NEW – ONLINE & HYBRID CREDENTIAL PROGRAMS AVAILABLE NOW!

January–June 2021
CREDENTIAL PROGRAMS & NON CREDIT COURSES
ONLINE & HYBRID COURSES

CENTER FOR WORKFORCE & COMMUNITY EDUCATION

GERMANN COMMUNITY COLLEGE
Center for Workforce & Community Education

germanna.edu/workforce
New! Highlights

- CISSP - Online
- Construction Management Series - Online
- Crash Course in Financial Literacy - Online
- Improving Your Interview Skills 1 & 2 - Online
- Intermediate Work Zone - Online
- Introduction to AutoCAD - Online
- Journeymen & Master Tradesmen - Online
- Microsoft Office 365 – Online

Scholars Initiative
Credential Achievement Award for approved programs

The training you need when and where it works for you.

CONSTRUCTION MANAGEMENT SERIES
Achieve greater construction precision and productivity.

FASTFORWARD Tuition Assistance
Get skilled in weeks. Not years.

EMT TO PARAMEDIC PATHWAY
Spring 2021

For general information, please go to germanna.edu/workforce
Due to COVID19 contingencies, we have moved many courses online as well as extended course enrollment opportunities for select online courses. This means you have the option to begin select courses as soon as you are ready to start through rolling enrollment. Have questions about rolling enrollment dates? Contact us today gccworkforce@germanna.edu, (540)891-3012.

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Questions? gccworkforce@germanna.edu (540) 891-3012

Corporate Training 6
The Center for Workforce and Community Education can create customized training and development solutions to meet your organizational needs.

FastForward Tuition Assistance 10
FastForward Tuition Assistance now available for eligible students in approved courses. Change your life in weeks. Not years.

Facility Rental Services 30
Consider holding your next event or training session at the Center for Workforce and Community Education.

Class dates and times are subject to change.

Register Online Today! It’s easy and convenient. Details on page 31. germanna.augusoft.net

Location Codes
- **Caroline** Caroline County Center
- **CU** Daniel Technology Center
- **SP** Fredericksburg Area Campus
- **Fred** Fredericksburg Center for Advanced Technology (FredCAT)
- **OR** Locust Grove Campus
- **Paul** Paul D. Camp Community College
- **ST** Barbara J. Fried Center Stafford County
- **Virg** Virginia Western Community College
- **VTTI** Virginia Tech Transportation Institute
- **Online** germanna.augusoft.net

For street addresses, please see page 30.
BUSINESS DEVELOPMENT & ENTREPRENEURS

New Small Business Owner’s Essentials - Online
This online instructor-led course is designed to help a person who is interested in becoming or is a new small business owner. We will cover the processes to open a business and have a comprehensive action plan. You will receive the resources and have a solid understanding in what is required by the State, complete a personal assessment, learn the importance of being able to communicate your product or service, understand your specific target client profile, branding, marketing, advertising and wellness planning. There is an additional $35 fee for the personal assessment. Instructor will provide information at the first class.

5140180 / 8 sessions / $199 CEUs: 1.6
Jan 18 – Mar 8 M 7:00pm – 9:00pm
Mar 29 – May 17 M 7:00pm – 9:00pm

Small Business Bookkeeping - Online
This course will present an overview of what is necessary to run the internal accounting for a small business in various industries. This will include proper utilization of accounting software, payroll, accounts receivable, accounts payable, sales tax, state and federal tax, borrowing funds, using financial reports to assess profitability and overall smart business management strategies.

5140169 / 3 sessions / $169 CEUs: 0.9
Mar 1 – Mar 15 M 6:00pm – 9:00pm
May 3 – May 17 M 6:00pm – 9:00pm

The Entrepreneur’s Vision Board Workshop - Online
NEW!
Having a clear action plan to create goals is essential to every person who wants to have balance in work, home and life. The Entrepreneur’s Vision Board Workshop is a one-day online course that will help you understand and clarify the goals you are seeking to achieve. We will also focus on the importance of creating goals that are essential to your core values and core mission in business and home. Please provide an accurate email when you register. The instructor will send you the link to access the course within a few days of the start date along with some pre-course work information. You will need poster boards, glue, paint brushes, used magazines, markers, pens, pencils, scissors, and any other creative elements you might like to use in your Vision Board.

5140179 / 1 session / $89 CEUs: 0.6
Jan 9 Sa 9:00am – 3:00pm
Feb 6 Sa 9:00am – 3:00pm
Mar 20 Sa 9:00am – 3:00pm
Apr 17 Sa 9:00am – 3:00pm
May 8 Sa 9:00am – 3:00pm
Jun 12 Sa 9:00am – 3:00pm

CAREER ENRICHMENT

Improving Your Interview Skills - Part 1 - Online
NEW!
Make your next interview your last interview, and get that job you desire and deserve! The Improving Your Interview Skills Part 1 course will teach you to develop, use and understand your current skill-set abilities through practice sessions with an instructor. With the use of soft-skill development activities, you will be able to redefine how you view yourself during interviews. You will learn how to confidently develop an understanding of in-person and virtual interviews, identify current soft-skill development, create interview speech, and avoid common interview errors. Students must complete this Part 1 course before proceeding to Part 2.

This course is conducted online via Zoom. Students will need a webcam on their computer or other electronic device.

5160088 / 1 session / $99 CEUs: 0.3
Mar 11 Th 6:00pm – 9:00pm

Enroll Early!
Many classes fill up quickly. To ensure a space in the class of your choice, register soon.
germanna.augusoft.net

continued on page 7
Meet the instructor: Wojciech Kornacki

Mr. Kornacki is a seasoned Government Contract and Compliance Counsel specializing in all aspects of federal contracting. He has given numerous presentations on the unique aspects of doing business with the U.S. Government and best compliance practices to business executives, in house counsel, federal employees and contractors. He has taught extensively on contract compliance, business ethics, claims and protests, cybersecurity, export controls, and other topics.

**Federal Contract Changes and Terminations for Convenience and Default**

This course will teach students about various contract changes involving federal contracts and how they impact their bottom line as federal contractors. Students will be able to identify in scope and out of scope contract changes and different remedies that are available to federal contractors. In addition, students will learn about terminations for convenience and default and their rights and obligations under each termination pursuant to the Federal Acquisition Regulation. Students who complete this course will have a better understanding of their contractual rights and obligations when they contract with the Federal Government.

**Introduction to Cybersecurity Requirements for Contractors**

Today, the U.S. Government demands greater federal contractor cybersecurity compliance because of the ever increasing cyber threats targeting government unclassified information. This course will assist federal contractors in understanding the U.S. Government cyber security landscape, how to protect government unclassified information and how to report cyber incidents. This course will also analyze current government cybersecurity requirements and best cybersecurity compliance practices.

**Federal Requests for Equitable Adjustments, Claims, and Bid Protests**

The Federal Requests for Equitable Adjustments, Claims and Bid Protests course will provide a general overview about filing claims and requests for equitable adjustment under the Federal Acquisition Regulation, and how to file pre-award and post-award bid protests and requests for equitable adjustment. The course is divided into three parts to allow you to quickly learn about each topic and better understand your legal rights as a federal contractor under the Federal Acquisition Regulation. We will analyze recent cases from Boards of Contract Appeals and the U.S. Court of Federal Claims. The course will conclude with identifying best practices for federal contractors who want to challenge contract awards or incur claimable costs under their contracts. By the end of the course you will have a better understanding of how to invoke your rights pursuant to the Federal Acquisition Regulation and protect yourself against violating the False Claims Act.

**Introduction to Export Controls**

Export controls, International Traffic in Arms Regulation, Export Administration Regulation and Office of Foreign Assets Control regulate how defense products, civilian items, and related services are exported from the United States to other countries. This course will introduce students to key concepts related to export controls, numerous penalties for violating the export controls, and best steps and compliance practices to reduce the risk of such violations. This course is designed for young professionals who are either interested in learning more about export controls or who want to refresh their current knowledge.

**Introduction to Intellectual Property for Government Contractors**

This course will empower you to understand the unique aspects of data rights and how they may impact your federal contracts. The course will provide an overview of various parts of the Federal Acquisition Regulation and Defense Federal Acquisition Regulation Supplement addressing data rights. We will analyze what data rights contractors are required to provide to the Government as well as the regulatory limits of the Government’s power to request data rights. An analysis of data rights in commercial settings, computer software, and bid proposals will also be reviewed and identifying best practices for federal contractors who want to protect their rights in data.

**Introduction to Small Business and Individual Taxation**

This class is designed to remove the fear of the tax code for non-accountants. Students will become familiar with the most common tax forms as well as rules of use for each. Course will include relevant updates for businesses and individuals from the recently passed Tax Cuts and Jobs Act of 2017. Also, important new updates/changes to the tax code have been made that affect small businesses: From 1099 filing deadlines and new (massive) fines for late filing, partnership and c-corp filing deadline changes and major potential shake-ups to the itemized and standardized deductions for sole proprietorships using the 1040 to report income. Our course will include all pertinent small business changes to the tax code that will affect you and your business. Students will also learn organizational record keeping processes to help them file their taxes completely on their own or to reduce their accountant’s bill. Additionally, students will examine various online tax software programs and learn how to e-file from both the IRS website and private tax software websites. Class discussions will offer helpful hints for deductions and credits as well as investment planning, enabling students to plan ahead and to gain the best tax advantages possible.

**Introduction to the Freedom of Information and Privacy Act (FOIA)**

The Freedom of Information Act is a powerful legal tool that allows us to obtain and review public records. This course will provide students with a foundational understanding of this law and also how to protect their Privacy Act rights by conducting proper redactions of documents that could become public records. At the end of this course, each student should be able to file a Freedom of Information Act request to obtain public records and to protect their personally identifiable information by conducting proper redactions.
Germanna’s Center for Workforce will create customized corporate training and development solutions to meet the unique needs of your organization. Our training is flexible and focused - designed and delivered when and where it works for you. Corporate training can be delivered at your location, and now conveniently available online.

**Flexible | Focused | Practical | Professional**

Many training topics are available. Some of the most popular include:

- Managing Remote Teams
- Transitioning to Supervision
- Customer Service
- Team Building
- Diversity in the Workplace
- Effective Decision Making
- Spanish in the Workplace
- Leadership

To discuss customized training options for your organization, contact us today!

Please call us at (540) 891-3012 or by email at gccworkforce@germanna.edu.

For more information about the Center, visit germanna.edu/workforce.
Improving Your Interview Skills - Part 2 - Online  NEW!

Make your next interview your last interview, and get that job you desire and deserve! The Improving Your Interview Skills Part 2 course will help you to further enhance your level of comfort during an interview by building on the skills you learned in the Part 1 course. This Part 2 course will focus on interactive interviewing. You will participate in mock virtual one-on-one interviews and panel interviews, create interview scripts, and develop personal, yet realistic interview goals. By the end of the course, you will have a new view of your ability to confidently and comfortably convey to the interviewer why you are the best candidate for the job! Prerequisite: Students must complete the Part 1 course before enrolling in this Part 2 course. Please provide an accurate email when you register. The instructor will send you the link to access the course within a few days of the start date.

This course is conducted online via Zoom. Students will need a webcam on their computer or other electronic device.

Facebook & Instagram for Business - Online

Having a presence on social media is an integral part of marketing your business. Your customers are already on Facebook and your business should be there too! However, simply having a Facebook presence is only the beginning. In this class, you will learn how to create and customize your business Facebook page, build your valuable readership, sell your “likeability”, leverage your business, and engage readers. Now that Instagram is owned by Facebook, Instagram has become a prominent platform in the area—a visual medium that helps elevate your social media presence. Learn how to market your business better by using Facebook and Instagram together.

Using Live Streaming Tools on Social Media - Online

This course is designed to explain the benefits of live streaming and how to use it. You will learn about tools available for Facebook, Twitter, and Instagram and how to operate them. We will also explore the difference between each of the platforms and how to access the capability from your mobile device. You will also be able to brainstorm ideas on how to implement the capability into your business. Please provide an accurate email when you register. The instructor will send you the link to access the course within a few days of the start date.

Lean Six Sigma

Green Belt - Online  NEW!

Quality leadership through continual process improvement

This instructor-led class is designed to prepare students to pass the Green Belt Certification for two (2) major certifying bodies. These bodies are: International Association for Six Sigma Certification (IASSC) & American Society for Quality (ASQ). Students will be able to remember, understand, apply, analyze, & evaluate quality, lean, and Six Sigma principals. Green Belt training develops students into leaders and problem-solvers who can improve processes within their areas and functions. You will learn to collect and analyze performance data, identify inefficiencies and their root causes, and institute new protocols to significantly improve processes while leading teams through the process of change.

Course topics include:

- Quality
- Six Sigma, & Continuous Improvement Overview
- Lean Concepts & Fundamentals, including the Seven Elements of Waste
- DMAIC Methodology
- Probability & Statistics
- Measurement System Analysis (MSA)
- Process Capability

- Hypothesis Testing
- Design of Experiments
- Linear Regression
- Correlation

Please note the exam is not included in the course.
Credentials to degree pathways supporting your success

Train for in-demand credentials – NCCER, VDOT Asphalt, OSHA, NIMS, and more - leading to rewarding employment opportunities and career advancement.

Apply your industry credentials toward the requirements of Germanna’s Associate of Applied Science in Technical Studies degree.

Ask about FastForward tuition assistance for eligible programs, and the VAReady credential achievement bonus.

Germanna Center for Workforce (540)891-3012, gccworkforce@germanna.edu

Never miss a new opportunity

Just a few quick and easy steps to stay connected and receive the latest information and updates from Germanna Center for Workforce.

1. Go to germanna.augusoft.net
2. Click on LOGIN/CREATE ACCOUNT
3. Click on Create New Profile
4. Complete and Submit

And you are all set!

LEARN HOW TO GET SKILLED IN WEEKS. NOT YEARS.
Online Credentials & Career Training

WHY LEARN ONLINE?

SELF PACED
Learn at the speed that’s right for you.

FLEXIBLE & CONVENIENT
When you need it, where you want it. Take your classes at home or at work.

AFFORDABLE
And without hidden costs for travel!

UP-TO-DATE
Current topics that apply immediately to your work or personal development.

OUTSTANDING SELECTION
Quality career and credential classes across diverse in-demand industries.

INSTRUCTOR-FACILITATED
Interactive, fun, and informative.

BUSINESS & PROFESSIONAL
- Business Owner & Entrepreneur Essentials Series
- Facebook & Instagram for Small Business
- Federal Contracting Compliance Series
- Google Apps for the Workplace
- Improving Your Interview Skills
- Lean Six Sigma Green Belt

COMPUTER & TECHNOLOGY
- CISSP Exam Prep
- CompTIA IT Fundamentals
- CompTIA A+
- Intro to AutoCAD
- Microsoft Office 365 Tools
- Using Live Streaming Tools on Social Media

HEALTH CARE
- AHA Basic Life Support
- Medical Office Assistant
- Phlebotomy

INDUSTRY & CONSTRUCTION
- Basic Contractor Licensing
- Core Craft Skills
- Heavy Equipment Operator
- Introduction to Building Information Modeling (BIM)
- Introduction to Project Delays Analysis (PDA)
- Introduction to Project Planning & Scheduling (PPS)
- Journey & Master Tradesmen
- OSHA Construction Industry 10 Hour Course
- Section 608 EPA Certification
- UAV FAA Part 107 Test Prep
FASTFORWARD PROGRAMS with Tuition Assistance include:

- Asphalt Field Level 1 & Level 2
- Asphalt Plant Level 1 & 2
- Asphalt Slurry Surfacing
- Asphalt Surface Treatment
- Backflow Prevention Device Certification
- Carpentry Level 1 & Level 2
- Clinical Medical Assistant
- Commercial Driver’s License (CDL)
- CompTIA A+
- CompTIA IT Fundamentals
- Core Craft Skills
- CNC Milling Level 1: Programming & Setup Operations
- Electrical Level 1 & Level 2
- Flux Core Arc Welding
- Gas Metal Arc Welding
- HVAC Level 1 & Level 2
- Heavy Equipment Operator Level 1 & Level 2
- Intermediate Work Zone
- Industrial Machining Level 1: Manual Milling Skills I
- Industrial Machining: Turning Between Centers
- Industrial Technology Maintenance: Basic Hydraulic Systems
- Industrial Technology Maintenance: Basic Mechanical Systems

Every year, tens of thousands of jobs sit empty across Virginia while employers look for qualified candidates. Job applicants with workforce credentials are twice as likely to be hired than applicants with no credentials.
Tuition Assistance

FastForward tuitions grants, available to all Virginia residents, pay two-thirds of the tuition costs and students qualifying for financial aid may be eligible for additional funding.

- Industrial Technology Maintenance: Basic Pneumatic Systems
- Industrial Technology Maintenance: Electrical Systems
- Industrial Technology Maintenance: Maintenance Operations
- Industrial Technology Maintenance: Maintenance Piping
- Industrial Technology Maintenance: Maintenance Welding
- Industrial Maintenance Mechanic Level 1
- Machining Level 1: CNC Milling Operations
- Machining Level 1: Job Planning, Benchwork & Layout
- Machining Level 1: Measurement, Materials & Safety
- Plumbing Level 1 & Level 2
- Shield Metal Arc Welding

FastForward FANTIC (Financial Assistance) provides funding for students who demonstrate financial need, meet eligibility and want to enroll in an approved workforce training program leading to an industry-recognized credential or licensure and are not eligible for other funding grants or financial assistance.

FANTIC will pay for 90% of the student’s portion (1/3) for the program. A qualified student will be responsible for 10% of student portion at the time of registration.

FastForward is a high-demand program helping Virginians get the jobs they want and the salaries they need. FastForward programs are short-term training courses offered through Virginia’s Community Colleges to help you fast-track your career.
COMPUTER APPLICATIONS

Google Apps for the Workplace - Online
Build your skills with Google Apps. This online course will show you how to utilize the basic tools of many popular Google products. Topics include: Exploring and Managing your Google Drive, Navigating the Google App Environment, Creating and Editing Google Docs, Creating Presentations with Google Slides, Creating Spreadsheets with Google Sheets, Creating Drawings with Google Drawings, Basic introduction to Google Forms.

1140136 / $99 CEUs: 1.6
Start Anytime Available 24/7 Online

Introduction to AutoCAD - Online
Build your skills with AutoCAD. This online introduction course will show you how to utilize the basic tools needed to get started creating in AutoCAD. Topics include: entering and formatting, using function keys, building basic layouts, creating floor plans, how to use symbols. Basic Computer skills are needed.

1140157 / $249 CEUs: 0.3
Start Anytime Available 24/7 Online

Microsoft Office 365 - Office 2019 - Excel Advanced - Online
In this instructor-led Microsoft Office 365 Excel Advanced course, students will learn many advanced features of Excel, including, but not limited to: How to use names rather than cell references to enter formulas; use financial functions such as the PMT and PV; analyze data by creating data tables and amortization schedule; use names and Set Print Area command to print sections of a worksheet; protect a worksheet or workbook; hide and unhide worksheets and workbooks, and check for errors. Students will also learn to create and use a consolidated worksheet, enter a 3-D reference and use the Paste gallery to replicate that reference; use the Fill button to create a series, use the TODAY and ROUND functions to format data, and much more. Students in this course will meet synchronously and will be issued their course content access key in the first session. This course is conducted via Zoom, and students must have a video-enabled device.

1140163 / 4 sessions / $339 CEUs: 1.2
Mar 15 – Mar 24 MW 5:00pm – 8:00pm
Apr 5 – Apr 14 MW 6:00pm – 9:00pm

Microsoft Office 365 - Office 2019 - Excel Basics - Online
In this instructor-led Microsoft Office 365 Excel Basics course students will learn to create and format workbooks, real estate budget worksheets, charts, selecting cells, entering texts, numbers and using fill handle. Students will also learn to add pie charts, change sheet tab names and colors, and more. Students in this course will meet synchronously and will be issued their course content access key in the first session. This course is conducted via Zoom, and students must have a video-enabled device.

1140159 / 3 sessions / $199 CEUs: 0.6
Jan 11 – Jan 15 MWF 6:00pm – 8:00pm
Feb 9 – Feb 11 TuTh 6:00pm – 9:00pm

Microsoft Office 365 - Office 2019 - Access Basics - Online
In this instructor-led Microsoft Office 365 Access Basics course, students will learn to create an Access database, create tables and add records to a database. Students will also learn to import tables, create queries, create forms, create reports, and change database properties, and more. Students in this course will meet synchronously and will be issued their course content access key in the first session. This course is conducted via Zoom, and students must have a video-enabled device.

1140162 / 2 sessions / $199 CEUs: 0.6
Jan 12 – Jan 14 TuTh 6:00pm – 9:00pm

Introduction to Computers
Whether you are using a computer for the first time or would just like to brush up on your computer skills, this Introduction to Computers course is for you! By the end of the course, you will be able to identify the components of a computer system, including the keyboard, mouse, and screen; use and understand basic computer terminology, develop familiarity with Microsoft Office Applications; develop skills in basic file management such as moving, copying, renaming and deleting files and folders; and identify and use general Internet browser features like search tools and Internet ethics.

This course is conducted online via Zoom. Students will need a webcam on their computer or other electronic device.

1140153 / 1 session / $99 CEUs: 0.3
Feb 4 Th 6:00pm – 9:00pm
Introduction to AutoCAD - Online

Build your design skills with AutoCAD online - at your own pace.

**Topics include:**
- Entering and formatting
- Using function keys
- Building basic layouts
- Printing layouts to scale
- Creating floor plans
- How to use symbols
- Printing layouts to scale

This introductory course will show you how to utilize the basic tools and concepts needed to start creating and designing in AutoCAD. Basic computer skills are required.

CISSP - Online

This online, instructor led course is an in-depth study of the eight knowledge domains that comprise the (ISC)2 Certified Information Systems Security Professional (CISSP) exam.

**Important topics covered include:**

- Risk management
- Security models
- Authentication mechanisms
- Authorization techniques
- Network security
- Security architecture
- Operating system security
- Cryptography
- Database security
- Physical security
- Web security
- Secure software development

The course includes practice quizzes and exams. In order to successfully manage the depth and breadth of material and to keep pace, students will need to spend 5-7 hours of independent study each week outside of class hours. Students would benefit from previous knowledge and applied experience with computer and network operations.
Microsoft Office 365 - Office 2019 - Excel Intermediate - Online NEW!

In this instructor-led Microsoft Office 365 Excel Intermediate course, students will learn to enter and verify formulas using Range Finder, calculate averages, find the highest and lowest numbers in a range, add borders, align text, format numbers, change column widths and row heights. They will also learn to apply conditional formatting to a range of numbers, learn to use the spelling checker feature, print sections of a worksheet using the “Fit To” option, create a six-month financial projection workbook, and more. Students in this course will meet synchronously and will be issued their course content access key in the first session. This course is conducted via Zoom, and students must have a video-enabled device.

1140160 / 4 sessions / $339 CEUs: 1.2
Mar 15 – Mar 24 MW 6:00pm – 9:00pm

Microsoft Office 365 - Office 2019 - PowerPoint Basics - Online NEW!

In this instructor-led Microsoft Office 365 PowerPoint Basics course, students will learn many basic functions and features of PowerPoint, including but not limited to: Creating and enhancing a presentation, applying and changing theme and theme colors, creating title slides and slides with multilevel bullets, inserting pictures, resizing and reformatting slides. Students will also learn to use PowerPoint to enhance a presentation with SmartArt and formatted shapes, search for and download an online theme, insert symbols and hyperlinks, and more. Students in this course will meet synchronously and will be issued their course content access key in the first session. This course is conducted via Zoom, and students must have a video-enabled device.

1140164 / 5 sessions / $199 CEUs: 0.6
Feb 8 - Feb 12 12:00am – 12:00am

Microsoft Office 365 - Office 2019 - Word Basics - Online NEW!

In this instructor-led Microsoft Office 365 Word Basics 2019 course, students will learn to create a document, correct spelling while typing, format and adjust paragraphs and characters, adjust spacing, insert and format pictures, add page borders, and more. Students in this course will meet synchronously and will be issued their course content access key in the first session. This course is conducted via Zoom, and students must have a video-enabled device.

1140166 / 3 sessions / $199 CEUs: 0.6
Mar 8 – Mar 12 MWF 6:00pm – 8:00pm

Microsoft Office 365 - Office 2019 - Word Intermediate - Online NEW!

In this instructor-led Microsoft Office 365 Word Intermediate course module students will learn how to use Word to change margins, insert and format shapes, change text wrapping, insert and format pictures, move and copy graphics, insert symbols, add borders, clear formatting, convert hyperlink to regular text, set and use tab stops, insert the current date, and more. Students in this course will meet synchronously and will be issued their course content access key in the first session. This course is conducted via Zoom and students must have a video-enabled device.

1140158 / 4 sessions / $339 CEUs: 1.2
May 18 – May 27 TuTh 6:00pm – 9:00pm

Microsoft Office 365 - Office 2019 - PowerPoint Intermediate - Online NEW!

In this instructor-led Microsoft Office 365 PowerPoint Intermediate course, students will learn many functions and applications in PowerPoint, including, but not limited to: how to create and format a chart and table, insert a text box, reuse slides from another presentation; move slides in Slide Sorter view, crop pictures and apply styles, convert text to a WordArt graphic; animate an object and text, and insert a video. Students will also learn to customize slide masters and presentations, including applying slide and font themes to a slide master, formatting slide backgrounds, adding and formatting placeholders, and more. Students in this course will meet synchronously and will be issued their course content access key in the first session. This course is conducted via Zoom, and students must have a video-enabled device.

1140167 / 4 sessions / $339 CEUs: 1.2
Apr 19 – Apr 28 MW 6:00pm – 9:00pm

Microsoft Office 365 - Office 2019 - Word Intermediate - Online NEW!

In this instructor-led Microsoft Office 365 Word Intermediate course, students will learn how to use Word to change margins, insert and format shapes, change text wrapping, insert and format pictures, move and copy graphics, insert symbols, add borders, clear formatting, convert hyperlink to regular text, set and use tab stops, insert the current date, and more. Students in this course will meet synchronously and will be issued their course content access key in the first session. This course is conducted via Zoom, and students must have a video-enabled device.

1140166 / 3 sessions / $199 CEUs: 0.6
Mar 8 – Mar 12 MWF 6:00pm – 8:00pm

Register Online! It's easy and convenient. germanna.augusoft.net

Register Online! It's easy and convenient. germanna.augusoft.net

FREDCAT PROVIDES TRAINING PROGRAMS TO FILL LOCAL SKILLS GAP

The Fredericksburg Center for Advanced Technology, FredCAT, is located in Central Park. It offers credential programs, apprenticeship training and support services aimed at high-demand fields.

Please contact Barbara Kirkwood-Taylor at btaylor@germanna.edu or (540) 834-1096.

FREDCAT is made possible thanks to funding by the Fredericksburg Economic Development Authority, the City of Fredericksburg, and the Virginia Community College System Workforce Credentials Grant.
**CompTIA IT Fundamentals - Online - FF**

This course will be delivered via Zoom and will include CompTIA's ITF lab and other assignments as determined by the instructor. CompTIA IT Fundamentals (ITF) is a 33-hours introduction course that covers the IT Fundamentals Exam Objectives. The course focuses on the essential IT skills and knowledge needed to perform tasks commonly performed by advanced end-users and entry-level IT professionals alike. Among other areas, the student will understand the features and functions of common operating systems and establishing network connectivity, identifying common software applications and their purpose, and using security and web browsing best practices. This is the pre-requisite course for IT Essentials/A+, and students must obtain their IT Fundamentals Certification prior to enrolling in the IT Essentials/A+ class. The e-Book and one ITF exam voucher are included with the tuition. Please note: The exam voucher must be requested within ~60 days of completing the course and no refund or credit is issued to any student for unused or unissued vouchers, or for any out-of-pocket associated expenses.

1120070 / 11 sessions / $759  CEUs: 3.3

Jan 25 – Feb 17  MWF 6:00pm – 9:00pm
Mar 31 – Apr 23  MWF 6:00pm – 9:00pm

**CompTIA Network+ - Online**

This Network+ Certification Prep course prepares the student to sit for the CompTIA Network+ Certification Exam based on the exam objectives. This highly interactive course is offered online, with portions of the course delivered via Zoom in a combination of asynchronous and synchronous format, with access to virtual simulation labs. Upon completing this course and successfully passing the CompTIA Network+ exam, the students should be equipped with the knowledge and skills needed to understand key cloud computing best practices and typical service models, troubleshoot network problems, concepts and skills to keep the network resilient; understand how to design and implement functional networks, configure, manage and maintain essential network devices, identify benefits and drawbacks of existing network configurations, and more. The e-Book and one Network+ exam voucher are included with the tuition, and no refund or credit is issued to any student for unused or unissued vouchers, or for any out-of-pocket associated expense. Exam voucher must be requested within 90 days of course completion This course will be delivered via Zoom and Cengage LMS, and will include Cengage A+ lab and other assignments as determined by the instructor.

This course is conducted online via Zoom. Students will need a webcam on their computer or other electronic device.

1120072 / 24 sessions / $2,109  CEUs: 7.2

Mar 30 – Jun 17  TuTh 6:00pm – 9:00pm

**Prepare for the Certified Information Systems Security Professional (CISSP) Exam - Online - NEW!**

This online, instructor led course is an in-depth study of the eight knowledge domains that comprise the (ISC)2 Certified Information Systems Security Professional (CISSP) exam. It includes coverage of topics such as risk management, security models, authentication mechanisms, authorization techniques, network security, security architecture, operating system security, cryptography, database security, physical security, web security, and secure software development. The course includes practice quizzes and exams. In order to successfully manage the depth and breadth of material, as well as the pace of this course, students will be expected to spend 5-7 hours of independent study per week outside of class hours. Although not required, students will benefit from previous knowledge and applied experience with computer and network operations.

1120074 / 14 sessions / $1,499  CEUs: 4.2

Jan 5 – Apr 13  Tu 6:15pm – 9:15pm

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**NEW! Technology Career Essentials**

Take one or all three – convenient and affordable.

**Microsoft Excel 2019 - Online | Tuition $49**
Gain the skills needed to get started using Microsoft’s powerful spreadsheet software.

**Microsoft PowerPoint 2019 – Online | Tuition $49**
Learn the basic tips and tricks to create clean, compelling slides and presentations using Microsoft PowerPoint.

**Microsoft Word 2019 – Online | Tuition $49**
Master the basic tools needed to get started creating, formatting and editing Microsoft Word documents.

The skills you need for the job you want.
BUSINESS OWNER & ENTREPRENEUR ESSENTIALS  NEW!

Are you a small business owner or interested in launching a new small business?

These courses cover the principle skills needed to launch and grow a successful small business.

Courses include:
- The Entrepreneur’s Vision Board Workshop
- New Small Business Owner Essentials
- Small Business Bookkeeping
- Introduction to Small Business & Individual Taxation
- Facebook and Instagram for Business
- Using Livestreaming Tools on Social Media

Flexible, affordable and expertly designed – all courses are delivered by successful small business owners.

VIRGINIA READY SCHOLARS INITIATIVE

The Virginia Ready Initiative (VA Ready) is a public charity focused on retraining Virginia’s unemployed for in-demand occupations in high-growth industries.

VA Ready partners with leading Virginia businesses and Virginia’s Community colleges providing incentives for motivated, out-of-work Virginians.

VA Ready Scholars will receive a $1,000 Credential Achievement Award when they earn their final credential in selected training programs.

Learn more at vaready.org.

Medical Office Assistant – Coming in Spring 2021

Are you interested in starting a new career in healthcare, but don’t have a nursing or medical field background?

Open the door to an entry-level healthcare administration career.

This affordable, online healthcare program will allow students to explore a variety of opportunities in medical office administration—whether in a hospital, doctor’s office or nursing care facility.

Virginia Employment Outlook

- Median Wage - $35,070 a year
- Job Outlook – 11% (much faster than avg.)
- Job Openings – 99,700

Employment outlook information provided by onetonline.org

To be placed on our contact list for course dates, contact us today at gccworkforce@germanna.edu.
Online Project Management Training:

Certificate in Project Management
Project management provides visibility of project health to the business and the customer. Through continuous monitoring, early detection of variations to plan, schedule, and budget can be communicated to stakeholders for quick resolution, including project cancellation. Project management is one of the fastest paths to promotion by increasing your network through greater exposure. First, gain the skills, tools and templates to confidently develop and maintain a project. Then acquire a well-rounded knowledge of the five Project Management Processes relating to the Project Management Body of Knowledge Guide. This basic information will assist you in learning the beginnings of Project Management, whether you are interested in a career in the project management field or managing projects and teams in any line of work. Finally, learn the 10 Project management Knowledge Areas and their support role and relationships to the five Project Management Processes. Three one-month courses.

Online UGotClass $495

Project Management Professional (PMP) Exam Prep
This course will provide experienced project managers with the knowledge and skills necessary to successfully complete the Project Management Institute's nationally recognized Project Management Professional (PMP) exam. This credential is considered the standard of excellence in the field of project management and is often a required credential in the field. This comprehensive course will use learning activities, practice exams, and assignments to help students prepare for, and successfully complete, the PMP exam.

Online Protrain $2,375

Business Management and Organizational Leadership with CAPM
Today's managers need to be equipped with the right skills to deal with the growing number of challenges facing them, including dealing with the competition, coping with ethical dilemmas, identifying and hiring talent, managing diversity, building sustainability, and adapting to the latest technology. This course will provide students with a thorough understanding of management, with a focus on the characteristics of successful managers, manager development, and the importance of critical thinking in management. Using a theoretical approach, this course will encourage students to define effective management and identify the strategies necessary to be successful business managers. Upon completion of this course, students will be fully prepared to begin working as business managers.

Online Protrain $3,895

Project Management Processes
Acquire a well-rounded knowledge of the five Project Management Processes relating to the Project Management Body of Knowledge (PMBOK) Guide. This basic information will assist you in learning the beginnings of project management. Come away with a solid foundation of the five processes to learn and use when any type of project occurs in your employment arena.

- Unit 1 - Project Management Process Welcome & Initiating Process Group - What is Project Management - What is a Process - Initiating Process Group
- Unit 2 - Planning Process Group - Developing the Project Management Plan - Planning strategy - Planning for desired project objectives
- Unit 4 - Closing Process Group & Farewell - How to be aware of what should be thought of when closing a project - Review of lessons learned and why it is important - Review acknowledgment of all five process groups.

Online UGotClass $195

New classes added throughout the year!
Visit our website for the most up-to-date class information.
germinna.augusoft.net
HEALTH CARE-PROFESSIONAL

AHA Basic Life Support
This American Heart Association course is designed for healthcare providers in clinical settings and provides certification training in coordinated mouth-to-mouth artificial ventilation, usage of various barrier devices, chest compression, usage of the automatic external defibrillator, relief of an airway obstruction, and recognition of life-threatening emergencies and sudden illness. Workbook required and available in the college bookstore.

<table>
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<th>Course Code</th>
<th>Type</th>
<th>Credits</th>
<th>Start Date</th>
<th>Time</th>
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<td>4120001</td>
<td>1 session</td>
<td>0.5 CEU</td>
<td>Jan 10</td>
<td>Su 12:00pm – 5:00pm</td>
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<td>0.5 CEU</td>
<td>Apr 11</td>
<td>Su 12:00pm – 5:00pm</td>
</tr>
</tbody>
</table>

Health Care Orientation - Online
The Health Care Orientation course is currently offered online via Zoom. This important class will help prepare you for success in the field of health care, both in the classroom and in the work environment. This course is required for individuals applying for admission to Workforce non-credit Phlebotomy, Clinical Medical Assistant, and Medical Office Assistant – Billing and Coding programs. Completion of this course is part of the health care program admissions criteria. This class includes: (a) an overview of the health care profession, including program requirements and expectations for student success; (b) the program application process; and (c) an overview of important safety procedures including blood borne pathogens. Students are encouraged to complete this course well in advance of the start date of the health care program they wish to apply for, as class size is limited, and priority is given to those who fully meet application guidelines and apply early.

<table>
<thead>
<tr>
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<th>Credits</th>
<th>Start Date</th>
<th>Time</th>
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<td>4120116</td>
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<td>0.3 CEU</td>
<td>Mar 3</td>
<td>W 6:00pm – 9:00pm</td>
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</tbody>
</table>

New! EMT Program
Coming in Spring 2021! Earn your EMT certification and continue your career path to Paramedic.
We’re excited to announce that Germanna Community College received a grant award to develop a noncredit to credit student educational pathway from EMT to Paramedic associate degree. For more information please contact us at gccworkforce@germanna.edu or call (540) 891-3012 and ask to be added to our mailing list to receive regular program updates. Grant funding has been made possible by the Virginia Foundation for Community College Education in partnership with ECMC Foundation, Sentara Healthcare & Optima Health.

Health Care Sector - Economic Forecast (Germanna Region):
• One of the largest sectors in our region: 12.6% of workforce
• Fastest growing sector in the region: +1.9% year-over-year growth
• Strongest forecast by number of jobs: +393 jobs

Health Care programs require an interview with the Health Care Program Coordinator, and some require an application process. Please contact (540) 834-1099 or awagoner@germanna.edu to schedule an appointment today. Please do not hesitate on this step as the classes fill up quickly.
Credentials Matter!

Get yours today at Germanna’s Center for Workforce & Community Education.
We recognize the growing demand for industry credentials and certifications.

Are you ready to take the next step?
Contact us today to explore our career training options.

**COMPUTER & TECHNOLOGY**
- Adobe Creative Cloud Tools
- Amazon Web Services
- Certified Ethical Hacker (CEH)
- Certified Internet Web (CIW)
- Cisco CCNA
- Cisco CCNP
- CISSP
- CompTIA A+
- CompTIA Cloud+
- CompTIA Healthcare IT Tech
- CompTIA Network+
- CompTIA Security+
- MS Office Applications

**HEALTH CARE & WELLNESS**
- Billing & Coding Specialist (CBCS)
- Clinical Medical Assistant
- Dental Assistant II
- HeartSaver CPR/AED
- HeartSaver First Aid
- Medical Assistant
- Medical Office Assistant
- Personal Trainer
- Pharmacy Technician
- Phlebotomy Technician

**INDUSTRY & TRANSPORTATION**
- Apprenticeship
- Asphalt VDOT
- Commercial Driver’s License (CDL)
- Heavy Equipment Operator
- Industrial Maintenance
- Machining Skills
- NCCER: HVAC, Electrical, Plumbing, and Masonry
- OSHA 10 & 30
- Section EPA 608
- Shielded Metal Arc Welding
- Work Zone Safety

Explore your career training options! Contact us today. (540) 891-3012 | gccworkforce@germanna.edu
Due to COVID-19 contingencies, we have moved many courses online as well as extended course enrollment opportunities for select online courses. This means you have the option to begin select courses as soon as you are ready to start through rolling enrollment. Have questions about rolling enrollment dates? Contact us today gccworkforce@germanna.edu, (540)891-3012.

ADVANCED TECHNOLOGIES

UAV FAA Part 107 Test Prep Course - Online
This exciting course is open to all. Each student will get a complete study guide which will give the student a detail of the entire UAV FAA Pilot Course and prep you to take the written FAA Part 107 test. This Online course will cover: Regulations, National Airspace System, Weather, Loading and Performance, and Operations.
3150013 / 2 sessions / $149 CEUs: 1.4
Sep 21 – Jun 18 12:00am – 12:00am

Core Craft Skills - Online - FF
This class serves as the foundation to all trade apprenticeship programs. Structured as a hybrid class, a combination of on-line training and live classroom/lab training, students learn the necessary basics to start a career in any skilled trade. Topics covered in this class are: Basic Safety, Introduction to Construction Math, Introduction to Hand Tools, Introduction to Power Tools, Introduction to Construction Drawings, Basic Communication Skills, Basic Employability Skills, and Introduction to Materials Handling. Tuition includes textbook, online access code, and all materials
3160041 / $600 CEUs: 7.2
Start Anytime Available 24/7 Online

Electrical Apprenticeship Level 4
This course, Electrician Apprenticeship Level 4, will cover the following topics: Load Calculations – Feeders and Services, Health Care Facilities, Standby and Emergency Systems, Basic Electronic Theory, Fire Alarm Systems, Specialty Transformers, Advanced Controls, HVAC Controls, Heat Tracing and Freeze Protection, Motor Operation and Maintenance, Medium-Voltage Terminations/Splices, Special Locations, and Fundamentals of Crew Leadership. Recommended prerequisites for this course are: Core Craft Skills # 3160001, Electrical Level 1 # 3160033, Electrical Level 2 # 3160034, and Electrical Level 3 # 3160008. Code Book is required and must be purchased by student.
3160050 / 24 sessions / $750 CEUs: 14.4
Jan 11 – Jun 21 M 6:00pm – 9:00pm Fred

APPRENTICESHIP

Core Craft Skills - Accelerated - FF
This class serves as the foundation to all trade apprenticeship programs. Structured as a hybrid class, a combination of on-line training and live classroom/lab training, students learn the necessary basics to start a career in any skilled trade. Topics covered in this class are: Basic Safety, Introduction to Construction Math, Introduction to Hand Tools, Introduction to Power Tools, Introduction to Construction Drawings, Basic Communication Skills, Basic Employability Skills, and Introduction to Materials Handling. Tuition includes textbook and all materials.
3160057 / 11 sessions / $600 CEUs: 7.2
Jan 9 – Mar 20 Sa 1:00pm – 6:00pm Fred
3160057 / 10 sessions / $600 CEUs: 7.2
Apr 3 – Jun 5 Sa 1:00pm – 6:00pm Fred

Heavy Equipment Operator Level 1 - FF
Become a heavy equipment operator and earn an industry-recognized credential. The Heavy Equipment Operator program was developed to meet the growing employment demands for equipment operators. This class serves as the first level of training in the Heavy Equipment Operator program. Students will learn the following: orientation to the trade, heavy equipment safety, identification of heavy equipment, basic operational techniques, utility tractors, introduction to earth-moving, interpreting civil drawings, and using simulator exercises for equipment basic controls, loading and unloading, excavating, and trenching. Students receive hands-on training with using simulators, which replicates real-life operating scenarios through rotation-motion platforms and high-resolution 3D displays for excavator and wheel loader equipment.
3160038 / 10 sessions / $3,900 CEUs: 8.8
Jan 9 – Mar 13 Sa 8:00am – 5:00pm Fred

Heavy Equipment Operator Level 1 - Online - FF
Become a heavy equipment operator and earn an industry-recognized credential. The Heavy Equipment Operator program was developed to meet the growing employment demands for equipment operators. This class serves as the first level of training in the Heavy Equipment Operator program. Students will learn the following: orientation to the trade, heavy equipment safety, identification of heavy equipment, basic operational techniques, utility tractors, introduction to earth-moving, interpreting civil drawings, and using simulator exercises for equipment basic controls, loading and unloading, excavating, and trenching. Students receive hands-on training with using simulators, which replicates real-life operating scenarios through rotation-motion platforms and high-resolution 3D displays for excavator and wheel loader equipment.
3160040 / $3,900 CEUs: 8.8
Start Anytime Available 24/7 Online

continued on page 23

Register Online!
It’s easy and convenient.
germanna.augusoft.net
Apprenticeship Programs

Apprenticeship combines paid, on-the-job training with classroom instruction to prepare individuals for the jobs of the 21st century.

Start climbing the ladder to a successful career.

Earn portable, stackable credentials through one of our Apprenticeship programs.

Industry-recognized credentials include:

• Carpentry
• CNC Milling Operator
• Electrical
• Heating, Ventilation & Air Conditioning (HVAC)
• Heavy Equipment Operator (HEO)
• Industrial Maintenance
• Industrial Manufacturing Technician
• Miner 1/Surface Miner Foreman
• Plumbing
• Production Welding
• Quality Control Technician (Asphalt)

Don’t see an apprenticeship in your field of interest?
Ask us about upcoming programs in a variety of industries.

Interested in knowing more about apprenticeship opportunities, and program requirements? Complete a student questionnaire at germanna.edu/workforce/student-questionnaire so we can learn about your interests.

Once received, we’ll schedule an appointment to talk with you about apprenticeship programs, placement, and course registration.

Ready to register today? germanna.augusoft.net or call (540) 891-3012

Due to COVID19, Apprenticeship programs will offer coursework online while students complete on-the-job hours with their employers. We are preparing schedules to resume face to face instruction in accordance with the CDC guidelines and GCC precautions. Not sure how this works? Contact us today and we'll show you how to get started, or remain on track with your current apprenticeship program.
Maintenance and Repair Welding

This course will walk students through the essential skills of welding required for maintenance and repair work.

Topics include:

- Safety, health, and environmental rules and regulations
- Safety data sheets
- Technical documentation
- Acetylene torches for cutting steel
- Welding concepts
- SMAW welders for basic welds on flat stock
- GMAW welders for basic welds on flat stock

Students must complete a written test and a performance-based project to gain the NIMS credential.

Virginia Employment Outlook
Median Wage - $21.84 an hour, $45,430 a year
Job Forecast - Over 7 years +8,140 jobs

Employment Outlook Information provided by onetonline.org

Pathways Machining Skills Program

NEW! Our New Pathways Machining Skills Credential Program is designed to train students to earn credentials from National Institute of Metalworking Skills (NIMS).

Students in the program will earn Industry recognized certifications:

- OSHA 10 Safety Certification
- Ten National Institute Metalworking Skills (NIMS)
- Machining Level I: Measurement, Materials and Safety - *FastForward
- Machining Level I: Planning, Bench Work and Layout - *FastForward
- Machining Level I: Manual Milling Skills 1
- Machining Level I: CNC Milling Operations - *FastForward
- Machining Level I: CNC Lathe Operations
- Machining Level I: CNC Drill Press Skills
- Machining Level I: Turning Operations: Chucking
- Machining Level I: Turning Operations: Turning Between Centers
- Machining Level I: CNC Milling Programming, Setup & Operations - *FastForward
- Machining Level I: CNC Lathe Programming, Setup & Operation

*FastForward Tuition assistance may be available for eligible students.

Due to COVID19, in-person classroom training is temporarily delayed. Please contact us for course specifics.

For questions or to learn more please contact us today at (540) 891-3012.
INDUSTRY & CONSTRUCTION  
(CONTINUED)

HVAC Apprenticeship Level 3  
This HVAC Level 3 Apprenticeship course will cover the following content: Fasteners, Hardware and Wiring Terminations, Control Circuit and Motor Troubleshooting, Troubleshooting Cooling, Troubleshooting Heat Pumps, Troubleshooting Gas Heating, Troubleshooting Oil Heating, Troubleshooting Accessories, Zoning, Ductless and Variable Refrigerant Flow Systems, Commercial Hydronic Systems, Steam Systems, Retail Refrigeration Systems, and Customer Relations. Recommended prerequisites for this course are: Core Craft Skills # 3160001, HVAC Level 1 and HVAC Level 2. Code Book is needed for this course and must be purchased by student.

3160048 / 24 sessions / $1,500 CEUs: 12.7
Jan 14 – Jun 23 W 6:00pm – 9:00pm Fred

Plumbing Level 1 Apprenticeship - Accelerated - FF  
This class serves as the first level of training in the Plumbing craft. Students will learn the following content: Introduction to Plumbing Profession, Plumbing Safety, Introduction to Plumbing Math, Introduction to Plumbing Drawings, Plastic Pipe and Fittings, Copper Pipe and Fittings, Carbon Steel Pipe and Fittings, Corrugated Stainless Steel Tubing, Fixtures and Faucets, and Introduction to Drain Waste and Vent (DWV) Systems. Textbooks are included for this course. Prerequisites: Core Craft Skills. Note: This is an accelerated course; there will be 60 hours of in-person classroom time, 60 hours of self-study, and 24 hours of testing/performance tasks

3160055 / 23 sessions / $1,500 CEUs: 12.7
Jan 14 – Jun 17 Th 6:00pm – 9:00pm Fred

Plumbing Level 2 Apprenticeship - Accelerated - FF  
In this Plumbing Level 2 Apprenticeship course, students will learn the following content: Plumbing Math 2, Reading Commercial Drawings, Structural Penetrations, Insulation and Fire Stopping, Install and Test DWV Piping, Installing Roof-Floor and Area Drains, Types of Valves, Installing Fixtures and Valves, Installing Water Heaters, Basic Electricity, Fuel Gas, and Fuel Oil Systems. Textbooks are included in this course and will be provided to the students on the first day of class. Prerequisites: Core Craft Skills and Plumbing Level 1 Apprenticeship. Note: This is an accelerated course; there will be 60 hours of in-person classroom time, 60 hours of self-study, and 24 hours of testing/performance tasks

3160056 / 24 sessions / $1,500 CEUs: 12.7
Jan 13 – Jun 23 W 6:00pm – 9:00pm Fred

Construction Management Series – Online

Achieve greater construction precision and productivity  
These courses focus on the skills, knowledge and tools needed to effectively design, plan and manage the execution of a building construction project.

Introduction to Project Delays Analysis (PDA) in Construction Management - Online NEW!  
This online course will give students a basic understanding of Project Delays Analysis (PDA) methods in construction projects. Students will learn the definition and basic concepts of PDA, delays analysis methods, after-the-fact schedule analysis, financial analysis of delays, implementation and best practices. In-class demonstrations of software tools will be presented. They are intended to provide students with first introductions to the tools and give them a “jump start” on using the software. Students will require self-study before they will be able to work effectively with the tools. Primavera P6 will be one of the tools that will be reviewed, and it is highly recommended that students download a trial version of the software prior to taking the class. You can download a trial version of Primavera P6 program at the following web address: https://www.oracle.com/industries/construction-engineering/primavera-p6/. Please provide an accurate email when you register. The instructor will send you the link to access the course within a few days of the start date.

3120026 / 6 sessions / $199 CEUs: 1.8
May 3 – May 19 MW 6:00pm – 9:00pm

Introduction to Project Planning & Scheduling (PPS) in Construction Management - Online NEW!  
This online course will give students a basic understanding of Project Planning and Scheduling (PPS) methods in construction projects. Students will learn the definition and basic concepts of PPS, planning and scheduling analysis methods, implementation and best practices. In-class demonstrations of software tools will be presented. They are intended to provide students with first introductions to the tools and give them a “jump start” on using the software. Students will require self-study before they will be able to work effectively with the tools. Primavera P6 will be one of the tools that will be reviewed, and it is highly recommended that students download a trial version of the software prior to taking the class. You can download a trial version of Primavera P6 program at the following web address: https://www.oracle.com/industries/construction-engineering/primavera-p6/. Please provide an accurate email when you register. The instructor will send you the link to access the course within a few days of the start date.

3120027 / 6 sessions / $199 CEUs: 1.8
Mar 1 – Mar 17 MW 6:00pm – 9:00pm

Introduction to Building Information Modeling (BIM) - Online  
This course focuses on the skills and knowledge needed to effectively use an existing Building Information Model (BIM) in execution plan for a building construction project. Students will learn the basic concepts, methods/methodologies, and strategies. Topics include an introduction to BIM, how it is used in project management, costs and financial benefits, and how to apply BIM to reduce errors, RFIs and change orders in capital projects. Students will get an introduction to BIM software such as Autodesk Revit Architecture, Structure, and MEP, Naviswork Manage.

3120026 / 6 sessions / $199 CEUs: 1.8
May 3 – May 19 MW 6:00pm – 9:00pm

Introduction to Building Information Modeling (BIM) - Online

Center for Workforce and Community Education | JANUARY – JUNE 2021 23
CONTRACTORS & TRADESMEN

OSHA Construction Industry 10 Hour Course - Online
This 10-hour Online Construction Industry Safety and Health course will provide you with the needed safety processes and procedures. The following details will be addressed: Inflammable & Combustible Liquids, Hand and Power Tools, Material Handling, Walking Working Surfaces, Stairways & Ladders, Welding & Cutting, Fall Hazards, Personal Protection, Crane Operations, Scaffolds, Electrocution Hazards, and Fall Hazards. Participants will receive an OSHA 10-hour wallet card from the OSHA Training Institute (OTI). This course is 100% online.
This class is rolling enrollment with the course work in Canvas.
3110023 / $99  CEUs: 12.7
Start Anytime  Available 24/7  Online

Section 608 EPA Certification Class and Exam - Online
Hazardous Materials Technicians, Servicemen, Maintenance Men, Journeymen, and Master HVAC Tradesmen are required to complete Section 608 EPA Certification before they can service/install or maintain certain HVAC equipment. This course takes you through all of the necessary knowledge from ozone depletion theory to regulations to required service practices. Class includes a study guide for students on program structure, progressing in order through Core, Type I (small appliances, Type II (high-pressure systems), and Type III (low pressure systems). It allows focused study in the specific area of certification being sought. Class includes exam, study guide, and an approved EPA test.
3110025 / $199  CEUs: 0.7
Start Anytime  Available 24/7  Online

NEW! Crash Course in Financial Literacy - Online
This workshop is designed to help you with critical personal finance decisions. Topics include:
- Recovering financially from COVID-related hardships
- Reviewing common sticky financial situations and planning to tackle them
- Choosing the best bank, avoiding fees, and managing personal accounts
- When to use and not use a credit card and the best ones for your needs
- Managing monthly recurring bills
- Creating a personal budget
- Determining renting versus home-buying options
- Saving for retirement; and paying for healthcare
Tuition assistance may be available for this class.
6190026 / 2 sessions / $69  CEUs: 0.4
Jan 12 – Jan 14 TuTh 6:00pm – 8:00pm
Feb 2 – Feb 4 TuTh 6:00pm – 8:00pm
May 11 – May 13 TuTh 6:00pm – 8:00pm

HEAVY EQUIPMENT OPERATOR

Heavy Equipment Operator Career Overview
Become a heavy equipment operator and earn an NCCER industry-recognized credential! The Heavy Equipment Operator program has been developed to meet the growing employment demands for equipment operators. Start or enhance your career in the high-demand field of heavy construction.

Call us today at (540) 891-3098 for more information.
CNC Turning Between Centers - FF
Skills mastered in prerequisite courses are applied to pro-gramming of CNC Turning Centers. Students will learn machine code along with the writing of typical machine code in order to understand programs that are being setup and operated. Students will learn G-code and Conversational machine commands. Topics include learning to set Work Coordinates, Tool Radius Compensation, and Tool Wear Offsets, using accepted practices. Students will set-up and make a pro-ject part that complies with the engineering drawing without direct assistance, and then complete the requirements of NIMS credentialing by passing a knowledge test.

The prerequisites for this course are: Job Planning, Benchwork & Layout (# 3190005) and Measurement, Materials & Safety (# 3190006).

3190007 / $2,400 CEUs: 6
Jan 1 – Jun 30 M-F 9:00am – 7:00pm Carv

Machining Level 1 - Job Planning, Benchwork & Layout - FF
Machining Level 1: Job Planning, Benchwork & Layout is approximately 12 hours per week for six weeks. The course includes: Safety Procedures, Bench Work, Hand Tools, Precision Measuring Instruments, Drill Presses, Cut-off Saws, Engine Lathes, Manual Surface Grinders, and Milling Machines Introduction. Detailed instruction is provided in understanding Engineering Drawings, Orthographic Projection, Basic Symbols and Notation, Geometric Dimensioning and Tolerancing, Layout Techniques, Precision Measurement, Hand Tools, Band Saws, Feed and Speed Calculations, Drilling, Threading, Tapping, and Reaming Operations. Use and understanding of the Machinist Handbook is continued, and Introduction to Manual Milling and Milling Cutting Tools is initiated. The student will produce parts that are submitted for evaluation and then be knowledge-tested online by a separate proctor to earn their second NIMS Credential.

Students may start this course any time after completing Machining Level 1: Measurement, Materials & Safety (# 3190006).

3190005 / $900 CEUs: 5.6
Jan 1 – Jun 30 M-F 8:30am – 5:00pm Carv

Machining Level 1: CNC Milling Operations - FF
The CNC Milling Operations Course teaches the Setup and Operation of Computer Numeric Control (CNC) Milling Machines. Skills mastered in prerequisite courses are applied to the operation of CNC milling machines. Axis Orientation and blueprint understanding is reinforced. Students will learn machine code along with the writing of typical machine code in order to understand programs that are being setup and operated. Student are taught the typical G-code use and Conversational machine commands and will learn to set Work Coordinates, Tool Length Compensation, Radius Compensation, and Tool Wear Offsets, using accepted practices. The student will setup and operate multiple programs to demonstrate skills and then complete the requirements of NIMS Credentialing by passing a knowledge test.

The prerequisites for this class are: Job Planning, Benchwork & Layout (# 3190005) and Measurement, Materials & Safety (# 3190006).

3190001 / $2,400 CEUs: 9.6
Jan 1 – Jun 30 M-F 8:30am – 5:00pm Carv

Machining Level 1: CNC Milling Programming, Setup & Operations - FF
This course is approximately 16 hours per week for six weeks. The CNC Milling Programming, Setup & Operations course teaches the program-ming, setup and operations of Computer Numeric Control (CNC) Milling Machines. Skills mastered in the pre-requisite courses will apply to operation of CNC Milling Machines. Axis Orientation and Blueprint Understanding are reinforced. Machine code is taught through multiple exercises using practical applications. Students will learn machine code along with the writing of typical machine code in order to understand programs that are being setup and operated. All topics are taught using accepted practices to set work coordinates tool length compensation, radius compensation, and tool wear offsets. The final project is to write a program, set up and make a project part that complies with the engineering drawing without direct assistance, and complete the requirements of NIMS credentialing by passing a knowledge test. Machining Level I: CNC Milling Programming Setup & Operations credential is earned.

The prerequisites for this class are: Job Planning, Benchwork & Layout (# 3190005) and Measurement, Materials & Safety (# 3190006), CNC Milling Operations.

3190004 / $2,400 CEUs: 9.6
Jan 1 – Jun 30 M-F 8:30am – 5:00pm Carv

Machining Level 1: Manual Milling 1 - FF
Manual Milling 1 is approximately 12 hours per week for six weeks. The emphasis of this course is on the proper setup and operation of Vertical Manual Milling Machines. The course includes Safety Considerations, Precision Measuring Instruments, Details of Manual Milling Machine Features, Set-Up of Manual Milling Machines. Accepted Milling Practices are taught including Milling Tool Selection and Use, Calculation of Surface Speed, Feed Rate and Part Orientation, and Work Holding Requirements. Detailed instruction is provided in understanding the specifics typically found on engineering drawings of milled components. Orthographic Projection, Basic Symbols and Notation, Geometric Dimensioning and Tolerancing are also covered. The use of calipers and micrometers is reinforced. Drilling, threading, tapping and reaming skills are utilized. All instruction is taught with the use and understanding of the Machinist Handbook. Completion of course requires the creation of a project part that complies to the tolerancing required on the project engineering drawing and passing associated knowledge exam. This will allow student to earn the NIMS Machining Credential.

The prerequisites for this class are: Job Planning, Benchwork & Layout (# 3190005) and Measurement, Materials & Safety (# 3190006).

3190003 / $2,400 CEUs: 9.6
Jan 1 – Jun 30 M-Th 9:00am – 7:00pm Carv

Machining Level 1- Measurement, Materials & Safety - FF
This is a six-week course broken down into two parts. The first part is web-based and self-paced. Topics include the basics of Blueprint Reading, Geometric Dimensioning and Tolerance, Quality Control, Machining Processes, Machine Setup, CNC Machine Operation, Precision Measurement and Gauging, and Cycle Time Optimization. Each module is tested. The second part covers more in-depth knowledge of Measurements, Materials & Safety including the use of Precision Measurement Devices and Material Designation. This will allow the student to earn their first National Institute of Metalworking Skills Credential - Measurement, Materials & Safety. The second portion of the course will be held in person.

3190006 / $900 CEUs: 7.2
Jan 1 – Jun 30 M-F 8:30am – 5:00pm Carv
Journeymen & Master Tradesmen

State required continuing education courses - Now Online

Journeymen and Master Electrician - Online
Learning online is easy, we’ll ensure your success! The first part of the class will show you the navigation, answer your questions, and make sure you’re comfortable and ready to go. Journeymen and Master Electricians are now required by the Virginia Board of Contractors to complete a three-hour continuing education course as part of the licensing process. This applies to individuals renewing a license. Electricians license renewal requires a three-hour continuing education course. The course covers: new definitions, code changes, general requirement, impacts on the job, equipment use, and special equipment use in special codes. Certificates of Continuing Educations Units (CEUs) are recognized by the Department of Professional and Occupational Regulation and will be issued to all licensed Virginia Electrician Tradesmen cardholders upon successful completion of the class. This training requirement is effective with all licenses issued or renewed after Dec. 31, 2007.

3110019 / $49
CEUs: 0.3
Start Anytime Available 24/7 Online

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

3110020 / $29
CEUs: 0.1
Start Anytime Available 24/7 Online

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

3110021 / $49
CEUs: 0.3
Start Anytime Available 24/7 Online

Basic Contractor’s Business Licensing Class - Online
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 required as a pre-licensing education class by the Virginia Board of Contractors. Included is a study of those laws relating to the Board of Contractors as well as a review of the State Building Code and Underground Utilities and the types of licenses and qualifications required for contractors. Other content includes: Standards of Practice, Prohibited Acts and How to Avoid Violations of the Regulations, as well as an overview of Employment Law, Workers’ Compensation, Taxes, and Business Structure. Regardless of the type of contractor you would like to become — Building, Plumbing, HVAC, Electrical, Landscaping, Paving, etc. — this class provides you with the overview necessary to take that first step. This course is recognized by the Commonwealth of Virginia, Department of Professional and Occupational Regulation (DPOR) and the Virginia Board of Contractors. This class is 100% online.

This class is setup to be rolling enrollment and Canvas

3110024 / $159
CEUs: 0.8
Start Anytime Available 24/7 Online
Transportation

Asphalt Plant Level I Proficiency
This course will go through the entire proficiency test as required by the Virginia Department of Transportation. You must have completed the Asphalt Plant Level I course including passage of the written test. You will be contacted by Germanna Community College staff after you have registered. The test paperwork will be sent out and then the date and time for the proficiency will be arranged.

One retest available with additional fee.

Asphalt Plant Mix Design Proficiency
This course will go through the entire proficiency test as required by the Virginia Department of Transportation. You must have completed the Plant Mix Design course including passage of the written test. You will be contacted by Germanna Community College staff after you have registered. The test paperwork will be sent out and then the date and time for the proficiency will be arranged.

One retest available with additional fee.

Asphalt Field Level II - Online - FF
Course topics include specifications and QC/QA testing. Intended audience is field personnel directly responsible for control, placement and testing of asphalt as well as Construction Inspectors, Senior Construction Inspectors, Consultant Construction Inspectors, Senior Consultant Construction Inspectors, Materials IA & QA personnel and Permit Inspectors. The class will be mandatory for the Paving Superintendents and Density technicians. CALCULATOR REQUIRED. Exam required for certification. No proficiency required. This is an online Canvas course. The test is an online VDOT Materials Certification Exam within Canvas and testing will occur at VCCS community college testing centers. Course may be taken consecutively with the Asphalt Plant Level I class.

Asphalt Plant Level I - FF
Introduction to components of asphalt, plant operations, sampling, aggregate proportioning, and job mix formulas. Intended audience is plant personnel that have an impact on quality of asphalt mix produced and Materials QA personnel. Class is suggested for loader operators, plant operators and ground crew. Class is mandatory for any person that will perform sampling, Exam and proficiency required for certification. This is an online Canvas course. The test is an online VDOT Materials Certification Exam within Canvas and testing will occur at VCCS community college testing centers. Course is a prerequisite for Asphalt Plant Level II and may be taken consecutively with the Asphalt Plant Level I class.

Asphalt Field Level I - Online - FF
Introduction to Hot Mix Asphalt placement, compaction, and joints. Intended audience is field personnel that have an impact on quality of asphalt mix placement. Class is suggested for Roller Operators, Paver Operators, Crew Foremen, Superintendents, Density Technicians, Construction Inspectors, Senior Construction Inspectors, Consultant Construction Inspectors, Senior Consultant Construction Inspectors and Materials IA & QA personnel and Permit Inspectors. Exam required for certification. No proficiency required. This is an online Canvas course. The test is an online VDOT Materials Certification Exam within Canvas and testing will occur at VCCS community college testing centers. Course is a prerequisite for Asphalt Field Level II and may be taken consecutively with the Asphalt Field Level II class.

Asphalt Plant Level II - Online - FF
Course topics include specifications and QC/QA testing. Intended audience is plant personnel that have an impact on quality of asphalt mix produced and will be performing sampling and testing for acceptance, as well as Materials QA and Materials Lab testing personnel. Class is mandatory for any plant person that will perform Laboratory testing. CALCULATOR REQUIRED. Exam and proficiency required for certification. This certification will be required for contractor personnel performing sampling and testing for acceptance. This is an online Canvas course. The test is an online VDOT Materials Certification Exam within Canvas and testing will occur at VCCS community college testing centers. Course may be taken consecutively with the Asphalt Plant Level I class.

Register Online!
It’s easy and convenient.
More information: page 31
germanna.augusoft.net

(540) 891-3012 germanna.augusoft.net

Center for Workforce and Community Education | JANUARY – JUNE 2021 27
Commercial Drivers “CDL” Training

With a national driver shortage of more than 230,000, trucking transport companies are hiring!

GCC offers Entry Level Driver Training to obtain a Commercial Driver's License through CDS Tractor Trailer Training school. Students participate in classroom, range and on-the-road training.

Both full-time and part-time programs available. The full-time option is a 4-week program held Monday through Friday, 8 am to 5 pm. The part-time program consists of ten consecutive weekends on Saturday and Sunday, 8 am to 5 pm.

Recruiters will be onsite during training sessions for job placement assistance and most students have job offers before they graduate.

FastForward Tuition Assistance is available to all eligible students.

For more information or to register, please contact us today at (540) 891-3012 or by email – cmercer@germanna.edu

Asphalt Technology

The Asphalt Technology Program will provide students with asphalt-related materials certification classes and the skills needed to pave, inspect, and repair roadways.

The program will allow companies to remain competitive and maximize profits by utilizing certified and trained workforce personnel.

**Program topics include:**

- Asphalt Field Level I & II
- Slurry Surfacing
- Surface Treatment
- Asphalt Plant Level I & II
- Asphalt Mix Design
- OSHA 10 Safety Training
- OSHA 30 Safety Training
- Intermediate Work Zone Safety

As a key industry in Virginia, the asphalt business employs over 10,000 people. New technology and advancements in construction practices have created a need for advanced training.

Please email jcalvert@germanna.edu for more information.
TRANSPORTATION

Asphalt Plant Mix Design - Online
Prerequisites are Asphalt Plant Levels I and II classes including passing the written exam and hands-on proficiency for each class. Mix Design is a difficult course, and we recommend the face-to-face class for first-time credential candidates. Course topics include SuperPave and Stone Matrix Asphalt mix design, materials selection, test methods, and specifications. Intended audience is plant lab personnel responsible for the control of asphalt plant mix and laboratory testing at the plant. Class is suggested for experienced plant person (several years of experience). This person will be responsible for asphalt mixture testing, sampling, and certifying lab results to VDOT. This person will also sign off on technicians with Level II certification. VDOT materials QA personnel, Materials Asphalt Lab Supervisor and Materials personnel responsible for mix design approval should attend. CALCULATOR REQUIRED. Exam and proficiency required for certification. This is an online Canvas course. The test is an online VDOT Materials Certification Exam within Canvas and testing will occur at VCCS community college testing centers.

2130014 / $650  CEUs: 3.8
Start Anytime  Available 24/7 Online

Asphalt Surface Treatment - Online - FF
Introduction to equipment, materials, construction, placement procedures, specifications, and calculations. Intended audience is field personnel that have an impact on the quality of surface treatment application. Class is suggested for Roller Operators, Paver Operators, Crew Foremen, Superintendents, Density Technicians, Construction Inspectors, Senior Construction Inspectors, Consultant Construction Inspectors, Senior Consultant Construction Inspectors and Materials IA & QA personnel and Permit Inspectors. CALCULATOR REQUIRED. Exam required for certification. No proficiency required. This is an online Canvas course. The test is an online VDOT Materials Certification Exam within Canvas and testing will occur at VCCS community college testing centers.

2130010 / $275  CEUs: 0.8
Start Anytime  Available 24/7 Online

Cold Asphalt Recycling - Field - Online
This course covers project communication and safety, Cold In-Place Recycling equipment, cold central plant recycling material (CCPRM), cold asphalt recycle paving equipment and construction techniques, inspection and quality assurance, and density testing and acceptance. Intended audience is contractor personnel directly responsible for paving and testing of CIR or CCPR materials, as well as Project Inspectors, Construction Managers, Area Construction Engineers, and VDOT Materials personnel. Exam required for certification. No proficiency required. This is an online course in Canvas. The test is an online VDOT Materials Certification Exam within Canvas and testing will occur at VCCS community college testing centers.

2130017 / $300  CEUs: 0.6
Start Anytime  Available 24/7 Online

Cold Asphalt Recycling - Plant - Online
This course covers project communication and safety, Cold In-Place Recycling equipment, cold central plant recycling (CCPR) materials and plants, mix design overview, cold recycled materials testing, and quality assurance. Intended audience is contractor personnel directly responsible for testing of CIR or CCPR materials, as well as Project Inspectors, Construction Managers, Area Construction Engineers, and VDOT Materials personnel. Exam required for certification. No proficiency required. This is an online course in Canvas. The test is an online VDOT Materials Certification Exam within Canvas and testing will occur at VCCS community college testing centers.

2130016 / $300  CEUs: 0.6
Start Anytime  Available 24/7 Online

Full Depth Reclamation (FDR) - Online
This course covers project communication and safety, basics of FDR, mix design and construction techniques. The class will also cover test methods and specifications, and inspection and quality assurance. Intended audience is contractor personnel directly responsible for construction and testing of FDR materials, as well as Project Inspectors, Construction Managers, Area Construction Engineers, and VDOT Materials personnel. Exam required for certification. No proficiency required. This is an online course in Canvas. The test is an online VDOT Materials Certification Exam within Canvas and testing will occur at VCCS community college testing centers.

2130015 / $300  CEUs: 0.6
Start Anytime  Available 24/7 Online

WORK ZONE - ONLINE

Virginia TCS Intermediate Work Zone Traffic Control Training - Online - FF
This is an online course in Canvas. The VA-Specific TCS 2-day course is designed to train those who will be actively involved in designing or supervising temporary traffic control in Virginia work zones. This course is a stand-alone course. Completion of the VA TCT course is not required. Students are taught concepts, techniques and practices in the installation and maintenance of traffic control devices, specific to the Commonwealth of Virginia, legal aspects of temporary traffic control, installation and removal procedures, flagging procedures, and other considerations such as pedestrians, nighttime work, and urban areas. Several workshops included in this course are designed to provide hands-on experience in designing temporary traffic control set ups for various real life situations and recognizing, analyzing and correcting deficiencies. These workshops also afford the opportunity for students to learn to work together as a team and to present solutions to the class.

2180001 / $425  CEUs: 1.6
Jan 1 – Jan 28  12:00am – 12:00am
Feb 1 – Feb 25  12:00am – 12:00am
Mar 1 – Mar 25  12:00am – 12:00am
Apr 1 – Apr 29  12:00am – 12:00am
May 1 – May 27  12:00am – 12:00am
Jun 1 – Jun 24  12:00am – 12:00am

Enroll Early!
Many classes fill up quickly.
To ensure a space in the class of your choice, register soon.

germanna.augusoft.net
Class Refund Policy
Once registered, you have reserved a space and promised to pay the advertised tuition and fees. Students may request refunds, course transfers or withdrawals seven or more calendar days prior to the start of class. No refunds, course transfers or withdrawals may be made after that time. Employers who are providing tuition for their employees are also reserving space and promising to pay the tuition and fees. Employee substitutions may be made with prior notification.

Schedule Changes
Classes are subject to change. For the most up to date class information please visit our Courses page at germanna.augusoft.net.

Textbooks
If your course requires a book you can order textbooks online at efollett.com.
For Fredericksburg or Stafford classes, please call the Fredericksburg Campus Bookstore at (540) 891-3002.
For Culpeper classes, please call the Locust Grove Campus Bookstore at (540) 423-9129.

Weather & Holiday Closings
Please visit the Germanna homepage at germanna.edu for the most current class dates and times.

Center for Workforce & Community Education Mission:
We are dedicated to the continuous improvement of our community through adult education. We enhance quality of life by providing life-long learning opportunities intended to advance personal, economic and regional development.

Contact Information & Hours
Phone: (540) 891-3012
Email: gccworkforce@germanna.edu
Mondays – Thursdays 8 a.m.–4:30 p.m., and Fridays 8 a.m.–12 p.m.

Class dates and times are subject to change. Please go to germanna.augusoft.net for the most current class dates and times.

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Class dates and times are subject to change. Please go to germanna.augusoft.net for the most current class dates and times.
HOW TO REGISTER

ONLINE

germinna.augusoft.net

• If registering for the first time, please create your student profile.
• To find classes, click on Courses link and select a subcategory. To see full class description, click on class title.
• To register for a class, click Add to Cart, enter credit card information and print receipt.

WALK-IN

• Fredericksburg Area Campus
  Workforce & Technology Bldg, Rm 111
  10000 Germanna Point Drive
  Fredericksburg, VA 22408

• Daniel Technology Center
  18121 Technology Drive, Rm 126
  Culpeper, VA 22701

Please bring completed registration form. Payment is due at the time of registration. We are no longer able to take credit card payments in person. All credit card payments must be done online at germanna.augusoft.net.

MAIL-IN

Send completed registration form, along with payment or payment information, to:

Germanna Center for Workforce
Fredericksburg Area Campus
10000 Germanna Point Drive
Fredericksburg, VA 22408

REGISTRATION/CHANGE FORM

☐ Check if any change(s) to name, address, phone, etc., since last registering with Center for Workforce & Community Education.

Name / Last ____________________________________________ First ______________________ M.I., Jr, etc ______________________

Social Security # ____________________________________________ Student ID ______________________

Date of Birth ______ / ______ / ______ Gender* ______________________ Race* ______________________

Mailing Address ____________________________________________ Email Address ______________________

City ____________________________________________ State ______________________ Zip Code ______________________

Phone (H) ____________________________________________ (W) ______________________ (C) ______________________

If applicable, Employer’s Mailing Address __________________________________________________________

I would like to register for the following course(s)/seminar(s)/program(s):

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*NOTE: Information regarding race and gender is voluntary and is used for statistical/reporting purposes only.

Questions?
gccworkforce@germanna.edu
(540) 891-3012

Germanna Community College does not discriminate on the basis of race, color, national origin, sex, age, (except when age is a bona fide occupational qualification), religion, marital status, political affiliation, sexual orientation, or other non-merit factors, or disability in its education programs, recruitment efforts, employment opportunities, programs or activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Associate Vice President for Human Resources, Locust Grove Campus, Room 102B, (540) 423-9055.

Class dates and times are subject to change.
Earn valuable credentials and advance your career.

Barbara J. Fried Center
Caroline County Center
Daniel Technology Center
Fredericksburg Center for Advanced Technology (FredCAT)
Fredericksburg Area Campus
Locust Grove Campus

(540) 891-3012  germanna.edu/workforce