

# Wytheville Community College Workforce Development Training Guide

## Fall 2018



See page 16 for computer classes being offered at three locations.

## Our Vice-President



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Vice-President of  
Workforce Development  
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## Our Staff

### Workforce Development

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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.

**Customized Training**

Workforce Development at Wytheville Community College can customize a course or program to meet the specific needs of area employers. Contact us about designing a program for your employees.

**Leadership Training for Supervisors**

This course is for employers seeking to enhance the role of front line supervisors in their individual industry settings. It may be customized by topic into individual sessions that include: Managing Generations, Conflict Resolution, HR Legal Basics, Coaching, and more. It may be offered weekly or monthly as an ongoing series of training.



**NFPA 70e Arc Flash Safety Training**

This course is for employers seeking annual compliance safety training to the NFPA 70e standard.

**NATE - North American Technician Excellence**

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



**OSHA and DOT 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**

The 10-hour course can be designed to meet your scheduling needs.

**Refrigerant Technician Certification Course / EPA 608**

This course is 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, one-day course will provide you with classroom-based instruction, printed technical materials, and a proctored exam for certification.

For more information or to schedule training for your employees, contact Roger Halsey at (276) 223-4113 or [rhalsey@wcc.vccs.edu](mailto:rhalsey@wcc.vccs.edu).



**GREENLEE Electrical Certification Preparation  
(Commercial and Residential)**

**Wire Pathways**

Discover the proper use of professional tools for creating pathways for cabling through commercial and residential framing materials and ingress in to metal panels and control boxes.

Learn the advantages and proper use of the latest professional wire pathway making solutions used in the trades.

Gain experience choosing the “right tool for the job” and its impact on tool life, workmanship, and productivity.

**Course content includes:**

- Theory of Wire Pathways and Types of Materials
- Use and Understanding of Rotary Tools for Wire Pathway Creation
- Use and Understanding of Knockout Wire Path Creation



**Fiber Optic Test & Termination**

Learn the proper use of tools, testers, and applicable standards for terminating and testing fiber optic communications cabling.

Utilize professional grade tools to learn the proper techniques for terminating optical fiber cables within the EIA/TIA cabling standards.

Lab activities include cutting, stripping, and cleaning fiber optic cable as well as fusion splicing of fiber optic cable and installing splice-on connectors.

Learn to test and verify proper terminations using professional grade hand held test equipment including visual fault locators, optical light source/power meters and Optical Time Domain Reflectometers (OTDR).

**Course Content Includes:**

**Understanding of:**

- EIA/TIA standards relating to fiber optic cabling.
- Applications for various types of fiber optic cabling and connections.
- Safety and proper use of hand tools and testers used in termination and testing of fiber optic cabling.

**Use of:**

- Optical Fiber Fusion Splicer
- Visual Fault Locators, Light Sources and Optical Power Meters
- Optical Time Domain Reflectometer (OTDR)

**Conduit Bending**

Learn the bending characteristics of the various conduits used in the electrical trade.

Apply the bending theory required to calculate, layout and perform a variety of the most common bends used in the electrical trade.

Demonstrate proficiency by bending conduit using hand benders and ratchet mechanical benders.

Advance to using the industry standard electric and hydraulic benders, as well as pvc heaters that emphasize productivity and more advanced techniques to make larger radius, segment bends.

**Course content includes:**

- Theory and Principles of Bending Including How to Determine Proper Measurements and Angles
- Use and Understanding of Hand Bending
- Use and Understanding of Hydraulic, Electronic and Ratchet Bending



**Voice, Data, Video Test & Termination**

Learn the proper use of tools, testers and applicable standards for terminating and performing wire verification testing on copper communications cabling.

Utilize professional grade tools to learn the proper techniques for cutting, stripping and terminating twisted pair and coaxial cables within the EIA/TIA cabling standards.

Lab activities include terminating and testing LAN network cabling according to the latest EIA/TIA LAN cabling standards as well as coaxial “F type” terminations.

**Course Content Includes:**

**Understanding of:**

- EIA/TIA LAN Cabling Standards
- LAN Network Connector Termination and Testing
- Coax Connector Termination and Testing

**Use of:**

- Non-Contact Voltage Detectors
- UPT/Coax Wire Strippers and Crimpers
- NetCat Wire Verifier
- Tone Probes

## SNAP-ON AND STARRETT Precision Measurement Instrument

Precision measurement instruments form the basis of quality in manufacturing and repair. Establish a familiarity and understanding of the foundational instruments used in precision measurement. Those who receive the certification will prove they know how to use precision measurement tools to their full potential.

### Course content includes:

- Tape and Rule Measurement
- Side Caliper Measurement
- Gauge Measurement
- Angle Measurement
- Micrometer Measurement
- Dial Gauge Measurement



## SNAP-ON Multimeter

This training on the advanced capabilities of Snap-on digital multimeters is the same technology used by professionals in the workplace. Training is focused on subjects from basic and advanced applications to troubleshooting.

### Course Content Includes:

- Multimeter controls and navigation
- Meter display readings and symbols
- Importance of proper terminal connections
- Basic applications
- Troubleshooting techniques
- Hands-on operation of Snap-on multimeter models:
  - » EEDM504D auto ranging
  - » EEDM525D auto ranging, true RMS
  - » EEDM575D digital clamp on
  - » EEDM596D true RMS
  - » EEDM604D auto ranging, true RMS, CATIII certified
- Lab exercises
- Online testing



## SNAP-ON Mechanical and Electronic Torque

Whether just starting out or a veteran of the shop, a working knowledge of torque theory and application is a fundamental requirement of any engineering, maintenance service, or repair position.

For employers looking into continuing education for their technicians, there is no better way to give them the knowledge and expertise they need to be successful.

### Course content includes:

- Tool safety
  - » Hand tools
  - » Electrical tools
- Principles of fasteners
- Understanding torque theory
  - » Mechanical instruments
  - » Electronic instruments
- Hands-on operation of torque tools



## Tools at Height

This training is invaluable for graduates that will be working at heights above six feet.

Applicable training programs include:

- Construction
- Aviation manufacturing and maintenance
- Industrial maintenance
- Wind energy
- Many others

### Course Content Includes

#### Understanding of:

- Develop an understanding and awareness of the hazards of dropped objects and make a commitment to a “Zero Drop” philosophy.
- Understand the differences between engineered solutions and modified solutions.
- Develop an understanding and proper usage of Snap-on’s engineered solutions for securing wrenches, screwdrivers, sockets, and other common work items.
- Develop competency in selecting lanyards and using properly to secure to multiple types of tie-off situations.
- Develop competency with universal attachment systems (tapes and quick spins) for properly retro-fitting existing tools where necessary.
- Develop proper practices for carrying, securing, and unloading tools at height along with a strong sense of situational awareness.



The Manufacturing Technology Center (MTC) is a not-for-profit organization partially funded by federal and state resources. Our primary mission is to assist the industries of southwest Virginia to become more competitive. All MTC Project Managers have an average of over 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).

Access [www.mtcofswva.org](http://www.mtcofswva.org) to keep-up-to date on new offerings or for more information on the center.

Manufacturing Technology Center / Wytheville Campus  
 1000 East Main Street  
 Wytheville, VA 24382  
 (276) 223-4709  
[www.mtcofswva.org](http://www.mtcofswva.org)

Event	Location	Date
Lean Six Sigma Green Belt	NRCC	9/13 - 12/6 8:00AM-12:00PM
Lean Six Sigma Green Belt	SWCC	9/4 - 11/20 8:00 AM -12:00PM
Lean Six Sigma Yellow Belt	SWCC	10/10 - 10/12 8:00 AM - 5:00 PM
Lean Six Sigma Green Belt	VHCC	9/12 - 12/5 8:00 AM - 12:00PM
Lean Six Sigma Yellow Belt	VHCC	9/26 - 10/31 12:30PM-4:40 PM

### National Career Readiness Certificate

A National Career Readiness Certificate is earned by achieving a Level Score of three or better on all three WorkKeys assessments:

- Applied Math
- Workplace Documents
- Graphic Literacy

The ACT WorkKeys National Career Readiness Certificate (ACT WorkKeys NCRC®) is an assessment-based credential issued at four levels. The NCRC measures and certifies the essential work skills needed for success in jobs across industries and occupations.

- Build confidence that your skills meet the needs of employers
- Show prospective employers concrete proof of the skills you have
- Apply real-world use to coursework from the classroom
- Determine skill improvement and training needs
- Improve the opportunities for career changes and advancement



### Benefits

ACT® WorkKeys® assessments are the cornerstone of the ACT workforce solutions. The assessments help you measure the workplace skills that can affect your job performance. WorkKeys assessments are:

**Unique**—Unlike other assessments, they don't simply give an indication of reading and writing competency. Instead, they measure a range of hard and soft skills relevant to any occupation, at any level, and across industries.

**Recognized**—Successful completion of WorkKeys assessments can lead to earning an National Career Readiness Certificate® (NCRC®)—a credential that verifies foundational workplace skills. Tens of thousands of employers recognize the value of the NCRC, and many recommend the credential to candidates.

With WorkKeys, you're in control. You can take the assessments on your own time, as many times as you want, and only share scores with employers when you're ready. Each assessment offers varying levels of difficulty. The levels build on each other, incorporating the skills assessed at the previous levels. For example, at Level 5, individuals need the skills from Levels 3, 4, and 5. The complexity can also increase as the quantity and/or density of the information increases.

For more information or to schedule a test, contact Lisa Lowe at (276) 223-4867 or [llowe@wcc.vccs.edu](mailto:llowe@wcc.vccs.edu).

**Basic & Advanced Water & Wastewater Classes**

**Water Treatment** courses are designed for those individuals who wish to sit for the Virginia State examinations, Level I - IV for water licenses.

**ENV 47 & ENV 147** Basic & Advanced Water Review Course  
October 22 - 25

Wytheville Campus / 219 Grayson Hall

**Wastewater Treatment** courses are designed for those individuals who wish to sit for the Virginia State examinations, Level I - VI for wastewater licenses.

**ENV 40 & ENV 146** Basic & Advanced Wastewater Review Course  
September 24 - 27

Wytheville Campus / 219 Grayson Hall

All of the water & wastewater classes are 1-credit each. In-state tuition: \$157.50. Out-of-state tuition: \$355.10.

**Registration:** Contact Lisa Lowe: (276) 223-4867 or [llowe@wcc.vccs.edu](mailto:llowe@wcc.vccs.edu).



**Basic Contractor Business Licensing Class**

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.

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

**Fall 2018 Schedule**

August 25, 2018 - Crossroads Institute  
November 17, 2018- Crossroads Institute

**Cost: \$195 (Includes books and materials).**

**Registration:** Contact Lisa Lowe: (276) 223-4867 or [llowe@wcc.vccs.edu](mailto:llowe@wcc.vccs.edu)



**Dental Radiation Safety**

This course prepares employed dental staff to meet Virginia Board of Dentistry regulations for certification in dental radiation safety.



Dental Radiation Safety teaches techniques and devices for protection from ionizing radiation. This course discusses biological effects, cell sensitivity and the genetic effects of ionizing radiation. It includes practice of intraoral radiographic techniques. Students who successfully complete this workshop will be awarded a Certificate in Dental Radiation Safety. The minimum score for the certification test is 75%. The lecture portion of the class is delivered online with the live clinical on the Wytheville Campus.

**Cost: \$150**

**Registration:** Contact Lisa Lowe (276) 223-4867 or [llowe@wcc.vccs.edu](mailto:llowe@wcc.vccs.edu)

2 classes will be offered:  
September 10 - October 4 - Clinical is on October 5.  
October 8 - November 1 - Clinical is on November 2.



**Gas Metal Arc Welding/MIG - AWS Structural Steel Certification Training**

This course is made up of 5 levels, totaling 80 hours of training. The focus is to advance the welding skill of each student so that each is prepared to successfully test and certify in the AWS D1.1 structural steel welding code process. Classes are held at the Crossroads Institute in Galax, Virginia.

**Fall 2018 Schedule**

Class meets on Mondays and Wednesdays from 5:00 PM - 8:20 PM September 10 - December 10. Pre-registration is required.

**Truck-Driver Training Program**

Earn your CDL in six weeks.

**Fall 2018 Schedule**

Power Line Students Only:

- August 15 - September 12
- September 13 - October 10
- October 11 - November 7
- Monday - Thursday / 7:00 AM - 6:00 PM

Open Enroll Section:

- November 26 - December 21
- Monday - Friday  
8:00 AM - 5:00 PM at the Crossroads Institute in Galax.

Program Admission

Requirements:

- Obtain a commercial driver's license learner's permit
- Provide a copy of your current driving record from DMV.
- Get a Department of Transportation physical exam and a five-panel drug screen (scheduled by Workforce Development).

**Power Line Worker Program**

**Fall 2018 Schedule**

August 6 - November 7

**Training Topics:**

- Truck Driving
- Safety
- Underground Boring
- Loading & Unloading
- Equipment
- Rigging
- Operating Utility Service Equipment

**Certifications:**

- Class A CDL
- NCCER Core
- NCCER Power Line Fundamentals
- Basic Work Zone Traffic Control
- OSHA 10
- CPR & First Aid
- NC3 Torque



**More FastForward Programs Coming Soon**

- Mechatronics
- Underground Power



For more information, contact:  
Vicki Marrs at (276) 223-4717  
or vmarrs@wcc.vccs.edu

**American Heart Association CPR Classes Fall 2018 schedule**

Class	Day / Date	Time	Location
<b>Basic Life Support</b>			
Basic Life Support	Tuesday, August 14	5:00 PM - 9:00 PM	123 Fincastle Hall
Basic Life Support	Thursday, September 13	1:00 PM - 5:00 PM	123 Fincastle Hall
BLS Instructor	Saturday, September 22	9:00 AM - 5:30 PM	
Basic Life Support	Wednesday, October 10	5:00 PM - 9:00 PM	123 Fincastle Hall
Basic Life Support	Thursday, November 8	1:00 PM - 5:00 PM	123 Fincastle Hall
BLS Instructor	Saturday, December 8	9:00 AM - 5:30 PM	8 & 15 Fincastle Hall
Basic Life Support	Tuesday, December 11	5:00 PM - 9:00 PM	228 Carroll Hall
<b>Pediatric Advanced Life Support</b>			
PALS Recertification	Saturday, August 18	9:00 AM - 3:30 PM	5 & 8 Fincastle Hall
New PALS Certification	Friday, October 19 and Saturday, October 20	4:00 PM - 9:30 PM and 9:00 AM - 3:30 PM	5 & 8 Fincastle Hall
PALS Recertification	Saturday, December 15	9:00 AM - 3:30 PM	5 & 8 Fincastle Hall
<b>Advanced Cardiac Life Support</b>			
ACLS Recertification	Saturday, September 1	9:00 AM - 3:30 PM	5 & 8 Fincastle Hall

**Heartsaver courses available upon request - at least four students needed.**

To register, contact Brinda Browning at (276) 223-4712 or [bbrowning@wcc.vccs.edu](mailto:bbrowning@wcc.vccs.edu)



**Nurse-Aide Training**

This 150-hour training program prepares students to sit for the Virginia Nurse-Aide State Board Exam. Graduates of the Nurse-Aide Program will be prepared to:

- » Communicate and interact competently on a one-to-one basis with the 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; and
- » Demonstrate skills in observation and documentation needed to participate in the assessment of clients' health, physical condition, and well being.



**Fall 2018 Classes:**

- August 23 - October 19 / Crossroads Institute in Galax / Mon., Tues., Thurs., & Fri from 5:00 - 9:00 PM
- November 7 - December 14 / Crossroads Institute in Galax / Mon - Fri from 8:00 AM - 2:30 PM

**Certification Exams for Nurse Aide at WCC every second Saturday of the month.**

**Contact:** Naomi King at (276) 223-4856 or [nking@wcc.vccs.edu](mailto:nking@wcc.vccs.edu)



## Project-Based Learning

You may have been incorporating projects into your classroom for years. Or perhaps you are nervous about the time the projects can take and still provide ample time to cover competencies or SOLs. However, projects are a way to incorporate competencies and SOLs into learning and to engage students as active versus passive learners. Project-based learning also creates more analytical thinkers and allows students the opportunity to be creative. This course deals with what project-based learning is, various pedagogy surrounding learning, designing rubrics for projects, as well as how to incorporate project-based learning in your classrooms.

The course will meet for nine weeks. Students can register for 1, 2, or all 3 modules. Each module is 1-credit.

### Content for Module 1 - Weeks 1-3 (1 credit)

1. Opinions of project-based learning, myths, and strategies.
2. Leading project-based learning pedagogies.
3. Incorporating project-based learning into the classroom.

### Content for Module 2 - Weeks 4-6 (1 credit)

4. How to manage your classroom and manage projects.
5. Rubrics and how to grade project-based learning.
6. Metacognition and project-based learning and active learning.

### Content for Module 3 - Weeks 7 - 9 (1 credit)

7. Cross curricular project-based learning. Create a list of ideas and pros, cons, and limitations, project with colleague.
8. Implementation of project-based learning. Project implemented on your own and project analysis.
9. The pros, cons and limitations of project-based learning and the future of our classrooms. Final project, seminar, analysis, and discussion board.

Seminar will be on site at Wytheville Community College with a chance for participants to meet each other, network, discuss project-based learning, and present their projects and data. If you are unable to travel to our site, we can provide a remote opportunity for you to attend.

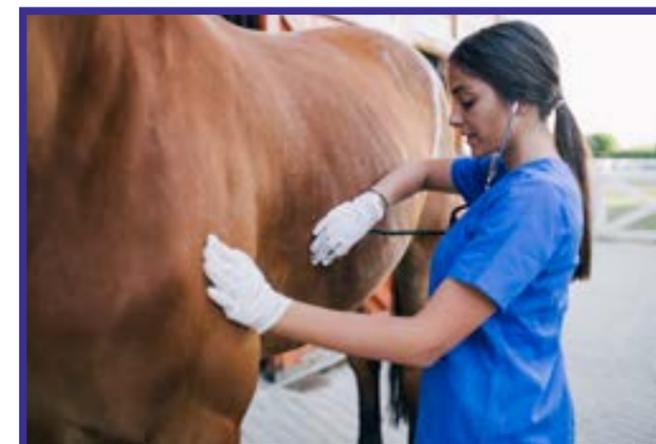
In-state tuition: \$157.50 / credit

Out-of-state tuition: \$355.10 / credit



## Vet Assisting for Small Animals and Vet Assisting for Large Animals

Classes are scheduled throughout the semester. For current schedule, contact Brinda Browning. (276) 223-4712 or [bbrowning@wcc.vccs.edu](mailto:bbrowning@wcc.vccs.edu).



## Essential Windows Skills

**Overview:** Participants will learn the essential skills of using the Windows 10 operating system. Mastering these concepts is the critical first step to using a personal computer (PC) and its applications correctly and easily. Both new and long-time computer users are often amazed when they discover the power and efficiency gained from understanding the meaning of the buttons, bars, and other features. Some of the topics taught will be navigating, the Start menu, desktop and system settings, customizing features, starting and closing programs, switching between programs, saving files, and accessing websites using a web browser. Part of the class will focus extensively on understanding, locating, and managing drives, folders, and files. 8 hours / .8 CEUs. **Cost: \$150.**

**Prerequisites:** Minimal keyboarding skills would be helpful.

### Class Schedule:

Crossroads - Tuesday, September 11 / 8:00 AM - 5:00 PM  
Summit - Tuesday, October 9 / 8:00 AM - 5:00 PM  
WCC Campus - Monday, November 5 / 8:00 AM - 5:00 PM



## Overview of the Microsoft Office 2016 Suite

**Overview:** Participants who want to learn any of the Microsoft Office applications, (i.e., Excel, Word, PowerPoint, etc.) are highly encouraged to take this class first. The concepts taught give a “head start” and provide foundational skills for using any of them. Some of the key concepts that will be taught are the commonalities of each application’s interface, how the programs work together, and the purpose of each one. Note that while we will briefly access each of the most commonly used programs, this is not intended to be a complete class on any program. Complete classes for Word, Excel, and PowerPoint are offered separately. 6 Hours / .6 CEUs. **Cost \$125.**

**Prerequisites:** To ensure your success in this course and be able to keep pace, it is critical to have competent end-user skills with a recent version of the Windows operating system, including being able to start programs, switch between programs, and understand drives, folders, and files. These skills are taught in our *Essential Windows Skills* class.

### Class Schedule:

Crossroads - Thursday, September 13 / 10:00 AM - 5:00 PM  
Summit - Thursday, October 11 / 8:00 AM - 3:00 PM  
WCC Campus - Thursday, November 8 / 8:00 AM - 3:00 PM

For more information or to register for any of the computer classes on pages 16 & 17, contact Jane Mitchell at (276) 223-4820 or [jmitchell@wcc.vccs.edu](mailto:jmitchell@wcc.vccs.edu)

## Word 2016: Getting Started

**Overview:** Learn the basic skills for using Word such as creating, editing, and formatting documents; creating simple lists, and improving the accuracy of document content. 8 Hours / .8 CEUs. **Cost: \$150**

**Prerequisites:** To ensure your success in this course and be able to keep pace, it is critical to have successfully completed the following classes or have proficient equivalent knowledge: (1) *Essential Windows Skills* and (2) *Overview of the Microsoft Office 2016 Suite*.

### Class Schedule:

Crossroads - Tuesday, September 18 / 8:00 AM - 5:00 PM  
Summit - Wednesday, October 17 / 8:00 AM - 5:00 PM  
WCC Campus - Tuesday, November 13 / 8:00 AM - 5:00 PM

## Word 2016 - Intermediate Skills

**Overview:** Participants will learn Word’s advanced editing tools, how to work with images, page orientation and layout, document views, navigation, and working with multiple windows, and more. 8 Hours / .8 CEUs. **Cost: \$150**

### Prerequisites:

To ensure your success in this course and be able to keep pace, it is critical to have successfully completed the following classes or have proficient equivalent knowledge: (1) *Essential Windows Skills*, (2) *Overview of the Microsoft Office 2016 Suite*, and (3) *Word 2016: Getting Started*.

### Class Schedule:

Crossroads - Thursday, September 20 / 8:00 AM - 5:00 PM  
Summit - Friday, October 19 / 8:00 AM - 5:00 PM  
WCC Campus - Thursday, November 15 / 8:00 AM - 5:00 PM

## Excel 2016: Getting Started

**Overview:** Topics taught will include basic Excel terminology and concepts and the Excel environment and layout. Participants will learn how to create and manipulate simple spreadsheets with basic formulas and tips and best practices for working efficiently. **Cost: \$150**

**Prerequisites:** To ensure your success in this course and be able to keep pace, it is critical to have successfully completed the following classes or have proficient equivalent knowledge: (1) *Essential Windows Skills* and (2) *Overview of the Microsoft Office 2016 Suite*.

### Class Schedule:

Crossroads - Tuesday, September 25 / 8:00 AM - 5:00 PM  
Summit - Tuesday, October 23 / 8:00 AM - 5:00 PM  
WCC Campus - Monday, November 19 / 8:00 AM - 5:00 PM

## Excel 2016: Intermediate Skills

**Overview:** Take your Excel skills to the next level and learn features such as: data analysis; intermediate formulas and functions; filtering and sorting; and working across multiple sheets. **Cost: \$150**

**Prerequisites:** To ensure your success in this course and be able to keep pace, it is critical to have successfully completed the following classes or have proficient equivalent knowledge: (1) *Essential Windows Skills*, (2) *Overview of the Microsoft Office 2016 Suite*, (3) *Excel 2016: Getting Started*

### Class Schedule:

Crossroads - Thursday, September 27 / 8:00 AM - 5:00 PM  
Summit - Thursday, October 25 / 8:00 AM - 5:00 PM  
WCC Campus - Thursday, November 29 / 8:00 AM - 5:00 PM



Search for an Online Partner Class:

- » Visit our online registration website at: [wcc.augusoft.net](https://wcc.augusoft.net).
- » Click the Courses Link.
- » Select a subcategory.
- » Scroll through the list of courses and look for the provider logo next to the course listing.
- » For details, click the course title.

## World Education

- Business & Professional
- IT & Software
- Skilled Trades & Industrial
- Healthcare & Fitness
- Management & Corporate
- Sustainability
- Hospital
- Gaming
- Media & Design
- High School & College Prep



## ProTrain

- Finance
- Business & Leadership
- Career & Hospitality
- Education
- Personal Development
- Green Energy
- Healthcare
- Industrial & Skilled Trades
- Legal & Criminal Justice
- Multimedia & Graphic Design
- Programming & Web Applications
- Spanish
- Computer Programming



## Pearson Workforce Education

- » Advanced Manufacturing
- » Business & Professional Development
- » Green Sustainability
- » Health Careers
- » IT & Software Development
- » Project Management & Quality
- » Workplace Readiness



## UGot Class

- Training for K-12 Teachers
- Health
- Professional Development
- Social Media for Business
- Human Resources
- Leadership & Management
- LEED Green Workplace
- Business Communication
- Career Skills
- New Media
- Marketing

## Education To Go

Online classes run 6 weeks.  
Classes start at \$104.  
Visit our course website:  
[www.ed2go.com/wcc](http://www.ed2go.com/wcc)



## Ed2Go Career Programs

Online career focused programs. Check out our online course catalog at:  
<https://careertraining.ed2go.com/wcc/>



Online courses for tax professionals:

<http://www.theincometaxschool.com/WCC/>



The Center for Legal Studies offers online courses for Paralegal Preparation, Victim Advocacy, Intellectual Property Law for Engineers, and more. Log on to our course website:

<https://www.legalstudies.com/vendor/wytheville-cc/>

For more information on any of these online courses, contact Jane Mitchell at (276) 223-4820 or [jmitchell@wcc.vccs.edu](mailto:jmitchell@wcc.vccs.edu).

The three classes on this page are FREE!

**ART**

Introduces art to the student without previous training. Provides studio exercises in drawing, painting, and two- and three-dimensional design.



**WCC CONCERT BAND**

Join the WCC Concert Band and become part of a group of musicians who learn and perform instrumental music for the community.



**COMMUNITY CHOIR**

Would you like to be a part of the WCC Community Choir?

Community Choir consists of performance from the standard repertoires, including study of ensemble techniques and interpretation.



To register, contact Brinda Browning at (276) 223-4712 or [bbrowning@wcc.vccs.edu](mailto:bbrowning@wcc.vccs.edu)

**FREE Genealogy Workshop for Beginners**



This three-hour workshop will be offered to beginners on a first-come, first-served basis. The workshop will be scheduled at a time convenient for the first four individuals who sign up.

The Kegley Library will provide free copies of blank pedigree charts, worksheets, census abstract forms, and internet access to Ancestry.com, fold3.com, and Newspapers.com. The instructor will assist participants with recording pertinent family information, an orientation to recordkeeping, explanation of the various types of documentation and sources, and an initial internet search for genealogical records pertaining to each participant's family. Information will also be provided related to writing a family history document.

Each seminar will be led by Bill Veselik, the F.B. Kegley Library archivist. Veselik possesses 40 years of experience in genealogical research and records analysis.

For more information or to register, send an email with your name and a daytime phone number to [kegleylibrary@wcc.vccs.edu](mailto:kegleylibrary@wcc.vccs.edu) or call (276) 223-4876.

**Basic Mountain Music**

Learn the basics of mountain music during this 10-week class. Bring your own instrument or rent one at the Heritage Shoppe in Woodlawn, Virginia.

Classes are held at the Crossroads Institute in Galax, Virginia.

**Cost: \$65.00**



For a current schedule or to register, contact Brinda Browning at (276) 223-4712 or [bbrowning@wcc.vccs.edu](mailto:bbrowning@wcc.vccs.edu).



**How do I register for a credit class?**

Complete the online application for admission at <https://apply.vccs.edu>. Contact us after you have completed the application. Be sure to write down your username and password.

**Do you have a cancellation policy?**

Any course that does not meet minimum enrollment will be cancelled. Cancellation is determined two 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 cancelled or if a student withdraws at least three 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.



**Register online for non-credit classes**

You can now register for non-credit classes online. Search for classes, register, and make payment online. To begin, go to the Workforce Development online registration portal at: [wcc.augusoft.net](http://wcc.augusoft.net)

If you do not have a user ID and password, contact us at the number below.

**Register by Mail**

Complete and return the non-credit application on the next page and return it to us with payment to the address below.

**Register by Phone**

Contact us to register by phone at: (276) 223-4717.

**Register in Person**

Stop by our office to register in person. We are located at Wytheville Community College, 1000 East Main Street, Wytheville, Virginia. Our office is in Grayson Hall, Room 205.

**Mail payment and registration to:**

WCC / Workforce Development  
 1000 East Main Street  
 Wytheville, VA 24382

**Questions? Contact us at:**

Phone: (276) 223-4717  
 Fax: (276) 223-4716  
 Email: [wfd@wcc.vccs.edu](mailto:wfd@wcc.vccs.edu)

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: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Have you received a GED since 6/30/09? Yes  No   
 (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 Address) (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  
 Inactive Reserves  Retired  Veteran/VA Ineligible  Veteran Branch \_\_\_\_\_

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**

Title	Class Prefix	Course Number	Section	SIS Class #	CEU's	Cost	Start Date	End Date



Workforce Development  
at Wytheville Community College

1000 East Main Street  
Wytheville, VA 24382

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## FALL 2018 TRAINING GUIDE

