Greetings from the Workforce and Community Development Center at Rappahannock Community College!

As you look through this schedule, you will see an astonishing diversity of programs that enable you, our customers, to discover new ideas, explore new career pathways, and pursue higher knowledge. The variety of new online courses for Fall 2014 are part of a continuing effort at RCC’s Workforce Development Center to ensure that new courses make up 30 percent of each semester’s total offerings. In addition, we are striving to make at least 50 percent of our courses available online. Many of these courses lead to nationally recognized industry certifications for those who complete them.

RCC Workforce takes great pride in providing educational resources that make the Northern Neck and Middle Peninsula regions better places to live, work and play.

Jason Perry
Vice President, Workforce and Community 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

REFUND AND CANCELLATION POLICY
Refunds: Participants may receive a refund if they withdraw no less than five business days prior to the start of class. No refunds are provided after that time. Please note: Online classes are non-refundable. You may contact the Workforce and Community Development office Monday through Friday from 8 a.m. to 4:30 p.m. All refunds are issued via check through the state treasurer’s office and generally take four to eight weeks to arrive. Please note that all refunds are automatically issued to the class registrant even if the tuition was paid by another individual, employer, or organization.

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

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

Additional information can be found at: rappahannock.edu/workforce
The staff at RCC Workforce and Community Development is here to serve you.

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**Workforce training and education is as simple as shopping online.**

The much anticipated Workforce Enterprise System (WES) will bring big changes to the way students search for and enroll in non-credit training and education classes. WES is expected to be ready for public use by early 2015. However, several community colleges including RCC will be testing the software system to ensure it functions as designed and meets the needs of both the perspective students and the workforce staffs administering the classes. In summary, WES will enable the public to register and pay for classes online. WES will operate on a platform similar to Amazon.com or other internet-based retail sites where students will be able “shop” for classes and place them in their “cart” before checking out. The site will even suggest other classes based on what other students have purchased or viewed. WES will also improve the ability of RCC Workforce and Community Development Center to offer a variety of classes in several formats (classroom, online or hybrid). The ability to respond to customer (student) needs will be more robust and agile. WES will make the student-customer experience enjoyable and easy to meet your training and education needs.

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**RCC-Workforce watermen’s program earns state award**

At the spring conference of the Virginia Economic Developers Association (VEDA), the winner of the association’s 2014 Community Economic Development Awards (CEDA) in the over-100,000 population category was the Middle Peninsula-Northern Neck region. The award recognized the area’s Watermen Tourism Training Program—a project that combined community development, business retention and expansion, and community involvement.

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 SKILLS

**EXPLORING ITALY: LEARN CLASSIC ITALIAN TECHNIQUES**

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**NEW! HOST 1125 Authentic Italian Sauces**

Discover the simplicity of preparing wonderfully delicious and authentic Italian sauces. A repertoire of sauces adds flavor and complexity to your favorite dishes and color and texture to your dinner presentation. You will learn a classic Pesto, a Sicilian pesto, a classic Puttanesca, Masala and Bolognaisne. Each sauce will be accompanied by an appropriate dish. Every student will enjoy a generous tasting of each dish.

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**NEW! HOST 1125 Amazing Italian Side Dishes**

Amazing side dishes that will spice up any meal. Learn the proper techniques for Risotto—grain based salads that are good hot or cold and will feed a crowd—and some other alternatives to potatoes. Class includes wine pairing. Must be at least 21 years of age to participate.

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**NEW! HOST 1125 Introducing Polenta!**

Polenta is an amazingly versatile product that can be made ahead. It can be grilled, baked, served soft, used as a side dish or as a main dish, even as part of desert! Sample polenta with sausage and peppers, a wild mushroom ragout, roasted grapes, and sausages, and more.

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**NEW! HOST 1125 Cocktail Bites**

Italian antipasto, French hors d’oeuvres and Spanish tapas. These are colorful and flavorful mixtures of marinated vegetables, salty olives, assorted meats, cheeses and breads and small bites of seafood. Learn and taste new ideas for crostini, small plates and parties. Class includes wine pairing. Must be at least 21 years of age to participate.

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### AGRICULTURE, FOOD, AND NATURAL RESOURCES

**NEW! HOST 1123 Braises and Stews**

Fall is time for slow-cooked meals, roasted vegetables and comfort food. Learn how to make a great mac and cheese, veal and garlic stew, root vegetable stew, and slow-cooker entrees.

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**NEW! HOST 1126 A Chef's Look At Thanksgiving**

Learn how to make the family dinner so much less stressful. Get make ahead tips; learn to make a “cooking time line,” great rolls, gravy and innovative sides. Class includes wine pairing. Must be at least 21 years of age to participate.

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**NEW! HOST 1126 Thanksgiving Revisited: Leftovers and Oh My! Christmas Is Around the Corner!**

Save some turkey for the sandwiches ... but how about spicy turkey posole, crispy quesadillas, or turkey salad with tart apple and endive salad.

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**NEW! HOST 1126 Christmas Parties: Elegant But Simple**

Stylish entertaining can be made easy. Wild mushroom tart, orange-scented scallops on endive, quick individual tiramisu, caramelized onion and thyme tarts, Asian beef in crisp wonton crisps and more tips for successful parties. Class includes wine pairing. Must be at least 21 years of age to participate.

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**NEW! HOST 1122 Thirty Minute Meals**

Thirty minute, light meals. After the holidays, be ready for the guilt! These meals are lighter, faster and ready for those New Year’s resolution diets. They are also great for “brown bagging”; holiday side dishes and healthier meal options.

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Additional information can be found at: rappahannock.edu/workforce
The RCC Workforce and Community Development Center offers a non-credit certificate program in the art of cultivating grapes for the production of fine wine – VITICULTURE.

Through classroom instruction and hands-on experiences, you will learn about soil quality, choosing the right grapevines for our area, growing and harvesting grapes, controlling pests and diseases, and much more. You will spend quality time with our instructors in area vineyards learning the skills necessary to start and operate your own successful vineyard.

The Viticulture certificate can be earned in one calendar year by completing nine Saturday classes. And, because all classes in the RCC Viticulture program are repeated annually, you can start the RCC Viticulture program with any class, and take as long as you desire to complete it!

VITICULTURE

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 fermentation in the wine cellar. Instructor: Hollingsworth
57367  31WF  S/Aug 23  9 AM –4 PM  KL & Vineyard  $129

HORT 1112 Post-Harvest Decisions and Site Selection for Spring Planting
This class will teach the student how to identify the ideal location for a wine grape vineyard, the most important and fundamental decision in the process of wine grape growing. Additionally, it will teach the fundamental elements of wine grape vineyard design and layout using the transit instrument.
Instructor: Hollingsworth
57383  31WF  S/Sep 27  9 AM – 4 PM  KL & Vineyard  $129

“Love the hands-on aspect of learning and vineyard onsite instruction.”
RCC Viticulture Student
HEATING, VENTILATION, & AIR CONDITIONING (HVAC)

**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, and metering devices. Presents charging and evaluation of systems and leak detection. Explores servicing the basic system. Instructor: Knight.

54856  41A  M/Aug 25 – Dec 8  6 PM – 8 PM (lec)  GC  3 credits
54857  41L  W/Aug 25 – Dec 8  6 PM – 8:50 PM (lab) GC

**AIR 165 Air Conditioning Systems I**
Introduces comfort survey, house construction, load calculations, types of distribution systems, and equipment selection. Introduces designing, layout, installing and adjusting of duct systems, job costs, and bidding of job. Instructor: Minerve.

54867  41A  T/Aug 25 – Dec 8  6 PM – 8:50 PM (lec) GC  4 credits
54868  41L  Th/Aug 25 – Dec 8  6 PM – 8:50 PM (lab) GC

**AIR 205 Hydronics and Zoning**
Presents installation, servicing, troubleshooting, and repair of hydronic systems for heating and cooling. Includes hot water and chilled water systems using forced circulation as the transfer medium. Instructor: Knight

54864  41A  M/Aug 25 – Dec 8  6 PM – 8 PM (lab) GC  3 credits
54865  41L  W/Aug 25 – Dec 8  6 PM – 8:50 PM (lec) GC

**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.

“Having the opportunity to learn a trade that I will always be able to use.”
RCC Welding Fundamentals Student
WELDING

WELD 1010 Welding Fundamentals (Part I)
Each student will learn fundamental procedures currently used in the field of welding. This course will cover: shielded and gas metal arc cutting; cored arc welding (FCAW); oxy-fuel cutting and oxy-fuel welding; plasma arc cutting; and occupational welding safety. Skills developed in this course are required for earning American Welding Society (AWS) certification at the conclusion of the six course program. Instructor: Riedel, Porter, Ingram

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WELD 1012 Welding Fundamentals (Part II)
Building upon the fundamentals in WELD 1010, the new welder will develop welding competencies established by American Welding Society (AWS). Emphasis is given to safety procedures and guided skills development leading to the acquisition of AWS welding certification. Instructor: Riedel, Porter

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WELD 2010 Basic Shield Metal Arc Welding (Part I)
Introduces AC transformers and DC motor generator arc welding sets, welding polarities, heats and electrodes for use in joining various metal alloys by the arc welding process. The student begins learning techniques involved in running beads, butt, and fillet weld. Safety procedures emphasized. Instructor: Riedel/Porter

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WELD 2012 Basic Shield Metal Arc Welding (Part II)
Continuation of WELD 2010. The student continues learning techniques involved in making running beads, butt and fillet welds in all positions. Safety procedures emphasized. Instructor: Riedel/Porter

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WELD 3010 Advanced Shield Metal Arc Welding (Part I)
Continuation of WELD 2012. Covers additional material regarding AC transformers and DC motor generator arc welding. Advanced techniques used in industrial welding for joining various metal alloys will be covered. Safety procedures emphasized. Instructor: Riedel/Porter; Pittman

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WELD 3012 Advanced Shield Metal Arc Welding (Part II)
Continuation of WELD 3010. Student welding techniques are refined and critiqued carefully by instructors. Students prepare for American Welding Society (AWS) certification testing occurring at the end of this course. Safety procedures emphasized. Instructor: Riedel/Porter, Pittman

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The Office of Career and Transition Services (OCATS) houses several programs including Youth Services, Adult Education, On-RAMP, and Adult Career Coach Services, and Career Readiness Certificate (CRC). For more information on any of these programs please visit the OCATS website: http://www.rappahannock.edu/careerservices

Let Us Help You With:
- New 2014 GED® Exam
- Enrolling in Convenient GED® Classes
- ESL classes
- College Readiness
- Placement Test (VPT) Preparation
- College Enrollment
- Financial Aid/Scholarship Information
- Tuition and Support Services (eligibility required)
- Interactive Case Management
- Career Coaching
- Career and Interest Assessment
- Individual Education and Career Plans
- Career Readiness
- Interview, Resume, and Cover Letter Preparation
- Soft Skills Development
- Job Search
- Experiential Learning Opportunities

Warsaw — 804-333-6829
Kilmarnock — 804-435-8973

RCC’S ADULT EDUCATION LEADS COUPLE TO A BETTER FUTURE

“I never thought that getting my GED® [from Rappahannock Community College’s Adult Education program] would make such a big difference,” says Roberto Castro, “but it has transformed our family.” Castro and his wife Delia were employed by a local timber company, he as a supervisor and she as a dispatcher, until Delia was laid off when the company began to feel the effects of the recent economic downturn. Soon after, the company was forced to file for bankruptcy, and Roberto and all the rest of its employees found themselves out of work as well.

On applying for unemployment assistance, the Castros learned of many programs designed to help workers improve their employability . . . among them, RCC’s Adult Education program. But at first, says Roberto, “I didn’t think that I needed it. I thought it would be a waste of time.” Both Castros had earned the equivalent of a high school diploma as teenagers in Mexico. But these credentials are not recognized in the United States—when they traveled through Tennessee, Alabama, and Georgia looking for work, they saw opportunities everywhere, but not for those without a diploma. Discouraged by this experience, they returned to Virginia and enrolled in Adult Education.

Delia was enthusiastic about the program from the outset, attending evening classes at RCC’s Kilmarnock Center and completing every homework assignment. “I had to start from the beginning in each subject,” she says, “but it was worth it. I was thrilled to get my GED®, and I am thankful for everyone who helped me. I have so many opportunities now, and I look forward to every day.” Her success convinced Roberto that the program was worthwhile, and he earned his own GED® in time to march with Delia in RCC’s May 2013 Commencement procession.

Delia is now an administrative assistant with Richmond County’s Department of Social Services, and Roberto has moved up to a managerial position in his company. “It’s like a dream come true,” he affirms. “I now realize that for many years I was blinded—I did not understand the significance of a GED®.”

Roberto’s next step is to qualify as a millwright; he is now attending classes leading to a certificate in that field from RCC’s Workforce Development Center. He expresses his gratitude to the Adult Education program for “giving me the opportunity to excel and to learn more,” and adds, “I thought that at my age new opportunities no longer existed, and that the last train had already left.” Learning differently from RCC’s Adult Education has been a pleasant surprise for him.
RCC OPENS GATEWAY TO A NEW LIFE

“I have faced all kinds of obstacles in trying to start my life over here in Virginia,” says Rappahannock Community College student La’Vita Smith, “but the team here has helped me to get over and around every one of them with a smile on my face. I would recommend this program to anyone who is trying to move forward in their careers.”

Smith is talking about the POWER program (Providing Opportunities through Work, Education, and Resources) available through RCC’s Office of Career and Transition Services (OCATS). At the time she was referred to the program, in January 2014, she had recently moved to the area with her thirteen-year-old son. Though a friend had promised her a place to stay while she got on her feet, Smith felt she had an obligation to gain her independence as soon as possible, and she knew that her first step should be acquiring more education.

OCATS career coaches helped Smith to complete online career assessments in the “Virginia Education Wizard” and in CareerScope®, and discussed various career pathways and education options that were available to her. After attending a series of life skills and work readiness workshops, she earned both a Customer Service credential recognized by the National Retail Federation and a Career Readiness Certificate (an assessment-based credential providing a uniform measure of key workplace skills). OCATS helped her to enroll in a nurse aide career studies certificate program, as well as steering her to the Virginia On-RAMP program, which provided tuition funding. In May 2014, Smith completed the nurse aide curriculum, passed the state licensing exam, and obtained a job at a local caregiving agency.

“I thought [the workshops] were a waste of my time,” says Smith, “as I have been working since I was sixteen years old. I would say that I didn’t need anyone to teach me how to get or to keep a job. Well, I was wrong. Taking those workshops has helped me to get on track to something that I have always wanted... a career. Throughout the years I have worked many jobs”—some of them where she was unhappy or had no opportunity for advancement—“but I have never had a career.” Though she already knew some of the tips offered in the workshops, others were new to her. “We should never think that we already know everything,” she says, “because even if nine out of ten of the topics [were familiar], that one new thing may be the one you needed to succeed. It’s never too late to learn.”

“Having a good learning environment makes learning a lot easier,” Smith adds. “I am so thankful that I chose to come to RCC’s Kilmarnock Center. It has been such a wonderful experience for me. The RCC family has been a good support system for me”—giving her encouragement and advice with not only career but also personal goals.

“La’Vita is overcoming difficult life circumstances and building a better life,” says OCATS career coach Betsy Witt. “She is an amazing example of courage.” Witt notes that Smith continues to work with RCC’s career coaches in order to advance her career, and plans to further her education with an RCC associate degree. She hopes eventually to become a social worker, so that she may help others as she has been helped.

Autism Certificate Graduates - 2014

“We continue to be so proud of this program which has produced an enrollment of over 300 students in the last four-years. Knowing how to recognize the special needs of our autistic population improves the quality of life for all of us.”

Harriet Dawson - Autism Program Manager
Workforce Development: helping small businesses run better.

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

**ACCT 1006 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. Students will work in the Quickbooks program to set up tailored to company profile; vendor invoicing and billing; employee payroll, banking services, and documentation and reporting of accounting activities.

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**ACCT 1007 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.

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BUSC 1409 Workplace Professional Certificate
Do you have staff members you would like to promote or whose usefulness you would like to develop? Consider enrolling them in this certificate program to increase their professional skills and acquire the polish that will enhance both their performance and your organization’s efficiency. Call 804-333-6828 or 804-758-6750 to register your employees today. Cost — full program (all 5 classes): $149; individual classes: $39 each.

52479 31WF T/Sep 16 – Oct 14 5:30 PM – 8:30 PM KL $149

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

52482 31WF T/Sep 16 5:30 PM – 8:30 PM KL $39

BUSC 1023 Work Ethics/Integrity
This class will address the many work situations employees encounter on a daily basis, and will cover the high standards and laws that should guide them to appropriate actions. We will use real-world case studies to equip employees to make good choices in tough situations.

52486 31WF T/Sep 23 5:30 PM – 8:30 PM KL $39

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, and staying positive and flexible in this fast-changing world are all essential skills for today’s employees. Absenteeism, repeated tardiness, conduct and dress code will also be covered.

52489 31WF T/Sep 30 5:30 PM – 8:30 PM KL $39

BUSC 1412 Accepting Challenge
Understanding and accepting changes in today’s workplace is a fundamental skill needed by everyone. This seminar will enable employees’ accept new ways of doing things, and will diminish their defensive reactions.

52490 31WF T/Oct 7 5:30 PM – 8:30 PM KL $39

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

52513 31WF T/Oct 14 5:30 PM – 8:30 PM KL $39

BUSC 1502 Grant Writing
Applying for and receiving grants is almost entirely dependent upon the grant writing process. Learn the “art” of grant writing with foundational methods and practices for successful grant applications.

Instructor: N. Paschall

28777 31WF W/Oct 15 9 AM – 3 PM KL $42

ONLINE: Marketing Your Business on the Internet
Find out how to market your business on the Internet, even if you have little or no money to spend! In this practical, hands-on course, you’ll discover proven methods that will help you establish an Internet presence and build an online brand identity. You’ll learn how search engine optimization (SEO) works and how to track your site’s performance using web analytics. You’ll understand how to use online advertising, e-mail marketing, and social media (including blogs) to attract business to your web site. Available through Ed2Go.com at the following link: http://www.ed2go.com/rcwcd/online_course/mbi/detail/Marketing_Your_Business_on_the_Internet.html?Course=mbi&CourseTitle=Marketing_Your_Business_on_the_Internet

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, please call 804-758-6755.

*BOGO—Buy one and bring a friend for free!
EARLY CHILDHOOD DEVELOPMENT

CHLD 1640 Hands on Literacy in Early Childhood
Join us as we learn more about the Virginia Standards for Literacy in Virginia’s Foundation Blocks for Early Learning 2013 and how they can be applied in child care settings. Provides ideas and materials for developing appropriate activities for children in our care. Instructor: S. Carroll
57817 31WF S Aug 23 9 AM – 12 PM KL $20

CHLD 1641 Hands on Math in Early Childhood
Covers the Virginia Standards for Mathematics in Virginia’s Foundation Blocks for Early Learning 2013 and how we can apply them in our child care settings. We will all leave with ideas and materials to provide developmentally appropriate activities for children in our care. Instructor: S. Carroll
57833 31WF S Oct 25 9 AM – 12 PM KL $20

Autism Spectrum Disorders Career Studies Certificate
EDU 271: Methodologies and Curriculum Development for Students with Autism Spectrum Disorders
The second course of a three-course sequence leading to certification in autism spectrum disorders. This certificate is endorsed by the Virginia Autism Council. 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. Topics that will be covered in detail during this course will include: The Assessment of Basic Learning and Language Skills (ABLLS), Verbal Behavior (and the development of language based concepts), Picture Exchange Communication System (PECS), and teaching independent behavior through the use of visual schedules. This is a HYBRID course; specific class meeting dates will be determined during our first class meeting. Instructor: N. Woolard. This is a HYBRID course using face-to-face and BlackBoard instruction.
46825 31WF M/Aug 25 – Dec 8 5 PM – 8 PM KL 3 Credits

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

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

Noel Woolard
Autism Certificate Instructor

Ayars Lore
with a Potomac Supply millwright student
Engineer finds teaching satisfaction at RCC

Rappahannock Community College engineering instructor Ayars Lore has an impressive list of credentials—military, educational, and work-related. Though he has amply earned a carefree retirement, he prefers to pass on the skills and insight he has gained in his 70 years, saying, “I get great joy from orchestrating learning for students of all ages who have chosen to improve themselves.”

After a three-and-a-half year stint in the United States Army Corps of Engineers, Lore earned a bachelor’s degree in industrial management from Clarkson College (now Clarkson University) in Potsdam, New York. The next 27 years were spent moving from place to place completing assignments all over the nation and Puerto Rico as an employee of DuPont Corporation. About half of his assignments, Lore says, were in project engineering, and the rest in manufacturing, most of which focused on reliability engineering. “I promoted plant and process reliability regionally in the United States and Europe, and became a Six Sigma Black Belt,” he says. “Six Sigma” is a method of improving business success through the use of statistical analysis rather than guesswork; it is geared toward projects with quantifiable business outcomes, and is defined by the five steps of “Define,” “Measure,” “Analyze,” “Improve,” and “Control.” Black Belts must complete four weeks of intensive instruction and a live project based on Six Sigma principles, after which they are put in charge of Six Sigma projects lasting four to six months each.

Lore accepted early retirement at age 58, moving from his last posting in Charleston, West Virginia, to the Richmond area. Shortly after this, he was offered an adjunct instructor’s position with the Virginia Community College System, and he has taught both credit and noncredit courses with several VCCS colleges ever since, ending with the last four years at RCC. Among the subjects he has taught are basic electricity (AC and DC), blueprint reading, electrical arc and fire, and “Control.” Black Belts must complete four weeks of intensive instruction and a live project based on Six Sigma principles, after which they are put in charge of Six Sigma projects lasting four to six months each.

From his teaching experience, Lore mentions what he calls “some real ‘turn-ons’ for me”: students staying after class to discuss material that interests them; students helping each other to understand difficult concepts; students letting him know about promotions or better jobs—“and many more!” he says. Speaking of his involvement with RCC’s Millwright career studies certificate, he declares, “It’s fun! My work experience is very aligned with nearly all of the curriculum, and I am allowed to teach what I have experienced in my many years of manufacturing and engineering.” He adds, “There is a real need for this program in RCC’s territory. I hope it continues to grow.”

In his spare time, Lore enjoys sailing with his wife and acting as a “surrogate grandparent” to younger families, as well as visiting museums and gardens. He also tutors high school students in math and science, explaining, “In my personal academic journey, many helped me. Maybe it’s payback.”
ITEC 1016 Basic Computers I
This course will focus on the basics of using the keyboard and mouse and will provide a foundation of knowledge and skill to prepare students for follow-on courses. Students will learn how to control computer functions and commands using the mouse and keyboard including shortcuts for frequently used functions such as cut, copy, and paste, drag and drop, and resize. Student will also build their computer vocabulary with commonly used terms and phrases.

63400  31WF  F/Aug 22, 29, & Sep 5  9 AM – 12 PM  KL  $109
63404  32WF  F/Nov 7, 14, & 21  9 AM – 12 PM  KL  $109

ITEC 1171 MS Excel for Office 2013 - Introduction
Teaches 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.

63408  31WF  Th/Sep 11, 18 & 25  5 PM – 7:30 PM  KL  $98
63410  32WF  F/Oct 3  9 AM – 4 PM  KL  $98

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

QuickBooks Certified User
Intuit® QuickBooks, the industry leader in managerial accounting software for small business, provides an easy-to-understand platform. Students can validate their QuickBooks knowledge by becoming an Intuit QuickBooks Certified User (QBCU). $132

Adobe Certified Associate
For those seeking employment that requires demonstrating the ability to use digital media needed to plan, design, build, and maintain effective communications, Adobe Certified Associate is a certification program that validates the skills of job seekers. $132

For more information on any of these certification programs please visit the RCC Workforce web site at: http://www.rappahannock.edu/workforce/ or go directly to the CERTIPORT web site at: http://www.certiport.com/ . RCC is an authorized CERTIPORT exam testing center.

NEW! Online training partner – Technology Ed supplies top-notch online continuing education and professional development courses for the science, engineering, and technology management community. Courses are instructor-led and are taught by respected experts, with a focus on applications of subject matter. See these new course offerings! Use the following link to access additional course information: http://www.rappahannock.edu/workforce/on-line-courses/

Managerial Accounting
Managerial accounting is concerned with providing information to managers—the costs of an organization’s products and services, budgets, performance reports, and other information which assist managers in their planning and control activities. This course emphasizes the use of accounting information for internal planning and control purposes, and offers an introduction to making business decisions and evaluating the performance using data obtained from the accounting system.

Managing Technical Professionals
Managing Technical Professionals and Organizations is a course that explains the ways in which research and development (R&D) employees differ from other workers and how you can apply more appropriate and effective management techniques. In this course students will learn a variety of ways to motivate, manage, and lead R&D professionals and how to get and keep research teams working together efficiently and effectively.

Process Safety Management (PSM)
Process Safety Management (PSM) involves ensuring that potential hazards are identified and mitigation measures are in place to prevent unwanted release of energy or hazardous chemicals into locations that could expose employees and others to serious harm. This course introduces PSM concepts and how to develop an effective PSM program. We review the comprehensive program that integrates technologies, procedures, and management practices used to evaluate the whole chemical process.

Good Manufacturing Practices (GMP)
Good Manufacturing Practices are guidelines that provide a system of processes, procedures, and documentation to assure the product produced has the identity, strength, composition, quality, and purity that it is represented to possess. This course is an introduction to the principles and practices of Good Manufacturing Practices (GMP). Emphasis is on topics of common interest to all those involved with GMP-governed products, regardless of product type.

Social Media Marketing
Social Media can be a great tool to help small businesses reach untapped, potential customers and stay connected to current ones. This course teaches tools that businesses and entrepreneurs will need to know to help get the most out of social media as well as their online presence in its entirety. The course will present case studies and strategies that businesses can use to maximize business results.
TRNS 1011 Defensive Driving
DMV and the National Safety Council recognizes this program, which instills improved driving skills for volunteers, as well as court-directed, and DMV-directed drivers. Instructor: Soles

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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)

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TRNS 1136 Basic Sidecar/Trike
This class will teach the novice student the skills necessary to operate a three-wheel vehicle safely. This 19-hour class covers the basics of sidecar/trike operations.

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“Instructors were supportive, knowledgeable and gave good examples.”
RCC Motorcycle Safety Student

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

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Millwright industry training returns to Potomac Supply!

Recently, the Millwright industry training program began its second course of instruction at the Potomac Supply lumber mill in Kinsale. With the addition of more automated processes and equipment in the lumber industry, specialized training for millwrights has become more important than ever. The primary instructor for RCC’s Millwright program also teaches in the General Engineering Technology program, he brings a wealth of technical and engineering-industry experience to the classroom. All classes are taught at Potomac Supply with equipment supplied by RCC Workforce Development. Students receive training and skill development in a variety of subjects, including Machine Blueprint Reading, Basic Welding, Fundamentals of Hydraulic and Pneumatic Systems, Micro-miniature Electronics, and Programmable Logic Controllers. Students can expect to complete the program in about 14 months. Evening classes allow students to maintain day jobs.