounting activities. Instructor:  D. Walker  
Fri  Sep 11, 18, 25  9 AM - 12 PM  KL  $108

**Fundamentals of Small Business Accounting Using Quickbooks Level 2**
Building on the Quickbooks Level 1 course or for the experienced Quickbooks user, this class will focus on principles of small business accounting including best practices and common pitfalls. Some aspects particular to non-profit agencies also covered. Instructor:  D. Walker  
Fri  Oct 9, 16, 23  9 AM - 12 PM  KL  $108

**Mindfulness in the Decision-Making Process**
Mindfulness has recently received a lot of media attention. But is it a passing fad or a valuable life-enhancing tool? This two-hour session will explore what mindfulness is and how it can boost performance. Consider taking this course if you work in a fast-paced environment and want to learn how to focus your attention on making calm, clear, quality decisions. Instructor: T. Martin  
Tu  Oct. 27  6 - 8 PM  KL  $29

**RCC Supports Small Business Success!**
Recently, RCC Workforce had an opportunity to help a local area food chain improve their employees’ customer service and supervisor management skills. Over a series of four two-hour sessions, employees attended training after working hours at the Warsaw Campus, covering a range of topics which included customer service, effective communication, time management and task prioritization, and managing employees’ conflict. The feedback from the employer was very positive about the training their employees received, stating that they observed an immediate improvement in their employees’ performance. RCC Workforce offers its customized training capability to any business that is willing to partner and coordinate to identify the type and structure of the training needed. “The majority of our businesses find that the investment in employee training and skill development through RCC has immediate impact on business and organizational function, goal achievement, and profitability,” said David Valadez, program coordinator for RCC Workforce Development.
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: www.rappahannock.edu/careerservices/

OCATS offers the following:
• Adult Basic Education Classes—designed to increase the basic skills needed to enroll in a GED® Preparation Class.
• GED® Preparation Classes—designed to prepare individuals to pass the 2014 GED® test.
• Career Development Classes—designed to increase basic skills, leadership skills, and workplace readiness skills.
• Transitioning and Bridge Classes—designed to assist students in transitioning into post-secondary education and/or employment.
• English for Speakers of Other Languages Classes—designed to increase English speaking, reading, and writing skills.
• Career Readiness Workshops—topics available include: Keys to Self-Management, Stress Management, Conflict Resolution, Study Skills, Career Exploration, Basic Finances, Soft Skills, Resumes and Cover Letters, and Using Social Media to Find and Keep a Job.
• Career Readiness Certification Preparation Classes—designed to prepare individuals for the CRC test using the WIN Career Readiness System and the ACT KeyTrain® Career Curriculum.

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

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

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

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

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

EducateVA ... check it out at http://educateva.com/ or call Harriet K. Dawson at 804-758-6755 for more information.

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

RCC is an authorized CERTIPORT exam testing center.
**RCC partners with CDS Tractor Trailer Training**

RCC and CDS are committed to providing professional training and job placement assistance to its students. With 16 years plus of operation, our workforce has many years experience in trucking, with many of those years in truck driving training and placement of new drivers.

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

For more information, please call: Glenns Campus: 804-758-6750 or Warsaw Campus: 804-333-6828

**Defensive Driving**

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

Instructor: Soles

- **S Sep 12** 9 AM – 6 PM  GC  $84
- **S Oct 17** 9 AM – 6 PM  WC  $84
- **S Nov 14** 9 AM – 6 PM  GC  $84

**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** Sep 11-13  GC  $148
- **Friday 6-10 PM Sat/Sun 8 AM - 5 PM** Sep 25-27  WC  $148
- **Friday 6-10 PM Sat/Sun 8 AM - 5 PM** Oct 09-11  GC  $148
- **Friday 6-10 PM Sat/Sun 8 AM - 5 PM** Oct 23-25  WC  $148
- **Friday 6-10 PM Sat/Sun 8 AM - 5 PM** Nov 06-08  GC  $148
- **Friday 6-10 PM Sat/Sun 8 AM - 5 PM** Nov 13-15  GC  $148

**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** Oct 16-18  GC  $148
After talking with CDS’s Admissions Counselor Sedrick Terry, Jon Lyerly knew he wanted a career that offered him consistent work. “There are no guarantees in the construction field…weather conditions decide if you work or not and I’ve seen too many folks my age with injuries that will always affect their lives. I wanted something different.”

Jim Atkinson also wanted to go in a new direction. Retired, Jim was looking for a second career that would keep him close to home but provide a decent income. He found both as a truck driver. After a month of training, Jim is ready to go.

Although four-weeks is the standard training time for the program, trainer Sherry McKinney is quick to say, “We’ll work with you until you pass, no matter how long it takes!” Terry agrees. “The only way you fail is if you walk away.” CDS offers placement assistance to their students and is proud that 95% start work immediately upon graduation. When asked what do students look for in a job, Terry answered, “pay per mile, miles per week, benefits, home time, are companions and pets allowed to ride, and is the run cross country or local.”

Who is eligible to be a truck driver? Anyone 21 years and older. “We just finished training a 72 year old,” noted McKinney. “Veterans and construction workers make up the largest second career population but we have folks from all careers join us,” added Terry.

Travel, guaranteed work, flexible schedules, good pay… interested? Don’t waste another minute wondering about your career. Contact the RCC Workforce office today for more information on this exciting career program. 804-758-6750 or 804-333-6828.

**SKILLS ONLINE**

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

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

**TECHNOLOGY ED, LLC.**

Education options offered through Technology Ed include professional development courses in science, engineering, and technology management.

Their courses are delivered through a distance learning platform that allows students the opportunity to study at their own pace and receive a certificate of completion that can be used to satisfy certification requirements (CEU or PDUs) or career development needs.

**THE CENTER FOR LEGAL STUDIES**

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

**The following CLS courses are being offered by RCC for Fall 2015:**
- Paralegal Certificate Course
- Advanced Paralegal Certificate Course
- Legal Secretary Certificate Course
- Legal Investigation Certificate Course
- Alternative Dispute Resolution Certificate Course
- Victim Advocacy Certificate Course
- Advanced Legal Research & Writing Certificate Course
- Software Essentials for the Law Office Certificate Course
- Personal Injury Law for Paralegals Certificate Course
- Legal Nurse Consultant Training Course

Contact the RCC Workforce office today for more information on this exciting career program. 804-758-6750 or 804-333-6828.
**Interested in becoming a Wedding Planner?**  Explore Ed to Go’s Wedding Planner training module at http://www.ed2go.com/career/training-programs/wedding-planner-course?Site=rccwcd

**W.I.T.S. Educational Excellence for Fitness Professionals**
W.I.T.S. has been training and certifying fitness professionals in partnership with colleges for over 22 years. These online/blended courses are designed for fitness professionals interested in enhancing their skills, meeting continuing education requirements for recertification, earning new nationally-recognized certifications, and gaining the business acumen to either take a management role or pursue entrepreneurship opportunities within the fitness industry.

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**JER ONLINE**
Corporate Continuing Online Workforce Education
JER Online lists over 1000+, cost affordable, non-credit Continuing Workforce Courses and Certificates. We are always adding more courses — all the time “to a growing inventory.” Students who enroll in JER Online courses may be individuals, employees of a company, consultants and freelancers or those seeking new career choices. Start anytime or on a fixed time schedule and access your course anytime from anywhere for fast completion. JER Online offers discounted pricing for employee group enrollments. As an extra added value and bonus, students will have 1 year access to their online courses, post course completion (applies to self-directed corporate developed courses only). Enroll today.

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**EDUCATION TO GO**
Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

Get Started:
• Visit our Online Instruction Center at: http://www.ed2go.com/rccwcd.
• Click the Orientation link and follow the instructions to enroll and pay for your course. During orientation, you will learn important information about your course. You will also be provided an opportunity to choose the name and password you will use to access your course. This step is critical! You cannot access your course until you complete orientation.
• When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the name and password you provided during orientation.

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**ONLINE TRAINING**
Brenna Lounsburg entered the Adult Education program in November 2014. A home schooled student she had reached the point where she needed additional tutoring in mathematics. After working with Ms. Garbak and attending class for 87 hours, she sat for the GED Math and Science tests and received honors scores on both.

Later, Brenna attended English class with Ms. Hoffman for an additional 80 hours. In May she passed both the social studies and English LA tests with honors.

Also in May, Brenna earned a Gold Level Career Readiness Certification, and continued to attend classes. She passed all of the modules, and gained college-level placement in English and math. She plans to pursue a two-year transfer degree, and will begin taking classes toward that goal at RCC in Fall 2015.
Key Instructional Leaders
Rappahannock Community College’s Workforce and Community Development Center applauds the work of our service areas’ public schools’ leaders. Representatives from the fifteen members of the Regional Educational Consortium are pictured above following an Exemplary School Leadership Conference held on April 20. Funded by the VCCS Institute of Excellence Grant, the conference featured National School Superintendent Alberto Carvalho from Miami – Dade Public Schools in Florida, Lauderdale Tennessee Superintendent Shawn Kimble, Virginia Superintendent of the Year Dr. Patrick Murphy from Arlington Public Schools, Dr. Rosa Atkins, Superintendent of Charlottesville Public Schools, and Dr. H. Benjamin Kiser, Executive Director of the Virginia Association of School Superintendents. We are proud to provide exemplary training opportunities to our school division partners and look forward to meeting their professional development needs in the future.

State and national education leaders share tips at RCC-Workforce event
Dr. Alberto M. Carvalho, the 2014 National Superintendent of the Year, addresses an April 20 leadership conference sponsored by the Regional Educational Consortium of RCC’s Workforce and Community Development Center.
CDS Tractor Trailer Training

What do Jon Lyerly of Gloucester and Jim Atkinson of King George have in common? After four weeks of training, they are going to have jobs! With 35,000 truck driving jobs available and a starting salary of $40,000, both Jon and Jim are proud of their current career choice. RCC Workforce’s partnership with The CDS Tractor Trailer Training company is proving to be a success story for individuals looking for a career that offers variety, stability, flexible hours, benefits, and attractive salaries.

Interested? Don’t waste another minute wondering about your career. Contact the RCC Workforce office today for more information on enrolling in this exciting training program. 804-758-6750 or 804-333-6828.