

## Update Your Skills or Learn for Fun with Spring 2012 Seminars or Short Session Classes

The following seminars or short session classes are offered through the School of Business, Engineering and Technology to provide many opportunities for updating skills or just for fun! Seminars are graded (unless otherwise noted) on a **Pass/Unsatisfactory** basis instead of a letter grade, and credits earned are not calculated in the GPA. For most of the seminars, materials are furnished. These courses are offered in two to five sessions, all of which must be attended to receive credit for the course. **No make-ups will be allowed.** Seminars are one (1) credit unless otherwise noted.

**REFUND POLICY:** For a refund of tuition, students must drop seminars prior to the first class meeting or within the first two hours of the seminar. Students must complete the drop process by using **MY.VWCC** at [www.virginiawestern.edu](http://www.virginiawestern.edu). **Once the deadline to drop for a refund has passed, a refund will not be issued.**

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### MOTORCYCLE RIDER SAFETY TRAINING (RVH 195, one credit classes)

This course teaches basic physical and mental skills used in everyday riding. You will be taught basic skills of motorcycle operation, which includes turning, shifting, stopping, and straight-line riding. This course develops skills and street strategies necessary for safe and enjoyable motorcycle operation.

Upon successful completion of the course, eligible participants will receive a **VA DMV** motorcycle operator's license.

Equipment requirements: The basic rider course provides motorcycles. Students are required to wear protective clothing, ¾ or full helmet (Dept. of Transportation approved), eye protection, over the ankle shoes, sturdy full-finger gloves, long sleeve shirt or jacket, and long pants. **Students must be able to ride a bicycle.** Maximum enrollment is 12 people per session.

All classes meet in Webber Hall, Room 121 on Friday from 6:00 – 9:30 p.m. and Saturday and Sunday from 7:30 a.m. until 6:00 p.m. unless otherwise stated below. Actual riding times are approximate and are subject to minor changes due to weather or unforeseen circumstances.

**STUDENTS MUST BE ON TIME FOR ALL SESSIONS. LATE ARRIVALS WILL NOT BE ADMITTED.**

CLASS	COURSE	DATES
28320	RVH 195-11	3/16, 17, 18*
20764	RVH 195-12	3/23, 24, 25*
20765	RVH 195-13	3/30, 31, 4/1*
20766	RVH 195-14	4/6, 7, 8
20767	RVH 195-15	4/6, 7, 8
20768	RVH 195-16	4/13, 14, 15
20769	RVH 195-17	4/13, 14, 15
20770	RVH 195-18	4/20, 21, 22
20970	RVH 195-19	4/20, 21, 22
20977	RVH 195-20	4/27, 28, 29
21331	RVH 195-21	4/27, 28, 29
56403	RVH 195-22	5/4, 5, 6
56405	RVH 195-23	5/4, 5, 6

Sessions on Saturday and Sunday will meet from 8 a.m. until 2 p.m.

### HORTICULTURE and VITICULTURE

CLASS	COURSE	COURSE TITLE	DATES
21188	HRT 198-11	Garden Design	2/4-2/25/12
20927	HRT 198-N1	Landscaping Your Home	1/9-2/27/12
37671	VEN 198-11	Vineyard and Vintage	3/17-31/12

### INSTRUCTOR-LED COMPUTER TRAINING SEMINARS

22008	ITE 195-S1	Keyboarding - Basic Training	3/21-4/18
20993	ITE 195-S10	First Look at Computers	1/20, 21, 27
21712	ITE 195-S11	MS Windows 7: Basics & Beyond	2/10, 11, 17
20995	ITE 195-S12	Basic Computer Skills & Concepts	2/10, 11, 17
20996	ITE 195-S13	Manage & Protect Your Computer	3/16, 17, 23
20997	ITE 195-S14	MS Word 2007: Basics	3/16, 17, 23
20998	ITE 195-S15	MS Word 2010: Basics	2/17, 18
20999	ITE 195-S16	MS Excel 2010: Basics	3/2, 3, 9
21000	ITE 195-S17	MS Powerpoint 2010: Beyond the Basics	4/20, 21
21283	ITE 195-S18	MS Access: Beyond the Basics	4/13, 14, 20
21001	ITE 195-S19	Don't Click That	4/27, 28

### EDUCATOR RECERTIFICATION WEBINARS

21009	ITE 195-S2	Inspire Design	1/20, 21
21002	ITE 195-S20	iLearn	1/27, 28; 2/3
21437	ITE 195-S21	101 ActivBoard Tips & Tricks	2/10, 11
21782	ITE 195-S22	Classroom Blogs & Wikis	2/17, 18, 24
21783	ITE 195-S23	Office 2007 for Educators	2/24, 25
21784	ITE 195-S24	Google Tools for Teachers	3/9, 10, 16
21785	ITE 195-S25	Tools for 21 <sup>st</sup> Century Teachers	3/6, 13, 20
21068	ITE 195-S26	Anyone Can Be a Movie Maker	3/23, 24
21790	ITE 195-S27	GPS in the Classroom	4/20, 21, 27
21792	ITE 195-S28	Tech Fusion	4/17, 24; 5/1

### ACCOUNTING

21662	ACC 110-S1	Quickbooks	3/23, 24, 30
56423	ACC 110-S2	Quickbooks	4/13, 14, 20

### CULINARY ARTS: Cooking Classes

Non-credit cooking classes have not been scheduled at this time but may be added to the schedule. Be sure to check our schedule in January, 2012 for any cooking classes that may be developed for later in the spring semester. You may also call Lacey Carey at 540-857-6210 for more information.

To register for class(es), first complete our free-of-charge online application by going to <https://apply.vccs.edu/oa/launch.action>; and once you receive your student ID you may register. If you have questions concerning the application process, please call the Admissions Office at 540-857-7231 (press #9).