WORKFORCE REGISTRATION PROCESS
To access online registration go to http://rappahannock.augusoft.net
Registrations may also be taken by phone.

Glenns Campus Workforce Center
Ph: 804-758-6750    Fax: 804-758-5929
12745 College Drive, Glenns, VA 23149

Warsaw Campus Workforce Center
Ph: 804-333-6828    Fax: 804-333-6753
52 Campus Drive, Warsaw, VA 22572

Kilmarnock Workforce Center
Ph: 804-435-8970    Fax: 804-435-8975
447 N. Main Street, Kilmarnock, VA 22482

Welcome to RCC Workforce and Community Development!
Our mission is to provide the Middle Peninsula and Northern Neck with comprehensive workforce and community development programs designed around business, industry, and community needs. Whatever your needs are, RCC Workforce Development can help!

The staff at RCC Workforce and Community Development is here to serve you.

Jason Perry    Vice President, Workforce and Community Development
804-758-6751    jerry@rappahannock.edu

David Valadez    Programs Coordinator
804-333-6749    dvaladez@rappahannock.edu

Vicky Reid    Program Manager, Trainer, Regional Educational Consortium
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Tina Bremar    Administrative Assistant
804-758-6750    tbremar@rappahannock.edu

Trish Homstead    Administrative Assistant
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Michelle March    Administrative Assistant
804-435-8970    mmarch@rappahannock.edu

REFUND AND CANCELLATION POLICIES
To review the RCC Workforce Refund and Cancellation Policies, please go to: www.rappahannock.edu/workforce/register

Rappahannock Community College Workforce Development does not discriminate on the basis of race, color, national origin, sex or disability in its programs or activities. Inquiries related to the college’s nondiscrimination policy should be directed to Lorraine Justice, who can be reached by mail at 12745 College Drive, Glenns, VA 23149; by e-mail at lj@rappahannock.edu; or by phone at 804-758-6737.

Watermen’s Heritage Tourism Training Program
RCC Workforce is a proud partner of Chesapeake Environmental Communications, Incorporated in providing the Watermen’s Heritage Training Program, a non-credit certificate program designed to offer working watermen and charter captains the knowledge and skills required to set up their own businesses offering heritage tours aboard their own boats. Classes take place over two evenings with a third day on the water, during which participants practice their own tour. Upon completion, Captains are certified to conduct tours for the Virginia Watermen’s Heritage Tours Program.

Principle topics include: sustainable heritage tourism; what Watermen have to offer on their tours, a geologic, cultural and natural history of the Chesapeake Bay; safety and liability Issues; essential tour elements on designing your own successful and memorable tour; as well as marketing, communications, and building partnerships.

Cover Photo: The president of the Virginia Waterman’s Association, Captain Ken Smith, demonstrates the harvesting of oysters. At left: Captain David Rowe shows a tour group how to work with crab pots.
CULINARY SKILLS

Join Chefs Bright and Merolli for a cooking program where you are able to enjoy not only observing the finest cooking skills, but also eating the foods prepared by the Chefs during their demonstration!

**Dumplings, Dumplings, and More Dumplings!**
Dumplings make a fast, easy meal, they make a plain soup delicious, and are great appetizers. Best of all, most dumplings are easy to make ahead and freeze. Pork and corn dumplings with cilantro cream sauce; shrimp and spinach dumplings with red curry; ricotta ravioli with champagne mushroom sauce and more. Instructor: Chef H. Bright
T May 24 5 PM – 7 PM KL $49

**Italian Evening**
Imagine a visit to Italy with these classic Italian dishes. Class will prepare and taste chicken Marsala, eggplant parmesan, marinated roasted peppers and garlic Swiss chard. Instructor: Chef J. Merolli
T June 7 5 PM – 7 PM KL $49

**Classic Italian Sauces**
Discover the simplicity of preparing wonderfully delicious and authentic Italian sauces. A repertoire of sauces adds flavor and complexity to your favorite dishes and color to your dinner presentation. You will learn a classic pesto, a Sicilian pesto, a classic puttanesca, masala, and bolognese. Each sauce will be accompanied by an appropriate dish. Students will also have a chance to taste appropriate wines paired with the dish/sauce examples. Instructor: Chef H. Bright
M June 13 5 PM – 7 PM KL $59

**Fresh Salsas and Cold Soups**
Now that summer is here, preparing fresh salsas and refreshing cold soups are a great addition to picnics and summer fare. Class will prepare and taste Gazpacho, Vichyssoise, cucumber soup and cold avocado soup. Instructor: Chef J. Merolli
T July 12 5 PM – 7 PM KL $49

**Mixology 101**
Learn the basic skills needed to be a bartender, including essential techniques, popular shaken and stirred drinks, beer, wine, garnishes, and glassware use. On the job problem solving and customer service basics will be discussed. The ServSafe® Alcohol Certification exam will be given. You must be 21 or older to register for this class. Instructor: Bright
T June 7, 14, 21, and 28 5 PM – 7 PM Golden Eagle Golf Club $349

**ServSafe®**
ServSafe® is an industry recognized program for food service workers. Participants will learn about basic food safety, personal hygiene, cross contamination, allergens, time, temperature, cleaning, sanitation, and more. Instructor: Bright
S Aug 6 8 AM – 4 PM KL $220

**Applied Horticulatural Practices**
This course will introduce a variety of seasonally relevant horticultural topics. Participants will gain knowledge and skills in planning, development and management of a variety of garden types, pest and disease management, identification and use of common landscape and native plants, basic landscape principles, basic turf care and maintenance, as well as other engaging topics.
T June 21 – Aug 9 5 PM – 8 PM NNTC $189

OUTDOOR LIFE

**Bay Fishing 101**
Join an experienced team of local bay angling instructors as they teach you various techniques to catch fish in the bay region. Emphasis will be placed on flounder, croaker, spot, cobia, and Spanish mackerel. The course will cover basic tackle, knot tying, rigging, licensing, best locations to fish, species locations, and seasons. The course will be classroom based for 3 total hours and combined with a chartered fishing trip in the Chesapeake Bay. All tackle will be provided.
F July 15 4 PM – 7 PM KL $199
S or Su July 16/17 7:30 AM Gwynns Island (Mathews County)*
F Aug. 5 4 PM – 7 PM KL $199
S or Su Aug. 6/7 7:30 AM Gwynns Island (Mathews County)*

*Limited seating available for Chartered Fishing Trip; subject to weather conditions.
WELDING

WELD 1010 Welding Fundamentals (Part I)
In this seven week course, the student will learn fundamental procedures currently used in the field of welding. This course will cover: shielded and gas metal arc welding; flux cored arc welding (FCAW); oxy-fuel cutting and oxy-fuel welding; plasma arc cutting; and occupational welding safety. Skills developed in this course will be necessary in earning American Welding Society (AWS) certification at the conclusion of the six course program.
Instructor: R. Knight
T/Th May 17 – June 23 6 PM – 9 PM GC $389
T/Th July 5 – Aug 11 6 PM – 9 PM GC $389

WELD 1012 Welding Fundamentals (Part II)
Students are required to successfully complete WELD 1010 – Welding Fundamentals (Part I) before taking this course. The student will learn new and more complicated skills building upon the knowledge learned in WELD 1010. This course will also emphasize: Welding Joint Design; Fabricating Techniques and Practices; Testing and Inspection of Welds; Welding Metallurgy; Weldability of Metals. Skills developed in this course will be necessary in earning American Welding Society (AWS) certification at the conclusion of the six course program.
Instructor: R. Knight
T/Th May 17 – June 23 6 PM – 9 PM GC $389
T/Th July 5 – Aug 11 6 PM – 9 PM GC $389

WELD 2010 Basic Shield Metal Arc Welding (Part I)
Introduces AC transformers and DC motor generator arc welding sets, welding polarities, heats and electrodes for use in joining various metal alloys by the arc welding process. The student begins learning techniques involved in running beads, butt, and fillet weld. Safety procedures emphasized.
Instructor: R. Knight
T/Th May 17 – June 23 6 PM – 9 PM GC $389
T/Th July 5 – Aug 11 6 PM – 9 PM GC $389

ARCHITECTURE AND CONSTRUCTION

ELECTRICAL

Residential Wiring
Studies wiring methods and standards used for residential dwellings. Provides practical experience in design, layout, construction, and testing of residential electrical systems with the use of full scale mock-ups.
35 hours of content. Instructor: F. White
M, W June 6 – July 13 5 PM – 8 PM KL $379

CONSTRUCTION

Tradesman License Renewal (On-Line)
Renew your tradesman license on-line at your convenience! Journeymen, Master Plumbers, Electricians, HVAC mechanics, and Gas Fitters are required by the Virginia Board of Contractors to take a pre-determined number of continuing education hours. These classes are recognized by the Virginia Department of Professional & Occupational Regulation (DPOR) and the Virginia Board of Contractors. Cost: Electrical, Plumbing, and HVAC - $45 Gas Fitter - $25
To register call RCC Workforce (804) 333-6828 or (804) 758-6750.

Refrigeration Certification
EPA Section 608 of the Federal Clean Air Act requires that persons who work with regulated refrigerants be certified. All individuals who maintain, service, repair or dispose of appliances that contain regulated refrigerants must be certified in proper refrigerant handling techniques.
Instructor/Proctor: R. Knight
S June 25 8:30 AM – 4 PM GC $175
A. A certification exam preparatory manual will be mailed to the participant upon successful registration for Refrigerant Certification. It is important to register as soon as possible to receive the manual well in advance of the review session and exam. It will be to your advantage to read and study the preparatory manual in advance of the review session.
B. Please bring a bag lunch and any snacks with you.
There will not be sufficient time available to leave campus for a lunch break or to purchase snack items.

* To see the latest course information, please visit: rappahannock.edu/workforce
WELD 2012 Basic Shield Metal Arc Welding (Part II)
Continuation of WELD 2010. The student continues learning techniques involved in running beads, butt and fillet welds in all positions. Safety procedures emphasized.
Instructor: Riedel
M/W May 16 – June 27 6 PM – 9 PM GC $389
M/W July 6 – Aug 15 6 PM – 9 PM GC $389
Instructor: Pittman
M/W May 16 – June 27 6 PM – 9 PM NNTC $389
M/W July 6 – Aug 15 6 PM – 9 PM NNTC $389

WELD 3010 Advanced Shield Metal Arc Welding (Part I)
Continuation of WELD 2012. Covers additional material regarding AC transformers and DC motor generator arc welding. Advanced techniques used in industrial welding for joining various metal alloys will be covered. Safety procedures emphasized.
Instructor: Riedel
M/W May 16 – June 27 6 PM – 9 PM GC $389
M/W July 6 – Aug 15 6 PM – 9 PM GC $389
Instructor: Pittman
M/W May 16 – June 27 6 PM – 9 PM NNTC $389
M/W July 6 – Aug 15 6 PM – 9 PM NNTC $389

WELD 3012 Advanced Shield Metal Arc Welding (Part II)
Continuation of WELD 3010. Student welding techniques are refined and critiqued carefully by instructors. Students prepare for American Welding Society (AWS) certification testing occurring at the end of this course. Safety procedures emphasized.
Instructor: Riedel
M/W May 16 – June 27 6 PM – 9 PM GC $389
M/W July 6 – Aug 15 6 PM – 9 PM GC $389
Instructor: Pittman
M/W May 16 – June 27 6 PM – 9 PM NNTC $389
M/W July 6 – Aug 15 6 PM – 9 PM NNTC $389

Time Efficiency and Financial Effectiveness
Small business owners and employees know that TIME is their most precious resource. Learn seven proven practices and methods that you can apply in your daily operation that will allow you to make the most of your time while staying current with your business’ financial status and operational needs. Instructor: D. Nickerson
W June 15, 22 and 29 11:30 AM – 1 PM KL $59

How to Use the Internet to Grow Your Business
This unique seminar provides small business owners and managers with the opportunity to focus in depth on a single topic critical to the success of their organization – their website. This seminar serves as a great way to grow your global storefront and increase your profitability. Instructor: The Web Factory
W June 8 8:30AM – 9:30AM KL $45

CUSTOMIZED TRAINING THAT WORKS FOR YOU!
RCC Workforce Development offers workforce solutions in employee and organizational training specifically tailored for your business. We work directly with you to develop specific knowledge, skill, or learning objectives and structure the curriculum accordingly. We train at your company site or in one of our state-of-the-art classrooms.

Contact one of our friendly staff to speak with a program manager at:
(804) 758-6750 or (804) 333-6828.

LET US HELP YOU GROW YOUR BUSINESS!
**TEACHER LICENSURE RENEWAL**
Workforce Development offers non-credit courses for licensure renewal for teachers. For more information contact Vicky Reid at (804) 758-6755.

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**Want to become “Highly Qualified” for public school Para-Professional positions?**
Workforce has two program levels to assist you in becoming “Highly Qualified.”

Assessments are scheduled as needed.
- ParaPro Assessment: $100
- Preparation Text and ParaPro Assessment: $125

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**REGIONAL EDUCATIONAL CONSORTIUM**
The Regional Educational Consortium offers professional development opportunities throughout the year for the benefit of participating school divisions’ employees. In 2015, fifteen area school divisions were represented with over 1,000 teachers, administrators, bus drivers, administrative assistants, cafeteria managers, substitute teachers, and paraprofessionals in attendance.

For more information please contact Vicky Reid at vreid@rappahannock.edu or call (804) 758-6755.

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**Heartsaver First Aid, CPR & AED**
Become certified in CPR/AED. Learn the most up-to-date techniques and procedures, according to AHA (American Heart Association) standards, for administering CPR/AED. Whether for your workplace, occupation or personal enrichment, get certified! Instructor: Staff

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**CPR for Healthcare Providers**
This program is designed for those working in the healthcare industries that have a periodic requirement for AHA (American Heart Association) CPR certification. Instructor: Staff

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**Microsoft Office Suite 2013 (Word, Excel, Power Point)**
This course is designed for people familiar with the Microsoft Office suite of applications in previous versions of MS Office 2010 or MS Office 2007. It will cover updates to the most widely used applications (Word, Excel and Power Point) including new functions and capabilities, changes to the task bar, and best practices in everyday use. Instructor: C. Hill

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**Basic Computers**
This course provides the foundational knowledge of how computers work and how their functionality can be used in everyday applications. Participants will learn the various aspects of the operating system as well as best practices for hard drive and desktop management, file storage protocols, and naming conventions. Computer terminology and keyboard shortcut functions will also be covered. Instructor: S. Hill

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**Certification Testing through CERTIPORT and PearsonVUE**
Get certified in Microsoft Office applications, Comp TIA, and more! We offer access to a variety of certification tests through RCC’s authorized testing center. For more information on any of these certification programs visit the CERTIPORT and Pearson VUE websites: http://www.certiport.com/ and https://home.pearsonvue.com/.
RCC is an authorized CERTIPORT and Pearson VUE testing center.

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**Career Switchers**
Thinking about a teaching career? Consider the Career Switchers program through EducateVA.

EducateVA … check it out at http://educateva.com/ or call Vicky Reid at 804-758-6755 for information.

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To register for any of the above, please call Vicky Reid, (804) 758-6755

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Additional information can be found at rappahannock.edu/workforce
TRNS 1011 Defensive Driving
DMV and the National Safety Council recognized program to conduct driver improvement for volunteers, court directed, and DMV directed drivers. Instructor: G. Soles
S  May 14  9 AM – 6 PM  WC  $84
S  Jun 18  9 AM – 6 PM  GC  $84
S  Jul 16  9 AM – 6 PM  WC  $84
S  Aug 13  9 AM – 6 PM  GC  $84

TRNS 1133 Basic Rider Course
This course coaches the fundamental skills of motorcycle riding and operation. It is not intended to produce experienced riding skills; it does provide the ENTRY-LEVEL skills needed by any new rider. Upon successful completion, MSF cards & DMV Completion Certificates are issued. (11 students maximum). Instructor: Staff
Fri  6-10 PM  Sat/Sun  8 AM - 5 PM  May 20 – 22  WC  $148
Fri  6-10 PM  Sat/Sun  8 AM - 5 PM  June 3 – 5  GC  $148
Fri  6-10 PM  Sat/Sun  8 AM - 5 PM  June 17 – 19  WC  $148
Fri  6-10 PM  Sat/Sun  8 AM - 5 PM  July 8 – 10  GC  $148
Fri  6-10 PM  Sat/Sun  8 AM - 5 PM  July 22 – 24  WC  $148
Fri  6-10 PM  Sat/Sun  8 AM - 5 PM  Aug. 5 – 7  GC  $148
Fri  6-10 PM  Sat/Sun  8 AM - 5 PM  Aug. 19 – 21  WC  $148

TRNS 1136-Basic Sidecar/Trike
This class is designed to teach the novice student the skills necessary to safely operate a three-wheel vehicle. This 19 hour class covers the basics of sidecar/trike operations.
Fri  6-10 PM  Sat/Sun  8 AM - 5 PM  July 29 – July 31  WC  $148

RCC Workforce and Community Development has access to several education partners who provide literally thousands of courses that cover almost every sector and industry. Simply go to: www.rappahannock.edu/workforce/online-courses to explore all of our online training opportunities.

Skills Online
SkillsOnline, a professional development and workforce training Internet portal, offers nearly 3,500 skills-based courses in a wide variety of fields including:
- Accounting & Bookkeeping
- Business Process
- Clean Energy
- Computer Applications
- Environmental Sciences
- Health
- Hospitality & Food Service
- Information Technology
- Logistics and Operations
- Marketing
- Materials & Manufacturing
- Medical Services & Nursing
- Mining & Chemicals
- Networks and Systems
- Programming
- Project Management
- Safety & OSHA Requirements
- Technology Ed, LLC.
Education options offered through Technology Ed include professional development courses in science, engineering, and technology management which may be used to satisfy certification requirements (CEU or PDUs) or career development needs.

The Center for Legal Studies
The Center for Legal Studies offers up-to-date curriculum in a variety of legal fields including Paralegal, Legal Secretary, Alternative Dispute Resolution, and Victim Advocacy.

W.I.T.S.
Educational Excellence for Fitness Professionals
These online/blended courses are designed for fitness professionals interested in enhancing their skills, meeting continuing education requirements for recertification, earning new nationally-recognized certifications, and gaining the business acumen to either take a management role or pursue entrepreneurship opportunities within the fitness industry.

RCC's Partnership with CDS Tractor Trailer Training Leads to Student Success!

At RCC Workforce and Community Development, student success is always a top priority. The best way for us to know that we have effectively trained students is when we get direct feedback from them. Such was the case with Cole Robertson, who earned his Commercial Driver’s License (CDL-A) after completing the RCC-CDS truck driving program. Robertson recently stopped by our Glenss office to express his gratitude for our help enrolling in, paying for, and finding him a job as a commercial driver. Robertson now works for Pepsi Co. driving their delivery trucks. “RCC and CDS provided everything I needed to complete the program including leads for jobs” said Robertson. Student success is sure great to see!
THE OFFICE OF CAREER AND TRANSITION SERVICES (OCATS) CAN HELP YOU TRANSITION TO COLLEGE, TRAINING, AND EMPLOYMENT.

Office of Career and Transition Services (OCATS)

Marjorie Lampkin - OCATS Coordinator
804-333-6825   mlampkin@rappahannock.edu

Betsy Wampler - Lead Adult Career Coach
804-333-6735   ewampler@rappahannock.edu

Constance Peay - Adult Career Coach
804-758-6739   cpeay@rappahannock.edu

Sherrie Hill - Adult Education Program Manager
804-435-8973   shill@rappahannock.edu

Frances Kenyear - Youth Services Case Manager, M. Peninsula
804-758-6833   fkenyear@rappahannock.edu

Deb Williams - Youth Services Case Manager, Northern Neck
804-333-6833   dwilliams@rappahannock.edu

Michelle March - Administrative Assistant
804-435-8970   mmarch@rappahannock.edu

What can OCATS do for you?

• Explore career options
• Build a résumé
• Prepare for interviews
• Get the job you want
• Study for the GED® test
• Prepare for college
• Apply for financial aid
• Enroll in classes
• Support to earn a degree
• Develop life skills for success
• Attend career readiness workshops
• Improve basic skills in Math and English
• Practice technology and workplace skills

Visit the OCATS website:
www.rappahannock.edu/careerservices
Phone: (804) 435-8970

8   Additional information can be found at: rappahannock.edu/workforce