SECURE YOUR FUTURE!

Keep your business afloat with high quality, cost effective workforce training, including industry certification.

RCC offers:
• 9,000 sq. ft. of meeting and training space at its centrally located Workforce Center in Kilmarnock, VA
• Customized training and consulting services centered on business and employer needs, including skills assessments and job profiling.
• Programs also support recently unemployed or dislocated workers.

Our ADULT CAREER COACHES are here to help you connect your education with employment opportunities.

Rappahannock Community College
Workforce Development

804-758-6750 (Glenns) 804-435-8970 (Kilmarnock) 804-333-6828 (Warsaw) www.rappahannock.edu
RCC Workforce Development is located in the Middle Peninsula and Northern Neck
Welcome to RCC Workforce Development!

We provide the Middle Peninsula and Northern Neck with comprehensive workforce and community development programs designed around business, industry, and community needs.

Let customized training work for you! RCC Workforce Development offers free consultation to help you determine the best training solutions for your business. Over the past two years RCC Workforce Development has trained over 6000 employees serving over 200 employers throughout the Northern Neck, Middle Peninsula and beyond.

Contact one of our friendly staff to speak with a program manager (804) 758-6750 or (804) 333-6828.

Let us help you grow your business!

AGRICULTURE & FOOD

HOST 1119 - ServSafe®
ServSafe® is an industry recognized program for food service workers. Participants will learn about basic food safety, personal hygiene, cross contamination, allergens, time, temperature, cleaning, sanitation, and more. Instructor: Bright/Staff

50036  70WF  S/Sep 7  8AM-4PM  WC  $199
50045  31WF  S/Oct 12  8AM-4PM  KL  $199
50081  32WF  S/Nov 2  8AM-4PM  GC  $199

HORT 1117 - Harvesting and Basic Analysis of the “Must”
This class is all about taking the grapes that have been ripening all summer and starting the process of making fine wine. The student will follow the journey from harvesting the ripened grapes in the vineyard to the fermentation events in the wine cellar. Instructor: Petrie

52558  31WF  S/Sep 28  8AM-4:30PM  Belle Mount Vineyards  $109

HORT 1118 Vine Grafting and Propagation
This course will take the student through the process of grafting European vinifera onto American rootstock, the forcing of the grafted vine and the care of the grafted vine prior to planting. Special attention will be given to the characteristics and needs of particular varieties of rootstock and budwood to ensure vigorous and healthy growth. Instructor: Petrie

52567  32WF  S/Nov 2  8AM-4:30PM  Belle Mount Vineyards  $109

Heating and Air Conditioning
Career Studies Certificate (HVAC)
Purpose: To train students for entry-level positions requiring skills in installing, troubleshooting, and repairing heating and air conditioning systems, primarily in residential applications. Applicants must meet the general admission requirements of the college. Students are required to earn a minimum GPA of 2.0 in the curriculum to be awarded the Career Studies Certificate in Heating, Ventilation, and Air Conditioning.

HVAC Curriculum

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Lecture</th>
<th>Lab</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AIR 121</td>
<td>Air Cond. and Refrigeration I</td>
<td>2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>AIR 134</td>
<td>Circuits and Controls I</td>
<td>3</td>
<td>3</td>
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<td>AIR 135</td>
<td>Circuits and Controls II</td>
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<td>3</td>
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<tr>
<td>AIR 154</td>
<td>Heating Systems I</td>
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<td>Total</td>
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AIR 121 - Air Conditioning and Refrigeration I
Studies refrigeration theory, characteristics of refrigerants, temperature, and pressure, tools and equipment, soldering, brazing, refrigeration systems, system components, compressors, evaporators, metering devices. Presents charging and evaluation of systems and leak detection. Explores servicing the basic system. Explains use and care of oils and additives and troubleshooting of small commercial systems. Both courses must be taken together. Instructor: Minerve

Course #  Course Title  Lecture  Lab  Credits
52585  AIR 121  T/Aug 26-Dec 16  6 PM-7:50 PM (Lec)  GC  3 credits
52586  AIR 121  Th/Aug 26-Dec 16  6 PM-8:50 PM (Lab)  GC

AIR 154 - Heating Systems I
Introduces types of fuels and their characteristics of combustion; types, components and characteristics of burners, and burner efficiency analyzers. Studies forced air heating systems including troubleshooting, preventive maintenance and servicing. Part I of II. Both courses must be taken together. Instructor: Knight

Course #  Course Title  Lecture  Lab  Credits
52591  AIR 154  W/Aug 26-Dec 16  6pm-7:50pm (Lec)  GC  3 credits
52592  AIR 154  M/Aug 26-Dec 16  6pm-8:50pm (Lab)  GC

WELDING CURRICULUM

WELDING CURRICULUM

AIR 154 - Heating Systems I
Introduces types of fuels and their characteristics of combustion; types, components and characteristics of burners, and burner efficiency analyzers. Studies forced air heating systems including troubleshooting, preventive maintenance and servicing. Part I of II. Both courses must be taken together. Instructor: Knight

Course #  Course Title  Lecture  Lab  Credits
52591  AIR 154  W/Aug 26-Dec 16  6pm-7:50pm (Lec)  GC  3 credits
52592  AIR 154  M/Aug 26-Dec 16  6pm-8:50pm (Lab)  GC

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.

Course #  Course Title  Lecture  Lab  Credits
52467  ENVR 1121  5/Dec 14  8 AM-4PM  GC  $150

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 predetermined number of continuing education hours. These classes are recognized by the Virginia Department of Professional & Occupational Regulation (DPOR) and the Virginia Board of Contractors. Cost: Electrical, Plumbing, and HVAC: $45 Gas Fitter: $25

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

**ITEC 1155 - Your Digital Camera and You**
So, you just got a new digital camera! Now what? Learn everything from taking pictures to storing images to sharing photos. Learn how to use the zoom, flash and shutter buttons as well as the different modes of your camera lens. Bring your camera to class. Instructor: Kancianic

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<th>Course Code</th>
<th>Dates</th>
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<td>WC</td>
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<tr>
<td>52472</td>
<td>3WF</td>
<td>5/Oct 19</td>
<td>9AM-12PM</td>
<td>KL</td>
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**ONLINE TRAINING**

**JER Online**
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. 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.

Enroll today at: http://www.coursecatalog.com/rccworkforce

**BUSINESS MANAGEMENT & ADMINISTRATION**

**BUSC 1410 Choose Your Attitude**
This seminar will use the Fish Philosophy and will address the importance of a positive attitude in the workplace. This will be an interactive class with small group work.

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<td>5:30 PM-8:30 PM</td>
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**BUSC 1023 Work Ethics/Integrity**
This class will address the many work situations employees encounter on a daily basis and the high standards and laws that will guide the appropriate actions. We will use real-world case studies to equip employees to make good choices in tough situations.

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</table>

**BUSC 1411 - Professional Performance**
Success isn’t just about the job. It’s also about how you do it. Communicating effectively, working well with others, staying positive and flexible in this fast changing world are all essential skills for employees in today’s world. Absenteeism, repeated tardiness, conduct and dress code will also be covered.

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**BUSC 1412 - Accepting Challenge**
Understanding and accepting changes in today’s workplace is a fundamental skill needed by everyone. This seminar will facilitate employees’ acceptance of a new way of doing things and diminish defensive reactions.

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**COMM 1037 - Essential Skills of Communication**
Messages that are concise and organized improve everyone’s understanding and performance. Nonverbal behaviors will be covered as well as listening skills.

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**Non-Profit Management Program**
This program is designed to give participants knowledge and insight into starting and managing a nonprofit organization. Instructors in the program are experts in their field with local knowledge and experience. Instructors: Heyer, Paschall, Ellis-Gibson, Justice

**BUSC 1510 - Strategic Planning**

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**BUSC 1513 - Strengthening Your Board**

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**BUSC 1502 - Grant Writing**

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**BUSC 1506 - Marketing**

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</table>
EDUCATION & TRAINING

EDU 271 - Methodologies and Curriculum Development for Students with Autism Spectrum Disorders
This is the second course of a three course sequence leading to certification in autism spectrum disorders. This course will cover in detail the current methodologies used when treating and teaching students with Autism Spectrum Disorders. Emphasis will be placed on evidence based intervention strategies. This is a hybrid course. Instructor: N. Woolard.
S2613 3WF T/ Sep 10-Dec 10 6PM-9PM KL 3 Credits

Want to become “HIGHLY QUALIFIED” for Public School Para-Professional Positions?
Workforce has three program levels to assist you in becoming “Highly Qualified.” Assessments are scheduled on an as-needed basis.
• ParaPro Assessment: $75
• Preparation Text and ParaPro Assessment: $100
• Face-to-Face Instruction, Text, and ParaPro Assessment: $200

To register for any of the above, please call 804-758-6755.

OFFICE OF CAREER AND TRANSITION SERVICES
The Office of Career and Transition Services (OCATS) houses several programs including Middle College, Youth Services, Adult Education, On-RAMP, 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/

Adult Ed manager delivers excellence at RCC
“I want adult learners to see a pathway to achieve their goals,” says Brooke Pizzetti, who has recently accepted the position of manager of Rappahannock Community College’s Adult Education program. Pizzetti, who holds a Master of Arts degree from Boston College, has worked at the college since January 2011 as an Adult Education instructor, assessment coordinator, and data technician.

After more than twenty years as an educator in the United States, Europe, and Southeast Asia, Pizzetti says, “I think I have found the one underlying reason why I have the best job in the world: those fleeting, ephemeral moments when someone not only assimilates new knowledge in a meaningful way, but experiences the thrill of learning. There is truly nothing like it, and I look forward every day to seeing adult learners recognize their full potential.”

“What makes adult education so interesting,” she continues, “is what learners bring themselves. Each person is shaped by a lifetime of unique experiences; seeing their various perspectives allows us to connect to their personal experiences as well as enriching our own understanding. I cannot remember a single situation in which I did not learn something from the person on the other side of the desk. Perhaps it is this reciprocity that makes the process of education feel fresh and new every day.”

RCC’s Workforce and Community Development Office consists of highly qualified and experienced professionals who work together to provide formal education, assessments, credential programs, training, and transitional services that can make a multitude of choices available to any individual. “Collectively, they are an exceptional team,” says Pizzetti. The purpose of subsidiary Adult Education program is to provide the tools needed for each participant to be successful in the business world, from basic skills to credentials that attest their usefulness to prospective employers. Its dedicated instructors often teach evenings and weekends in addition to working other full-time jobs, and their success in making students aware of what they can achieve is exceptional.

“Anyone in our program will tell you how an instructor made a connection, explained something, built confidence...changed a life. It is a joy,” Pizzetti concludes, “to collaborate with the learners, the instructors, and the Workforce team to achieve our common goals.”

GED PROGRAM CHANGES FOR 2014
The GED is changing in 2014, so now is the time to finish! If you have taken portions of the GED, but still haven’t passed the entire test, call 333-6829. After January 2014, the tests you have taken will no longer be valid.
HEALTH SCIENCE

Dental Assisting Program - 80 hours
Upon completion of the course students will be prepared to take the X-ray certification test, a Virginia requirement for dental assistants. Note: This class is taught through a partnership and all interested individuals will be referred to a different registration process after obtaining necessary information. For more information please visit the website at www.todayssdentalassistant.net. Prerequisites: High School Diploma or GED.

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HUMAN SERVICES

Early Childhood
Looking for new activities or explore new ways to teach the basics? Join our monthly class where caregivers/educators will add to their toolbox of ideas. ICCC partners with RCC to provide Saturday morning quality enrichment classes to local child care professionals. Classes incorporate current licensing standards, and align with the Smart Beginnings statewide initiative utilizing the Professional Competencies and Milestones of Early Childhood Development. For more information on content call Kathy Sauter at ICCC, 800-650-2128.

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INFORMATION TECHNOLOGY

ITEC 1164 - MS Excel for Office 2010 - Introduction

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ITEC 1067 - Computers for Seniors

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

- **NEW** Microsoft Office Specialist
  - Microsoft Office Specialist (MOS) is the credential required by academia and business, recognized globally as the in Microsoft Office applications. $120

- **NEW** 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). $120

- **NEW** 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. $120

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.
SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS

NEW! MRTM 1134 - Marine Navigation For The Recreational Boater
Learn the fundamentals of marine navigation including chart systems, reading and plotting; marine navigation equipment, taking visual/radar/GPS fixes; buoyage systems; basic weather principles. Instructor: Staff
68557 31WF F/Nov 1-22 12PM-3PM KL $129

TRANSPORTATION, DISTRIBUTION & LOGISTICS

Commercial Driver’s License (CDL)
Course includes classroom and field instruction in Federal Motor Carrier Safety regulations, defensive driving, driver’s daily logs, and other information professional drivers are required to know to receive a Class A CDL. Students learn the safe operation of a tractor-trailer, including pre-trip inspections, backing-up, docking, lane centering, and blind side parking. Full time and weekend classes offered. Call 888-878-4235.

TRNS 1011 - Defensive Driving
DMV and the National Safety Council recognized program to conduct driver improvement for volunteers, court directed, and DMV directed drivers. Instructor: Soles
52542 31WF 5/Sep 14 9AM-6PM WC $76
52544 71WF 5/Oct 26 9AM-6PM GC $76
52548 32WF 5/Nov 16 9AM-6PM WC $76

TRNS 1133 - Basic Rider Course
This course coaches the fundamental skills of motorcycle riding and operation. It is not intended to produce experienced riding skills; it does provide the ENTRY-LEVEL skills needed by any new rider. Upon successful completion, a MSF card & DMV Completion Certificates are issued. (12 students maximum)
52551 31WF 5/6-10 PM S/S 8 AM -5 PM Aug 23-25 GC $135
52552 32WF 5/6-10 PM S/S 8 AM -5 PM Sep 06-08 GC $135
52553 33WF 5/6-10 PM S/S 8 AM -5 PM Sep 20-22 GC $135
52554 34WF 5/6-10 PM S/S 8 AM -5 PM Oct 04-06 GC $135
52555 35WF 5/6-10 PM S/S 8 AM -5 PM Oct 18-20 GC $135
52557 36WF 5/6-10 PM S/S 8 AM -5 PM Nov 01-03 GC $135
52560 37WF 5/6-10 PM S/S 8 AM -5 PM Nov 08-10 GC $135

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 20 hour class covers the basics of sidecar/trike operations.
52565 31WF 5/6-10 PM S/S 8 AM -5 PM Sep 13-15 GC $135

WORKFORCE REGISTRATION PROCESS
To access online registration or a printable version of the registration form, go to: http://rappahannock.edu/workforce. 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: 804-435-8972 Fax: 804-435-8975
447 N. Main Street, Kilmarnock, VA 22482

REFUND AND CANCELLATION POLICY
Refunds: Participants may withdraw up to five business days prior to the start of class to receive a refund. No refunds are provided after that time. Please note: Online classes are non-refundable.

You may contact the Workforce and Community Development office Monday through Friday from 8 AM to 4:30 PM.

All refunds are issued via check through the state treasurer’s office and generally take four to eight weeks. Please note that all refunds are automatically issued to the class registrant even if the tuition was paid by another individual, employer, or organization.

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

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