

Center for Workforce & Community Education



January - June 2012 Non Credit Class Schedule

Visit the web site www.germanna.edu/workforce for latest course schedule.

We are dedicated to the continuous improvement of our community through adult education. We advance the quality of life by providing life-long learning opportunities intended to enhance personal, economic and regional development.

www.germanna.edu/workforce

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Fredericksburg Area Campus

10000 Germanna Point Drive, Fredericksburg, VA 22408

Daniel Technology Center

18121 Technology Drive, Culpeper, VA 22701

Germanna Riverside Center

150 Riverside Parkway, Suite 101, Fredericksburg, VA 22406

Stafford County Center

2761 Jefferson Davis Highway, Suite 107, Stafford, VA 22554

Locust Grove Campus

2130 Germanna Highway, Locust Grove, VA 22508

Online

www.germanna.edu/workforce



GERMANNA COMMUNITY COLLEGE
Center for Workforce & Community Education

Center for Workforce & Community Education

Types of Courses Offered

CAREER READINESS CERTIFICATE & WORK KEYS

The Career Readiness Certificate, or CRC, is a state-recognized skill credential, valuable to both individuals and employers. To attain the CRC, individuals must sit for the Work Keys skills assessments and attain scores that qualify them for the CRC. Three levels of CRC are available: gold, silver, and bronze. Virginia's community colleges are the official sites for the CRC and Germanna provides a multitude of services in support of the CRC.

CAREER TRAINING

The Center for Workforce and Community Education provides a wide variety of career and professional development classes and programs, available both on-line and in standard classroom settings. Completing our career training classes helps you to attain the most current skills needed in today's competitive workplace. Career training classes include hands-on instruction, giving you skills that can be put to use immediately. On-line registration is now available for open enrollment career training classes.

CUSTOMIZED TRAINING

Customized training services are available to meet the specific training needs of the incumbent workforce. We view customized training services as a partnership between the college and the businesses in our region that results in enhanced skills that benefit the individual, the business, and the overall economic growth and prosperity of our community.

Our professional staffs are available to assist employers by:

- Assessing employee needs
- Designing appropriate customized training
- Implementing successful programs
- Evaluating success and return on investment
- Providing various consulting services

We have experienced faculty and subject-matter experts who deliver customized training and services suitable for many settings and organizational structures. Our goal is to respond to customer-driven needs and expectations and to provide services at the times and locations most suitable for our customers.

STATE MANDATED TRAINING

The state of Virginia now requires professional development training for:

- Basic Contractor's Business license (new & renewal)
- Journey & Tradesmen license (renewal)
- Independent Dealer-Operators License

Germanna is pleased to serve as the training site for these mandated programs. All instructional curricula are approved by, and comply with, the appropriate authorizing agency's requirements. Please visit the websites associated with the agency licensure.

- Basic Contractors and Tradesmen Updates (Electrician, Gas Fitter, HVAC Mechanic, and Plumber) at Department of Professional and Occupational Regulation (DPOR) at <http://www.dpor.virginia.gov>.
- Independent Dealer-Operators should visit VIADA at www.viada.org.

INDUSTRY CERTIFICATION PREPARATION

Industry certifications provide excellent career credentials to enhance your employability. Most certifications are "portable credentials" meaning they are nationally recognized in a variety of occupational settings and locations. The Center for Workforce and Community Education offers preparatory training for a wide variety of industry certifications in high-demand, often high-paying occupations. Many industry certification tests are also available at Germanna.

ONLINE COURSES

Ed2Go - Online Courses

The Center for Workforce and Community Education is pleased to partner with Ed2Go to provide online learning opportunities in a wide variety of courses. Every course includes expert assistance. All classes can be taken from the convenience of your home or office. Each course is priced individually and lasts six weeks. Courses begin monthly to fit into your busy schedule!

Gatlin Education - Online Courses

The Center for Workforce and Community Education also partners with Gatlin Education Services (GES), offering online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

CONTINUING EDUCATION

Continuing Education helps professionals to stay current in their fields. This in turn helps businesses to operate more efficiently and competitively.

The Center for Workforce and Community Education offers a variety of Continuing Education classes and programs for skills development, applicable in a wide range of occupations.

Note to employers: Consider scheduling a customized Continuing Education class, designed specifically to meet the needs of your employees. Contact us for details.

MOTORCYCLE RIDER COURSES

This course provides basic training for students, who have no previous motorcycle experience, through a combination of classroom and on cycle training. If the student completes the course successfully, then all requirements for DMV are met. The DMV will then provide the motorcycle endorsement on the student's Virginia driver's license. The Experienced Rider Course (ERC) is designed for the more advanced rider. This class helps experienced riders master their current riding skills while learning new techniques through riding situations.

PERSONAL ENRICHMENT

It's never too late to try something new! Personal Enrichment classes help you to reach your lifelong learning goals. They may inspire a new hobby, teach a skill you "always wanted to learn," or be something that just sparks your interest. Our instructors are subject matter experts, eager to help you to attain your goals.

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Center for Workforce & Community Education

January - June 2012 Non Credit Course Schedule

BUSINESS & PROFESSIONAL

Administrative Professionals Seminar \$89

Join us for the annual administrative professional's seminar. In partnership with the Fredericksburg Chapter of the International Association of Administrative Professionals, a full day of educational activities is planned. Along with hearing excellent speakers, visit vendor booths and participate in drawings for door prizes. Continental breakfast and lunch provided.

BUSC 2234-50 04/26/12 Th 8:30AM- 3:00PM Riverside

Applying for a Federal Government Position \$139

Have you applied to USA Jobs and hit a dead end? Did you know the Federal Government is the top employer in Northern Virginia? This class will give you the information you need to navigate the Federal jobs process. The submission of the proper government forms and resume format are the critical first steps to getting noticed by the different government agencies. This workshop is designed to provide an understanding of the federal hiring process and the tools used by the various federal agencies. This session also provides participants with the opportunity to work on the resume format so that they leave the workshop with a tangible product.

BUSC 2483-60 01/24/12 - 01/26/12 TuTh 6:00PM- 9:00PM Riverside

BUSC 2483-181 03/06/12 - 03/08/12 TuTh 6:00PM- 9:00PM DTC

BUSC 2483-61 03/19/12 - 03/21/12 MW 6:00PM- 9:00PM Riverside

BUSC 2483-402 05/19/12 Sa 9:00AM- 4:00PM SCC

BUSC 2483-62 06/19/12 - 06/21/12 TuTh 6:00PM- 9:00PM Riverside

Cost Effective Marketing Using Social Media \$89

Is your marketing budget limited? Do you need to reach a large audience? This course is designed for the small to medium business that needs a hands-on approach to using social media to improve and increase client base and profits. In this class you will create an effective YouTube video advertisement and create a business profile searching for target markets on Facebook. You will also learn how to create a blog and use Twitter. This class is a two part series to ensure your new knowledge is retained.

BUSC 2485-481 02/10/12 - 02/17/12 F 6:00PM- 8:30PM SCC

BUSC 2485-60 06/05/12 - 06/07/12 TuTh 6:00PM- 8:30PM Riverside

Cover Letters and Resumes \$69

Are you tired of writing endless applications and resumes, only to hear nothing back from your target company? Have you ever felt overwhelmed at the prospect of drafting yet another cover letter or resume for one more application? Learn how to write an outstanding resume and cover letter, how to market your life experience and bring added value to an employer. You will also learn to develop an individual action plan and personal statement to act as a guidepost in your professional development.

BUSC 2378-102 05/01/12 Tu 9:00AM-12:00PM DTC

Generations in the Workplace \$69

Are there major differences in the way your staff behaves and relates to one another? Do they seem to have obvious differences in what they value, how they live, and how they work together? Today there are four different generations interacting in the workforce: the silent generation, baby boomers, Generation X and Generation Next. This course provides an overview of the four generations and ways to recognize, understand, identify, characterize, and differentiate between the myths and facts of each generation. You will learn how the different values, work habits and goals contribute to your teams and how to deal with the challenges associated with cross-gen teams.

BUSC 2325-402 03/09/12 F 9:00AM-12:00PM SCC

BUSC 2325-50 05/02/12 W 9:00AM-12:00PM Riverside

Implementing an Organizational Mentoring Program \$69

Mentoring programs are helping businesses survive and thrive in the 21st Century workplace. This new and innovative course will help you to understand the purposes, advantages, and procedures involved in developing a mentoring program in your organization. You will learn about the program coordinator's role and guidelines that should be in place prior to the program start. You'll learn how to select and match mentors and motivate their progress. You will also learn to evaluate the effectiveness of the program and help it to achieve continued success.

BUSC 1163-50 02/22/12 W 9:00AM-12:00PM Riverside

BUSC 1163-402 04/20/12 F 9:00AM-12:00PM SCC

Internal Customer Service \$69

Has your organization looked inward to find the answers to providing customers exceptional external service and increase productivity? In today's fast changing and highly competitive business environment, internal customer service has never been so important. Organizations consist of an independent chain of individuals that function as a team; each taking inputs from one another and turning them out into external customer service. This class helps your employees to provide their internal customers with better service, thus delivering a higher quality service to the external customer. Focusing on your internal customer helps your organization to prosper by increasing motivation and promoting a more satisfying work environment.

BUSC 2282-402 02/10/12 F 9:00AM-12:00PM SCC

Managing Relationships at Work \$69

This course will help you improve relationships with managers, peers and staff so that you work more effectively in your organization. You will learn how to become an asset to your boss, initiate positive relationships with all levels of your organization, work collaboratively with peers, communicate difficult messages and manage office politics. This is an excellent course to help you to transition into a new job or promotion.

BUSC 2558-50 05/16/12 W 9:00AM-12:00PM Riverside

Notary Public Preparation **\$69**

Add to your list of professional skills! If you are a new or renewing notary, gain skills to authenticate documents, detect fraud, and be successful in your career. You will be instructed on the legal and ethical requirements and duties of notaries and learn how to apply and receive notary commission from the Commonwealth of Virginia. Learn everything from the first step of making application through the swearing in before the Clerk of the Court. The instructor is an attorney in private practice.

LAWS 2003-402	03/24/12	Sa	9:00AM-12:00PM	SCC
LAWS 2003-50	05/19/12	Sa	9:00AM-12:00PM	Riverside

Team Building **\$69**

The most effective way to improve an organization's productivity is through team development. In this class, you will learn the five principles of effective team building, the roles of team members, and ways to create a conducive team environment. The class on February 23, 2012 is being held at the Madison School Board Office at 60 School Board Court, Room 18, Madison, VA 22727.

BUSC 1138-180	02/23/12	Th	6:00PM- 9:00PM	LGC
BUSC 1138-103	03/13/12	Tu	9:00AM-12:00PM	DTC
BUSC 1138-50	05/08/12	Tu	9:00AM-12:00PM	Riverside

BUSINESS COMMUNICATION

Blogging to Market Business **\$49**

Blogging is a core essential of any social media marketing plan. In this class you will learn how to write a blog using Wordpress that will effectively market and brand your company and/or yourself.

BUSC 2527-60	02/21/12	Tu	6:00PM- 8:00PM	Riverside
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Facebook Marketing **\$49**

In this class you will learn how to customize your Facebook for business. You will learn how to build your valuable readership, sell your "likeability", leverage your business and engage readers.

BUSC 2531-181	03/13/12	Tu	6:00PM- 8:00PM	DTC
BUSC 2531-60	05/22/12	Tu	6:00PM- 8:00PM	Riverside

Fundamentals of Technical Writing **\$139**

In this hands-on course, you will learn the skills to assess the needs of your users and create documents that explain technical information. You will learn the mechanics of good technical writing, along with techniques for document design and page layout.

COMM 1106-50	02/04/12	Sa	9:00AM- 4:00PM	Riverside
COMM 1106-51	04/14/12	Sa	9:00AM- 4:00PM	Riverside
COMM 1106-60	06/12/12 - 06/14/12	Sa	6:00PM- 9:00PM	Riverside

Linked In Marketing **\$49**

LinkedIn is the fastest growing social media outlet and a must-have for any business and/or person. In this class you will learn how to effectively market and brand your company and/or yourself. You will learn how to manage your time, use groups, network and become more marketable.

BUSC 2530-60	03/20/12	Tu	6:00PM- 8:00PM	Riverside
BUSC 2530-181	04/17/12	Tu	6:00PM- 8:00PM	DTC

Powerful Presentation Skills **\$69**

Effective presentations take planning and practice, whether there are 2, 20, or 200 people in your audience. In order to sell your ideas or convey your message, you have to grab your listeners' attention and hold it. This workshop prepares you to speak to a variety of audiences with confidence. You'll learn how to analyze your audience, determine your key objective, structure the content, create a strong beginning and end, maintain your focus, and use visual aids.

COMM 2132-60	02/23/12	Th	6:00PM- 9:00PM	Riverside
COMM 2132-480	04/20/12	F	6:00PM- 9:00PM	SCC
COMM 2132-61	06/05/12	Tu	6:00PM- 9:00PM	Riverside

Speaking is Easy: Public Speaking for Absolute Beginners **\$69**

Do you feel held back, both personally and professionally, due to lack of confidence when speaking in front of a group? Then this workshop is for you! In a "safe" environment, join us and learn the secrets trained professionals use to captivate their audiences. You learn breathing techniques to help you to relax, read a room, and create volume without straining your voice. Workshop topics also include: practicing pitch, pace, pause, inflection, and modulation; discovering how room size and furnishings affect your delivery; learning the importance of stance and posture; and practicing tips to avoid fading at the end of your lines, and more. Bring notepaper and pens; handouts are provided.

COMM 2135-50	01/31/12	Tu	9:00AM-12:00PM	Riverside
COMM 2135-402	02/17/12	F	9:00AM-12:00PM	SCC
COMM 2135-102	03/27/12	Tu	9:00AM-12:00PM	DTC

Successful E-Mails, Letters, Memos & Reports **\$69**

Effective business communication is succinct and professional. Learn to write with more impact while getting your point across in a clear, professional manner. You practice a writing process which can be used in any situation from short e-mails to long reports, points to assist in avoiding common mistakes, techniques which focus the writing on the intended audience, and methods to make e-mail more effective. All materials are included.

COMM 1104-402	04/13/12	F	9:00AM-12:00PM	SCC
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EXPLORE A NEW CAREER

Beyond the Creaking Door: Writing Supernatural Fiction **\$39**

This workshop is for the paranormal/fantasy writer seeking to create believable characters and the worlds in which they exist. It provides beginning writers of horror/fantasy/supernatural novels with the skills needed to successfully move between worlds and time periods to ultimately create believable, sympathetic characters that the reader can identify with. Program topics include: understanding the mechanics of the horror/fantasy genre and thinking critically about what makes good horror/supernatural writing. For example, how much description is too much and how much is best left to the imagination of the reader? You're also invited to consider the importance of research both on line and through more traditional means depending on the novel style. Lastly, you are encouraged to explore ways to reinvent stock characters in the supernatural genre, notably both werewolves and vampires by examining modern paranormal fiction. Students are encouraged to read, "Among Other Edens", by Guinevere Edern, prior to class. Bring notepaper and pens; handouts are provided.

COMM 2137-402	05/12/12	Sa	10:00AM-12:00PM	SCC
COMM 2137-60	06/21/12	Th	6:00PM- 8:00PM	Riverside

Unleashing the Writer Within: Creative Writing for Beginners **\$79**

The workshop provides the frustrated would-be fiction writer with an understanding of how to tackle plot, character, location, research and where to draw ideas for today's fiction market. Program topics include understanding how to create an interesting work of fiction, how to open with a dynamic first page, how to generate interesting dialogue, and how to create a consistent plot. Ideal for the beginning or inexperienced writer, we also examine the different fiction genres and the different types of short fiction. We take a brief look at where to publish your work, including the basic steps a writer must take in order to compete in the marketplace and whether to write as a hobby or as a profession. Lastly, participants will understand what it takes to become a professional fiction writer today. Bring notepaper and pens; handouts are provided.

COMM 2136-403	02/04/12	Sa	9:00AM- 1:00PM	SCC
COMM 2136-60	04/03/12 - 04/05/12	TuTh	7:00PM- 9:00PM	Riverside
COMM 2136-102	06/09/12	Sa	9:00AM- 1:00PM	DTC

FEDERAL GOVERNMENT & CONTRACTING

Apply for Senior Level Jobs in the Federal Government **\$69**

Learn how to market yourself to be more competitive in the executive selection process. This hands-on how-to course will cover the process, the qualifications, ECQ tips and how to manage one's career to allow you to be more competitive for ultimate selection into the SES level. During the workshop participants will engage in direct give-and-take discussions regarding the SES competencies, performance expectations as a senior leader, and maximizing career opportunities to enhance the right skills to succeed at the executive level.

BUSC 2503-50	05/19/12	Sa	9:00AM- 1:00PM	Riverside
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Business Continuity Management Basics **\$249**

Students will receive a fundamental understanding into the business community and disaster recovery strategy which covers Business Continuity Planning Life Cycle, BCP Program Elements, Six Elements of the BCM Life Cycle and the Business Continuity Profession. In this class you will receive valuable information to get you aware of the involvement and planning needed before, during and after a disaster event.

BUSC 2561-60	05/07/12 - 05/16/12	MW	6:00PM- 9:00PM	Riverside
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Federal Government Contracting Seminar **\$69**

You will learn from top executives about what it takes to succeed, across all functional disciplines of the Homeland Security and Defense industries. Topics include contract administration, proposal development, strategic planning, marketing, profitability, government's customer expectations and leadership.

BUSC 2498-50	03/15/12	Th	6:00PM- 9:00PM	Riverside
BUSC 2498-401	05/18/12	F	6:00PM- 9:00PM	SCC

Fundamentals of Acquisitions & Contracting **\$139**

In this course you will receive a basic overview of the federal contracting process. You will learn and have the opportunity to discuss the fundamentals of the Federal Acquisition Regulation (FAR), an important requirement when doing business with the Federal Government. You will also learn about the Federal government's small business programs and how these programs impact the acquisition process and your ability to do business with the federal government.

BUSC 1215-102	01/17/12 - 01/19/12	TuTh	9:00AM-12:00PM	DTC
BUSC 1215-50	05/07/12 - 05/09/12	TuTh	9:00AM-12:00PM	Riverside

Introduction to Export Compliance **\$69**

Does your small business have the potential to operate overseas? In this class, you will learn the basics of export compliance. You will get a comprehensive overview of what your small business needs to consider before expanding its operations in the international trade arena.

BUSC 2562-60	04/11/12	W	6:30PM- 9:30PM	Riverside
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FOREIGN LANGUAGE & CULTURE

Conversational Italian, Part 1 **\$139**

Designed for beginners, you learn the basics and begin to use the Italian language and key conversational phrases. Oral communication is emphasized and practice between sessions is recommended. This is a wonderful class for business or pleasure. Textbook required.

ITAL 1112-60	02/15/12 - 03/28/12	W	6:00PM- 8:00PM	Riverside
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Conversational Spanish, Part 1 **\$139**

This is an introductory course in Spanish. Begin to learn the Spanish language and culture as well as key conversational phrases. Oral communication is emphasized. This class is helpful for those who want to learn some basics to be used in the workplace, for those who want to brush up on basic Spanish, and for those who plan to travel. Workbook is recommended, though not required. Please check with your instructor the first day of class, regarding book and materials purchases.

SPAN 1102-60	02/15/12 - 03/28/12	W	6:30PM- 8:30PM	Riverside
SPAN 1102-181	04/26/12 - 06/07/12	Th	6:30PM- 8:30PM	DTC

HUMAN RESOURCES

Achieve Organizational Success **\$69**

Do you find that your organization needs structure? Are your employees missing critical deadlines? This workshop assists participants in identifying when a rule is needed and when a policy is essential. This session further provides attendees with the basics of writing both policy and procedure; the knowledge to establish a shared understanding of systematic processes within the organization and establishing structure at any level.

BUSC 2484-60	02/28/12	Tu	6:00PM- 9:00PM	Riverside
BUSC 2484-61	04/24/12	Tu	6:00PM- 9:00PM	Riverside

Developing Policies & Procedures **\$69**

Is your business big enough to warrant a policy manual? Do your personnel procedures reflect best practices? Navigating the web of federal, state, and company policy can be challenging at best. In this class, you gain an overview of applicable laws, learn how to draft and implement policy, process complaints, investigate complaints, write and administer procedures, and more.

BUSC 2372-102	01/31/12	Tu	9:00AM-12:00PM	DTC
BUSC 2372-50	03/14/12	W	9:00AM-12:00PM	Riverside

Discipline and Discharge **\$69**

It's one of the most difficult tasks a manager ever faces discipline and discharge! Learn how to write discipline and discharge policies, as well as how to implement and administer such policies to ensure fairness and relative freedom from grievances and lawsuits.

BUSC 2370-102	03/13/12	Tu	9:00AM-12:00PM	DTC
BUSC 2370-50	05/08/12	Tu	9:00AM-12:00PM	Riverside

Interviewing and Hiring \$69

Want to promote good morale? Retain good employees? Stay on the right side of discrimination law? Learn what you can and can't ask and do in an interview. Discuss best recruiting methods, how to conduct a good interview, how to hire the best qualified applicants, how to integrate new employees into the workforce to maximize retention-or terminate new employees who are not fulfilling expectations or job requirements.

BUSC 2371-102	02/21/12	Tu	9:00AM-12:00PM	DTC
BUSC 2371-50	04/10/12	Tu	9:00AM-12:00PM	Riverside

Legal Compliance \$69

Worried about complying with Federal and State laws? It's not as complicated as you think. Join us for a three-hour class on legal compliance: discrimination (EEO, ADA, ADEA, Rehab Act 1973, VEVRAA), Immigration (I-9's), Veterans Reemployment Rights, OSHA, benefits (FMLA, COBRA, HIPPA, and Worker's Compensation).

BUSC 2367-50	03/07/12	W	9:00AM-12:00PM	Riverside
BUSC 2367-102	04/03/12	Tu	9:00AM-12:00PM	DTC

Performance Management \$69

Do you find yourself spending too much time on performance issues? Too many times, managers are reactive to performance problems instead of being proactive to performance management. This workshop is designed to review the skills needed to produce workforce performance results. Participants will learn to plan for the desired performance; monitor performance to avoid problems; develop effective communication to achieve results; and establish incentives that promote an environment which allows the employee to succeed.

BUSC 2303-60	03/07/12	W	6:00PM- 9:00PM	Riverside
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Strategic Management in Human Resources \$69

Increasingly, HR is called upon to prove its value to the organization by contributing to the bottom line. In this class, participants discuss methods to develop, contribute to, and support the organization's vision, mission, values, and strategic goals and objectives. The discussions will focus on formulating policy, guiding change processes, and evaluating human resource's contributions to organizational effectiveness and profitability.

BUSC 2460-102	05/29/12	Tu	9:00AM-12:00PM	DTC
BUSC 2460-50	06/19/12	Tu	9:00AM-12:00PM	Riverside

Wage and Salary Compensation \$69

Do you know the difference between exempt and non-exempt jobs? Not sure if you're paying overtime correctly? Spend three hours discussing the Fair Labor Standards Act, job evaluations, and pay/payroll best practices, and more.

BUSC 2368-102	02/15/12	W	9:00AM-12:00PM	DTC
BUSC 2368-50	04/04/12	W	9:00AM-12:00PM	Riverside

LEADERSHIP & SUPERVISION

Basics of Supervision \$69

This introductory course focuses on the supervisory techniques needed for getting results by working with staff. You learn the skills necessary to inspire others to perform with pride and help them to take ownership of their duties. Topic areas include: qualities of effective leaders, training staff for success, the power of recognition, creating an equal opportunity atmosphere, monitoring performance, handling stress-related change, and more. The class on January 26, 2012 is being held at the Madison School Board Office at 60 School Board Court, Room 18, Madison, VA 22727.

BUSC 1167-180	01/26/12	Th	6:00PM- 9:00PM	LGC
BUSC 1167-403	01/27/12	F	9:00AM-12:00PM	SCC
BUSC 1167-104	03/07/12	W	9:00AM-12:00PM	DTC
BUSC 1167-50	04/19/12	Th	9:00AM-12:00PM	Riverside
BUSC 1167-404	05/11/12	F	9:00AM-12:00PM	SCC
BUSC 1167-105	06/12/12	Tu	9:00AM-12:00PM	DTC

Leading Change \$69

Is your organization going through a period of change? The process of change sometimes makes it hard for employees to remain positive and productive. Change can happen instantaneously or over a period of time; however, all change seems to take time for individuals to adjust and transition from one way of working to another. The change process is not just about introducing new systems. It is about leading people away from the old ways, toward the new way, and staying on track to completion. Leaders must recognize their roles in the process, support their employees through the transition, and remove any obstacles that prevent the smooth transition. This course provides you with strategies for leading change, including effective approaches to introducing and communicating change. It provides practical strategies to dealing with resistance to change and for removing organizational obstacles to ensure the change process is followed through from beginning to end.

BUSC 1143-50	02/29/12	W	9:00AM-12:00PM	Riverside
BUSC 1143-102	04/11/12	W	9:00AM-12:00PM	DTC
BUSC 1143-402	05/11/12	F	9:00AM-12:00PM	SCC

Managing Team Conflict \$69

What are the symptoms and causes of team conflict? What tools can I use to manage it? How can I address it quickly and effectively? Managing team conflict is required by managers who want to grow and advance, yet it is one of the most difficult skills to master. In this course, you will learn how to identify team conflict symptoms and causes. You also learn the tools, skills, and processes to help your team productively deal with healthy and unhealthy conflict. The class on April 26, 2012 is being held at the Madison School Board Office at 60 School Board Ct, Rm 18, Madison, VA 22727.

BUSC 2487-102	03/14/12	W	9:00AM-12:00PM	DTC
BUSC 2487-50	04/04/12	W	9:00AM-12:00PM	Riverside
BUSC 2487-180	04/26/12	Th	6:00PM- 9:00PM	LGC
BUSC 2487-402	06/08/12	F	9:00AM-12:00PM	SCC

Managing Virtually **\$69**

Managing across cultures, distance, and time zones can present unique challenges for managers. In this class, you will explore those challenges and provide tools and techniques for successfully managing a dispersed team. Topics covered will include: benefits of managing remotely, building a sense of community and trust among team members, dealing with misunderstandings due to cultural differences, and effective use of technology to communicate and manage projects. The class on May 17, 2012 is being held at the Madison School Board Office at 60 School Board Court, Room 18, Madison, VA 22727.

BUSC 2525-50	01/24/12	Tu	9:00AM-12:00PM	Riverside
BUSC 2525-180	05/17/12	Th	6:00PM- 9:00PM	LGC
BUSC 2525-102	06/05/12	Tu	9:00AM-12:00PM	DTC

Managing Your Boss **\$69**

Having a good working relationship with your boss and understanding the dynamics of interdependence between boss and subordinate is a key to success. In this class you will learn how to "read" the boss, how to recognize one's own strengths and weaknesses, what good relationship building skills are, and how to apply this knowledge to interactions with the boss. The class on March 15, 2012 is being held at the Madison School Board Office at 60 School Board Court, Room 18, Madison, VA 22727.

BUSC 2526-50	02/28/12	Tu	9:00AM-12:00PM	Riverside
BUSC 2526-180	03/15/12	Th	6:00PM- 9:00PM	LGC
BUSC 2526-102	03/20/12	Tu	9:00AM-12:00PM	DTC
BUSC 2526-51	04/24/12	Tu	9:00AM-12:00PM	Riverside

PROJECT MANAGEMENT**Fundamentals of Project Management** **\$249**

This introductory course provides an overview of the basics of project management and provides the core methodology you need to manage projects or participate on project teams. It does not use software applications, but focuses on the conceptual framework you need in order to use project management applications. Topics include: The Project Management Life Cycle; Setting Up for Success; The Project Team; Risk Management; Project Plans, Schedule, and Budget; Tracking and Control; Reports; Project Close-Out; and more. This course, or equivalent, is recommended prior to enrolling in MS Project computer classes. Workbook required.

BUSC 2249-50	02/16/12 - 02/17/12	ThF	9:00AM- 4:00PM	Riverside
BUSC 2249-102	03/19/12 - 03/21/12	MW	9:00AM- 4:00PM	DTC
BUSC 2249-402	04/20/12 - 04/27/12	F	9:00AM- 4:00PM	SCC

MS Project 2010, I **\$159**

This introductory class familiarizes you with MS Project software. MS Project allows you to set up, track and manage your projects in a database. You learn MS Project basics including: introduction and overview of MS Project, creating files, creating resources, and basic project plan finalization. This is a good class to help you get your feet wet with MS Project. Prerequisites: familiarity with project management techniques and basic computer skills. Textbook and a storage disk required.

ITEC 2368-60	03/09/12 - 03/16/12	F	6:00PM-10:00PM	Riverside
ITEC 2368-181	04/17/11 - 04/19/12	TuTh	6:00PM-10:00PM	DTC
ITEC 2368-61	05/15/12 - 05/17/12	TuTh	6:00PM-10:00PM	Riverside

SMALL BUSINESS MANAGEMENT**Accounting for Non-Accountants** **\$179**

This course is designed with the small business owner in mind. Gain an understanding of basic accounting principles. Topic areas include setting up accounts, reconciling accounts, recording transactions and vendor reports, tracking time, and processing payroll and employee leave, among others. Prerequisite: basic math skills. Textbook required. Students also need to bring a four-function calculator to class.

ACCT 1213-50	02/11/12 - 02/18/12	Sa	9:00AM- 4:00PM	Riverside
ACCT 1213-180	04/16/12 - 04/25/12	MW	6:00PM- 9:00PM	DTC

Ethics in Business **\$69**

Does your organization have an ethics policy? In this class you explore ethics from both an organizational and managerial perspective. You will learn about ethical reasoning and ethical leadership and how they affect such topics as: creating an ethical climate in an organization, honesty, integrity, ethics in advertising and sales, financial management, personnel management, and the role of character and virtues in effective leadership. Furthermore, through the discussion of real-to-life examples one can learn to understand and resolve ethical dilemmas, to improve the quality of business decisions and enhance long-term business success.

BUSC 1155-102	02/08/12	W	9:00AM-12:00PM	DTC
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Small Business Insurance & Health Care Reform **\$69**

Do you have the right insurance for your small business? Not having the right insurance could place your business at grave risk. A single accident or lawsuit could drain your business. This class covers risk management, liability coverage, business auto insurance, property coverage, life, health & disability coverage. You also gain an understanding of the new health care reform, learn the principles of risk management and get a clear understanding of the basics of business insurance.

This class will help you save on insurance costs, and improve confidence in assessing your business needs and expanding your knowledge of "insurance lingo."

BUSC 2486-50	03/10/12	Sa	9:00AM-12:00PM	Riverside
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Small Business Seminars **\$39**

This class is offered in collaboration with the IRS and Virginia Society of Enrolled Agents (VASEA). This class includes four seminars on starting a business, running a business, home offices, retirement plans and employee payroll. Each seminar is 2 hours long. Fee includes all four seminars. The DTC class will not meet on Monday, October 10.

BUSC 2518-182	04/30/11 - 05/21/12	M	6:00PM- 8:00PM	DTC
BUSC 2518-60	05/03/12 - 05/24/12	Th	6:00PM- 8:00PM	Riverside

VISUAL & DECORATIVE DESIGN

Color Theory and Application for Interiors \$139

Color is one of the most powerful, useful and expressive tools available to designers. Study the standard color wheel to see how colors affect one another as well as how they affect us both emotionally and physiologically. You also learn what darkness, lightness and intensity do to colors and how color can manipulate physical space.

BLDG 1169-80 04/30/12 - 06/04/12 M 6:00PM- 9:00PM LGC

Intro. to Computer Aided Drafting \$189

This introductory course provides hands-on practice on the computer for drafting of floor plans, elevations, perspectives, shadowing, lighting, and color using CAD software. Prerequisite: Interior Space Planning & Furniture Arrangement and Basic Computer Skills. Storage disk required.

CADD 2187-60 05/30/12 - 06/27/12 W 6:00PM- 9:00PM Riverside

Materials & Sources, II - Wall and Floor Coverings \$139

The materials used in visual and decorative design play an integral role in defining our interior spaces. You are introduced to using wall and floor coverings, including: wallpaper, paint, carpet and hard floor coverings. Upon completion, you have a working knowledge of these coverings as they apply to the practice of interior design.

BLDG 2181-80 01/23/12 - 02/13/12 M 6:00PM- 9:00PM LGC

Principles & Elements of Design \$139

Learn the fundamentals of good design with an emphasis on residential interiors. Discuss in-depth design principles including scale, proportion, balance, rhythm, emphasis and harmony. Design elements including form, shape, mass, pattern, texture, light and color as they relate to visual design are also introduced. Textbook required.

BLDG 1168-80 03/26/12 - 04/23/12 M 6:00PM- 9:00PM LGC

Residential Design Studio \$139

This capstone class provides you with the opportunity to apply all that you have learned by designing an interior based on effective space planning; furniture selection and arrangement; color; material selections; and wall, floor and window treatments. Supply list is available one week prior to the start of class. Prerequisite: All Visual & Decorative Design courses.

BLDG 2188-180 02/20/12 - 03/19/12 M 6:00PM- 9:00PM LGC

COMPUTER & TECHNOLOGY

COMPUTER APPLICATIONS

MS Access 2010, I \$119

Begin to build your skills in MS Access 2010. This course provides the tools you need to make database information easier to follow and absorb. Topics areas include: getting started with Access 2010, building and using queries, using forms and reports, and modifying the database structure. This is an interactive, hands-on course. Prerequisite: Basic Computer skills. Workbook and storage medium required.

ITEC 2395-50 01/27/12 F 9:00AM- 4:00PM Riverside
ITEC 2395-102 02/13/12 M 9:00AM- 4:00PM DTC
ITEC 2395-51 04/20/12 F 9:00AM- 4:00PM Riverside
ITEC 2395-402 06/01/12 F 9:00AM- 4:00PM SCC

MS Access 2010, II \$239

Continue building your MS Access 2010 skills. Topics in this course include: creating multiple tab queries, enhancing forms, analyzing data with reports, importing and exporting data, analyzing data design using Northwind, and creating advanced queries. This is an interactive, hands-on course. Prerequisite: MS Access 2010, Part I or equivalent. Workbook and storage medium required.

ITEC 2408-50 03/15/12 - 03/22/12 Th 9:00AM- 4:00PM Riverside
ITEC 2408-51 06/07/12 - 06/18/12 ThF 9:00AM- 4:00PM Riverside

MS Access 2010, III \$239

Attend this class to continue to build and refine your MS Access 2010 skills. This highly visual, hands-on course covers topic areas including: creating advanced reports, building a database interface, creating macros, creating modules and VBA, maintaining the database, and more. Prerequisite: MS Access 2010, Part II or equivalent. Workbook and storage medium required.

ITEC 2409-50 03/23/12 - 03/30/12 F 9:00AM- 4:00PM Riverside
ITEC 2409-51 06/14/12 - 06/15/12 ThF 9:00AM- 4:00PM Riverside

MS Excel 2010, I \$119

Begin to build your skills in MS Excel 2010. This interactive, hands-on course provides the tools you need to make spreadsheet information easier to create, manage, and work with. Topic areas include: getting started with Excel 2010, formatting a worksheet, working with formulas and functions, working with charts, and analyzing data using formulas. Prerequisite: Basic Computer skills. Workbook and storage medium required.

ITEC 2396-50 01/25/12 W 9:00AM- 4:00PM Riverside
ITEC 2396-102 02/15/12 W 9:00AM- 4:00PM DTC
ITEC 2396-402 03/09/12 F 9:00AM- 4:00PM SCC
ITEC 2396-103 04/13/12 F 9:00AM- 4:00PM DTC
ITEC 2396-51 05/09/12 W 9:00AM- 4:00PM Riverside

MS Excel 2010, II \$239

This Intermediate class builds on the skills learned in Excel 2010 I and introduces skills to help you succeed with some of the more complex features in Excel. Topics include managing workbook data, using tables and analyzing table data, automating worksheet tasks, enhancing charts, sharing Excel files, incorporating web information and more. Prerequisites: Excel 2010 Basic or equivalent. Textbook required.

ITEC 2401-50 03/12/12 - 03/14/12 MW 9:00AM- 4:00PM Riverside
ITEC 2401-101 04/16/12 - 04/18/12 MW 9:00AM- 4:00PM DTC
ITEC 2401-401 06/11/12 - 06/13/12 MW 9:00AM- 4:00PM SCC

MS Excel 2010, III \$239

In this Advanced Excel 2010 class you continue to build on the skills you learned in Excel 2010 II. This course introduces some of the advanced components of the spreadsheet tool to help you master some of the more complex concepts and features in the newest version of Excel. Topic areas include using "what-if" analysis, analyzing data with pivot tables, exchanging data with other programs, customizing Excel, advanced worksheet management, and programming with Excel. Prerequisites: Excel 2010 Intermediate or equivalent. Textbook and storage disk required.

ITEC 2402-50 04/24/12 - 04/26/12 TuTh 9:00AM- 4:00PM Riverside
ITEC 2402-401 06/22/12 - 06/29/12 F 9:00AM- 4:00PM SCC

MS Office 2010 Computer Skills \$399

Earn a non-credit certificate in today's most needed MS Office Skills, 2010 version! This credential helps you gain familiarity with the most common computer applications used in the workplace and is an asset in any work environment. One day each is spent learning the basic tools in Windows, Word, Excel, PowerPoint and Access. This is a fast-paced class, designed to jump-start your skill base with a lot of information in a short period of time. Prerequisites: basic computer skills; some familiarity with MS Office is a plus. Textbook and storage disk required.

ITEC 2367-51	03/05/12 - 03/09/12	MTuWThF	9:00AM- 4:00PM	Riverside
ITEC 2367-50	04/23/12 - 04/27/12	MTuWThF	9:00AM- 4:00PM	Riverside
ITEC 2367-52	06/11/12 - 06/15/12	MTuWThF	9:00AM- 4:00PM	Riverside

MS PowerPoint 2010, I \$119

Begin to build your skills in MS PowerPoint 2010. This interactive and hands-on course provides the tools needed to make your presentations easier to create and more streamlined to manage and present. Topics include: creating a presentation in PowerPoint 2010, modifying a presentation, inserting objects into a presentation, finishing a presentation, working with advanced tools and masters, and touching on working with SkyDrive. Prerequisite: Basic Computer skills.

Workbook and storage medium required.

ITEC 2397-50	01/24/12	Tu	9:00AM- 4:00PM	Riverside
ITEC 2397-102	03/16/12	F	9:00AM- 4:00PM	DTC
ITEC 2397-401	05/18/12	F	9:00AM- 4:00PM	SCC
ITEC 2397-51	06/29/12	F	9:00AM- 4:00PM	Riverside

MS Publisher 2010 \$119

MS Publisher 2010 allows you to combine text and graphics to produce professional-looking custom publications quickly and easily. Topic areas include creating publications, working with text and graphic objects, enhancing publications, improving designs, working with multiple pages, using advanced features, and more. Prerequisites: Basic computer skills and MS Word Basic 2010, or equivalent. Textbook and storage medium required.

ITEC 2403-50	02/20/12	M	9:00AM- 4:00PM	Riverside
ITEC 2403-51	05/14/12	M	9:00AM- 4:00PM	Riverside

MS Word 2010, I \$119

Begin to build your skills in MS Word 2010. This interactive and hands-on course provides the tools that make your word processing tasks easier to create and manage. Topics include: getting started with Office 2010, creating documents, editing documents, formatting text and paragraphs, formatting documents, creating and formatting tables, and more. Also learn about Windows Live and Office Web Apps. Prerequisite: Basic Computer skills. Workbook and storage medium required.

ITEC 2398-50	01/26/12	Th	9:00AM- 4:00PM	Riverside
ITEC 2398-102	02/22/12	W	9:00AM- 4:00PM	DTC
ITEC 2398-103	05/01/12	Tu	9:00AM- 4:00PM	DTC
ITEC 2398-51	06/21/12	Th	9:00AM- 4:00PM	Riverside

MS Word 2010, II \$119

Continue building your MS Word 2010 skills. Topics in this course include: illustrating a document with graphics, working with themes and building blocks, merging Word documents, working with styles and templates, developing multipage documents, working with references, and more. This course includes practical, hands-on exercises to help reinforce your skills. Prerequisite: MS Word 2010, Part I or equivalent. Workbook and storage medium required.

ITEC 2407-50	03/08/12	Th	9:00AM- 3:00PM	Riverside
ITEC 2407-401	05/25/12	F	9:00AM- 4:00PM	SCC

QuickBooks Pro \$269

QuickBooks Pro software provides users an easy and efficient way to collect and summarize accounting information. Topics include setting up a company's chart of accounts, preparing customer and vendor lists, preparing invoices, recording customer payments, reconciling bank statements, and generating company activity reports. Prerequisite: basic keyboarding and computer skills required. Textbook and one USB memory device.

ITEC 1177-50	02/27/12 - 03/02/12	MWF	9:00AM- 4:00PM	Riverside
ITEC 1177-182	03/19/12 - 03/29/12	MTuTh	6:30PM- 9:30PM	DTC
ITEC 1177-51	04/09/11 - 04/13/12	MWF	9:00AM- 4:00PM	Riverside

COMPUTER GRAPHICS & DESIGN**Adobe Elements \$119**

Are you the office or family shutterbug? Is your photo editing limited to just cropping and adjusting contrast? Take your photo editing beyond just red eye removal. Adobe Elements allows you to retouch photos by fixing imperfections, adjusting light, removing or adding color, adding text, blending images and much more. With Adobe Elements you can fix simple photos or create your own customized graphics. Textbook and storage medium required.

ITEC 2275-50	02/04/12	Sa	9:00AM- 4:00PM	Riverside
ITEC 2275-103	03/10/12	Sa	9:00AM- 4:00PM	DTC
ITEC 2275-51	04/28/12	Sa	9:00AM- 4:00PM	Riverside
ITEC 2275-104	06/16/12	Sa	9:00AM- 4:00PM	DTC

Adobe Illustrator I \$119

Adobe Illustrator is a graphics software used for creating illustrations, technical drawings, logos, Web graphics, and more. You learn to create simple and complex shapes, add color and text to illustrations, and modify and group objects. Topic areas include: exploring the environment, simple illustrations, paths, colors, text, objects and layers, and printing illustrations. Prerequisite: Basic computer skills and Windows, Basic or equivalent. Workbook and storage medium required. Note: This class uses the latest Adobe software, Creative Suite 3.

ITEC 2340-50	03/24/12 - 03/31/12	Sa	9:00AM-12:00PM	Riverside
ITEC 2340-51	06/16/12	Sa	9:00AM- 4:00PM	Riverside

Adobe In-Design I \$159

Adobe InDesign is a powerful design and production tool that offers precision, control, and seamless integration with other Adobe professional graphics software. It allows you to create layouts for documents including newsletters, brochures, and magazines. Training topics include: setting up documents; working with frames; importing and editing text; working with typography; working with color, styles and graphics; importing and linking graphics; and more. Prerequisite: basic computer skills and basic skills working with Windows. Textbook and storage disk required.

ITEC 2344-50	03/10/12	Sa	9:00AM- 4:00PM	Riverside
ITEC 2344-103	04/28/12	Sa	9:00AM- 4:00PM	DTC

Adobe Photoshop I \$119

Why mess with a darkroom? Learn the basics of this powerful computerized graphics program. Topics include utilizing the toolbox, palettes, color and tonal balance, sections, layering, filters, painting, creating special effects and different file formats. Prerequisites: Basic keyboarding, file management, and computer skills. This class is not for the novice computer user. The course uses Adobe CS5 software, not Elements! Textbook and storage disc required.

ITEC 1188-60	02/07/12 - 02/09/12	TuTh	6:30PM- 9:30PM	Riverside
ITEC 1188-181	03/05/12 - 03/07/12	MW	6:30PM- 9:30PM	DTC
ITEC 1188-61	04/24/12 - 04/26/12	TuTh	6:30PM- 9:30PM	Riverside
ITEC 1188-182	06/04/12 - 06/06/12	MW	6:30PM- 9:30PM	DTC

Adobe Photoshop II \$119

Photoshop is more than just a software package for digital photographs. Unlock your artistic abilities and learn the limitless possibilities with advanced color theory and layering techniques, blending options and masking, knockouts and filtering effects, and more. Apply these techniques to large multi-layered documents and learn the secrets used by professionals. Prerequisite: Photoshop, Basic or equivalent. Textbook and storage disk required.

ITEC 2278-60	03/27/12 - 03/29/12	TuTh	6:30PM- 9:30PM	Riverside
ITEC 2278-181	06/25/12 - 06/27/12	MW	6:30PM- 9:30PM	DTC

Photoshop for Photographers \$99

If you use a digital camera and Photoshop software, and you want your finished images to be the best they can possibly be, this course is for you. Add serious WOW! factor to your shots. This class helps you learn the basics of Adobe Photoshop powerful ability to open and edit photos. You explore some basic techniques used by some of the world's best photo editing gurus. This class provides the tools and systems you need to enhance everything both you and the camera saw under any lighting conditions. Bring your digital camera and storage cards and cables to class.

ITEC 2371-60	04/16/12 - 05/07/12	M	6:30PM- 9:30PM	Riverside
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FUNDAMENTAL COMPUTER SKILLS

Basic Computer Literacy \$259

If you are an inexperienced computer user who wants to know it all, this class is for you, with 20 hours of computer skills development and plenty of time for individual practice. Topics include Windows, the Internet, graphics, application software, upgrades and expansions. This class provides everything you need to confidently use a computer as a tool at home, work or school. Textbook and storage disk required.

ITEC 1107-181	02/07/12 - 02/28/12	TuTh	6:00PM- 9:00PM	DTC
ITEC 1107-403	03/24/12 - 04/01/12	SaSu	9:00AM- 3:00PM	SCC
ITEC 1107-61	04/24/12 - 05/08/12	TuTh	6:00PM-10:00PM	Riverside
ITEC 1107-182	06/05/12 - 06/26/12	TuTh	6:00PM- 9:00PM	DTC

Computer Basics \$119

"All I know how to do is turn it on." If this describes the extent of your computer knowledge, then this is the place to begin. This class provides a guided tour of the computer screen. Learn to manage a mouse, manipulate the desktop and the basic vocabulary of the information age. Storage disk required.

ITEC 1175-101	03/03/12	Sa	9:00AM- 4:00PM	DTC
ITEC 1175-181	05/08/12 - 05/10/12	TuTh	6:00PM- 9:00PM	DTC

Introduction to MS Office: Getting Started \$259

This basic class provides 20 hours of instruction and introduces you to the fundamentals of MS Office applications. It takes a slower, more focused and interactive approach and helps the novice user gain confidence in starting with MS Office tools. You are introduced to some of the most common features in Windows, Word, Excel, PowerPoint and Access and complete short projects in each. Audience: those with limited MS Office experience and who prefer a slower, building-block approach. Prerequisite: basic computer skills. Workbook and storage disk required.

ITEC 2312-180	03/05/12 - 03/26/12	MW	6:30PM- 9:30PM	DTC
ITEC 2312-60	06/05/12 - 06/19/12	TuTh	6:00PM-10:00PM	Riverside

Open Computer Lab for Seniors

Calling all seniors, aged 60 or better! Attend this open computer lab for help with using the Internet, navigating email, or working with documents or files. This lab can help enhance your professional as well as personal skills. Prerequisites: For maximum benefit, participants need to be comfortable turning on a computer and using a mouse.

ITEC 2388-50	01/25/12	W	9:00AM-11:00AM	Riverside
ITEC 2388-102	03/14/12	W	9:00AM-11:00AM	DTC
ITEC 2388-51	06/06/12	W	9:00AM-11:00AM	Riverside

INTERNET & WEB SKILLS

Dreamweaver I \$159

Dreamweaver allows professionals to develop websites and automate production. Learn the basics of Dreamweaver, gain an overview of the workspace and interface, and basic page layout and design techniques. Through hands-on exercises, learn to work in the Dreamweaver environment, build pages with links and graphics, format and lay out text and more. Prerequisites: familiarity with the Internet and basic computer skills. Textbook and storage medium required.

ITEC 1231-60	02/07/12 - 02/09/12	TuTh	6:00PM-10:00PM	Riverside
ITEC 1231-181	04/04/12 - 04/11/12	W	6:00PM-10:00PM	DTC
ITEC 1231-61	06/12/12 - 06/14/12	TuTh	6:00PM-10:00PM	Riverside

Dreamweaver II \$159

This course builds on the skills presented in Dreamweaver I. Learn how to use Dreamweaver to include DHTML and CSS, work with layers, construct and work with frame documents and animation using timelines. You also delve into Flash, Fireworks, and Contribute. Textbook and storage medium required.

ITEC 1232-60	04/10/12 - 04/12/12	TuTh	6:00PM-10:00PM	Riverside
ITEC 1232-180	06/18/12 - 06/20/12	MW	6:00PM-10:00PM	DTC

TECHNOLOGY CERTIFICATION PREP

Cisco, Part III \$699

CCNA III: LAN Switching and Wireless - This is part III of the four-part CISCO CCNA curriculum. Topic areas include switch fundamentals and configuration. Virtual LANs (VLANs), the VLAN Trunking Protocol (VTP), Spanning Tree Protocol (STP), routing between LANs, and wireless LANs. Hands-on exercises including configuration, installation, and troubleshooting, reinforce student learning. Textbook and storage medium required.

ITEC 1169-180	02/21/12 - 04/24/12	TuTh	6:30PM- 9:30PM	DTC
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Cisco, Part IV \$699

CCNA IV: Accessing the WAN - This is part IV of the four-part CISCO CCNA curriculum. Topic areas include interconnecting LANs through WANs. WAN technologies and protocols including PPP and Frame Relay, network security including Access Lists (ACLs), and network troubleshooting. The course also discusses current and future trends in network evolution. Hands-on exercises including configuration, installation, and troubleshooting, reinforce student learning. Textbook and storage medium required.

ITEC 1170-180	04/26/12 - 06/28/12	TuTh	6:30PM- 9:30PM	DTC
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CIW Associate Internet Business Foundations \$995

WANT or NEED to take your internet knowledge to the next level and earn the highly respected and recognized CIW industry certification? This course will allow you to improve your current skill set or begin new ones. Students will gain knowledge about browser plug-ins, how to configure e-mail clients, internet research and collaboration using modern Web technologies, software development tools, licensing practices associated with software, and security measures that can keep computer systems secure. Students will learn about social networking, cloud computing, databases as they relate to Web search engines, and elements of project and program management. Those who pass the certification exam will earn the CIW Associate Certificate. Student Course Book Required. Prerequisites: Basic computer skills and familiarity with the internet.

ITEC 2303-60 01/25/12 - 04/18/12 W 6:30PM- 9:30PM Riverside

Network+ Certification Training \$995

This course is designed to prepare students for CompTIA's Network+ Exam. Earning the CompTIA Network+ Certification means that students have the knowledge needed to use and maintain a wide range of network technologies. This course provides an introduction to terms and basic communication concepts of contemporary network services, transmission media and connection hardware. Examines the OSI communication model to provide the student with a unique perspective relating to popular protocol stacks in use today, including lower layer protocols. Includes connectivity devices (bridges, switches and routers), IP addresses, subnets, TCP/IP and IPX protocol stacks. Provides conceptual understanding for any network operating system currently in use. From this area of expertise, you will have the option of moving to more advanced IT certifications, including Microsoft's MCITP, and Novell's One.

ITEC 2393-91 02/02/12 - 03/22/12 MTh 6:00PM- 9:00PM JMHS

Certified Information System Security Prof.- CISSP \$1795

This course is designed for students who need to learn the skills and knowledge necessary for certification in the CBKs (Common Books of Knowledge) for ISC2's certification for the Certified Information Systems Security Professional (CISSP) exam. The course is designed for information security professionals or interns who plan to work with some or all of CBKs related to the information systems security profession. The course schedule allocates one week per CBK, students may need more or less time. There are three text references to assure a comprehensive coverage of the knowledge required to take the 250-question/6-hour certification exam. The key to passing this exam is by obtaining an understanding and knowledge of all of the material presented so that students can answer the questions on the exam that are usually simultaneously based on several CBKs per cert exam question.

BUSC 2543-11 Distance Learning

CISCO Certified Network Associate-CCNA \$2995

The CCNA, the Cisco Certified Network Associate certification validates your ability to install, configure, operate, and troubleshoot medium-size routed and switched networks, including implementation and verification of connections to remote sites in a WAN. This new curriculum includes basic mitigation of security threats, introduction to wireless networking concepts and terminology, and performance-based skills. This new curriculum also includes (but is not limited to) the use of these protocols: IP, Enhanced Interior Gateway Routing Protocol (EIGRP), Serial Line Interface Protocol Frame Relay, Routing Information Protocol Version 2 (RIPv2), VLANs, Ethernet, access control lists (ACLs).

BUSC 2544-11 Distance Learning

CISCO Certified Network Professional-CCNP \$4495

The CCNP curriculum teaches the advanced skills required to manage end-to-end network infrastructures and applications deployed on the edge of a network, such as wireless, security, and voice. Additional topics include converged networks, quality of service (QoS), VPNs, and broadband technologies. CCNP integrates next-generation network devices and services engineered to provide wire-speed delivery of concurrent data, voice, video, and wireless services with optimized security.

BUSC 2545-11 Distance Learning

CompTIA A+ \$1595

This course is designed for students who need to learn the skills and knowledge necessary for certification on all of the hardware aspects of CompTIA's A+ 2009 Objectives certification for exams 220-701 and 220-702. The course is designed for information technology (IT) students who plan to work with microcomputer technologies that are concerned with computer hardware architecture and design, maintenance and troubleshooting, and repair and upgrade.

BUSC 2509-11 Distance Learning

CompTIA Certifications - Project + \$1495

CompTIA Project+ is a globally recognized project management certification that identifies qualified and quality project managers. This course will provide a thorough review of the PK0-003 2009 exam objectives, covering the full project life cycle. This course covers the entire project life cycle from initiation and planning through execution, acceptance, support and closure. This course also provides a detailed review of the project management basics, based on industry best practices and standards. Use this course to validate your experience by preparing for and passing the CompTIA Project+ exam or simply to enhance your project management skills!

BUSC 2510-11 Distance Learning

CompTIA Security+ Certification Training \$1395

This course is designed for students who need to learn the skills and knowledge necessary for certification on all of CompTIA's Security+ 2008 Objectives certification for exam SY0-201. The course is designed for information technology (IT) students who plan to work with communications/networking technologies. This course provides the essentials for information assurance and security for telecommunications, networks, operating systems, and considerations for security policy and managing incidents.

BUSC 2438-11 Distance Learning

Microsoft Certified IT Professional (MCITP): Enterprise Administrators \$4495

Make sure your expertise in Windows Server 2008 stands out. Earn the MCITP: Enterprise Administrator certification, distinguishing you as an IT professional committed to excellence in working with Windows Server 2008. Validate your skills in your current position or advance yourself toward a future job role such as Enterprise Systems Administrator, IT Systems Manager, Enterprise Security Administrator, Systems Architect, or Network Administrator. Build a combination of Microsoft Certified Technology Specialist (MCTS) prerequisites to help develop your technical resume.

BUSC 2546-11 Distance Learning

Microsoft Certified IT Prof. Server Administrator-MCITP **\$4495**

Master the skills you need to excel at one of the most crucial jobs in a company: setting up and maintaining the servers. This program will prepare you to administer and manage Windows 2008 Networks and to take the Microsoft 70-640, 70-642 and 70-646 exams that qualify you for MCITP certification. You'll cover topics including network planning, implementation and design, name resolution, Internet and firewall security, file management, authorization, authentication, group policy, user/group/computer management, installation and administration of servers, role management, backup and recovery, optimization and maintenance, PKI, patch management, certificate services, and business continuity.
BUSC 2513-11 Distance Learning

HEALTH CARE
HEALTH CARE-PROFESSIONAL

CPR for Health Care Providers **\$69**

This American Heart Association CPR course teaches you how to recognize and treat life-threatening emergencies, including cardiac arrest and choking for an adult. The course satisfies the CPR requirement for Personal Fitness Trainer and Workforce health care credentialing programs. Successful completion leads to CPR certification. Workbook required.

HLTH 2269-51	02/18/12	Sa	9:00AM-1:00PM	Riverside
HLTH 2269-101	03/18/12	Su	1:00PM-5:00PM	DTC

Dental Radiation Safety Seminar **\$179**

This course meets the requirements of the Virginia State Board of Dentistry for certification of dental auxiliaries to use x-ray equipment or procedures with dental patients under the direct supervision of dentists licensed in Virginia. Course content includes x-ray production, radiation biology, radiation safety and hygiene, and dental x-ray radiation. A minimum test score of 75% is required to complete the course satisfactorily. Materials included.

HLTH 1109-60	03/13/12 - 03/15/12	TuTh	6:00PM- 9:00PM	Riverside
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Nurse Aide Education Program **\$850**

The Nurse Aide Program is designed to provide the skills and knowledge to prepare the student to take the Nurse Aide in Virginia certification test to become a Certified Nurse Aide. Upon completion of this curriculum and certification by the Virginia Board of Nursing, individuals will be eligible for employment in a variety of health care settings. Clinical rotations are scheduled for a variety of shifts between 7 am - 11 pm at various healthcare facilities and various days of the week. Prerequisite: Health Care Orientation (HLTH 2259), CRC Test, and meeting all admission requirements. Visit our website at www.germannna.edu/workforce for more details.

HLTH 2255-181	03/26/12 - 05/18/12	MTuWThF	5:00PM- 7:30PM	DTC
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Health Care CRC Orientation **\$89**

This class is required for individuals applying for admission to Workforce non-credit CNA, Phlebotomy, Home Health Aide, and Medical Office Assistant I and II programs. The application process to these programs is competitive and selective. Completion of this course and receiving a qualifying score on the CRC assessment are part of the Health Care admissions criteria. This class includes: (a) an overview of the health care profession, including expectations for student success and the program application process; and (b) an introduction to the Career Readiness Certificate (CRC) including what it is, how to attain it, and a review of test questions. Students applying to the Workforce health care programs must take the CRC assessments, offered through the college's Testing Center. The assessments measure: reading for information, locating information, and applied mathematics. You will receive your CRC assessment results within ten days if taking the paper and pencil assessments, and immediately, if taking the computer based assessments. Please contact the Testing Center at (540) 834-1022 for test times and information. The fee for the CRC assessments is \$45, payable to Germanna Community College.

HLTH 2259-61	02/14/12 - 02/16/12	TuTh	5:30PM- 9:30PM	Riverside
HLTH 2259-101	03/17/12	Sa	8:00AM- 5:00PM	DTC
HLTH 2259-62	04/17/12 - 04/19/12	TuTh	5:30PM- 9:30PM	Riverside
HLTH 2259-102	05/12/12	Sa	8:00AM- 5:00PM	DTC
HLTH 2259-63	06/19/12 - 06/21/12	TuTh	5:30PM- 9:30PM	Riverside

Medical Office Assistant I: Administrative & Clinical **\$199**

This course focuses on effective skills in the health care environment. Content includes handling medical records, filing, chart documentation, patient appointment setting, intake and related lab skills, medical ethics, and patient privacy. Effective written and verbal communication skills are also addressed. Prerequisites: Basic computer skills, Health Care Orientation (HLTH 2259), and application and admission to the Medical Office Assistant program. Visit www.germannna.edu/workforce for more information.

HLTH 2274-51	03/02/12-03/23/12	F	8:30AM- 1:30PM	Riverside
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Medical Office Assistant II: Medical Billing & Coding **\$899**

This course provides the skills needed to develop basic proficiency in medical billing and coding. Content areas include introduction to federal and commercial health insurance plans, physician and hospital services, anatomy and physiology, medical terminology, ICD-9/10 and CPT coding, Healthcare Common Procedure Coding Systems (HCPCS), medical claims processing, reimbursement and patient accounting, workers' compensation, health care provider contracting, and more. You also gain basic skills using Medisoft software. Portions of the course are delivered via Blackboard. After practical work experience (6 months - two years) students completing this course and HLTH 2274 may qualify to sit for various national billing and coding certification exams. Prerequisites: experience and comfort using a PC and the internet, Health Care Orientation (HLTH 2259), and application and admission to the Medical Office Assistant program. Visit www.germannna.edu/workforce for more information.

HLTH 2267-51	04/06/12 - 06/29/12	F	8:30AM- 1:30PM	Riverside
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Mental Health First Aide Cert **\$169**

Mental Health First Aid (MHFA) is a 12-hour course designed to provide key skills to assist individuals developing a mental health problem or crisis. Just as CPR training helps a layperson assist an individual following a heart attack, MHFA training helps those who are experiencing a mental health crisis. Successful completion prepares you to respond to individuals experiencing a range of common disorders such as someone in a panic attack, someone who is suicidal, or someone who is experiencing addiction relapse. Learning objectives include: knowledge of the potential risk factors and warning signs for a range of mental health problems, including depression, anxiety/trauma, psychiatric disorders, eating disorders, substance use disorders, and self-injury; and a five-step action plan encompassing the skills, resources, and knowledge to assess the situation, to select and implement appropriate interventions, and to help the individual in crisis connect with appropriate professional care. You also gain a working knowledge of the appropriate professional, peer, social, and self-help resources available to help someone with a mental health problem treat and manage the problem and achieve recovery. Target audience includes staffs working in health centers, faith communities, school systems, state police and corrections, nursing homes, and mental health centers, as well as the general public. Upon successful completion of the course, including attaining a satisfactory score on an end-of-course assessment, participants receive Mental Health First Aid USA certification. Workbook required, purchased directly from the instructor at the start of class (\$16).

HLTH 2277-180 03/13/12 - 03/27/12 Tu 5:30PM- 9:30PM DTC

Personal Trainer Certification **\$360**

Personal training has come a long way as a legitimate health and fitness service. Join this fun field as there has never been a better time to promote safe and effective exercise. This 20 hour International Sports Conditioning Association (ISCA) course presents the most current knowledge, instructional techniques, and responsibilities needed by personal trainers. It is a rewarding and challenging course requiring study and practice. The ISCA certification test is administered on the last day of class. American Heart Association Basic Life Support CPR will also be needed. Upon successful completion of the ISCA test, you mail a copy of your course completion certificate and your CPR card to ISCA, to receive your Personal Trainer endorsement. Workbook required and to be purchased from the instructor on the first day of class.

HLTH 1149-50 02/11/12 - 02/18/12 SaSu 9:00AM- 7:00PM Riverside
 HLTH 1149-101 03/24/12 - 03/31/12 SaSu 9:00AM- 7:00PM DTC
 HLTH 1149-51 05/05/12 - 05/12/12 SaSu 9:00AM- 7:00PM Riverside

Phlebotomy **\$1475**

Phlebotomists work directly with patients. Medical laboratories depend on the phlebotomy technician to collect quality laboratory results. To do this, the phlebotomy technician must create an atmosphere of trust and confidence with patients while drawing blood specimens in a skillful, safe and reliable manner. This course introduces basic medical terminology, anatomy, physiology, components of health care delivery and clinical laboratory structure. It teaches techniques of specimen collection, specimen handling, and patient interactions. The course includes both lecture and clinical laboratory experiences. Prerequisite: Health Care Orientation (HLTH 2259), CRC Test, and meeting all admission requirements. Visit our website at www.germannna.edu/workforce for more details.

HLTH 2256-180 02/27/12 - 05/02/12 MW 6:00PM- 8:30PM DTC
 HLTH 2256-180L 03/27/12 - 05/08/12 TuTh 7:00AM- 4:00PM LGC

INDUSTRY & CONSTRUCTION APPRENTICESHIP**Section 608 EPA Certification Class and Exam** **\$159**

HVAC Technicians, Service men, Maintenance men, Journeyman and Master HVAC tradesman are required to complete Section 608 EPA Certification before they can service/install or maintain certain HVAC equipment. This course takes you through all of the necessary knowledge—from ozone depletion theory to regulations to required service practices. Class includes study guide for students on program structure, progressing in order through Core, Type I (small appliances), Type II (high-pressure systems), and Type III (low pressure systems). It allows focused study in the specific area of certification being sought. Class includes exam and study guide and is an approved EPA test.

HVAC 2123-101 02/11/12 Sa 8:00AM- 2:00PM DTC

AUTOCAD**AutoCAD, Part I** **\$379**

Learn the basics of computer-aided design and drafting. Come away with a general understanding of AutoCAD's tools and methods for producing, viewing and editing two-dimensional drawings. Prerequisite: background in drafting/technical drawing, basic math and basic computer skills. Textbook and storage disk required.

CADD 1107-60 02/06/12 - 03/05/12 MW 6:00PM- 9:00PM Riverside
 CADD 1107-181 03/12/12 - 04/09/12 MW 6:00PM- 9:00PM DTC
 CADD 1107-61 04/30/11 - 06/04/12 MW 6:00PM- 9:00PM Riverside

CONTRACTORS & TRADESMEN**Basic Contractor's Business Licensing Class** **\$199**

New state regulations require that all entities applying for a new contractor's license, that have not been previously licensed, must successfully complete an 8-hour basic business course approved by the Virginia Board for Contractors. This course, approved by the Department of Professional and Occupational Regulations (DPOR) meets the requirement. The class presents essential information relating to the practice of contracting within the Commonwealth. Participants thoroughly review required contract elements, explore various business structures, and learn tips to avoid regulatory and business problems. It is designed to guide the contractor in making choices ensuring regulatory compliance. Topic areas also include customer selection, estimating, marketing, working with building inspectors, obtaining change orders, and more. The class is not designed as examination preparation, but upon successful completion, participants should be prepared to take Part I of the contractor examination. An assessment is administered at the end of this course and a minimum score of 75% is required for passing. Workbook required.

BLDG 2191-104 01/28/12 Sa 8:00AM- 5:00PM DTC
 BLDG 2191-50 02/25/12 Sa 8:00AM- 5:00PM Riverside
 BLDG 2191-105 04/07/12 Sa 8:00AM- 5:00PM DTC
 BLDG 2191-401 06/09/12 Sa 8:00AM- 5:00PM SCC

Journeyman and Master Electrician \$95

Journeyman and Master Electricians are now required by the Virginia Board of Contractors to complete a three-hour continuing education course as part of the licensing process. This applies to individuals renewing a license. The course covers new definitions, code changes, general requirements, impacts on the job, general use, and special equipment included in the respective code. This class is recognized by Virginia's Department of Professional and Occupational Regulation and the Virginia Board of Contractors and meets the new continuing education requirements. Certificates of Continuing Educations Units (CEUs) are recognized by the Department of Professional and Occupational Regulation and will be issued to all licensed Virginia electrician tradesmen cardholders upon successful completion of the class. This training requirement is effective with all licenses issued or renewed after Dec. 31, 2007. Textbook required and available in the college bookstore.

ELEC 2117-60	01/20/12	F	6:00PM- 9:00PM	Riverside
ELEC 2117-181	02/17/12	F	6:00PM- 9:00PM	DTC
ELEC 2117-61	04/20/12	F	6:00PM- 9:00PM	Riverside
ELEC 2117-182	05/18/12	F	6:00PM- 9:00PM	DTC

Journeyman and Master Gas Fitters \$45

Journeyman and Master Gas Fitters are now required by the Virginia Board of Contractors to complete a one-hour continuing education course as part of the licensing process. This applies to individuals renewing a license. The course covers new definitions, code changes, general requirements, impacts on the job, general use, and special equipment included in the respective code. This class is recognized by Virginia's Department of Professional and Occupational Regulation and the Virginia Board of Contractors and meets the new continuing education requirements. Certificates of Continuing Educations Units (CEUs) are recognized by the Department of Professional and Occupational Regulation and will be issued to all licensed Virginia gasfitter cardholders upon successful completion of the class. This training requirement is effective with all licenses issued or renewed after Dec. 31, 2007. Textbook required and available in the college bookstore.

PLMB 2116-50	01/21/12	Sa	11:00AM-12:00PM	Riverside
PLMB 2116-102	02/18/12	Sa	11:00AM-12:00PM	DTC
PLMB 2116-51	04/21/12	Sa	11:00AM-12:00PM	Riverside
PLMB 2116-103	05/19/12	Sa	11:00AM-12:00PM	DTC

Journeyman and Master HVAC Tradesmen \$95

Journeyman and Master HVAC Tradesmen are now required by the Virginia Board of Contractors to complete a three-hour continuing education course as part of the licensing process. This applies to individuals renewing a license. The course covers new definitions, code changes, general requirements, impacts on the job, general use, and special equipment included in the respective code. This class is recognized by Virginia's Department of Professional and Occupational Regulation and the Virginia Board of Contractors and meets the new continuing education requirements. Certificates of Continuing Educations Units (CEUs) are recognized by the Department of Professional and Occupational Regulation and will be issued to all licensed Virginia HVAC tradesmen cardholders upon successful completion of the class. This training requirement is effective with all licenses issued or renewed after Dec. 31, 2007. Textbook required and available in the college bookstore.

HVAC 2118-50	01/21/12	Sa	8:00AM-11:00AM	Riverside
HVAC 2118-102	02/18/12	Sa	8:00AM-11:00AM	DTC
HVAC 2118-51	04/21/12	Sa	8:00AM-11:00AM	Riverside
HVAC 2118-103	05/19/12	Sa	8:00AM-11:00AM	DTC

Journeyman and Master Plumber \$95

Journeyman and Master Plumbers are now required by the Virginia Board of Contractors to complete a three-hour continuing education course as part of the licensing process. This applies to individuals renewing a license. The course covers new definitions, code changes, general requirements, impacts on the job, general use, and special equipment included in the respective code. This class is recognized by Virginia's Department of Professional and Occupational Regulation and the Virginia Board of Contractors and meets the new continuing education requirements. Certificates of Continuing Educations Units (CEUs) are recognized by the Department of Professional and Occupational Regulation and will be issued to all licensed Virginia plumbing tradesmen cardholders upon successful completion of the class. This training requirement is effective with all licenses issued or renewed after Dec. 31, 2007. Textbook required and available in the college bookstore.

PLMB 2115-50	01/21/12	Sa	12:00PM- 3:00PM	Riverside
PLMB 2115-102	02/18/12	Sa	12:00PM- 3:00PM	DTC
PLMB 2115-51	04/21/12	Sa	12:00PM- 3:00PM	Riverside
PLMB 2115-103	05/19/12	Sa	12:00PM- 3:00PM	DTC

GREEN TECHNOLOGY

BPI Envelope Professional - Exam Only \$399

Experienced students who wish to take the Envelope Professional written and field exams in addition to the BA exams normally offered with the Energy Auditor class (BLDG 2237-F101) may register for these exams. BPI's Envelope Professional (EP) certification indicates advanced understanding of heat and moisture movement through the building shell and of methods for controlling that movement in addition to the knowledge requirements of the Building Analyst (BA) certification. (Learn more at www.bpi.org.) All of these concepts will be covered during the Energy Auditor class. Students should not register for this exam without also registering for the Energy Auditor class. Specific exam times will be scheduled individually on the first day of the Energy Auditor class.

BLDG 2238-102	01/23/12 - 01/27/12	MTuWThF	8:00AM- 5:00PM	DTC
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Energy Auditor Training - includes BPI Building Analyst exams \$1450

This class is a thorough introduction to residential building science and to the diagnostic testing of houses. Topics covered include heat and moisture movement, air-sealing, insulation, home inspection techniques, HVAC, indoor air quality, appliances, combustion safety, utility bill analysis, and more. Classroom lectures and hands-on practice in houses are used to teach concepts and to familiarize students with the blower door and combustion analysis tools. The class prepares students for the Building Performance Institute's Building Analyst (BA) exams. (Learn more at www.bpi.org.) BPI certification requires passage of both exams. The following week, each student will participate in three 4-hour small group mentoring sessions to master the diagnostic equipment and inspection strategies. On the third week, students will take the 2-hour BA field exam. Specific field exam and mentoring session times will be scheduled individually on the first day class. Scholarships are available from the Green Building Resource Center; call 540-727-3444 x395 for information.

BLDG 2237-102	01/16/12 - 01/20/12	MTuWThF	8:00AM- 5:00PM	DTC
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MANUFACTURING

OSHA General Industry Standards, 30-Hour Course \$600

Policies, procedures, scope and application of the general industry standards, as well as general industry safety and health principles from OSHA's 29 CFR 1910 General Industry Safety and Health Standards. The 30-hour class provides detail and information how the procedures may be implemented in the workplace. Upon successful course completion the student will receive an OSHA general industry safety and health 30-hour course completion card.

MANF 2134-180	01/19/12 - 03/22/12	Th	6:30PM- 9:30PM	DTC
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The Center for Workforce and Community Education offers a wide variety of on-line classes for your professional development. Below is just a sampling, and there are many others to choose from. Please visit our website at www.germannna.edu/workforce for more information.

ONLINE LEARNING

ONLINE BUSINESS & PROFESSIONAL

PMP Certification Prep I **\$145**

Learn how to prepare for the Project Management Institute's prestigious PMP® certification exam. Master the first six chapters of A Guide to the Project Management Body of Knowledge (PMBOK Guide), 4th edition--the essential resource for the PMP certification exam. Find out about the nine Project Management Knowledge Areas, five Process Groups, and 42 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you'll encounter on the PMP exam. Use proven learning strategies to help absorb key terminology, concepts, and formulas. Please visit www.ed2go.com/germannna for more information.

BUSC 2535-11 Distance Learning

PMP Certification Prep 2 **\$145**

Prepare to take--and pass--the Project Management Institute's PMP® certification exam. Master chapters seven through twelve of A Guide to the Project Management Body of Knowledge, the most essential resource for the PMP certification exam. Learn all about the nine Project Management Knowledge Areas, five Process Groups, and 42 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you'll encounter on the PMP exam. Use proven learning techniques to help you absorb key terminology, concepts, and formulas. Please visit www.ed2go.com/germannna for more information.

BUSC 2536-11 Distance Learning

ONLINE GREEN PROGRAMS

Building Analyst Quick Start Program (BPI BA Certification) **\$1195**

This Building Analyst Course was developed and written in partnership with nationally recognized building science experts. The two BPI online training courses are full of scientific facts, interactive exercises, pictures, videos, graphics and text. See the individual course descriptions in the Overview for a more detailed description. Also, they are recognized by North American Technician Excellence and Building Performance Institute for continuing education hours. You'll also receive a study guide and a one year subscription to Home Energy Magazine. This program is a great way to compliment and increase your company's GREEN services for your customers and to open new doors of opportunity. Please visit www.gatlineducation.com/gcc for more information.

BLDG 2220-11 Distance Learning

Certified Green Supply Chain Professional **\$1595**

Certification Preparation Program - Gain the skills and knowledge you'll need to "green" an organization's supply chain with this Supply Chain Management Certification Preparation online training program. This course gives you the specialized knowledge to enable a company to achieve its environmental sustainability goals through global sourcing, material management, procurement/buying, transportation and logistics, and new product development. Please visit www.gatlineducation.com/gcc for more information.

BLDG 2217-11 Distance Learning

Certified Indoor Environmentalist **\$895**

Certified Preparation Program - Would you like to become an indoor air quality (IAQ) or green building consultant? Would you like to better understand how to create a healthy home or building by preventing, diagnosing and resolving indoor environmental problems? If so, the Certified Indoor Environmentalist (CIE) online certification program is just for you. Getting certified is completely optional. Exams are arranged through ACAC at computerized testing centers throughout the U.S. Certain experience requirements and fees apply to students getting certified (there are no experience requirements for the course). Please visit www.gatlineducation.com/gcc for more information.

BLDG 2219-11 Distance Learning

Choosing a Renewable Energy Installer **\$19**

Once you've made the decision to install either a solar or wind renewable energy system, what are the important questions to ask potential installers? This online class helps you locate installers, and covers important considerations and characteristics to look for. Also, we cover installation considerations, including what you can do to help. Student has access for 30 days but may complete the course sooner. Please visit www.coursecatalog.com/germannna for more information.

BLDG 2227-11 Distance Learning

How to Adopt Green Practices **\$129**

Wise companies realize that the protection of the environment is a very real concern to the general population. In fact, going green to protect the environment is viewed as the right thing to do. It is also the smart thing to do. If business wants to attract the increasingly environmentally conscious market and gain a competitive edge, it must become known as an eco-friendly company. This course may be completed as quickly as you care to work through the subject matter. Whether you are a business owner, office manager, HR manager, business professional or "green team" project leader who wants to know how to get started with a sustainability program, this comprehensive e-learning course will give you the results you want. Please visit www.coursecatalog.com/germannna for more information.

BLDG 2222-11 Distance Learning

Principles of Green Buildings **\$595**

The Principles of Green Buildings course is designed to teach an individual in the building, remodeling, or trade industry the principles they must know to make buildings perform more efficiently. It was developed and written in partnership with nationally recognized building science experts from Advanced Energy of North Carolina and is full of scientific facts, pictures, videos, graphics, and text. Everything an individual in the building, remodeling, or trade industry needs to know to make buildings perform more efficiently is introduced in this course. The Principles of Green Buildings course has also been designed to help prepare individuals for various NATE, NARI, BPI, RESNET, and other industry credentials for green building. This course is NATE recognized for 28 hours of continuing education units (CEUs) applicable to NATE recertification. Materials are included. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers. Please visit www.gatlineducation.com/gcc for more information.

BLDG 2213-11 Distance Learning

Wind Energy Apprentice **\$2195**

Wind energy companies are growing exponentially to meet America's demand for clean, renewable, and domestic energy. This entry level Wind Energy Apprentice online training course prepares you for a career in the wind energy industry. Please visit www.gatlineducation.com/gcc for more information.

BLDG 2221-11 Distance Learning

Senior Certified Sustainability Professional \$2495

Certification Preparation Program - This online Senior Certified Sustainability Professional Training and development program will prepare you for an exciting career as a leader in the green collar economy. As a Certified Sustainability Professional, you will be responsible for setting the course and coordinating an enterprise's sustainability strategy. Millions of new jobs in this rapidly growing sector will be available to people that set themselves apart from the crowd by earning the professional credentials and skills they need to lead sustainable business practices. Please visit www.gatlineducation.com/gcc for more information.

BLDG 2218-11 Distance Learning

ONLINE HEALTH CARE PROGRAMS**ICD-10 Medical Coding \$1595**

This nationally recognized ICD-10 Medical Coding online course and training program covers the recently upgraded diagnostic and procedural medical coding system, and will soon be mandated by the Federal government for use in the health care industry in insurance processing, reimbursement, and statistical data gathering. This online medical coding program will teach students how to prepare for and implement the massive changes to the existing coding system. This online certificate program presents a comprehensive overview of the changes in store for both diagnostic and procedural medical coding along with detailed information on the impacts of the medical coding changes to coders, health care staff, physicians, software systems, documentation, and information technology. Textbook included. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers. Please visit www.gatlineducation.com/gcc for more information.

BUSC 2439-11 Distance Learning

ONLINE INDUSTRY & CONSTRUCTION**Certified Compliance Inspector of Stormwater (CCIS Certificate) \$349**

The 6 hour CCIS online certification class educates and certifies municipal inspectors and jobsite stormwater managers to properly implement, inspect and maintain a construction site for stormwater compliance. This course can be completed in 2 weeks or less. The student can take longer to adjust to work schedules. Upon completion of the program 2 year access is given to all course content. This certificate is approved by the United States Green Building Council (USGBC). Please visit www.coursecatalog.com/germanna for more information.

BLDG 2223-11 Distance Learning

Certified Indoor Air Quality Manager \$795

In this Certified Indoor Air Quality Manager online training and certification program, you'll learn how to respectfully, thoroughly and expeditiously handle indoor air quality complaints. Are you a facility manager, building engineer or health and safety officer that wants to improve the indoor air quality of your building? If so, the Certified Indoor Air Quality Manager (CIAQM) Course is just for you. With this online course, you will learn how to diagnose, resolve and prevent IAQ problems. We'll help you establish a comprehensive IAQ plan specific to your buildings. Please visit www.gatlineducation.com/gcc for more information.

BLDG 2214-11 Distance Learning

HVAC Technician \$3095

This nationally recognized HVAC online course and training program is offered in partnership with HVACReduction.net to bring out the only online HVAC Core Technician Training Program of its kind on the web. This online certification program is offered in partnership with major colleges, universities, and other accredited education providers. Included within this course are a number of competency check-off sheets. These have been prepared for the purpose of verifying student skills learned in the online courses. Students are encouraged to work directly with a local contractor or technician (either in a work situation or lab setting). After students complete the learning module or course, they print the related competency check off sheets and demonstrate their abilities under the supervision of a qualified technician. Please visit www.gatlineducation.com/gcc for more information.

HVAC 2119-11 Distance Learning

Natural Gas Plant Operations \$2595

The Natural Gas Plant Operations online course provides the knowledge and skills you'll need to begin an exciting career in natural gas plant operations. Natural gas had two things going for it. First, it provides clean energy. Second, it is plentiful in the United States. For decades to come, natural gas will be produced and consumed in the United States, thereby creating outgoing demand for natural gas plant operators. For people who want to enter this field it is difficult to find suitable training to become prospective entry level workers. This online course provides fundamental technical background to such workers. To take this course no prior science or math education is necessary - the course includes all of the necessary basic science and technology elements. Please visit www.gatlineducation.com/gcc for more information.

BLDG 2215-11 Distance Learning

Performing Comprehensive Building Assessments \$695

This exciting new Performing Comprehensive Building Assessments (PCBA) program is designed to introduce students to the comprehensive building assessment process. This intermediate course is geared toward conducting visual building inspections, performing diagnostic testing, and determining residential building improvement opportunities in the field; then documenting a home's performance, prioritizing improvements, and preparing a work scope that will guide the homeowner's decision-making process for making the improvements. Please visit www.gatlineducation.com/gcc for more information.

BLDG 2212-11 Distance Learning

ONLINE TECHNOLOGY**Certified Information System Security Prof.-CISSP \$995**

This course is designed for students who need to learn the skills and knowledge necessary for certification in the CBKs (Common Books of Knowledge) for ISC2s certification for the Certified Information Systems Security Professional (CISSP) exam. The course is designed for information security professionals or interns who plan to work with some or all of CBKs related to the information systems security profession. The course schedule allocates one week per CBK, students may need more or less time. There are three text references to assure a comprehensive coverage of the knowledge required to take the 250-question/6-hour certification exam. The key to passing this exam is by obtaining an understanding and knowledge of all of the material presented so that students can answer the questions on the exam that are usually simultaneously based on several CBKs per cert exam question. Please visit www.coursecatalog.com/gccc for more information.

BUSC 2508-11 Distance Learning

CISCO Certified Network Associate - CCNA \$2995

The CCNA, the Cisco Certified Network Associate certification validates your ability to install, configure, operate, and troubleshoot medium-size routed and switched networks, including implementation and verification of connections to remote sites in a WAN. This new curriculum includes basic mitigation of security threats, introduction to wireless networking concepts and terminology, and performance-based skills. This new curriculum also includes (but is not limited to) the use of these protocols: IP, Enhanced Interior Gateway Routing Protocol (EIGRP), Serial Line Interface Protocol Frame Relay, Routing Information Protocol Version 2 (RIPv2), VLANs, Ethernet, access control lists (ACLs). Please visit www.gatlineducation.com/gcc for more information.

BUSC 2511-11 Distance Learning

CISCO Certified Network Professional-CCNP \$4495

The CCNP curriculum teaches the advanced skills required to manage end-to-end network infrastructures and applications deployed on the edge of a network, such as wireless, security, and voice. Additional topics include converged networks, quality of service (QoS), VPNs, and broadband technologies. CCNP integrates next-generation network devices and services engineered to provide wire-speed delivery of concurrent data, voice, video, and wireless services with optimized security.

BUSC 2545-11 Distance Learning

CompTIA A+ \$1595

This course is designed for students who need to learn the skills and knowledge necessary for certification on all of the hardware aspects of CompTIA's A+ 2009 Objectives certification for exams 220-701 and 220-702. The course is designed for information technology (IT) students who plan to work with microcomputer technologies that are concerned with computer hardware architecture and design, maintenance and troubleshooting, and repair and upgrade.

BUSC 2509-11 Distance Learning

CompTIA Certifications - Project+ \$1495

CompTIA Project+ is a globally recognized project management certification that identifies qualified and quality project managers. This course will provide a thorough review of the PK0-003 2009 exam objectives, covering the full project life cycle. This course covers the entire project life cycle from initiation and planning through execution, acceptance, support and closure. This course also provides a detailed review of the project management basics, based on industry best practices and standards. Use this course to validate your experience by preparing for and passing the CompTIA Project+ exam or simply to enhance your project management skills!

BUSC 2510-11 Distance Learning

CompTIA Security+ Certification Training \$1395

This course is designed for students who need to learn the skills and knowledge necessary for certification on all of CompTIA's Security+ 2008 Objectives certification for exam SY0-201. The course is designed for information technology (IT) students who plan to work with communications/networking technologies. This course provides the essentials for information assurance and security for telecommunications, networks, operating systems, and considerations for security policy and managing incidents.

BUSC 2438-11 Distance Learning

Microsoft Certified IT Professional (MCITP): Enterprise Administrators \$4495

Make sure your expertise in Windows Server 2008 stands out. Earn the MCITP: Enterprise Administrator certification, distinguishing you as an IT professional committed to excellence in working with Windows Server 2008. Validate your skills in your current position or advance yourself toward a future job role such as Enterprise Systems Administrator, IT Systems Manager, Enterprise Security Administrator, Systems Architect, or Network Administrator. Build a combination of Microsoft Certified Technology Specialist (MCTS) prerequisites to help develop your technical resume.

BUSC 2546-11 Distance Learning

Microsoft Certified IT Professional Server Administrator-MCITP \$4495

Master the skills you need to excel at one of the most crucial jobs in a company: setting up and maintaining the servers. This program will prepare you to administer and manage Windows 2008 Networks and to take the Microsoft 70-640, 70-642 and 70-646 exams that qualify you for MCITP certification. You'll cover topics including network planning, implementation and design, name resolution, Internet and firewall security, file management, authorization, authentication, group policy, user/group/computer management, installation and administration of servers, role management, backup and recovery, optimization and maintenance, PKI, patch management, certificate services, and business continuity.

BUSC 2513-11 Distance Learning

PERSONAL ENRICHMENT**ELECTRICAL****Home Electricity 1: Wires, Switches, Outlets \$69**

This class familiarizes you with the basics of wiring outlets and switches, and takes the mystery and fear out of attempting small electrical repairs in the home. Topics include: types and uses of electrical boxes and switches, outlets, and wiring; why a particular electrical use requires a particular wire; application in small home projects; and safety issues and identifying when a professional electrician is needed. Class is conducted through instructor lecture and his use of visual aids. Students will not be exposed to live electricity.

ELEC 2122-50 05/05/12 Sa 9:00AM-12:00PM Riverside

Home Electricity 2: Hands-On Basics \$69

This class teaches the basics of wiring 110 Volt lighting, switches, and outlets. Topics include: stripping and connecting wires; wiring a pull chain light; changing a single switch to a double (three-way) switch; tapping into existing wires, and securing a power source; and small wiring projects that students may participate in, using low voltage batteries. Students may bring electrical tools they have; materials will be provided. No live electricity is used in this class.

ELEC 2123-50 05/05/12 Sa 12:30PM- 3:30PM Riverside

Home Electricity 3: Breaker Box Basics \$69

This class provides you the basics of breaker boxes- the starting point of all electricity within the house, and the beginning of most electrical projects. Topics include basic electrical principles; components of the box; the service entrance cable; grounding bars and rods; tandem breakers, and basic breaker function; ground and arc fault breakers; panel box projects, and more.

ELEC 2124-50 05/12/12 Sa 9:00AM-12:00PM Riverside

Home Electricity 4: Hands On-Advanced \$69

This class teaches you the basics of wiring 220 Volt household electrical circuits. It involves lecture and team projects to wire a basic circuit. Topics include basic 220 volt principles; wiring of 30 amp 3- and 4-prong clothes dryer circuits; 50 amp oven circuits; 30 amp water heater circuits, with disconnect; 30 amp air conditioning compressor circuits; 50 amp subpanels, from panel box to end of circuit; and discussion of the application circuit wiring to individual student home projects. All materials and equipment are supplied, though students are encouraged to bring in any electrical tools they may have. All projects are done without use of, or exposure to, any electrical current or voltage.

ELEC 2125-50 05/12/12 Sa 12:30PM- 3:30PM Riverside

HOME & GARDEN

Landscape Construction Basics \$39

You know you can do it yourself, but just need some tips to plan the "hardscape" in your landscape. Learn solid tips for designing and installing retaining walls, walkways, patios and more. You learn: basic design principles; what materials are needed and work best; how to attain proper drainage; and "dos" and "don'ts" that save you time, money and needless aggravation.

AGNR 2122-60 02/01/12 W 6:00PM- 9:00PM Riverside
AGNR 2122-61 03/07/12 W 6:00PM- 9:00PM Riverside
AGNR 2122-62 04/04/12 W 6:00PM- 9:00PM Riverside

LIFE LONG LEARNING

Religions of the World \$69

Learn all there is to know about the popular Abrahamic religions: Islam, Judaism and Christianity. This class includes engaged conversations with experts on these religions and how they affect the world today.

LLRN 2279-60 03/27/12 Tu 6:30PM- 9:00PM Riverside

PHOTOGRAPHY

Photography for Beginners \$129

Digital? 35mm? Regardless of the format in which you shoot, the fundamentals of photography remain the same. This photography course takes you from the very basics to some advanced topics that some professionals may not be familiar with. Topics include cameras, camera accessories, lighting, settings, portraiture, composition and technique. You also learn different ways of making money with your photography. Bring your camera with flash and the instruction book. Plan to shoot 20-30 pictures (equivalent of one roll of film) each week.

PHTG 1112-60 02/27/12 - 03/05/12 M 6:30PM- 9:30PM Riverside
PHTG 1112-60 03/03/12 Sa 9:00AM- 3:00PM FAC
PHTG 1112-181 03/07/12 - 03/28/12 W 6:00PM- 9:00PM DTC
PHTG 1112-182 06/06/12 - 06/27/12 W 6:00PM- 9:00PM DTC

TRANSPORTATION & MOTORCYCLE

Basic Rider Course II \$75

For riders with over 4000 miles of experience. Review safety procedures and improve riding skills. You should have your own equipment. Your bike must have a current inspection sticker and be able to pass the T-clock inspection. Your helmet must be DOT-approved.

TRNS 1114-PA1 04/08/12 Su 7:00AM-12:00PM LGC
TRNS 1114-PB1 04/15/12 Su 7:00AM-12:00PM LGC
TRNS 1114-PC1 04/22/12 Su 7:00AM-12:00PM LGC
TRNS 1114-PD1 04/29/12 Su 7:00AM-12:00PM LGC
TRNS 1114-PE1 05/06/12 Su 7:00AM-12:00PM LGC

Beginner Motorcycle Rider Training \$125

This popular course consists of classroom instruction and hands-on training, over 3 days, in the fundamentals of operating a motorcycle. Motorcycles and manuals are provided. You may use your own 3/4 DOT-approved helmet, or one is provided for you. The class meets from 6 PM - 9:30 PM on Friday nights. You will be scheduled for an AM or PM time slot for Saturday and Sunday at the time of registration. Visit our website at www.germannna.edu/workforce for information on Motorcycle class schedules and registration. This popular class runs on weekends mid-March through November. Contact us early to reserve your seat. For registration call (540) 937-2913.

Dealer-Operator Mandated Training \$325

This class provides state-mandated training for individuals seeking to be licensed as independent Dealer-Operators. It's designed for new dealership employees or as continuing education for established dealers and their employees. Please bring a four-function calculator to class. Textbooks are included and distributed by the instructor the first day of class. Registration/payment made less than two weeks before class, carries tuition of \$375.

TRNS 1105-52 06/05/12 - 06/06/12 TuW 8:30AM- 5:00PM FAC

Private Pilot Ground School \$250

This course introduces participants to the exciting field of aviation as a hobby or possible career. The following aviation topics are included in this course: principles of flight, aircraft systems, airplane performance, flight operations, radio communication, Federal Aviation Administration (FAA) regulations, and the human factors associated with aviation, aviation weather, navigational charts and calculations, and cross country flying. This course prepares participants to successfully complete the FAA private pilot written examination. Upon successful completion of this course, participants will receive a logbook endorsement to take the FAA private pilot written examination. Participants may be required to access instructional assignments through BlackBoard, the college's internet-based course management system. Prerequisites: Basic computer and Internet skills. Participants will also need to purchase the curriculum materials from the instructor at the first class session at a cost of approximately \$250.

AERO 1100-50 01/22/12 - 04/01/12 Su 3:00PM- 6:00PM Riverside

Truck Driver Training

There is a strong demand for licensed professional truck drivers. Enroll today and jumpstart your career. Drivers with the right credentials and the proper training achieve a high level of success. Our comprehensive program not only provides the skills you need, but promises free job lead assistance to success program completers. Tuition assistance is also available. Weekday and weekend classes are available. To find our more call Truck Driver Training toll free at (888) 878-4CDL (4235) and visit www.4CDL.com. New classes form monthly.

TRNS 1118-50 Riverside

Center for Workforce & Community Education

Registration

Express Sign-Up For Non Credit Courses

Our **Guaranteed to Run pledge**: We believe that your time, schedule, and educational needs are important. The Center for Workforce & Community Education is pleased to announce the Workforce **Guaranteed to Run pledge**. Regardless of registration numbers in any one-day seminar, workshop, or course, we guarantee the class will run!*

Register ONLINE:

Go to: www.germannanna.edu/workforce click on "Register Online."

New classes are continually added to the schedule. Please visit the website to view the most current list of offerings.

Register by FAX:

(540) 891-3082 at the Germanna Riverside Center

Transmit a completed registration form by facsimile. Please include your Visa, MasterCard or American Express card number, expiration date, the last three digits on the back, and your name exactly as it appears on the card. If applicable, also send a letter of authorization for payment from your employer. Available 24 hours a day.

Register by PHONE:

(540) 891-3012 at the Germanna Riverside Center

You may register by telephone if you are charging your tuition to Visa, MasterCard or American Express card. Be prepared to provide the information on the noncredit registration form.

Register IN PERSON:

Bring the completed registration form to the following offices:

Germannanna Riverside Center:

8:30AM - 4:30PM, Mon. - Fri.

Center for Workforce and Community Education, Suite 101

Daniel Technology Center, Culpeper:

8:30AM-4:30PM, Mon - Fri.

Daniel Technology Center, One-Stop Welcome Center

Register by MAIL:

Send the completed registration form along with appropriate payment or payment information to the following address.

Germannanna Community College

Center for Workforce & Community Education

Riverside Center

150 Riverside Parkway, Suite 101, Fredericksburg, VA 22406

Veteran's benefits: Veteran's benefits now cover the tuition costs of a variety of non-credit programs including AutoCAD, Cisco, A+, Nurse Aide Education Program, Network +, and Personal Trainer. Additional programs are pending. Call (540) 891-3023 for details.

** Germanna reserves the right to change the schedule of a guaranteed class if causes occur beyond our control, such as governmental regulations or controls, inability to obtain materials or services, or Acts of God. If Germanna is forced to change the schedule, it will be rescheduled within a reasonable period of time. A limited number of third-party vendor courses are not subject to the pledge.*

Mission

Germanna Community College Center for Workforce & Community Education is a division of Germanna Community College dedicated to the continuous improvement of the community through adult education. The Center advances the quality of life in the community by providing life-long learning opportunities intended to enhance personal, economic and regional development.

Our open-enrollment training programs are scheduled to allow flexibility for the working adult. These curricula can also be tailored to individual organizations and offered on site.

The Center for Workforce and Community Education offers educational programs and services at multiple sites. Our sites include the Germanna Riverside Center in Fredericksburg, the Fredericksburg Area Campus in Spotsylvania, the Daniel Technology Center in Culpeper, and the Stafford County Center in north Stafford. All sites have state-of-the-art equipment and access to content experts in a variety of fields. The motorcycle classes are held at the Locust Grove Campus.



www.germanna.edu/workforce

Email: gccworkforce@germanna.edu

Fax: (540) 891-3082 • TTY: (540) 891-3059

Locations



Daniel Technology Center (DTC)

18121 Technology Drive, Culpeper, VA 22701
(540) 937-2900



Fredericksburg Area Campus (FAC)

10000 Germanna Point Drive
Fredericksburg, VA 22408
(540) 891-3012



Germanna Riverside Center

150 Riverside Parkway, Suite 101
Fredericksburg, VA 22406
(540) 891-3012



Stafford County Center (SCC)

2761 Jefferson Davis Hwy, Suite 107
Stafford, VA 22554
(540) 891-3012