

# VIRGINIA WESTERN WORKFORCE SOLUTIONS

YOUR KEY TO  **SUCCESS**

See What's **NEW** for 2012!



**Go Green**  
Energy Management  
Professional Credential  
**Community**  
Basic Digital Photography  
Arts  
Gardening  
Computer Seminars  
Microsoft Office



There's Something  
for Everyone this **Spring**

**VIRGINIA WESTERN**  
WE'LL TAKE YOU  **THERE**

**Workforce Class Schedule Spring 2012**

# ... SEE WHAT'S Blooming FOR SPRING...

## NEW! Courses

### Community Classes

#### Photography Series

**DANCE - Zumba!** Multiple 8 Week & 4 Week sessions

#### Learn to Ski / Snowboard

**ARTS** - Stained Glass, Drawing, Water color

**Spring Gardening** Many classes !



### Continuing Education

**Computer 3-DAY Seminars** Microsoft Office 2007 & 2010

#### Teacher Recertification...

#### Construction & Industrial Trades

Trades License Renewal  
Basic Contractors Business Licensing

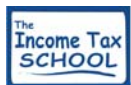
**Go Green !**  
**Sustainable/Alternative  
Energy Program for  
Contractors**

### Online Learning

#### **Architectural / Civil Engineering**

**Computer** Microsoft Office

**Tax School Classes**



### Credentialing/ Programs

**Wastewater Management**

**ESLA Program**

**CDL Tractor Trailer**

**Pharmacy Tech**

**Energy Management Diploma**

#### **Workforce Solutions**

Our mission is to provide continuing education, state-of-the-art training and re-training resources; career pathways and consulting and educational support services to our region; helping businesses and other organizations increase profits and productivity through employee skills enhancement. Workforce programs also empower individual learners to take advantage of new opportunities that will enhance their quality of life and improve the overall standard of living

Workforce Solutions offers Customized Training programs for employers who wish to provide specialized training designed for their specific and particular workplace needs to some or all of their employees at any level. Customized Training programs update and improve the skills of the workforce, increase employee satisfaction, boost company performance and help your organization achieve your goals. Training may be provided at your work site or you can bring your employees to one of Virginia Western's facilities. Through a free consultation, we will help you determine the best options for increasing employee and company effectiveness.

**Congratulations!**  
**You're on your way **THERE****

# START HERE!

## Contact us



Call us with any Questions  
540-857-6076



Come by to visit



Visit us **On the WEB**  
[www.viriniawestern.edu/workforce/](http://www.viriniawestern.edu/workforce/)

## Register Now

### How to Register & Pay On Line

1. Go To:

[www.viriniawestern.edu/admissions/applyforadmission.html](http://www.viriniawestern.edu/admissions/applyforadmission.html)

If it has been 3 years or more since your last attendance & find that you have been Archived wait 24 hours and resubmit your application.

Once applied to the college you will receive a Username & Student ID number

2. Next Go back to:

The home page [www.viriniawestern.edu/](http://www.viriniawestern.edu/)

...And click on the [MyVWCC](#) Login/Sign in.

3. Set Your Password by [Look up your username and set your password.](#)

4. Choose [VCCS SIS Student Information System](#)

Then Self Service

- Enrollment Add Classes: place the Class number you are registering ... Example **55889**

Continue to click NEXT..

5. **LAST STEP** Make a Payment

- Campus Finances

# Community Classes

## What's Growing in your Garden this Spring



### Gardening Organically

Learn how to plan and locate the vegetable garden, organic methods, some of the major pests and how to cope with them in a sustainable manner. Contact Paulette Parkhill 540-857-6514

**Cost**  
\$39

**Class Dates**  
Jan 19- 26  
Thursdays  
6:30pm-8:30pm

### Professional Container Gardening

Short on garden space? No problem! Learn the low-maintenance, high-impact tricks of the professionals to produce stunning container garden displays. This fun seminar will teach you the fundamentals of container gardens (container, soil, & plant selection), as well as the secrets that keep them looking great all season long. Contact Paulette Parkhill 540-857-6514

**Cost**  
\$30

**Class Dates**  
April 21  
Saturday  
10:00am-12:00pm

### Garden Design ( 1 credit)

Learn how to transform your home landscape into the gardens of your dreams. A practical, step-by-step approach will be used starting with an analysis of the site and ending with a beautiful, practical garden plan. Emphasis will be on design rather than installation and maintenance.

Class meets on the following Saturdays: 2/4, 2/11, 2/18 and 2/25.

Main Campus class

**Cost**  
\$129.09

**Class Dates**  
Feb 2- Feb 25  
Saturday  
8:30am-12:00pm

### Landscaping Your Home ( 1 Credit)

A practical approach to beautifying the home landscape concentrating on design, planting, pruning, pest control and fertilization.

Class meets every Monday beginning 1/9/12 and ending on 2/27/12.

Main Campus class

**Cost**  
\$129.09

**Class Dates**  
Jan 9 - Feb 27  
Monday  
6:30pm-8:30pm

## Arts

### Basic Drawing

The starting point of almost all two dimensional art begins with basic drawing or sketching. This class will cover the core basics of drawing such as shading, lighting, and shape. A supply list will be given to students once class minimum of 5 students is met. Call Paulette Parkhill for more information 540-857-6514. **Class Cost : \$95**

**\*Contact Paulette Parkhill for more information 857-6514.**

**Class Dates**  
Jan 14-Feb 18  
2:00pm-4:00pm

### Intermediate Drawing

This (8) session stained glass class will be offered at two different dates that will take each student from beginner to an intermediate level. Class instruction centers around unique ways to frame and finish each item. Students will create up to four projects with each piece being framed differently. **Class Cost : \$95**

**\*Contact Paulette Parkhill for more information 857-6514.**

**Class Dates**  
Jan 14-Feb 18  
10:00am-12:00pm

### Stained Glass

This (8) session stained glass class will be offered at two different dates that will take each student from beginner to an intermediate level. Class instruction centers around unique ways to frame and finish each item. Students will create up to four projects with each piece being framed differently. **Class Cost : \$225** includes \$119 non-refundable deposit.

**\*Contact Paulette Parkhill for more information 857-6514.**

**Class Dates**  
Jan 11-Feb 29  
2:00pm-5:00pm  
&  
Mar 7-Apr 25  
2:00pm-5:00pm

# Community Classes

## Learn to Ski & Snowboard

### Let it snow!

Virginia Western has partnered with the Homestead Resort in Bath County to offer Learn to Ski/Snowboard packages designed to meet your recreational needs. Ages 8 and up. All students must complete an Assumption of Risk form with their application. **Mandatory orientation** on January 5, 2012 at 6:00pm in Fishburn Hall, Room F02. Registration deadline is January 4, 2012.

<u>3 Week</u> <u>Class Dates</u>	<u>4 Week</u> <u>Class Dates</u>	<u>5 Week</u> <u>Class Dates</u>	<u>6 Week</u> <u>Class Dates</u>
Jan 10 - Feb 3 Feb 7 - Mar 2 Mar 6 - Mar 30 Apr 3 - Apr 27	Jan 10 - Feb 3 Feb 7 - Mar 2 Mar 6 - Mar 30 Apr 3 - Apr 27	Jan 10 - Feb 3 Feb 7 - Mar 2 Mar 6 - Mar 30 Apr 3 - Apr 27	Jan 10 - Feb 3 Feb 7 - Mar 2 Mar 6 - Mar 30 Apr 3 - Apr 27
Tuesday 2:45pm-3:30pm	Tuesday 2:45pm-3:30pm	Tuesday 2:45pm-3:30pm	Tuesday 2:45pm-3:30pm
<u>Cost</u> \$170	<u>Cost</u> \$215	<u>Cost</u> \$240	<u>Cost</u> \$280

Class includes lift tickets and equipment rentals for three days and three 1.5-hour lessons.

## Let's get Energized!

### Zumba

Dreading that workout routine? Zumba could be the answer to your fitness needs! It is Latin Dance Aerobics and is so much pure fun you'll forget you're sweating and panting for air. The music is rhythmic and upbeat, and the moves are doable for people of all ages. Never danced before? It doesn't matter, as long as you keep moving! Your hips will move in ways you never thought they could (or should!). So come join this 45-minute class that is beginner-oriented with options for individual advancement.

As the Zumba organization says: "Ditch the workout—join the party!"

\*Call Workforce, 857-6076, for more information.

<u>4 Week</u> <u>Class Dates</u>	<u>4 Week</u> <u>Class Dates</u>
Jan 10 - Jan 31 Feb 7 - Feb 28 Mar 6 - Mar 27 Apr 3 - Apr 24	Jan 13 - Feb 3 Feb 10 - Mar 2 Mar 9 - Mar 30 Apr 6 - Apr 27
Tuesday 2:45pm-3:30pm	Friday 2:45pm-3:30pm

Remember to Register [www.viriniawestern.edu/workforce/](http://www.viriniawestern.edu/workforce/)

# What's Happening in Botetourt!

## Greenfield Education & Training Center

### “Salad in a Box”

This class will take you from start to finish on a 4' by 4' raised bed in three sessions. You will grow your own seedlings and transplants, build your own raised bed, and have plans for planting it. You can choose amongst several planting plans. Garlic, carrots and onions; Tomatoes parsley, and basil; Herbs, etc. All plants and materials for one cedar raised bed will be provided. Participants will need to obtain their own soil as instructed.

**Cost : \$75**

#### Class Dates

**Apr 2, 23 & May 7**

**Monday**

**6:30pm - 8:30pm**

**April 2nd** Introduce 4X4 raised bed construction project.  
Review lettuce, greens, and herb growing. Plant seeds and cuttings.

**April 23rd** Build raised beds (to be easily assembled at home with a screwdriver.) Transplant seedlings and check herb cuttings.

**May 7th** Take home seedlings and transplants and plant seeds according to the bed plan chosen.



\*Call the Greenfield Center, 966-3984, for more information.

### Bulbs, Tubers & Corms; Gardening Oddities

How does the spring garden grow? How does it survive the winter? Learn about all kinds of garden growing oddities, including bulbs, tubers, corms, and other root crops.

\*Call the Greenfield Center, 966-3984, for more information.

#### Cost

**\$30**

#### Class Dates

**March 15**

**6:30pm-8:30pm**

### Growing Clean Air: Indoor Plants & Air Quality

Join us to learn about the selections, growing, and uses of culinary herbs and how they can enhance your holiday fare. Bring a favorite recipe to share; we'll have some new ones too.

\*Call the Greenfield Center, 966-3984, for more information.

#### Cost

**\$30**

#### Class Dates

**Jan. 19**

**6:30pm-8:30pm**

### Planning your Planting: Seed Catalog Fun

Learn how to choose indoor houseplants and how they affect the air quality in your home. What makes houseplants such a rewarding hobby? Come and find out, with a special discussion on African violets and Orchids!

\*Call the Greenfield Center, 966-3984, for more information.

#### Cost

**\$30**

#### Class Dates

**Feb. 16**

**6:30pm-8:30pm**

### Hummingbirds: Jewels in a Living Garden

Learn about this amazing species, their amazing aerial antics, as well as mating, migration, territory, and diet. Find out about their quirky personality traits, and how to foster a personal relationship with them, including gardening to attract them, and healthy feeding practices.

\*Call the Greenfield Center, 966-3984, for more information.

#### Cost

**\$30**

#### Class Dates

**April 12**

**6:30pm-8:30pm**

## Out and about

### Dog Obedience

Learn basic canine commands to improve your dog's manners, prepare them for more advanced training, and develop a closer bond with your favorite pet. Dogs must be at least 4 months old and have proof of vaccinations.

**Cost**  
**\$80**  
(one owner, one dog)

**Class Dates**  
**Apr 18 - May 23**  
**Wednesdays**  
**6:30pm - 7:30pm**

**\*Call the Greenfield Center, 966-3984, for more information.**

### Birding Basics

If you enjoy watching birds in your yard or while you're on a walk and want to go to the next level in identification, then join this beginner's class on birding basics. Laura Beltran formerly worked for the Massachusetts Audubon Society and has been teaching in the environmental education field for 23 years. Through the use of photos, bird guides, and activities of comparing and contrasting, she will start you on your way to exploring the wonderful world of birds. The first four classes will be learning the basics indoors and the last two sessions will be outdoors to put your new skills into use. Binoculars highly recommended. **Cost : \$80** Contact [wook@earthling.net](mailto:wook@earthling.net) for more information.

**Class Dates**  
**Mar 27 - April 3,**  
**17 & 24**  
**Tuesdays**  
**6:30pm - 8:30pm**

**May 5 & 12**  
**Saturday**  
**8:00am - 10:00am**

**\*Call the Greenfield Center, 966-3984, for more information.**

## Photography

### Basic SRL Photography ( PHTG 2200 GI)

A series of six classes designed to help the beginning photographer learn how to effectively operate their cameras and take better pictures. The class will teach participants how to maximize their camera's potential with instruction on basic settings: lighting, lighting, and composition. Any digital camera with manual capabilities is welcome however a 35 mm Digital SLR (with at least one interchangeable lens is preferred. Must provide own camera.

**Class Dates**  
**March 6- Apr 10**  
**6:30-8:30pm**  
**Cost**  
**\$80**

### Intermediate Digital Photography Class (PHTG 2204 GI)

A popular follow up to the Basic SLR Digital Photography Class, this class will cover some exciting topics including the principles of composition and how you can use those principles to create better images. Also offered will be sessions on night, and low-light photography instruction. A portion of the course will be devoted to an introduction to the digital darkroom and you will be introduced to some basic principles of cataloging and post-processing of your images with easily available and easy to use basic software. Any digital camera with manual capabilities is welcome however a 35 mm Digital SLR (with at least one interchangeable lens) is preferred. Must provide own camera.

**Class Dates**  
**March 8-Apr 12**  
**6:30-8:30pm**  
**Cost**  
**\$80**

### Intro. to Adobe Lightroom Software for Photographers (PHTG 2205 GI)

Learn the basics about what is fast becoming the Low cost, Photo-Editing and Organization software tool of choice for most photographers. Students will learn how to import, organize, and non-destructively edit all of their digital photos as they become acquainted with the details of each of Lightroom's five separate modules.

**Class Dates : April 17 - May 22 6:30pm - 8:30pm & Sat. 8:00am - 12:30pm**

**Cost**  
**\$80**

### Introduction to Photoshop Training (PHTG 2202 GI)

This class will provide you with the concepts and skills to use Adobe Photoshop effectively. You will learn layer basics, photo retouching and image editing. Whether you are a designer, illustrator, photographer, video artist, webmaster, or just a beginner, Photoshop offers you many opportunities to make your images look great.

**Class Dates : Mar 5 - Apr 9 6:30pm - 8:30pm**

**Cost**  
**\$135**

## Screenwriting

The reason most screenplays are never read by Hollywood professionals is because they fail the “fan test” Don’t let your idea and writing labor suffer the same fate. Screenwriting, an introduction to the craft, will cover the very basics of formatting, character development, writing dialogue, and crafting a script in three acts. With an emphasis on getting your script read, this class will focus on the common mistakes made by many first time writers, introduce solid scriptwriting resources, offer practical advice, and invite students to pen a short script for review in class.

**Class Dates**  
**Feb 28-Apr 3**  
**6:30-8:30pm**  
**Cost**  
**\$90**

## Indie Production Basics

From securing a script to how to market your film, Indie Production Basics will cover the five stages of indie film production. Learn from an indie producer who has been down the road of all that’s neither glitter nor gold, but is still a road worth traveling.

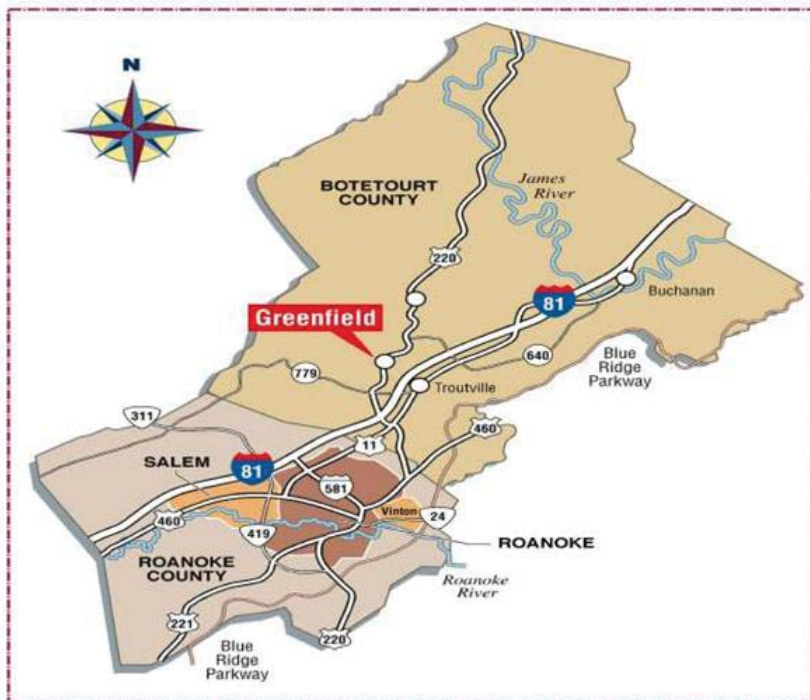
Covering development, preproduction, production, post-production, marketing and distribution, this class will lay out some fundamental steps to ensure you avoid common producing mistakes that cost many an indie producer’s both time and money. Covering such things as casting and crewing, equipment rentals, location advice, post-work, and the festival circuit, Indie Production Basics paves a road to a successful film producing adventure.

**Class Dates**  
**Mar 1 - Apr 5**  
**Thursdays**  
**6:30pm - 8:30pm**

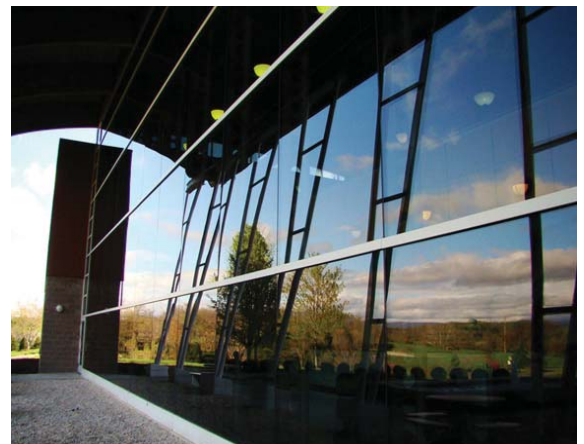
**Cost**  
**\$90**

**\*Call the Greenfield Center, 966-3984, for more information.**

## Directions to Greenfield



Virginia Western Community College  
Greenfield Education and Training Center  
57 South Center Drive  
Daleville, VA 24083  
Phone: 540-966-3984  
Fax: 540-966-4010  
Website:  
[www.viriniawestern.edu/workforce/locations.php](http://www.viriniawestern.edu/workforce/locations.php)



# Community KIDS Camps

## Spring Nature Camps!



**Does your child enjoy the outdoors?**

The Greenfield Education and Training Center is offering **two Nature Classes** for 6 – 8 and 9 – 11 year olds. Laura Beltran has taught environmental education for 23 years, and will focus the classes on fun indoor and outdoor activities. Using the steps of the scientific method, participants will learn the characteristics and adaptations of different animal groups while exploring the different habitats at Greenfield Park. All activities will support the Virginia Standards of Learning for science for these ages.

### Camp Dates

**Children 6 – 8 years old**

**January 24 – May 15, 2012 (9 classes total)**

**Thursdays**

**1:00pm – 2:30pm**



**Children 9 – 11 years old**

**January 26 – May 17, 2012 (9 classes total)**

**Thursdays**

**1:00pm – 2:30pm**

## 2012 Summer Camps!

CAREER EXPLORATION and ENRICHMENT CAMPS

**Virginia Western The Community's College**

Regardless of Age!

Need something fun and exciting to do this summer?

Check out one of the many camps Virginia Western has to offer  
(Fun new camps available for grades 2-12)

- **GIS**
  - **Robotics**
  - **Horticulture**
- Jr. Police Academy**

**....And MORE**

Contact Paulette Parkhill 857-6514

# Continuing Education

We offer classes that will  
work for you !

Come to our Home page  
Virginia Western Workforce  
[www.virginiawestern.edu/workforce/classes/index.php](http://www.virginiawestern.edu/workforce/classes/index.php)

## Quick Computer Skills

### 3- DAY Seminars

#### Keyboarding ( 1 Credit)

Learn the correct way to type by touch in a few short lessons. The alphabetic keyboard and numeric keypad will be covered with emphasis on building speed and accuracy. If you have been using the "two-fingered hunt-and-peck" method, this class is for you. Designed for beginners of all ages. **Cost:** \$129.09 (In-state Tuition) **Class Number:** ITE 195 S1 22008  
**Class Dates :** March 21 - April 18 Wednesday 3:00pm - 5:50pm

#### First Look at Computers ( 1 Credit)

Overview of the operating systems DOS and systems hardware. Office application software including word processors, spreadsheets, and database managers will be introduced. Computer users who have no working knowledge of a mouse or the windowing will also benefit from this class. **Cost:** \$129.09 (In-state Tuition) **Class Number:** ITE 195 S10 20993  
**Class Dates :** Jan 20, 21 & 27 Fri. 5:30pm - 10:00pm & Sat. 8:00am - 12:30pm

#### Basic Computer Skills & Concepts ( 1 Credit)

Basic keyboarding skills required. College students are expected to be competent in the use of computers that will prepare one for enrollment in ITE 115. For students without a good background, this seminar will provide prerequisite knowledge and an introduction to Windows 7, Microsoft Word 2010, Microsoft Excel 2010, and Microsoft PowerPoint 2010.  
**Cost:** \$129.09 (In-state Tuition) **Class Number:** ITE 195 S12 20995  
**Class Dates :** Feb 10, 11 & 17 Fri. 5:30pm - 10:00pm & Sat. 8:00am - 12:30pm

#### How to Manage / Protect your Computer ( 1 Credit)

Basic keyboarding skills required. College students are expected to be competent in the use of computers that will prepare one for enrollment in ITE 115. For students without a good background, this seminar will provide prerequisite knowledge and an introduction to Windows 7, Microsoft Word 2010, Microsoft Excel 2010, and Microsoft PowerPoint 2010.  
**Cost:** \$129.09 (In-state Tuition) **Class Number:** ITE 195 S13 20996  
**Class Dates :** Mar 16, 17 & 23 Fri. 5:30pm - 10:00pm & Sat. 8:00am - 12:30pm

#### Don't Click That! ( 1 Credit)

Simple guidelines that will help you determine what is hiding behind that mouse click. Ever wonder why you ended up on that strange Web site? Ever been afraid to click on something? Learn what it is behind the scenes that make you go somewhere when you click and avoid those pesky tricks and traps. Learn how to browse safer and smarter. And even how to determine where that email came from (is it really from there?).  
**Cost:** \$129.09 (In-state Tuition) **Class Number:** ITE 195 S19 21001  
**Class Dates :** Apr 27 & 28 Fri. 5:30pm - 10:00pm & Sat. 8:00am - 12:30pm

## MS Windows 7 Basics & Beyond ( 1 Credit)

First Look at Computers seminar or equivalent experience. Content: Learn what's NEW in the Windows 7 operating system. New features include faster, more responsive performance, simpler to use, Jump Lists, quickly locate the files you have been working with, improved taskbar and full screen previews, desktop enhancements with Snaps, and much more!

**Cost:** \$129.09 (In-state Tuition) **Class Number:** ITE 195 S11 21712

**Class Dates :** Feb 10, 11 & 17 Fri. 5:30pm - 10:00pm & Sat. 8:00am - 12:30pm

## MS Word 2007 Basics ( 1 Credit)

Prerequisite: Introduction to Microsoft Windows or equivalent experience. Content: Learn the basics of word processing using Microsoft Word 2007 - the first version of Word to introduce working with the Ribbon. the new feature that makes Word easier to use than ever before. Find the everyday, common commands you need to do your job. Learn how to format text, use tabs, copying and moving text, work with the thesaurus, find and replace text, page numbering, printing documents, and the new file format. **Cost:** \$129.09 (In-state Tuition) **Class Number:** ITE 195 S14 20997

**Class Dates :** March 16, 17 & 23 Fri. 5:30pm - 10:00pm & Sat. 8:00am - 12:30pm

## MS Word 2010 Basics ( 1 Credit)

Prerequisite: Introduction to Microsoft Windows or equivalent experience. Content: Course to include the basics of word processing using Microsoft Word 2010 latest software. Learn What's New in Word 2010 the New Improved Ribbon that makes Word easier to use than ever before. Learn to proficiently create professionally formatted and richly illustrated documents and apply artistic effects for both pictures and text. Also learn how to format text, use tabs, copying and moving text, inserting screenshots and pictures, work with Themes/Styles, work with smart elements and more.

**Cost:** \$129.09 (In-state Tuition) **Class Number:** ITE 195 S15 20998

**Class Dates :** Feb 17 & 18 Fri. 5:30pm - 10:00pm & Sat. 8:00am - 12:30pm

## MS Excel 2010 Basics ( 1 Credit)

Prerequisite: Introduction to Microsoft Windows or equivalent experience. Content: Course to include the basics of spreadsheets using Microsoft Excel 2010 latest software. Learn What's New in Excel 2010 the New Improved Ribbon that makes Excel easier to use than ever before. This course shows you how to design the best possible worksheet, master an array of formulas and functions, and make editing easy. Learn to use the new File Tab, which contains basic file management commands and program options. Topics include basic formulas, formatting a worksheet, creating and working with charts, managing workbooks, working with functions and printing results.

**Cost:** \$129.09 (In-state Tuition) **Class Number:** ITE 195 S16 20999

**Class Dates :** March 2, 3 & 9 Fri. 5:30pm - 10:00pm & Sat. 8:00am - 12:30pm

## MS PowerPoint 2010 Beyond Basics( 1 Credit)

Prerequisite: Introduction to Microsoft Windows or instructor's permission. Content: Course allows the user to create dynamic and eye catching presentations using Microsoft's latest graphics software. Create a presentation with style and make it come alive! Course content includes the new and improved Ribbon, formatting text and graphics, working with tables and charts, applying transitions and animations, adding multimedia features and more to create, and customize effective, finished presentations. **Cost:** \$129.09 (In-state Tuition) **Class Number:** ITE 195 S17 21000

**Class Dates :** April 20 & 21 Fri. 5:30pm - 10:00pm & Sat. 8:00am - 12:30pm

## MS Access 2010 Beyond Basics( 1 Credit)

Prerequisite: Introduction to Microsoft Windows or instructor's permission. Content: This course will cover the benefits and structure of an Access database and will help you to gain a thorough understanding of what makes Access tick as you master the basics of tables, queries, forms and reports. Course designed for users with little or no database experience who wish to learn how to create and use a Microsoft Access database. Course covers creating tables laying the groundwork of your database. Using queries to enter and retrieve data. Simplify data entry with forms, retrieve and organize data with reports. **Cost:** \$129.09 (In-state Tuition) **Class Number:** ITE 195 S18 21283

**Class Dates :** April 13, 14 & 20 Fri. 5:30pm - 10:00pm & Sat. 8:00am - 12:30pm

# Continuing Education

## Quick Books - Intermediate ( 1 Credit)

Prerequisite: ACC-110 or prior experience using Quick Books is a prerequisite for these classes. Are you a small business owner who would like to learn computerized accounting? Or someone who has been using Quick Books and would like to learn how to use it better? Here are the classes you need: •Reporting• Payroll• Budgets•Inventory

**Cost:** \$129.09 (In-state Tuition) **Class Number:** ACC 195 AI 58880

**Class Dates :** Jan 6 -27 Fri. 6:00pm - 9:30pm

## Quick Books - Advanced ( 1 Credit)

Prerequisite: ACC-110 or prior experience using Quick Books is a prerequisite for these classes. Are you a small business owner who would like to learn computerized accounting? Or someone who has been using Quick Books and would like to learn how to use it better? Here are the classes you need:

•Customizing forms and letters•Tracking time•Sales tax; and•Preparing documentation for tax returns

**Cost:** \$129.09 (In-state Tuition) **Class Number:** ACC 295 AI 58970

**Class Dates :** Feb 3 -24 Fri. 6:00pm - 9:30pm

## Teacher Recertification

### Office 2007 for Educators ( 1 Credit)

Explore features of Word, PowerPoint and Excel 2007 that would be useful in a variety of personal and classroom applications. Learn to: utilize Word to do more than just type documents; discover some uncommon uses of PowerPoint; create Excellent math lessons; prepare your students with 21st Century skills by assigning projects that require the use of Office applications, and access the many educational features of Microsoft Office Online.

**Cost:** \$129.09 (In-state Tuition) **Class Number:** ITE 195 S23 21783

**Class Dates :** Feb 24 & 25 Fri. 5:30pm - 10:00pm & Sat. 8:00am - 5:30pm

### 101 Activeboard Tips & Tricks ( 1 Credit)

Participants should demonstrate proficiency in keyboarding skills, and the ability to organize and manage files. Participants need to feel confident switching between open programs and manipulating open windows. A strong familiarity with ActivInspire is needed to support the learning process. Participants should have the latest version of ActivInspire and the Internet at home or school. Content: This course explores the areas of ActivInspire not covered in the Beginner or Intermediate class. Emphasis is placed on the additional features offered in Inspire 1.4. A behind the scenes tour will have participants customizing their Inspire software to meet their needs of their audiences. The Activboard can be used for much more than making and sharing flipcharts. Come learn how to take your iPods, scanners and document cameras to a new level using the Activboard. 101 topics will be covered. Join us for a fast paced fun Activlearning experience.

**Cost:** \$129.09 (In-state Tuition) **Class Number:** ITE 195 S21 21437

**Class Dates :** Feb 10 & 11 Fri. 4:30pm - 9:00pm & Sat. 8:00am - 5:30pm

### Google Tools for Teachers ( 1 Credit)

Managing Windows Seminar or equivalent knowledge. Content: Did you know Google offers tools beyond its search engine? Participants in this course will evaluate the free products and other technologies from Google (including Calendars, Documents, Sites, Custom web searches, and more), and learn how they can use them to collaborate and streamline the teaching process.

**Cost:** \$129.09 (In-state Tuition) **Class Number:** ITE 195 S24 21784

**Class Dates :** Mar 9, 10 & 16 Fri. 4:30pm - 9:00pm & Sat. 8:00am - 1:00pm

## Inspire Design ( 1 Credit)

Created for the classroom teacher who is comfortable with Inspire, this course moves beyond the how tos' of ActivInspire and into content creation. Participants in this course with design meaningful, student centered learning units to use in their curriculum. **Cost:** \$129.09 (In-state Tuition) **Class Number:** ITE 195 S2 21109  
**Class Dates :** Jan 20 & 21 Fri. 5:30pm - 9:00pm & Sat. 8:00am - 12:30pm

## iLearn ( 1 Credit)

iPads and iPod Touches are changing the face of education. Apps and hands-on educational content expand the learning experience both inside and outside the classroom and support differentiation, remediation, enrichment and special needs students. From interactive lessons to study aids to productivity tools, there's something for everyone. Participants in this course will start with the basics of how to manage a mobile device, explore apps and content rich resources, and learn tips and tricks for using these devices in the classroom. iPod Touches and/or iPads will be available for use during class or participants are welcome to bring their own. **Cost:** \$129.09 (In-state Tuition) **Class Number:** ITE 195 S20 21002  
**Class Dates :** Jan 27, 28 & Dec 3 Fri. 4:30pm - 9:00pm & Sat. 8:00am - 12:30pm

## Tools for 21st Century Teacher ( 1 Credit)

Formerly offered under the title: Innovative Tools for the 21st Century Educator. Prerequisite: Managing Windows Seminar or equivalent knowledge. Content: Tired of boring book reports or yet ANOTHER PowerPoint presentation? Participants in this course will evaluate free, easy-to-use web applications and learn how they can engage students with projects that take on a 21st century look. In addition to student attendance at the three face-to-face meetings, this section requires substantial out of class individual student assignments. **Cost:** \$129.09 (In-state Tuition) **Class Number:** ITE 195 S25 21785  
**Class Dates :** Mar 6 -20 Tuesday 3:30pm - 6:00pm

## Anyone Can be a Movie Maker ( 1 Credit)

Managing Windows Seminar or equivalent knowledge. Content: Learn to create movies with Windows Movie Maker. This program is EASY and best of all, it's FREE. Discover how easy it is to make professional looking movies, documentaries, news shows, etc. with digital still and video cameras. We will learn how to add titles, transitions, and special effects using free and copyright friendly music, sound effects, and image enhancement sites. Bring your ideas as we learn how teachers and students can present their ideas to a 21st century audience. **Cost:** \$129.09 (In-state Tuition) **Class Number:** ITE 195 S26 21068  
**Class Dates :** Mar 23 Friday 5:30pm - 10:00pm

## Classroom Blog & Wikis ( 1 Credit)

Participants should demonstrate proficiency in keyboarding skills, and the ability to organize and manage files. Participants need to feel confident switching between open programs and manipulating open windows. Content: Web design software is a thing of the past teachers can quickly and easily create a classroom web presence using Blogs and Wikis. These free, easy to use tools support collaborative projects and enhance home-school communication. Participants will explore the many classroom uses of Blogs and Wikis and create their own. **Cost:** \$129.09 (In-state Tuition) **Class Number:** ITE 195 S22 21782  
**Class Dates :** Feb 17, 18 & 24 Friday 4:30pm - 9:00pm & Sat. 8:00am - 1:00pm

## GPS in the Classroom ( 1 Credit)

Managing Windows Seminar or equivalent knowledge. Content: Are you looking for a new way to excite and engage your students while having them work cooperatively? Participants in this course will learn to use handheld GPS units, create geocaching activities which align with standards, and navigate geocaching websites and other online resources. You'll also have the opportunity to create your own geocaching activities to use with your students.  
**Cost:** \$129.09 (In-state Tuition) **Class Number:** ITE 195 S27 21790  
**Class Dates :** Apr 20, 21 & 27 Friday 4:30pm - 9:00pm & Sat. 8:00am - 1:00pm

## Tech Fusion ( 1 Credit)

Managing Windows Seminar or equivalent knowledge. Content: Are you looking for a new way to excite and engage your students while having them work cooperatively? Participants in this course will learn to use handheld GPS units, create geocaching activities which align with standards, and navigate geocaching websites and other online resources. You'll also have the opportunity to create your own geocaching activities to use with your students.  
**Cost:** \$129.09 (In-state Tuition) **Class Number:** ITE 195 S28 21792  
**Class Dates :** Apr 17 - May 1 Tuesday 3:30pm - 6:00pm

# Teacher Recertification

## Non-Computer Classes

### Arts Sculpture I ( 3 Credits)

This is a (3 Credit) Class. with teacher recertification credits.

**Cost:** \$387.27 (In-state Tuition) **Class Number:** ART 231 EI 57805

**Class Dates :** Jan 9 - Apr 28 Fri. 6:00pm - 9:00pm

### Art Methods II ( 1 Credits)

After the kids have grown tired of pencil and paper, what's next? In this seminar, we will cover fun art projects filled with fundamental principles to inspire creativity in any student. From quick and simple paper weaving to elaborate crayon resist projects, gain confidence in providing art lessons that kids will love and that you will enjoy teaching. Check your VWCC email for the list of supplies to bring to the first class.

**Cost:** \$258.18 (In-state Tuition) **Class Number:** ART 295 EYI 57809

**Class Dates :** Feb 17 - 25 Fri. 6:00pm - 10:00pm & Sat. 8:00am - 1:30pm

### ASL for Educators I ( 3 Credits)

This is a (3 Credit) Class. Introduces the fundamentals of American Sign Language (ASL) used by the Deaf Community, including basic vocabulary, syntax, fingerspelling, and grammatical non-manual signals. This class is an Workforce Development class as well as a teacher recertification class. For information please contact Mike Greer. 857-6407

**Cost:** \$258.18 (In-state Tuition) **Class Number:** ASL 195 EI 57866

**Class Dates :** Jan 27 & 28 Fri. 5:30pm - 9:30pm & Sat. 8:00am - 5:00pm

### ASL for Educators II ( 3 Credits)

Focuses on communicative competence. Develops gestural skills as a foundation for ASL enhancement. Introduces cultural knowledge and increases understanding of the Deaf Community. This class is an Workforce Development class as well as a teacher recertification class. For information please contact Mike Greer. 857-6407

**Cost:** \$258.18 (In-state Tuition) **Class Number:** ASL 295 EI 57849

**Class Dates :** Jan 27 & 28 Fri. 5:30pm - 9:30pm & Sat. 8:00am - 5:00pm

### Teaching the New History SOLs ( 3 Credits)

Students will, upon successful completion of the course, have better and enhanced understanding as to instruction of course-work in History according to Virginia Standards of Learning at both primary and secondary levels. This class is an Workforce Development class as well as a teacher recertification class. For information please contact Mike Greer. 857-6407 Internet access required. This is a hybrid class delivered partially in the classroom and partially on the web. teacher recertification class. For information please contact Mike Greer. 857-6407

**Cost:** \$258.18 (In-state Tuition) **Class Number:** HIS 295 EYI 57869

**Class Dates :** Jan 27 & 28 Fri. 5:30pm - 9:30pm & Sat. 8:00am - 5:00pm

# Autocad Revit

## Architects & Engineers! Let's Get Drawing!

### Revit - Foundations of Revit

This (3) week course will focus on the basic tools needed to work with Revit Architecture. Management of Projects in the Revit Environment will be discussed throughout this course. The course will go over the following.

**User Interface:** Design Bar, Menus, Toolbars, System Families, Content Families

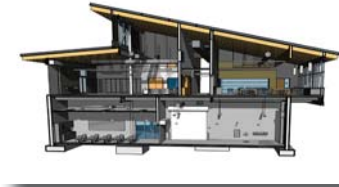
**Printing, Dimensioning, Walls, Doors, Windows, Massing & Extruding**

**\*\*Cost Will not Include text\*\***

**Class Dates**  
Jan 10- Feb 14  
Wednesday 5pm - 9pm

**Class Number**  
CADD 2151 ACI 53374

**Cost**  
\$175



### Revit - Intermediate

The (8) week intermediate course will expand on the knowledge of the foundations of Revit and further develop integrated floor plans, coordinate systems, drawing families, massing, extruding, dimensions, creation and editing.

**Class Dates**  
Feb 28- Apr 17  
Wednesday 5pm - 9pm

**Class Number**  
CADD 2152 ACI 53382

**Cost**  
\$215

### Basic Home Inspection

Learn how to define the difference between a home inspection and an energy audit. Equipment used, what elements are expected to be included, how to write a report, what kinds of licenses are required by the state of Virginia. Call Paulette Parkhill for more information: 857-6514

**\*Call Paulette Parkhill, 857-6514, for more information.**

**Class Dates**  
Feb 18  
8:00am-5:00pm

**Class Number**  
BLDG 2251 ACI  
#58159

## Certification and Licensure Preparation Courses

### Autodesk Certification

#### Autodesk Certification

This is designed for the individual who would like to be Certified for Autodesk in the following software;

- Inventor
- Civil 3D
- 3ds Max Design
- Revit
- AutoCAD 2011

**VWCC** has now become a testing site for Autodesk Certification. Starting in May you can contact the Workforce Office 857-6076 to request a test date.

# GO GREEN

The contracting industry is changing.

As a primer for **Green Building concepts**, this **24-hr. intensive training** program will provide currently licensed contractors with the knowledge and hands-on training to take the **Residential/Commercial Green Advantage Certification Exam** and to **expand their business** into the **sustainable/alternative energy market**.

## Take the Green Advantage Saturdays (3 weeks)

8-hr. classes  
(8am - 5pm)

Costs: \$325.00 per person plus textbooks

Includes Residential/Commercial Green Advantage Certification exam and NCCER "Your Role in The Green Environment" Certification Exam  
**Contact Workforce 857-6076**

## Construction & Industrial Trades

### Basic Contractor Business Licensing Class

8 hour course As of August 21, 2006, the Contractors' Board requires all contractors applying for a new license to successfully complete an 8-hour approved basic business course as a prerequisite to licensure.

This course has been approved by the Virginia Department of Professional and Occupational Regulation, board for Contractors.



Cost  
\$185

Class Dates

September 10

Class Number

BLDG 2250STCONB 25492  
8: 00AM -5:00PM

Class Dates

October 22

Class Number

BLDG 2250STCONB 25493  
8: 00AM -5:00PM

Class Dates

December 3

Class Number

BLDG 2250STCONB 25494  
8: 00AM -5:00PM

### Online Tradesman License Renewal

The VA Board of Contractors requires journeymen, to take continuing education hours specific to their trade as part of the licensing process. Those renewing a license must take continuing education in their respective profession:

	<u>Class Number</u>	<u>Cost</u>
Plumbers	26019	\$45
HVAC technicians	26036	\$45
Electricians	26017	\$45
Gas fitting	26142	\$25



### Backflow Prevention

The Commonwealth of Virginia requires individuals engaged in maintenance, repair and testing, or periodic inspection of cross connection devices be certified in backflow prevention. Individuals with 7 or more years of work experience are required to complete a 16 hour training class.

Cost  
\$199

Class Dates

June 10 & 11

Friday 1:00pm-9:00pm  
Saturday 8:00am-5:00pm

Class Number

BLDG 2247 GI 17116

# Energy Management Diploma

**IEP**

*Institute of Energy Professionals*

A comprehensive, convenient, three week program providing hands-on, practical, energy management education leading to a professional diploma. Complete your diploma in less than one year!

## **EM-I Managing Energy for Greater Profitability**

1. Energy Industry Overview
2. Energy Legislation (Codes and Standards)
3. Understanding of Electric Utility Rates
4. What Makes an Effective Energy Management Program
5. Renewable Energy Overview
6. Procurement of Fuels
7. Strategic Energy Planning
8. Energy Calculations
9. Analyzing Energy Information
10. Energy Surveying and Instrumentation
11. Economic Analysis Techniques
12. Understanding the Corporate Culture
13. Survey Planning
14. Establishing an Effective Energy Management Program
15. Techniques for Working with People

## **EM-II Improving Equipment Efficiencies**

1. Compressed Air Systems
2. Energy Efficient Lighting
3. Boilers & Steam Systems
4. Thermal Energy Storage
5. Fundamentals of HVAC Systems
6. Chillers/Cooling Towers
7. Electric Motors & Power Quality
8. Building Automation and EMS

## **EM-III Industrial & Commercial Energy, Process & Building Analysis**

1. Building Envelope Analysis
2. Industrial & Commercial Ventilation
3. Geothermal Heat Pump
4. Process Energy Analysis/Cogeneration
5. DDC Controls Specifications; Procurement & Commissioning
6. Hydronic Systems



**EM-I**  
**Spring 2012**  
**Class Number**  
**ENVR 2300 AI**

**EM-II**  
**Spring 2012**  
**Class Dates**  
**Feb. 13 - 17**  
**Class Number**  
**ENVR 2301 AI # 43616**  
**8:30AM - 4:30PM**

**EM-III**  
**Summer 2012**  
**Class Number**  
**ENVR 2302 AI**

### **Cost**

**\$1500 per class**

**Your Registration Fee Includes ALL class materials, lunches & breaks**

Upon completion of the three-week program, participants are offered the opportunity to take a comprehensive course examination developed by the Institute of Energy Professionals. Successfully completing the exam will earn you the designation Professional Energy Manager (PEM), in addition to receiving your program diploma from Virginia Western Community College.

# **Business Professionals**

## **Be More Successful**

**In all that you do already why not go further!**

**Try our 4 Step classes for Best Business practices  
After all we all could use a Tune up...Now's the time**

---



### **Introduction to Successful B2B Sales Strategies (New to sales or entering sales)**

Planning to enter the B2B sales field or currently a salesperson wishing to expand and improve skillsets. This course covers sales topics ranging from pre-sales planning to post-sales follow up. Additionally, students will learn personal presence, relationship building, ethics, target market strategies, and technology as a sales tool.

Contact James Smith 857- 6273



### **Mastering Business Manners and Protocol**

The practice of appropriate business etiquette by employees in companies has proven to add value to the overall service experience, establishing new relationships, and build customer loyalty and reputation. Students will learn to demonstrate effective introductions, appropriate behavior in business meetings, appropriate behavior at networking events, successfully navigating a business meal, and to develop and action plan to improve personal professionalism.

Contact James Smith 857- 6273



### **Public Speaking for Business Professionals**

Moving up the corporate ladder and need help speaking in public. This course applies theory and principles of public address with emphasis on preparation and delivery. Students will learn to develop and deliver an informative and a persuasive speech.

Contact James Smith 857- 6273



### **Home Purchasing in today's Market (First time home owners)**

The home buying process in today's market can seem a bit mysterious and overwhelming. The purpose of this course is to breaks down the home buying process, step by step, for the first time buyer. The course will include agency-buyer relations, the lending processes, market analysis, contract writing, contract negotiations, home owner's insurance, home inspections, and the settlement process. Students will meet a Real Estate Broker, Lender, Home Inspector, and Real Estate Closing Attorney during the course. Course completers will know how to afford, search, chose, and close on their first home.

Contact James Smith 857- 6273

**If you have a group No Problem, we'll come to you...**

# Online Classes



## **STUCK** at your Desks?

These are Online Computer based classes to fit your needs...Software, Education, Writing, Medical

### Session Start Dates :

December 14th

January 18th

February 15th

March 21st

### **Introduction to Microsoft Excel 2007**

Discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You'll also learn the secrets behind writing powerful mathematical formulas, using the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more. You'll also learn the best ways to sort and analyze data, create custom charts and graphs, create 3-dimensional workbooks, build links between files, endow your worksheets with decision-making capabilities, and automate oft-repeated tasks with macros and buttons. **Cost \$ 95**

### **Introduction to Microsoft Word 2007**

In this hands-on workshop, you'll learn how to add, move through, and edit text, move words from one part of your document to another, work on two or more documents simultaneously, change the size or appearance of text, change margins and tab settings, automatically center, right align, justify, and indent text; run the integrated grammar and spelling checker; use the thesaurus, and save, retrieve, copy, organize, and print your documents. **Cost \$ 95**

### **Introduction to Microsoft Word 2010**

you'll learn how to add, move through, and edit text; move words from one part of your document to another; work on two or more documents simultaneously; change the size or appearance of text; change margins and tab settings; automatically center, right align, justify, and indent text; run the integrated grammar and spelling checker; use the thesaurus; and save, retrieve, copy, organize, and print your documents. **Cost \$ 95**

### **A to Z Grantwriting**

You'll learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. Network and develop true partnerships with a variety of funders, how to organize a successful grant-writing campaign, and how to put together a complete proposal package. This course speaks mainly to nonprofit organizations, schools, religious institutions, and municipalities seeking grants from foundation, corporate, government, and individual donors. It's also an excellent primer for individuals wishing to become grant-writing consultants or community grant-writing volunteers. No matter who you are or what level of experience you have, you'll find the A to Z of writing and submitting successful proposals here! **Cost \$ 95**

**Enroll Now**

<http://www.ed2go.com/vawestern/>

**ed2go** | Learn More

**Courses as Low as**

**\$95**

- Expert Instructor
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction

**See what's  
Hot Online!**

# Online Classes

## Architects & Engineers

### DPOR LICENSE RENEWAL

Are you in the field of Engineering, Architecture, Interior design, Construction, Land Surveying  
These Online Courses will meet  
DPOR regulations & Requirements!

#### Architectural

##### Achieving LEED Credits in New Construction Projects

This interactive online course teaches Commercial Green Building based on compliance with LEED NC 2009 — New Construction. We treat the unique aspects of Green Building in detail, with particular emphasis on handling of waste, materials recycling and reuse, energy conservation, indoor air quality, use of environmentally safe products, design principles, system planning and construction best practices.

<u>Class Number</u>	<u>Hours</u>	<u>Cost</u>
RV-10228	6	\$210.33

#### Beginning CAD Classes

Bring your ideas to life with AutoCAD R2010! This industry-leading 3D CAD software boasts a powerful suite of design tools, all geared towards the efficient development, documentation and distribution of your designs. Whether you need CAD mastery for architectural drawing, modeling or drafting, RedVector's Beginning CAD series will give you the tools necessary to utilize this powerful software.

<b>38 Classes available</b>	<u>Hours</u>	<u>Cost</u>
	1-4	\$24.02 - \$97.02

#### Water Wastewater Treatment

##### EPA Onsite Wastewater Treatment: Processes and Systems

This 4-hour interactive online course is based on Chapter 4: Treatment Processes and Systems, from the Onsite Wastewater Treatment Systems Manual published by the United States Environmental Protection Agency. This chapter is intended as an informational guide to understanding the various types of onsite wastewater treatment systems and their treatment uses and capacities.

<u>Class Number</u>	<u>Hours</u>	<u>Cost</u>
RV-5659	4	\$155.80

#### Basic Civil Engineering - Sewers and Sewerage

This 1-hour online course is a general background of what sewerage is all about, from the home to the treatment plant. It looks at common terminology and the different types of sewer lines. This course includes a multiple-choice quiz at the end. You must have Flash Player Version 7 or higher to view some parts of this course. We also recommend you view this course in Internet Explorer.

<u>Class Number</u>	<u>Hours</u>	<u>Cost</u>
RV-6128	1	\$38.95

**Register NOW! Call Workforce 857-6076**

# Online Classes

## Engineer- Civil / Structural

### Basic Culvert Design

Culvert design does not need to be so cumbersome. This 1-hour online course covers how to design culverts, or any circular conduit that carries water by gravity downhill. It includes a quick review of gravity flow, and walks you through using Manning's Equation and the Hazen-Williams formula. This course comes with a useful spreadsheet which incorporates both formulas to help simplify your design process. The spreadsheet can be used in a number of ways.

You must have Flash Player Version 7 or higher to view some parts of this course. We also recommend you view this course in Internet Explorer.

Class Number  
RV-6112

Hours  
1

Cost  
\$38.95

**9 Classes available**

### 15 Hour Civil / Engineering package

This is a 15 hour package of online courses catering to civil engineers. The courses contained in this package are:

Channel Restoration Design 1: An Alternative to Channelization (2 hours)

Design of Detention Ponds for Parking Lots (4 hours)

Membrane Filtration - Part 1: Process, Products & Materials (1 hour)

Membrane Filtration - Part 2: System Components & Pumps (1 hour)

Parking Lot Storm Drain Design (2 hours)

Stream Restoration I - Introduction and Overview (2 hours)

Advanced Stormwater Treatment: Design (3 hours)

Purchased individually these courses would cost \$681.25.

**When you purchase this discounted package you save \$102.18!**

Hours  
15

Cost  
\$502.66

**38 Classes available**

**Register NOW!**

**VIRGINIA WESTERN  
WORKFORCE SOLUTIONS**

YOUR KEY TO **SUCCESS**

Contact Workforce for registration 857-6076

Please go to our website, <http://www.viriniawestern.edu/workforce/online/index.php> and click on RedVector.

### Login as a New User

1. Once you have chosen your profession under the state of VA. You will choose the Category you wish to study. aka....Civil / Structural
2. Any of the Many classes would go towards your License

# Programs

## Access ESL and College Preparation: Intensive English Language Program

Virginia Western has partnered with [Access ESL](#) and College Preparation (AECp) to offer an intensive English program of study. This program is designed to provide international and English as a Second Language (ESL) students with the academic English and study skills required to take the TOEFL and/or Compass exam and succeed in college-level classes. Multiple skill levels are offered:

### Skill Level I (ESLA 2601):

A basic beginner level course for students with little or no academic English training, and with oral communication limited to frequently used phrases in predictable need areas.

### Skill Level II (ESLA 2602):

Fluency skills are emerging through the use of learned material and students are beginning to combine skills to form limited interaction with others. Students can ask questions and make statements about topics learned in class and are able to write paragraphs and understand short readings.

### Skill Level III (ESLA 2603):

In this course students possess a strong grasp functional English language skills and exhibit creativity and spontaneity in their interactions with others and in their work. Students are capable of more complex topics at slightly more depth of content. Students can compose essays in variety of genre.

### Skill Level IV (ESLA 2604):

Students in this course employ a variety of communication strategies to initiate conversation and discuss topics at greater length and depth. These students are generally understood by native English speakers, can differentiate between formal and informal communication, and are becoming aware of nuances. Students can compose longer essays and research papers.

### Curriculum Overview and Descriptions

- Each skill level consists of two 5-week project-based modules
- Modules guide students step-by-step through skill building and lessons
- Students complete assigned projects which enhance learning & allow students to put their personal touch and style into their work
- Students submit a portfolio of their work at the end of each module
- Students learn valuable study skills to help them succeed in the classroom & reach educational and job goals

# Certificate Programs



## **Water and Wastewater Technology CAREER STUDIES CERTIFICATE**

**Purpose:** The Water and Wastewater Technology career studies certificate program is designed to prepare students to become a water or wastewater plant operator in municipal and industrial treatment facilities and laboratories. Water treatment plant and system operators treat water so that it is safe to drink. Wastewater treatment plant and system operators remove harmful pollutants from domestic and industrial liquid waste so that it is safe to return to the environment. Operators in both types of plants control equipment and processes that remove or destroy harmful materials, chemical compounds, and microorganisms from the water. They also control pumps, valves, and other equipment that moves the water or wastewater through the various treatment processes, after which they dispose of the removed waste materials.

### **Occupational Objectives:**

Coursework in this program prepares students for the state certification exam required for a water or wastewater operator's license. This license is essential for career advancement. There are minimum educational and experience requirements depending on the various licensure levels. All levels require a high school or GED diploma, training, and on-the-job experience.

Operators must pass an examination certifying that they are capable of overseeing water/ wastewater plant operations. There are different levels of certification, depending on the operator's experience and training. Both Water and Waste Water operators are licensed by experience and education by the Virginia Board for Waterworks and Wastewater Works Operators through the Virginia Department of Professional and Occupational Regulation (DPOR).

**Admission Requirements:** Applicants must meet the general requirements for admission to the college. To be successful in this program, students must have demonstrated Math competency to be placed in Pre-Algebra. Students not achieving this level will be required to take developmental courses.

### **General Education Core Courses**

PSY 120 ..... Human Relations .....3

### **Water and Waste Water Technology Courses**

ENV 110 ..... Introduction to Water and Wastewater.....3  
Treatment Technology  
ENV 115 .....Water Purification .....3  
ENV 148 .....Math for Water and Wastewater Op.....3  
ENV 149 .....Wastewater Treatment Plant Op .....3  
SAF 127 ..... Industrial Safety .....2  
**Total Minimum Credits for Certificate ..... 17**

### **Suggested Schedule**

<b><u>Fall</u></b>	<b><u>Spring</u></b>
ENV 110	ENV 115
ENV 148	ENV 149
SAF 127	PSY 120

**Note:** Additional courses may be offered for DPOR Water and Wastewater Licensure.

# Certificate Programs

## CDL Tractor Trailer Instruction



This is a 3 week program that will run on a M-F 8am- 4:30pm schedule. We have Information sessions the beginning of each program.

This CDL Class A driver training program is designed to be skill based and hands-on to prepare you for a career in the trucking industry. Our courses are intended to focus on developing a strong work ethic, teamwork, and self-confidence.

### **Financial Assistance**

Various financial resources are available, such as the “ On Ramp “ Grant for such financial aid as deemed available. There will be some that will not qualify for the financial aid so please contact Dan Semones for additional information.

**Pick up** Forms at Virginia Western Workforce  
or visit our web site

<http://www.viriniawestern.edu/workforce/programs/CDLTraining.php>

Complete the Serrato Corporation questionnaire and fax to Dan Semones at 540-857-7386

**“On Ramp”** Grant application

For additional information contact Dan Semones or Michele Webb  
(540) 857-6476 or [dsemones@viriniawestern.edu](mailto:dsemones@viriniawestern.edu)

## Looking for a new career

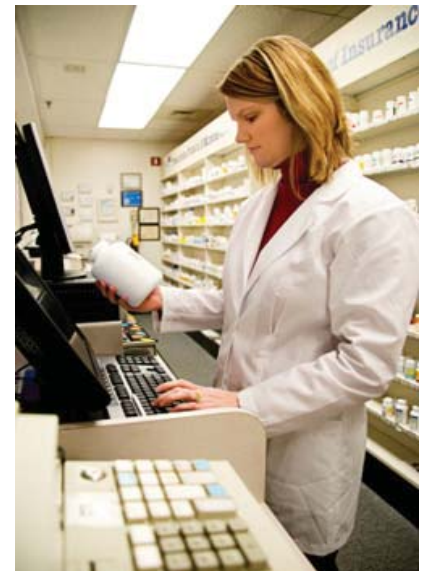
### Pharmacy Tech

**Next Session Start date PLEASE CALL 857-6476**

**Tuesday & Thursday 6:00-9:00**

**Cost: \$1599**

Located in Fishburn Hall Workforce Development Training Room suite F01 on Main Campus of [Virginia Western Community College](http://www.viriniawestern.edu)



Upon successful completion graduates will be eligible to apply for registration as a Pharmacy Technician in Virginia and be prepared to take the national Pharmacy Technician Certification Board (PTCB) exam.



Remember to Register [www.viriniawestern.edu/workforce/](http://www.viriniawestern.edu/workforce/)

# CRC

## Career Readiness Certificate



Let's go **there**



The Virginia Career Readiness Certificate is a nationally portable skills credential endorsed by the Governor of Virginia and is legally defensible. The CRC certifies core employability skills required across multiple industries and occupations nationwide. It measures an examinee's skills in three areas: Applied Mathematics, Reading for Information, and Locating Information. Examinees earn a Gold, Silver, or Bronze level certificate based on score. Show employers you have what it takes to succeed in the workplace. Cost: \$45.

Assessments given twice a week, Tuesdays at 1:00pm and Thursdays at 9:00am at the Roanoke Workforce Center on Hershburger Road. Practice tests available. Call Katelyn Quinley to make appointment: 857-6327 or 857-6076.

# Get to Know US

## Main Campus

Fishburn Hall - Ground Floor

Phone: 540-857-6076

Fax: 540-857-7386

[workforce@viriniawestern.edu](mailto:workforce@viriniawestern.edu)

[www.viriniawestern.edu/workforce/](http://www.viriniawestern.edu/workforce/)

## **Were Here...**

- Customized Training programs for employers
- Community classes
- Teacher Recertification Classes
- Work Skills Testing

## Greenfield

57 S. Center Drive

Daleville, Virginia 24083

Phone: 540-966-3984

Fax: 540-966-4010

[www.botetourt.org/business/greenfield.php](http://www.botetourt.org/business/greenfield.php)



## **Greenfield is also a Rental facility**

Contact us about :

- Wedding Rentals
- Business Room Rentals
- Lecture Hall

## Franklin Co.

50 Claiborne Avenue

Rocky Mount, Virginia 24151

540-483-0179

Fax: 540-483-1297

[www.thefranklincenter.org/](http://www.thefranklincenter.org/)

## **We Offer...**

- Community classes
- Teacher Recertification Classes
- Test Proctoring Site



**Application for Admission**  
**Virginia Western Community College**  
**Workforce Development Office**  
**PO Box 14007, Roanoke, VA 24038-4007**  
**Phone (540) 857-6076, Fax (540) 857-7386**

For Office Use Only  
 Empl ID \_\_\_\_\_  
 IS  OS  \_\_\_\_\_  
 Staff Initial \_\_\_\_\_  
 Date \_\_\_\_\_

**Please Note:** In compliance with the Sex Offender and Crimes Against Minors Registry, a portion of this information will be submitted to the Virginia State Police.

1. Name: \_\_\_\_\_  
 Prefix First Full Middle Last Suffix

2. Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
**See privacy statement, which can be obtained in the Admissions Office.**

3. Former name: \_\_\_\_\_  
 First Full Middle Last

4. Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 (Month) (Day) (Year)

5. Which college/campus do you plan to attend? \_\_\_\_\_ College \_\_\_\_\_ Campus

6. In what type of class will you be enrolling?  Non-credit/CEU classes

7. What term do you plan to begin classes? 20\_\_ Term:  Fall (Aug-Dec)  Spring (Jan-May)  Summer (May-Aug)

8. Have you previously attended, applied for admission to, or been employed by any Virginia Community College?  
 No  Yes **If yes, SIS ID (Empl ID), if known:** \_\_\_\_\_

9. Primary Phone (include area code): (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

10. Mailing address: \_\_\_\_\_  
 (Street) (City) (State) (ZIP) (Country, if not USA)

11. Current Residence: \_\_\_\_\_ **Provide what you consider to be your location of residence. If you temporarily relocated to your current address to get an education, you should provide your previous location.**

12. Have you lived in Virginia for the last twelve months?  Yes  No If no, where else did you live? \_\_\_\_\_ (US state or Foreign country).

13. Email address: \_\_\_\_\_ **This address will be your unofficial e-mail address; you will be assigned an official VCCS e-mail address after enrolling in a qualifying class.**

14. Emergency Contact Information: \_\_\_\_\_  
 First Name Last Name Relationship Phone Number Extension

15. Employer (if employed): \_\_\_\_\_ 16. Business phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ ext.: \_\_\_\_\_

17. Ethnicity: Are you Hispanic or Latino  Yes  No  
 What is your race? (Select any that apply):  White  Black/African American  Hispanic/Latino  
 Asian  American Indian/Alaska Native  Native Hawaiian/Other Pacific Islander

18. Gender:  Female  Male

19. U.S. Citizen Status:  Native  Naturalized  Alien Permanent  Alien Temporary  Not reported or Not living in the U.S.

**Note: If you have been a U.S. Citizen since birth, choose Native. If you became a U.S. Citizen after birth, choose Naturalized. If you are not a U.S. Citizen, choose one of the types of alien statuses based on your visa. "Alien Permanent", "Alien Temporary" or "Not reported or Not living in the US" applicants must complete the remainder of the question on Citizen Status.**

Country of Citizenship? \_\_\_\_\_ Permanent Status:  Resident Alien  Asylee  Refugee A#: \_\_\_\_\_

Visa Type: \_\_\_\_\_ Visa Expiration Date: \_\_\_\_\_  
 If you chose "Not reported or Not living in the US," what Visa Status are you requesting? \_\_\_\_\_

20. Primary Language:  English  Other

21. Military status:  No Military Service  Spouse  Dependent  Active duty  Active reserves  
 Inactive reserves  Retired  Veteran/VA Ineligible  Veteran

Branch: \_\_\_\_\_ Date of Entry \_\_\_\_\_

**I certify under penalty of disciplinary action that all of the information is complete and accurate. I agree to supply the college with supporting documentation related to my application, if I am requested to do so.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Legal Guardian's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(If under 18 years of age)**

*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), disability, national origin or other non-merit factors. For further information, contact the Title IX Coordinator in Chapman Hall, Room 102, (540) 857-6438 or the Section 504 Coordinator in the Student Center, Room 102, (540) 857-7286. TTY number is (540) 857-6351. Employer, date of birth, sex, and race information are used for research, reporting and management of student records.*

Virginia Western Community College  
Workforce Development  
PO Box 14007  
Roanoke, VA 24038

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## Contact Us

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### **Workforce Solutions Office**

Fishburn Hall - Ground Floor  
Phone: 540-857-6076  
Fax: 540-857-7386  
[workforce@viriniawestern.edu](mailto:workforce@viriniawestern.edu)  
[www.viriniawestern.edu/workforce/](http://www.viriniawestern.edu/workforce/)

### **Greenfield Education and Training Center**

57 S. Center Drive  
Daleville, Virginia 24083  
Phone: 540-966-3984  
Fax: 540-966-4010  
[www.botetourt.org/business/greenfield.php](http://www.botetourt.org/business/greenfield.php)

### **Franklin County Workforce Development Center**

The Franklin Center  
50 Claiborne Avenue  
Rocky Mount, Virginia 24151  
540-483-0179  
Fax: 540-483-1297  
[www.thefranklincenter.org/](http://www.thefranklincenter.org/)

**VIRGINIA WESTERN  
WORKFORCE SOLUTIONS**

YOUR KEY TO  **SUCCESS**