SUMMER '12
NEED TRAINING? IT'S WHAT WE DO!

Glenns Workforce Center : 804-758-6700
Kilmarnock Workforce Center: 804-435-8972
Warsaw Workforce Center : 804-333-6828
Online: www.rappahannock.edu/workforce
Welcome to RCC
Workforce and Community Development!
We provide the Middle Peninsula and Northern Neck with comprehensive workforce and community development programs designed around business, industry, and community needs.

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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>21624</td>
<td>Th/ F</td>
<td>9 AM-1 PM</td>
<td>GC</td>
<td>$199</td>
</tr>
<tr>
<td>21626</td>
<td>Th/ F</td>
<td>9 AM-1 PM</td>
<td>WC</td>
<td>$199</td>
</tr>
<tr>
<td>21629</td>
<td>Th/ F</td>
<td>9 AM-1 PM</td>
<td>KL</td>
<td>$199</td>
</tr>
</tbody>
</table>

NEW! HOST 1013 From the Vine to the Wine
Have you ever wondered what the grape tastes like before it is bottled into your favorite wine? This class will allow you to taste the before and after. Discussion topics will include the processes used to take the grape from the vine and turn it into a unique tasting wine.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>21602</td>
<td>F</td>
<td>6 PM-9 PM</td>
<td>KL</td>
<td>$49</td>
</tr>
</tbody>
</table>

ARCHITECTURE & CONSTRUCTION
ENVR 1119 Harnessing the Sun - Solar systems: Installation and Maintenance
This 8-week course covers design, installation and evaluation of residential and commercial photovoltaic (PV) systems as well as PV principles and how to integrate PV systems into standalone or interconnected electrical systems.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>21954</td>
<td>MW</td>
<td>6 PM-9 PM</td>
<td>KL</td>
<td>$149</td>
</tr>
</tbody>
</table>

ENVR 1118 Harnessing the Wind - Wind power systems: Installation and Maintenance
8-week course covers small wind energy systems (appropriate for rural residential areas) and related topics, including wind as a hybrid energy system. Practical hands-on lab activities throughout the class.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>21590</td>
<td>TuTh</td>
<td>6 PM-9 PM</td>
<td>WC</td>
<td>$149</td>
</tr>
</tbody>
</table>

NEW! ENVR 1120 Healthy Rivers Start at Home
Healthy Rivers Start at Home, an action program for river people. Join the Friends of the Rappahannock to understand the connection between river-friendly lifestyles at home and keeping the Rappahannock River the incredible resource of abundant recreation, delicious seafood and timeless beauty that we have known it to be. Come with questions and leave with the latest information about technology to make a difference for our river from your home.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>21621</td>
<td>S</td>
<td>9 AM-1 PM</td>
<td>KL</td>
<td>$29</td>
</tr>
</tbody>
</table>

HLTH 1149 OSHA 30 Hour Contractor
The 30-hour General Industry Outreach Training Program is intended to provide a variety of training to workers with some safety responsibility.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>44768</td>
<td>TuTh</td>
<td>8 AM-5 PM</td>
<td>WC</td>
<td>$215</td>
</tr>
</tbody>
</table>

AIR 134 - Circuits and Controls
Presents circuit diagrams for air conditioning units, reading and drawing of circuit diagrams, types of electrical controls. Includes analysis of air conditioning circuits, components, analysis and characteristics of circuits and controls, testing and servicing.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>20378</td>
<td>TuTh</td>
<td>5:30 PM-9:45 PM</td>
<td>MHS</td>
<td>4 Cr.</td>
</tr>
</tbody>
</table>

WEL 100 Fundamentals of Welding
Course introduces arc and oxy-fuel welding and cutting and provides fundamental principles of joining ferrous and non-ferrous metals, welding and cutting processes, equipment operation, and safety procedures with emphasis upon welding and cutting procedures.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>20381</td>
<td>TuTh</td>
<td>6 PM-9 PM</td>
<td>MHS</td>
<td>3 Cr.</td>
</tr>
</tbody>
</table>

BLDG 1100STCONA - Basic Contractor Prep Course for Licensure
8-hour course designed to provide a basic understanding of business management principles for contractor license applicants to support their businesses. Prepares attendees for the "A" and/or "B" contractor licensing tests given in Richmond, Virginia. Course is recognized by the Commonwealth of Virginia, Department of Professional and Occupational Regulation, Board of Contractors. Textbooks included in the course cost.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>21623</td>
<td>S</td>
<td>8 AM-5 PM</td>
<td>KL</td>
<td>$199</td>
</tr>
</tbody>
</table>

ARTS
HORT 1012 Summer Flowers and Container Gardening
Learn how to get the most out of your window boxes, pots and containers by filling your deck, patio or porch with color using perennials, and other summer flowers and plants suitable for summer décor and entertaining. Each participant will create a take home piece.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>21609</td>
<td>S</td>
<td>9 AM-4:30 PM</td>
<td>GC</td>
<td>$75</td>
</tr>
</tbody>
</table>

BUSINESS MANAGEMENT & ADMINISTRATION
NONPROFIT LEADERSHIP 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSC 1511</td>
<td>M</td>
<td>9 AM-4 PM</td>
<td>KL</td>
<td>$35</td>
</tr>
<tr>
<td>BUSC 1513</td>
<td>M</td>
<td>9 AM-1 PM</td>
<td>KL</td>
<td>$35</td>
</tr>
</tbody>
</table>

Need funding for your employees to be trained? Contact our Workforce Center to find out more information about funding provided for worker non-credit training. These funds will go fast so call today!
EDUCATION & TRAINING

EDU 270: Introduction to Autism Spectrum Disorders
Introduction to Autism Spectrum Disorders (ASD) is the first course of a three course sequence leading to certification in autism. This certificate is endorsed by the Virginia Autism Council. This course will cover the nature of autism and related developmental disorders. This is a hybrid course being taught face-to-face and through Blackboard. Instructor: N. Woolard
20379 MTuWThF / Jun 25-28 8 AM - 5 PM KL 3 Cr.

EDU 293: Using Cognitive Science to Teach Reading
This course focuses on using the research from Cognitive Science to teach Reading on grade level and help close the achievement gap. Participants will learn how to use the research from Cognitive Science as a teaching strategy; enabling students to build on the concept of prior knowledge. Instructor: A. Lowery
20384 MTuWThF / Jul 23 - 27 8 AM-5 PM GC 3 Cr.

EDU 293: Topics in Education-Classroom Strategies for Management
This course 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. Instructor: A. Lowery
20383 MTuWThF / Aug 6 - 10 8 AM-5 PM KL 3 Cr.

EDU 295: Using Cognitive Science to Teach Writing
Information Writing is one of the three types of writing. Information writing produces descriptions that are organized as paragraphs, short reports, or essays. Teachers learn how to use the performance based strategy to provide instruction in several skill areas. The strategy is taught with the three moves all of which are based on the research in Cognitive Science. The writing skills are organized in a new way—spiral and performance levels. Each spiral consists of three performance levels: beginner, builder, and comprehensive. With performance levels, teachers can prepare students to perform the skills in a more difficult way at the next level. Instructor: A. Lowery
20385 MTuWThF / Aug 13 - 17 8 AM-5 PM KL 3 Cr.

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.

EDU 270: Introduction to Autism Spectrum Disorders
Introduction to Autism Spectrum Disorders (ASD) is the first course of a three course sequence leading to certification in autism. This certificate is endorsed by the Virginia Autism Council. This course will cover the nature of autism and related developmental disorders. This is a hybrid course being taught face-to-face and through Blackboard. Instructor: N. Woolard
20379 MTuWThF / Jun 25-28 8 AM - 5 PM KL 3 Cr.

EDU 293: Using Cognitive Science to Teach Reading
This course focuses on using the research from Cognitive Science to teach Reading on grade level and help close the achievement gap. Participants will learn how to use the research from Cognitive Science as a teaching strategy; enabling students to build on the concept of prior knowledge. Instructor: A. Lowery
20384 MTuWThF / Jul 23 - 27 8 AM-5 PM GC 3 Cr.

EDU 293: Topics in Education-Classroom Strategies for Management
This course 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. Instructor: A. Lowery
20383 MTuWThF / Aug 6 - 10 8 AM-5 PM KL 3 Cr.

EDU 295: Using Cognitive Science to Teach Writing
Information Writing is one of the three types of writing. Information writing produces descriptions that are organized as paragraphs, short reports, or essays. Teachers learn how to use the performance based strategy to provide instruction in several skill areas. The strategy is taught with the three moves all of which are based on the research in Cognitive Science. The writing skills are organized in a new way—spiral and performance levels. Each spiral consists of three performance levels: beginner, builder, and comprehensive. With performance levels, teachers can prepare students to perform the skills in a more difficult way at the next level. Instructor: A. Lowery
20385 MTuWThF / Aug 13 - 17 8 AM-5 PM KL 3 Cr.

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.
In this noncredit course designed to teach even the most technologically challenged of us to navigate around our computers.

**ITEC 1016 Intro to Computers**
- **Course Description:** This noncredit course is designed to teach even the most technologically challenged of us to navigate around our computers.
- **Dates:** W / Jun 13, 20, & 27
- **Time:** 6 PM-9 PM
- **Location:** KL
- **Cost:** $89

**ITEC 1067 Computers for Seniors**
- **Course Description:** This noncredit course is designed to teach even the most technologically challenged of us to navigate around our computers.
- **Dates:** S / Jul 14, 21, & 28
- **Time:** 9 AM-12 PM
- **Location:** KL
- **Cost:** $79

**ITEC 1167 MS Outlook for Office 2010**
- **Course Description:** This noncredit course is designed to teach even the most technologically challenged of us to navigate around our computers.
- **Dates:** F / Aug 24
- **Time:** 9 AM -4 PM
- **Location:** KL
- **Cost:** $89

***Note: MicroSoft IC3 and other certifications are available through our testing centers. Please contact us for further details.***

**SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS**

**Lego® Camps for Kids** (Space is limited.)
- **Elementary Engineering I** - lets young engineers learn about simple machines, levers, gears, wheels and axles and motorized systems.
  - **Ages:** 8-10
  - **Dates:** MTuWThF / August 6-10
  - **Time:** 9 AM -12 PM
  - **Location:** WC
  - **Cost:** $140

- **Elementary Lego® Engineering 2 "Going Green"** - Students will creatively build and modify machines applying basic engineering principles and green technology using our unique Lego® kits.
  - **Ages:** 11 - 12
  - **Dates:** MTuWThF / August 6-10
  - **Time:** 1 PM-4 PM
  - **Location:** WC
  - **Cost:** $140

- **Advanced Lego® Engineering Robotics** - Students will creatively build and modify machines applying basic engineering principles and green technology using our unique Lego® kits.
  - **Ages:** 13 - 14
  - **Dates:** MTuWThF / August 6-10
  - **Time:** 1 PM-4 PM
  - **Location:** WC
  - **Cost:** $140

"Being involved in the lives of people who are making positive changes in their lives, and are excited about their future, is an honor," says Betsy Witt who works with students who have earned a GED or high school diploma through RCC’s Adult Education and Middle College programs, helping them to ease the transition to college, skills training, or employment.

"Middle College has a lot to offer with their friendliness and willingness to help individuals move ahead with their lives."

"No excuses; only results"

**Middle College Graduates**

**CUSTOMIZED TRAINING**

Training that fits your organization—that’s what you get with customized training. We match one of our experienced instructors to your business and its needs. We tailor course content and delivery to your industry, corporate culture and employee population.

**When your people grow . . . so does your business!**
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. Program completion usually occurs within 4 weeks. 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.
20392 S / Jun 9 9 AM-6 PM GC $76
20393 S / Jul 21 9 AM-6 PM GC $76
20395 S / Aug 18 9 AM-6 PM GC $76

TRNS 1135 Jump Start - Pre-Training for the Basic Rider Course
The Jump Start class is designed for those who have never ridden a motorcycle, wondered if operating a motorcycle is right for them, or whether weight, size, age, or strength, could be an issue in learning to operate a motorcycle. You should be able to balance and ride a bicycle before taking the Jump Start or the BRC. The Pre-BRC does not substitute for the Basic Rider Course (BRC) and no exam is given. (4 students maximum)
20401 S / Jun 9 9 AM-12 PM GC $80

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 Certificate are issued. (12 students maximum)
20403 F / 6 : 9:30 PM S/S : 8 AM-5 PM Jun 22-24 GC $125
20405 F / 6 : 9:30 PM S/S : 8 AM-5 PM Jul 06-08 GC $125
20406 F / 6 : 9:30 PM S/S : 8 AM-5 PM Jul 20-22 GC $125
20436 F / 6 : 9:30 PM S/S : 8 AM-5 PM Aug 17-19 GC $125

NEW! MRTM 1038 US Sailing Basic Keelboat Certificate
Four full days of on the water instruction with Premier Sailing School Course content includes leaving and returning to the dock, sail handling, general good seamanship, anchoring, rope work, safety procedures, sailing theory and points of sailing, tides, weather forecasts, right of way rules, sail trim, and more.
21620 S / Jun 2 - 23 9:30 AM - 4 PM Irvington $649

David Valadez
Project coordinator David Valadez, who joined the Workforce and Community Development Center in Fall 2011, came to RCC from a consulting position with the US Navy. He holds a bachelor degree in physical science from the U.S. Naval Academy and a masters in organizational management from Capella University. At age 18 he began a 20-year military career with the Navy and Coast Guard, which gave him the opportunity to travel to dozens of foreign ports, as well as cities all over the nation.

Valadez says that his RCC employment, “will provide a great opportunity to serve the Middle Peninsula and Northern Neck communities”; he defines his responsibilities as “managing all of the workforce programs that take place at the Warsaw Campus, and ensuring that students receive a quality learning experience from any workforce programs that take place at the Warsaw Campus, and ensuring that students receive a quality learning experience from any workforce program offerings and increase student attendance through focused communication with various audiences within the RCC service region—including businesses and organizations that have a role in supporting workforce development.”

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 or faxed with credit card information (American Express, MasterCard and Visa credit cards only). 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. WD reserves the right to cancel any course due to low enrollments or other circumstances deemed sufficient. WD 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.