



LORD FAIRFAX COMMUNITY COLLEGE

Workforce**Solutions**

Partners in Your Success



LEARNING AT ANY AGE

GET PREPARED FOR
NEW MEDICAL CODING
REGULATIONS [PAGE 9](#)

11 CLASSES TO
GAIN PHR AND SPHR
RE-CERTIFICATION
[PAGES 4-5](#)

DIGITAL MEDIA
ADVENTURES FOR
KIDS THIS SUMMER
[PAGES 13-14](#)

www.LFCCworkforce.com

PROFESSIONAL DEVELOPMENT & CONTINUING EDUCATION

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LFCC Workforce Solutions

Your **TOTAL** Resource

We realize that for our business clients, time is money. Our training programs make the best use of valuable hours spent away from the job. Our training programs can be conducted at your site, at the LFCC campus or at a neutral location. We also realize that not everyone works 9 to 5. We can customize and provide training that meets your schedule.

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

Ph: 540-868-7021

(ask for Larry Baker or Jeanian Clark)



A Career Switcher Program of Virginia's Community Colleges offered by Lord Fairfax Community College

Bring Your Passion To the Future



Become A Teacher!

With the appropriate qualifications, we can help you become a licensed teacher in the state of Virginia, while maintaining your current job and responsibilities. Contact Lori Killough at 540-868-7239 to learn more about the Career Switcher program.

LFCC Educational Consortium

This is a member's only group made up of school systems in our service region. Contact Julie Curry at 540-868-7278 to learn more about this unique group.

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Employment Law

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

American with Disabilities Act (ADA) Amendments Act

Compliance and employment decisions concerning people with disabilities can be overwhelming and confusing. The price of making a wrong decision is high. Protect your business with a clear understanding of the requirements of the ADA Amendments Act. Steve Brown, a stockholder in the labor and employment department at LeClair Ryan, will give guidance and answers to some of the toughest ADA questions.

Learn to:

- Determine legitimate ADA disabilities as defined by the Amendments Act.
- Understand actions prohibited by ADA. Comply with the ADA duty of reasonable accommodation.
- Identify how an employer can manage ADA leave to minimize operational disruptions.
- Beware of regarding employees as disabled under the ADA.
- Navigate the conflicts between ADA and FMLA.

Apr 15 F 10:00 am - 3:00 pm MIDD/FAUQ* \$95

Answers Every Employer Should Know about Immigration

Immigration law is a hot topic in the headlines. With more government audits and DOL reviews in the workplace, employers who are properly prepared can avoid the risks and major headaches associated with immigration checks. Join attorneys Debra Dowd and Jeff Van Doren for this lively session where they'll give an overview of the immigration system, cover immigration sponsorship, I-9 compliance, e-verify and responding to government site visits and investigations. This is important information for all employers and HR professionals, whether you regularly hire foreign workers, or simply need to ensure compliance with your workforce as a whole. You do not want to miss this important and timely presentation.

May 13 F 10:00 am - 3:00 pm MIDD/FAUQ* \$95

Pay Me Now or Pay Me Later... The Fair Labor Standards Act (FLSA)

Steven Ray and Mark Papadopoulos, from the Law Firm of Isler Dare Ray Radcliffe & Connolly, P.C., will present this lively session on the Fair Labor Standards Act. Topics to be covered provide criteria for exemption from the FLSA, steps employers must take to remain in compliance with the law, and review of job descriptions to determine exempt/non-exempt status. While there have been no major changes to the law in the last few years, the Obama Administration has placed a particular emphasis on enforcement of wage and hour violations and has devoted extensive resources to this issue. This session will provide attendees relevant information you can take back to your employers and implement immediately.

Jun 3 F 10:00 am - 3:00 pm MIDD/FAUQ* \$95

Human Resources for the Non-HR Manager Series

Each class approved for 3.75 hours of PHR/SPHR recertification credit through HRCI.

Who should attend?

- Middle, department, and front-line managers and supervisors
- Managers and professionals who are tasked with launching an HR department
- HR professionals new to the field
- Small business owners and managers responsible for HR activities

TAKE 5 AND SAVE \$80

Enroll in all 5 classes at the same time for just \$395 and receive a FREE copy of "Human Resources for the Non-HR Manager" by Carol T. Kulick (a \$39 value).

Employment Law

Everything you need to know, but were afraid to ask! Employment law has grown increasingly complex. This course will help you navigate the landmines and understand how these laws impact you and your company.

May 3 T 12:30 pm - 4:30 pm MIDD \$95

Employee Recruitment, Hiring, and Interviewing

In today's challenging labor market, a company's success depends on its ability to hire the right people. Learn the tools to find the right candidates, and how to conduct legal and effective interviews, and how to complete the hiring process effectively and efficiently. Learn the skills to hire winners.

May 10 T 12:30 pm - 4:30 pm MIDD \$95

Measuring, Evaluating, and Motivating Employee Performance

Effectively managing and motivating your employees is key to success in any organization. Improve your skill in conducting performance appraisals and providing valuable performance feedback. Additionally, you will learn to design reward systems and development opportunities to motivate and retain your employees.

May 17 T 12:30 pm - 4:30 pm MIDD \$95

Disciplining Employees and Ending the Employment Relationship

Taking disciplinary action is seldom a task managers enjoy; however, done correctly, the self esteem of employees can be maintained and the behavior corrected. You will learn to conduct terminations in ways that minimize negative after-effects terminations that are legally defensible and maintain the dignity of the employees that are released.

May 24 T 12:30 pm - 4:30 pm MIDD \$95

Day-to-Day Concerns in Human Resource Management

Day-to-day concerns in human resource management associated with the age, gender, and disabilities of employees will be the topic of this final session. You will learn about your role in preventing and managing harassment and discrimination and the challenges and rewards associated with managing members of different age groups and employing workers with disabilities.

May 31 T 12:30 pm - 4:30 pm MIDD \$95

**Distance course - instructor present at Middletown*

**Leadership Series
Performance Management**

Each class approved for 3.5 hours of PHR/SPHR recertification credit through HRCI.

Learn how to:

- Set goals and clear performance expectations
- Give on-going feedback and coaching
- Deal with challenging situations.

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

Setting Performance Expectations

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

Jun 2 Th 12:30 pm - 4:30 pm MIDD/FAUQ*
\$125

Coaching for Improved Performance

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

Jun 9 Th 12:30 pm - 4:30 pm MIDD/FAUQ*
\$125

Managing Performance Problems

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

Jun 16 Th 12:30 pm - 4:30 pm MIDD/FAUQ*
\$125

2011 Administrative Professionals Day



*Make the Rest of Your Life
The BEST of Your Life*

Keynote speaker, Maryanne Ross with Mental Apparel, will share her 12 secrets for making the rest of your life all that you dreamed it would be!

Wednesday, April 27, 2011
**Register: Online at www.LFCCworkforce.com
or contact us at 540-868-7021**



One lucky participant will win a Kindle wireless reading device!



Lord Fairfax Community College

Small Business Development Center
Your Success is Our Business

The mission of the Small Business Development Center (SBDC) is to create and retain jobs in the private sector by providing business assistance to new and established small businesses.

Schedule Your SBDC Appointment Today!

Location:

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

Visit www.lfsbdc.org for seminar information or contact Andy Gyuris in to schedule an appointment.



Lord Fairfax SBDC

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

Silver Series for 50+

EARLY BIRD DISCOUNT

Register at least two weeks prior to each class in the Silver Series and save **20%**.

Computer Basics for 50+

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

Apr 5 - 14 TTh 2:00 pm - 5:00 pm MIDD
Jul 12 - 21 TTh 6:00 pm - 9:00 pm MIDD

\$145 (includes textbook)

Microsoft Office 2007 for 50+

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

Apr 18 - 27 MW 2:00 pm - 5:00 pm MIDD
Jul 26 - Aug 4 TTh 6:00 pm - 9:00 pm MIDD

\$145 (includes textbook)

Welcome to the Web for 50+

Learn all about the Internet and what it has to offer. This course provides a thorough overview of various web-related tasks. Learn to navigate with the address bar, hyperlinks, and the back and forward buttons. Learn how to designate favorite sites and

print Web pages. Advanced searches and using the links bar are also discussed. Learn about Internet-related risks and how you can protect the personal information on your computers. Make purchases from online stores and auction sites, make online banking transactions and learn how to do product research. Identity theft protection and phishing are also covered. Search for a job online and learn how to upload a resume from a Word document to a job search Web site.

May 2 - 9 MW 2:00 pm - 5:00 pm MIDD
Aug 9 - 11 TWTh 6:00 pm - 9:00 pm MIDD

\$115 (includes textbook)

Discover E-mail for 50+

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

May 11 - 18 WM 2:00 pm - 5:00 pm MIDD
Aug 16 - 18 TWTh 6:00 pm - 9:00 pm MIDD

\$115 (includes textbook)

PC Security & Maintenance for 50+

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

May 23 - Jun 1 MW 6:00 pm - 9:00 pm MIDD
Aug 23 - 30 TTh 6:00 pm - 9:00 pm MIDD

\$125 (includes textbook)

Online Social Networks for 50+

Feeling disconnected as your children (and grandchildren) share their stories with the world on social networks? Get started in social media and learn how to use social media tools such as Facebook, Twitter, Flickr, YouTube, and LinkedIn to connect with friends, family, and business or professional contacts.

Jun 6 - 8 MW 6:00 pm - 9:00 pm MIDD

\$95 (includes textbook)

Getting Started

Absolute Beginner's Guide to Computer Basics

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

Learn how to:

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

Jun 4 - 25 S 8:30 am - 12:30 pm MIDD
Aug 6 - 27 S 8:30 am - 12:30 pm FAUQ

\$225 (includes textbook)

Security and Maintenance of Your Home Computer

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

Apr 2 - 9 S 8:30 am - 12:30 pm MIDD
Jul 16 - 23 S 8:30 am - 12:30 pm MIDD

\$125 (includes textbook)

Microsoft Office Applications

What's New in Office 2010

With Office 2010, Microsoft has improved the ribbon interface introduced in Office 2007. This course will help you get up to speed on the major new features and enhancements, whether you're upgrading from Office 2007 or Office 2003. Top productivity tips and solutions will help you get the most out of this version of Office. Participants should be competent at using Microsoft Office 2003 or 2007.

May 3 - 5	TTh	1:30 pm - 5:00 pm	MIDD
May 10 - 12	TTh	1:30 pm - 5:00 pm	FAUQ
Jul 18 - 20	MW	6:00 pm - 9:30 pm	MIDD

\$125 (includes textbook)

Microsoft Word 2007 Basic

Learn the basics of word processing with Microsoft Word. You will learn how to create, save, edit and print documents. Also learn additional editing techniques such as how to move, copy, format documents, use proofing tools, tabs and indents. Create mail merge documents, labels and envelopes. Microsoft Windows Basics or equivalent experience recommended.

Apr 5 - 7	TTh	6:00 pm - 9:30 pm	MIDD
Jul 12 - 14	TTh	1:30 pm - 5:00 pm	MIDD

\$125 (includes textbook)

Microsoft Word 2007 Intermediate

Harness the power of Microsoft's powerful word processing program. Create, sort, format, merge and perform calculations in tables. Work with section breaks, columns, WordArt, clip art and themes. Learn to create a promotional brochure, working with shapes, picture editing, inserting and formatting SmartArt, and formatting the page background. Learn to create a research paper that includes footnotes and endnotes, headers and footers, and captions and table of figures. Learn about built-in and custom designed templates. Word Basics or equivalent experience is recommended.

Apr 12 - 14	TTh	6:00 pm - 9:30 pm	MIDD
Jul 19 - 21	TTh	1:30 pm - 5:00 pm	MIDD

\$125 (includes textbook)

Microsoft Word 2007 Advanced

Learn to organize a long document with a table of contents, an index, headers and footers, and cross-

references. Discover how to use Track Changes. Add comments to a document, send a document for review via e-mail, and combine documents from multiple reviewers. Understand how to create and edit macros and forms. Find out how to share and secure content. Finally, understand how to integrate Word with other Office applications and Web pages. Word Intermediate or equivalent experience is recommended.

Apr 18 - 20	MW	6:00 pm - 9:30 pm	MIDD
Jul 26 - 28	TTh	1:30 pm - 5:00 pm	MIDD

\$125 (includes textbook)

Microsoft Excel 2007 Basic

Become a successful user of Microsoft's powerful spreadsheet application that is fast becoming an essential tool for business. Discover how to build, edit and format your spreadsheet, design charts, create basic and complex formulas and functions. Windows Basics or equivalent experience is recommended.

Apr 25 - 27	MW	6:00 pm - 9:30 pm	MIDD
Aug 2 - 4	TTh	1:30 pm - 5:00 pm	MIDD

\$125 (includes textbook)

Microsoft Excel 2007 Intermediate

Learn how to prepare workbooks, sort worksheet rows, freeze headings and split worksheet windows. Discover how to insert art; draw, move, size, rotate and add styles; and create SmartArt. Use Office templates and create custom templates. Learn about worksheet protection and adding digital signatures. Learn how to work with multiple worksheets and use linked formulas. Excel Basics or equivalent experience is recommended.

May 2 - 4	MW	6:00 pm - 9:30 pm	MIDD
Aug 9 - 11	TTh	1:30 pm - 5:00 pm	MIDD

\$125 (includes textbook)

Microsoft Excel 2007 Advanced

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

Apr 19 - 21	TTh	1:30 pm - 5:00 pm	FAUQ
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May 9 - 11	MW	6:00 pm - 9:30 pm	MIDD
Aug 16 - 18	TTh	1:30 pm - 5:00 pm	MIDD

\$125 (includes textbook)

Microsoft Access 2007 Basic

Design and create your own database, generate reports, create queries and build a table from an Excel worksheet. Create tables using Table Design View, append records to a table, work with queries and wizards, and learn about database management. Discover how to modify table structures, set Lookup fields and field properties, analyze and document a database. Windows Basics and Word Basics or equivalent experience is recommended.

Jun 7 - 9	TTh	1:30 pm - 5:00 pm	MIDD
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\$125 (includes textbook)

Microsoft Access 2007 Intermediate

Analyze table relationships, design select queries and customize reports. Access Basics or equivalent experience is recommended.

Jun 14 - 16	TTh	1:30 pm - 5:00 pm	MIDD
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\$125 (includes textbook)

Microsoft Outlook for the Office

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

Jun 21 - 23	TTh	1:00 pm - 4:00 pm	FAUQ
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\$95 (includes textbook)

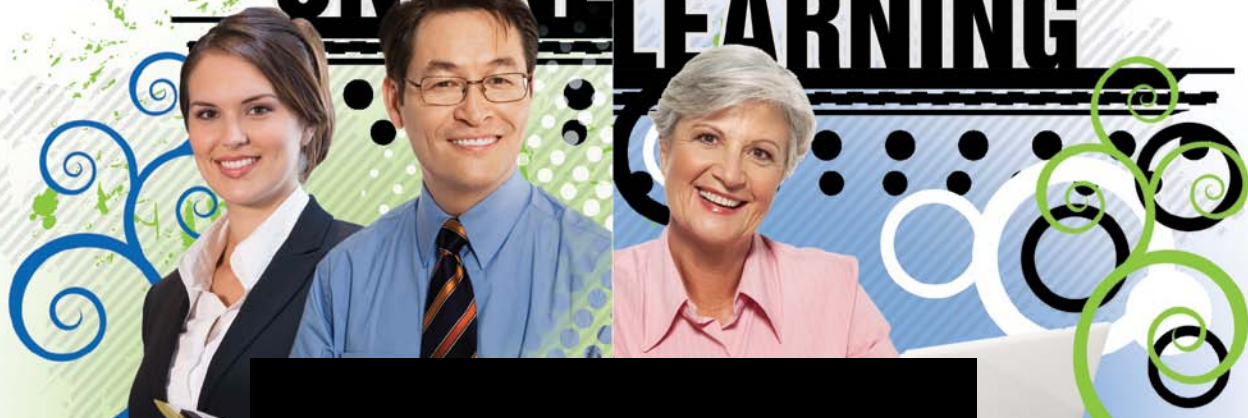
Microsoft PowerPoint 2007 Basic

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

Apr 4 - 6	MW	1:30 pm - 5:00 pm	MIDD
Apr 4 - 6	MW	9:00 am - 12:30 pm	MIDD

\$125 (includes textbook)

ONLINE LEARNING



Online Career Training (Gatlin Education)

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

Features:

- Learn in-demand skills recognized by employers
- Start anytime - work at your own pace and complete in 3 to 6 months

Programs are available in the following areas:

- Business and Professional
- Healthcare and Fitness
- Hospitality and Service Industry
- IT and Software Development
- Management and Corporate
- Media and Design
- Skilled Trades and Industrial
- Sustainable Energy and Going Green

Medical Transcription

This nationally recognized medical transcription online course and training program prepares you to start a new career as a medical transcriptionist.

Project Management

The project management Online Training Program will help you improve your project management skills and prepare you for certification as a project management Professional.

Web Database Developer

The Web Database Developer Online Training Program will teach you to incorporate database design, development, and deployment into e-commerce sites, dynamic Web sites, and business-to-business data collaboration.

Administrative Dental Assistant

Enjoy the rewards of working with a dentist to create brighter smiles! You'll learn about patient care, as well as how to assist with dental administrative duties. Gain the edge by acquiring the essential skills you need to become an entry-level administrative dental assistant.

Online Short Courses (Ed2Go)

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. You can complete any course entirely from your home or office any time of the day or night.

Features:

- Courses run for six weeks (with a 10-day grace period at the end).
- Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

Programs are available in the following areas:

- Career and Professional
- Computers and Technology
- Personal Development
- Writing and Publishing

Creating Web Pages

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

A to Z Grant Writing

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

Introduction to SQL

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

Accounting Fundamentals

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

For a complete list of online classes visit our website www.LFCCworkforce.com (*click Classes*)

Medical Coding and Billing

Medical Coding and Billing Exam Prep - American Academy of Professional Coders

Want to pass the AAPC certification exam? Ninety-eight percent of students who take our Exam Prep, following our Medical Coding and Billing Boot Camp are successful. You deserve success. Please register for the AAPC exam separately. Current LFCC students receive a special price of \$100.

May 14 S 8:00 am - 4:30 pm MIDD
\$195

Medical Coding and Billing Basics

Interested in Medical Coding and Billing? Our basics course may be exactly what you have been looking for. Our dynamic instructor will provide you with a solid foundation in ICD-9-CM, HCPCS and CPT coding to further your career in medical coding and prepare you for the Certified Professional Coder (CPC) examination. Prerequisite: It is recommended that students take Medical Terminology as a pre-requisite to this course.

May 31 - Jul 28 TTh 5:30 pm - 9:00 pm PCTC
\$1,795

Medical Coding Evaluation and Management

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

- Compliance officers
- Business managers
- Coders
- Billers
- Physicians and physician assistants
- Nurse practitioners

Students need to supply their own CPT/HCPCS/ and ICD-9 current year books. This class will meet on Saturday, April 16 and May 7, 2010.

Apr 16 - May 7 S 8:00 am - 4:00 pm MIDD
\$495

ICD-10 Train-the-Trainer Seminar

Attention all coders, billers, office managers, and administrators! Did you know ICD-10 increases the number of required medical codes from 14,000 to 68,000 and failure to meet standards could mean delays in insurance payments? ICD-10 audits should begin the first quarter of 2011 and continue with regular education in short sessions for your physicians. Allow Kari M. Keller, CCS, CPC, CPC-I, PMCC Instructor for the AAPC and ICD-10 Implementation Trainer to train your staff! Come learn how to make the transition to ICD-10 a smooth one. In this seminar, Kari will guide you through the steps you need to outline and plan for your office to be ready. This seminar is designed to teach coders, billers, office managers, and administrators how to audit records, how to convert them to ICD-10, and how to educate your physicians. Allow us to "Train your Trainer" so they can help the rest of your staff. Remember that ALL of your staff will be impacted from the front desk staff to the nurses.

Jun 18 S 8:00 am - 4:00 pm MIDD
\$295

HEALTHCARE

Medical Office Clinical Assistant

This course will provide you with the skills to perform clinical duties including patient intake and care, routine diagnostic and recording procedures, pre-examination and examination assistance. Includes instruction in basic anatomy and physiology; patient psychology and communications; clinical diagnostic, examination, testing, and treatment procedures.

Apr 9 - May 14 S 9:00 am - 3:00 pm MIDD
No class on Apr 23 and Apr 30
\$495

Dental Radiation

This workshop is specifically designed for practicing dental assistants to meet the Virginia Board of Dentistry's regulations for certification in dental radiation safety and hygiene. You will study

techniques and devices for protection from ionizing radiation and its biological effects, cell sensitivity and genetic effects of ionizing radiation. Get hands-on practice with intra-oral radiographic techniques. After successfully completing this workshop, you will be awarded a Certificate in Dental Radiation Safety. Participants must pick up class materials from the Office of Workforce Solutions one week prior to the start of the class to begin study.

Apr 16 S 8:00 am - 4:00 pm MIDD
\$195

Pharmacy Technician

Begin a professional career in health care with a small investment and just 24 hours of class time! This program is designed for the new pharmacy technician or anyone interested in beginning a career in the field of pharmacy. Our experienced instructor will focus on technician duties, patient confidentiality, dispensing, law and the technician, terminology, pharmacy abbreviations, calculations, routes and formulations, how to read prescriptions, prescription labels and auxiliary labels. Students will be prepared to sit for the National Pharmacy Technician Exam offered through ExCPT or PPCT at the conclusion of this class.

May 4 - Jun 22 W 5:00 pm - 8:00 pm MIDD
\$495

“Employment of pharmacy technicians is expected to increase by 31 percent... employers favor applicants who have formal training, certification, or previous experience.”

— United States Department of Labor,
Bureau of Labor Statistics

Customer Service for Healthcare Professionals

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

May 13 F 9:00 am - 1:00 pm MIDD
\$95

Building Pathways for a Greener Workforce

LFCC Workforce Solutions can help you along the path to GREEN. Incorporate new GREEN TECHNOLOGIES into your construction, retrofitting, or remodeling businesses. The Shenandoah Valley Energy Partnership (SVEP), of which Lord Fairfax Community College is a member, received a \$5 million grant to develop instructional programs designed to help our workforce acquire new skills. Full or partial scholarships may be available to individuals who meet program requirements. Contact Taylor Howell, grant representative, at 540-705-5392 and ask how to map out your path today!

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, expressed or implied, with respect to such information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes is permissible. All other uses require the prior authorization of the copyright owner

Going Green

Introduction to Green Building Practices

Green Building technologies are becoming a commonplace in the current building construction market. Introduction to Green Building Practices is a course that will provide students with a core of knowledge surrounding the constantly expanding world of sustainable building technology. Students can take this course as a prerequisite to other offered courses or as a means of educating themselves of the latest trends in the world of sustainability. A broad spectrum of material will be covered in this course. The topics will include sustainability in new construction, building remodeling, renewable energy technologies, and a summary of the various certifications that encompass these subjects. Students will be required to pass a 30 question exam for completion of this course.

Apr 7 - 8	Th F	12:00 pm - 5:00 pm	MIDD
May 5 - 6	Th F	12:00 pm - 5:00 pm	MIDD
Jun 11	S	7:00 am - 5:00 pm	MIDD
Aug 13	S	7:00 am - 5:00 pm	MIDD

\$159

Greenbuild - Your Role in the Green Environment

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

May 7 - 14	S	8:00 am - 5:00 pm	MIDD
Jul 16 - 23	S	8:00 am - 5:00 pm	MIDD

\$545

Air Sealer Installer

The residential weatherization industry is expected to grow dramatically as utility programs and government incentives make it more affordable for homeowners to make their houses more energy efficient. After completing this course, successful students will be prepared to take the BPI Installer exams for Air Sealing.

Topics covered include:

- Determining where the thermal boundary should be in any typical single family residence and identifying potential air leakage points in that barrier
- Determining the best materials and methods for sealing all of the typical leakage points found in a single family residence
- Sealing all typical leakage points with the most efficient and effective use of time and materials and test their seals for air-tightness
- Applying air-sealing techniques in compliance with all relevant building and fire code requirements

Class prerequisite: Introduction to GreenBuild Basics - Your Role in the Green Environment.

Apr 18 - 22	M T W Th F	8:00 am - 5:00 pm	MIDD
Jun 13 - 17	M T W Th F	8:00 am - 5:00 pm	MIDD

\$1,595

CFC Prep and Certification Exam

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

Jun 18 - 25	S	8:30 am - 12:30 pm	MIDD
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\$195

Energy Auditor

This energy auditor class will cover topics necessary for working in the industry and performing full-scale energy audits. Topics will include: energy movement, measure selection, comfort and climate, indoor air quality, calculating envelope energy loss, typical retrofit strategies, cooling measures, base load measures, building assessment, combustion safety, work orders and deferral of services. Students will also work with all equipment necessary to conduct full-scale energy audits. Equipment covered includes: blower doors, duct testers, manometers, thermal cameras, combustion testing equipment and various other diagnostic tools. Diagnostic procedures will be covered to prepare students to take BPI or HERS field test.

May 16 - 20 M T W Th F 8:00 am - 5:00 pm MIDD
Classes also meet May 21, June 1 and June 2

\$1,895

Introduction to Photovoltaic Technology

This workshop will train participants to design and install both battery-based and grid tied photovoltaic systems. PV panels produce electricity directly from sunlight and their popularity in the current renewable energy market is growing rapidly. Students will be taught about PV technology in both classroom and lab setting. Hands-on experience in the lab will prepare students for installing systems on their own after completing this course. Classroom material will focus on the primary competencies addressed in the NABCEP (North American Board of Certified Energy Practitioners) entry level PV exam. The Entry level PV exam will be part of this class. Now is the time for solar energy with the emergence of current tax credits. You will need to plan on studying a couple of hours a night to be prepared for the exam. Items to bring to class: Pen, pencil, calculator, notebook.

Jun 6 - 10 M T W Th F 8:00 am - 5:00 pm MIDD

\$959

Industrial

Metal Machining-Lathe

This is a hands on class where you will learn the complete aspects of milling metal, including part of the set up, drilling, tapping, boring, cutting keyways and more.

Apr 5 - 21 TTh 6:00 pm - 10:00 pm WINCTOOL
\$395

Metal Machining - Milling

This is a hands on class where you will learn the complete aspects of milling metal, including part of the set up, drilling, tapping, boring, cutting keyways and more.

May 3 - 19 TTh 6:00 pm - 10:00 pm WINCTOOL
\$395

Hydraulics Fundamentals and Beyond

This course will provide you with the basics of hydraulic systems from theory to hands on application. Hydraulic mathematics, physics and symbols will be covered to allow the understanding and necessary calculations of the overall system performance. You will learn how to develop maintenance, safety and troubleshooting procedures.

May 9 - Jul 6 MW 6:00 pm - 8:00 pm MIDD
\$495

Mechanical / Schematics Drawing and Reading

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

May 24 - 26 TTh 5:00 pm - 9:00 pm PCTC
\$225

Introduction to Arc Welding

Arc welding is a fascinating world and a great skill for a good-paying job. Learn the basics of stick/arc and metal torch welding and everything you need to know to keep you safe in this hands-on class, taught by an AWS Certified welder. Students will need to purchase: welding gloves, fire retardant cape or shirt.

Jul 11 - Aug 29 M 6:00 pm - 10:00 pm MIDD
\$495

Construction

Electrical Journeyman Exam Prep

This course is designed for electricians who want to advance their career by taking the Electrical Journeyman Exam. Students will cover all chapters of the 2008 NEC covering calculations, code requirements for installations, service sizing, and grounding. If you have finished your apprenticeship and qualify according to DPOR, this is the class you need to take to be ready to pass the exam. Textbook needs to be purchased prior to first class.

Jun 16 - Aug 18 Th 6:00 pm - 9:00 pm MIDD
\$495

Textbook

Title: Journeyman Electrician Exam Questions and Answers 2008
 Publisher: Tom Henry
 ISBN#: 9780945495927

Electrical Master Exam Prep

This course is designed for electricians who want to advance their career by taking the Electrical Masters Exam. Students will cover all chapters of the 2008 NEC covering calculations, code requirements for installations, service sizing, and grounding. If you have had your Journeyman card for a calendar year you will qualify to take the exam.

Apr 7 - Jun 9 Th 6:00 pm - 9:00 pm MIDD
\$495

HVAC Troubleshooting and Repair 2

This course is a comprehensive troubleshooting course for commercial and residential technicians using state-of-the-art computer-based simulations to make learning fast and thorough. Learn to monitor systems for proper operation; to understand all the requirements for fossil fuel systems; to troubleshoot faults using built-in instrumentation; and to use diagnostic charts to assist in repairing systems. You'll be able to perform quality checks on all final operations.

Apr 25 - Jul 11 M 6:00 pm - 9:00 pm MIDD
\$255

OSHA 10 CFR 1926 Construction

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

(must attend both days)

May 6	F	1:00 pm - 5:00 pm	MIDD
May 7	Sa	8:00 am - 3:00 pm	MIDD

\$195

OSHA 30 CFR 1910 General Industry

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

Jun 4 - 25 S 8:00 am - 4:00 pm MIDD

\$595

Licensure

Basic Contractor Licensing Class

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

Apr 9	Sa	8:00 am - 5:00 pm	MIDD
Jun 4	Sa	8:00 am - 5:00 pm	FAUQ
Jul 9	Sa	8:00 am - 5:00 pm	MIDD
Aug 6	Sa	8:00 am - 5:00 pm	MIDD

\$199

BLD Contractor Exam Prep Class

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

May 14 Sa 8:00 am - 5:00 pm MIDD
\$225 (purchase textbooks prior to class, exam prep manuals included in fee)

Lead Safe Training EPA RRP Initial

Common renovation activities like sanding, cutting, and demolition can create hazardous lead dust and chips by disturbing lead-based paint, which can be harmful to adults and children. As of April 22, 2010 the EPA has addressed this risk by issuing a rule requiring the use of lead-safe practices and other actions to prevent lead poisoning. This Federal Law also states that beginning in April 2010 contractors and all persons involved in paid renovation and repair work must be certified in lead-safe practices and must follow specific work practices to prevent lead contamination. This applies to all persons performing renovation, repair, and painting projects that disturb painted surfaces in homes, child-occupied facilities, child care facilities and schools built before 1978. This is a one day course that will provide the training necessary to satisfy the Federal requirement. The initial course will last approximately 9 hours and is good for 5 years after successfully passing the exam at the end of the course with a score of 70%.

Apr 9 Sa 8:00 am - 5:00 pm MIDD
 May 21 Sa 8:00 am - 5:00 pm MIDD
 Jul 23 Sa 8:00 am - 5:00 pm MIDD
\$165

Continuing Education

Journeyman, Master Plumbers, Electricians, HVAC mechanics, and Gas Fitters are required by the Virginia Board of Contractors to take a predetermined number of continuing education hours specific to their trade as part of the licensing renewal process. Each course covers:



- new definitions code changes
- general requirements and use
- impacts on the job
- special equipment included in the respective codes

All classes are recognized by the Commonwealth of Virginia's Department of Professional and Occupational Regulation and the Virginia Board of Contractors.

Continuing Education for Electricians

Apr 16 Sa 8:00 am - 11:00 am MIDD
 May 21 Sa 8:00 am - 11:00 am MIDD
 Jun 18 Sa 8:00 am - 11:00 am MIDD
 Jul 16 Sa 8:00 am - 11:00 am MIDD
 Aug 20 Sa 8:00 am - 11:00 am MIDD

\$125 (includes workbook)

Continuing Education for Gas Fitters

Apr 9 Sa 11:00 am - 12:00 pm MIDD
 May 7 Sa 11:00 am - 12:00 pm MIDD
 Jun 11 Sa 11:00 am - 12:00 pm MIDD
 Jul 9 Sa 11:00 am - 12:00 pm MIDD
 Aug 13 Sa 11:00 am - 12:00 pm MIDD

\$65 (includes workbook)

Continuing Education for HVAC

Apr 16 Sa 12:00 pm - 3:00 pm MIDD
 May 21 Sa 12:00 pm - 3:00 pm MIDD
 Jun 18 Sa 12:00 pm - 3:00 pm MIDD
 Jul 16 Sa 12:00 pm - 3:00 pm MIDD
 Aug 20 Sa 12:00 pm - 3:00 pm MIDD

\$125 (includes workbook)

Continuing Education for Plumbing

Apr 9 Sa 8:00 am - 11:00 am MIDD
 May 7 Sa 8:00 am - 11:00 am MIDD
 Jun 11 Sa 8:00 am - 11:00 am MIDD
 Jul 9 Sa 8:00 am - 11:00 am MIDD
 Aug 13 Sa 8:00 am - 11:00 am MIDD

\$125 (includes workbook)

What is Apprenticeship?

Apprenticeship is an agreement between an employer who needs a skilled worker and an individual (the apprentice) who wants to "earn while learning" a skilled occupation. Apprenticeship combines paid, on-the-job experience with classroom instruction to prepare individuals for the jobs of the 21st century. Apprenticeships are made possible by a partnership between the Department of Labor, an employer, and Lord Fairfax Community College (LFCC).

Apprenticeship Trades Available at LFCC:

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

Classes are open to all interested individuals and start in August and January each year Contact LFCC Workforce Solutions: Ph: 540-868-7021 or visit our website at www.LFCCworkforce.com.

HVAC Apprenticeship

What Can I Do in HVAC?

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

Pursue Your High-Tech Future With Workforce Solutions!

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

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

Youth

Empires and Aliens

Empires and Aliens: Only You Can Save the World! There is an alien race headed for earth and the only way to stop their quest for world domination is to create an empire. This innovative class combines public speaking, problem solving, and technology with the genre of science fiction. Students will work in pairs to represent different countries, regions, or planets to create and present solutions to the galactic crisis! Each solution will be debated with their peers until consensus is formed. You must act quickly because the aliens are coming soon!

Ages 11 - 15
 Jun 27 - Jul 1 MTWThF 1:00 pm - 4:00 pm FAUQ
 Aug 1 - 5 MTWThF 9:00 am - 12:00 pm MIDD
 Aug 8 - 12 MTWThF 9:00 am - 12:00 pm FAUQ
\$165

LEGO Films and Stop Action!

Make your LEGO's come to life! Bring in your favorite action figures or LEGOs and create a short film with your friends. Whether you want to recreate a scene from Star Wars or design a world of your own, this class brings your dreams to the screen. Students will need to bring in LEGOs or action figures from home, but all other equipment provided. Student created films will be available on a password protected website to share with friends and family.

Ages 7 - 10
 Jun 27 - Jul 1 MTWThF 9:00 am - 12:00 pm MIDD
 Aug 15 - 19 MTWThF 1:00 pm - 4:00 pm FAUQ
Ages 11 - 15
 Jun 27 - Jul 1 MTWThF 1:00 pm - 4:00 pm MIDD
 Aug 8 - 12 MTWThF 9:00 am - 12:00 pm MIDD
\$165

Make Your First Video Game

If you love playing video games, this is the camp for you! Make your first video game in this one-of-a-kind class that shows you the crucial keys to designing your first 2-D game. Conceptualization, play experience, challenge levels, graphics and elements, music and sound, software, and simple coding are just some of the concepts that we'll explore as you learn how to really get into the game because you made it yourself! No prior experience necessary just a desire to have fun. Student created games will be available on a password protected

website to share with friends and family. Software and games are only compatible on PC computers.

Ages 7 - 10
 Jun 27 - Jul 1 MTWThF 9:00 am - 12:00 pm FAUQ
Ages 11 - 15
 Jul 11 - 15 MTWThF 1:00 pm - 4:00 pm MIDD
\$165

Junkyard Warriors

In this eco-friendly S.T.E.M. program students will recycle common everyday items to create motorized mechanisms and racers. The program is divided into a series of challenges where students will compete to accomplish specific tasks and goals. Each challenge combines environmental principles, physics, and basic elements of design and engineering. After mastering the basic concepts, students will face a final challenge to earn the title Junkyard Warrior and become protectors of the environment.

Ages 11 - 15
 Jul 5 - 8 TWThF 9:00 am - 1:00 pm FAUQ
Ages 7 - 10
 Aug 1 - 5 MTWThF 1:00 pm - 4:00 pm MIDD
\$165

Make Your First 3-D Video Game!

By popular demand, we are now offering a 3-D game design class. This experience allows you to develop a game concept that goes well beyond the limitations of the traditional classes. Students will learn the physics behind 3D Game Design and explore event scripting, level design, controlling flow of game play, and story telling. Designed for young adults who have the desire to focus in Game Design in high school or college. Student created games will be available on a password protected website to share with friends and family. Software and games are only compatible with a PC computer.

Ages 11 - 15
 Jul 5 - 8 TWThF 9:00 am - 1 pm MIDD
 Aug 1 - 5 MTWThF 1:00 pm - 4:00 pm FAUQ
\$165

Camp Rock Star!

Everyone loves music, but before the digital revolution it used to take years of practice on an instrument to create even simple songs. Now the power of technology empowers everyone, regardless of experience, with the opportunity to create their own songs, soundtracks, podcasts, or music videos. Using tools like Garage Band and other mass media

software, explore the basics of song composition, editing tracks, and create a music video. Student created songs, music video, and podcasts will be available on a password protected website to share with friends and family

Ages 7 - 10
 Jul 11 - 15 MTWThF 1:00 pm - 4:00 pm FAUQ
\$165

Video Game Animation

Take your game design to the next level by creating and animating your own character sprites. Start with a name, develop the character's personality, signature moves, special powers, and a story line. Finish with a fully animated character to be used in future games. Students do not need any prior experience in game design, animation, or sketching. Student created animations will be available on a password protected website to share with friends and family. Software and games are only compatible on PC computers.

Ages 7 - 10
 Jul 11 - 15 MTWThF 9:00 am - 12:00 pm MIDD
 Jul 18 - 22 MTWThF 1:00 pm - 4:00 pm FAUQ
 Aug 15 - 19 MTWThF 1:00 pm - 4:00 pm MIDD
\$165

See what one of the parents of the students had to say...

"The filmmaking camp was wonderful. My extremely introverted and reserved 10 year old son came home every afternoon talking a mile a minute about what they did, his ideas and what they were conceptualizing for the next day. He was fully engaged through the whole process and extremely proud of the end result. Thank you so much for this wonderful platform for keeping our children active and intellectually engaged through the summer!"

Passion for Fashion

Whether you are on the catwalk, in a major motion picture, or walking down main street, fashion is part of our daily lives. The critical role of the stylist and designer drives how we look and what we wear. This new program is tailored to those with an eye for design and fashion. Learn the key facets in the industry and study the latest trends in styles, colors, and cuts to create your first original digital clothing line and accessories. Each fashionista will leave with a digital portfolio hosted on a webpage to launch their new clothing line on the world stage. If you're into fashion, this program is for you!

Ages 11 - 15
 Jul 11 - 15 MTWThF 9:00 am - 12:00 pm FAUQ
Ages 7 - 10
 Aug 8 - 12 MTWThF 1:00 pm - 4:00 pm MIDD
\$165

LEGO Games

Combine your two favorite activities: LEGOs and Video Games! In this program create your own LEGO universe, characters, and adventures in an interactive 2-D Video Game. Everyone is welcome in this one of a kind class. At the end of the class, leave with a LEGO 2-D game that can be shared with friends and family on a password protected website.

Ages 11 - 15
 Jul 18 - 22 MTWThF 9:00 am - 12:00 pm FAUQ
 Aug 8 - 12 MTWThF 1:00 pm - 4:00 pm MIDD
\$165

Lightz! Camera! Action!

So you want to make a movie! In this fun, exciting camp, learn the dynamics of storytelling, shooting, editing, graphics, sound and more. From pre-production to your own premiere, learn by doing with an expert and ultimately make your very first short movie. The last day of camp will be the World Premiere of your "I Made It Myself" production! Invite a select group of family and friends to their very own premiere on the big screen. All equipment supplied and student created films will be available on a password protected website to share with friends and family."

Ages 7 - 10
 Jul 18 - 22 MTWThF 1:00 pm - 4:00 pm MIDD
 Aug 1 - 5 MTWThF 9:00 am - 12:00 pm FAUQ
Ages 11 - 15
 Jul 18 - 22 MTWThF 9:00 am - 12:00 pm MIDD
\$165

Creative Design and Robotics

The worlds' of the future-robots and robotics are one of America's fastest growing industries. Learn the fundamentals of motorized mechanisms and basic design principles in this unique class - separate fact from the fantasy - and design and build your first robot. After learning the basic principles of design, students will move on to designing their own creations and learn problem-solving to improve how their machines. At the end of the program, the machines and robots will compete against each other in a series of challenges! All equipment supplied.

Ages 7 - 10
 Jul 25 - 29 MTWThF 9:00 am - 12:00 pm MIDD
Ages 11 - 15
 Jul 25 - 29 MTWThF 1:00 pm - 4:00 pm MIDD
\$165

Make Your First Video Game! The NEXT Level

Are you ready for more? If you loved Make Your First Video Game then you will love this camp! Whether you want to work on an old game or start from scratch, we will review all of the concepts in the first program such as conceptualization, play experience, challenge levels, graphics, music, and simple coding and expand upon those concepts with new applications to take your game to the NEXT level! Student created games will be available on a password protected website to share with friends and family. Software and games are only compatible on PC computers.

Ages 7 - 10
 Jul 25 - 29 MTWThF 1:00 pm - 4:00 pm FAUQ
Ages 11 - 15
 Jul 25 - 29 MTWThF 9:00 am - 12:00 pm FAUQ
 Aug 15 - 19 MTWThF 9:00 am - 12:00 pm MIDD
\$165

Ultimate Claymation and Stop Action

Specifically designed for children who like to make something out of nothing! From the world's first film about the man on the moon, to King Kong, to today's classics, sometimes the action doesn't require an actor! Whether you want to recreate your favorite scene from Shrek or invent an original short film, this camp will allow you to produce a movie out of nothing but an idea and a piece of clay. Clay, most supplies, and equipment provided. Student created claymation will be available on a password protected website to share with friends and family.

Ages 11 - 15
 Aug 15 - 19 MTWThF 9:00 am - 12:00 pm FAUQ
\$165

Prepare to Get Behind the Wheel!



Learn safe driving fundamentals from experienced instructors.

With LFCC Workforce Solutions and Green Apple Driving School, our Classroom and Behind-the-Wheel programs are what YOU need to get on the road. Check our website for class dates or contact us at 540-868-7021.

www.LFCCworkforce.com

Learn to Ride!



Be Safe...Be Legal

Enroll in a Motorcycle Safety Course at LFCC. Enjoy the freedom and fun of riding this spring. Check our website for class dates or contact us at 540-868-7021.

www.LFCCworkforce.com

Company Registration

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

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

Disclaimer

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

Hearing Impaired

TTY 711 Virginia Relay / Use appropriate number for campus.

Office Hours

Fauquier Campus:

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

Middletown Campus:

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

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

Student Cancellation and Refund Policy

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

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

Textbooks

Some textbooks and supplies are not included in the price of the class. They can be purchased from the school bookstore or a third-party vendor prior to class.

5 WAYS TO REGISTER!



ONLINE

Use our shopping cart feature to quickly and easily register. Go to www.LFCCworkforce.com.



WALK-IN

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



FAX

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

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



PHONE

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



MAIL


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

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

or

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

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

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www.collegecentral.com/lfcc
 or call 540-868-7067



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Middletown, VA 22645-1745

Fauquier Campus

6480 College Street
Warrenton, VA 20187-8820

Luray-Page County Center

334 North Hawksbill Street
Luray, VA 22835-1130



Lord Fairfax Community College Presents

Digital Arts Camps

Back for the 2nd year by popular demand.

Thirteen different camps for ages 7 up to age 15
starting late June to Mid-August, 2011

Check our website www.LFCCworkforce.com for complete details.