



Wytheville Community College Workforce Development Training Guide

Spring 2019



Fast Forward to a new career in
weeks! See page 12 for details.

Our Vice-President



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

We continue to see great things happening in our division and we hope you will find course offering or trainig program in this catalog that will meet your continuing education need. Our team has worked hard to provide opportunities to help you enter the workforce, obtain industry credentials, upgrade your current skills, or just satisfy a personal interest. Our goal is to prepare a workforce that meets the needs of our service area and we are here to help. Please feel free to contact someone in our division to discuss the many opportunities available, financial assistance or to offer suggestions for future offerings.

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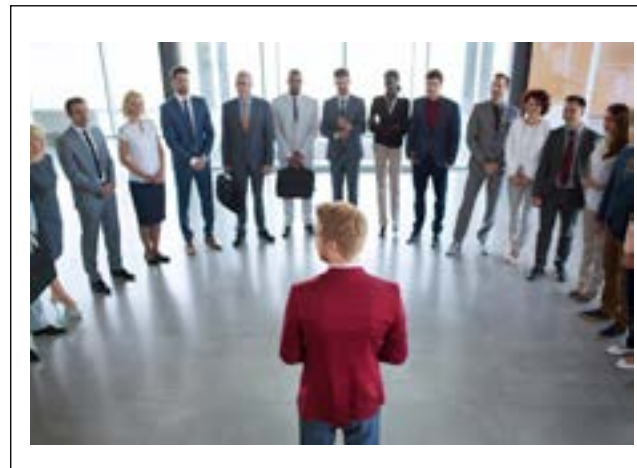
Wytheville Community College does not discriminate on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, genetics, veteran status, or disability when the person is otherwise qualified in its educational programs and activities or 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.



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 Multimeter



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



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 multi-meter 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



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

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 to keep-up-to date on new offerings or for more information on the center.

Event	Location	Date
Lean Six Sigma Green Belt	NRV Mall site	1/24 - 4/19 Thursdays 8:00AM-12:00PM
Lean Six Sigma Yellow Belt	NRV Mall site	3/13 - 4/17 Wednesdays 8:00 AM - 12:00 PM

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

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 lhowe@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

Wytheville Campus

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

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

For current schedule or to register for a class, contact:
Lisa Lowe: (276) 223-4867 or lhowe@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 and held at the Crossroads Institute in Galax.

Spring 2019 Classes:

February 23

April 27

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

Registration: Contact Lisa Lowe: (276) 223-4867 or lhowe@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 lhowe@wcc.vccs.edu

3 classes will be offered:

- » February 18 - March 14 with clinical on March 15
- » March 25 - April 18 with clinical on April 19
- » April 8 - May 2 with clinical on May 3 - for VHCC dental students only



Truck-Driver Training Program

Earn your CDL in six weeks.

Spring 2019 Schedule

April 15 - May 9
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 2019 Schedule

January 23 - May 1
Class meets on Mondays and Wednesdays from 5:00 - 8:20 PM
Pre-registration is required.



WYTHEVILLE COMMUNITY COLLEGE

Power Line Worker Program

Spring 2019 Schedule

January 14 - February 21
March 4 - April 10
Monday - Thursday
7AM-6PM

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

Underground Power Program

Spring 2019 Schedule

April 29 - June 20
Monday - Thursday 7AM-6PM

Training Topics Include:

- Operating Utility Service Equipment
- Locating Underground Cable
- Loading & Unloading Equipment
- Installation of Transformers
- Equal Potential Grounding and Box Grounding
- Installation of Meter Boxes and Services



For more information, contact:

Vicki Marrs at (276) 223-4717

or vmarrs@wcc.vccs.edu

American Heart Association CPR Classes Spring 2019 schedule

Class	Dates
ACLS Instructor Course	1/5/19
BLS - New	1/10/19
PALS Recertification	1/17/19
BLS Recertification	1/24/19
ACLS Recertification	2/2/19
ACLS New	2/14 & 2/15/19
BLS New	2/21/19
BLS - Recertification	2/28/19
PEARS	3/2/19
HSFACPRAED	3/7/19
BLS Instructor Course	3/9/19
BLS Recertification	3/14/19
PALS New	3/15 & 3/16/19
BLS New	3/28/19
PALS Recertification	3/30/19
BLS New	4/11/19
ACLS New	4/10 & 4/11/19
BLS Recertification	4/25/19
ACLS Recertification	4/26/19
PALS Recertification	4/27/19

Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), Pediatric Emergency Assessment, Recognition and Stabilization (PEARS) are courses for Healthcare personnel.

Heartsaver First Aid, CPR, & AED (HSFACPRAED) courses are recommended for non-healthcare people in the community such as daycare workers, industries, restaurant and motel/hotel employees, etc.

Students should report to the Wytheville Campus, Fincastle Hall, Room 9 for all classes.

To register for any of the classes on this page, contact Brinda Browning at (276) 223-4712 or bbrowning@wcc.vccs.edu

Time of day to be announced at a later date.

Customized classes available upon request. Must have minimum of 4 people.

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

Bloodborne pathogens classes are available for a group upon request. PEARS courses are also available upon request.

Contact: Naomi King at (276) 223-4856 or nking@wcc.vccs.edu for more information.



Nurse-Aide Training

This 160-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:

- » Provide safe, efficient patient care.
- » Encourage residents to increase or maintain his/her highest level of functioning.
- » Provide care that respects a resident's rights.
- » Provide holistic care to the resident that takes into consideration physical, mental, emotional, social, & cultural needs.
- » Utilize effective and therapeutic communication with residents, resident's families, healthcare team members, and school/agency personnel.
- » Document subjective and objective information related to a resident's health status in a clear and concise manner.
- » Provide care in an ethical and legal manner.
- » Follow HIPPA guidelines in maintaining confidentiality of resident & agency information.
- » Demonstrate professional behavior including the use of positive employability skills.



Additional classes may be added throughout the semester at the Crossroads Institute in Galax or at the WCC Campus in Wytheville. Contact Naomi King for additional dates and times.

Spring 2019 Classes:
January 14 - March 4 / Crossroads Institute in Galax / Monday - Thursday from 8:00 AM - 1:30 PM.

Bloodborne Pathogen classes are available for a group upon request.

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 for more information.



WYTHEVILLE COMMUNITY COLLEGE

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 14 - February 1

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 4 - 22

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.
7. classrooms. Final project, seminar, analysis, and discussion board.

Module 3 - (1 credit) / March 11 - 29

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

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

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



Creative Writing I (2 Credits)

Short fiction and poetry will be the focus for this course as students engage in the creative process by creating original works in these two genres. Classroom seminar format will involve analysis of published works, application of principles to the student's own works, and application of writing principles to the works of other students in the class in the form of constructive and focused feedback. Students will produce a portfolio of at least two short stories and at least two poems.

Course Objectives

- Read recently published works in short fiction and poetry
- Demonstrate an understanding of principles of creative writing in the two genres by applying accepted principles of writing to published works
- Create original works in each of the two genres
- Engage in meaningful discussions with classmates about the value and intent of both published and original works
- Provide meaningful feedback to classmates about their original works
- Revise original works based on feedback
- Submit a folder of original work, in both prose and poetry, that the student feels is suitable for presentation to a general audience

Class will be held on Tuesday evenings
February 26 - April 30, 2019.

In-state tuition: \$157.50/credit
Out-of-state tuition: \$355.10/credit

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

Vet Assisting for Small Animals

Schedule:

Tuesdays & Thursdays from 3:30 - 6:00 PM
January 8 - February 14, 2019

Course Content:

This program combines 30 hours of classroom instruction and demonstration with an 8-hour volunteer experience. Volunteer experience within must be completed within the 6-week course schedule.

Cost: \$135

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

Location:

Wytheville Community College - Grayson Hall,
Room 219



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.

Computer Basics - 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 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:

Crossroads - Monday, February 4,
1:00 - 5:00 PM
Summit - Friday, March 1,
1:00 - 5:00 PM
WCC Campus - Monday, April 1,
1:00 - 5:00 PM

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, February 5,
8:00 AM - 5:00 PM
Summit - Tuesday, March 5,
8:00 AM - 5:00 PM
WCC Campus - Tuesday, April 2,
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 - Tuesday, February 12,
8:00 AM - 3:00 PM
Summit - Tuesday, March 12,
10:00 AM - 5:00 PM
WCC Campus - Tuesday, April 9,
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



Online Partners



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.

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

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 Jane Mitchell at (276) 223-4820 or jmitchell@wcc.vccs.edu.

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 for Art, Band, or Community Choir, contact Brinda Browning at (276) 223-4712 or 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.

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.



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



Frequently Asked Questions

How to Register

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.

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: _____
(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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SPRING 2019 TRAINING GUIDE

