Administrative Professionals Day Event

BUSINESS PRACTICES
for a new workforce

- NEW - Customer Service Workshop
  Page 4

- NEW - Electrical Groundsman Certification
  Page 9

- NEW - Genealogy Series
  Page 14

- PREVIEW - Summer Kids College
  Page 15

TRAINING GUIDE 2013
Spring - Summer

YOUR TRAINING RESOURCE FOR
PERSONAL AND PROFESSIONAL DEVELOPMENT
www.patrickhenry.edu
WDCE is committed to plan, promote, and provide quality customized training and alternate learning opportunities for anyone, at any place, at any time to support improved quality of life and a vibrant community. We have programs to serve business and industry, individuals seeking continuing education for their careers, budding craft and culinary artisans, and lifelong learners looking for engaging ways to enrich their lives.

Would you like us to bring one of our programs to your business? We can do that! PHCC offers an extensive curriculum of credit and non-credit technology, business, and professional development programs. We can integrate and customize these resources to best fit your needs.

WDCE has oversight of operations off campus at the Artisan Center in Uptown Martinsville. The Artisan Center, housing the area’s Visitor Center, operates as a destination for tourism and learning. Skills-based educational programs prepare students for employment in the craft of their choice. The Artisan Center is also a retail store that showcases the creations of local and regional artisans, which includes many of our students and faculty. Culinary Arts programs are offered in the fully equipped restaurant kitchen. Non-credit workshops and seminars are designed to meet the on-going professional development needs of existing artisans and culinarians, as well as the learning needs of youth and others interested in short term training.

We strive to offer programs and courses requested within our service region. If you are interested in a program or course listed in this catalog, or have a request, please contact us at (276) 656-0260 or wdce@patrickhenry.edu.
On-Ramp Grant Program

Now is the time to get Workforce Training!

Are you a Dislocated Worker?
- Laid off or unemployed
- Under-employed - working below training or educational level
- Displaced homemaker / caretaker
- Failed small business owner

The On-Ramp Grant program can pay for your education!

Call 276.656.5469 to see if you qualify.

Funded by: United States Department of Labor Workforce Investment Act Title I funds

VIRTUAL CONTINUING EDUCATION

PHCC offers a wide range of open enrollment online non-credit courses and programs to meet the needs of our students. Samplings are listed throughout the training guide.

Our Partners:

**ed2go** offers an array of highly interactive courses that you can take entirely over the Internet. All of our courses are led by expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient, and geared just for you. They consist of 24 hours of instruction, begin the third Wednesday of each month and last 6 weeks. Start your online experience March 20, April 17 or May 15.

**Health Ed Today** courses provide necessary skills to pursue employment opportunities in hospitals, clinics, physicians’ offices and other healthcare organizations nationwide.

**The Income Tax School** provides you with courses to meet all your tax training needs. Whether you are looking to start a career as a tax professional, grow your own tax business, prepare for the IRS Competency Exam, or take required continuing education.

**Gatlin Education** career programs are designed to provide the skills necessary to acquire professional caliber positions for many in-demand occupations. These programs are designed by a team of professionals from each respective field, who work to provide you with an effective web-based learning experience.

**ProTrain Online** offers affordable, self-paced, online certificate programs that can train you for the latest, in-demand job skills. Courses include: certification preparation in Human Resources, Six Sigma, Information Technology, Healthcare, HazWoper, OSHA, LEED, Energy Auditing / Weatherization, Renewable Energy, and many more!

**To learn more, visit**
www.patrickhenry.edu/online-education
As a testing center for ETS (Educational Testing Services), PHCC makes teacher licensure convenient and accessible by offering the PRAXIS™ series and Paraprofessional exams on main campus: April 13, June 8 and July 2. Please plan to register online at www.ets.org at least 30 days prior to the test date.

IMPROVE YOUR JOB SEARCH SKILLS

PHCC partners with ed2go to offer the following online courses. To learn more, visit: www.ed2go.com/patrickhenry.

- **Twelve Steps to a Successful Job Search**
  Get the job you want quickly and easily and in any economy. In this course, a world-renowned author and career advisor will help you identify the job that is best for your needs. You'll then be given complete step-by-step instructions on how to get that job, regardless of your level of expertise or state of the economy. You will learn how to build rapport with any interviewer, both verbally and non-verbally, while mastering the six phases of a successful job interview. This motivational course will increase your confidence, help you feel great about yourself, and provide you with the foundation you need to get the job you want.

- **Listen to Your Heart and Success Will Follow**
  Intelligently facilitated and fast-paced, this course will help you enjoy the rewards that come from doing what really makes you happy! Your instructor and a caring community of students will help you begin designing a life that really works for you. With a complete understanding of your own interests, values, needs and abilities, you'll learn how you can use work to express yourself and share your interests and talents. Your every day will be filled with joy and inspiration, and a greater depth of meaning will be added to everything you do. This course program is skillfully crafted to weave experiential learning with the conceptual presentation, giving you time to experience, understand, and implement each new strategy as it is introduced.

- **Resume Writing Workshop**
  Create an effective resume and cover letter or improve the one you already have. 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. Write an employment objective that shows potential employers that you have direction. Make the most of your work experience. Know what to reveal in a resume. Discover how to use references to your advantage. This course includes the use of online resumes and Internet Resume Secrets.

- **Individual Excellence**
  Develop career-enhancing skills in a single online course that covers twelve popular one-day seminar topics, including goal setting, time management, and personal organization. You'll learn how to improve your creative abilities, gain confidence with financial matters, and how to minimize conflict in your life. Develop a fulfilling career plan and improve relationships with co-workers, friends, and family.

COMPUTER TRAINING

PHCC offers a wide selection of computer application classes through ed2go. Several versions of Word, Excel, Access, and PowerPoint are available. To learn more, visit: www.ed2go.com/patrickhenry.

- **Introduction to Microsoft Excel 2007**
  In this unique online workshop, you'll discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You'll also learn the secrets behind writing powerful mathematical formulas, using the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more. You'll also learn the best ways to sort and analyze data, create custom charts and graphs, create 3-dimensional workbooks, build links between files, endow your worksheets with decision-making capabilities, and automate oft-repeated tasks with macros and buttons.
Instructors: Teresa Harkness and Linda Cox currently teach Business and Information Technology courses for Henry County Public Schools. Harkness and Cox have both earned a Bachelor’s degree in Business Education. Both are excellent instructors with many years of teaching experience.

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**Microsoft Word 2010**
March 5 & 7, 5:30-8:30 PM, Frith 133

**Instructor:** Teresa Harkness. Beginning with the basics, participants will learn how to create a document and edit text. The instructor will introduce templates and how to format documents with styles; decorate the document with backgrounds, borders, and text effects; and insert tables. Participants will also learn how to use mail merge, revise documents and track changes, and other word processing tasks. ITEC 151-29 [62412]

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**Microsoft Word 2010 Intermediate**
March 12 & 14, 5:30-8:30 PM, Frith 133

**Instructor:** Teresa Harkness. This workshop assumes the participant has a basic working knowledge of Microsoft Word 2010. The participant will learn how to use Word as a simple desktop publishing program to create signs, flyers, menus, brochures, and newsletters. They will also learn how to insert different types of graphics in a document including digital photographs, clip art images, and charts. ITEC 158-29 [62474]

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**Microsoft Word 2010 Advanced**
March 19 & 21, 5:30-8:30 PM, Frith 133

**Instructor:** Teresa Harkness. This workshop is offered for the more proficient user of Word and is customized by the instructor to meet the needs of the participants. For instance, participants may learn features used to prepare a document for distribution, creating forms, advanced mail merge features, collaborating changes with other users, or creating a webpage. ITEC 156-29 [62466]

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**Microsoft PowerPoint 2010**
March 26 & 28, 5:30-8:30 PM, Frith 133

**Instructor:** Teresa Harkness. Participants will learn to create a slide show from start to finish, including how to add flair to presentations by using tables, Excel charts, digital photos, sound, narration, and videos. ITEC 152-29 [62415]

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**Microsoft Excel 2010**
April 9 & 11, 5:30-8:30 PM, Frith 133

**Instructor:** Linda Cox. Participants will learn the essential skills of spreadsheet creation: how to create a workbook, enter and edit text and numbers, and add rows or columns. They will also learn to create charts using the new Excel 2010 commands and make changes to the chart after it has been created. ITEC 153-29 [62421]

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**Microsoft Excel 2010 Intermediate**
April 16 & 18, 5:30-8:30 PM, Frith 133

**Instructor:** Linda Cox. Participants will learn how easy it is to create macros. They will also learn to add VLOOKUP, INDEX & MATCH, and Excel’s other time-saving functions to their repertoire. ITEC 159-29 [62479]

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**Microsoft Excel 2010 Advanced**
April 23 & 25, 5:30-8:30 PM, Frith 133

**Instructor:** Linda Cox. This workshop is offered for the more proficient user of Excel and is customized by the instructor to meet the needs of the participants. For instance, participants may learn financial functions, look up tables, conditional formatting, creating templates, and linking worksheets and charts to a Word document. ITEC 157-29 [62471]

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**Microsoft Access 2010**
April 30 & May 2, 5:30-8:30 PM, Frith 133

**Instructor:** Linda Cox. Participants will learn the differences between Access and Excel, and when it is appropriate to use one software or the other. They will then learn about the foundation of a database, including creating tables, and using queries, forms, and reports. ITEC 154-29 [62463]
Customer Service: Bloodline to Success

Tuesday, March 12, 8:00-10:00 AM or 1:30-3:30 PM, Frith 129

This practical, humor-laced workshop is one you will not want to miss!

In this ever changing consumer world, high quality, quick resulting service is paramount. This session is designed to make even the seasoned participant become more aware of:

- Learning the importance of non-verbal communication
- Utilizing proper business etiquette and appropriate appearance
- Using correct pronunciation
- Assessing the customer’s needs immediately
- Assisting in the customer’s language
- Re-enforcing the art of business writing
- Building long term relationships with customers
- Leaving a high level of satisfaction in the customer’s mind

Course Fee: $50
Employers: Buy 1, Get 1

Laura Hamilton
Laura Hamilton, Certified Speaking Professional (CSP), is president of her own speaking, training, and consulting business. She has a diverse background in the field of professional speaking. For over eighteen years, audiences have found Laura's sincerity and wit to serve as a catalyst for opening their minds for greater self-discovery and self-esteem.

Spanish for Medical Professionals I
Thursdays, March 7-28, 3:00-5:00 PM, Frith 154

Spanish for Medical Professionals II
Thursdays, April 11-May 2, 3:00-5:00PM, Frith 154
This course is a second part of the introduction to Spanish for those in the healthcare professions. Emphasizes vocabulary, conversational Spanish, and cultural appreciation. SPAN 103-04 [67436] Course Fee: $50. Employers: Buy 1, Get 1.

Instructor: Lourdes Sanchez Akers, a native of Mexico, is proficient in both English and Spanish.

Occupational Spanish
Join us this year for a Spanish class geared strictly to your profession. PHCC, in partnership with ProTrain Online, offers Spanish for Banking, Spanish for Law Enforcement, Spanish for Health Care, Spanish for Food Service, Spanish for EMTs and Paramedics, plus many more. To learn more, visit: http://phcc.theknowledgebase.org/
ONLINE COURSE OFFERINGS

PHCC partners with ed2go to offer the following online courses. To learn more, visit: www.ed2go.com/patrickhenry.

- **Computer Skills for the Workplace**
  - Most jobs today require a working knowledge of certain computer skills. Any job candidate who already possesses these skills will stand above those who do not. This online course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. We'll focus on practical application for software most common to the workplace.
  - **Chamber Member:** $35 ITEC 303-C1 [72408]
  - **Non-Member:** $50 ITEC 303-02 [72407]

- **Grammar Refresher**
  - Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills. This course will help you gain confidence in your ability to produce clean, grammatically correct work. You'll explore the basics of English grammar—like sentence structure and punctuation—as well as more sophisticated concepts—like logic and clarity. A patient instructor, memorable lessons, vivid examples, and interactive exercises will give you ample opportunity to put what you learn into practice. Reacquaint yourself with old, forgotten rules, meet some new ones, and discover your own grammatical strengths.

GET PROFESSIONAL DEVELOPMENT

EMPLOYERS: BUY ONE, GET ONE}

Email Etiquette
Tuesday, March 19, 9AM-12PM, Frith 133

Instructor: Phyllis Fleming, English Faculty, PHCC. Did you realize all caps communicate certain emotions? STOP YELLING AT ME! Learn several helpful tips that may strengthen your email communications. In this hands-on workshop, participants will gain practice using relevant examples that will address sentence structure, grammar, appropriate punctuation and professionalism.

- **Chamber Member:** $35 ITEC 303-C1 [72408]
- **Non-Member:** $50 ITEC 303-02 [72407]

Math for the Workplace
Tuesday, March 26, 9AM-12PM, Frith 125

Instructor: Randy Ferguson, Media Director, PHCC. We all use math skills in our jobs every day. However, like many skills we gained in younger years, if we don’t use it we lose it. This workshop will help you improve your math skills by using hands-on activities. You will gain several tools to help increase your problem-solving skills with practical examples that relate to the workplace. The ideal participants may work in a manufacturing setting where they are responsible for reading a ruler, understanding fractions, and possibly converting measurements.

- **Chamber Member:** $35 MATH 106-C1 [69838]
- **Non-Member:** $50 MATH 106-02 [69837]

Workplace Communication
Tuesday, April 16, 9:00-11:30 AM

Instructor: Tim Hall, Administrator for Henry County. To succeed at the workplace, you need more than just hard work. You need good etiquette as well as good communication skills. It is well-known that before you come to work, you have to leave your informal self back home. In the office, you’re an employee, someone who’s supposed to go about his work in a professional manner. There is a way to talk to your superiors, to your peers and your subordinates. This mode of communication is known as workplace communication and is typically formal and to the point.

- **Chamber Member:** $35 COMM 103-C1 [62151]
- **Non-Member:** $50 COMM 103-02 [62150]

Extreme Work Makeover
Tuesday, April 9, 9AM-12PM, Frith 125

Instructor: Brenell Thomas, Workforce Programs Coordinator, PHCC. This workshop discusses professionalism in the workplace, business etiquette, dress, and maintaining a positive attitude in the workplace.

- **Chamber Member:** $35 BUSC 346-C1 [69829]
- **Non-Member:** $50 BUSC 346-02 [69828]

Staff Development Series

CHAMBER BUSINESS ALLIANCE AT PHCC

STAFF DEVELOPMENT SERIES

- **Email Etiquette**
- **Math for the Workplace**
- **Workplace Communication**
- **Extreme Work Makeover**

Easy Registration! Call 276.656.0260 | Email wdce@patrickhenry.edu | www.patrickhenry.edu
ONLINE COURSE OFFERINGS

PHCC partners with ed2go to offer the following online courses. To learn more, visit: www.ed2go.com/patrickhenry.

孔雀 Fundamentals of Supervision and Management
If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this course will help you master the basics of business by learning the language of management. You will learn how to manage your time, delegate responsibility and motivate your employees. This course will help you understand how to influence and direct other people's performance. Finally, you will learn how to solve problems and resolve conflicts.

孔雀 A to Z Grant Writing
This class is an invigorating and informative online course that will equip you with the skills and tools you need to enter the exciting field of grant writing! You'll learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You'll also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant-writing campaign, and how to put together a complete proposal package.

Employment Practices for Managers
Thursday, April 18, 9AM-12PM, Frith 125
Instructor: Tim Prillaman, Founder and President of The Prillaman Group, Inc. Positive employee / employer relationships help motivate employees, enhance morale, and contribute to increased productivity. Topics include positive organizational culture, employee involvement, effective communication, and disciplinary action / complaint resolution.

Chamber Member: $35 BUSC 345-C1 [62146]
Non-Member: $50 BUSC 345-04 [62143]
CELEBRATE WITH US!
ADMINISTRATIVE PROFESSIONALS DAY EVENT

BE GREAT!

Do Better - Become the Best Version of Yourself! “Everybody can be great...because anybody can serve. You don’t have to have a college degree to serve. You don’t have to make your subject and verb agree to serve. You only need a heart full of grace and a soul generated by love.” – Dr. Martin L. King, Jr.

This presentation discusses the value of service. Greatness begins with service and giving. We will highlight the importance of celebrating the accomplishments of the wonderful cultures that make America a great nation. The presentation pulls talking points from the New York Times Best Seller, *The Help*.

BUSC 368-03 [69842]

Course Fee: $50 *(Lunch Provided)*

EMPLOYERS: BUY ONE, GET ONE

Supervisors - show your support staff how much they are appreciated by sending them to this professional development event! Participants will network, leave inspired and be treated to a few surprises throughout the day.

PRESENTER SPOTLIGHT

Phil Echols

Phil Echols, a native of Martinsville, is the owner of Become Better, LLC, a self-help company, which offers thought-provoking presentations, video production and inspirational wear. He also holds the position of lead Guidance Counselor at Davis Drive Middle School. He received his B.A. in Psychology from Hampton University and his Master’s degree in Educational Counseling from Virginia Tech. His “heart-felt” style and tremendous passion for speaking leaves his audiences with a larger vision for their lives and with motivation to become better.
MANAGEMENT AND LEADERSHIP

Are you looking for affordable, self-paced, online certificate programs that can train you for the latest, in-demand job skills? PHCC, in partnership with ProTrain Online, is your solution! To learn more, visit: http://phcc.theknowledgebase.org/

Courses Available:

• Business Writing
• Human Resources
• HRCL / PHR Certification
• Six Sigma

Six Sigma Green Belt
Six Sigma is a highly disciplined, data-driven improvement program that helps companies focus on eliminating defects in any process and delivering near-perfect products and services (roughly 3.4 failures per million opportunities). This online course first introduces the key concepts associated with Six Sigma, and then moves on to basic Lean tools.

Six Sigma Black Belt
This program provides an in-depth look at the DMAIC problem-solving methodology, as well as deployment and project-development approaches. This online course is aligned with the ASQ Certified Six Sigma Black Belt certification exam and is designed to assist learners as part of their exam preparation. Prerequisites: Proficiency at the Green Belt level as scoped in the ASQ – Six Sigma Green Belt Body of Knowledge (BOK).

PROJECT MANAGEMENT

PHCC’s partner, ed2go, is a global Registered Education Provider for the Project Management Institute (PMI). Online courses provide essential information that will help you prepare for the Project Management Professional (PMP®) and the Certified Associate in Project Management (CAPM®) exams offered by the Project Management Institute (PMI®). To learn more, visit: www.ed2go.com/patrickhenry.

INDUSTRIAL AND SKILLED TRADES

PHCC has partnered with ProTrain Online to offer the following industrial and skilled trades courses. To learn more, visit: http://phcc.theknowledgebase.org/

OSHA
This online course is a comprehensive safety program designed for anyone involved in the general industry. Specifically devised for safety directors, foremen, and field supervisors; the program provides complete information on OSHA compliance issues.

HazWoper Moderate Risk
This online, self-paced course meets the OSHA/EPA training requirements for workers performing hazardous waste site functions in accordance with the provisions of 29 CFR 1910.120. Content for the course will be provided through text, manuals, web sites, assignments and exercises.

INFORMATION TECHNOLOGY

PHCC, in partnership with Gatlin Education, offers online certification programs designed to provide the skills necessary to acquire professional level positions for many IT occupations. These programs are designed by a team of IT professionals, who work to provide you with an effective web-based learning experience. Microsoft Office Specialist (MOS) and Microsoft Certification Training are among the many programs available. To learn more, visit: www.gatlineducation.com/phcc.

PHCC has also partnered with ProTrain Online to offer certification in various A+ Network Security programs, CISCO, CompTia, and Sun Certified JAVA. Courses are also offered in Microsoft Certified Tech Specialist (MCTS), Microsoft Certified IT Professional (MCITP), Microsoft Certified System Engineer (MCSE), and SQL Server, to name a few. To learn more visit: http://phcc.theknowledgebase.org/

Coming Soon...

Manufacturing Skills Standards Council Certification (MSSC) Programs
The nationwide MSSC System is a nationally recognized certificate that is based on industry-defined and federally endorsed national standards.

Certified Logistics Technician
The credentialing system covers core competency areas for higher skilled, front-line material handling workers across all supply chain facilities, factories, warehouses, distribution centers, and transporters. Currently, discussions are being held with local employers to develop the program.

Certified Production Technician
Training areas include quality practices and measurement, safety awareness, maintenance awareness, and manufacturing processes and production. This program is currently under development at PHCC with a target start date of late Spring 2013.
CONTRACTOR LICENSURE

Basic Contractor Licensing Course
Instructor: Rodney Clark, Vice President, Clark Construction.
This course is intended for first-time applicants for a Class C, B, or A license and changing a business type. This course is designed to provide a basic look at the Statutes and Regulations that govern contractor licensing in Virginia, to include a review of the different types of licenses available and the qualifications for each: Standards of Practice, Prohibited Acts and How to Avoid Violations of the Regulations.

This course is recognized by the Commonwealth of Virginia, Department of Professional and Occupational Regulation (DPOR), and the Board for Contractors as meeting the requirements for pre-licensure or remedial education. Included in the cost of the course are hand-outs and a textbook that will serve the student beyond the course as a reference in conducting their construction business or taking contractor licensing exam in the state of Virginia. Course Fee: $189

Saturday, March 16, 8:00 AM - 4:30 PM, Frith 125 BLDG 100-91 [62128]
Saturday, May 18, 8:00 AM - 4:30 PM, Frith 125 BLDG 100-92 [62129]

GREEN / RENEWABLE ENERGY

You can’t ignore it any longer! Renewable Energy is here to stay. Let us bring you up to speed with a number of new programs for 2013. PHCC, in association with ProTrain Online, offers 22 programs specializing in home and commercial energy auditing and weatherization, LEED certification, and renewable energy training. To learn more visit: http://phcc.theknowledgebase.org/

TRADESMAN LICENSURE

Journeymen, Master Plumbers, Electricians, HVAC mechanics, and Gas Fitters are required by the Virginia Board of Contractors to take a pre-determined number of continuing education hours specific to their trade as part of the licensing process. The course must be completed prior to the expiration date on your license. Each course covers new definitions, code changes, general requirements, impacts on the job, general use and special equipment included in the respective codes.

Continuing Education for Electrician
Instructors: Chuck Peters and Mike Bryant, Owner, Blue Ridge Remodeling Heating & Air. Frith 125. Course Fee: $125
Tuesday, March 5, 6:00-9:00 PM ELEC 500-21 [62215]
Tuesday, May 14, 6:00-9:00 PM ELEC 500-22 [62218]

Continuing Education for HVAC Technician
Instructor: Robert King, President, Piedmont Mechanical Systems. Frith 125. Course Fee: $125
Tuesday, March 12, 6:00-9:00 PM HVAC 400-21 [62396]
Tuesday, May 14, 6:00-9:00 PM HVAC 400-22 [62398]

Continuing Education for Gas Fitter
Instructor: Mike Bryant, Owner, Blue Ridge Remodeling Heating & Air. Frith 125. Course Fee: $65
Thursday, March 14, 5:00-6:00 PM GASF 200-41 [62386]
Thursday, May 9, 5:00-6:00 PM GASF 200-41 [62389]

Continuing Education for Plumber
Instructor: Mike Bryant, Owner, Blue Ridge Remodeling Heating & Air. Frith 125. Course Fee: $125
Thursday, March 14, 6:00-9:00 PM PLMB 300-41 [62485]
Thursday, May 9, 6:00-9:00 PM PLMB 300-42 [62487]

Electrical Groundsman Training

PHCC, in partnership with TCR Management Group, offers an Electrical Groundsman training program. Under the supervision of the linemen, a groundsman performs a variety of tasks in the construction, maintenance, and repair of electrical distribution and transmission lines and equipment. Groundsman training is the first step towards a career as an Electrical Lineman. HS diploma or GED not required. Certifications earned: OSHA 10 T&D, Basic Work Zone, Flaggin, and CPR/First Aid. Preparation for the CDL Class A learners permit included. TCR, boasting an 85% job placement rate, offers job placement assistance for students who successfully complete the training and pass exams. ELEC 505-01 [69660]

Classes meet Monday-Thursday, April 1 to April 25, 8:00 am to 4:30 pm, at PHCC. Training consists of 128 combined hours.

If interested, plan to attend one of the following information sessions:
Friday, Feb. 22, 9:00-11:00 am, or
Friday, March 8, 2:00-4:00 pm, at PHCC.

Cost of Training Program: $3,900

Financial assistance available to qualified applicants.
### Pottery
**Ceramic Glazing Techniques**  
**Tuesdays, March 19-April 16**  
5:30-8:30 pm  
This class will explore the procedures for preparing and using ceramic glazes, from the classification various glaze types, to calculating formulas and mixing glazes, to the methods for applying and firing them.  
Instructor: Carol Striplin  
Cost: $89

### Jewelry Fabrication
**Creating Fused Glass Jewelry**  
**Tuesdays, March 19-April 16**  
5:30-8:30 pm  
Students will use stringers, frit, iridized, and dichroic glass to create pendants, earrings, rings, and more. Students will learn the techniques of designing and firing glass and will create several pieces of unique jewelry.  
Instructor: Susan Weeks  
Cost: $89

### Photography
**Nuts & Bolts of Digital Photography**  
**Tuesdays, March 19-April 16**  
5:30-8:30 pm  
Learn how your digital camera works, what all the buttons, switches and menus do, and how to take a better-quality image. Then moving to Adobe Photoshop to start the picture editing process, including sending photos by the internet to family and friends.  
Instructor: Rick Dawson  
Cost: $89

### Glass Art
**Intermediate Glass Fusing**  
**Wednesdays, March 20-April 17**  
5:30-8:30 pm  
Take your glass fusing skills to the next level. Students will explore a variety of techniques including slumping, inclusion of found objects, uses of frits and powders, and more. Students will create multiple functional projects.  
Instructor: Susie Pool  
Cost: $89

### Culinary
**All About Herbs**  
5:30-8:30 pm  
Explore the history and folklore of some common herbs found in most kitchen spice racks; discuss their properties and possible uses to enhance your daily life. Experiment in the kitchen to make dishes and/or preparations for personal use.  
Instructor: Kris Landrum  
**Class on Rosemary**- Friday, March 15  
**Class on Oregano/ Marjoram**- Friday, April 19  
**Class on Basil**- Friday, May 24  
Each Class Cost: $35

### Fine Woodworking
**Intermediate Woodturning**  
**Thursdays, March 21-April 18**  
5:30-8:30 pm  
The student will be introduced to the turning of hollow forms, elements of design and form for artistic merit. The student will be given the opportunity to explore the various types of wood medium to produce a viable creation of wood.  
Instructor: Terry Mitchell  
Cost: $89
**Artisans Center of Virginia Studio School**

**Artist Entrepreneur Series**

$39 each class or $100 for the series
Additional Tuition Assistance for ACV members.

**Getting Started as an Artist Entrepreneur**
Wednesday, March 20, 6:00-9:00 pm
ACV’s Executive Director covers basic components to consider when contemplating an artistic business endeavor. You have the talent; you will also need a business owner’s mindset. What is your unique selling proposition? Who are your competitors? Learn how to grow your business while preserving your artistic creativity.
Instructor: Sherri Smith

**Photographing Your Work**
Wednesday, April 17, 6:00-9:00 pm
Having trouble getting photographs of your work for a website or to submit to a show? Are you tired of digital photos that make your creations look dull or the wrong color? Examine background choices, light sources, camera and lens selection, and exposure. Learn how to capture sharper images and more realistic colors.
Instructor: Mark Miller

**Working with Retailers**
Wednesday, May 1, 6:00-9:00 pm
Have you thought about your art from the retailer’s perspective? Learn why pricing, commission, competition, seasonal considerations, proximity, time management, co-branding, marketing, and inventory/point of sale restrictions are so important to your bottom line.
Instructor: Sherri Smith

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**Special Visiting Guest Artist Workshops**

**Mastering Fused Glass**
Two Day Workshop:
Saturday, March 23, 12:00-4:00 pm & Sunday, March 24, 10:00 am-2:00 pm
This master glass class will cover the tools, supplies and techniques you’ll need to create your own “sand art” tiles, jewelry, and more. We will also explore creating multi-layer dichroic glass art for jewelry, or for use in larger projects. Cara will share some of her top-secret tips and tricks for achieving truly unique glass effects that will help take your glass art to the next level!
Reception/Open House to follow at 4:30 pm on Saturday, March 23rd.
Instructor: Cara Dimassimo
Cost: $213

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**Fab Lab**

Patrick Henry Community College, New College Institute, and the Martinsville-Henry County Economic Development Corporation have partnered to establish a digital fabrication laboratory. The Fab Lab, which will be located at The Artisan Center in Uptown Martinsville, will provide training and equipment to students, businesses, and entrepreneurs. Equipment in the Fab Lab includes a 3D printer, laser engraver, vinyl cutter, CNC machine, plasma cutter, mini-mill, vacuumformer, injection molder, and welder. A training course entitled “How to Make Almost Anything,” will be provided and must be completed prior to equipment use. This exciting addition is scheduled to launch Spring 2013.

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Pre-Register Today!
Call (276) 656-5461
A CAREER IN CULINARY ARTS AWAITS YOU...

Explore the culinary credit programs offered at PHCC. Earn a career studies certificate in Culinary Arts, Culinary and Hospitality Management, or both.

The hospitality industry which includes culinary arts continues to experience significant job growth. Offering many career options and opportunities for advancement, it's a field with a world of possibilities for those who educate themselves and hone their skills. Restaurants, hotels, healthcare and other food service industries employ many levels of skilled culinarians, i.e. chefs, cooks, and food preparation workers. Individuals already employed in the dining and/or hospitality field may complete a certificate to upgrade their skills, develop specializations, and/or expand their career options.

**Culinary Arts Program:**
- Principles of Culinary Arts I
- Applied Nutrition for Food Service
- Principles of Baking
- Food & Beverage Service Management
- Sanitation and Safety

**Culinary and Hospitality Management Program:**
- Small Business Management
- Human Resource Management
- Garde Manger
- Sanitation and Safety
- American Regional Cuisine
- Fruit, Vegetable, and Starch Preparation
- Stock, Soup, and Sauce Preparation
- Meat, Seafood and Poultry Preparation
- Food and Beverage Cost Control I

Chef Bob Koester, Culinary Arts Faculty
rkoester@patrickhenry.edu | 276.656.0318

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**HOPE PROGRAM**

High-Demand Occupational Programs for Employment

WDCE has entered into partnerships with area social services, community service agencies, and business and industry leadership teams (BILTs) to provide support, counseling, training, and job placement for career seekers. The objective is to identify job growth areas within the PHCC service region and engage those businesses in an approach to improving the workforce through short-term training and credentialing.

Career tracts are currently offered in Customer Service and Food Service. Career tracts in Logistics and Advanced Manufacturing are coming soon! These three month, full-time, non-credit training programs address a core of soft skills transferrable to any industry. Industry-specific courses and internships are required.

**PROGRAM FEATURES:**
- 12-week vocational training and credentialing
- Curriculum designed to meet employer needs
- Program simulates work environment
- Job readiness skills
- Intensive individual counseling
- Internship and job placement assistance

“Being new to Martinsville made it difficult to find employment because I did not know where to look. Going back to school was the only way to get out of the house. I was able to attain a silver CRC, IC3 Certification as well as graduate from the HOPE Program with pride. I’m thankful that when I had lost hope, H.O.P.E. found me.” stated Angela Wymore.

Email kwhittle-davis@patrickhenry.edu or call 276.656.0348 to learn more.
**GET CAREER TRAINING**

**Your Future as a Tax Professional**

- PHCC partners with **The Income Tax School** to offer an online career track in Income Tax Preparation. New IRS regulations of tax preparers require all tax preparers to register with the IRS and pass an IRS basic competency test; and to complete 15 hours of CPE each year.

**Courses Available:**
- Basics of Tax Preparation
- Advanced Tax Courses
- CPE Tax Seminars
- IRS Exam Preparation
- Small Business Tax Courses
- Any more!

To learn more, visit: [www.patrickhenry.edu/online-education](http://www.patrickhenry.edu/online-education)

**Apprenticeships**

Apprentices receive on-the-job training combined with classroom-related instruction to ensure that the apprentice is fully trained in all areas of the occupation. Students may work part-time or full-time as registered apprentices. They must actively pursue career preparation courses or a diploma, certificate or degree program related to their occupation, include apprenticeship related instruction as part of coursework, and enter into a written training agreement that represents a partnership between the employer, the Virginia Apprenticeship Council, and the student. Apprentices are awarded a journeyman certificate from the Commonwealth of Virginia after successful completion of the on-the-job training and related instruction.

We'll work with you to find the right fit to meet your needs.

smorrison@patrickhenry.edu | 276.656.5464

**BRING YOUR PASSION TO THE FUTURE...**

**BECOME A TEACHER!**

Teach science, math, English, social studies or foreign language at the middle or high school level or English as a second language K-12

DO YOU QUALIFY?

All you need is an accredited bachelor's degree, 5 years full-time experience, and 16 weeks of instruction at PHCC.

VISIT [EDUCATEVA.COM](http://EDUCATEVA.COM) FOR MORE INFORMATION ABOUT THE CAREER SWITCHER PROGRAM AT VIRGINIA'S COMMUNITY COLLEGES.

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To learn more, visit:
- [www.healthedtoday.com/patrickhenry](http://www.healthedtoday.com/patrickhenry)
- [www.patrickhenry.edu/online-education](http://www.patrickhenry.edu/online-education)
- [www.healthedtoday.com/patrickhenry](http://www.healthedtoday.com/patrickhenry)
- [http://phcc.theknowledgebase.org/](http://phcc.theknowledgebase.org/)

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**Career and Services**

- Let's make 2013 the year to re-invent a new you! Want to venture out and become your own boss in the service industry? PHCC and **ProTrain Online** would like to help you make that change.

**Take a look at our new course offerings:**
- Event Planning Professional
- Florist / Floral Design Entrepreneur
- Interior Decorating / Design Entrepreneur
- Wedding Consultant Entrepreneur
- And many more!

To learn more, visit: [http://phcc.theknowledgebase.org/](http://phcc.theknowledgebase.org/)

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**Health Care Careers**

- PHCC, in partnership with **Health Ed Today**, offers online open enrollment programs designed to provide the skills necessary to excel in a professional healthcare environment. These courses are highly interactive and provide students with an enriched learning experience. Additionally, these programs include access to an online community with interactive content and robust student services. Certain programs include clinical externships and most programs lead to certifications.

**Courses Available:**
- Pharmacy Technician
- Clinical Medical Assistant
- Dental Assisting
- Medical Billing and Coding
- And many more!

To learn more, visit: [www.healthedtoday.com/patrickhenry](http://www.healthedtoday.com/patrickhenry)

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Easy Registration! Call 276.656.0260 | Email wdce@patrickhenry.edu | [www.patrickhenry.edu](http://www.patrickhenry.edu) | 13
Motorcycle Basic Rider Course

Program Coordinator: Sheriff Steve M. Draper, Martinsville Sheriff's Office. This three-day course provides classroom and motorcycle operator training in a controlled environment. Riders will learn basic skills of motorcycle operation, effective braking and obstacle avoidance, as well as safe riding strategies. Completion of the BRC prepares the rider for state licensing. Our instructors and rider coaches are certified by the Motorcycle Safety Foundation. Training is conducted at the Henry County Public Safety Center. Motorcycles (no larger than 500cc) and helmets are provided for your use during the course. Student must present a valid Virginia driver’s license and must be able to ride a bicycle. Students under 18 years of age must have parental consent. Student Handbook and VA DMV Motorcycle Operator Manual are provided. Course Fee: $100

Sessions meet Friday 6:00-9:30 PM, Saturday & Sunday, approx. 8:00 AM - 3:00 PM

March 1-3 TRNS 211-90 [65044]
March 15-17 TRNS 211-91 [65047]
April 12-14 TRNS 211-92 [65048]
April 26-28 TRNS 211-93 [65138]
May 10-12 TRNS 211-94 [65139]
May 24-26 TRNS 211-95 [65140]
June 7-9 TRNS 211-96 [65142]
June 21-23 TRNS 211-97 [65146]

Genealogy I

Tuesdays, March 12-April 23, 5:30-8:00 PM, F132

Instructor: Aileen Martin, Cataloger, Learning Resource Center, PHCC. Have you ever watched the television show “Who do you think you are?” where the celebrities are given the opportunity to research their family trees with surprising and often unexpected results? Did it make you wonder about your own heritage? This genealogy class will help you discover answers about your family tree. Genealogy I will begin with the basics of how to research your family history. The focus will be on the first three generations. You will learn how to search census records, social security death index as well as other resources that will be discussed in class. You will also learn how to record and organize the information so that you can compile your family history. HIST 100-29 [72695] Course Fee: $65

Genealogy II

Tuesdays, May 7-June 11, 5:30-8:00 PM, Frith 132

Instructor: Aileen Martin, Cataloger, Learning Resource Center, PHCC. If your curiosity was spiked from Genealogy I, you might be interested in a deeper search into your family history. Beginning with the fourth generation, you will find relatives that you did not know you had. More resources will be introduced in this session. For example, if your ancestors were immigrants, you will become familiar with the resources available to find out what ship, etc. they arrived on in the U.S. The final project will involve a family narrative which can be continued so you can add to it as you research your family history. HIST 101-29 [72699] Course Fee: $65

Improve Your Driving Skills at PHCC

Sat, April 20, 8:30 AM - 5:00 PM TRNS 111-91 [64449]
Sat, June 15, 8:30 AM - 5:00 PM TRNS 111-92 [64450]

This Driver Improvement Clinic is open to court and DMV-directed individuals as well as the general public. This course is designed to help drivers become better prepared to deal with the challenges of safe driving and learn to avert accidents or injuries on the road. Upon successful completion of the test, participants earn a certificate of attendance. In some cases, participants may receive safe driving points toward their DMV record, which help to offset demerit points received by committing a traffic violation. Safe driving points will not be awarded if clinic attendance is required by DMV or a court. Instruction provided by the Roanoke Valley Safety and Compliance Services. Frith 125. Course Fee: $65
**Kids College**

**June-August**

Ages: 9-14

**Pre-Register Today! Call (276) 656-5461**

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**Cupcake Wars**  
**Week of June 10-14**  
1:00-4:00 pm  
Cost: $65  
The Artisan Center  
Love cupcakes? This is the camp for you! Following recipes, careful measuring and decorating instruction will result in a week of delicious treats. The week will end with a Cupcake Wars Competition.  
Instructor: Colleen Butker

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**Artist Adventures Camp**  
**Week of June 24-28**  
8:30-11:30 am  
Cost: $65  
The Artisan Center  
Come and explore the creative world of drawing and painting. You’ll learn about color, shading and perspective, as well as how to inject expression and individuality into your art. In both indoor and outdoor sessions, you will use various types of paints and pencils to create works of art. Grab those paint brushes and pencils and join the fun!  
Instructor: Abigail Kisselbach

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**Project Runway Sewing and Design Camp**  
**Week of June 17-21**  
8:30-11:30 am  
Cost: $65  
The Artisan Center  
Project Runway is one of the most popular shows on television. This camp will give teens and tweens the opportunity to experience what it would be like to be a participant on the famous reality show! Students will learn the basics of design and sewing while creating wearable works of art.  
Instructor: Karen Despot

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**Junior Ace of Cakes**  
**Week of July 8-12**  
8:30-11:30 am  
Cost: $65  
The Artisan Center  
Do you want to be an Ace of Cakes? Do you love to bake your cake and eat it, too? Whether you want to learn how to make easy confections or traditional three-layer cakes, this camp is the one for you! Come explore your creative side by spending a week at The Artisan Center training to become an Ace of Cakes. Students will mix, bake, fill, carve and finish a creation. Let your cake be your palette!  
Instructor: Colleen Butker

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**Entrepreneurship Camp**  
**Week of July 15-19**  
8:30-11:30 am  
Cost: $65  
The Artisan Center  
Want to own and effectively operate your own business? This camp will introduce entrepreneurship as a viable career option. During this camp students will generate business ideas in a creative and fun atmosphere while developing leadership and critical thinking skills. Through experiential learning students will design and implement a business plan.  
Instructor: Kara Carter-Hundleby

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**Video Game Design and Development**  
**Week of July 22-26**  
8:30-11:30 am  
Cost: $60  
PHCC Frith Building  
Have fun designing your own video games and learning other computer applications during this exciting new computer science field. Participants will obtain software to take home for designing their own games or making changes in games developed.  
Instructor: Bobbie Hubbard

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**Innovation Station Product Design Camp**  
**Week of July 22-26**  
8:30-11:30 am  
Cost: $65  
The Artisan Center  
During this week long camp, students will learn to conceptualize, design, and prototype ideas for new products. Students will use various Fabrication Lab equipment including but not limited to plasma cutters, laser cutters, and 3D printers to manufacture their ideas. Students will design and produce a tangible product.  
Instructor: Matthew Wade

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**Advanced Video Game Design and Development**  
**Week of July 29-August 2**  
8:30-11:30 am  
Cost: $60  
PHCC Frith Building  
Expand your existing knowledge of basic video game design during this exciting computer science camp. Participants will obtain software to take home for designing their own games or making changes in games developed.  
Instructor: Bobbie Hubbard

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**Junior Top Chef**  
**Week of July 29-August 2**  
8:30-11:30 am  
Cost: $65  
The Artisan Center  
Become a Junior Top Chef and explore the delicious world of cooking. You’ll get hands-on experience using kid-friendly recipes. You’ll also learn proper kitchen safety and how to set a table and serve a meal. No experience is necessary, just a love of cooking and a willingness to try new things!  
Instructor: Colleen Butker
Non-Credit Course Registration

Pre-Registration Required! Payment due at time of registration.

We recommend that completed Application, Payment Authorization and payment be submitted at least one week prior to the start date of the class/es in which you intend to enroll. Course cancellations must be made at least 48 business day hours prior to class meeting to obtain a full refund or transfer tuition to another class.

Four convenient ways to register...

By Mail
PHCC, Workforce Development
645 Patriot Avenue
Martinsville, VA 24112

By Fax
(276) 632-1967

By Phone
(276) 656-0260
Please have credit card ready

In Person
Frith building, rooms 104-112
Office Hours: 8AM-5PM

We accept cash, check, money order, VISA or Master Card. Make checks payable to PHCC.

Company Billing: A letter of authorization must accompany the completed Application. It must be typed on official company letterhead, signed by an authorized payer, naming the employee, the approved course and cost, as well as the employer’s Federal Tax ID number.

Give the Gift of Learning: Gift Certificates for the tuition of credit and non-credit courses may be acquired through the Institutional Advancement office, Frith building, room 144. For more information, call 276.656.0249.
1. Have you previously attended, applied for admission to, or been employed by any Virginia Community College?  ____ Yes  ____ No
   If Yes and you know your Student ID, please provide: _________________________________

2. Primary Name: __________________________________________________________________
   Prefix  First  Middle  Last  Suffix (Jr., Sr.)

3. Former Name (if applicable): __________________________________________________________________
   First  Middle  Last

4. Social Security Number: _______________________________ See privacy statement, which may be obtained in the Admissions Office.

5. Date of Birth: _______________________________ Gender:  ____ Male  ____ Female

6. Home Phone: (________) _______________________ Cell Phone: (________) _______________________

7. Mailing Address: ________________________________________________________________________________________________
   Street Address or PO Box  City  State  Zip  Residence (City/County)

8. Have you lived in Virginia for the last 12 months?  ____ Yes  ____ No  If no, where else did you live: _____________________________
   (US State or Foreign Country)

9. Email Address: __________________________________________________________ Primary Language:  ____ English  ____ Other

10. Employer: __________________________________________________________ Business Phone: (________) ___________________ Ext. ________

11. Emergency Contact: ______________________________________________________________ (________) _____________________
    First Name  Last Name  Relationship  Phone Number

12. Ethnicity:  ____ American Indian/Alaskan Native  ____ Asian  ____ Black/African American
    ____ Hispanic/Latino  ____ Native Hawaiian/Other Pacific Island  ____ White

13. Military Status:  ____ None  ____ Spouse  ____ Dependent  ____ Active Duty  ____ Active Reserve  Date Entered: ________________
    ____ Inactive Status  ____ Retired  ____ Veteran  ____ Veteran/VA Ineligible

**COURSE REGISTRATION:** View our schedule online at www.patrickhenry.edu / Businesses and Community

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Applicant’s Signature: ___________________________________________ Date: ___________________________

Parent / Legal Guardian’s Signature, if under 18 years of age

Patrick Henry Community College does not discriminate on the basis of race, color, national origin, sex, or disability in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policy: Affirmative Action Coordinator, Francis T. West Hall, Room 148, (276) 656-0212.

Office Use Only: Rcd ______________ Entered ______________ Confirmation ______________  ____ Student Sent to BO  ____ Payment Transmitted to BO
Get Custom-Designed Training For Your Business!

Our professional workforce training staff will partner with you to:

- Identify the needs that impact your business processes,
- Develop solutions that fit the company needs and culture, and
- Deliver training or consulting services that provide a return on investment.

Email wdce@patrickhenry.edu or call (276) 656-0260 to learn more!

EMPLOYERS: FUNDING ASSISTANCE AVAILABLE FOR WORKFORCE TRAINING PROGRAMS!