The Workforce Development division at Wytheville Community College just experienced another great semester. We hope your New Year’s resolution included continuing your education. As you look through this catalog, we hope you will find something that can help you enter employment, upgrade current skills, or satisfy an area of personal interest to meet your resolution. Our team is excited to see what this year will bring as we prepare new course offerings and continue the programs that have brought success to individuals in our service area. Please feel free to contact someone in our division to discuss the many opportunities available, financial assistance opportunities, or to suggest future offerings.

Manufacturing Technology Center

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REGISTER ONLINE FOR CLASSES: HTTPS://WCC.AUGUSOFT.NET [ Page 2]
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 is 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 are offered.

Customized AWS Welding Certification Training & Testing
This course is 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.
Wire Pathways
Discover the proper use of professional tools for creating pathways for cabling through commercial and residential framing materials and ingress into 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
• 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
• 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
• EIA/TIA LAN Cabling Standards
• LAN Network Connector Termination and Testing
• Coax Connector Termination and Testing
• 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. This training establishes a familiarity and understanding of the foundational instruments used in precision measurement. Those who receive the certification will prove their 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 you are 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 for 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

SNAP-ON 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
- 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 proper usage 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 MTC.

**Manufacturing Technology Center**  
Wytheville Campus  
1000 East Main Street  
Wytheville, VA 24382  
(276) 223-4709  
[www.mtcofswva.org](http://www.mtcofswva.org)
Lean Six Sigma Yellow Belt (LSSYB)
The Manufacturing Technology Center offers a 6-week Lean Six Sigma Yellow Belt Course consisting of six 4-hour class sessions. The Train-and-Do process is taught through classroom activities, combining lecture and simulation exercises.

Cost: $1,200 per person. Course fee includes a copy of a CSSYB Primer, CSSYB Solutions Text, cost of the ASQ certification exam, 1-year ASQ Membership, and exam preparation.

Lean Six Sigma Green Belt (LSSGB)
The Manufacturing Technology Center offers a 12-week Certified Lean Six Sigma Green Belt and Project Support course consisting of twelve 4-hour classes. The course presents the ASQ Certified Lean Six Sigma Green Belt body of knowledge in a simulation workshop application-oriented manner and includes a project simulation that takes participants through the D-M-A-I-C process improvement methodology.

Cost: $2,400 per person. Course fee includes a copy of a Certified LSSGB Primer, Certified LSSGB Solutions Text, cost of the ASQ certification exam, 1-year ASQ Membership, and exam preparation.

Lean Six Sigma Black Belt (LSSBB)
SVAM Center of Excellence has partnered with GENEDGE Alliance to offer and deliver LSS Black Belt Training. The course is designed to impart the participant with a comprehensive knowledge of Lean Six Sigma concepts over 16 sessions. A significant emphasis is placed upon team dynamics and leadership and the development of the skills required to produce quantifiable project results. Certification as a Black Belt requires the participant to demonstrate their ability to apply their knowledge of Lean Six Sigma, project management and presentation skills through the completion of an approved post-training Black Belt project. Using Master Black Belt instructors with many years of practical LSS experience, GENEDGE delivers the Lean Six Sigma Black Belt Training over 4 months, utilizing the latest materials, techniques and exercises.

Classes begin in March, 2020.
Full course description, pre-requisites and registration information can be found at: [https://www.eventbrite.com/e/lean-six-sigma-black-belt-certification-training-spring-2020-tickets-76786579727](https://www.eventbrite.com/e/lean-six-sigma-black-belt-certification-training-spring-2020-tickets-76786579727)

FOR CLASS DATES AND LOCATIONS SEE THE UPCOMING EVENTS LISTING ON PAGE 12.
12-hour course - 1.2 CEUs

Training Topics
- Intro. to ISO 9001:2015
- Intro. to ISO 14001:2015
- The Process Approach
- Internal Auditing
- ISO Standard Sections
  » Context of the Organization
  » Leadership
  » Planning
  » Support
  » Operation
  » Performance Evaluation
  » Improvement
- Process Flow Mapping
- IA Checklists
- Gap Analysis
- Quality Policy
- QMS (Quality Management System)
- EMS (Environmental Management System)

Cost: $1,200 per person. A discount will be offered if sending 4 or more employees from your organization ($900 per person).

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

Basic Geometric Dimensioning & Tolerancing - (GDT) 2.0 CEUs

Virginia Highlands Community College
May 4, 11, 18 and June 1 & 8

Wytheville Community College
March 9, 16 & 23

Upcoming Events for Spring 2020

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<th>Event</th>
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<td>ISO</td>
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<td>Basic GD&amp;T</td>
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<td>Basic GD&amp;T</td>
<td>VHCC</td>
<td>5/4-5/18</td>
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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 Mathematics
- 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 do not 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 a 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 are 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 are 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.
Basic & Advanced Water & Wastewater

*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

Wytheville Campus  
Monday - Thursday, March 9 - 12 / 8:30 AM - 4:30 PM

*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

Wytheville Campus  
Monday - Thursday, February 10 - 13 / 8:30 AM - 4:30 PM

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

**Registration:** Contact Jane Mitchell  
(276) 223-4820 or  
jmitchell@wcc.vccs.edu

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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 and held at the Crossroads Institute in Galax.

**Spring 2020 Classes:**  
February 15  
May 16

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

**Registration:** Contact Jane Mitchell  
(276) 223-4820 or  
jmitchell@wcc.vccs.edu

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REGISTER ONLINE FOR CLASSES: [HTTPS://WCC.AUGUSOFT.NET](https://wcc.augusoft.net)
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 Jane Mitchell (276) 223-4820 or jmitchell@wcc.vccs.edu

<table>
<thead>
<tr>
<th>Online portion</th>
<th>Clinical Date</th>
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<tr>
<td>Jan 27 - Feb 27</td>
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<td>April 3</td>
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<tr>
<td>March 30 - April 30</td>
<td>May 1</td>
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Certification for Administration of Local Anesthesia, Nitrous Oxide & Oxygen Sedation for the Practicing Dental Hygienist

This course is offered to Virginia licensed and employed Hygienists and is designed to teach the participant management of pain control through the use of local anesthetic agents and the administration of nitrous oxide and oxygen sedation. The physiologic and pharmacologic agents, indications and contraindications, and the treatment of complications and emergencies are stressed. Upon completion of this course, the participant will be certified to give injections of local anesthetics and provide nitrous oxide analgesia using safe and effective techniques with the understanding of the indications, contraindications and environmental safety considerations. This course meets Virginia requirements for certification in local anesthesia and nitrous oxide and oxygen sedation.

This is a hybrid course with an online portion and a hands-on clinical held on campus at Wytheville Community College.

Online portion runs February 24 - March 19.
Clinical will be held on March 20 & 21 from 8:00 - 5:00.

Registration: Contact Jane Mitchell (276) 223-4820 or jmitchell@wcc.vccs.edu
Approved FastForward Programs

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

This course is designed as a targeted industry welding training and certification course in an identified AWS welding process (AWS D1.1 Structural Steel and AWS D1.3 Structural Sheet Steel). The 80 contact hour course covers safety, routine equipment maintenance and troubleshooting, fundamentals of the GMAW process and applications, specific hands on training and certification preparation in multiple welding positions (1G/1F/2F/3F). The course concludes with AWS Welding Qualification/Certification testing.

Spring 2020 Schedule

January 27 - April 27
Mondays and Wednesdays
5:00 - 8:20 PM

Truck-Driver Training Program
Spring 2020 Schedule

- January 6 - 30
- March 9 - April 2
- April 6 - 30
- May 4 - 29

Monday - Thursday
7:00 AM - 6:00 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)

Coming Soon...
- Automotive
- Mechatronics
- EMT/Paramedic
- Heavy Equipment Operator

FastForward
CREDENTIALS FOR A CAREER THAT MATTERS

Wytheville Community College

REGISTER ONLINE FOR CLASSES: HTTPS://WCC.AUGUSOFT.NET
Power Line Worker Program

Spring 2020 Schedule
March 2 - May 29
Monday - Thursday
7:00 AM - 6:00 PM

Training Topics
• Truck Driving
• Safety
• 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
• and more...

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

Underground Power Program

Spring 2020 Schedule
February 3 - February 27
Monday - Thursday
7:00 AM - 6:00 PM

Training Topics Include
• Truck Driving
• Safety
• Underground Boring
• Loading and Unloading Equipment
• Rigging
• Operating Utility Service Equipment
• Fiber Optic Splicing

For more information, contact:
Vicki Marrs at (276) 223-4717
or vmarrs@wcc.vccs.edu
Project-Based Learning (1-3 Credits)

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.

Module 1 - (1 credit) / January 21 - February 7
- 1. Opinions of project-based learning, myths, and strategies
- 2. Leading project-based learning pedagogies
- 3. Incorporating project-based learning into the classroom

Module 2 - (1 credit) / February 10 - 28
- 1. How to manage your classroom and manage projects
- 2. Rubrics and how to grade project-based learning
- 3. Metacognition and project-based learning and active learning

Module 3 - (1 credit) / March 9 - 27
- 1. Cross curricular project-based learning. Create a list of ideas and pros, cons, and limitations. Project with colleague
- 2. Implementation of project-based learning. Project implemented on your own and project analysis
- 3. 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: $357.60/credit

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

Register online for classes: https://WCC.AGUSOFT.NET
Vet Assisting for Small Animals
Vet Assisting for Large Animals

Course Content

These programs combine 30 hours of classroom instruction and demonstration with an 8-hour volunteer experience. The volunteer experience must be completed within the 6-week course schedule.

Comprehensive instruction is focused on feeding, care, and maintenance of pets. This includes examination of pets for signs of illness, normal anatomy and physiology, and care facility maintenance, including cleaning and disinfecting of cage, kennel, and work areas.

No textbook is required. Course supplies, materials and certificate of completion are included.

Spring 2020 Class Schedules

Vet Assisting for Small Animals
Tuesdays & Thursdays
6:30 - 9:00 PM
January 14 - February 20
Cost: $135

Vet Assisting for Large Animals
Tuesdays & Thursdays
6:30 - 9:00 PM
March 3 - April 9
Cost: $135

Location
Wytheville Community College - Grayson Hall, Room 125

Registration
Contact Brinda Browning. (276) 223-4712 or bbrowning@wcc.vccs.edu.
Computer Basics - FREE CLASS

It is never too late to learn to use a computer. More and more activities, transactions, and communications are expected to be done on a computer these days. This beginner's class led by a patient, encouraging instructor is designed to teach participants basic computer literacy, give them hands-on practice, and increase their confidence in using technology.

Prerequisites: No prior skills are needed although minimal keyboarding skills would be helpful.

Topics include:
- Computers in day-to-day life
- Getting to know the keyboard
- Getting to know the mouse
- The anatomy of windows
- Navigating
- Opening and closing applications
- Accessing the internet

Class Schedule
Tuesday, February 11 / 1:00 - 5:00 PM - WCC campus, Wytheville
Wednesday, February 12 / 1:00 - 5:00 PM - Crossroads Institute, Galax
Thursday, February 13 / 1:00 - 5:00 PM - Summit, Marion

Essential Windows Skills

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.

Prerequisites: Minimal keyboarding skills would be helpful.

Cost: $75

Class Schedule
Tuesday, February 18 / 8:00 AM - 5:00 PM - WCC campus, Wytheville
Wednesday, February 19 / 8:00 AM - 5:00 PM - Summit, Marion

REGISTER ONLINE FOR CLASSES: HTTPS://WCC.AUGUSOFT.NET
Basic Excel

Topics taught will include basic Excel terminology and concepts and the Excel environment and layout. Participants will learn how to create and manipulate simple worksheets with basic formulas and tips and best practices for working efficiently.

Prerequisites: Basic Windows skills including using a keyboard and mouse, starting and closing programs, locating and managing drives, folders, and files, and understanding the common interface of Microsoft Office Suite Programs versions 2013 or later.

Cost: $75

Class Schedule

Tuesday, March 17 / 8:00 AM - 5:00 PM - WCC campus, Wytheville
Wednesday, March 18 / 8:00 AM - 5:00 PM - Crossroads Institute, Galax

Intermediate Excel

Learn some of the higher-level functionality and the power of data analysis. Topics covered are advanced formulas and functions, advanced formatting, using and creating templates, working with print options, and using Excel in other MS Office applications.

Prerequisites: Basic Excel skills such as creating and saving a basic workbook, basic worksheet formatting, and printing.

Cost: $75

Class Schedule

Tuesday, April 14 / 8:00 AM - 5:00 PM - WCC campus, Wytheville
Wednesday, April 15 / 8:00 AM - 5:00 PM - Crossroads Institute, Galax

For more information or to register for any of the computer classes on pages 20 & 21, contact Jane Mitchell at (276) 223-4820 or jmitchell@wcc.vccs.edu
Search for an Online Partner Class:
» Visit our online registration website at: 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.

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/

Online courses for tax professionals: http://www.theincometaxschool.com/WCC/

Education To Go
www.ed2go.com/wcc
Ed2Go Career Programs
https://careertraining.ed2go.com/wcc

For more information on any of these online courses, contact Jane Mitchell at (276) 223-4820 or jmitchell@wcc.vccs.edu.
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 for any of the classes on this page, contact Brinda Browning at (276) 223-4712 or bbrowning@wcc.vccs.edu
The Wayne C. Henderson School of Appalachian Arts

History is in the making—and we make it everyday.

Lutherie
Letterpress
Quilting
Book Arts
Fiber Arts
Watercolor
Pottery
Mosaic
Inlay
Wood Turning
Basket Weaving

Appalachian Music: Guitar
Fiddle
Banjo
Mandolin
Upright Bass

And Much, Much More!

For course information and events in coordination with Wytheville Community College Department of Workforce Development - Continuing Education and Community Services contact us!

The Wayne C. Henderson School of Appalachian Arts
203 N Church Street
Marion, VA 24354
276-706-4011
1908Schoolhouse@gmail.com

Visit us online: www.theHenderson.org

Register online for classes: HTTPS://WCC.AUGUSOFT.NET
Earn credits with Chestnut Creek School of the Arts classes
Create a **Class by Design** to meet your schedule & needs.
We have something for everyone!
Visit our Web Site or Call for more information

3 Downtown Galax Locations

**Main Campus**
100 N Main St

**Woodworking**
107 W Oldtown St

**Pottery Studio**
110 E Oldtown St

Follow Us!
Chestnut Creek School of the Arts
@chestnutcreekschoolofthearts

FOR MORE INFORMATION, CONTACT US: E-MAIL: **WFD@WCC.VCCS.EDU** PHONE: (276) 223-4717
Frequently Asked Questions

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 search for classes, register, and make payment online.

To begin, go to the Workforce Development online registration portal at: 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 24832

Questions? Contact us at:

Phone: (276) 223-4717
Fax: (276) 223-4716
Email: wfd@wcc.vccs.edu.
Non-Credit Application for Admission
Wytheville Community College – Office of Workforce Development
1000 East Main Street, Wytheville, VA 24382
Phone: 276-223-4717 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:______ __ /__ _ ____ / ________  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: _________________________________

(U.S 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

   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

<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>
</tr>
</thead>
</table>

FOR MORE INFORMATION, CONTACT US: E-MAIL: WFD@WCC.VCCS.EDU  PHONE: (276) 223-4717
SPRING 2020 TRAINING GUIDE