



LORD FAIRFAX COMMUNITY COLLEGE

Winter / Spring 2013

# Workforce Solutions

Partners in Your Success

## Put Your Year **IN MOTION...**

*Professional Development  
Opportunities in...*

**HR and Leadership**

*Stand Out.*

**Computer Technology**

*Stay Ahead.*

**Healthcare**

*Get Better.*

**Industry and  
Construction Trades**

*Train Hard.*



[www.LFCCworkforce.com](http://www.LFCCworkforce.com)

# Your Workforce Solutions Team



**Jeanian Clark**  
*Vice President  
of Workforce Solutions*  
**540-868-7122**  
jclark@lfcc.edu

Focus Areas: Employer and  
Community Outreach; Executive  
Coaching; Customized Training



**Kathy Howard**  
*Coordinator of Business  
and Industry Training*  
**540-840-8323**  
khoward@lfcc.edu

Focus Areas: Marketing and  
Promotions, Website



**Becky McKee**  
*Coordinator of Business  
and Industry Training*  
**540-868-7119**  
bmckee@lfcc.edu

Focus Areas: Construction and  
Manufacturing; Green Construction;  
Apprenticeship for the Trades;  
Cosmetology



**Phyllis Armel**  
*Operations and Registration*  
**540-869-0666**  
pamel@lfcc.edu

Focus Areas: Purchasing and  
Marketing Assistant



**Pat Jennings**  
*Operations and Registration*  
**540-868-7021**  
pjennings@lfcc.edu

Focus Areas: Class Registration and  
Administration



**Bill Pence**  
*Coordinator of Business  
and Industry Training*  
**540-868-7061**  
bpence@lfcc.edu

Focus Areas: Operations and  
Registration



**Larry Baker**  
*Coordinator of Business  
and Industry Training*  
**540-868-7283**  
labaker@lfcc.edu

Focus Areas: Employer and Community  
Outreach; Customized Training



**Catherine Kelley**  
*Job Placement Coach*  
**540-869-0771**  
ckelley@lfcc.edu

Focus Areas: Job Placement Services;  
Interview Coaching; and Job Search  
Assistance



**Sherry Pinto**  
*SVEP, Participant  
Employment Specialist*  
**540-705-5392**  
spinto@lfcc.edu

Focus Areas: Green Education



**Julie Curry**  
*Education Consortium  
Specialist*  
**540-868-7278**  
jcurry@lfcc.edu

Focus Areas: Educational Consortium



**Christine Kriz**  
*Coordinator of Business  
and Industry Training*  
**540-868-7284**  
ckriz@lfcc.edu

Focus Area: Leadership; Computer  
and Technology Skills; Project  
Management, Youth Camps



**Estelle Sanzenbacher**  
*Career Coach*  
**540-869-0770**  
esenzenbacher@lfcc.edu

Focus Areas: Career Advising; Job  
Interest Exploration; Educational  
Program Placement; and Resource  
Assistance



**Stephanie Gray**  
*Operations and Registration*  
**540-868-7282**  
sgray2@lfcc.edu

Focus Areas: Accounts Receivable  
and Administration



**Patricia Leister**  
*Operations and Registration*  
**540-351-1524**  
pleister@lfcc.edu


Focus Areas: Class Registration and  
Administration; Online Classes



**Brandi Sheetz**  
*Coordinator of Business  
and Industry Training*  
**540-868-7285**  
bsheetz@lfcc.edu

Focus Areas: Healthcare;  
Environmental; Human Resources

Train Local.  
Learn Local.  
**SAVE!**



We offer  
Customized  
Training Solutions

Let Workforce Solutions be a  
***Partner in Your Success!***

Workforce Solutions provides professional development and technical training opportunities that will advance the skills of individuals and improve your organization's performance.

**EXPERTISE**

Our highly qualified subject matter experts bring relevant experience as part of your customized program.

**RAPID RESPONSE**

We know the pace of business, and are committed to expedient program development and delivery with programs tailored to meet your needs.

**FLEXIBILITY**

Our wide selection of courses range from half-day workshops to multi-year apprenticeships. They can be delivered wherever and whenever it's convenient for your team.

**EFFECTIVENESS**

Because programs are customized to your staff's needs, they will show immediate return by improving your day-to-day operation right away.

**HIGH ROI**

Your people are your organization's most valuable resource. Focusing on their needs and investing in their improvement strengthens your organization's core.



**LFCC Workforce  
Solutions recently  
recognized as  
#1 in State  
for serving employers.**

We are committed to helping business and industry in our region achieve their goals. Call us today to arrange a **FREE** consultation.

**540-868-7021**

*Ask for Larry or Jeanian*



# NEED CAREER HELP?

**LFCC Workforce Solutions  
Now Offers Career Coaching  
& Job Placement Services**

**Contact**

**Estelle Sanzenbacher**  
Career Coach  
540-869-0770

**Catherine Kelley**  
Job Placement Coach  
540-869-0771

(See Page 11 for Services Offered)

## What's Inside...

### BUSINESS & PROFESSIONAL DEVELOPMENT

Customer Service.....5  
Human Resources.....6  
Leadership..... 7-10  
Workplace Skills.....11  
Teacher Education.....11

### SPECIAL EVENTS & WORKSHOPS:

Disney's Approach to Quality Service .....5  
The Leadership Advantage ..... 7  
Leadership Institute..... 7  
Chick fil-A Leadercast: Simply Lead .....8  
Administrative and Office Professional Day .....10

### COMPUTER & TECHNOLOGY SKILLS

Getting Started .....12  
Microsoft Office Applications ..... 12-13

### HEALTH

Healthcare ..... 14-15  
Career Changer Program  
    Certified Healthcare Professions .....15  
Personal Care .....15  
    Cosmetology .....15  
    Personal Fitness .....15

### INDUSTRY & CONSTRUCTION TRADES

Environmental.....16  
Continuing Education for Tradesmen.....16  
Licensure .....16  
Career Changer Programs  
    Electrical Groundsman.....16  
    HVAC Technician .....16  
Going Green.....17  
Construction and Industrial Trades..... 18-19  
Apprenticeships .....20

### EXTRAS

Contact Information .....2  
Customized Training .....3  
Small Business Development Center ..... 7  
Online Training .....21  
Youth Camps.....22  
Motor Vehicle License.....22  
General Information and Registration .....23

## Career Changer Programs



Career Changer Programs prepare you for a satisfying and successful career. Our programs offer you:

- Accelerated training
- Industry skills and credentials
- Training for jobs in high-demand industries

Look for our Career Changer Programs on pages 15 and 16 of this catalog.

*If you are unemployed, under-employed, or employed but looking for a new career opportunity, you may qualify for grant assistance in paying for these programs.*

**Call LFCC Workforce Solutions at 540.868.7021 for more information.**

LFCC WORKFORCE SOLUTIONS  
welcomes DISNEY INSTITUTE to  
YOUR COMMUNITY



DISNEY'S APPROACH TO  
**QUALITY SERVICE**

Attention to detail can be the difference between mediocre customer experiences and world-class, memorable ones that drive positive word-of-mouth and repeat business. Spend one day with *Disney Institute* and you'll benefit from our experience in quality service and learn to think differently. Are you ready to D'Think your customer service?

- Develop a service philosophy
- Learn tools to support a service culture
- Deliver on the service theme



LFCC WORKFORCE SOLUTIONS  
welcomes DISNEY INSTITUTE to  
Lord Fairfax Community College  
Middletown Campus  
Thursday, March 28, 2013  
8:30am - 4:30pm

Employers ask  
us about  
**BOGO**  
Buy One Get One Free

GS2012-7299 ©Disney

**Register Today! Space is Limited.**

**YOU CAN WIN AN UNFORGETTABLE 3.5-DAY DISNEY INSTITUTE PROGRAM AT THE WALT DISNEY WORLD® RESORT IN FLORIDA!**

LFCC Workforce Solutions  
is proud to be a selected sponsor of Disney's Approach to Quality Service and wishes to thank its marketing participants:  
Navy Federal Credit Union

Legal Toolkit Series

Each class approved for 4 hours of PHR/SPHR recertification credit through HRCI.



**Equal Employment Opportunity Commission (EEOC) Toolkit**

All employees need to know about the anti-discrimination laws which govern the workplace. This class covers workplace harassment, responding to requests for religious and disability accommodations, age discrimination, and an overview of EEOC regulations. The more your employees know, the less time and resources your organization will spend addressing EEO complaints.

Feb 15 F 1:00 pm - 3:00 pm MIDD \$69

**Family Medical Leave Act (FMLA) Toolkit**

Learn the provisions of the Family and Medical Leave Act (FMLA) and how to administer FMLA leave. Discover which events qualify your employees for leave and the actions you should avoid taking when protecting an employee's rights. Learn job-restoration rules, how the FMLA is enforced and how organizations can comply with the law's provisions.

Mar 15 F 1:00 pm - 3:00 pm MIDD \$69

**Virginia Workers' Compensation Toolkit**

Join this engaging session on Virginia Workers' Compensation law. You'll gain an in-depth review of the legal and practical aspects of handling workers' compensation cases in Virginia. You'll learn the latest information on working with the Center for Medicare and Medicaid Services when settling workers' compensation cases, an understanding of what causes claimants to hire an attorney, procedures to follow to get your case settled or approved by the Workers' Compensation Commission; and when settling early with the claimant may be good in long-term cases.

May 17 F 1:00 pm - 3:00 pm MIDD \$69

The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit.

**HUMAN RESOURCES  
Fundamentals & Management Education**



Training and understanding of intricate HR systems is more crucial than ever before for large and small companies, and you can play an integral role. Earning certification in HR Management will give you valuable skills and a competitive edge in a tough job market.



**SHRM Essentials of Human Resource Management Certificate Course**

**Who should attend?**

- Individuals exploring HR as a career field
- Individuals in any field wanting to enhance their value as an employee and their marketability by gaining current HR knowledge
- Professionals recently assigned HR duties without prior HR experience

**\$495**

Thursday, 12:30 pm - 4:30 pm  
4 Sessions - Mar 14, Apr 11, May 9, Jun 13  
Middletown Campus



Approved for 15 hours PHR/SPHR recertification credit through HRCI

**Employers ask us about**

**BOGO**

Buy One Get One Free

**Human Resource Management Certification Prep SHRM Learning System**

**Who should attend?**

- Individuals who want advanced functions and training for a successful HR career
- HR professionals wanting a broader education or to update their HR knowledge
- HR professionals who want to enhance their marketability by gaining current HR knowledge
- HR professionals qualified under HRCI requirements for PHR/SPHR certification who are preparing for the national exam.

**\$1,295**

Monday, 5:00 - 8:15 pm  
Feb 18 - May 6  
Middletown Campus

# LORD FAIRFAX SMALL BUSINESS DEVELOPMENT CENTER

*“Where Business comes to talk business...”*

The Small Business Development Center (SBDC) is designed to serve the experienced business person who wants to perform the following: Expand his/her business, solve business problems, strategic planning, develop new ideas, investigate new business opportunities, and expand into international markets. The SBDC also provides assistance to the inexperienced person who needs to understand: requirements for going into business, financial management, marketing, and business opportunities in Virginia. We are here to assist you with any questions that you have!

### Schedule Your SBDC Appointment Today!

**Locations:**

- Middletown: 540-868-7093
- Fauquier: 540-351-1959
- Culpeper: 540-727-0638
- Winchester: 540-868-7093

Visit [www.lfsbdc.org](http://www.lfsbdc.org) for seminar information or contact Andy Gyurisn to schedule an appointment.



Lord Fairfax SBDC

Funded in part through a cooperative agreement with the U.S. Small Business Administration.

## LFCC SPECIAL PROGRAM

# Leadership Advantage

Members of a leadership team can gain a general sense of their organization's health and, more importantly, identify specific opportunities for improvement by knowing the four disciplines of "The Advantage".

This program is based on the popular best-selling book "The Advantage, Why Organizational Health Trumps Everything Else in Business" by Patrick Lencioni.

Class sessions will take place the 3rd Thursday of each month at the Middletown Campus. Brown bag lunch.



Feb 21 - June 20	Th	11:00 am - 12:30 pm	MIDD	\$99
------------------	----	---------------------	------	------

## Leadership Institute

### Customized Learning for Leaders Like You...

Are you prepared for the new challenges and changing responsibilities of a leader in the 21st century?

The Leadership Institute has been developed through a community collaborative initiative whose mission is to grow and challenge the future leadership talent of area businesses.

**Q** What is one of the top reasons why people quit their job?

**A** Contrary to what most people think, insufficient pay is not the most common reason. Rather, it's their relationship with their employer.

This program is designed for current and emerging leaders who have not yet experienced formal leadership training. It is designed to help assist you in making good choices – ones that are best for you, the employees and the company.

The program is setup to exist as a cohort of members. Participants in this unique professional development training will grow through:

- leadership and operational skills development
- hands-on activities
- interactive discussions
- sharing best practices
- and networking

The Leadership Institute runs one day per month for 10 months starting April 2013.

Interested parties should contact our office at **540-868-7021** for further details.



# SAVE THE DATE

[www.Chick-fil-ALeadercast.com](http://www.Chick-fil-ALeadercast.com)

## STRENGTHEN YOUR LEADERSHIP BY SIMPLIFYING YOUR LIFE

Full? Our lives are full of things we think will grow our businesses and increase our influence. What if there was potential impact in simplifying our lives so our leadership could thrive? Leading in a complex world requires simplicity to cut through the clutter. Join us on June 27 at the Chick-fil-A Leadercast simulcast as we learn to Simply Lead.

Employers ask  
us about  
**BOGO**  
Buy One Get One Free

**JUNE 27, 2013**



[WWW.CHICK-FIL-ALEADERCAST.COM](http://WWW.CHICK-FIL-ALEADERCAST.COM)



### THE WORLD'S LARGEST ONE DAY LEADERSHIP EVENT

Chick-fil-A® Leadercast® is a one-day leadership event broadcast LIVE from Atlanta, GA to hundreds of locations around the world. 2013 speakers include:

- Andy Stanley, Best-selling leadership author and communicator
- John Maxwell, Leadership expert & best selling author
- Jack Welch, Former Chairman & CEO of General Electric
- Mike Krzyzewski, Head men's basketball coach Duke University and Team USA

### JOIN US! THIS IS A LIMITED SEATING EVENT.

Save your gas and enjoy the benefits of learning from these exceptional speakers right here with LFCC Workforce Solutions.

### EASY ONLINE REGISTRATION

at [www.LFCCworkforce.com](http://www.LFCCworkforce.com) or contact us at 540.868.7021

Event held June 22, 2012 (8:30am – 4:30pm)  
at Lord Fairfax Community College, Middletown, Virginia  
Corron Community Development Center

*(This is an extended pre-recorded view of the live event)*



## Classes for New Leaders

### Getting Started as a New Leader

It's an exciting day in the workplace when an individual is promoted to the leadership ranks for their outstanding performance. However, stellar individual performance isn't magically transformed into successful frontline leadership overnight. This course arms new leaders with the knowledge and skill sets they need to confront the challenges associated with getting their footing, and achieving team results quickly in their new leadership role.

Feb 21 Th 12:30 pm - 4:30 pm MIDD  
**\$125**

### Essentials of Leadership

Develop skills to increase your team's motivation and morale. Learn proven interpersonal skills to inspire others to act. Enhance your ability to assign tasks, develop goals and evaluate performance. Discover the keys to meeting today's leadership challenges and take your career to the next level.

Mar 21 Th 8:00 am - 12:00 pm MIDD  
**\$125**

### Delegating for Results

You understand the need to delegate, but you hesitate. Learn exactly when and to whom you should give away. Explore how to use delegation as a motivational tool and development opportunity for your team members.

Apr 18 Th 12:30 pm - 4:30 pm MIDD  
**\$125**

### Making High-Quality Decisions

Sound decision making in today's tough business environment demands much more than just coming up with or picking the best alternative or option. It requires analyzing potential problems or opportunities and making sound judgments based on analysis.

Apr 26 F 8:00 am - 12:00 pm MIDD  
**\$125**



EARN 3.75 HOURS PHR/SPHR PER CLASS!

## Classes for All Leaders

### Adaptive Leadership

Adaptive Leadership raises leaders' awareness of the differences among people and situations. It teaches leaders how to enhance the effectiveness of their interactions by adapting their approach to people based on what they want to discuss and how they think people will respond. By better meeting the needs of each individual, leaders create higher levels of engagement and organizational results. Earn 3.75 hours PHR/SPHR.

Feb 22 F 8:00 am - 12:00 pm MIDD  
**\$125**

### Effective Negotiation Skills

Most inexperienced negotiators remain so focused on their position they ignore creative solutions that meet their underlying interests. This program helps you identify and analyze your needs and expectations in negotiation. It teaches you how to successfully get to where you want to be with negotiable proposals and beneficial counterproposals.

Apr 18 Th 8:00 am - 12:00 pm MIDD  
**\$125**

### HR for Non-HR Manager

If you are a frontline leader or business owner, you must understand the basics of Human Resource functions and legal requirements to keep you and your company out of trouble. Come learn your basic HR roles and responsibilities as a front-line leader. Don't wait! Register today!

May 16 Th 12:30 pm - 4:30 pm MIDD  
**\$125**

### Influential Leadership

In today's flatter, ever-evolving organization, leaders need to get things done through people who work outside their line of reporting - and in some cases who even "outrank" them. Welcome to the new age of influence, where effective leaders don't, or can't, throw their weight around to make things happen . . . even with their direct reports. Earn 3.75 hours PHR/SPHR.

May 17 F 8:00 am - 12:00 pm MIDD  
**\$125**



Refer to select classes for approved recertification.

EARN 3.75 HOURS PHR/SPHR PER CLASS!

### Leading High Performance Teams

In today's competitive environment you can't afford not to have high performing teams! Leaders learn to diagnose behaviors and conditions that limit team performance. They are equipped to assess team strength and weakness, as well as to use coaching and reinforcing skills to be a catalyst for high performance and continuous improvement. Earn 3.75 hours PHR/SPHR.

Mar 22 F 8:00 am - 12:00 pm MIDD  
**\$125**

### Motivating Others

Is your organization suffering from low productivity and morale? Learn how to proactively create an environment in which people are highly motivated to perform. Participants learn the three factors that affect the motivation of employees - focused work, interpersonal support, and individual value. As a result of this course, they will be able to determine which factor(s) is "low", and emerge with both a plan of specific actions and the skills needed to build group and individual motivation. Earn 3.75 hours PHR/SPHR.

Mar 21 Th 12:30 pm - 4:30 pm MIDD  
**\$125**

### Project Management Essentials

No matter your title, effective Project Management can transform your career. This class introduces you to project management, provides tips on how to manage people and resources within budget and time constraints. The course highlights key skills you'll need to develop to become an effective project manager including keeping a team on track, dealing with conflict, and using excel timeline Gantt charts. Prerequisite: Excel 2007 Level 2 or Excel 2010 Level 2 or equivalent.

Mar 7 - Mar 21 Th 1:00 pm - 5:00 pm MIDD  
**\$835**

Employers ask us about **BOGO** Buy One Get One Free

## DDI Performance Management Certificate



**TAKE 4 AND SAVE 15%**



Enroll in all 4 DDI Performance Management classes at the same time and save **BIG!**

Get the skills you need to manage all steps of the performance management process effectively and efficiently by these nationally recognized training programs.

### Setting Performance Expectations

This course helps leaders drive performance and accountability by helping people understand what is expected of them and gaining their commitment to achieving it. When leaders conduct effective setting expectations discussions, people feel more motivated to perform well because they see how their efforts make a difference.

Feb 21 Th 12:30 pm - 4:30 pm MIDD  
\$125

### Reviewing Performance Progress

Learn to drive performance and accountability by replacing the “dread” of performance reviews with the “human touch” that builds trusting relationships with the people who report to them. Leaders learn to conduct effective discussions that recognize people’s success and plan for their future development.

May 16 Th 12:30 pm - 4:30 pm MIDD  
\$125

### Coaching for Improved Performance

This course helps leaders conduct effective improvement discussions and provide the feedback and ongoing support people need to improve performance

Apr 18 Th 12:30 pm - 4:30 pm MIDD  
\$125

### Managing Performance Problems

This course builds leaders’ skills in handling chronic performance or work-habit problems or serious misconduct. They learn how to document the problem and explain what the employee must do to address it. Leaders are skilled in discussing and imposing formal consequences while adhering to their organizations’ disciplinary policies and procedures.

May 30 Th 12:30 pm - 4:30 pm MIDD  
\$125

# 2013 ADMINISTRATIVE PROFESSIONALS DAY

BE THE BEST YOU CAN BE!

**Join us for food, fun, recognition, and learning opportunities.** This year’s opening keynote theme is “Be the Best You Can Be”, followed with four breakout sessions to help you continue down that path.

We will be recognizing the Administrative Professional of the Year again. Stay tuned for your opportunity to VOTE on our website.

- Communicating Up and Down
- Assertive and Confident, but not Pushy
- Juggling Work and Family
- Don’t Stress Me out - Learning to Say NO to Stress

### Thursday, April 25, 2013

8:30 am - 4:00 pm

Held at Lord Fairfax Community College  
Middletown Campus  
Corron Community Development Center.

\$79 (includes lunch)

Employers ask us about

**BOGO**  
Buy One Get One Free

Workplace Skills

**Resume Writing**

Create an effective resume. Transform your resume into a powerful tool that will get you interviews. This workshop will lead you through a self-assessment series so you will have extensive knowledge about the product you are marketing YOU! Learn different resume formats and the advantages and disadvantages of each. This course is invaluable for anyone who wants to create their own resume, or learn how to write resumes and cover letters for profit.

Mar 5 T 8:00 am - 12:00 pm MIDD  
\$95

**Time Management**

Time management is a key skill of successful employment! This course gives you the tools to find a balance, achieve your goals and be more effective and productive.

Mar 7 Th 8:00 am - 12:00 pm MIDD  
\$95

**Interview Skills**

The better prepared you are for an interview, the better you will feel and perform, and the better your chance of being hired. Good communication is the key to a good interview; you need to know what you want and why you are there, and be able to convey that to the employer. Learn how to prepare for an interview and what to expect during the interview and after.

Apr 9 T 8:00 am - 12:00 pm MIDD  
\$95

**Marketing Yourself**

Come explore ways you can effectively market yourself in today's job market. Learn fundamentals of networking, and using the internet to help promote yourself.

Apr 11 Th 8:00 am - 12:00 pm MIDD  
\$95

Teacher Education



**Educational Consortium**

*Available for Professionals Development and Recertification Points towards Licensure!*

The Educational Consortium is a yearly seminar series held in Middletown and Fauquier throughout the summer. The seminars are FREE to teachers and participating school systems.

Contact your school's Instructional Supervisors for more information.

**NEED CAREER HELP?**

**LFCC Workforce Solutions Now Offers Career Coaching & Job Placement Services**

**We can help you with:**

- Career Assessments
- Career Planning/Coaching
- Selecting a Program of Study
- Funding Options
- Interview Skills
- Resume Writing
- Job Placement

**Appointments are encouraged. Walk-ins are welcome. We're here for YOU! For more information contact:**

Estelle Sanzenbacher Career Coach 540-869-0770 esanzenbacher@lfcc.edu  
Catherine Kelley Job Placement Coach 540-869-0771 ckelley@lfcc.edu

**Our office can be found at:** Lord Fairfax Community College, Office of Workforce Solutions, 173 Skirmisher Lane, Middletown, VA 22645

[www.LFCCworkforce.com](http://www.LFCCworkforce.com)

**REDUCE YOUR TURNOVER**  
**WorkKeys®**

**WorkKeys Assessments and Career Readiness Certificate**

Contact: Larry Baker  
labaker@lfcc.edu  
or 540-868-7283

**Getting Started**

**Computer Basics**

If you are an inexperienced computer user who wants to learn in a safe, patient environment, this class is for you. Take a guided tour of the computer screen, learn to manage a mouse, use your computer, and learn basic vocabulary. This class will provide you with tools to use your computer at work and at home.

Feb 25 - Feb 27 MW 8:00 am - 12:00 pm MIDD  
 Mar 2 - Mar 9 Sa 8:00 am - 12:00 pm MIDD

**\$125**

**Internet Basics**

Gain knowledge of key concepts of internet use. Learn how to designate favorite sites, print Web pages, and send email like a pro. This fun, interactive class will help you demystify cookies, spyware, history, temp files and favorites. Engage in fun class search projects while you learn!

Mar 16 Sa 9:00 am - 12:00 pm MIDD

**\$49**

**“Class was a painless re-entry to the classroom. It really covered information well.”**

*– Student, Computer Basics*



**YOUR TRAINING SOURCE FOR MICROSOFT OFFICE**

Move toward greater productivity by enhancing the power of Microsoft’s 2010. These hands-on courses introduce you to practical techniques you can use right away to enhance workflow.

**Excel 2010  
A Hands-On Intro**

**\$125**  
 Mon Wed, Feb 4 – 6  
 10:00 am – 2:30 pm  
 Middletown  
 Mon Wed, Feb 11 – 13  
 10:00 am – 2:30 pm  
 Fauquier  
 Tue Thu, Mar 5 – 7  
 12:30 pm – 4:30pm  
 Middletown  
 Wed, Apr 17  
 8:00 am – 4:30 pm  
 Fauquier  
 Mon Wed, May 6 – 8  
 10:00 am – 2:30 pm  
 Middletown  
 Mon Wed, Jun 3 – 5  
 10:00 am – 2:30 pm  
 Middletown

**Word 2010  
Basics**

**\$125**  
 Tue Thu, Mar 4 – 6  
 1:00 pm – 5:00 pm  
 Middletown

**Outlook 2010  
Basics**

**\$99**  
 Fri, Mar 8  
 8:00 am – 12:00 pm  
 Middletown

**Access 2010  
Streamlining Tasks**

**\$99**  
 Fri, Apr 12  
 8:30 am – 12:30 pm  
 Middletown

**PowerPoint 2010  
For Presenters**

**\$99**  
 Fri, Feb 22  
 8:30 am – 12:30 pm  
 Middletown  
 Sat, Mar 23  
 8:30 am – 12:30 pm  
 Fauquier  
 Fri, May 17  
 8:30 am – 12:30 pm  
 Middletown

**Project 2010**

**\$149**  
 Fri, Apr 12  
 8:30 am – 4:30 pm  
 Fauquier  
 Tue Thu, Apr 16 - 18  
 8:30 am – 12:30 pm  
 Middletown

***Gain the Edge  
You Need in Your  
Computer Skills!***

## Short on Time? Try our Short Shot Classes!

New power packed Microsoft Office application classes now offered for your convenience. Classes are for people who have already been using the office applications but wanting highly-focused subject matter training. These classes use the 2010 version of Microsoft Office, however, the 2007 version is also applicable for this learning environment.



### Microsoft Office

#### Word 2010 Short Shot! Tracking Changes

This focused 3-hour class will show you how to use special features when more than one person works on a file. Learn tips such as how to use comments, track changes, accept or reject suggested changes, compare documents, combine documents, and how to protect a document from unauthorized changes.

Feb 25	M	9:00 am - 12:00 pm	MIDD
Mar 18	M	9:00 am - 12:00 pm	FAUQ

\$69

#### Word Short Shot! Tables and Macros

This 3-hour course is for the user familiar with Word Basics. Learn to use Macros to make everyday tasks quicker and easier. Learn to create tables using a variety of methods. Learn to format tables, sort, and calculate.

Mar 25	M	9:00 am - 12:00 pm	MIDD
Apr 8	M	9:00 am - 12:00 pm	FAUQ

\$69

#### Word Short Shot! Mail Merge

This course is designed for the user who understands Word Basic functions, but wants to learn how to use the Mail Merge function effectively and efficiently.

Apr 15	M	9:00 am - 12:00 pm	FAUQ
Apr 29	M	9:00 am - 12:00 pm	MIDD

\$69

#### Excel Short Shot! Analyzing Data

In today's fast-paced environment, you can't afford not to know how to use Microsoft Excel effectively to analyze business problems. This course is valuable for anyone who uses Excel to make decisions based on data, including those who analyze worksheets and databases to forecast projections, prepare budgets, assess risks, and consolidate data.

Feb 20	W	9:00 am - 12:00 pm	MIDD
Feb 27	W	9:00 am - 12:00 pm	FAUQ

\$69

#### Excel Short Shot! Pivot Tables

Getting from your massive data spreadsheet to a nice neat Pivot Table can be easy with training on key steps. The course shows how to connect and consolidate data sources to power PivotTables, sort and filter records, display data in a PivotChart, and how to print tables and charts.

Mar 20	W	1:30 pm - 4:30 pm	MIDD
Mar 27	W	1:30 pm - 4:30 pm	FAUQ

\$69

#### Excel Short Shot! Macros

Do you have common tasks that you perform over and over in Microsoft Excel? Gain the skills you need to simplify and automate complex tasks to save you time and energy. Learn to create macros that combine all of the steps in a task into a single command. If you work in an office environment, you can't afford to miss this 3-hour class!

Apr 22	M	1:30 pm - 4:30 pm	MIDD
Apr 29	M	1:30 pm - 4:30 pm	FAUQ

\$69

#### Outlook Short Shot! Tips for Office Users

Eliminate your need for paper organizers and planners. Outlook can save time by handling multiple incoming email accounts and has a reminder system to help prevent missing appointments or forgetting a task. Outlook can synchronize with many brands of cell phones, allowing you to stay organized no matter where you are.

May 22	W	1:00 pm - 4:00 pm	MIDD
--------	---	-------------------	------

\$69

***“I came into class thinking I knew more about Excel, but I was wrong. All these shortcuts I learned were great tips to make me work smarter, not harder.”***

– Student, Excel Basics

#### Access Short Shot! Relational Database Functions

Databases make handling, processing and storing large amounts of data possible. The relational database is one of the most widely-known types of database. This course focuses on the role, function, and operations of relational databases in the management of information.

Apr 19	F	9:00 am - 12:00 pm	MIDD
--------	---	--------------------	------

\$69

#### Access Short Shot! Querying Relational Data

Learn how to define and develop queries to improve your reporting expertise and efficiency. Explore how to use query wizards, create calculated fields, use expressions in queries, and refine data output with sorting and filtering.

Apr 26	F	9:00 am - 12:00 pm	MIDD
--------	---	--------------------	------

\$69

#### Access Short Shot! Reports for Data Analysis

Would you like to be able to generate quick Access reports? Use conditional formatting? Sort groups and totals and enhance your presentations? This class will teach you all that and more.

May 10	F	9:00 am - 12:00 pm	MIDD
--------	---	--------------------	------

\$69

## Certified Front Office Medical Professional



### Introduction to Anatomy

Learn the basics of Anatomy that you need to know to become a professional Medical Coder and Biller or Allied Health professional.

Feb 12 - Mar 26 T 1:00 pm - 5:00 pm MIDD

\$495

### Medical Terminology

Master basic medical terminology, combined forms, common suffixes and prefixes, and basic medical abbreviations used in the healthcare settings and in medical records. Get the skills you need for the job you want. This class is a pre-requisite for Certified Front Office Medical Professional Class.

Mar 6 - Mar 27 W 6:00 pm - 9:00 pm MIDD

Jun 5 - Jun 26 W 6:00 pm - 9:00 pm MIDD

\$295

### Certified Front Office Medical Professional & National Exam

Start your journey today towards becoming a Certified Medical Administrative Assistant! CMAA's help to manage the healthcare office and perform tasks such as scheduling appointments, filing, and database management. This class is taught by an industry professional and qualifies you to sit for the Certified Medical Administrative Assistant exam offered by the National Healthcareer Association.

Apr 3 - May 22 W 6:00 pm - 9:00 pm MIDD

\$745

Help yourself  
by helping others

## Pharmacy Technician

Begin a professional career in health care as a Pharmacy Technician! This program is designed for anyone interested in beginning a career in the field of pharmacy. Our experienced instructor will focus on technician duties, patient confidentiality, dispensing, law and the technician, terminology, pharmacy abbreviations, calculations, routes and formulations, how to read prescriptions, prescription labels and auxiliary labels. Students will be prepared to sit for the National Pharmacy Technician Exam offered through ExCPT or PTCB. Exam is a separate registration and fee.

Mar 6 - Jun 26 W 5:00 pm - 8:00 pm MIDD

\$1,190

*“The instructor had great knowledge and intelligence in the medical field. He would set aside anything to help and listen to your questions.”*

Casey Beatty, student

## Healthcare

### Behavioral Technician

This 40-hour course is designed to provide healthcare and educational professionals with an overview of Autism, and the ABA position. In addition, learn effective procedures for data collection, assessment tools, functional behavior assessments, and teaching techniques. Find ways to work with families for the benefit of the patient. This class is for those who want to enter the field, entry-level ABA's who must have course due to insurance regulations, and for K-12 education professionals.

Mar 11 - Mar 15 M - F 8:00 am - 4:00 pm MIDD

\$999

### CPR American Heart Association's Basic Life Support (BLS) for Healthcare Providers

Learn to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. This course meets the regulatory requirements of the Virginia Department of Health, Joint Commission on Accreditation of Healthcare Organizations, Virginia Office of Emergency Medical Services, OSHA, and Virginia Department of Social Services. Course fee includes full color manual, student CD, and disposable training supplies.

Mar 18 M 5:00 pm - 9:30 pm MIDD

Apr 1 M 5:00 pm - 9:30 pm MIDD

Apr 15 M 5:00 pm - 9:30 pm MIDD

\$75

### Dental Radiation Health and Safety

This hybrid workshop is specifically designed for practicing dental assistants to meet the Virginia Board of Dentistry's regulations for certification in dental radiation safety and hygiene. You will study techniques and devices for protection from ionizing radiation, cell sensitivity and genetic effects of ionizing radiation. Get hands-on practice with intra-oral radiographic techniques. After successfully completing this workshop, you will be awarded a Certificate in Dental Radiation Safety. Participants must complete pre-work prior to class start date.

Apr 13 Sa 8:00 am - 12:00 pm MIDD

\$195

Career Changer Program

Certified Healthcare Professions



Career Changer programs are a series of accelerated training classes that earn you industry skills and credentials for jobs in high-demand industries. Starting in October, there are three Career Changer programs offered:

1. **Certified Front Office Medical Professional**
2. **Certified Clinical Medical Assistant (CMA)**
3. **Behavioral Analyst – Direct Support Personnel**

**Obtain credentials in:**

- CMAA (Certified Medical Administrative Assistant)
- CPR (CMA's and BADSP participants only)
- CMA (Certified Clinical Medical Assistant)
- CRC (Career Readiness Certificate)

**Enroll now.** You may qualify for funding to pay for these programs. Funding and space is limited. Contact our office today to inquire about WIA or On-Ramp Grant funding opportunities.

**Visit us online at [www.LFCCworkforce.com](http://www.LFCCworkforce.com) for complete program details. Classes start in February, 2013.**

Healthcare

**Clinical Medical Assistant (CMA) & Exam**

Our Clinical Medical Assistant program will prepare you to assist a physician, provide care to patients in a doctor's office or clinic, and to sit for a national certification exam. The program combines 134 hours of classroom instruction with 160 hours in a medical office externship (externship hours vary by state). Over the course of 5 months you will gain exposure to job duties that include assisting physicians with exams and minor surgery, taking patient vital signs, caring for patients, performing lab tests, administering medications, electrocardiography and much more. The exam is a NCCT certification exam for Certified Medical Assistant. Pre-Authorization is required to sit for this exam.

Feb 26 - May 30 TTh 6:00 pm - 9:30 pm MIDD  
**\$3,750**

Personal Care

**Cosmetology Theory and Exam Prep - Spanish Version**

As part of the Cosmetology Apprenticeship Program, this course consisting of classroom and self-study will cover the basic concepts and theory of Cosmetology. In addition, your instructor will also help prepare you for the Cosmetology State Licensing Exam. This nine week class will give you the 144 hours of classroom instruction required for the state registered apprenticeship program. Your instructor will provide you with cosmetology textbook information on the first day of class.

Mar 4 - May 6 M 9:00 am - 4:00 pm MIDD  
**\$455**



**Personal Fitness Trainer - Free Orientation Session**

This FREE 1-hour Personal Fitness Training Orientation is designed to provide information for anyone interested in the fitness profession or in becoming a fitness trainer. A brief overview of the industry and professional trends will be shared plus there will be time for Q&A via live chat with the instructor.



**Two FREE online informational webinars are available. Call 540-868-7021 for webinar login information.**

Jan 18 F 12:00 pm - 1:00 pm  
 Feb 9 S 1:00 pm - 2:00 pm

**These sessions are online**

**Personal Fitness Trainer**

Come join this fun profession and be a part of what Fortune Magazine and ABC NEWS.com states as the 4th hottest job in the U.S. Whether a career move or for your own personal knowledge get all the information you need to become a Certified Personal Trainer. This challenging course is taught over a 5-week period. The National Exam is held on the 6th week This course is comprised of 15 hours of lecture, 15 hours of hands on practical training and a 30-hour internship. CPR/AED is needed to receive the certificate. Textbook is required and not included in course fees.\* Call to order and start reading immediately 888-330-9487 (<http://www.witseducation.com>).



W.I.T.S. is an approved CEU provider for the Board of Certification for Athletic Trainers (BOC), the American Occupational Therapy Association (AOTA), National Certification Board for Therapeutic Massage & Bodywork (NCBTMB), Veterans Training and Education, the International Association of Continuing Education and Training (IACET).

Feb 23 - Apr 6 Sa 9:00 am - 4:00 pm FAUQ  
 Mar 2 - Apr 13 Sa 9:00 am - 4:00 pm MIDD  
**\$795**

**Career Changer Program**

**Electrical Groundsman**

Offered August and October 2013



A groundsman typically works in construction and maintenance of electrical distribution or transmission facilities. Under the supervision of journeyman electricians, they assist with responsibilities on electrical projects.

**Obtain credentials in:**

- CRC (Career Readiness Certificate)
- OSHA 10 T&D (Occupational Safety & Health Admin)
- CPR (Cardio Pulmonary Resuscitation)
- Electrical Groundsman Certification
- CDL Class B Permit Review (Commercial Driver's License review only, licensure not included)

**HVAC Technician**

Heating, Ventilation, and Air Conditioning

Starts February 1, 2013!



The HVAC Technician offers participants an exciting career readiness opportunity to learn the basic skills to be successful as an entry HVAC Technician and achieve industry recognized certifications.

**Obtain credentials in:**

- OSHA Safety Certification
- EPA Certification in CFC Refrigerants

**Environmental**

To register for both classes below, contact the Department of Conservation and Recreation. Application and payment should be received by DCR seven calendar days before the course. Direct questions to Kim Seckman at 804-371-7505 or [k.seckman@dcr.virginia.gov](mailto:k.seckman@dcr.virginia.gov).

**Basic Erosion and Sediment Control**

This two-day course (1.2 CEUs) covers the legal and administrative aspects of state and local Erosion and Sediment Control programs, Virginia's Minimum Standards for Erosion and Sediment Control, specification details for conservation practices, basic soil mechanics, and plan review skills. See above for contact information.

Apr 2 - Apr 3    TW    8:30 am - 4:30 pm    MIDD  
\$160

**Inspector Erosion & Sediment Control**

This one-day course (.6 CEUs) covers Virginia's Minimum Standards for Erosion and Sediment Control and the specification details for conservation practices. Basic soil mechanics and inspection skills are taught in this course. A prerequisite to this course is the successful completion of the Basic Erosion and Sediment Control course, or pre-approval by the Training and Certification Coordinator. See above for contact information.

Apr 4    Th    8:30 am - 4:30 am    MIDD  
\$100

Students receive a certificate from the Virginia Rural Water Association. Grant funding may be available to cover 50% of tuition. Contact us at 540.868-7021 for details.



- Wastewater Collection**
- Membrane Treatment of Wastewater**
- Wastewater and Water Utility Safety**
- Advanced Math for Wastewater**



**Continuing Education for Tradesmen**

Classes designed to meet the Virginia Board of Contractors Continuing Education requirements as part of the licensing renewal process.

- Continuing Education for Electricians**
- Continuing Education for Gas Fitters**
- Continuing Education for HVAC**
- Continuing Education for Plumbing**

Visit our website for dates and times.

**Licensure**

**Basic Contractor Licensing**

This eight-hour course is required as pre-licensing education and approved as a remediation class by the Virginia Board of Contractors.

This course is recognized by the Commonwealth of Virginia, Department of Professional and Occupational Regulation, and Board of Contractors.

**Classes offered monthly. Check website for class dates and times.**



## Lunch and Learn Series on Energy Management

**NEW!**

This series informs executives and facility managers on ways to reduce energy costs of school systems, universities, government agencies, and health care providers.

Join us for lunch and learn cost effective energy management. Your presenter is Warren Darrell, P.E., currently Construction Director with Fauquier County Public Schools, formerly a performance contracting energy engineer, and a developer of the Fauquier County Public Schools energy management program.

### Strategic Energy Management Seminar

Executives and facility managers should attend Part 1 of this series, which presents the potential financial and environmental benefits of energy management, including:

- Estimating your potential energy cost savings
- Setting attainable goals
- Organizing for energy management
- Monitoring performance.

May 10 F 9:00 am - 1:00 pm MIDD  
**\$125**

### Managing Energy Seminar

Facility managers and operators should attend Part 2 of this series, which includes:

- Recording and analyzing your energy consumption and cost
- Attaining energy cost savings
- Constructing, renovating, and operating energy efficient facilities
- Real world energy management success stories.

May 17 F 9:00 am - 1:00 pm MIDD  
**\$125**

## Going Green

### Introduction to Green Building Practices Seminar

This one day seminar will provide participants with the core knowledge surrounding the constantly expanding world of sustainable building technology. Topics will include sustainability in new construction and building remodeling, renewable energy technologies, and a summary of the various certifications.

Mar 16 Sa 9:00 am - 4:00 pm MIDD  
**\$125**

### Environmental Awareness for Real Estate Professionals **NEW**

Attention: Brokers, Lenders, Property Managers and Real Estate agents. Have you ever encountered an environmental issue with a property and not had enough knowledge on how to proceed? Join us for this informative half-day seminar and get your questions answered. This 3 1/2 hour class counts for recertification points in VA and WV and is approved by DPOR.

Mar 7 Th 1:00 pm - 4:30 pm MIDD  
**\$95**

### LEED Green Associate Prep

This class will prepare you to take the LEED (Leadership in Energy and Design) Green Associate Exam. The LEED Green Associate credential is now an industry standard for green building professionals. This credential is designed for professionals such as: construction managers, government officials, developers, contractors, architects, engineers, real estate professionals, facility managers, interior designers, landscape architects, and lenders wanting to demonstrate a basic knowledge of green design, construction, and operations. This credential is also the prerequisite for those who wish to obtain their LEED AP accreditation.

Feb 16 Sa 9:00 am - 4:00 pm MIDD  
**\$475**

### Chloro-Flouro-Carbon (CFC) Prep and Certification Exam

Everyone who works with refrigeration systems must be certified under the EPA guidelines. Learn the essentials of CFC and complete the EPA Section 608 exam during class. Learn how to stop the greenhouse effect by using the right refrigerant. Think Green! Class will end by 12 noon on the final day of class.

Mar 2 - Mar 9 Sa 8:30 am - 2:00 pm MIDD  
 May 11 - May 18 Sa 8:30 am - 2:00 pm MIDD  
**\$295**

### Introduction to Photovoltaic Technology

PV panels produce electricity directly from the sun and their popularity is growing rapidly. This workshop will train participants to design and install both battery-based and grid tied photovoltaic systems. Knowledge gained from this class will prepare students to take the NABCEP (North American Board of Certified Energy Practitioners) Entry-Level PV exam. The written exam is included in the tuition and will be administered on campus Friday, March 22 at 9 am.

Mar 18 - Mar 21 M-Th 9:00 am - 5:00 pm MIDD  
**\$1,395**

### Lead Safe Training EPA RRP Initial

Common renovation activities like sanding, cutting, and demolition can create hazardous lead dust and chips by disturbing lead-based paint, which can be harmful to adults and children. This Federal Law states that beginning in April 2010 contractors and all persons involved in paid renovation and repair work must be certified in lead-safe practices and must follow specific work practices to prevent lead contamination. This applies to all persons performing renovation, repair, and painting projects that disturb painted surfaces in homes, child-occupied facilities, child care facilities and schools built before 1978. This is a one day course that will provide the training necessary to satisfy the Federal requirement. Certificate is good for 5 years (with a score of 70% or better).

Apr 27 Sa 8:00 am - 5:00 pm MIDD  
**\$165**

## Construction and Industrial Trades

### OSHA 10 CFR 1910 General Industry

Designed for anyone working in factories and manufacturing plants where health and safety is a concern. This should be a must for all employees to help keep your insurance rate low. It will cover all the OSHA mandates and other topics related to general industry. Participants receive an OSHA General Industry Outreach U.S. DOL course completion card.

Feb 1 - Feb 2 F 8:00 am - 4:00 pm MIDD  
Sa 9:00 am - 12:00 pm

\$195

### Arc Flash Protection Training **NEW**

This course will teach you to assess arc flash hazards and act to mitigate them by selecting appropriate PPE and determining protection boundaries. This class is a must for Industrial Maintenance Technicians and Electricians. You will also learn how to use the NFPA-70E training manual and the calculation methods to determine protection boundaries.

Mar 6 W 6:00 pm - 10:00 pm MIDD

\$85

### Blue Print Reading Residential/Commercial **NEW**

This 16-hour course is an introduction to basic print reading for both residential and commercial construction. Students will learn how to read and interpret plans, elevations, schedules, sections, and details contained in basic construction drawings. You will also learn to identify architectural symbols and abbreviations, recognize the difference between commercial and residential construction drawings, identify selected electrical, mechanical, and plumbing symbols, and how to calculate the floor area of each room in a floor plan. Please bring an architectural scale and a calculator.

Feb 19 - Feb 28 TTh 5:00 pm - 9:00 pm MIDD

\$395

### Mechanical / Schematics Drawing and Reading

This class will help the maintenance technician to interpret basic shop drawings including: mechanical, part prints, electrical, architectural, and what a print spells out. The course also covers conventional symbols such as electrical, hydraulic, and pneumatics.

Feb 6 - Feb 7 WTh 5:00 pm - 9:00 pm MIDD

\$175

### HVAC Basics

Come learn HVAC Basics including the principles of heating, ventilation, refrigeration, and air conditioning. Students will also be exposed to heat theory, vapor expansion refrigeration cycle, and fuel combustion and air flow. Safety, troubleshooting and maintenance will also be a focus. Textbook included in the price of class.

Feb 4 - Feb 28 MTh 12:00 pm - 4:00 pm MIDD

\$795

### HVAC Troubleshooting and Repair for A/C and Refrigeration

This comprehensive troubleshooting course for air conditioning, heat pump and commercial refrigeration technicians uses state-of-the-art computer-based simulations. Become an expert on monitoring systems for proper operation; troubleshooting faults using built-in instrumentation; using diagnostic charts to assist in repairing systems; and performing quality checks on final operations.

Mar 4 - May 6 M 6:00 pm - 9:00 pm MIDD

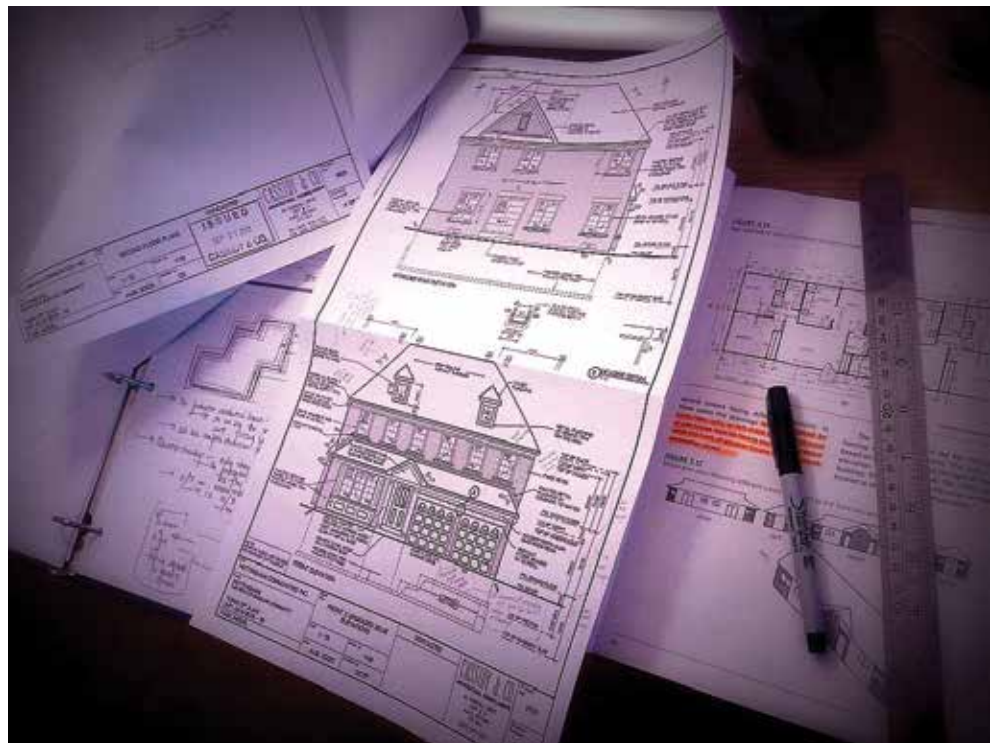
\$395

### Electrical Basics Residential/Commercial **NEW**

This course will cover the fundamentals of basic electricity with a primary focus the residential and commercial sectors of the electrical industry. Specific topics discussed: Orientation to the Electrical Trade, Electrical Safety, Introduction to Electrical Circuits, Electrical Theory, Introduction to the National Electrical Code, Device Boxes, Hand Bending, Raceways and Fittings, Conductors and Cables, Basic Electrical Construction Drawings, Residential Electrical Services, Residential Electrical Services. Textbook is included in the price of tuition.

Mar 5 - Apr 4 TTh 5:00 pm - 9:00 pm MIDD

\$795



**NEW!**

## Industrial Electricity & Electronics Series

In this 3-part series the Industrial Electrician and the Industrial Maintenance Technician will first focus on basic electricity and theory and then advance to single phase and three phase power application and circuits with motor control. **Students can sign up for each level individually or for all classes in the series.**

### Industrial Electricity & Electronics Part 1 - Theory

In a hands-on lab setting, topics covered are: Theory and Safety, DC Fundamentals, AC Fundamentals, Basic Test Equipment and Soldering, and Schematics Reading/Applied Math. Students can sign up for each level individually or for all classes in the series.

Jun 3 - Jun 26 MW 6:00 pm - 9:00 pm MIDD  
\$495

### Industrial Electricity & Electronics Part 2 - Wiring

In a hands-on lab setting, topics covered are: Industrial Wiring and NEC Code, Transformer Theory, Advanced Test Equipment and Soldering, and Advanced Schematics/Reading/Applied Math. Students can sign up for each level individually or for all classes in the series. Textbook is included in the price of the tuition.

Jul 8 - Jul 31 MW 6:00 pm - 9:00 pm MIDD  
\$595

### Industrial Electricity & Electronics Motors and Controls

In a hands-on lab setting, topics covered are: AC and DC Motors and Controls, Industrial Wiring, Semiconductors/Electronic Circuits, Programmable Logic Controllers, and Digital Electronics. Students can sign up for each level individually or for all classes in the series. Textbook is included in the price of the tuition.

Aug 5 - Aug 28 MW 6:00 pm - 9:00 pm MIDD  
\$595

## Construction and Industrial Trades

### Troubleshooting for PLC **NEW**

In this hands-on workshop, students will use laptops to program and troubleshoot Allen Bradley PLCs. Work at your own pace and receive individual instruction and guidance as needed to solve challenging Allen Bradley slc500 problem exercises. This class has been designed for industrial technicians who have already taken a beginner PLC programming class and/or possess basic PLC programming knowledge. A PLC troubleshooting manual is included in the price of the class.

May 10 - May 17 F 8:00 am - 5:00 pm MIDD  
\$495

### Basic Welding Workshop

In this basic welding class you will be exposed to several different welding processes, including stick arc, oxy-fuel, MIG, and TIG welding. You will learn the many essentials of a weld, striking an arc and arc patterns. You will also gain a basic understanding of an electrode and the importance of electrode selection. You will be introduced to band saw basics, welding beads, and the many different ways of welding joints. There will be a strong emphasis on welding and fuel safety throughout this entire course.

Feb 11 - Mar 25 M 6:00 pm - 10:00 pm MIDD  
Jun 6 - Jul 25 Th T 6:00 pm - 10:00 pm MIDD  
\$595

### Advanced Welding Workshop

In this welding workshop many different welding processes and fundamentals will be explored. Welding processes include: oxy-fuel, MIG, TIG, and Shielded Metal Arc Welding (SMAW). SMAW fundamentals will be emphasized including theory, safety practices, and techniques.

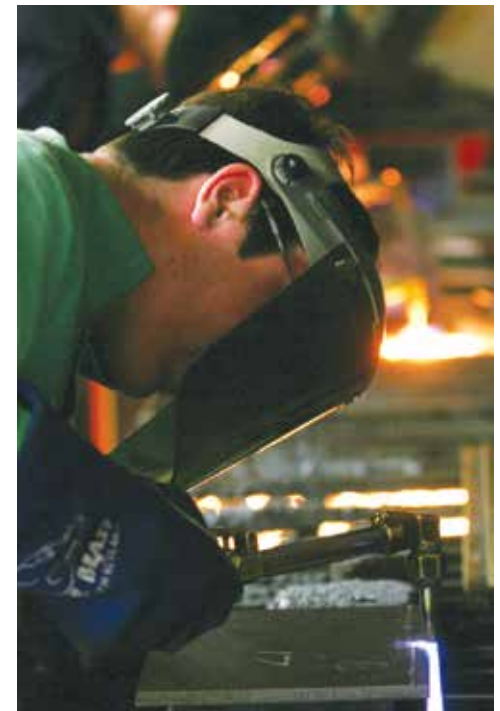
Apr 8 - May 1 MW 6:00 pm - 10:00 pm MIDD  
\$795

### AWS Welding Certification Prep and Exam

#### Now Offering Vertical Certification!

Let our Certified Welding Inspector (CWI) help you prepare and take your AWS Flat or Vertical Certification. He will walk you through the procedures step-by-step and then submit your coupon for testing. You will know the results of your test within 2 weeks. Don't miss this opportunity to prove your welding skills when looking for a job! Must be an experienced welder and/or have successfully passed the Basic Welding class.

May 7 - May 9 T Th 6:00 pm - 10:00 pm MIDD  
\$395



***“I learned a great deal from this course. I had not previously welded before, but the instructor gave me a good level of expertise in a short amount of time.”***

*– Student, Basic Welding*

# Higher Lifetime Earnings and a Journeyman Card. Interested?

Get a head start with these apprenticeship classes.



## Electrical Apprenticeship Program



Classes are held at the Middletown Campus, however, to register call ABC directly at 703-968-6205.

## HVAC Apprenticeship Program



Offered in hybrid format (combination of online training and classroom/lab training) at Middletown campus. Also counts as recertification points for NATE.



## Plumbing Apprenticeship Program



Offered in hybrid format (combination of online training and classroom/lab training) at Middletown campus.

These programs are in compliance with the National Office of Apprenticeship requirements for classroom training. It uses NCCER (National Center for Construction and Education Research) curriculum which provides valuable standardized and portable credentials that are helpful for students when seeking employment and/or building their careers. Visit our website at [www.LFCCworkforce.com](http://www.LFCCworkforce.com) for class schedules and descriptions.



- All programs satisfy classroom hour requirements (144 hours/year) with the National Office of Apprenticeship
- All programs use National Center for Construction and Education Research (NCCER) curriculum which is standardized and portable!
- All levels begin September of each year



## Coming Soon! Industrial Maintenance Apprenticeship Program

*“This class is great! I wasn’t sure I wanted to take the classes in the evening since I already work all day long, but because these classes are hybrid I can handle a couple nights a month and I can do the rest of the training online when I want to.”*

– student,  
HVAC Apprenticeship Program

## LFCC Workforce Solutions

# Instructor-Led Online Courses



Learn From the  
Comfort of Home!

### Learn More!

- Expert Instructor
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction
- Courses Sessions Begin Monthly

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

Most courses run 6 weeks, however, we also have career training programs available. These programs are more comprehensive and help prepare you for a career or give you the edge you need in the workplace.

**Enroll Now!**  
Call us Today!

### Hundreds of Titles to Choose From!

#### Introduction to Microsoft Excel

Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

#### Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

#### Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

#### Introduction to QuickBooks

Learn how to quickly and efficiently gain control over the financial aspects of your business.

#### Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

#### Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment.

#### Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language.

#### Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time

#### Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management.

#### Medical Terminology: A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

#### Explore a Career in a Dental Office

Discover the wide range of dental office careers open to you, master basic dental anatomy and terminology, and learn how dental professionals create healthy smiles.

#### Beginning Writer's Workshop

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

#### A to Z Grantwriting

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals. .

#### Solving Classroom Discipline Problems

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

**More Courses Available!**

1012-01

See what some of our online students are saying...

*“Wonderful experience! I would do it again in a heartbeat! Thanks for everything!”*

– Jane Stewart  
Writing for Children class

*“This was a great refresher course for a working mother! I loved being able to come back to the lessons as often as I needed.”*

– Jennifer Baugher  
Human Anatomy and Physiology

*“I am extremely grateful and happy I took this course. As a result of what I have learned in this class, I have not only been able to make better financial decisions with my family's finances, but we will finally be able to take a much needed family vacation.”*

– Sylvia Rodriguez  
Personal Finance

*“This class was more than expected! The website that is created during the class has the basics that you would need to start a new project.”*

– Brian Thomas  
Introduction to PHP and MySQL

(540) 351-1524 [www.LFCCworkforce.com](http://www.LFCCworkforce.com)

# Youth Camps

*Coming Summer 2013*

The camps run weekly from the last week in June to the second week in August (*no camps week of July 4*). Camps will be at the Fauquier and Middletown campuses.

- Lego Films & Stop Animation
- Cyberspies
- Model United Nations
- Lego YOUiverse
- Junkyard Warriors
- Virtual Worlds and Future Cities
- Creative Design and Robotics
- Droids and Bots
- Lego Games
- App Attack
- App Adventures
- Make Your First Video Game
- Make Your First 3-D Video Game

*"That was a great video. My son loved the Digital Arts Camps for Youth with LFCC Workforce Solutions. Thanks so much. See you next year!"*

*-Heather Austin, parent*



Visit our website to learn more about the camps. Registration starts in January. Register early to secure your best selection. **Classes fill quickly!**

[www.LFCCworkforce.com](http://www.LFCCworkforce.com)



Scan for camp details

## Motorcycle Safety

**NEW! Coming Spring 2013 – Sidecar/Trike Education Program (S/TEP)**

The Motorcycle Safety League of Virginia, Inc. /Virginia Rider Training Program: Sidecar/Trike Education Program (S/TEP) is designed to teach the novice or experienced sidecar or trike pilot the skills necessary to safely operate a three wheeled vehicle on the street, even if you've never ridden any kind of motorcycle. The course consists of both classroom instruction and hands-on riding instruction. This course will be offered starting May 2013. Our other motorcycle classes start in March, 2013.

**Classes fill quickly!**

Register at: [www.LFCCworkforce.com](http://www.LFCCworkforce.com)  
or contact us at 540-868-7021



**We also offer classes for**

- Basic Safety
- Advanced Rider
- Couples
- Women Only

## Company Registration

You can mail or fax employee registrations on purchase order or company letterhead along with a purchase order and we will bill. Contact our office for the specific information required with the registration, such as student information, course name and course number.

Fauquier Campus Fax ..... 540-351-1560  
 Middletown Campus Fax ..... 540-868-7020

## Disclaimer

Courses and class schedules listed in this publication are subject to change.

## Hearing Impaired

TTY 711 Virginia Relay / Use appropriate number for campus.

## Office Hours

### Fauquier Campus:

Mon - Thu ..... 8 a.m. – 4:30 p.m.  
 Fri ..... 8 a.m. – 4 p.m.

### Middletown Campus:

Mon - Thu ..... 8 a.m. – 5 p.m.  
 Fri ..... 8 a.m. – 4 p.m.

Both campuses are closed on weekends and holidays observed by the College.

## Student Cancellation and Refund Policy

You must give a minimum of three days notice prior to class to be eligible for a refund. Refund requests should be made in writing (include course title, student name, student ID and reason). Refunds may take three to four weeks to process.

For all Motorcycle classes, two weeks notice is required for a full refund. Less than two weeks but more than five business days notice will allow for a partial refund. No refund will be given with less than five business days notice.

## Textbooks

Some textbooks and supplies are not included in the price of the class. They can be purchased from the school bookstore or a third-party vendor prior to class. Please read the class description on the web for further information about textbooks that may be required to purchase prior to class.

## Disclaimer

Lord Fairfax Community College provides its website, catalog, handbooks, and any other printed materials or electronic media for your general guidance. The college does not guarantee that the information contained within them, including, but not limited to, the contents of any page that resides under the DNS registrations of LFCCWorkforce.com is up-to-date, complete and accurate, and individuals assume any risks associated with relying upon such information without checking other credible sources, such as a student's academic advisor. In addition, a student's or prospective student's reliance upon information contained within these sources, or individual program catalogs or handbooks, when making academic decisions does not constitute, and should not be construed as, a contract with the college. Further, the college reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise. Links or references to other materials and websites provided in the above-referenced sources are also for information purposes only and do not constitute the college's endorsement of products or services referenced.

# 5 WAYS TO REGISTER!



## ONLINE

Use our shopping cart feature to quickly and easily register. Go to [www.LFCCworkforce.com](http://www.LFCCworkforce.com).



## WALK-IN

Stop by our office, complete a registration form and make payment in person by credit card, check or cash.



## FAX

Complete the registration form with credit card information and fax to our office.

Middletown Campus Fax: 540-868-7020  
 Fauquier Campus Fax: 540-351-1560.



## PHONE

Call either 540-351-1524 (Fauquier Campus) or 540-868-7021 (Middletown Campus) at least five days prior to the start of the class. One of our friendly registration team members will assist you.



## MAIL

Complete the registration form and mail with your check, money order or credit card information to:

Lord Fairfax Community College  
 Office of Workforce Solutions  
 173 Skirmisher Lane  
 Middletown, VA 22645-1745

or

Lord Fairfax Community College  
 Office of Workforce Solutions  
 6480 College Street  
 Warrenton, VA 20187-8820



LORD FAIRFAX COMMUNITY COLLEGE

# WORKFORCE SOLUTIONS

PROFESSIONAL DEVELOPMENT & CONTINUING EDUCATION

Non-profit Org  
U.S. Postage  
PAID  
Middletown, VA  
Permit No. 4

## Middletown Campus

173 Skirmisher Lane  
Middletown, VA 22645-1745

## Fauquier Campus

6480 College Street  
Warrenton, VA 20187-8820

## Luray-Page County Center

334 North Hawksbill Street  
Luray, VA 22835-1130



## MARK YOUR CALENDAR NOW

### EVENTS YOU DON'T WANT TO MISS IN 2013

- ✓ **DISNEY'S APPROACH TO QUALITY SERVICE**  
*MARCH 28 (PG 5)*
- ✓ **ADMINISTRATIVE AND OFFICE PROFESSIONALS DAY**  
*APRIL 25 (PG 10)*
- ✓ **CHICK-FIL-A LEADERCAST: SIMPLY LEAD**  
*JUNE 27 (PG 8)*
- ✓ **YOUTH CAMPS FOR KIDS**  
*SUMMER 2013 (PG 22)*

***We hope you can join us!***

**Lord Fairfax Community College  
Office of Workforce Solutions**

**[www.LFCCworkforce.com](http://www.LFCCworkforce.com)**



Scan for  
upcoming events