

NRCC Workforce Development COURSE DESCRIPTIONS

For course descriptions, click on the underlined title.

Access: Beginning (ITEC 1103), Intermediate (ITEC 1104), Advanced (ITEC 1105)

Ballroom Dance (LLRN 1101)

Building Contractor License (BLDG 1100)

Cake Decorating (HOST 1100)

Excel: Beginning (ITEC 1106), Intermediate (ITEC 1107), Advanced (ITEC 1108)

Handgun Safety (LAWS 1100)

Introduction to PCs (ITEC 1101)

Motorcycle Safety: Basic Rider (RVH 130), Experienced Rider (TRNS 1103), Sidecar/Trike (TRNS 1104)

Pharmacy Exam Prep (HIT 195)

PowerPoint (ITEC 1112)

Preparation for Scholastic Aptitude Test (SAT) (TEST 1101)

Private Pilot Ground School (ARO 121)

Principles of Real Estate (REA 100)

Real Estate Appraisal (REA 216)

Sewing, Basic (ARTS 1107)

Trades License Renewal: Electrical (ELEC 1108), Plumbing (PLMB 1100), HVAC Mechanic (HVAC 1103), Gas Fitting

(PLMB 1101)

Virginia Independent Auto Dealer's Course (TRNS 1109)

Windows (ITEC 1102)

Word: Beginning (ITEC 1103), Intermediate (ITEC 1104), Advanced (ITEC1105)





LICENSING COURSES (Non-Credit)

Virginia Independent Auto Dealers Course – TRNS 1109

The path to a dealer-operator license begins with a required two-day course with curriculum and instruction provided by the Virginia Independent Auto Dealers Association. The course takes the attendee from establishing the dealership under local zoning and Dealer Board requirements, through the sales process with its multitude of forms, laws and regulations, to a sampling of opening and operating expenses, and ending with a discussion on ethics. The course is open to all existing dealers and their employees. While it is required for new dealerships, existing dealerships can benefit from this information. More information is available at the Virginia Independent Auto Dealer's Association Website at: <http://www.viada.org/mandatoryedu.php> or by contacting the VIADA at 800-394-1960. Participants are asked to bring a pencil/pen and a calculator to class. Participants who are starting a new dealership should request a "New Dealer Package" from the Motor Vehicle Dealer Board (MVDB) at 877-270-0203 in Richmond 367-1100.

Building Contractor Licensing – BLDG 1100 .8 CEU

This eight-hour course provides an overview of the laws and regulations that govern contractor licensing and practice in Virginia. It is the first step for those who wish to enter the profession of contracting. Included is a thorough study of 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 the 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. The

ONE DAY COMPUTER WORKSHOPS (Non-Credit) .55 CEU

Introduction to PCs – ITEC 1101

The focus is on learning very basic concepts and essential skills for people who have little or no experience with computers.

Windows – ITEC 1102

Discover how to use the Windows environment and to most efficiently use utility programs for file management.

Beginning Word – ITEC 1103

Learn general word processing concepts, such as editing, moving and copying text, formatting characters and paragraphs, creating and managing tables, controlling page layout, saving, and printing.

Intermediate Word – ITEC 1104

Build on basic word processing skills to create professional quality documents by learning to use columns, headers and footers, AutoText entries, and graphics and tables.

Advanced Word – ITEC 1105

Learn to create form letters and address envelopes, work with forms, manage large documents, make revisions and automate actions with macros.

Beginning Excel – ITEC 1106

Discover essential concepts and skills for spreadsheets including adding text and numeric data, performing calculations, modifying and formatting, printing and saving a worksheet.

Intermediate Excel – ITEC 1107

Work with large worksheets and use Excel's multiple sheet feature,

course is recognized by the Commonwealth of Virginia, Department of Professional and Occupational Regulation, Board for Contractors. Included in the cost of the course is a manual which is a resource for practicing in the profession of contracting.

Trades License Renewal Courses:

Electrical – ELEC 1108 .3 CEU

Plumbing – PLMB 1100 .3 CEU

HVAC Mechanic – HVAC 1103 .3 CEU

Gas Fitting – PLMB 1101 .1 CEU

The Virginia Board of Contractors requires Journeymen, master plumbers, electricians, HVAC mechanics and gas fitters to take continuing education hours specific to their trade as part of the licensing process. Those 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 is intended for Journeymen 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.

Virginia's Department of Professional and Occupational regulation and the Virginia Board of Contractors approve these courses. Certificates of Continuing Education Units (CEUs) are recognized by the Department of Professional and Occupational Regulation and will be issued to licensed Virginia tradesmen cardholders upon successful completion of the class.

create and modify charts, perform advanced formatting techniques, and create and sort lists.

Advanced Excel – ITEC 1108

Work with advanced spreadsheet features including advanced formulas, lookups and data tables, advanced list management, pivot tables, exporting and importing, and analytical options.

Beginning Access – ITEC 1109

Learn the relational database program covering three aspects of Access databases: tables, queries, and forms. Students must be familiar with Windows and spreadsheets.

Intermediate Access – ITEC 1110

Students will build on basic database management skills to create relational databases, work with related tables, perform advanced queries, and enhance forms by adding graphics and calculations.

Advanced Access – ITEC 1111

Students who already have a knowledge of database management skills will work with advanced forms, macros, SQL statements, Internet integration, and security.

PowerPoint – ITEC 1112

Spice up presentations and create interesting slides and handouts. Participants will design a presentation with the easy-to-use wizards, create and modify text and graphics, and use animation in slides.



COMMUNITY SERVICE PROGRAMS (Non-Credit)

Basic Sewing – ARTS 1107-C1 1.2 CEUs

Learn the sewing machine parts and its functions. Students will learn basic sewing, how to read patterns, sew in zippers, hem, make button holes and put buttons on. Students will complete a finished product. This is a hands-on class; therefore, students will bring a portable sewing machine to class.

Ballroom Dance – LLRN 1101

Beginners will learn basic steps for foxtrot, swing and waltz. Intermediate students will learn samba, waltz and nightclub two-step.

Cake Decorating – HOST 1100 2 CEUs

Students will learn the basic techniques of baking cakes. Icing recipes and icing consistencies will be covered as well as a variety of borders and flowers and the basket weave technique. Students will also

learn to create a variety of cakes including character, cut-up, transfer and wedding.. Additional supplies will be needed.

Prep for Scholastic Aptitude Test (SAT) – TEST 1101

This course will prepare students for the Scholastic Aptitude Test. Topics on the test will be explained and reviewed. Drills on math problems and verbal topics will be emphasized. Helpful hints, tips and short cuts will be provided to help the student cover all SAT material more efficiently.

Handgun Safety – LAWS 1100

The six-hour lecture is required with optional range time. The class is intended for persons who are applying for a handgun permit through the courts. Students will learn the nomenclature of revolvers and/or semi-automatic handguns and understand safety issues related to handgun ownership.

MOTORCYCLE SAFETY (Non-Credit)

Experienced Rider Course – TRNS 1103

The Experienced Rider Course (ERC) assists riders in improving their skills and provides a safe environment for them to expand the limits of their abilities. The course includes a brief review of basic skills,

critical advanced turning and braking skills, as well as counter steering and obstacle avoidance.

Sidecar/Trike Course – TRNS 1104

Sidecar units are available for participants to use. However, riders are encouraged to bring their own sidecar or trike for use in the course.

SPECIALIZED CREDIT COURSES

ARO - Aviation

Private Pilot Ground School – ARO 121 3 credits

Students will learn the fundamental principles of flight including theory of flight, aircraft standards and specifications, basic aircraft construction, weight and balance, navigation, meteorology, principles of radio communication and application of aero-physics. This course prepares students for the FAA examination for private pilot rating.

HIT – Health Information Technology

Pharmacy Exam Prep – HIT 195 3 credits

This course is for new pharmacy technicians or someone interested in beginning a career in pharmacy. The course will focus on pharmacy settings, personal standards, computer knowledge, law and the technician, terminology, pharmacy abbreviations, calculations, routes and formulations, and how to read prescriptions, prescription labels and auxiliary labels. This course will prepare participants for the certification exam.

REA – Real Estate

Principles of Real Estate – REA 100 4 credits

This course prepares individuals for real estate certification. The course examines practical applications of real estate principles. Included is a study of titles, estates, land descriptions, contracts, legal instruments and concepts, real estate mathematics, financing, agency, appraisal, fair housing, and management of real estate.

Real Estate Appraisal – REA 216 3 credits

The appraisal course explores fundamentals of real estate valuation and introduces the Uniform Standards of Professional Appraisal Practice and the Uniform Residential Appraisal Report formulations, working problems and reviewing actual appraisals. Instruction includes information on the opportunities available in the appraisal field.

RVH - Recreation Vehicle

Basic Rider Course – RVH 130 1 credit

The course includes classroom instruction and on-motorcycle instruction under controlled range conditions. Riders will learn basic skills of motorcycle operation, effective braking and obstacle avoidance, as well as safe riding strategies. Completion of the class prepares the rider for state licensing with an exemption of all DMV tests and may qualify for discounts with some motor vehicle insurance companies. The BRC program provides motorcycles, helmets and textbooks for each rider.