Thank you for previewing our Workforce Development course offerings for the Spring 2018 semester. We continue to prepare many individuals for high demand, high wage employment. We also are striving to provide excellent customized business and industry training along with courses of special interest. We hope you will find something in this catalog that will help you develop the skills needed for employment, resume' enhancement, a career change, or to satisfy an area of curiosity. Please feel free to contact someone in our division to discuss the many opportunities available, financial assistance, or to offer suggestions for future offerings. Our goal is to serve you and to meet the workforce needs of our service area.

Manufacturing Technology Center

Vicki Delp, Grants Compliance Coordinator
(276) 223-4871 / vdelp@wcc.vccs.edu

Linda Newman, Administrative Assistant
(276) 223-4709 / lnewman@wcc.vccs.edu

Nelson Teed, Director of Manufacturing Technology Center
(276) 223-4889 / nteed@wcc.vccs.edu

Shawn Wildman, Senior Project Engineer
(540) 674-3600 / swildman@wcc.vccs.edu

Perry Hughes, Vice-President of Workforce Development
(276) 223-4757 phughes@wcc.vccs.edu

Workforce Development

Brinda Browning, Administrative Assistant
(276) 223-4712 / bbrowning@wcc.vccs.edu

Traci Fowler, Administrative Assistant
(276) 223-4767 / tfowler@wcc.vccs.edu

Roger Halsey, Program Manager: Carroll & Grayson Counties & City of Galax.
(276) 223-4113 / rhalsey@wcc.vccs.edu

Crystal Keene, Administrative Assistant
(276) 223-4766 / ckeene@wcc.vccs.edu

Naomi King, AHA & Nurse Aide Programs
(276) 223-4856 / nking@wcc.vccs.edu

Lisa Lowe, Administrative Assistant to the Vice-President of Workforce Development
(276) 223-4867 / llowe@wcc.vccs.edu

Victoria Marrs, Workforce Career & Credentials Coach
(276) 223-4717 / vmarrs@wcc.vccs.edu

(276) 223-4820 / jmitchell@wcc.vccs.edu

Candice Simmons, Facilities Scheduler
(276) 223-4775 / csimmons@wcc.vccs.edu
Inside this Issue

Employer Services.................................................................................................................. 4
Career Readiness Certificate Preparation & Testing......................................................... 7
Licensing & Certification Training....................................................................................... 8
American Heart Association CPR Classes........................................................................ 12
Nurse Aide Classes ........................................................................................................... 14
Career Development & Continuing Education ............................................................... 15
Live Computer Classes...................................................................................................... 16
Online Partners................................................................................................................... 18
Personal Development ....................................................................................................... 20
Frequently Asked Questions ............................................................................................ 22
How to Register .................................................................................................................. 22
Non-credit Class Application & Registration Form .......................................................... 23
**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**

This course is 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 or to schedule training for your employees, contact Roger Halsey at (276) 223-4113 or rhalsey@wcc.vccs.edu.
Employer Services

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

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.
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.

<table>
<thead>
<tr>
<th>Event</th>
<th>Location</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lean Six Sigma Green Belt</td>
<td>VHCC</td>
<td>2/7 - 4/25</td>
</tr>
<tr>
<td>Lean Six Sigma Yellow Belt</td>
<td>VHCC</td>
<td>2/16 - 3/23</td>
</tr>
<tr>
<td>Lean Six Sigma Green Belt</td>
<td>NRCC</td>
<td>2/8 - 4/26</td>
</tr>
<tr>
<td>Lean Six Sigma Yellow Belt</td>
<td>NRCC</td>
<td>2/13 - 3/20</td>
</tr>
</tbody>
</table>

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

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** - the recipient possesses skills that support success for 16% of jobs
» **Silver Certificate** - the recipient possesses skills for 67% of jobs
» **Gold Certificate** - the recipient possesses skills for 93% 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.

KeyTrain Access

Students can prepare for the CRC test by logging in to the KeyTrain website and completing the tutorials and practice tests.

For more information, specific testing dates, or to get a username and password, contact Lisa Lowe at (276) 223-4867 or 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
March 19 - 22

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
February 19-22

Wytheville Campus / 219 Grayson Hall

All of the water & wastewater classes are 1-credit each. In-state tuition: $153.75. Out-of-state tuition: $351.35.

Registration: Contact Lisa Lowe: (276) 223-4867 or llowe@wcc.vccs.edu.
Licensing & Certification Training

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.

Spring 2018 Schedule
January 27, 2018 - Crossroads Institute
April 21, 2018 - Crossroads Institute

Cost: $195 (Includes books and materials).
Registration: Contact Lisa Lowe: (276) 223-4867 or 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

2 classes will be offered:
Jan. 29 - Feb. 23 - Clinical is on Feb 23
Feb. 26 - March 23 - Clinical is on March 23
Truck-Driver Training Program

Earn your CDL in six weeks.

Spring 2018 Schedule
- January 8 - February 16
- March 5 - April 13
- May 14 - June 22

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).

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.

Spring 2018 Schedule
Class meets on Mondays and Wednesdays from 5:00 - 8:20 PM
January 22 - March 26, 2018.
Pre-registration is required.
Power Line Worker Program
Spring 2018 Schedule
January 8 - April 12

CDL Portion:
January 8 - February 16
Monday - Friday
8:00 AM - 5:00 PM
Crossroads Institute in Galax

PowerLine Portion:
February 26 - April 12
Monday - Thursday
7:00 AM - 6:00 PM
Wytheville Campus

Underground Power Program Spring 2018 Schedule
March 5 - May 10

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

CDL Portion:
March 5 - April 13
Monday - Friday
8:00 AM - 5:00 PM
Crossroads Institute in Galax

Underground Portion:
April 16 - May 10
Monday - Thursday
7:00 AM - 6:00 PM
Wytheville Campus

For more information, contact:
Vicki Marrs at (276) 223-4717
or vmarrs@wcc.vccs.edu
### American Heart Association CPR Classes Spring 2018 schedule

<table>
<thead>
<tr>
<th>Class</th>
<th>Day / Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basic Life Support</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basic Life Support</td>
<td>Wednesday, January 17</td>
<td>1:00 - 5:00 PM</td>
<td>226 Grayson Hall</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Wytheville Campus</td>
</tr>
<tr>
<td>Basic Life Support</td>
<td>Tuesday, February 20</td>
<td>5:00 - 9:00 PM</td>
<td>226 Grayson Hall</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Wytheville Campus</td>
</tr>
<tr>
<td>Basic Life Support</td>
<td>Thursday, March 15</td>
<td>1:00 - 5:00 PM</td>
<td>226 Grayson Hall</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Wytheville Campus</td>
</tr>
<tr>
<td>BLS Instructor Class</td>
<td>Saturday, March 24</td>
<td>9:00 AM - 5:00 PM</td>
<td>226 Grayson Hall</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Wytheville Campus</td>
</tr>
<tr>
<td>Basic Life Support</td>
<td>Tuesday, April 17</td>
<td>5:00 - 9:00 PM</td>
<td>226 Grayson Hall</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Wytheville Campus</td>
</tr>
<tr>
<td><strong>Pediatric Advanced Life Support</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PALS Recertification</td>
<td>Saturday, January 13</td>
<td>9:00 AM - 3:30 PM</td>
<td>5 Fincastle Hall</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Wytheville Campus</td>
</tr>
<tr>
<td>New PALS Certification</td>
<td>Friday, March 30 &amp;</td>
<td>4:00 - 10:30 PM</td>
<td>5 Fincastle Hall</td>
</tr>
<tr>
<td></td>
<td>Saturday, March 31</td>
<td>9:00 AM - 6:30 PM</td>
<td>Wytheville Campus</td>
</tr>
<tr>
<td><strong>Advanced Cardiac Life Support</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACLS Recertification</td>
<td>Saturday, January 27</td>
<td>9:00 AM - 3:30 PM</td>
<td>5 Fincastle Hall</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Wytheville Campus</td>
</tr>
<tr>
<td>New ACLS Certification</td>
<td>Friday, March 2 &amp;</td>
<td>5:00 - 9:00 PM</td>
<td>5 Fincastle Hall</td>
</tr>
<tr>
<td></td>
<td>Saturday, March 3</td>
<td>9:00 AM - 5:30 PM</td>
<td>Wytheville Campus</td>
</tr>
<tr>
<td>ACLS Recertification</td>
<td>Saturday, April 28</td>
<td>9:00 AM - 3:30 PM</td>
<td>5 Fincastle Hall</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Wytheville Campus</td>
</tr>
</tbody>
</table>

**Heartsaver courses available upon request - at least 4 students needed.**

To register, contact Brinda Browning at (276) 223-4712 or bbrowning@wcc.vccs.edu
American Heart Association CPR Classes Summer 2018 schedule

<table>
<thead>
<tr>
<th>Class</th>
<th>Day / Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basic Life Support</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basic Life Support</td>
<td>Wednesday, May 16</td>
<td>1:00 - 5:00 PM</td>
<td>226 Grayson Hall Wytheville Campus</td>
</tr>
<tr>
<td>Basic Life Support</td>
<td>Thursday, June 14</td>
<td>5:00 - 9:00 PM</td>
<td>226 Grayson Hall Wytheville Campus</td>
</tr>
<tr>
<td>Basic Life Support</td>
<td>Wednesday July 11</td>
<td>1:00 - 5:00 PM</td>
<td>226 Grayson Hall Wytheville Campus</td>
</tr>
<tr>
<td>BLS Instructor Class</td>
<td>Saturday, June 9</td>
<td>9:00 AM - 5:30 PM</td>
<td>226 Grayson Hall Wytheville Campus</td>
</tr>
<tr>
<td><strong>Pediatric Advanced Life Support</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PALS Recertification</td>
<td>Saturday, May 19</td>
<td>9:00 AM - 3:30 PM</td>
<td>5 Fincastle Hall Wytheville Campus</td>
</tr>
<tr>
<td><strong>Advanced Cardiac Life Support</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New ACLS Certification</td>
<td>Friday, June 15 &amp;</td>
<td>9:00 AM - 3:30 PM</td>
<td>5 Fincastle Hall Wytheville Campus</td>
</tr>
<tr>
<td></td>
<td>Saturday, June 16</td>
<td>9:00 AM - 3:30 PM</td>
<td></td>
</tr>
<tr>
<td>ACLS Recertification</td>
<td>Saturday, July 28</td>
<td>9:00 AM - 3:30 PM</td>
<td>5 Fincastle Hall Wytheville Campus</td>
</tr>
</tbody>
</table>

Heartsaver courses available upon request - at least 4 students needed.

To register, contact Brinda Browning at (276) 223-4712 or 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.

Nurse Aide programs available upon request. Currently revamping course.

Certification Exams for Nurse Aide at WCC every 2nd Saturday of the month.

Contact: Naomi King at (276) 223-4856 or nking@wcc.vccs.edu
Vet Assisting for Small Animals - Crossroads Institute

For Crossroads schedule, contact Brinda Browning. See below for contact information.

Vet Assisting for Small Animals - Wytheville Campus

Class will be held on Tuesdays and Thursdays from 3:00 - 5:30 PM January 4 - February 13

Wytheville Campus - Grayson Hall - Room 219.

Cost: $135.

To register for either of the above classes, contact Brinda Browning at (276) 223-4712 or bbrowning@wcc.vccs.edu.
**Introduction to Computers - FREE Class**
It’s 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 beginners 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. No prior skills are required. **Minimal keyboarding skills would be helpful.**

**Class Schedule:**
Tuesday, March 6 & Thursday, March 8
5:00 - 7:00 PM
Wytheville Campus

---

**Intro. to Microsoft Windows 10**
Participants will learn the basic skills of using the Windows 10 interface, as well as using its features and applications. Other topics covered will be brief introductions to the most common Microsoft Office applications and browsing the Internet.

**Prerequisites:**
Keyboarding and some proficiency in using computers

**Class Schedule:**
Tuesday, March 27 & Thursday, March 29
5:00 - 7:00 PM
Wytheville Campus

---

**Microsoft Word 2016 - Short Topics**
This class will cover two topics - two hours each. In the first session participants will learn how to use Word’s mail merge feature to mass-produce personalized documents, labels, and envelopes. The second session will focus on using the Review tools to proof and manage changes in a document. Topics included will be advanced use of the spelling & grammar feature, creating a table of contents, footnotes, automatic formatting, and more.

**Prerequisites:**
Students should already be skillful in working with Word. Proficiency in using computers and working in the Windows environment is also a must.

**Class Schedule:**
Tuesday, April 10 & Thursday, April 12
5:00 - 7:00 PM / Wytheville Campus

---

**Microsoft Word 2016 - Working With Large Documents**
Learn how to take advantage of Word’s large-document features to compose and manage large, complex documents. Topics included will be table of contents, footnotes, automatic formatting, and much more.

**Prerequisites:**
Students should already be skillful in working with Word. Proficiency in using computers and working in the Windows environment is also a must.

**Class Schedule:**
Tuesday, April 17 & Thursday, April 19
5:00 - 7:00 PM / Wytheville Campus

---

**REGISTER ONLINE FOR CLASSES:** [HTTPS://WWW.AUGUSOFT.NET](HTTPS://WWW.AUGUSOFT.NET)
Excel - Large Workbooks, Formulas, and Functions
Learn the essentials of managing large worksheets, creating models, and using advanced functions such as financial, date, and logical functions and complex data analysis.

Prerequisites:
Excel 2013 or 2016 intermediate or equivalent skills. This is an advanced course. Students should already be skillful in working with Excel. Proficiency in using computers and working in the Windows environment is also a must.

Wytheville Campus Schedule:
Thursday, May 10 / 4:00 - 8:00 PM

Crossroads Class Schedule:
Tuesday, May 8 / 5:00 - 9:00 PM

Excel 2016 - Database and Pivot Tables
Learn advanced data manipulation and analysis including import/export, and web queries. Other topics include working with Excel’s database functions and creating and working with Pivot Tables and lists.

Prerequisites:
Excel 2013 or 2016 intermediate or equivalent skills. This is an advanced course. Students should already be skillful in working with Excel. Proficiency in using computers and working in the Windows environment is also a must.

Class Schedule:
Thursday, May 3 / 4:00 - 8:00 PM
Wytheville Campus

For more information or to register for any of the computer classes on pages 16 & 17, contact Crystal Keene at (276) 223-4766 or ckeene@wcc.vccs.edu
Online Partners

Search for an Online Partner Class
» Visit our online registration website at: [wcc.augusoft.net](https://www.augusoft.net)
» Click the Courses Link
» Select a subcategory under one of the categories of interest
» Scroll through the list of courses and look for the provider logo next to the course listing
» For details on any of the courses listed, 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

[Search for an Online Partner Class](https://www.augusoft.net)
Other Online Classes

**Education To Go**
Online classes run 6-weeks. Classes start at $104. Visit our course website:
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 Crystal Keene at (276) 223-4766 or ckeene@wcc.vccs.edu.
The four classes on this page are FREE!

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

ART

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

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.

WCC CONCERT BAND

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

FREE Genealogy Workshop for Beginners

This three-hour workshop will be offered to beginners on a first-come, first-served basis. 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, etc., 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, and 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 or call (276) 223-4876.
Capture the Light, Action and Art of Photography!
(Exploring your camera settings, Beginner SLR)

So, you finally got a nice SLR digital camera, but now what? Using an SLR camera can be intimidating and confusing. WCC Workforce Development will be offering a class for beginner SLR camera users taught by professional photographer, Susi Lawson.

Susi will explore the most important settings of your camera and help you understand what they mean and how to use them to capture the best pictures possible. With this new knowledge you can get out of ‘auto’ mode and become a real photographer!

You must own a digital SLR camera (a camera that allows you to change lenses and settings). You will learn how the manual settings work together for any light, action or creative vision.

Cost: $60

Class will be held at the Wytheville Campus, Room 217 Grayson Hall.
Thursday, April 19, 2018 / 5-7 PM

To register, contact Crystal Keene at (276) 223-4766 or ckeene@wcc.vccs.edu.

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.

Class will be held at the Crossroads Institute in Galax, Virginia.

Cost: $65.00

For schedule or to register, contact Brinda Browning at (276) 223-4712 or bbrowning@wcc.vccs.edu.
How do I register for a credit class?
Complete the online application for admission at [https://apply.vccs.edu](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 24832

Questions? Contact us at:
Phone: (276) 223-4717
Fax: (276) 223-4716
Email: [wfd@wcc.vccs.edu](mailto: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 Middle Last
Social Security Number: - - - See privacy statement, which may be obtained in the Admissions/Records Office.

Former Name
First Middle Last

Date of birth: ______/_____/______ Have you received a GED since 6/30/09? Yes ☐ No ☐
(Month) (Day) (Year)

If you have previously attended, applied for admission to, or been employed by any Virginia Community College, please respond: ☐ Yes ☐ No ☐

Have you ever attended this college? ☐ Yes ☐ No ☐
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 not, 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

☐ 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 Sections SIS Class Time CRS CPT Class Start Date Class End Date

FOR MORE INFORMATION, CONTACT US: E-MAIL: WFD@WCC.VCCS.EDU PHONE: (276) 223-4717
SPRING 2018 TRAINING GUIDE