When opportunity knocks...

...will YOU be ready?

Step inside to:
...change your career path
...pursue your passion
...green your career

www.LFCCworkforce.com

PROFESSIONAL DEVELOPMENT & CONTINUING EDUCATION
LFCC Workforce Solutions can partner with you to fulfill your business needs with our customized training.

**We Offer:**
- The Training you Need
- The Location You Choose
- The Quality Your Deserve

Workforce Solutions responds with flexible programming across all aspects of business and industry. From public class to custom training, we stand ready to help businesses grow and succeed.

**To arrange a FREE consultation contact:** 540-868-7021  
*(ask for Larry Baker or Jeanian Clark)*

**What local businesses are saying…**

“Lord Fairfax Community College’s Office of Workforce Solutions provides learning opportunities for employees at Thermo Fisher Scientific by "opening doors" for their careers. We depend on Workforce Solutions to provide a variety of courses and certification programs for our employees.”

– Jill Heare, Supervisor Human Resources  
Thermo Fisher Scientific

“I’d like to thank LFCC Workforce Solutions for their involvement in screening new hires and the leadership classes that were delivered - especially the last minute classes during the week of the blizzard!”

– Ario Koentjoro, Project Manager  
Mercury Paper, Inc.

“When the Winchester Public Schools was looking for training expertise for several modules in our newly developed Leadership Institute, we turned to the LFCC Workforce Solutions group to provide great custom programs that met our objectives and fit seamlessly into our overall program.”

– Rick Till, Director of Personnel  
Winchester Public Schools
24/7-Online Courses

Imagine… you can update your skill sets, learn a new hobby, and even earn certification credits in your professional field all from the comfort of your own office or home. With over 500 online courses, we’ve got you covered.

Ed2Go Short Courses
Our instructor-facilitated online courses are informative, fun, convenient and highly interactive. Most programs are six weeks in length. A sample of courses is listed below.

- Secrets to Better Photography
- Designing Effective Websites
- Grammar Refresher
- Speed Spanish
- A to Z Grant Writing

Ed2Go | Online Career Training
Formerly Gatlin Education Services

Courses are self-paced and are available anytime, anywhere. Programs typically take three to six months to complete. A sample of courses is listed below.

- Project Management
- Help Desk Analyst: Tier 1 Support Specialist
- Administrative Professional with Microsoft Office
- Medical Transcription with Medical Terminology

ProTrain

These courses are designed to give you the latest in learning, and to provide the skills necessary to acquire professional caliber positions in many in-demand occupations. A sample of program areas is listed below.

- Fundamentals of Mold Inspection
- Home Energy Analyst (HERS)
- Fundamentals of Solar Hot Water Heating
- Certified Sustainability Professional
- Certified Electronic Health Record Specialist (CEHRS)
- Electronic Health Records and Administration

A full list of our online course offerings can be found at our Web site or contact us at 540-351-1524.

www.LFCCworkforce.com
Employment Law from A to Z: Forms and Best Practices in Hiring, Managing, and Firing Employees in VA

Join author and employment law attorney Steve Ray, Partner, Isler Dare Ray Radcliffe & Connolly, P.C., in this comprehensive overview of the statutory, regulatory, and common law issues surrounding employment relationships in Virginia. You’ll learn practical advice on how to navigate employer policies and use forms that become the subject of a dispute. Includes a copy of Steve’s book, “Virginia Employment Practices and Forms” (a $150 value) and lunch.

9/17/10 - 9/17/10  Fri 10:00 AM - 3:00 PM  Middletown and Fauquier*  
$125 (includes lunch)

Privacy Rights - Your Place, the Workplace or MySpace?

Are your employees leading secret lives? Whom do they date? A subordinate? An employee of a competitor? What about what they write on their blogs? What exactly are they keeping in their desks? How are they using e-mail and computer systems? What are they saying on the phone? Can you believe those pictures on MySpace? This session will focus on how to minimize exposure to liability while balancing your need to know with employees’ rights and expectations of personal privacy on the job.

10/8/10 - 10/8/10  Fri 10:00 AM - 3:00 PM  Middletown and Fauquier*  
$125 (includes lunch)

Conducting Effective Internal Investigations

Using a combination of lecture, role-play and case study, you will learn hands-on, practical skills necessary to conduct an internal investigation into claims of employee misconduct. We will take you step-by-step through the investigation process using interactive case studies so you can practice the investigation interview and prepare effective documentation. Our “best practice” techniques will ensure you can conduct impartial, comprehensive and defensible investigations of workplace harassment, discrimination, and retaliation claims.

11/19/10 - 11/19/10  Fri 10:00 AM - 3:00 PM  Middletown and Fauquier*  
$125 (includes lunch)

Cleaning Your Closet with an HR Audit

Time, limited resources and added responsibilities can result in a lot of dust gathering in HR departments. This interactive workshop will walk you thru a complete audit of the HR function to address critical issues and areas that often lead to litigation or government audits. This process will help you gauge your department’s strengths and weaknesses and develop action plans for improving problem areas.

12/3/10 - 12/3/10  Fri 10:00 AM - 3:00 PM  Middletown and Fauquier*  
$125 (includes lunch)

About the Instructor

Meet Steven W. Ray

Steven is a Partner with the law firm of Isler Dare Ray Radcliffe & Connolly, P.C. in Vienna, Virginia dedicated solely to the representation of management in labor, employment and benefits law. Steve holds a law degree from the University of the Pacific, McGeorge School of Law and a Bachelor of Science Degree in Finance from San Diego State University. He has held the position of President and on the Board of Directors of the Fairfax Bar Association. Steve’s vast experience as a speaker on labor and employment law issues, representing employers in courts throughout the country, editor and author of numerous articles on labor relations in business lend to a wealth of experience to share with you in his class.

Any of our classes can be delivered on-site at your place of work. See page 2 for details.

Register online at www.LFCCworkforce.com
Human Resource Management Certificate Course

If you’ve been planning to earn your Professional in Human Resources (PHR®) or Senior Professional in Human Resources (SPHR®) designation, now is the time to enroll in our updated and expanded Human Resource Certification Institute (HRCI) exam preparation course based on the SHRM Learning System®. The curriculum is designed by subject matter experts and covers the HRCI Body of Knowledge.

Modules include:
- Strategic Management
- Workforce Planning and Employment
- Human Resource Development
- Compensation and Benefits
- Employee and Labor Relations
- Occupational Health, Safety and Security

Who should attend?
- HR professionals planning to take the PHR® or SPHR® certification exam
- PHR® professionals seeking to “upgrade” their certification to SPHR®
- Certified HR professionals needing credits for PHR®/SPHR® recertification
- HR practitioners seeking professional development to advance their careers
- Experienced managers who are new to the HR field
- Other mid-level managers pursuing a career change or promotion
- Individuals who need education credits for other designations or certification renewals

SHRM Essentials of Human Resource Management Certificate Program

Want to strengthen your employee management skills? New to human resources? The SHRM Essentials of Human Resource Management Certificate Program is for you. Knowing the essentials will make you a better manager, protect your company from needless litigation and help advance your career. Gain skills you can use immediately. Approved for 16 hours of PHR/SPHR recertification credit through HRCI.

Modules include:
- Essentials of Human Resource Management
- Employment Law in Your Workplace
- Effective Recruitment and Selection Techniques
- Basics of Compensation and Benefits
- Orienting and Training Your Employees
- Ensuring Quality Performance of Your Employees

Who should attend?
- Small business owners, managers, supervisors and hiring managers
- Entry-level HR staff members
- Specialists in one area of HR who wish to attain a better overall understanding of the field

Strategic Planning and Metrics for HR Professionals

This highly interactive session will develop your ability to lead your organization’s strategic planning and metric development processes. Understand how to link critical issues such as human capital, recruiting, retention, compensation, benefits and development to business development goals. HR generalists at every level will especially benefit from the program. SPHR certified professionals are required to earn 15 recertification credit hours per recertification period specifically in strategic management. This course satisfies that requirement and upon completion, you will be awarded 15 hours of PHR/SPHR credit through HRCI.

At the conclusion of the training, you will:
- Understand the elements of strategic planning
- Lead your organization through the strategic planning process
- Define key metrics for decision making
- Draft a plan to initiate strategic planning and metric development for your organization.

10/5/10 - 10/12/10 Fri 12:30 PM - 4:30 PM Middletown
$495 (all materials and texts included)

The instructor, Susan Shall, was fabulous! She was able to explain difficult content with simple language. She had great stories to go along with the class subject.

– Student, Strategic Planning, 2009

Register online at www.LFCCworkforce.com
A Case for TEAMwork: The Untapped Competitive Advantage

According to Patrick Lencioni, author of “The Five Dysfunctions of a Team,” teamwork remains the one sustainable competitive advantage that has been largely untapped. The reasons — teamwork is hard to achieve and maintain, and the value of teamwork is hard to measure.

Utilizing the field guide, also written by Patrick Lencioni, participants will work through assessments, practical exercises and real-world examples for overcoming the five dysfunctions. Invest the time and energy required to be a great team!

Upon completion of this three class program, participants are awarded a certificate, which qualifies for 8.25 hours of PHR/SPHR recertification credit. Each class is worth 2.75 hours of credit.

Invest the time and energy required to be a great team. You will not be disappointed!

Building Trust
No quality is more important to an effective team than trust. It is the foundation that takes time to build and must be maintained over time. Team members who trust one another learn to be comfortable being open with each other about their goals, needs, and even weaknesses.

Embracing Accountability and Focusing on Results
In this final session participants will learn the value of peer-to-peer accountability and practice ways to give critical feedback. When members are willing to hold one another accountable, they set aside their personal agendas and focus on what is best for the organization.

TAKE 3 AND SAVE $40
Enroll in all 3 TEAMwork classes at the same time and save $40 off the total cost. Receive a FREE copy of “The Five Dysfunctions of a Team” by author, Patrick Lencioni.

“The Team Building Series was an excellent way to learn about each team member’s personality and how to work with them effectively. The series allowed the team to develop trust and establish rules to allow us to be more efficient in our job.”

— LFCC Foundation Team, Case for TEAMwork, April 2010
Leadership is the key to success of any business. In this high-impact series, you’ll walk away with practical tools and action items you can implement immediately to build positive employee relationships, reduce risk and minimize liability, and improve the performance of your team.

Upon completion of this four-class program, participants are awarded a Leadership certificate, which qualifies for 15 hours of PHR/SPHR recertification credit. Each class is worth 3.75 hours of HRCI credit.

**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.

9/21/10 - 9/21/10 Tue 1:00 PM - 5:00 PM Fauquier
9/23/10 - 9/23/10 Thu 8:30 AM - 12:30 PM Middletown
$125 (includes textbook)

**High Impact Feedback and Listening**
On a scale of 1 to 10, how would you rate your interpersonal communication skills? Learn to organize your thoughts, and deliver clear, concise messages. Improve work relationships and reduce misunderstandings in a climate of open communication. Manage your tone, gestures and other nonverbal behaviors. Master successful listening with four simple techniques. Communication is a core leadership skill - you want it!

9/28/10 - 9/28/10 Tue 1:00 PM - 5:00 PM Fauquier
9/30/10 - 9/30/10 Thu 8:30 AM - 12:30 PM Middletown
$125 (includes textbook)

**Resolving Differences**
When people work together conflicts naturally arise. Learn to resolve every challenge with confidence and have a positive approach that takes the stress, anxiety and frustration out of dealing with disagreements and conflicts. When you know what to do, negativity and interpersonal conflict can actually create forward momentum.

10/7/10 - 10/7/10 Thu 8:30 AM - 12:30 PM Middletown and Fauquier*

$125 (includes textbook)

**Motivating Others**
People have to "wanna." In the right environment, people become intrinsically motivated to achieve excellence and improve performance. Three factors affect the motivation of employees - focused work, interpersonal support, and individual value. Determine what your team needs and emerge with a plan of specific actions and skills to build motivation and results.

10/21/10 - 10/21/10 Thu 8:30 AM - 12:30 PM Middletown and Fauquier*

$125 (includes textbook)

*Distance course - instructor present at Middletown

**About the Instructor**

**Meet Cindy Soltis, SPHR, GPHR**

Cindy is an adjunct faculty member at LFCC and has taught both credit and non-credit classes. With more than 25 years of human resources and business experience, Cindy shares her knowledge in a broad range of topics including HR subjects, leadership and customer service. Cindy has both her SPHR and her GPHR certification in HR.

In addition to teaching, Cindy serves as the Executive Director of the Shenandoah Community Foundation. She is very active in community groups including Woodstock Rotary Club, the Shenandoah Valley Music Festival, ShenPaco Industries, and volunteers with the South Atlantic Division of the American Cancer Society.

Register online at www.LFCCworkforce.com

**TAKE 4 AND SAVE $105**
Enroll in all 4 Leadership Essentials classes at the same time and save 20% off the total cost.
Leadership Series
Performance Management

Performance Management is a process that unites goal setting, performance appraisal and development to support the employee’s performance and the company’s strategic aims. Join us for this exiting series that will teach you how to set goals and clear performance expectations, give on-going feedback and coaching, and deal with challenging situations.

Upon completion of this three-class program, participants are awarded a Performance Management certificate, which qualifies for 11.25 hours of PHR/SPHR recertification credit.
Each class is worth 3.75 hours of HRCI credit.

Setting Performance Expectations
Clear performance expectations help employees understand how their day to day activities contribute to the success - or failure - of your organization. In this lively session, you’ll learn a fail proof technique to setting expectations that will increase performance, accountability, and commitment to achieving them.

10/28/10 - 10/28/10 Thu 8:30 AM - 12:30 PM Middletown and Fauquier*
$125 (includes textbook)

Coaching for Improved Performance
As a leader, you’re responsible for assisting employees to develop job skills. More effective and productive coaching will result in performance improvement and employee development. Develop skills centered on listening, asking powerful questions, goals setting, accountability, and self-management. Turn your team to gold!

11/4/10 - 11/4/10 Thu 8:30 AM - 12:30 PM Middletown and Fauquier*
$125 (includes textbook)

Managing Performance Problems
Just one employee with performance problems can drag down the performance and morale of an entire work group. Build your skills in handling performance issues. Learn how to properly document the problem, actions needed by the employee, and consequences. You’ll be able to conduct these discussions with confidence knowing that the employee has been fully heard and fairly treated.

11/18/10 - 11/18/10 Thu 8:30 AM - 12:30 PM Middletown and Fauquier*
$125 (includes textbook)

Peer Today, Boss Tomorrow
This class is not part of the Leadership Performance Management series

Been promoted from team member to team leader? Get the skills to navigate your changing role and have immediate impact. Key strategies and interactive activities make this program an excellent choice for those on their way to the top!

9/16/10 - 9/16/10 Thu, 8:30 AM - 12:30 PM Middletown and Fauquier*
$125 (includes textbook)

*Distance course - instructor present at Middletown

TAKE 3 AND SAVE $80

Enroll in all 3 Leadership Performance Management classes at the same time and save 20% off the total cost.

Workforce Solutions was flexible in making sure our needs were met to deliver training around our production schedule and start-up activities. They made sure the content of the training met the needs of our employees in applying it to their jobs.

— Debera Taylor, Human Resources Manager
Mercury Paper, Inc., Strasburg, VA

Pictured left to right: Debera Taylor, Mercury Paper, Inc. and Larry Baker, LFCC Workforce Solutions
Lean Series

Wouldn’t it be great to reduce costs, improve quality and exceed customer expectations, while utilizing the creativity of your employees? The Lean System Principles is a proven continuous improvement system focusing on process improvement that applies to all industries and organizations and one which will enhance your overall performance.

Lean Systems - Basic Workshop

Learn the history of the Lean revolution and its basic principles. Simple concepts like value added / non value added, waste and variation reduction, PDCA, poka-yoke, and 5S are discussed in an interactive format.

10/11/10 - 10/11/10  Mon  8:30 AM - 5:00 PM Middletown $195

Lean Systems - Value Stream Mapping

Implementing Lean is a journey and it is important to chart the course to success through mapping. Learn this effective Lean Systems tool to identify non-value activities and opportunities within any system. Develop a strategic implementation plan incorporating Lean principles that kick start the continuous improvement journey.

10/12/10 - 10/12/10  Tue  8:30 AM - 12:30 PM Middletown $95

Lean Systems - Quality Improvement / 5S

Learn how to create a clean, organized, safe and pleasing work environment where critical information is quickly attainable that allows employees to be successful. Take the housekeeping challenge to a new and exciting level that will improve quality and employee performance. Also learn a simple problem solving model that can take the quality level to new horizons.

10/13/10 - 10/13/10  Wed  8:30 AM - 12:30 PM Middletown $95

Lean Systems - Quick Changeover / TPM

Whether it is preparing a hotel or hospital room, an automotive oil change, or changing from product A to product B, downtime is a major factor for not satisfying the customer in a timely manner and causes a drain on operating costs. Learn how to take control of this downtime, increase capacity, and empower the skills of all your employees.

10/14/10 - 10/14/10  Thu  8:30 AM - 12:30 PM Middletown $95

Lean Systems - Plant Tour

You don’t want to miss this great opportunity! Come join us for a tour of a local plant that was awarded Industry Week’s Best Plant Distinction in 2009. Learn how they incorporate Lean principles into everyday activity to achieve a world-class level. Free to participants in any of the previous classes.

10/15/10 - 10/15/10  Fri  8:00 AM - 2:30 PM Middletown

Teacher Education

Career Switchers

With the appropriate qualifications, we can help you become a licensed teacher in the state of Virginia, while maintaining your current job and responsibilities! Using a combination of online and onsite instruction, you can complete the teaching certification program within 16 weeks at Lord Fairfax Community College. Visit www.LFCCworkforce.com or contact Lori Killough (540-868-7239) to learn more about the Career Switcher program and how you can bring your dream of teaching into reality.

LFCC Educational Consortium

A member’s only group made up of school systems in our service region. Contact Christine Kriz at 540-868-7284 (ckriz@lfcc.edu) LFCC to learn more about this unique group. See what some of the consortium members are saying about the programs . . . .

“Alan November’s presentation was one of the best presentations I’ve heard! He is definitely preparing teachers for the 21st century learning. He’s a must see for all teachers!”

“Spanish for teachers with instructor, Rebecca Gibson, is the single most valuable and relevant professional development activity I have participated in twelve years of service to public schools.”

Register online at www.LFCCworkforce.com
The mission of the Small Business Development Center (SBDC) is to create and retain jobs in the private sector by providing business assistance to new and established small businesses. To enroll in a SBDC class or obtain additional information, please contact the SBDC office at 540-868-7093 in Middletown, or visit the SBDC Web site at www.lfsbdc.org or email to cmajors@lfsbdc.org.

Locations and Staffing Schedule

Lord Fairfax SBDC (LFSBDC)
Corron Cultural Development Center
173 Skirmisher Lane
Middletown VA
540-868-7093
Staffed daily Monday-Friday

Lord Fairfax Community College
6480 College Street
Warrenton VA
540-351-1595
Staffed Wednesdays by appointment

Lord Fairfax SBDC (LFSBDC)
Culpeper Economic Development Office
233 East Davis Street
Culpeper, VA
540-727-0638
Staffed Tuesdays by appointment

Lord Fairfax SBDC (LFSBDC)
Vint Hill Economic Development
4263 Aiken Drive
Warrenton VA
(540)6968 ext 17
By appointment

In addition to the schedule below, the LFSBDC will plan seminars on the following subjects:

- Retail 101
- IRS Workshop
- Is Franchising Right for Me?
- Selling to State and Local Governments
- Constant Contact e-newsletters

Considerations for Starting A Small Business
You have a great idea, or you want to change your lifestyle, or it’s time to be your own boss. Now how do you get started? This seminar will help you organize your thoughts, think realistically about your goals and consider questions you hadn’t thought to ask.

| 9/14/10 - 9/16/10 | Tue 6:30 PM - 9:00 PM | Daniel Tech | Staffed Wednesdays by appointment
| 9/16/10 - 9/16/10 | Thu 6:00 PM - 9:00 PM | Middletown |
| 10/6/10 - 10/30/10 | Wed 6:30 PM - 9:00 PM | Vint Hill |

Middletown fee is $40; Culpeper fee and Vint Hill fee is $45

Taxes and Licenses for Small Business
Each level of government reserves the right to regulate and/or tax your small business. So depending on your geography and the product or service you offer, you may have to work with local, state and federal authorities for both proper licensure and the payment of appropriate taxes and fees. This seminar will help you navigate this otherwise confusing maze of regulations and give you the contacts and resources that will affect your business.

| 9/20/10 - 9/27/10 | Wed 6:30 PM - 9:00 PM | Vint Hill |
| 11/11/10 - 11/11/10 | Thu 6:00 PM - 8:30 PM | Middletown |

Middletown fee is $40; Culpeper fee is $45

QuickBooks I and II

Introduction and Overview of QuickBooks - covering set-up issues and an overview of using lists in QuickBooks. This would include a review of and encompass the chart of accounts, the use of items, customer and vendor lists, and the use of account classes.

Managing Revenues -- including the proper set-up of customers and jobs, processing sales, deposits, credit memos, bad debts, and properly making deposits.

Managing Expenses -- including proper vendor set-up, entering expenses, and writing checks. Bank reconciliation procedures.
Preparing Business Proposals and Financial Projections

This seminar covers Writing A Business Proposal and Financials for the Business Proposal. It is offered only at Vint Hill and Daniel Tech Center in Culpeper.

9/28/10 - 9/28/10 Tue 6:30 PM - 9:00 PM Daniel Tech
10/27/10 - 10/27/10 Wed 6:30 PM - 9:00 PM Vint Hill
$45

Writing A Business Plan - A Business Proposal for Funding

You will need to write a business proposal if you are seeking funding, or a business plan for goal setting. A business plan is a goal setting tool to be used to manage and grow your business. Learn what to include in your business proposal: what a bank is looking for and where to get that information. Then join us for the second seminar necessary to your business plan - Financials for the Business Proposal.

10/7/10 - 10/7/10 Thu 6:00 PM - 9:00 PM Middletown
$40

Insurance Issues for Small Business

In this seminar we will discuss insurance needs for different types of businesses. How much insurance do you need? What kind of insurance do you need? If you are carrying only the minimum amount of liability insurance on a vehicle that is required in your state -- it can leave you vulnerable. On the other hand paying $500 a year for theft insurance when your property is only worth $1000, will bleed cash from your business and get you very little protection in return. Know your lender's limits; if you don’t have enough to cover your loan on a building, the lender might insure it himself and charge you a greater amount than if you insured it. Learn all the ins-and-outs of insurance and they cover.

10/13/10 - 10/13/10 Wed 6:30 PM - 9:00 PM Vint Hill
$45

Legal, Taxes and Licenses

This seminar combines Taxes and Licenses and Legal Issues. You will be encountering this topic when starting a new business or maintaining the current one. This seminar is presented by an accountant and an attorney, who will assist you in the issues relating to your business

10/12/10 - 10/12/10 Tues 6:30 PM - 9:00 PM Daniel Tech
$45

Legal Issues for Small Business

As you build your company, legal considerations about structuring, organizing, and conducting your business could have far reaching implications. This seminar will offer an overview of business law topics critical to your success.

10/20/10 - 10/20/10 Wed 6:30 PM - 9:00 PM Vint Hill
10/21/10 - 10/21/10 Thu 6:00 PM - 8:30 PM Middletown
Middletown fee is $40; Vint Hill fee is $45

Financials for the Business Proposal

This seminar will assist you in completing the financial data required in your business proposal or plan. The presenter will lead you to where you can find the information necessary to complete the proposal. It is not necessary to attend “Writing A Business Proposal” seminar in order to attend this one. If you do register for “Writing A Business Proposal”, you may register for this one for $20 (no discount).

10/14/10 - 10/14/10 Thu 6:00 PM - 9:00 PM Middletown
$40

Working With Financial Statements

What kind of useful information can a non-accountant gain from looking at financial statements? Are you looking to purchase an existing business? You’ll need to look over the financial statements to see if the business is viable. This seminar will assume you already have a balance sheet and income statement, but that you want to learn how you can use them to better manage the business.

10/28/10 - 10/28/10 Thu 6:00 PM - 9:00 PM Middletown
$40

Marketing Basics for Small Business

Dale Maza, SBDC marketing counselor will lead you through an overview of what marketing means, the tools necessary for success and plans to improve your marketing proposal.

11/2/10 - 11/2/10 Tues 1:00 PM - 3:30 PM Daniel Tech
11/4/10 - 11/4/10 Thu 1:00 PM - 3:30 PM Middletown
11/17/10 - 11/17/10 Wed 1:00 PM - 3:30 PM Vint Hill
Middletown fee is $40; Culpeper fee and Vint Hill fee is $45

SBDC Facts from 2009:
- Provided service to over 380 clients
- Responded to over 1,600 business inquiries
- $2,500,000 of sales increase reported as a result of the SBDC contact
- 230 jobs were either created or saved because of services from SBDC
Silver Series for 50+

Are you feeling like its time to ‘rewire?’ Are your colleagues and family members asking for your e-mail address? Or have you just decided that it is time to learn more about the world of computer? Whatever the case, sign up for this series of classes designed specifically for the baby boomer audience.

Computer Basics for 50+ NEW

Learn how to use your computer in fun and relaxed environment. Start with introductory computer concepts and learn basic navigation using the mouse, cursor, the desktop and the taskbar. The fundamentals of word processing are covered using Word 2007. Learn about basic file browsing and file management. Browse the Web with Internet Explorer, perform searches, and create and manage your favorite Web sites. Webmail, e-mail attachments, and e-mail security including scams, phishing and spam are also discussed.

Discover E-mail for 50+ NEW

Get a thorough overview of various e-mail related tasks. Begin with the basics of sending, receiving and replying to e-mail messages using a webmail account. Learn to open attachments and attach files to outgoing e-mail messages. Learn about common e-mail related security threats and e-mail spam. Practice sending messages. Create a list to send messages to the same group with a single command, and create and use a signature with e-mail messages. Create new folders and use these folders to organize and archive messages. You’ll also learn about spam, techniques to avoid spam, and how to flag messages for future references. Compare webmail to traditional e-mail programs. Compare webmail to traditional e-mail programs.

Microsoft Office 2007 for 50+ NEW

Learn the basics of the following Microsoft Office 2007 applications: Word, Excel, Access and PowerPoint. Learn to write letters, create flyers, use WordArt, clip art and special text effects. Learn the fundamentals of working with Excel electronic spreadsheets. You will enter and edit data, construct simple formulas, and depict data using column and pie charts. Create a database that tracks vital information in Access. Learn how to create presentations with PowerPoint. You will work with design themes, layouts, add clip art and learn how to deliver a slide show. This is a great course to get a good overall introduction to the Microsoft suite of applications you can build on with more advanced classes.

PC Security & Maintenance for 50+ NEW

Keep your computer secure! This class is designed for the home user. Understand the security risks you can encounter and the actions needed to overcome these risks. Become skilled with user account types and management, how to install, update and uninstall software and hardware, hard drive maintenance, including disk cleanup, check disk and disk defragmenter. Discover what e-mail, spam and phishing are and how to protect your computer. Also covered are topics on installing and using firewalls, Internet Explorer security settings and how to communicate effectively with technical support personnel. Tuition includes a textbook.
Getting Started

Absolute Beginner’s Guide to Computer Basics

Your new PC just arrived. You open the box, excited to hook it up, start surfing the Web, send e-mails and then you see all of the cords, CDs and parts that need to be connected and installed and suddenly it doesn’t seem like so much fun anymore. Don’t panic! Absolute Beginner’s Guide to Computer Basics can help.

Learn how to:
- Use Microsoft Windows and a word processor
- Connect to the Internet and surf the web
- Read and write e-mail
- View and edit digital pictures
- Add new devices, such as printers
- Perform basic maintenance and security tasks

Microsoft Word 2007 Basic

With Microsoft Office 2007, learn the basics of word processing with Microsoft Word. You will learn how to create, save, edit and print documents. Also learn additional editing techniques such as how to move, copy, format documents, use proofing tools, tabs and indents. Create mail merge documents, labels and envelopes. This beginning-level class will help you with basic document preparation. Microsoft Windows Basics or equivalent experience is recommended.

8/7/10 - 8/28/10 Sat 8:30 AM - 12:30 PM Middletown
$95 (includes textbook)

Microsoft Word 2007 Intermediate

With Microsoft Office 2007, harness the power of Microsoft’s powerful word processing program. Create, sort, format, merge and perform calculations in tables. Work with section breaks, columns, WordArt, clip art and themes. Also create custom Building Blocks. Learn to create a promotional brochure including setting page orientation and size, working with shapes, picture editing, inserting and formatting SmartArt, and formatting the page background. Learn to create a research paper that includes footnotes and endnotes, headers and footers, and captions and a table of figures. Learn about built-in templates, and learn to create your own template. Word Basics or equivalent experience is recommended.

9/21/10 - 9/29/10 Sat 9:00 AM - 12:30 PM Middletown
$125 (includes textbook)

Microsoft Word 2007 Advanced

With Microsoft Office 2007, become a master Word user. In this course, learn to organize a long document with a table of contents, an index, headers and footers, and cross-references. Discover how to use Track Changes. Add comments to a document, send a document for review via e-mail, and combine documents from multiple reviewers. Also learn to add a password to a document and apply editing restrictions, combine reviewed documents without Track Changes, and use the Highlighter. Understand how to create and edit macros and forms. Find out how to share and secure content by providing compatibility, using the Document Inspector, controlling document access and applying digital signatures. Finally, understand how to integrate Word with other Office applications and Web pages. Word Intermediate or equivalent experience is recommended.

9/14/10 - 9/16/10 Tue, Thu 8:30 AM - 12:00 PM Middletown
9/28/10 - 10/6/10 Sat 9:00 AM - 12:30 PM Middletown
$125 (includes textbook)

Security and Maintenance for Your Home Computer

Keep your computer secure! This class is designed for the home user. Understand the security risks you can encounter and the actions needed to overcome these risks. Become skilled with user account types and management; how to install, update, and uninstall software and hardware, hard drive maintenance, including disk cleanup, check disk and disk defragmenter. Discover what email, spam and phishing are and how to protect your computer from them. Also covered are topics on installing and using firewall, Internet Explorer security settings and how to communicate effectively with technical support personnel.

9/11/10 - 9/13/10 Tue, Thu 8:30 AM - 12:00 PM Middletown
$95 (includes textbook)

Barbara Walls’s teaching strategy for professional adults is outstanding! She really knows how to accommodate both the novice and the expert.

— Student in customized training, Fauquier Health, May 2009
Microsoft Excel 2007 Basic
With Microsoft Office 2007, become a successful user of Microsoft’s powerful spreadsheet application that is fast becoming an essential tool for business. In this course, you will discover how to build, edit and format your spreadsheet, design charts, create basic and complex formulas and functions. Windows Basics or equivalent experience is recommended.

8/3/10 - 8/5/10 Tue, Thu 6:00 PM - 9:30 PM Fauquier
8/3/10 - 8/5/10 Tue, Thu 6:00 PM - 9:30 PM Middletown
10/19/10 - 10/21/10 Tue, Thu 8:30 AM - 12:00 PM Fauquier
10/26/10 - 10/28/10 Tue, Thu 1:00 PM - 4:30 PM Middletown
$125 (includes textbook)

Microsoft Excel 2007 Intermediate
Using Microsoft Office 2007, take your spreadsheet skills to the next level. In this hands-on course learn how to prepare workbooks and create custom views. Sort worksheet rows, freeze headings and split worksheet windows. Discover how to insert art; draw, move, size, rotate and add styles; and create SmartArt. Use Office templates and create custom templates. Learn about worksheet protection, setting a password and digital signatures. Copy and move worksheets, copy formatting between worksheets and use linked formulas. Understand how to create hyperlinks to areas within the workbook and to other documents. Excel Basics or equivalent experience is recommended.

10/26/10 - 10/28/10 Tue, Thu 8:30 AM - 12:00 PM Middletown
1/18/11 - 1/20/11 Tue, Thu 8:30 AM - 12:00 PM Fauquier
$125 (includes textbook)

Microsoft Excel 2007 Advanced
Using Microsoft Office 2007, master the skills of Excel. You will create and format Pivot-Table and Pivot-Charts, and learn to automate routine tasks. Use the PMT and FV functions, as well as Goal Seek, Solver, the Analysis ToolPak and the Scenario Manager. Learn to use 3-D cell references and use the HLOOKUP, VLOOKUP and IF functions. Consolidate data from detail worksheets and group worksheets. Discover how to use Data Validation and Conditional Formatting. Learn about data tables and trend lines. Excel Intermediate or equivalent experience recommended.

10/5/10 - 10/7/10 Tue, Thu 8:30 AM - 12:00 PM Fauquier
10/12/10 - 10/14/10 Tue, Thu 8:30 AM - 12:00 PM Middletown
$125 (includes textbook)

Microsoft Access 2007 Basic
Utilizing Microsoft Office 2007, learn basic database functions with Microsoft Access 2007. Open, navigate and close database objects, view forms and reports, and look at queries. Add records to a table using the datasheet and a form and use a database to sort, delete, edit and filter records. You will design and create your own database, generate reports, create queries and build a table from an Excel worksheet. Learn to create tables using Table Design View, append records to a table, work with queries and wizards, and learn about database management. Also discover how to modify table structures, set Lookup fields and field properties, and analyze and document a database. Windows Basics and Word Basics or equivalent experience is recommended.

10/26/10 - 10/28/10 Tue, Thu 8:30 AM - 12:00 PM Middletown
11/1/10 - 11/3/10 Mon, Wed 1:00 PM - 4:00 PM Middletown
$95 (includes textbook)

Microsoft Access 2007 Intermediate
Using Microsoft Office 2007, analyze table relationships, design select queries and customize reports. Access Basics or equivalent experience is recommended.

11/2/10 - 11/4/10 Tue, Thu 8:30 AM - 12:00 PM Middletown
1/25/11 - 1/27/11 Tue, Thu 8:30 AM - 12:00 PM Middletown
$125 (includes textbook)

Microsoft Outlook for the Office
It’s not just for e-mail anymore. Take advantage of Outlook’s redesigned interface and new features to become more organized and productive than ever before. Learn to manage your contacts, e-mail, tasks, and calendar with this powerful business tool. Windows Basics and Word Basics or equivalent experience is recommended.

9/14/10 - 9/16/10 Tue, Thu 9:00 AM - 12:00 PM Fauquier
11/1/10 - 11/3/10 Mon, Wed 1:00 PM - 4:00 PM Middletown
$95 (includes textbook)

Microsoft PowerPoint 2007 Basic
With Microsoft Office 2007, learn to create and modify slides and presentations by using clip art, WordArt and charts, templates and presentation options. Learn how to add speaker notes and slide headers and footers. Insert multimedia content, including audio and video, and configure your presentation to run automatically as if on autopilot. Discover how to use tables to aid in the placement of data and customize built-in document themes and color schemes. Windows Basic and Word Basics or equivalent experience is recommended. Tuition includes a textbook.

10/5/10 - 10/7/10 Tue, Thu 8:30 AM - 12:00 PM Fauquier
10/12/10 - 10/14/10 Tue, Thu 8:30 AM - 12:00 PM Middletown
$125 (includes textbook)
Medical Office Series

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. The skills you need for the job you want.

9/15/10 - 10/6/10 Wed 6:00 PM - 9:00 PM Middletown
$245

Medical Office Essentials
Consider an exciting healthcare career. We asked area physicians and medical office managers and what their successful administrative staff needs to know and then designed this course to teach you exactly that. Learn the basics of: essential patient information, HIPAA and patient confidentiality issues, medical coding, claims processing, understanding insurance cards and an introduction to insurance companies. It is recommended that students take Medical Terminology prior to this class.

10/9/10 - 11/6/10 Sat 9:00 AM - 3:00 PM Middletown
$495

Medical Office Clinical Assistant
This course will provide you with the skills to perform clinical duties including patient intake and care, routine diagnostic and recording procedures, pre-examination and examination assistance. Includes instruction in basic anatomy and physiology; patient psychology and communications; clinical diagnostic, examination, testing, and treatment procedures. Class will not meet 11/27/2010.

11/13/10 - 12/11/10 Sat 9:00 AM - 3:00 PM Middletown
$495

Customer Service for Healthcare Professionals
Leading-edge technologies, innovative treatments, and state-of-the-art facilities may be the hallmarks of modern health care. But, ultimately, a health care organization is defined by the strength of a single resource - its people. From providing the highest-quality care, to building and sustaining patient loyalty, to bolstering the bottom line, great people - from frontline staff to senior executives - are a necessity for operational excellence.

12/3/10 - 12/3/10 Fri 9:30 AM - 2:00 PM Middletown
$95

About the Instructor
Meet Diana Atkins, MSN, RN, CLNC
Diana holds a Master of Science in Nursing. She has a wealth of years of experience in the healthcare areas including:
- Staff Development Coordinator/Instructor
- Director of Education and Support Services
- ADN Program Director and Associate Professor of Nursing for LFCC

She currently serves as a Healthcare program advisor for Workforce Solutions and is a Certified Legal Nurse Consultant with Atkins Medical-Legal Consulting, LLC.

“What a breath of fresh air! Finally an advocate for the customer. I can’t wait to share what I’ve learned in my new job.”

— Student, Customer Service for Healthcare, May 2010
Medical Coding and Billing

Medical Coding and Billing Boot Camp

Interested in Medical Coding and Billing? Our intensive five-day boot camp may be exactly what you have been looking for. In just 40 hours, our dynamic instructor will provide you with a solid foundation in ICD-9-CM, HCPCS and CPT coding to further your career in medical coding and prepare you for the Certified Professional Coder (CPC) examination. Our boot camp has been designed with your busy schedule in mind, allowing for study time between sessions to maximize retention. As an added bonus, you will receive a seat in our AAPC exam prep class ABSOLUTELY FREE. Prerequisite: It is required that participants have at least one year of experience working in the healthcare industry. Course participants desiring to take the examination will be required to register for the exam separately.

9/9, 9/10, 9/22, 10/1, 10/2    8:00 AM - 4:30 PM Middletown
$1,595 (includes all books, and a 150 question practice exam)

Medical Coding Evaluation and Management

Evaluation and Management charges are 50% of primary care revenue. They have been the target of OIG and carrier audits for years. Unfortunately, auditors have identified that 70% of the coding/billing errors in a physician practice are Evaluation and Management services. With more than 50% of Medicare spending being paid to providers for E/M you can see the importance of doing your own auditing. Our E/M auditing class will teach you the basics and help you to find and correct the errors increasing your income. This class is open to:

- compliance officers
- business managers
- coders
- billers
- physicians and physician assistants
- nurse practitioners.

Students need to supply their own CPT/HCPCS/ and ICD-9 current year books. This class will meet on Saturday, September 18 and Saturday, October 16, 2010.

09/18/10 & 10/16/10 Sat   8:00 AM - 4:00 PM Middletown
$495

Physician Office Compliance Seminar NEW

Due to Medicare cutbacks, a lot of offices have hired PA's and NP's to help out with follow-up patients in the office. The billing from these services is complicated and easily misunderstood. Having a Compliance Plan and implementing it is a requirement for offices these days. Is your office ready for RAC audits? Do you have a Compliance Plan? Are you billing appropriately for your PA’s and NP’s schedule? Bring the office staff. This seminar will benefit office managers, billers, coders, PA’s, NP’s, physicians, compliance officers. Bring the entire office staff!

Seminar Speakers:
"Chicken Soup of Office Compliance" Edna Carpenter from 9:00 am-12:00 pm.
"The Do’s and Don’ts of Incident-To Billing Compliance", Kari Keller from 1:00-4:00 pm

Join us for the day!

10/23/10 - 10/23/10 Sat, 8:00 AM - 4:00 PM Middletown
$195 (lunch provided)

Medical Coding Exam Prep - American Academy of Professional Coders

Want to pass the AAPC certification exam? Ninety-eight percent of students who take our Exam Prep following our Medical Coding and Billing boot camp are successful. You deserve success.

11/13/10 - 11/13/10 Sat  8:00 AM - 4:30 PM Middletown
$195

About the Instructors

Meet Edna Carpenter
Corporation Compliance Officer, Valley Health System

Edna holds both a master's and doctorate in business administration as well as certification as a compliance officer. Edna has worked in the field of risk management and compliance for over 10 years. Edna is one of the featured speakers for the Physician Office Compliance seminar on October 23.

Meet Kari Keller, CCS, CPC-1

Kari has a wealth of experience in the medical field including orthopedics, radiology technician, and surgical technologist. Kari has been an adjunct professor at LFCC for 7 years. She has an excellent pass rate for the CPC exam. Kari teaches all of the Medical Coding and Billing classes and will be one of the featured speakers for the Physician Office Compliance seminar on October 23.
Basic Cardiac Rhythm Interpretation NEW

In 24 quick hours learn the anatomy and electrophysiology of the heart, normal electrical conduction, components of the ECG, ECG Lead Placement, ECG interpretation methods and recognition of normal sinus rhythm and basic cardiac dysrhythmias. You’ll be able to recognize and manage the following:

- Sinus Tachycardia
- Sinus Arrhythmia
- Premature Junctional Contractions
- Atrial Fibrillation
- Atrial Flutter
- Junctional Escape Rhythm
- SA and AV Blocks
- Ventricular Tachycardia
- Ventricular Fibrillation
- Sinus Bradycardia

You are required to have a High School diploma or equivalent, knowledge of medical terminology (validated through completion of a medical terminology course or documented experience in healthcare setting) and current CPR training.

This CE activity was approved by the Virginia Nurses Association Continuing Education Approval Committee, an accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation.

10/23/10 - 10/23/10 Sat 8:00 AM - 4:00 PM Middletown $195

Pharmacy Technician

Begin a professional career in health care with a small investment and just 24 hours of class time! This program is designed for the new pharmacy technician or 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 Virginia Pharmacy Technician Exam at the conclusion of this class.

10/13/10 - 1/26/11 Wed 6:00 PM - 10:00 PM Fauquier
10/11/10 - 1/24/11 Mon 11:00 AM - 3:00 PM Middletown

$125 (purchase textbook prior to first class)

Textbooks
Title: Milady, Standard Cosmetology 2008
Publisher: Thompson Learning
ISBN: 9781418049355
Title: Milady, Standard Cosmetology 2008 Exam Prep
Publisher: Thompson Learning
ISBN: 9781418049430

Cosmetology Theory

Learn the basic concepts and theory of Cosmetology in a class that meets the classroom requirement for Cosmetology apprentices who will sit for the state license exam. Meet people like yourself, pursue a job in an exciting field ripe with potential.

10/10/10 - 1/26/11 Wed 6:00 PM - 10:00 PM Fauquier
10/11/10 - 1/24/11 Mon 11:00 AM - 3:00 PM Middletown

$125 (includes the course manual: “Virginia Pharmacy Technician Training Program”)

Dental Radiation

This 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 and its biological effects, 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 pick up class materials from the Office of Workforce Solutions one week prior to the start of the class to begin study.

10/23/10 - 10/23/10 Sat 8:00 AM - 4:00 PM Middletown $195

Servsafe Food Safety Certification

ServSafe® is the absolute gold standard in food safety training. Let our experienced, dynamic instructors lead you through this nationally recognized, five-food safety certification. ServSafe® satisfies the “Person in Charge” requirement of the Health Department and is a necessity for all Food Service and Restaurant Managers, Cooks and Line Staff. You can’t afford NOT to send your team leaders – the stakes are too high. You will leave the seminar with the invaluable knowledge needed to keep your customers and your reputation safe. Participants must pick up the book from the Office of Workforce Solutions and Continuing Education one week prior to the start of class to begin study.

Target Audience: Head Chefs, Cooks, Kitchen Staff

8/3/10 - 8/3/10 Tue 8:30 AM - 6:30 PM Middletown
9/14/10 - 9/14/10 Tue 8:30 AM - 6:30 PM Fauquier
10/5/10 - 10/5/10 Tue 8:30 AM - 6:30 PM Middletown
11/9/10 - 11/9/10 Tue 8:30 AM - 6:30 PM Middletown

$125 (includes the “Essentials” text, exam and certificate)

Daris Carter, the instructor, is enthusiastic and really enjoys what she does. Her methods of teaching are as wonderful as the attitude she brings through the door.

– Lorenda Madigan, Cosmetology, March 2010
Prepare for a GREENER future!

Thanks to a $5 million skill development grant through the Department of Labor, the LFCC Workforce Solutions team through the Shenandoah Valley Energy Partnership will be offering green certified training programs to increase its green workforce in the Shenandoah Valley. Now specialized training and educational programs will provide new skills in sustainable construction, manufacturing, building design, and renewable energy industries.

Some of the programs offered through LFCC's Workforce Solutions program are:

- **Building Design Certifications** through Leadership in Energy and Environmental Design (LEED) Green Associate training course...starting Fall 2010
- **Sustainability and Green Construction Certifications** through Building Performance Institute (BPI) and Green Advantage...starting Fall 2010
- **Weatherization and Home Energy Auditing Certification Credentials** through Building Performance Institute (BPI)...starting Fall 2010
- **HVAC Certifications** (CFC reclaiming practices) through the Air Conditioning Contractors of America (ACCA)...starting Fall 2010
- **Photovoltaic Installation Certifications and Solar Thermal Industry Certifications** through the North American Board of Certified Energy Practitioners (NABCEP)

Scholarships and grants are available for many of these programs! Contact Workforce Solutions today to get started!

**LEED Green Associate Prep and Exam**

The LEED Green Associate (GA) credential is now an industry standard for green building professionals. This accreditation is designed for professionals who want to demonstrate a basic knowledge of green design, construction, and operations, but who do not necessarily participate in design and construction work. The LEED GA credential is also the prerequisite for those who wish to obtain their LEED AP accreditation. This class is not the certification class but is the class you will want to take as an exam prep to prepare you to take and pass the exam given by USGBC.

*10/27/10 - 10/27/10 Wed 8:00 AM - 5:00 PM
*Registration deadline for this class is October 13, 2010. Exam will be given the week of 11/15/10.

$695 (includes the LEED Green Associate textbook and exam)

**Greenbuild Basics - Green Advantage Prep and Exam**

Get smart about Energy Star ratings! In just 20 hours, learn basic information about new residential construction, remodel construction, and ways to operate your home and business more efficiently.

*10/2/10 - 10/9/10 Sat 7:00 AM - 5:00 PM Middletown
*Register Sat, Oct 16 for the exam

$560 (includes the Green Advantage Residential textbook and exam)

**Building Performance Institute (BPI) Building Analyst**

This course will teach you basic principles of building science to assess energy efficiency in a home while also monitoring conditions that have a direct impact on human health and safety. BPI Standards emphasize the ‘house-as-a-system’ approach to inspecting a home, meaning that all systems are interconnected from the HVAC equipment, to the envelope, the foundation, walls, roof, doors and windows. You will learn how to use diagnostic equipment such as the blower door and the combustion analyzer to ensure systems are functioning together correctly to maximize home performance, comfort, energy efficiency, safety, and durability. An energy auditor with BPI certification gives homeowners peace of mind knowing the professional meets the national standards of the Building Performance Institute having passed both a written and a hands-on field exam.

*10/27/10 - 10/27/10 Wed 8:00 AM - 5:00 PM Middletown
*Registration deadline is November 1, 2010. Exam will be given the week of 11/15/10.

$2,095 (includes textbook and exam fee)

**Building Performance Institute Envelope Specialist NEW**

This course is a BPI residential specialization that focuses on the building thermal and pressure boundaries and the ways to enhance the envelope through insulation and air sealing techniques. As an individual this course will help the student understand not only how to analyze a home, but also understand why the process is so important. Every home is different and it is important to understand not only what is happening, but why problems related to the building envelope such as moisture, ice dams, mildew and drafts were created in the first place. The BPI Envelope certification in conjunction with the Building Analyst certification will make your company eligible to apply for Accreditation. If your firm is accredited or considering accreditation, you must have at least one employee with the envelope certification if you wish to perform insulation and air sealing work.

*11/1/10 11/4/10 Mon - Thu 8:00 AM - 5:00 PM Middletown
*Register Fri, Nov. 5 or Sat, Nov. 6 for the field exam.
*Registration deadline is October 18, 2010.

$1,595 (includes textbook and exam fees)

**Chloro-Flouro-Carbon “CFC” Prep and Certification Exam NEW**

Everyone who wants to work with refrigeration systems must be certified under the EPA guidelines. Learn the essentials of CFC, complete the EPA Section 608 exam during class. Learn how to stop the green house effect by using the right refrigerant. Think Green!

10/16/10 - 10/23/10 Sat 8:30 AM - 12:30 PM Middletown

$195

Register online at www.LFCCworkforce.com
### Industrial

#### Programmable Logic Controls for the Beginner
This 32-hour course is an introduction to programmable logic controller systems. Learn what they are, how they work, and how they can be used to control various processes and machines. The course is designed for industrial maintenance and beginning programmers and includes Allen Bradley and SLC 500 basic instruction sets; software, hardware and troubleshooting components.

Students will transfer, monitor, run projects, make program changes and interpret simple ladder logic.

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<th>Date</th>
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<tr>
<td>9/14/10</td>
<td>10/27/10</td>
<td>Middletown</td>
<td>$955 (includes materials)</td>
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#### Introduction to Arc Welding
Arc welding is a fascinating world and a great skill for a good-paying job. Learn the basics of stick/arc and metal torch welding and everything you need to know to keep you safe in this hands-on class, taught by an AWS Certified welder. This is not a certification course.

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<tr>
<td>9/22/10</td>
<td>10/10/10</td>
<td>Middletown</td>
<td>$495 (purchase welding gloves, fire retardant cape or shirt)</td>
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#### Metal Machining - Milling
This is a hands on class where you will learn the complete aspects of milling metal, including part of the set up, drilling, taping, boring, cutting keyways and more.

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<tr>
<td>10/12/10</td>
<td>10/28/10</td>
<td>Winchester</td>
<td>$395</td>
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#### Basic and Advanced NEC Electrical Calculation
Become a pro at NEC electrical calculations such as conduit fill, box fill, residential service calculations, commercial service calculations, motor calculations, wire ampacities, and voltage drop. Increase your confidence as you prepare to take your Journeyman or Master exam!

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<td>10/16/10</td>
<td>10/23/10</td>
<td>Middletown</td>
<td>$295</td>
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### Mechanical / Schematics

#### Drawing and Reading
This class will help the maintenance technician to interpret basic shop drawings including: plumbing, electrical and electronic. The course also covers conventional symbols such as electrical, hydraulic, and pneumatics.

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<tr>
<td>11/10/10</td>
<td>11/17/10</td>
<td>Middletown</td>
<td>$145</td>
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#### Hydraulics Fundamentals and Beyond
This course will provide you with the basics of hydraulic systems from theory to hands on application. Hydraulic mathematics, physics and symbols will be covered to allow the understanding and necessary calculations of the overall system performance. You will learn how to develop maintenance, safety and troubleshooting procedures.

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<tr>
<td>9/13/10</td>
<td>10/20/10</td>
<td>Middletown</td>
<td>$495 (purchase textbook prior to first class)</td>
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### Construction

#### AutoCAD 2011 Level 1
In this 21-hour course, participants use their knowledge of the fundamentals to advance to the next level. Learn advanced two-dimensional commands used in industry which includes settings, drawing and editing linework, plotting, symbols and text entry applied to a relevant working environment.

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<tbody>
<tr>
<td>1/5/11</td>
<td>2/15/11</td>
<td>Middletown</td>
<td>$395</td>
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#### AutoCAD 2010 Level 2
In this 21-hour course, participants use their knowledge of the fundamentals to advance to the next level. Learn advanced two-dimensional commands used in industry which includes settings, drawing and editing linework, plotting, symbols and text entry applied to a relevant working environment.

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<tbody>
<tr>
<td>10/5/10</td>
<td>10/26/10</td>
<td>Middletown</td>
<td>$395 (use same book as level 1)</td>
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#### HVAC Troubleshooting and Repair 1
This is a comprehensive troubleshooting course for air conditioning, heat pump and commercial refrigeration technicians using state-of-the-art computer-based simulations.

Be 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.

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<tr>
<td>7/26/10</td>
<td>10/4/10</td>
<td>Middletown</td>
<td>$255</td>
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#### HVAC Troubleshooting and Repair 2
This course is a comprehensive troubleshooting course for commercial and residential technicians using state-of-the-art computer-based simulations to make learning fast and thorough. Learn to monitor systems for proper operation; understand all the requirements for fossil fuel systems; to troubleshoot faults using built in instrumentation; and use diagnostic charts to assist in repairing systems.

You’ll be able to perform quality checks on final operations.

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<td>10/11/10</td>
<td>12/13/10</td>
<td>Middletown</td>
<td>$255</td>
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Register online at www.LFCCworkforce.com
OSHA 10 CFR 1910 General Industry
This course is designed for any and all persons 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 courses related to general industry. Participants receive an OSHA General Industry Outreach U.S. DOL course completion card.

$95 (Contact Workforce Solutions Office)

OSHA 30 CFR 1910 General Industry
This course is designed for managers, foremen, supervisors, project managers and any person who is in a leadership position. This is a must for designated persons in an industrial setting. It will cover all the OSHA mandates and other courses related to general industry. Participants receive an OSHA General Industry Outreach U.S. DOL course completion card.

$955 (Contact Workforce Solutions Office)

OSHA 10 CFR 1926 Construction
This course is designed for anyone working on a construction site or performing service work where health and safety is a concern. This is a must for all employees and apprentices. It will cover all the OSHA mandates and other courses related to construction trades. Participants receive an OSHA 10 Construction Outreach U.S. DOL course completion card.

$95 (Contact Workforce Solutions Office)

OSHA 30 CFR 1926 Construction
This course is designed for managers, foremen, supervisors, project managers and any person who is in a leadership position. This is a must for the designated competent person on construction job sites. It will cover all the OSHA mandates and other courses related to construction. Participants receive an OSHA 30 Construction Outreach U.S. DOL course completion card.

$95 (Contact Workforce Solutions Office)

Construction

Plumbing - Year 1 Apprenticeship NEW
This course will cover water distribution systems, associated mathematics, offsets and formulas, drain, waste and vent systems, rough-in sheets, welding basics, related science, rigging and hoisting. This newly formatted 36-week course will use the industry wide NCCER curriculum featuring hands-on training in several units. The course will include an OSHA 10 CFR 1926 Construction as well as CPR/First Aid and various vendor training.

9/20/10 - 5/16/11 Mon 5:00 PM - 9:00 PM Middletown
$975

Plumbing - Year 2 Apprenticeship
Offered Fall 2011

Plumbing - Year 3 Apprenticeship
Offered Fall 2012

Plumbing - Year 4 Apprenticeship
This course is a review of all National Codes in preparation for passing the State exam. Included is an in-depth discussion of plumbing codes and their application to all plumbing installations of equipment, piping, drain, waste, and vent systems.

1926 Construction in level 1 as well as CPR/First Aid and various vendor training. This training is in partnership with ABC-Associated Builders and Contractors. Call ABC directly to register at 703-968-6205.

9/21/10 - 5/23/11 Mon 5:00 PM - 9:00 PM Middletown
$975

Plumbing - Year 3 Apprenticeship

Plumbing - Year 4 Apprenticeship

Electrical - Year 1 Apprenticeship
This course will cover associated mathematics, electrical theory, pipe bending, safety, blueprints, NEC code book, rigging and hoisting, power tools, commercial and residential wiring and more. Each level builds on the previous levels and has its own book covering information needed for that level apprentice. This newly formatted 36-week course will use the industry wide NCCER curriculum featuring hands-on training in several units. The class will include an OSHA 10 CFR 1926 Construction in level 1 as well as CPR/First Aid and various vendor training. This training is in partnership with ABC-Associated Builders and Contractors. Call ABC directly to register at 703-968-6205.

9/20/10 - 5/24/11 Tue 5:00 PM - 9:00 PM Middletown
$975

Electrical - Year 2 Apprenticeship
This course will cover associated mathematics, alternating current, pipe bending, safety, blueprints, NEC code book, motor control, motors, lighting, grounding and bonding and more. Each level builds on the previous levels and has its own book covering information needed for that level apprentice. This newly formatted 36-week course will use the industry wide NCCER curriculum featuring hands-on training in several units. The class will include an OSHA 10 CFR 1926 Construction in level 1 as well as CPR/First Aid and various vendor training. This training is in partnership with ABC-Associated Builders and Contractors. Call ABC directly to register at 703-968-6205.

9/23/10 - 5/19/11 Thu 5:00 PM - 9:00 PM Middletown
$975

Electrical - Year 3 Apprenticeship
This course will cover associated mathematics, electrical theory, safety, NEC code, motor control, motors, motor calculations, load calculations and much more. Each level builds on the previous levels and has its own book covering information needed for that level apprentice. This newly formatted 36-week course will use the industry wide NCCER curriculum featuring hands-on training in several units. The class will include an OSHA 10 CFR 1926 Construction in level 1 as well as CPR/First Aid and various vendor training. This training is in partnership with ABC-Associated Builders and Contractors. Call ABC directly to register at 703-968-6205.

9/20/10 - 5/24/11 Tue 5:00 PM - 9:00 PM Middletown
$975

Electrical - Year 4 Apprenticeship
This course will cover associated mathematics, fire alarms, safety, NEC code for Journeyman prep for exam, motor controls, motors, specialty transformers and much more. Each level builds on the previous levels and has its own book which will cover information needed for that level apprentice. This newly formatted 36-week course will use the industry wide NCCER curriculum featuring hands-on training in several units. The class will include an OSHA 10 CFR 1926 Construction in level 1 as well as CPR/First Aid and various vendor training. This training is in partnership with ABC-Associated Builders and Contractors. Call ABC directly to register at 703-968-6205.

9/23/10 - 5/19/11 Thu 5:00 PM - 9:00 PM Middletown
$975

These courses are not currently scheduled. If you are interested in registering for these please call our office at (540) 868-7021 or e-mail workforce@lfcc.edu to pre-register. By pre-registering, you will be notified by e-mail or phone as soon as the class is scheduled.
Continuing Education

Journeymen, Master Plumbers, Electricians, HVAC mechanics, and Gas Fitters are required by the Virginia Board of Contractors to take a predetermined number of continuing education hours specific to their trade as part of the licensing renewal process. Anyone obtaining or renewing a license must take continuing education in their respective profession. Plumbers, HVAC technicians and Electricians must take three hours of continuing education in their field. Gas Fitters must take one hour. (This one hour class for Gas Fitters is intended for Journeyman and Master Gas Fitters, Liquefied Petroleum Gas Fitters, and Natural Gas Fitters.) Each course covers: new definitions code changes, general requirements, impacts on the job, general use and special equipment included in the respective codes. All classes are recognized by the Commonwealth of Virginia’s Department of Professional and Occupational Regulation and the Virginia Board of Contractors.

Continuing Education for HVAC

Continuing Education for Electricians

Continuing Education for Gas Fitters

Licensure

Basic Contractor Licensing Class

This eight-hour course is designed to provide an overview of the laws and regulations that govern contractor licensing and practice in Virginia. This class is now required as pre-licensing education and approved as a remediation class by the Virginia Board of Contractors. Included is a study of those laws relating to the Board for Contractors as well as a review of the State Building Code and Underground Utilities, and the types of licenses and qualifications for contractors. Also presented will be the Standards of Practice, Prohibited Acts and how to avoid violations of the regulations, as well as an overview of employment law, worker’s compensation, taxes, and business structures. This course is recognized by the Commonwealth of Virginia, Department of Professional and Occupational Regulation, and Board for Contractors.

Advanced Contractor Licensing

This course provides a basic understanding of business management subjects for contractor license applicants so that they may be successful in business. Included is business and project management subjects relevant to contractors everywhere as well as focuses on the unique contracting requirements of Virginia. This class meets the requirement of the pre-licensing education and remediation training as determined by the Virginia Board of Contractors. For more information about Virginia’s Licensing Requirements go to the Virginia Department of Professional and Occupational Regulation (DPOR) website at http://www.dpor.virginia.gov/dporweb/con_main.cfm. For more information about taking the Contractors examination and locations go to the Candidate Information Bulletin from PSI Examination Services at http://www.psiexams.com.

Textbook

Title: Virginia Contractor Law Set (2 Book Set)
Publisher: Kaplan Publishing
ISBN#: 9781427759177

OPTIONAL:

Title: Virginia Business and Law Practice Exam
Publisher: Kaplan Publishing
ISBN#: 9781427759177

Builders Exam Prep Class

Planning to take the Virginia Class A or B Building Contractors License exam? This eight-hour exam preparation class will help those who must have the BLD designation on their license prepare for the examination. You’ll review several reference books and exam content areas including building planning, soil types, foundations, framing, exterior, finishing, and OSHA. This class IS NOT approved as a pre-licensing or remediation class by the Virginia Board of Contractors. Suggested prerequisite: Basic Contractor Licensing Class. For more information about Virginia’s Licensing Requirements go to the Virginia Department of Professional and Occupational Regulation (DPOR) website at http://www.dpor.virginia.gov/dporweb/con_main.cfm. For more information about taking the Contractors examination and locations go to the Candidate Information Bulletin from PSI Examination Services at http://www.psiexams.com.

Textbooks:

Title: Carpentry and Building Construction
Author: John Ferreri
ISBN#: 9780028386997
Title: 2006 ICC International Residential Code
Publisher: ICC (International Code Council)
ISBN#: 9781566812539

Register online at www.LFCCworkforce.com
Apprenticeships

What is Apprenticeship?

Apprenticeship is an agreement between an employer who needs a skilled worker and an individual (the apprentice) who wants to “earn while learning” a skilled occupation.

Apprenticeship combines paid, on-the-job experience with classroom instruction to prepare individuals for the jobs of the 21st century. Apprenticeships are made possible by a partnership between the Department of Labor, an employer, and Lord Fairfax Community College (LFCC).

Benefits of Apprenticeship:

- One of the most prized credentials in skilled trades
- Attracts high-quality applicants who are motivated to succeed
- Allows companies to promote from within and increase retention
- Allows training standards to be tailored to the sponsor’s individual needs
- Increases skill level
- Increases productivity by cultivating a highly skilled and knowledgeable workforce
- Promotes teamwork
- Strengthens bond between management, supervisors and employees

Apprenticeship Trades Available at LFCC:

- Cosmetology
- Electrical
- Heating, Ventilation and Air Conditioning (HVAC)
- Industrial Maintenance
- Landscaping
- Optician
- Plumbing
- Welding
- Any occupation your industry needs

Classes are open to all interested individuals and start in August and January each year.

Contact Brian Wetter at 540-868-7119, bwetter@lfcc.edu, or visit www.LFCCworkforce.com.

HVAC Apprenticeship

What Can I Do in HVAC?

Heating, Ventilation and Air-conditioning require technicians to control the temperature, humidity, and total air quality in residential, commercial, industrial, and other buildings. HVAC technicians work with sheet metal and piping, repairing machinery, such as electrical motors, compressors and burners. Many of the skills gained in this career are transferrable to other industries.

Who Will Hire Me?

Every private residence, business, industry and agency needs the skill of technicians trained in the installation, maintenance and repair of heating, ventilation and air-conditioning systems. The demand for skilled HVAC technicians is strong because of continued growth in residential, commercial and industrial climate-control systems.

Pursue Your High-Tech Future With Workforce Solutions!

Whether you’re just out of high school, going back to college, or seeking to upgrade your job skills, Workforce Solutions can help.

At Lord Fairfax Community College, we offer classes you need to pursue your high-tech future. Contact us today at 540-868-7021 (ask for Brian) to get started. You may also visit our Web site to view the program options.

www.LFCCworkforce.com

Be a part of an Exciting, Technically Challenging and Rewarding Career Path!
Do you stand out in a job search?

Is the lack of a credential holding you back?

The truth is, even the best of the best may need a certification or credential to get or keep the job they want. More than just a piece of paper, a certification quickly tells an employer who you are, what you’ve accomplished and what you’re capable of contributing to his or her bottom line.

All courses are guided by industry standards and competencies to give you the specific skills and knowledge to succeed in your chosen career. Let us help! For additional information, please contact us at 540-868-7021.

**Business:**
- Human Resources Certificate, pg 5

**Industry & Construction Trades:**
- LEED Green Associate Prep and Exam, pg 18
- Green Advantage Prep and Exam, pg 18
- Building Performance Institute (BPI) –3 classes, pg 18
- CFC Prep and Certification Exam, pg 18
- OSHA, 10 and 30 hr, pg 20
- Continuing Education for the Trades, pg 21
- Basic and Advanced Contractor Licensing, pg 21
- Builders Exam and Prep, pg 21

**Online:**
- Check our website for several online certification choices in Healthcare, Technology, Green, etc.

**Health:**
- Medical Coding and Exam Prep, pg 16
- Physician’s Office Compliance Seminar, pg 16
- Pharmacy Technician, pg 17
- ServSafe Food Safety Certification, pg 17

**Extras:**
- Driver’s Education *
- Auto Dealer Training *
- Motorcycle Safety *

*Visit www.LFCCworkforce.com for course details.
Pottery Hand Built
Come and learn the many unique ways of making pottery by hand. Try such techniques as pinching, coiling and using slabs. Decorate your pottery with slips, glazing and firing to make your own masterpiece.
9/1/10 - 12/15/10 Wed 6:00 PM - 9:00 PM Middletown
$295

Pottery Wheel Thrown
Experience the concepts and skills to make your own hand-crafted, wheel-thrown pottery. Beginners will learn to center and pull up clay to make basic shapes, trim the pottery, add handles and fire and glaze the pieces. More advanced students will have the opportunity to make other forms of pottery and continue to improve their technique in pottery making.
9/1/10 - 12/15/10 Wed 1:00 PM - 4:00 PM Middletown
$295

Civil War History: A Theme for the Poet, A Scene for the Painter: The Third Battle of Winchester
This one day seminar and walking tour will explore the decisions that led to the third battle of Winchester, the tactical evolution of the fight, and the battle’s consequences. A morning lecture about Rebecca Wright and her role in intelligence gathering will set the stage for the afternoon tour of sites associated with this battle. Questions: Contact Jonathan Noyalas, at 540-868-7191, or email jnoyalas@lfcc.edu. See www.LFCCworkforce.com for full agenda.
10/30/10 - 10/30/10 Sat 10:00 AM - 5:00 PM Middletown
$20

Parenting: Two Parents, Two Homes
Are you going through custody proceedings and/or separation from a co-parent? This course meets the legal requirements and will cover four required areas: Parental Responsibilities, Effects on Children, Finances, and Conflict Resolution Skills. Certificates awarded upon completion of class. Former partners may not attend the same class.
8/7/10 - 8/7/10 Sat 8:30 AM - 12:30 PM Middletown
9/11/10 - 9/11/10 Sat 8:30 AM - 12:30 PM Fauquier
9/25/10 - 9/25/10 Sat 8:30 AM - 12:30 PM Middletown
11/13/10 - 11/13/10 Sat 8:30 AM - 12:30 PM Middletown
1/8/11 - 1/8/11 Sat 8:30 AM - 12:30 PM Middletown
$49

“Lin Hausknecht, the instructor, is always very positive and enthusiastic about pottery. She implants her knowledge freely and her critiques are always positive and practical.”
— Student, Pottery class January 2010

“Professor Noyalas, the instructor, is knowledgeable and enthusiastic about his subject. It was a nice application to social and cultural issues.”
— Student, Civil War History Seminar April 2010
Cancelling of Class by College

The College reserves the right to cancel any course that, in the judgment of the Workforce Solutions staff, does not have sufficient enrollment. The decision is usually made three working days prior to the first scheduled class meeting, and all registrants will be notified promptly. A full refund or transfer to another class will be processed. To help prevent cancellations, please register at least five days before a course is scheduled to begin.

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

Course Receipt

A course receipt will be mailed to you shortly after your registration form and payment have been received (with the exception of PayPal registrations in which an e-mail confirmation will be sent). You do not need it to attend class. If you have not received your receipt at least three business days before your class is scheduled to begin, please call the office for a verbal confirmation.

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

**Middletown Campus:**
Mon - Thu.............................8 a.m. – 6 p.m.
Fri...............................................8 a.m. – 4:30 p.m.

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

Office Telephone Numbers

Fauquier Campus ......................540-351-1524
Middletown Campus ...............540-868-7021

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 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.

Tuition Payment Policy

To reserve your seat in the class, it is mandatory that payment accompany your registration form. Tuition fee is clearly identified with each course description.
5 WAYS TO REGISTER!

ONLINE
Use our shopping cart feature to quickly and easily register. Go to 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

Registration Form

PLEASE PRINT

Name: ____________________________________________________

Date of Birth (MM/DD/YY): ________________________________

Address: __________________________________ Apt. #: ______

City: ____________________________________________________

State: _____________________________ ZIP: ________________

County of Residence: ______________________________________

Social Security #: _________________________________________

Phone #: (______) ____________________________

E-mail Address: ____________________________________________

Virginia Community College Empl. ID: ______________________

Are you a U.S. Citizen? ☐ Yes ☐ No

If no, what is your country of citizenship? ______________________

Place of Employment: _____________________________________

Location of Class:
☐ Middletown Campus ☐ Fauquier Campus
☐ Luray-Page County Center ☐ Other: ________________________

Class Registration:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Fee</th>
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Total Fee $ __________

Method of Payment*:
☐ Cash ☐ Money Order ☐ Check # _______

☐ VISA ☐ MasterCard ☐ American Express

Card Number: ____________________________________________
Expiration Date: ________________________________________

Signature: ______________________________________________

*Class registrations without payment cannot be processed.
Your Workforce Solutions Team

Jeanian Clark  
Assistant Vice President of Workforce Solutions  
540-868-7122  
jclark@lfcc.edu  
Middletown Campus  
Focus Areas: Employer and Community Outreach; Executive Coaching; Human Resources; Leadership and Supervision; Organizational Development; Sales; Team Building; Customized Training

Larry Baker  
Coordinator of Business and Industry Training  
540-868-7283  
labaker@lfcc.edu  
Middletown Campus  
Focus Areas: Employer and Community Outreach; Process Improvement; Team Building; Work Keys Assessments; Customized Training

Donna Eagle  
Coordinator of Business and Industry Training  
540-868-7285  
deagle@lfcc.edu  
Middletown Campus  
Focus Areas: Executive Coaching; Human Resources; Leadership; Technology; Team Building; Customer Service

Kathy Howard  
Coordinator of Business and Industry Training  
540-351-1520  
khoward@lfcc.edu  
Fauquier Campus  
Focus Areas: Marketing and Promotions; Online Training; Professional Development; Project Management

Christine Kriz  
Coordinator of Business and Industry Training  
540-868-7284  
ckriz@lfcc.edu  
Middletown Campus  
Focus Areas: ServSafe; Dental; Healthcare; Personal Enrichment; Teacher Education; Career Switchers

Bill Pence  
Coordinator of Business and Industry Training  
540-868-7061  
bpence@lfcc.edu  
Middletown Campus  
Focus Areas: Operations and Registration; Leadership; Local Government; Professional Development

Brian Wetter  
Coordinator of Business and Industry Training  
540-868-7119  
bwetter@lfcc.edu  
Middletown Campus  
Focus Areas: Apprenticeships; Construction and Industrial Trades; Safety; AutoCAD; Technical Assessments; Cosmetology; Continuing Education and Licensure

Our Friendly Workforce Solutions Registration Team

Middletown Campus  
Phone: 540-868-7021  
Fax: 540-868-7020

Fauquier Campus  
and Luray-Page County Center  
Phone: 540-351-1524  
Fax: 540-351-1560

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Middletown

Pat Jennings  
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Middletown

Patricia Leister  
pleister@lfcc.edu  
Fauquier

For more information or to register for classes, visit our website at www.LFCCworkforce.com.
Corron Community Development Center
Scheduled to open July 2010

- 30,000 square foot building
- 500 seat multi-purpose room
- Building equipped for distance learning
- 6 training rooms dedicated to Workforce Solutions training

Contact us today to schedule your next training, meeting space, or special event.

www.LFCCworkforce.com

“We must open the doors of opportunity. But we must also equip our people to walk through those doors.”
- Lyndon B. Johnson, 36th US President