Workforce Development at Wytheville Community College

Career focused training and industry related credentialing for employers and individuals

Fall Training Guide - August - December, 2015

See p. 19 for Nurse Aide Training

(800) 468-1195 Ext. 4820
or (276) 223-4820
E-mail: wfd@wcc.vccs.edu
Visit our website: www.wcc.vccs.edu/workforce-development
Staff

Brinda Browning
Administrative Assistant

Vicki Delp
Grants Coordinator - MTC

Roger Halsey
Program Manager

Keith Litz
Environmental Energy Specialist - MTC

Lisa Lowe
Administrative Assistant

Jane Mitchell
Education Support Specialist

Linda Newman
Administrative Assistant - MTC

Shannon Shupe
AHA / Nurse Aide Coordinator

Nelson Teed
Director - MTC

Shawn Wildman
Senior Project Engineer - MTC

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Contact Us

Phone: (800) 468-1195 Ext. 4820 (VA Only) OR

(276) 223-4820

wfd@wcc.vccs.edu

Wytheville Community College
Workforce Development
1000 East Main Street
Wytheville, VA 24382
205 Grayson Hall
Wytheville Community College welcomes Dr. Dean Sprinkle as our new president.

“Greetings. It is an exciting time at WCC and I am honored to be a part of such a great institution. Among the many programs and services offered at WCC are training programs tailored to meet the unique needs of individual employers. I invite and encourage all of our businesses, industries, and agencies to take full advantage of the customized training and courses available through WCC. We are here to serve our community, and our faculty and staff take pride in designing and delivering quality training that will increase employee productivity and give each business, industry or agency in our community a competitive edge. Classes may be offered online, on campus, or at the employer’s location.”

Follow us:
www.facebook.com/WythevilleCC
www.twitter.com/wythevillecc
#WCC4ME
Customized Training

Customized training designed to meet the specific training and scheduling needs of area employers is a priority for Workforce Development at Wytheville Community College. Contact us at (276) 223-4820 or wfd@wcc.vccs.edu. Some of our most popular and often requested training topics include:

» **Manufacturing**
  - Shipping Hazardous Materials and Waste
  - Security Awareness Transportation Training
  - EPA 608 Training
  - NFPA 70e Arc Flash Safety Training
  - Blueprint Reading

» **Soft Skills Training**
  - Conflict Resolution
  - Leadership Development
  - Team Building

» **Computer Classes**
  - Computer Basics
  - Introduction to Word
  - Introduction to Excel
  - Intermediate Excel
  - Introduction to Outlook
Leadership Training for Supervisors

For employers seeking to enhance the role of leaders in their individual industry settings. May be customized by topic into individual sessions that include: Managing Generations, Conflict Resolution, HR Legal Basics, Coaching, and more. May be offered weekly or monthly as an ongoing series of training.

NATE - North American Technician Excellence Residential/Light Commercial HVAC Certification Exams

For employers, contractors, and installation and service technicians seeking Core and Specialty Certification Exams. Wytheville Community College is an approved NATE Testing Organization.

For more information, contact Roger Halsey at (276) 223-4113 or rhalsey@wcc.vccs.edu.
For Employers

Manufacturing Technology Center

The Manufacturing Technology Center (MTC) is a not-for-profit organization partially funded by federal and state resources. Our primary mission is to enhance the success of industry in southwest Virginia through innovative consulting. All MTC Project Managers have an average of more than 20 years of hands-on experience in a wide range of industries. All are certified Lean Manufacturing facilitators through the National Institute of Standards and Technology Manufacturing Extension Partnership (NIST-MEP).

Project Managers of the MTC provide:
» Lean Manufacturing Implementation Assistance
» Transactional Process Assistance
» Quality Systems Implementation and Assistance
» Six Sigma Assistance
» CAD Services and Assistance
» Healthcare Process Improvement
» Environmental Compliance / Regulatory Assistance

For more information, contact Linda Newman at (276) 223-4709 or lnewman@wcc.vccs.edu.

Professional Energy Manager Certification Program

An energy and cost savings program for industry, business, healthcare, and government personnel

Three weeks of hands-on, practical energy management education:
» Gain exposure to current and emerging trends in energy management
» Enhance your knowledge and network with other energy management professionals
» Prove your knowledge and competence in your field
» Increase your opportunities for position and earning advancements

About the Certification Program

Ever increasing national and international competition accentuate the need to reduce our energy costs in order to maintain and enhance economic viability, while gaining a competitive edge.

As a participant in this program, you’ll learn from the most experienced, hands-on energy professionals available. Your instructional team has trained some of the most successful energy managers in the world.

This comprehensive and cost-effective three-part program has been offered for 36 years and will provide you with a practical, real-world energy management education qualifying you for the course examination. This can all be done in less than one year!
For Employers

Earn Professional Certification

Upon completion of the three-week program, you receive a Virginia Tech certificate for 10.8 continuing education units (CEUs) and will qualify to take a comprehensive course examination developed by the Institute of Energy Professionals. By successfully completing the exam, you will earn the Professional Energy Manager (PEM) certification.

Who Should Attend
» Plant and facility engineers, utility technicians, energy auditors, and corporate energy managers
» Energy management personnel from state/federal government, military installations, and health care facilities
» Vocational school, community college, and university educators working in energy conservation programs
» Those seeking careers in energy management
» Anyone wanting to develop or refine critical skills that will enable them to assist their company, or clientele, with ever-expanding energy needs

Registration Details

<table>
<thead>
<tr>
<th>When</th>
<th>Week 1 - September 21 - 25</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Week 2 - October 19 - 23</td>
</tr>
<tr>
<td></td>
<td>Week 3 - November 16 - 20</td>
</tr>
<tr>
<td>Schedule</td>
<td>Check-in from 8:00 - 8:30; Class - 8:30 - 5:00 on Monday; 8:00 - 5:00 on Tuesday, Wednesday, and Thursday; 8:00 - 12 noon on Friday</td>
</tr>
<tr>
<td>Where</td>
<td>Wytheville Meeting Center</td>
</tr>
<tr>
<td></td>
<td>333 Community Boulevard</td>
</tr>
<tr>
<td></td>
<td>Wytheville, VA 24382 - <a href="http://www.wytheville.org/meetingcenter">www.wytheville.org/meetingcenter</a></td>
</tr>
<tr>
<td>Cost</td>
<td>Full tuition is $5,440 per person. Discounts/scholarships at 50% off full tuition are available if criteria can be met. Contact Brenda Bowman to find out if you may qualify.</td>
</tr>
<tr>
<td>Contact</td>
<td>Brenda Bowman (276) 666-8890 x228</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:bbowman@genedge.org">bbowman@genedge.org</a></td>
</tr>
<tr>
<td>Deadline</td>
<td>September 1, 2015 is the last day to register.</td>
</tr>
</tbody>
</table>

For more information about upcoming Professional Energy Manager Certification courses visit: www.cpe.vt.edu/pemcert

Co-sponsored by:
For Employers

Forklift Training

For employers seeking on-site training for employee forklift operators. The course can be designed to meet your scheduling needs.

Safety Compliance Training

OSHA Lock Out/Tag Out, Confined Space, Fire Extinguisher Training, DOT Hazardous Materials Compliance, Spill and Leak Containment and more.

Customized AWS Welding Certification Training & Testing

For employers seeking specific AWS (American Welding Society) Code training and certification in a qualified GMAW (Gas Metal Arc Welding) structural steel or structural aluminum process.

Employer Customized OSHA 10/Construction and General Industry Training

For employers seeking OSHA 10 General Industry or Construction Safety Training for Employees. The 10-hour course can be designed to meet your scheduling needs.

NFPA 70e Arc Flash Safety Training

For employers seeking annual compliance safety training to the NFPA 70e standard.

For more information on any of these certifications, contact Roger Halsey at (276) 223-4113 or rhalsey@wcc.vccs.edu.
Career Readiness Certificate Prep and Testing

Career Readiness Certificate

What is the CRC?
The Career Readiness Certificate (CRC) is a test used to assess the competencies of potential and current employees in the workplace skills areas of:

» Reading for Information
» Applied Mathematics
» Locating Information

The certificate levels indicate readiness for job success as follows:

» Bronze Certificate - a recipient possesses skills that support success for 30% of likely jobs
» Silver - the recipient possesses skills for 65% of jobs
» Gold - the recipient possess skills for 90% of jobs

The CRC is based on the WorkKeys ® job skills assessment system. Developed by ACT, WorkKeys ® is proven as a link between education and workforce partners to evaluate job skill requirements needed to develop employees and build a better workforce.

Fall 2015 CRC Testing Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 19</td>
<td>Crossroads Institute</td>
</tr>
<tr>
<td>September 2</td>
<td>WCC main campus - 203 Galax Hall</td>
</tr>
<tr>
<td>September 23</td>
<td>Smyth County Education Center</td>
</tr>
<tr>
<td>October 7</td>
<td>WCC main campus - 203 Galax Hall</td>
</tr>
<tr>
<td>October 21</td>
<td>Crossroads Institute</td>
</tr>
<tr>
<td>November 10</td>
<td>WCC main campus - 203 Galax Hall</td>
</tr>
<tr>
<td>November 18</td>
<td>Crossroads Institute</td>
</tr>
<tr>
<td>December 8</td>
<td>WCC main campus - 203 Galax Hall</td>
</tr>
<tr>
<td>December 16</td>
<td>Smyth County Education Center</td>
</tr>
</tbody>
</table>

For more information, contact Lisa Lowe at (276) 223-4867 or llowe@wcc.vccs.edu.
Licensing & Certification for Individuals

Wastewater & Water Licensure Review Class

WCC Workforce Development is offering two courses in wastewater treatment to accommodate those who wish to sit for the Virginia State examinations, Level I – VI for wastewater licenses. The classes include a basic and advanced course in wastewater.

ENV 40—Basic Wastewater Licensure Review (1 credit)
ENV 146—Advanced Wastewater Licensure Review (1 credit)

September 21-23, 2015 from 8:30 AM—4:30 PM
AND September 24, 2015 from 8:30 AM—1:30 PM

In addition, offerings include two courses in water treatment to accommodate those who wish to sit for the Virginia State examinations - Levels I – IV for water.

ENV 47—Basic Water Licensure Review (1 credit)
ENV 147—Advanced Water Licensure Review (1 credit)

October 19-21, 2015 from 8:30 AM—4:30 PM
AND October 22, 2015 from 8:30 AM—1:30 PM

Tuition for each of these 1-credit classes is $146.00 for in-state students and $340.60 for out-of-state students.

For more information or to register, contact Lisa Lowe at (276) 223-4867 or llowe@wcc.vccs.edu

Truck Driver Training

This program provides the skills and hands-on training needed to be successful in a truck driving career.

For more program information, contact Bill Reeves at (276) 744-4974 or breeves@wcc.vccs.edu.

For class schedule or to register, contact Jerri Montgomery at (276) 223-4818 or jmontgomery@wcc.vccs.edu.
Licensing & Certification for Individuals

Basic Contractor Business Licensing

The Basic Contractor Business Licensing Class is required by DPOR for anyone seeking an A, B, or C license for the first time. If you are currently licensed and need to change your business type, it is recommended that you contact the Virginia Department of Professional and Occupational Regulation (DPOR) at (804) 367-8511 for guidance.

Classes are held in Wytheville on the main campus, in Galax at Crossroads Institute, and in Marion at the Summit Center.

All classes are scheduled on Saturdays from 8:00 AM - 5:00 PM.

Fall 2015 Schedule:

September 19 - Crossroads Institute in Galax, Virginia
November 14 - Summit Center in Marion, Virginia


Dental Radiation Safety

This hybrid course prepares employed dental staff to meet the Virginia Board of Dentistry’s regulations for certification in dental radiation safety hygiene. Class materials are delivered online with a 4-hour live clinical held on campus in Wytheville. Successful completion of this class will result in a Certificate in Dental Radiation Safety approved by the Virginia Board of Dentistry. Cost: $150.

Fall schedule (clinical is held on the last day):
» August 24 - September 18
» September 21 - October 16
» October 19 - November 13

For additional information or to register for Contractor or Dental Radiation Safety classes, contact Lisa Lowe at (276) 223-4867 or llowe@wcc.vccs.edu.
Licensing & Certification for Individuals

**OSHA 10 / General Industry Certification Course**

For individuals seeking the OSHA 10-hour card as a requirement for or prerequisite to employment. The OSHA 10 card requirement is becoming mandatory in many sectors of the country. Our 10-hour certification course is led by certified trainers through OSHA’s Outreach Program. The 10-hour course will meet on Friday, October 16 from 3:00 - 8:00 PM and Saturday, October 17 from 8:00 AM - 1:00 PM on the Wytheville Community College campus. **Cost: $135.**

**OSHA 10 / Construction Certification Course**

For individuals seeking the OSHA 10-hour card as a requirement for or prerequisite to employment with a building contractor or tradesman. The OSHA 10 card requirement in both Construction and Industry is becoming mandatory in many sectors of the country. Our 10-hour certification course is led by Construction Technology faculty certified as trainers through OSHA’s Outreach Program. The 10-hour course will meet on Friday, October 23 from 3:00 - 8:00 PM and Saturday, October 24 from 8:00 AM - 1:00 PM. **Cost: $135.**

**Refrigerant Technician certification Course / EPA 608**

For individuals seeking EPA 608 Certification. The Federal Clean Air Act (Environmental Protection Agency Code Section 608) requires that all individuals who open a system or container holding a controlled refrigerant be certified. This eight-hour course will meet Friday, October 9, 2015 from 8:00 AM until 5:00 PM on the Wytheville Community College campus. **Cost: $135.**

**National Electric Code Exam Prep / 2011 NEC**


To register, contact Jane Mitchell at (276) 223-4820 or jmitchell@wcc.vccs.edu
Personal Development

Concealed Weapons Permit

This 8-hour class provides the classroom and range instruction necessary to meet certification requirements for a Concealed Weapons Permit. Students are required to provide their own firearm and 50 rounds of ammunition. They will also be required to purchase 2-3 targets @ $1.00 / each.

Tuition: $65.00 / person. Pre-registration is required.

2 classes will be offered this fall:
  » September 19
  » November 7

For more information or to register, contact Brinda Browning at (276) 223-4712 or bbrowning@wcc.vccs.edu

Virginia Retirement System Seminars

One or more VRS seminars will be offered during Fall semester. Check our website for seminar dates: www.wcc.vccs.edu/personal-development

  » Retirement Education Seminar I (RES I)
  » Retirement Education Seminar II (RES II)
  » Are You Ready to Retire?
  » Are You on Track? (Plans 1 & 2)
  » Are You on Track (Hybrid plan)

For more information or to register, visit the VRS website at: http://www.varetire.org/members/education/index.asp

Click on the class title for registration link. For more information, contact Jane Mitchell at (276) 223-4820 or jMitchell@wcc.vccs.edu
Career Development

GMAW (Gas Metal Arc Welding/Aluminum) Certification Training

This course is designed as an industry welding training and certification course in an identified AWS welding process (AWS D1.2 Structural Welding Code-Aluminum). The 30-hour course covers safety, routine equipment maintenance, set-up and troubleshooting, fundamentals of the GMAW process and applications, specific hands-on training and certification preparation in the 1F/2F and 1G welding positions. The course concludes with AWS Certification testing. Previous welding experience recommended.

Class Location

Wytheville Community College Campus, 1000 E. Main Street, Wytheville, Virginia 24382 / Grayson Hall Classrooms #125 and #131.

Cost: $525 (includes basic PPE, enrollment limited)

3 sections will be offered:
» Section 1 - Meets Monday & Wednesday from 4:30 - 7:30 PM
  August 26 - September 30, 2015 (No class Monday, September 7)
» Section 2 - Meets Monday & Wednesday 4:30 - 7:30 PM
  October 5 - November 4, 2015
» Section 3 - Meets Monday & Wednesday 4:30 - 7:30 PM
  November 9 - December 9, 2015

THIS COURSE IS RECOMMENDED FOR INDIVIDUALS WITH PRIOR WELDING EXPERIENCE

For more information on the welding classes, contact Roger Halsey at (276) 223-4113 or rhalsey@wcc.vccs.edu
Career Development

Fundamentals of GMAW (Gas Metal Arc Welding)

This course is designed to provide a basic understanding of Gas Metal Arc Welding to those considering entering the welding professional and the new or novice welder. The course includes hands-on training focused on developing fundamental welding skills. The 12-hour course meets two consecutive Fridays and covers safety, routine equipment maintenance, set-up and troubleshooting, fundamentals of different GMAW processes and applications, and weld quality.

Class Location

Wytheville Community College Campus, 1000 E. Main Street, Wytheville, Virginia 24382 / Grayson Hall Classrooms #125 and #131.

Cost: $275 (includes basic PPE, enrollment limited)

2 sections will be offered:
» Section 1 - Meets Fridays 9:00 - 3:30 PM September 18 & 25, 2015
» Section 2 - Meets Fridays 9:00 - 3:30 PM November 13 & 20, 2015

THIS COURSE IS RECOMMENDED FOR NEW OR NOVICE WELDERS.

To register for any of the welding classes, contact us at (276) 223-4820 or wfd@wcc.vccs.edu
Career Development

Electrical Groundsman

Under the supervision of the linemen, a groundsman performs a variety of tasks in the construction, maintenance, and repair of electrical distribution and transmission lines and equipment. Electrical groundsmen work mainly outdoors, tracing downed power lines and blown transformers. This type of work is needed in rural and urban areas all times of the year. Groundsman may be required to work in inclement weather any hour of the day or night to restore electric service to businesses and residents. The Groundsman position provides opportunities and pathways to becoming a Journeyman Lineman with employers.

Job duties may include:
- Providing tools, materials and supplies to journeyman lineman;
- Driving trucks and ensuring they are properly stocked;
- Preparing equipment and worksite for effective completion of assignments;
- Operating various types of equipment used in the construction process

Certifications

Participants will receive:
- OSHA 10 (Transmission and Distribution)
- Work Zone Safety Certification
- Flagger Certification
- CPR / First Aid Certification

Program Costs: $3,500 (includes any materials / texts.)

Class Schedule:

Monday - Thursday, October 5 - 29 / 8:00 AM - 4:30 PM
Friday & Saturday, October 16 & 17 / 8:00 AM - 5:00 PM
Career Development

Electrical Groundsman

Class Topics include:
» Safety / Personal Protective Equipment
» Rope Identification
» Knot Tying
» Chain Saw Safety
» Tools - pop tools, cutters, grips and hoists, fiberglass tools
» Grounding Equipment
» Wire Identification
» Service Wire
» Transformers
» Material Recognition
» Installing Wire Sleeves
» Flagging and Basic Work Zone
» CDL Class B Learner’s Permit Review
» CPR / First Aid
» 10-hour OSHA Transmission and Distribution
» Flagger and Work Zone Safety

For more information or to register, contact Jane Mitchell at (276) 223-4820 or jmitchell@wcc.vccs.edu
Career Development

Veterinary Assisting Program for Small Animals

As a Veterinary Assistant, you will help the Veterinarian or the Veterinary Technician in their daily tasks. You will feed, water, and examine animals for signs of illness, disease or injury; as well as, clean and disinfect facilities and equipment in laboratories, animal hospitals, and clinics. This program combines 30 hours of classroom instruction with an 8-hour internship experience. Each student will be responsible for coordinating his/her 8-hour volunteer experience (Total: 38 hours)

Prerequisites

Minimum 18 years of age required. High school diploma or GED recommended.

Cost: $135

Schedule

Wednesdays, September 16 - November 18 / 6:00 - 9:00 PM

Location

Crossroads Institute - Galax, Virginia / Room 212

For more information or to register, contact Brinda Browning at (276) 223-4712 or bbrowning@wcc.vccs.edu
Nurse Aide Program

Nurse Aide classes are now being offered at the Crossroads Institute in Galax, with clinical at local businesses. This course is accredited through the State of Virginia to receive certification upon successful course completion and state examination.

Graduates of the Nurse Aide program will be prepared to:
» Communicate and interact on a one-to-one basis with clients
» Demonstrate sensitivity to clients’ emotional, social, and mental health needs through skillful directed interactions
» Assist clients in attaining and maintaining functional independence
» Exhibit behavior in support and promotion of clients’ rights
» Demonstrate skills in observation and documentation needed to participate in the assessment of clients’ health, physical condition, and well-being

Classes run for 4 weeks: Monday - Friday, 9:00 AM - 5:00 PM
Classes are scheduled at least every other month throughout the year. Fall classes will begin in September.

For dates and registration information, contact Shannon Shupe at (276) 223-4856 or sshupe@wcc.vccs.edu
### American Heart Association Classes

#### Fall 2015 Schedule

<table>
<thead>
<tr>
<th>Class</th>
<th>Date</th>
<th>Start Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Cardiac Life Support</td>
<td>8/21 &amp; 8/22/15</td>
<td>9:00 AM</td>
</tr>
<tr>
<td>Basic Life Support for Healthcare Providers (Recertification)</td>
<td>9/10/15</td>
<td>5:00 PM</td>
</tr>
<tr>
<td>Pediatric Advanced Life Support</td>
<td>9/18 &amp; 9/19/15</td>
<td>9:00 AM</td>
</tr>
<tr>
<td>Basic Life Support for Healthcare Providers (Recertification)</td>
<td>10/12/15</td>
<td>5:00 PM</td>
</tr>
<tr>
<td>Advanced Cardiac Life Support (Recertification)</td>
<td>10/17/15</td>
<td>9:00 AM</td>
</tr>
<tr>
<td>Basic Life Support for Healthcare Providers (Recertification)</td>
<td>11/10/15</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>Pediatric Advanced Life Support (Recertification)</td>
<td>11/21/15</td>
<td>9:00 AM</td>
</tr>
<tr>
<td>Advanced Cardiac Life Support (Recertification)</td>
<td>12/5/15</td>
<td>9:00 AM</td>
</tr>
<tr>
<td>Basic Life Support for Healthcare Providers (Recertification)</td>
<td>12/10/15</td>
<td>1:00 PM</td>
</tr>
</tbody>
</table>

For more information or to register, contact Shannon Shupe at (276) 223-4856 or sshupe@wcc.vccs.edu
Introduction to Microsoft Office Software

Topics include:
  » Word: create and edit documents
  » Excel - create spreadsheets with basic formulas
  » PowerPoint - create and format presentations

Class will be held on Monday evenings from 4:00 - 8:30 PM on the following dates: September 14, 21, and 28.

Class Location

WCC Main Campus - Grayson Hall, Room 217

Cost: $250

Intermediate Microsoft Office

Topics include:
  » Word - create, edit, and format tables; document protection
  » Excel - sort & filter, more formulas, subtotals & grouping
  » PowerPoint - transitions and timing, slide master

Class will be held on Monday evenings from 4:00 - 8:30 PM on the following dates: October 5, 12, & 19.

Class Location

WCC Main Campus - Grayson Hall, Room 217

Cost: $250

For more information or to register for either of the above classes, contact us at (276) 223-4820 or wfd@wcc.vccs.edu.
Funding Opportunity

YOU COULD RECEIVE UP TO $1000... towards the cost of tuition and fees*

» if you received your GED after June 30, 2009
» if you are enrolled in an industry recognized certification, state licensure or other workforce credential program
» if you are enrolled by September 26, 2016
» if you are a Virginia resident

Additional funding could be available if you qualify
*textbook costs are not covered

Program choices include:
» Truck Driving
» Nurse Aide
» Welding
» Water / Wastewater Licensing
» OSHA 10-Hour
» Introduction to Microsoft Office
» Intermediate Microsoft Office
» Veterinary Assisting

You will need to provide a copy of your GED.

For more information, contact us at (276) 223-4820 or wfd@wcc.vccs.edu
Cost: $104 a class (unless otherwise indicated)

Intro. to Excel 2013
Become proficient in using Microsoft Excel 2013 and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently.

Intermediate Excel 2013
Take your Microsoft Excel 2013 skills to the next level as you master charts, graphs, PivotTables, Slicers, Sparklines, AutoFilter, macros, and other advanced Excel functions.

Business Communication
Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

Writing Essentials
Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

Jump Start Your Career With LinkedIn
Learn how to use LinkedIn, a free and popular job search and career development tool, and gain the power of the Internet to expand your professional network.

Building Teams That Work
What are the secrets to managing successful teams in the workplace? Explore communication techniques and problem-solving skills that will help you get your team on track in no time.

Writing Effective Grant Proposals
Learn to prepare grant proposals that get solid results for your favorite organization or charity.

Advanced Grant Proposal Writing
Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.

Understanding the Human Resource Function
Learn to handle basic human resource functions to ensure the best possible results.

Introduction to Adobe Acrobat X
Learn how to use Adobe Acrobat X to create PDF files and take advantage of its many time-saving features, communication options, and forms.

Solving Classroom Discipline Problems
Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

Visit our course website for more classes. Classes start every month. These classes have no minimum enrollment.

http://www.ed2go.com/wcc

For more information, contact us at: (276) 223-4820 or wfd@wcc.vccs.edu
Advanced Coding for the Physicians Office
This nationally recognized Advanced Medical Coding for the Physician’s Office (ACPO) online program will teach you diagnostic and procedural coding using CPT, ICD-9-CM (Volumes I and II), and HCPCS Level II coding manuals. This is an advanced program, designed for students with previous medical coding experience. Prior to enrolling for this program, you should have already completed basic coding education or the ed2go Administrative Medical Specialist with Medical Billing and Coding (AMS w/MBC) or Medical Billing and Coding program. Preparation for the Certified Coding Specialist—Physician-based (CCS-P) certification exam is included in this program. The textbook for this program and the guide for certification preparation are provided. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers. Please note that this course is for coders who are seeking training in advanced physician coding, not hospital coding. It is designed for coders working in, or seeking employment in, a physician’s office, clinic, or group practice. $1,595

Chartered Tax Professional
The Chartered Tax Professional Online Certificate Program will teach you to prepare tax returns for individuals, small business corporations, partnerships, and sole proprietorships. In fact, you can start working and earning money while completing the program. After successfully finishing just the first two modules in the Chartered Tax Professional Certificate Program, you’ll be qualified to prepare individual tax returns for almost all U.S. taxpayers. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers. $1895

Home Inspection Certificate
The Home Inspection Online Training Program covers the principal components of home inspection procedures and processes. You’ll learn how to create a home inspection report that will detail the home’s condition, including the heating and cooling systems, the plumbing and electrical systems, the roof and siding, and the framing and foundation. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers. $2295.

Check out our course website for a full listing of courses offered: careertrainint.ed2go.com/wcc

For more information, contact us at: (276) 223-4820 or wfd@wcc.vccs.edu
Online Training Partners

Technology Education

Planning and Scheduling
Planning & Scheduling is a course that provides you all the tools you need to help you kick-start your Planning and Scheduling system. In our increasingly competitive marketplace, there is less tolerance for unplanned downtime. Industry is experiencing the pressure of rising costs, foreign competition, and the need to improve work force productivity. Companies must make productive use of all their resources — labor, material, capital — through best maintenance practices. Planning and Scheduling has the greatest profit potential of any maintenance function — a “sure-fire” way to quickly improve maintenance performance and productivity. $295

Patent Law Fundamentals for Scientists and Engineers
Patent Law Fundamentals for Scientists and Engineers is a course that provides a comprehensive overview of US patent law for scientists, engineers, and managers involved in business and technology. This course covers the fundamentals of how to identify and document an invention, search for patents related to the invention, apply for a patent application, and prosecute a patent application.

This course is designed for scientists, engineers, and managers involved in business and technology needing an intensive introduction or review of intellectual property law with a particular emphasis on patent law. $295

Visit our course website for a full listing of courses offered:
http://www.technologyed.org/wcc/

Social Media Marketing
Social Media refers to the use of web-based and mobile technologies to turn communication into an interactive dialogue. These technologies describe websites that allow users to share content, media, etc. Common examples are the popular social networking sites like Facebook, Linkedin, Twitter, etc. Social media also includes YouTube, Photobucket, Flickr, and other sites aimed at photo and video sharing. $295

Chemical Safety
The Chemical Safety Course will cover: chemical hazards, safe handling, storage, hazard recognition and control, personal protective equipment, waste management, and emergency response. Fundamentals from this course can applied to chemical laboratories, manufacturing facilities, and other settings where chemicals are commonly used. References OSHA Standard 1910. $295
Improving Email Promotions
Discover new ways to improve your email promotions, including when to email, what to email, and testing email copy. Then find out how to analyze your email response rates, including getting the benchmark marks for open rates and click-through rates. Learn how to improve your email promotion and responses with tracking and testing. Get a basic introduction to email promotions. If you are advanced, your instructor is an email expert and can answer your toughest questions as well. One month online course, $195.

Google Apps for Business
Google has a variety of web-based applications and tools to help you become more productive, including Gmail, Google Calendar, Drive, Hangouts, Documents, Spreadsheets, Presentations, and more. Move beyond the basic features you figured out on your own. Be able to use them to work collaboratively and increase productivity. Learn how to run online meetings and webinars. Learn the ins and outs of all the tools Google has to help you become more productive and improve your work communication skills. You will learn time-saving tips and strategies to get more done in your work and personal life. $195.

For a full listing of courses, visit our class website at: www.technologyed.org/wcc

Boosting Your Web Site Traffic
Acquire the basic skills to boost your web site traffic, including how to analyze your visitor traffic, how to use search engine optimization to get greater visibility and exposure in Google searches, and how to redesign your web site copy to increase your visitors and results. No experience necessary, but if you are at an advanced level, your instructor is an SEO expert and can answer your toughest questions as well. One month online course, $195.

Online Advertising
Get the keys to making online advertising work for you and your organization. See how pay-per-click advertising with Google AdWords works. Find out how to test low-budget Adword campaigns. Learn how you can target local audiences. Then discover Facebook advertising and how you can determine the demographics and even numbers of people you want to reach. No experience necessary, but if you are at an advanced level, your instructor is an online ad expert and can answer your toughest questions as well. One month online course, $195.

UGotClass
$495 - eMarketing certificate (all 3 courses, including: Improving Email Promotions, Boosting Your Website Traffic, and Online Advertising), or $195 each
Online Training Partners

Center for Legal Studies

Personal Injury for Paralegals
With this exciting, fast-paced class you will learn many of the legal terms, causes of action, and remedies available to victims of personal injury accidents. We will review the negligence theory of torts upon which many personal injury claims are based. Students will discuss interviewing, investigating and other case building techniques vital to a personal injury paralegal’s success in the law office.

Class discussions and lesson material will include the different kinds of personal injury claims including (but not limited to): car accidents, slip and falls, medical negligence/malpractice, manufacturer product defects, and class-action lawsuits. Discover the basic categories of damages recovery, statutes of limitations, and schemes for liability.

Successful graduates of this non-credit course will be awarded a Certificate of Completion from Wytheville Community College. $729

Intellectual Property Laws for Engineers
All engineers should be particularly concerned with patent law. This constitutionally-based discipline has to do with the process by which an invention, and its creator, are protected by the law from infringement and unfair competition. This class will deal with patent applications, research and prosecution; the law of infringement, and computer applications of software (protected by copyright) and hardware (by patents). We will also state what other concepts are patented, as well as machines, processes, mixtures, manufacturing, compositions of materials and methods of doing business and research. Not only do we deal with utility patents, but with design and plant patents as well.

Although we are mostly concerned with patent law, we also discuss copyright, trademark, trade dress, trade secrets and business methods. The engineer must be at least conversant with the other forms of intellectual property. In a relatively short time, we will give you a survey of the rights of creative and ingenious people and provide you with the information to protect yourself and your ideas in Intellectual Property matters. $645

Legal Investigation Certificate Course
This course is designed to teach legal investigation skills to those interested in pursuing a new career and those presently working in the legal field. At the end of the course, students will be qualified to assist attorneys, paralegals, insurance companies and private businesses, as well as state and federal government agencies, in the process of civil and criminal investigation. Students will also be taught how to create a freelance investigation business. $645

For a full listing of courses, visit our website at: www.legalstudies.com/schools/wcc.html

For questions about any of the online courses, please contact us at: (276) 223-4820 or wfd@wcc.vccs.edu
Registering for Non-credit Classes

Most classes offered are posted on the Workforce Development website and have the non-credit application/registration form printed on page 2 of the class flyer. If there is no form on page 2, download the form at the bottom of the workforce career development page here: http://www.wcc.vccs.edu/career-development
Scroll to the bottom of the page and click the link under printable forms.

Complete and return the form with payment to:
WCC / Workforce Development
1000 East Main Street
Wytheville, VA 24382

Questions? Contact us:
(800) 468-1195 Ext. 4820 (VA Only)
Or
(276) 223-4820
Email: wfd@wcc.vccs.edu

Some time in late August, we will be using a new non-credit registration system for Workforce Development classes. When we go live, you will be able to set up a student profile and search for classes, register for classes, and make payment via credit card using the new system.

Once we go live, you will find us on the web at: http://wcc.augusoft.net.

Wytheville Community College does not discriminate on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, genetics, veteran status, or disability when the person is otherwise qualified in its educational programs and activities or employment. The following person has been designated to handle inquiries regarding the non-discrimination policies: Crystal Cregger, Vice President of Finance and Administrative Services, 215 Bland Hall, 1000 East Main Street, Wytheville VA 24382, 276-223-4762. For further information, call 1-800-421-3481 for the address and phone number of the enforcement office that serves your area.
Non-Credit Application for Admission
Wytheville Community College
Office of Workforce Development
1000 East Main Street, Wytheville, VA 24382
Phone: (276) 223-4820 Fax: (276) 223-4716

Name ______________________________________________________________________

Prefix (Mr., Mrs.) First Full Middle Last Suffix (Jr., Sr.)

Social Security Number - - See privacy statement, which may be obtained in the

Admissions/Records Office.

Former Name _________________________________________________________________________

First Full Middle Last

Date of Birth ______/_____/_____

(Month) (Day) (Year)

Have you previously attended, applied for admission to, or been employed by any Virginia
Community College? Yes ☐ No ☐

If yes and you know your Student ID/EMPL ID, please provide ________________

What campus do you plan to attend (if known)? ____________________________

Primary Phone (include area code) (_____)_________-_________ Ext. _____________

Mailing Address ______________________________________________________________

Street                                               City               State     Zip        (Country, if not USA)

Current residence __________________ (City/County) Provide what you consider to be your location of residence.

Have you lived in Virginia for the last 12 months? Yes ☐ No ☐

If no, where else did you live __________________________ (US State or foreign country)

VISA Type __________________  VISA Expiration Date _____________________

Email Address ___________________________

Emergency Contact Information _________________________________________________

First Name               Last Name             Relationship           Phone

Employer Name & Address _____________________________________________________

Business Phone (___)____-_______ Ext. ___ Employer E-mail address__________________

Ethnicity ☐ American Indian/Alaskan Native ☐ Asian ☐ Black/African American

☐ Hispanic/Latino ☐ White ☐ Native Hawaiian/Other Pacific Island

Gender ☐ Male ☐ Female

U. S. Citizenship Status

☐ Native (U.S. citizen at birth) ☐ Naturalized (became U.S. citizen after birth)

☐ Alien permanent ☐ Alien temporary ☐ Not living in the U. S. ☐ Not indicated

Primary Language ☐ English ☐ Other

Military Status ☐ No Military Service ☐ Spouse ☐ Dependent ☐ Active Duty

☐ Active Reserves Branch __________________

☐ Inactive reserves ☐ Retired ☐ Veteran/VA Ineligible ☐ Veteran

Applicant's Signature ______________________________  Date __________________

This institution promotes and maintains educational opportunities without regard to race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification), handicap, national origin or other non-merit factors. For further information, contact the Title IX Coordinator in Smyth Hall - Room 110, (276) 223-4869). Note: Employer, date of birth, sex, and race information are used for research, reporting, and management of student records.

CLASS REGISTRATION

<table>
<thead>
<tr>
<th>Title</th>
<th>Class Prefix</th>
<th>Course Number</th>
<th>Section</th>
<th>SIS Class #</th>
<th>CEU's</th>
<th>Cost</th>
<th>Start Date</th>
<th>End Date</th>
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</thead>
</table>

CLASS REGISTRATION

Title

Class

Prefix

Course

Number

Section

SIS Class #

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Start Date

End Date

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Frequently Asked Questions

How do I register for a credit class?
Complete the online Application for Admission at https://apply.vccs.edu
OR
Download and fill out the paper application and submit to our office.
Download here: http://www.wcc.vccs.edu/sites/default/files/Credit-Application.pdf
Mail or fax the application to the address or fax number below.
Once the application has been submitted, contact us to request a registration form or register online through the Student Information System self-service menu.

Do you have a cancellation policy?
Any course that does not meet minimum enrollment will be canceled. Cancellation is determined 2 days before the class start date and enrolled students will be notified and issued a refund.

Can I get a non-credit refund?
Non-credit refunds are issued if a class is canceled or if a student withdraws at least 3 days before the class start date.

When can I sign up?
Registrations may be taken up until the class start date as long as space is still available. Early registration is encouraged.

When do I have to pay for a class?
Payment is due at the time of registration.

Where can I come register in person?
At the address below.

WCC Workforce Development
1000 East Main Street
Wytheville, VA 24382

Our office is located in Grayson Hall, Room 205.

Still have questions?
Contact us:
Phone: (276) 223-4820
Fax (276) 223-4716
Email: wfd@wcc.vccs.edu