



COMMUNITY AND
TECHNICAL COLLEGE

CHANGE THE



COURSE OF YOUR

FUTURE

**2020
2021**

**CAREER
ADVANCEMENT
CATALOG**

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GENERAL INFORMATION

REGISTRATION & PAYMENT INFORMATION

Registration can be completed online or in person at our Main Campus.

Visit our website at:

<http://blueridgectc.augusoft.net> and use our easy online shopping cart registration feature to select and purchase your classes.

Walk-in registrations are taken at the main campus in Suite 2400.

Monday - Friday: 8:30am - 4pm

304.260.4380 ext 2411

COURSE FUNDING OPPORTUNITIES

Many courses in this schedule are eligible for the Higher Education Adult Part-time Student (HEAPS) funding. HEAPS funding is available for qualified West Virginia residents.

For more information on HEAPS funding, contact us at 304.260.4380 ext. 2411 or email askme@blueridgectc.edu.

CANCELLATIONS

Blue Ridge CTC may cancel a course up to the start day for lack of enrollment and will issue a full refund. Students may withdraw from a two or more day course up to the first day of the course and receive a full refund. After the first class and before the second class, students will receive a 50 % refund. After the second class, no refund will be issued.

Students must withdraw from one day seminars or courses 24 hours prior to the start of the course to receive a refund, otherwise, no refund will be issued.

Refunds are NOT issued for classes or courses not attended.

Refunds may take three to four weeks to process.

CAMPUS LOCATIONS

Main Campus

13650 Apple Harvest Drive
Martinsburg, WV 25403

Technology Center

5550 Winchester Avenue
Martinsburg, WV 25405

Morgan County Center at the Pines Opportunity Center

109 War Memorial Drive
Berkeley Springs, WV 25411



NONDISCRIMINATION POLICY

Blue Ridge Community and Technical College provides opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, color, sex, sexual preference, religion, age, national origin, sexual orientation, marital or parental status, familial status, veteran status, or disability. This advertisement is for informational purposes only. Printed and/or electronic documents produced by the College do not constitute a contract, expressed or implied, between an applicant or student. For important information about the educational debt, earnings, and completion rates of students enrolled in Certificate Programs at Blue Ridge CTC, visit: www.blueridgectc.edu/GEinfo

Blue Ridge CTC is following all CDC Guidelines to protect the health and safety of our campus community.

While visiting our campus, social distancing, face coverings, and increased hand washing/sanitizing is required.

ONLINE COURSES



ONLINE PROVIDERS

Blue Ridge Community and Technical College Career Advancement offers a full line of online training through multiple national online course providers. Career Advancement also offers a Live Virtual Course offerings.

To see our current courses, visit <http://blueridgectc.augusoft.net/>

Over 1500 online course options from multiple online providers.

Online courses may be eligible for HEAPs or WIOA funding.

For more information, contact: **304-260-4380 ext 2411.**

World Education

Over 400 courses available

Learn Photoshop Elements 2019

Tuition: \$195

Business Communication Professional

Tuition: \$2295

Business Management & Administration for the Mature Market

Tuition: \$195

Cyber Security Awareness & Prevention

Tuition: \$159

UGOTCLASS

**Over 50 self-study courses
available online**

Integrating Social Media Into Your Organization

Tuition: \$195

Introduction to Social Media

Tuition: \$195

Marketing Using Social Media

Tuition: \$195

Social Media for Business Certificate

Tuition: \$495

Ed2go Blue Ridge CTC

Over 500 courses available

www.ed2go.com/brctc

ClickSafety

Over 100 OSHA-approved courses

Check our ClickSafety page for Details.

ONLINE COURSES

ED2GO CATEGORIES

Accounting and Finance

Accounting Fundamentals
Accounting Software:
Quickbooks/Microsoft
Excel (2016 and higher)

Business

Business Communications
Business Software
Grant Writing
General Business Skills
Non-profit
Project Management
Sales and Marketing
Start Your Own Business

Computer Applications

Adobe
Microsoft

Design and Composition

Adobe Software
Digital Photography
Graphic Design
Web Design

Healthcare and Medical

Terminology
Medical Math

Photography

Digital Photography
Graphic and Multimedia Design

Publishing and Writing

Creative Writing
Publishing
Grant Writing

Technology

Computer Certification Prep
Computer Fundamentals
Computer Programming
Database Management
Graphic and Multimedia Design
Networking and Communications
Security
Web Technology

For a complete list of Ed2Go courses with Blue Ridge CTC, please visit:

www.blueridgectc.edu

Click below to learn more



PROTRAIN COURSES



Blue Ridge Community and Technical College, in partnership with ProTrain, offers certificate and certification programs that are designed to help you begin a new high-demand career or advance your current career. Courses are created by Subject Matter Experts and prepare individuals for nationally recognized certifications.

Our [Live Online courses](#) offer the convenience of online study with an instructor-led course and allow students to interact with both instructors and classmates in real-time. Students complete training in less than 3 months.

Popular Live Online Courses:

- Associate Professional in Human Resources (aPHR)
- Certified Associate in Project Management (CAPM)
- Six Sigma Green Belt
- CompTIA A+
- Bookkeeping Administration

Our <https://blueridgectc.theknowledgebase.org/> provide access to all lessons immediately with the freedom to learn from virtually anywhere at your own pace. Duration of access ranges between 6 -12 months.

Popular Self-Paced Online Courses:

- Patient Care Technician
- Certified Electronics Health Records Specialist Career Prep
- HVACR Technician Career Prep
- Certified Maintenance and Reliability Technician Exam Prep
- Certified Information Systems Security Professional (CISSP)

[Career Certifications - Click here for more info!](#)



ONLINE COURSES



CLICKSAFETY™

CLICKSAFETY™

Blue Ridge Community and Technical College, in partnership with ClickSafety™, offers a full-line of online safety courses.

CLICKSAFETY™

The leader in online safety and health training

We are pleased to offer online safety and health training courses designed to meet your compliance training requirements! All online and at your convenience!

OSHA 10-Hour Construction

(Also available in Spanish)

Tuition: \$89

OSHA 10-Hour General Industry

Tuition: \$79

OSHA 30-Hour Construction

Tuition: \$189

Fall Protection Awareness

for Construction

Tuition: \$25

OSHA Focus Four Hazard Awareness

for Construction - \$25

Mold Maintenance Procedures

for Supervisors & Managers

for Construction

Tuition: \$35

Mold Awareness for Facility

Operators for Supervisors and

Managers for Construction

Tuition: \$35

Ladder Safety Awareness

for Construction

Tuition: \$25

Working Safely With Electricity

Tuition: \$25

Forklift Hazard Awareness

for All Industries

Tuition: \$25

Hazardous Chemicals in Laboratories

Awareness for General Industry

Tuition: \$25

OSHA Recordkeeping and Reporting

for All Industries

Tuition: \$45

Safe Forklift Operation

for General Industry

Tuition: \$35

HAZWOPER 16-Hour

for All Industries

Tuition: \$127

HAZWOPER 24-Hour

for All Industries

Tuition: \$157

HAZWOPER 40-Hour

for All Industries

Tuition: \$285

Register for CLICKSAFETY™ Courses Online:

<http://blueridgectc.augusoft.net>

To Register by Phone: 304.260.4380 EXT. 2411

To Register by Email: askme@blueridgectc.edu

BUSINESS



AMERICAN MANAGEMENT ASSOCIATION TRAINING

Supervision 2 Day Intense Training

This intense two-day course is a must for newly appointed Supervisors or for experienced supervisors who want to be better! Effective first-line supervision is critical to the success of every organization. Having well trained supervisors translates into achievement of organizational goals. The course utilizes real life situations, exercises and assessments that students can apply immediately when they return to work.

Topics include:

- Importance of First-Line Supervision
- Communication Skills
- Coaching
- Leadership Style and Behavior
- Managing People
- Performance Motivation
- Legal Issues for First-line Supervisors
- Diversity in the Workplace

2 Daily Sessions | 12 hours | CEUs: 1.2
Tuition: \$199

Coaching for High Performance

This course includes 8 hours of classroom instruction and 7 hours of homework assignments. Students receive a certificate of completion for 15 hours of study and 1.5 CEUs.

Topics include:

- Importance of coaching
- Getting in shape to coach
- Coaching process
- Delivering coaching feedback
- Coaching for motivation and retention
- Coaching teams for high performance
- Handling difficult coaching situations

1 Session | 6 hours | CEUs: 0.6
Tuition: \$159

Communication Skills for Managers

As a manager, much of your job involves communication, so the ability to communicate clearly is crucial to your ability to succeed. You need to give explanations, ask questions, work with people to solve problems and come up with new ideas, coach and train, provide performance feedback, and more. All those activities require communication skills.

Topics include:

- Listening Skills
- The Art of Asking Questions
- Making Successful Presentations
- Good Writing Tips

1 Session | 3.5 hours | CEUs: 0.6
Tuition: \$39

First-Line Supervision (One Day)

This intense one-day course is a must for newly appointed Supervisors or for experienced supervisors who want to be better! Effective first-line supervision is critical to the success of every organization. Having well trained supervisors translates into achievement of organizational goals. The course utilizes real life situations, exercises and assessments that students can apply immediately when they return to work.

Topics include:

- Importance of First-Line Supervision
- Communication Skills
- Coaching
- Leadership Style and Behavior
- Managing People
- Performance Motivation
- Diversity in the Workplace

1 Session | 8 hours
Tuition: \$99

BUSINESS

SHRM LEARNING SYSTEM

SHRM Essentials HR Management

This course is great for new and junior HR practitioners, small business owners, office managers, new and experienced managers selling HR knowledge and job seekers. The SHRM Essentials of HR Management course is for individuals performing basic HR duties that include all aspects of human resource work and require a range of knowledge that the SHRM Essentials of HR Management course provides. In less than 20 hours of classroom time, the SHRM Essentials of HR Management course provides a complete overview of human resource roles and responsibilities. This course covers real-life HR issues and current topics that are vital for company success including employment law, selecting qualified employees, compensation, orientation and training, and performance management.

2 Sessions | 14 hours

Tuition: \$395

SHRM Learning System for SHRM-CP/SHRM-SCP

This Society for Human Resources Management (SHRM) competency-based certification helps HR Professionals to prepare for SHRM's new certifications: SHRM-SCP, SHRM Senior Certified Profession. These certifications are based on a single, comprehensive body of competency and knowledge that is relevant worldwide and gives professionals the recognition and flexibility to use their knowledge, skills and competencies anywhere their career takes them.

SHRM members receive a \$38 discount. Mandatory orientation session.

2 Sessions | 36 hours

Tuition: \$1,039

SMALL BUSINESS

Ed2Go Start and Operate Your Own Home Based Business

Starting a home-based business is the hottest trend in today's challenging business environment! Learn how to be your own boss and eliminate the stress of having a job. The benefits of working from home are endless! Earn what you deserve, be independent, have tax deductions, do away with traffic, office politics and more! Learn how to develop the entrepreneurial qualities - motivation, discipline, creativity - that you will need to succeed! This class is a great way to start your own business or enhance the one you already have.

6 Weeks | Online 24/7 | 24 hours | CEUs: 2.4 | Tuition: \$95

Notary Public Practices and Procedures for West Virginia

This course educates notary publics or persons interested in becoming a notary on the regulations and procedures of a proper notary. Students also learn the proper techniques of notarizing documents as well as record keeping.

- Students learn how to apply for their notary commission
- Students learn how to keep all proper notary records
- Students learn how to properly notarize a document
- Students learn how to properly check IDs

1 Session | 3 hours | Tuition: \$29

Business Etiquette

Sharpen your business etiquette. This seminar helps you be comfortable in business and corporate meetings. Handshakes, business cards, when to start eating at a business meeting? Should I order a drink, How do I introduce myself? And other questions that improve your business and global perception.

1 Session/1.5 hours

Tuition: No Cost (Grant sponsored)



SBDC Business Fundamentals

The workshop is offered by the West Virginia Small Business Development Center (WVSBDC) and is intended for anyone thinking of starting a new business, or for recent start-up businesses that may need to revisit various areas of operation.

There is a \$35 fee for the workshop, but after completion, each attendee is eligible for individual business coaching sessions at no additional cost. WVSBDC coaches provide assistance with essentials such as business plan development, financial statement preparation, marketing, and connections with other resources and services.

Registration is required in advance. To register, visit www.wvsbdc.org online and select the "Training Calendar" menu located on the left side of the home page. If you have difficulty registering online, contact the instructor, Mary Hott at 304-380-3279 or email Mary.E.Hott@wv.gov.

Blue Ridge Community and Technical College (BRCTC) offers Continuing Education Units (CEUs) to participants.

The WVSBDC is part of the West Virginia Development Office and creates economic impact through offering entrepreneurs and small businesses cost-effective business coaching and technical assistance. The West Virginia SBDC is funded in part through a cooperative agreement with the U.S. Small Business Administration. The WVSBDC is an Accredited Member of America's SBDC network.

1 Session | 2.5 hours | CEUs: 0.3

Tuition: \$35

Making a Great First Impression

Topics cover appearance, body language, manners, planning ahead, and making others feel comfortable.

1 Session | 1 hour

Tuition: No Cost (Grant Sponsored)

BUSINESS

SMALL BUSINESS TRAINING

Ed2Go Purchasing and Supply Chain Management (Ed2Go)

The Purchasing and Supply Chain Management program will show you the integrated approach to planning, acquisition, flow, and distribution from raw materials to finished products. Topics such as developing a corporate culture, working successfully with teams, developing and implementing successful people management strategies, and work flow and performance management will be explored in this program. You will also learn what makes a successful entrepreneur, develop an understanding of the basics of marketing management, and the strategies involved in developing a marketing plan. The art of negotiation is covered in great detail, giving you a foundation for negotiating with great awareness and effectiveness.

Online 24/7
27 weeks | 60 hours | Tuition: \$2,295

Introduction to PMP Certification Prep 1 (Ed2Go)

Learn how to prepare for the Project Management Institute's prestigious PMP® certification exam. Master the first seven chapters of *A Guide to the Project Management Body of Knowledge* (PMBOK®, Guide), 5th edition--the essential resource for the PMP® certification exam. Find out about the 10 Project Management Knowledge Areas, five Process Groups, and 47 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you will encounter on the PMP® exam. Use proven learning strategies to help absorb key terminology, concepts, and formulas.

This course, the first part of a two-course series, will demystify the PMBOK®, Guide, including relationships between inputs, tools and techniques, and outputs. The course will also bring clarity to such topics as precedence diagramming, estimating, and scope management.

Ed2go is a global Registered Education Provider for the Project Management Institute (PMI®). Registered Education Providers (R.E.P.s) offer programs and courses that are pre-approved for professional development units through PMI® and have been reviewed by a project management professional (PMP®) to ensure that they meet PMI®'s expectations for professional development in project management.

This program/course is a good choice for those looking for project management experience and those aspiring to obtain a PMI® credential. It is also an excellent choice for existing PMI® credential holders looking for an approved activity for PMI®'s continuing certification PDUs. At the end of this course, you will receive a certificate indicating your completion of PDUs equal to the number of hours of this course through ed2go, R.E.P. #3213. Please visit pmi.org to learn more about PMI®'s credentials and how they may fit into your continuing education plans.

Online 24/7
8 weeks | 12 sessions | 24 hours
Tuition: \$95

3D Modeling

In this course, students learn to use 3D modeling software to develop parametric design solutions for various engineering problems. Students develop designs, learn and apply American National Standards Institute (ANSI) standards, explore finite element analysis and develop working, assembly and presentation drawings. Students produce 3D models of their solutions using 3D printing, or CAM modeling machines.

16 weeks | 16 Sessions | 74.67 hours
Tuition: \$275

AGRIBUSINESS

Agribusiness All Day Conference

Join local agricultural business leaders for a 6-hour day devoted to business issues that affect you. The day includes networking opportunities, keynote speaker, and break-out sessions on various topics. The Blue Ridge CTC Academy for Hospitality and Culinary Arts prepares morning refreshments and lunch.

Topics vary annually.

1 Session | 6 hours | CEUs: 0.6

Tuition: \$49



CAREER AND TRADE TRAINING



CAREER TRAINING

ACT WorkKeys® National Career Readiness Certificate

By taking the WorkKeys® assessment, students may earn a National Career Readiness Certificate, a credential from ACT (American College Testing), provided they score a minimum of a Level 3 on all three assessments: Workplace Documents, Graphic Literacy, and Applied Math.

There are 4 different NCRC certificates to earn:

- Bronze (Level 3)
- Silver (Level 4)
- Gold (Level 5)
- Platinum (Level 6)

Students who have the NCRC Certificate stand out from other applicants because their scores show employers that they have work readiness skills. It shows that they can perform basic mathematic operations, read and understand documents commonly found in the workplace, and find information presented in common workplace graphics. It shows that they can set up and solve complex work-related mathematics problems, determine the relevance of written information to work related tasks, and apply information derived from graphics to work-related problems.

WorkKeys® Basic Skills Assessment 3

Obtain the National Career Readiness Certificate today and be recognized for your abilities. ACT WorkKeys® is a job skills assessment system that helps employers select, hire, train, develop, and retain a high-performance workforce. This test score demonstrates to employers that the worker has the basic skills necessary to perform most jobs. Blue Ridge Community and Technical College is an ACT Satellite Testing Site for West Virginia.

Testing Location: BRCTC Technology Center. You must pre-register!

1 Session | 5 hours
Tuition: \$69

WorkKeys® Basic Skills Assessments 5

This assessment is offered at a discounted price for individuals needing the following WorkKeys® assessments: Workplace Documents, Applied Math, Graphic Literacy, Applied Technology, and Observation. Students should allow 7 hours for assessment.

1 Session | 5 hours | CEUs:0.7
Fee: \$99

WorkKeys® Basic Skills Assessment 1

Obtain the National Career Readiness Certificate today and be recognized for your abilities. "ACT WorkKeys® is a job skills assessment system that helps employers select, hire, train, develop, and retain a high-performance workforce."* This test score demonstrates to employers that the worker has the basic skills necessary to perform most jobs. Blue Ridge Community and Technical College is an ACT Satellite Testing Site for West Virginia. (*Source: www.act.org)

Testing Location: BRCTC Technology Center. You must pre-register!

1 Session | 1 hour | Tuition: \$29

CAREER AND TRADE TRAINING

PROFESSIONAL DEVELOPMENT CLASSES

Grant Writing A to Z (Ed2Go)

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

This course speaks mainly to nonprofit organizations, schools, religious institutions, and municipalities seeking grants from foundation, corporate, government, and individual donors. It is also an excellent primer for individuals wishing to become grant-writing consultants or community grant-writing volunteers.

Many of this course's elements also easily translate to the for-profit field and to individual artists, and material specifically designed for businesses and individuals is included. No matter who you are or what level of experience you have, you will find the A to Z of writing and submitting successful proposals here!

6 weeks | 12 Sessions | 24 hours

Tuition: \$95

Resume Writing Workshop (Ed2Go)

Create an effective resume or improve the one you already have. Transform your resume into a powerful tool that will get you interviews. This workshop will lead you through a self-assessment series so you will have extensive knowledge about the product you are marketing YOU! Learn different resume formats and the advantages and disadvantages of each. Write an employment objective that shows potential employers that you have direction. Make the most of your work experience. Know what to reveal in a resume, and what to keep to yourself. Learn to overcome gaps in work history and age discrimination. Discover how to use references to your advantage. This course includes the use of online resumes and Internet Resume Secrets. This course is invaluable for anyone who wants to create their own resume, or learn how to write resumes and cover letters for profit.

Online 24/7 | 8 Weeks | 12 Sessions | 24 hours

Tuition: \$95

Hospitality and Tourism Academy

The RESA 8 Hospitality and Tourism Academy provides training in the skills and knowledge necessary for students to be prepared for further education and/or pursue careers in the great and growing West Virginia hospitality/tourism industry. Instruction includes problem solving skills, digital literacy, work ethic and attributes, and academic knowledge specific to the industry. Students master and achieve various customer service related certifications and become the best at representing Wild, Wonderful West Virginia.

96 hours of training and a certificate of completion from Blue Ridge Community and Technical College is earned.

4 weeks | 16 Sessions | 102 hours

Tuition: Grant sponsored through RESA 8. No cost to qualified participants.

WV Recovery Coach Academy

The WVRCA is a four-day intensive, virtual online training program. Additionally, Students complete 16 clinical training hours as arranged by WVRCA through Blue Ridge Recovery Center in Charles Town, WV. Recovery Coaches promote recovery by removing barriers and obstacles to recovery and serving personal guides and mentors for people seeking or already in recovery.

The training focuses on providing individuals with the skills needed to guide, mentor and support anyone who would like to enter into or sustain long-term recovery from an addiction to alcohol or other drugs. The WVRCA prepares participants by helping them to actively listen, ask good questions, and discover and manage their own issues.

This training is for anyone who is interested in becoming a recovery coach. If your profession involves the recovery field, you may want to consider the West Virginia Recovery Coach Academy. This training utilizes a dynamic approach to learning that blends both process and content.

30 Hours Virtual Live | 15 Hours Internship Available

Tuition: \$350

For information: RCA@blueridgectc.edu



WV Advanced Medical Recovery Coach

Students who complete the Recovery Coach Academy and the Advanced Medical Center Recovery Coach Training receive a Skill Set Certificate of Completion from Blue Ridge Community and Technical College as a Recovery Coach Professional (RPC). The skill set certificate of completion is endorsed by the West Virginia Recovery Coach Academy and the Greater Recovery and Community Empowerment (GRaCE) as elevating the standards for recovery coaches.

As more entities (hospitals, providers, and prisons) employ recovery coaches, a RPC signifies a level of competence and expertise. A RPC is proficient in the art and science of recovery coaching through actively listening, asking good questions with motivational interviewing, managing biases, and treating people as resources. These skills are essential in recovery coaching.

Advanced Medical Center Recovery Coach Academy includes 12 hours of Emergency Department Recovery Coach (EDEC), 16 hours of RC Ethics, 12 hours RC professionalism, and 6 - 12 hours of Medically Assisted Treatment (MAT) plus internship. The course offers 3 third party college credits.

3 Sessions | 45 hours | Tuition: \$599

5 Days of Virtual Training

CAREER AND TRADE TRAINING

CAREER & TRADE TRAINING

EPA Lead Paint Abatement

ATTENTION: General Contractors, Painters, Plumbers, Carpenters & Electricians:

Any contractor who removes or disturbs lead paint surfaces after April 2010 is required by federal law to be EPA Lead Safe Certified for pre-1978 housing and child occupied facilities painting or renovation projects. This one-day Lead Safe Training class satisfies Federal requirements.

1 Session | 8 hours

Tuition: \$159

Refrigerant Recovery HVAC Technician

This course is an introduction to the theory and applications of the refrigeration process as it relates to HVAC. Topics include refrigerants, system operation, tools, piping and fittings, soldering and brazing, and refrigerant charging. This course is hands-on training.

Course Objectives:

- Identify refrigerants
- Explain how refrigerants contribute to HVAC systems
- Demonstrate tubing installation
- Demonstrate basic soldering and brazing
- Describe the refrigeration cycle

15 Sessions | 45.50 hours

Tuition: \$1,200

Refrigerate Recovery HVAC Technician

This course prepares students to potentially take the EPA Certification for Refrigerate Recovery. Students learn refrigerant transition and recovery and the cost includes safety and environmental issues.

Course Objectives:

- Identify safety issues for refrigerants
- Describe environmental impacts
- Prepare for the EPA Recovery certification exams

9 Sessions | 35 hours

Tuition: \$700

Basic Carpentry Skills

Develop basic skills in the fundamentals of carpentry and prepare for an apprenticeship or employment in the trade industry. Students are introduced to the processes, tools, applications, and materials of the carpentry trade. Text reference from the National Center for Construction Education Research is utilized throughout this course. This course is comprised of lecture, demonstration, hands-on application, and possible field trips to construction sites.

Tuition: \$249



CONTRACTOR AND TRADES TRAINING

OSHA 10-Hour Worker Construction Safety Course

Blue Ridge Community and Technical College offers a two-day OSHA 10-Hour Construction Course. An OSHA-authorized trainer delivers this program.

The OSHA Outreach Training Program provides training for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces. Attendance is mandatory for both days to receive an OSHA 10-Hour construction card.

2 Sessions | 10 hours | 1 CEU
Tuition: \$149

OSHA 30-Hour Construction Safety Course

Blue Ridge Community and Technical College offers an OSHA 30 Hour Construction Safety Course. An OSHA-authorized trainer delivers this program. The OSHA Outreach Training Program provides training for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces. Attendance is mandatory for both days to receive an OSHA 30-Hour Construction card.

4 Sessions | 30 hours
Tuition: \$459

OSHA 10-Worker Safety General Industry

The OSHA 10 Outreach Training Program provides training for workers on the recognition, avoidance, abatement and prevention of safety and health hazards of the workplaces. Students receive an OSHA 10 completion card at the conclusion of the course. An OSHA-authorized trainer delivers the course. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights, and contribute to our nation's productivity.

1.5 Sessions | 10 hours
Tuition: \$49

OSHA 30 General Industry Safety Training

The OSHA Outreach Training Program provides training for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces. The program also provides information regarding worker rights, employer responsibilities, and how to file a complaint. Students receive an OSHA 30 completion card at the conclusion of the course. An OSHA authorized trainer delivers the course. The 30-hour class is appropriate for supervisors or workers with some safety responsibility. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights, and contribute to our nation's productivity.

4 Sessions | 30 hours
Tuition: \$149



CAREER AND TRADE TRAINING

Forklift - Industrial Truck Training

This course offers students hands-on training. Students must be 18 years old, hold a valid driver's license, and be physically able to operate the equipment. All classes require hands-on participation as well as successful completion of any written evaluations, and hands-on vehicle operation testing. At no time will GPEC Safety or OSHA regulations be compromised. Participants must wear personal protective equipment. The Standard Operator Certification is valid for 3 years per OSHA regulation. Can be conducted on employer site.

1 Session | 10 hours

Tuition: \$199

Basic Home Repair

Learn basic home repair skills to save both time and money. This workshop is comprised of lecture, demonstration, and hands-on training.

Tuition: \$79



Quality Assurance Technician Training

This course is designed for individuals who have taken some college science courses or have the ability to be trained quickly for a career as a Quality Assurance Technician. The course emphasizes safety, manufacturing terminology and testing techniques. Training can be customized according to the needs of each student.

Topics include:

- OSHA Certification
- Quality Control Laboratory Equipment
- Analytical Instrumentation and Quality Assurance Techniques
- Process Quality
- WorkKeys® National Career Readiness Certification

56 Sessions | 150 hours

Tuition: \$499 (HEAPS funding may be available)

Small Engine Repair

Small engine repair training can be used for personal use or for profit. Students learn to identify the parts of two-cycle and four-cycle engines, determine engine performance, troubleshoot and repair small engines found in lawn equipment, motor boats and garden equipment and perform preventive maintenance. Each student needs to provide their own tools that include, but may not be limited to wrenches, sockets, pliers, screwdrivers and a ball peen hammer. A complete list of tools will be discussed the first night of class. Each student may be asked to provide a used engine needing work for class demonstrations.

Students need to wear closed toed shoes and old clothes or shop clothes for class. Enrollment is limited so register early.

6 Sessions | 18 hours
Tuition: \$99

How to Purchase a Drone

If you are thinking of purchasing a drone as a Christmas gift or just for personal use, you may want to attend this free seminar. The Instructor reviews the common pitfalls of purchasing your first drone. This course covers 10 common problems encountered in drone purchases.

1 Session | 1 hour
Tuition: No Cost

How to Fly Your New Drone

Reduce the learning curve for flying your new drone by attending this free two-hour seminar. Learn techniques that will have you flying faster and better. Students learn on small starter drones. The instructor is available for a short time after class to review your individual drone issues and questions.

1 Session | 2 hours
Tuition: No Cost

Commercial Drone Pilot Certification Introduction Class/Study for FFA Exam

This course prepares students to potentially take the required FAA Airman Knowledge Test for the issuance of a commercial remote pilot certificate with small UAS (sUAS) rating.

Course Objectives:

- Provide training on all topic areas of the FAA Airman Certification Standard for the remote pilot certificate with sUAS rating. Topic areas include: the national airspace system and its related elements, Federal Aviation Regulations under Title 14 CFR Part 107, weather, aircraft performance and loading considerations, and operations.
- Additional subtopics include interpreting VFR sectional charts in order to determine the location of controlled airspace, operating limitations, crew resource management, basic weather analysis, and basic aerodynamic theories of lift, airfoil design, and aircraft performance.
- Understand the FAA certification testing and application steps.

Note: Commercial Pilot License valid for two years only. Certificate holders must pass a recurrent knowledge test every two years.

FAA testing fee \$150.00 not included in course fee and additional navigation charts or instructional materials beyond those provided for instruction must be obtained at the student's personal expense.

2-4 Sessions | 16 hours | CEUs: 1.6
Tuition: \$549



CAREER AND TRADE TRAINING

FOOD SERVICE

ServSafe® Food Safety Management Online Training

The ServSafe® program helps prepare you for the ServSafe® Food Protection Manager Certification exam. Training covers these concepts:

- The Importance of Food Safety
- Good Personal Hygiene
- Time and Temperature Control
- Preventing Cross-Contamination
- Cleaning and Sanitizing
- Safe Food Preparation
- Receiving and Storing Food
- Methods of Thawing, Cooking, Cooling and Reheating Food
- HACCP (Hazard Analysis and Critical Control Points)
- Food Safety Regulations
- Certification Exam
- Certificate

Monthly Start Dates | 16 hours | CEUs: 1.6

Tuition: \$199 (includes exam)

Bartending Training

This course is an overall introduction to mixology; bar set up and tear down, equipment, glassware, measuring techniques, terminology, recipes, and beer service, with food parings, wine service with food parings, garnishes and all general knowledge to begin a career in bartending. The course includes PSCC (Professional Server Certification Corporation) Responsible Serving Certification or ServSafe® Alcohol Management Certification (instructor preference). The course is seven live classes with hands-on experience and one online PSCC class. Students are given a list of supplies needed for class that include: empty bottles for pour practice, pourers, shaker cups, shot glasses or small glasses to measure 2- 4oz shots, bottle opener, cork screw, strainer, knives/ peeler for garnishes. The instructor reviews the supply list the first night of class. The textbook is included with the course cost.

6 Sessions | 18 hours | CEUs: 1.8

Tuition: \$199



REAL ESTATE

WV Real Estate Broker Module 1

Brokerage Operation and Management is the first of three modules needed for the West Virginia Broker Pre-licensing Training. The three Broker Pre-licensing Modules together provide the complete 90 hours of training required by the West Virginia Real Estate Commission. Students must take all three modules in order to apply to the WVREC to take the Broker Licensing examinations. Module 1 consists of 30 hours of pre-licensing education as approved by the West Virginia Real Estate commission. The course reviews concepts of market research, legal issues in a real estate brokerage, business planning, brokerage registration, establishing an office financial management, developing a policy and procedures manual and marketing plans, technology, and information management. The final examination is in addition to the training hours and students must pass the examination with a grade of 70 % or better in order to receive a certificate of completion. This course is offered via live classroom and attendance to all classes is mandatory.

1 Week | 5 Sessions | 35 hours | CEUs: 3
Tuition: \$459

WV Real Estate Broker Module 2

Module 2 of the West Virginia Real Estate Brokers Pre-licensing training covers 25 hours of course work concerning Human Resources Management and Interpersonal Skills as approved by the West Virginia Real Estate Commission. Topics covered include employment laws, staff processes, employment processing, compensation plans, training, meetings, performance management, coaching, retention and termination.

1 Week | 4 Sessions | 30 hours | CEUs: 2.5
Tuition: \$369

West Virginia-Specific Real Estate for Brokers - Module 3 of the West Virginia Broker Pre-licensing Training

Broker Pre-licensing Training is the third of three modules needed for the West Virginia Broker Pre-licensing Training. The three Broker Pre-licensing Modules together provide the complete 90 hours of training required by the West Virginia Real Estate Commission. Students must take all three modules in order to apply to the WVREC to take the Broker Licensing examinations.

Module 3 consists of 35 hours of WV pre-licensing education as approved by the West Virginia Real Estate commission. The course reviews WV licensing act, Licensing Series 174, WV Agency, Trust Fund Account management, Transaction Management, Risk Reduction, Legal and Ethical Standards, Property Management, Commercial Real Estate, New Construction, and Legal Updates to WV licensing laws. The final examination is in addition to the training hours and students must pass the examination with a grade of 70 % or better in order to receive a certificate of completion. This course is offered via live classroom and attendance to all classes is mandatory.

1 Week | 5 Sessions | 35 hours | CEUs: 2.5
Tuition: \$549

West Virginia Real Estate 30-Hour Supplemental Course

This course is for those who have taken the 60-hour pre-licensing in another state and are required by the West Virginia Real Estate Commission to take the 30-hour West Virginia Law Supplemental course.

Contact Cynthia Hull for more information:

chull@blueridgectc.edu or
304-260-4380 ext. 2405

13 Sessions | 33 hours | CEUs: 3.3
Tuition: \$259

CAREER AND TRADE TRAINING

Real Estate Pre-licensing for West Virginia - 90 Hour

This course meets the education requirements of the West Virginia Real Estate Commission for real estate pre-licensing WV REC Provider #66. Students must have a completion certificate from this course in order to apply for the West Virginia Real Estate Examination. Students must complete the 60-hour online component and the 33-hour, in-class component in order to receive a certificate of completion. Students must receive a final grade of 70% or higher in order to receive a certificate of completion. Live classes are mandatory and students must document 60 hours of online time.

Dearborn Recaps - Modern Real Estate Practice, provide the online portion of the course.

14 Sessions & Online | 90 hours | CEUs: 9

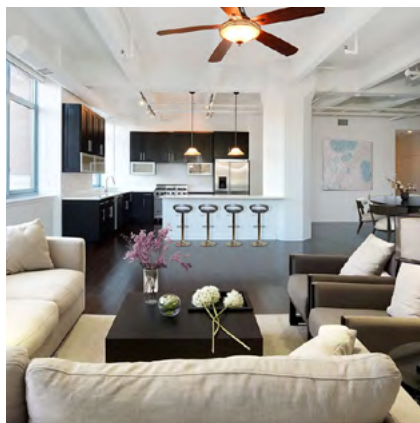
Tuition: \$599

WV Real Estate Licensing Law Review

For students from out-of-state who need to study WV Real Estate Licensing Law before taking the WV Real Estate Licensing Examination.

1 Session | 3 hours

Tuition: \$19



CULINARY ARTS



CULINARY ARTS

MASTER CHEF



Taste of France

Explore French cuisine by making various French recipes.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Taste of Greece

Explore Greek cuisine by making various Greek recipes.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Taste of India

Travel to India in this class where we will create a true Indian cuisine.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Taste of Italy

Explore Italian cuisine by making various Italian recipes.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Taste of Mexico

Explore Mexican cuisine by making various Mexican recipes.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Taste of Morocco

Explore Moroccan cuisine by creating classic Moroccan dishes.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Taste of New Orleans

New Orleans is a city for foodies. Learn to create some of New Orleans classic dishes in this master class.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Taste of Northern India

Explore the cuisine of Northern India by preparing various Northern India's recipes.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Taste of Russia

Travel to Russia in this class where we create a true Russian cuisine.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Taste of Spain

Explore the cuisine of Spain by making traditional Spanish recipes.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Taste of Thailand

Travel to Thailand in this class where we will create a true Thai cuisine.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

2 Day Basic Cooking Skills Workshop

This 2-day workshop helps you learn basic cooking skills.

2 Sessions: 10 Hours

CEUs: 1

Tuition: \$150.00

Cooking Light & Delicious

This Master Chef class is all about looking good and eating good.

1 Session: 3 Hours

CEUs: 0.3

Tuition: \$59

Cooking with Coffee

Learn how to incorporate America's favorite beverage, "coffee", into your cooking.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Cooking with Wine

In this class, we demonstrate various recipes with wine like chardonnay risotto and citrus wine.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Gluten Free Rustic Pizza and Focaccia

Create a delicious gluten free pizza dough that will wow your friends and family. Students create a GF pizza and GF focaccia in this class.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Pasta Making Master Chef

Join Chef Steve Weiss and learn to create classic pasta dough. This is a hands on course with students working at food preparation stations. Students prepare, experience and taste!

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

How to Make Pho

Chef Weiss shows you how to prepare this exotic soup from Vietnam filled with broth and rice noodles. This is a hands on course with students working at food preparation stations. Students prepare, experience and taste!

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Classic Soups

In this Master Chef class, students create a few of the different classic soups we all know & love.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

CULINARY ARTS



Valentine's Day for Couples

Bring your Valentine and learn how to prepare a Valentines dinner you both will love.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$50

Artisan Breads Workshop

Two-day ARTISAN Breads Workshop for Small Business or Enthusiast.

2 Sessions: 10 Hours

CEUs: 1.0

Tuition: \$150.00

Soft Roll Varieties

In this class we will make soft roll dough and explore various shapes and toppings.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Basic Cake Decorating

Learn how to make butter cream, ice a cake and decorate with a piping bag.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Eclairs

An éclair is an oblong pastry made with choux dough filled with a pastry cream and topped with icing.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Extreme Cupcakes

In this class students create Too Tall Lemon Meringue cupcakes and Death by Chocolate cupcakes

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Gingerbread House Creation

Learn how to make and decorate your very own gingerbread house. This is a hands on course with students working at food preparation stations. Students will prepare, experience and taste!

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Holiday Desserts-Sweets for Sweets

In this class, students create different holiday desserts.

1 Sessions: 3 Hours

CEUs: 0.3

Tuition: \$59.99



CULINARY ARTS- PARENT CHILD

Parent/Child Basic Breads & Pizza

Join Chef Steve Weiss for this fun and delicious class featuring your favorite foods: bread and pizza! Bring your Mom, Dad or Grandparent, to this great new class and learn to cook together! Fee includes all the materials for you and a family member.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Parent/Child Basic Cooking Skills

Join Chef Steve Weiss for this fun and delicious class featuring your favorite foods. Bring your Mom, Dad or Grandparent, to this great new class and learn to cook together! Fee includes all the materials for you and a family member. Enjoy!

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Parent/Child Pasta Making Class

Join Chef Steve Weiss for this fun and delicious class featuring your favorite foods: learn to create fresh Fettuccini pasta and Alfredo sauce. Bring your Mom, Dad or Grandparent, to this great new class and learn to cook together! Fee includes all the materials for you and a family member. Enjoy!

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Parent/Child Make a Gingerbread House

Learn how to make and decorate your very own gingerbread house with Chef Steve Weiss. In this fun, hands on course you will work together to create your masterpiece!

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

GAMING CAREERS



GAMING CAREERS INSTITUTE

**For more information on the Gaming Careers Institute courses, please contact
Diana Crouse: 304.260.4380 ext. 2423 | dcrou01@blueridgectc.edu**

Introduction to Table Games

This course covers the general responsibilities of the dealer and is the prerequisite for other table games training courses. Emphasis is placed on correct chip handling techniques, identifying the value of each color chip, learning to read the total value of a bet, and pit procedures. This course is 40 hours of classroom time (4 hours per day, 5 days a week, 2 weeks.)

Sessions: 10

CEUs: 4

Tuition: \$200

Novelty Games

This course covers the fundamentals of dealing Novelty Games. 80 hours (4 hours per day, 5 days a week, 4 weeks.)

Sessions: 20

CEUs: 8

Tuition: \$400

Blackjack

This course covers the fundamentals of dealing Blackjack. Emphasis is placed on card totaling, chip handling and cutting, card shuffling and card placement. Attention is given to game and accounting procedures, accuracy, and speed. 80 hours (4 hours a day, 5 days a week, 4 weeks.)

Sessions: 20

CEUs: 8

Tuition: \$400

Craps

This course covers the fundamentals of dealing Craps. Emphasis is placed on the knowledge of the procedures on a variety of bets, accurate and quick mental multiplication and chip handling. Special attention is given to game procedures, accounting procedures, accuracy and speed. 160 hours (4 hours per day, 5 days a week, 8 weeks.)

Sessions: 40

CEUs: 16

Tuition: \$700

Roulette

This course covers the fundamentals of dealing Roulette. Emphasis is placed on chip handling, table layout, accurate and quick mental multiplication, and accuracy in clearing the table. 80 hours (4 hours per day, 5 days per week, 4 weeks)

Sessions: 20

CEUs: 8

Tuition: \$400

Midi-Bac/Pai-Gow

This course is designed to train students in all aspects of dealing Midi Baccarat and Pai-Gow. Students learn about the equipment used, the rules and object of the game, check handling and odds. Extensive hands on training is used to assist students in mastering all aspects of these exciting games. 80 hours (4 hours a day, 5 days a week, 4 weeks.)

Sessions: 20

CEUs: 8

Tuition: \$400

Poker

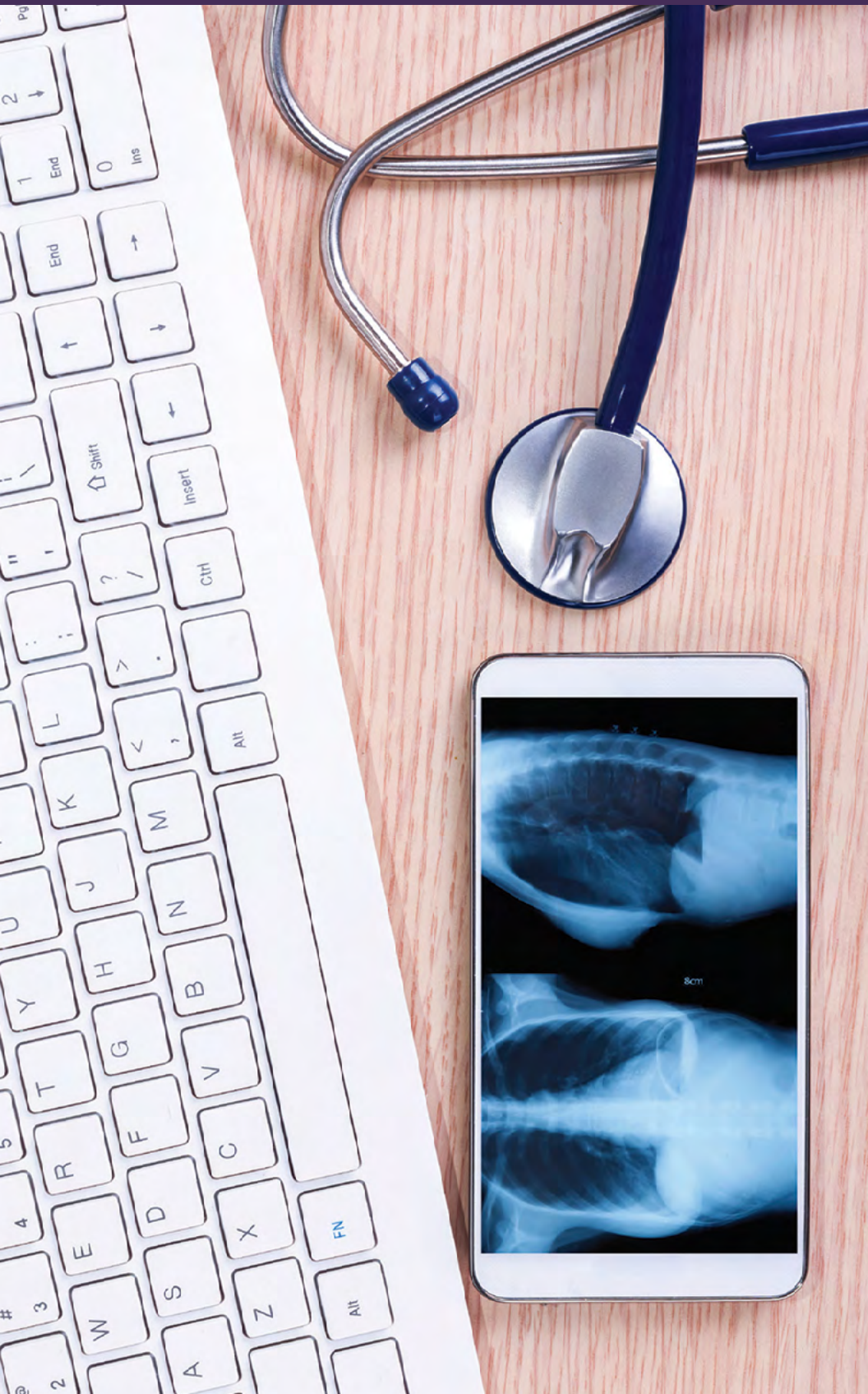
This course covers the fundamentals of dealing Poker. Instruction is provided in the fundamentals of rake/antes/blind bets, game rules and regulations, dealer's responsibilities and game security. 80 hours (4 hours per day, 5 days per week, 4 weeks)

Sessions: 20

CEUs: 8

Tuition: \$400

HEALTHCARE



ALLIED HEALTH FAST TRACK CERTIFICATION

Activity Director Online (Ed2Go)

The professional opportunities to care for the growing number of people who will use the supportive assistance offered in day treatment, assisted living, and long-term care settings are expanding faster than professionals can be trained. These positions can be rewarding, challenging, and fulfilling. Activity directors are responsible for directing, implementing and evaluating all resident activities as well as completing comprehensive assessments and care plan goals. Directing the activity program includes planning of activities for both individuals and groups, implementation of the programs, and monitoring the response to the programs in order to determine if the activities meet the care plan goals for residents.

Instructors will cover content that includes professionalism, documentation and ethics, working with residents with special needs, and adapting ideas to certain demographics within a facility. This course enables activity directors to excel by emphasizing the diverse nature of long-term care residents and by providing a variety of activity ideas: creative, spiritual, physical, social, educational and sensory. The course focuses on developing caring and passionate professionals that are able to create, implement and evaluate resident centered activities that are part of the individualized care plan.

Prerequisites:

Students should be familiar with using a personal computer, mouse, and keyboard. They should be comfortable in an Internet environment and have the ability to launch and close activities and navigate to multiple websites.

Online 24/7 | 70 hours

Tuition: \$695

EKG/Cardiovascular Technician

This comprehensive 60-hour EKG Technician Certification Program prepares students to function as EKG Technicians and to take the American Society of Phlebotomy Technician (ASPT) – Electrocardiograph (EKG) Technician exam. This course will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, laboratory assisting, electrocardiography and echocardiography. Additionally, students will practice with equipment and perform hands on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices.

As our population's healthcare needs continue to grow, certification as an EKG/ cardiovascular technician gives you the chance to save and strengthen patients' lives. Working closely with a physician, you'll find and identify patients' heart irregularities.

What are my career options?

Our 10-week, part-time program gives you the knowledge of state-of-the-art imaging technology to diagnose cardiac and vascular ailments in patients and prepares students to successfully sit for the national certification exam. Our graduates pursue employment in physicians' offices, hospitals, and clinic settings.

Sessions: 20 | 60 hours

CEUs: 6

Tuition: \$999

HEALTHCARE



Dental Assisting

This 60-hour Dental Assisting Program prepares students for entry level positions in a variety of health care settings including dentist offices, hospitals and other similar facilities, familiarizing the student with all areas of pre-clinical dental assisting and training in the professional skills required to function as an assistant in the dental practice. It covers the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry and dental assisting; policies and guidelines. Clinical aspects of oral anatomy, dental equipment, tooth structure, primary and permanent teeth, oral cavity and related structures, proper patient positioning, dental hand-pieces, dental anesthesia, sterilization and asepsis. This program does not include a national or state certification objective which in most states requires 1 to 2 years of training or education.

If you seek a career in a high-growth field, our eight-week program prepares you for success as a dental assistant. As a key member of the healthcare team, you'll work hand-in-hand with dentists and hygienists to provide quality and corrective dental care. Over the course of your work day, you'll manage a variety of clinical and administrative responsibilities, such as sterilizing instruments, ordering supplies, and other office duties.

What are my career options?

Working in one of the fastest growing medical field careers, you can pursue employment in a dentist or orthodontist office, clinic, or hospital setting. Depending on the needs of your work environment, you may have the opportunity to work flexible hours. This course may be eligible for college credit after successful completion of the program.

Sessions: 20 | 60 hours

CEUs: 6

Tuition: \$1,199

Medical Billing and Coding

This combined 80-hour billing and coding course offers the skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD-10 manual), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. The course covers the following areas: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), ICD-10 (Introduction and Guidelines) and basic claims processes for medical insurance and third party reimbursements. Students will learn how to find the service and codes using manuals, (CPT, ICD-10 and HCPCS).

Note: After obtaining the practical work experience (6 months to 2 years), students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) – Certified Professional Coder Exam (CPC or CPC-H Apprentice); the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams.

What are my career options?

As a medical biller and coder, you'll use codes to keep track of patient illness, treatments, bills, and invoices. Work environments include hospitals, emergency rooms, or physicians' offices.

Sessions: 27 | 87 hours

CUEs: 8.7

Tuition: \$1,899

Pharmacy Technician

This comprehensive 60-hour course prepares students to enter the pharmacy field and to potentially take the Pharmacy Technician Certification Board's PTCEB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies and other health care settings – working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. Students learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing and reimbursement.

As our population grows and ages, skilled pharmacy professionals must supply the demand. Within 10 weeks, a part-time, Fast Track certification as pharmacy technician prepares you to potentially work in a pharmacy, performing substantial duties such as retrieving drugs in the correct dosage and strength, filling prescriptions, and preparing medications for dispensing to patients. The program also prepares students to potentially sit for the national certification exam.

What are my career options?

As a pharmacy technician, you work in a pharmacy, filling prescriptions under the direction of a pharmacist. You may choose to work in retail pharmacies, mail order pharmacies, or home infusion pharmacies, as well as long term care facilities, hospitals, and clinics. This course is potentially eligible for college credit after the successful completion of the program.

Sessions: 20 | 60 hours

CEUs: 6

Tuition: \$ 1,199

HEALTHCARE

Phlebotomy Technician

This 90-hour Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods. Note: There is no outside externship rotation included with this program.

The phlebotomy technician is a vital member of the clinical lab team; whose main function is to obtain patients' blood specimens. The field of phlebotomy has greatly expanded in the past several years, and this team member's role has recently been brought into sharper focus. Our part-time, 13-week program gives you the skills to collect blood specimens and create a stress-free patient environment.

What are my career options?

As a phlebotomy technician, you can pursue employment in a variety of settings, including hospitals, health centers, medical group practices, HMO's, public health facilities, veteran hospitals and insurance carriers. This course is potentially eligible for college credit after the successful completion of the program.

Contact Sue Reneker to register: 304. 260.4380 ext. 2302

Sessions: 26 | 90 hours

CEUs: 9

Tuition: \$2000





HEALTH PROFESSIONS CONTINUING EDUCATION

Optician Certification - 150 hours Online (Ed2Go)

Opticians are in high demand in the job market and the need for eye care professionals is constantly expanding. In this program, students gain the skills and knowledge to potentially obtain an entry-level job as an optician. Students also prepare to potentially earn a American Board of Opticianry (ABO) certification.

Students master mathematical formulas that opticians need to know, learn how to read prescriptions for glasses and contact lenses, explore basics of eyewear styles and materials, become familiar with equipment opticians use, learn about prisms and lens types, and gain an understanding of eye anatomy and eye diseases.

To register for this course, students must call 304.260.4380 ext. 2404 or register in person.

Online 24/7 | 150 hours

Tuition: \$1895

Healthcare Provider CPR (BLS)

This course is a requirement for most healthcare providers and incorporates advanced skills and training, to include some airway adjuncts and physiological/anatomical discussions. The provider, Life- Saving Solutions, LLC, issues American Heart Association Completion cards. Certification is good for 2 years.

1 Session | 3 hours | CEUs: 0.3

Tuition: \$59.00

ANIMAL CARE



ANIMAL CARE CAREERS

Animal Care Nursing Assistant

The training consists of nine models each of which must be completed with a passing grade in order to receive a certificate of completion. The training provides 150 hours of classroom and hands-on training plus 10 hours of volunteer service. This training prepares students to assist licensed Veterinarians and Veterinary Technicians in a variety of animal care facilities including veterinary practices, veterinary hospitals, animal control facilities, humane society facilities, research facilities, boarding facilities, and pet retail facilities.

Training consists of:

- Veterinary Office Practices
- Veterinary Terminology
- Animal Restraint
- Exam Room Procedures and Safety
- Pharmacology

Prerequisites: Students must be 18 years of age and complete the animal restraint hands-on pre-test, and be able to lift 40-50 lbs. to a waist high table.

Working with animals is by nature dangerous. Students assume all liability and responsibility for injuries. Students may be required to complete a rabies series of injections at their own expense, if bitten during the course of this course. BRCTC does not provide insurance coverage for injuries, students are required to provide their own insurance coverage and/or are responsible for all medical bills related to injuries incurred while studying or completing assignments for this program of study.

Sessions: 25 | 150 hours

CEUs: 15

Tuition: \$1,795

Canine CPR

Join a licensed Veterinary Technician to learn how to perform CPR using a canine mannequin, basic first aid tips, and signals of when to contact the emergency veterinarian. Do not bring pets to class. This course is for Pet Owners, not professional Veterinary Personnel.

1 Session | 1 hour | CEUs: 0.1

Tuition: No Cost

Equine Care & Nutrition

Discuss proper equine common care and health concerns for horses and learn recommendations for their care and treatment. Learn nutrition issues that commonly affect horses and how to deal with those issues. There will be time for individual questions.

1 Session | 3 hours | CEUs: 0.3

Fee: \$24

ANIMAL CARE



Professional Pet Groomer Training

Evening and Day classes available

Part 1: Safety, Terminology, Bath and Brush

Learn the fundamentals of grooming, handling techniques, equipment, safety, health, and the skills to correctly bathe and brush our pets. This course prepares students to begin entry into the job market for Bather/Brusher positions. Part 1 is 6 classroom classes and 2 self-study classes with 28 hours of training.

8 Sessions | 28 hours

Tuition: \$299 (includes textbook)

Part 2: Bath & Trim and Basic Clip Down

Learn de-matting techniques, how to use clippers and safely clip the entire pet's body, recognize skin issues, and begin trimming and styling. Part 2 is 9 classroom classes and 1 self-study class with 35 hours of training.

10 Sessions | 35 hours

Tuition: \$399

Part 3: Introduction to Pattern Clips

Begin the art of clipping specific breeds using industry-recognized guidelines; begin scissoring skills, and more defined clipping. Part 3 is 11 classroom classes and 1 self-study class with 41 hours of training.

13 Sessions | 41 hours

Tuition: \$499

Part 4: Intermediate Pattern Clips

Students learn to trim Poodles and Poodle type coats, as well as practice more refined scissoring skills needed to perform the variety of Poodle clips and finishing techniques. Part 4 is 10 classroom classes with 35 hours of training. The last class is a competency exam. Students need to supply a dog to groom and are tested on their grooming ability.

10 Sessions | 35 hours

Tuition: \$399



Veterinary Front Office Professional

This is an intense job preparation course that includes both live class time and online class time. Students should allow time for online course work each week. Students are trained in the following areas of Veterinary Front Office Skills: Computer User Skills and WorkKeys® Certification; Ethical and Professional Conduct; Customer Service Skills; Veterinary Office Terminology; Equipment and Communication Skills; Animal Restraint and handling for the Veterinary Office. Each student is assessed for computer skill level and then placed into a computer study course dependent on skill level. Every student improves computer use skills by the end of the course by choosing one of the following courses – basic computer skills, Word 2010, QuickBooks for the small office, or Basic Excel. Instructor support is available to assist with these studies.

Students learn Veterinary Office Terminology and how to correctly communicate those skills into verbal and written communications. Written communications include how to prepare professional memos, emails, and formal letters. Professional conduct studies include professional dress, conduct and ethical considerations. Students practice through case studies and group discussions. Basic office practices, products and software are explored. Student learn how to order office supplies and considerations to be considered for the veterinary office. Office hygiene issues and safety techniques are included. Students will study animal restraint techniques and discuss how to tactfully address animal control issues in the office. Students prepare to avoid animal confrontations in the waiting room.

Students take the “WorkKeys®” nationally recognized workplace skills assessment as part of this course and will receive National Workplace readiness scores.

Sessions: 12 | 60 hours | CEUs: 6

Tuition: \$599

IT AND COMPUTER SOFTWARE



IT AND COMPUTER SOFTWARE BASICS

Understanding the Cloud (Ed2Go)

What is the cloud? If you have trouble answering this question, you are not alone. In this course, we will explore how the cloud works, what drives its incredible growth, and how you can use cloud services. And do not worry if you are not tech-savvy! We will relate the cloud to things you encounter every day, using practical, non-technical language.

We will start by looking at the building blocks of the cloud, where it started, and how it transitioned from an experiment into an unstoppable force. You will also gain a clear understanding of IaaS, SaaS, and PaaS, and see why each may be attractive to some businesses, but not others. And you will learn about the different kinds of clouds (public, private, and hybrid).

We will also take an inside look at the engine rooms of the cloud: data centers. You will examine the concept of big data/the overwhelmingly huge amounts of data that make analysis so challenging—and how the cloud infrastructure enables data to zip across the globe at lightning speed.

Social networking has also played an incredibly important role in the growth of the cloud. We will examine how Facebook and Twitter contribute to the cloud, and how apps go from idea to app store. You will gain an understanding of how mobile devices and major mobile ecosystems-like Apple, Android, and Windows continue to shape the cloud, and how start-ups can use social media to shake things up like never before.

So come see how the cloud can work for you! Whatever your technical background, by the end of this course, you will be thoroughly cloud-savvy.

Online 24/7 | 6 Weeks | 12 Sessions | 24 hours | CEUs: 2.4

Tuition: \$95

Beginner Computer Workshop

This course is a three-hour introduction to computers starting with how to turn it on. Students overcome their fear of using a computer and understand how easy it is to use and learn about other resources available to continue learning how to use the computer.

1 Session | 3 hours | CEUs: 0.3

Tuition: No Cost (Grant sponsored opportunity)

Keyboarding - Online (Ed2Go)

If you want to learn touch-typing or improve your existing typing skills, this is the perfect course for you! In these lessons, you'll use the Keyboarding Pro 5 program, a typing tutorial designed for personal computers, to learn how to touch-type—that is, to type text you read from a printed page or a computer screen without looking at your keyboard. Using Keyboarding Pro's built-in word processor, you will learn how to create, edit, and save word processing documents. As you improve your typing speed and accuracy, you will use the word processor's timed writing feature to continually hone your skills. You will even learn posture tips to minimize fatigue and help prevent carpal tunnel syndrome. With the skills you master here, you will become faster and more confident at the keyboard. By the end of the course, you will know how to touch-type the alphabetic, numeric, and symbol keys; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview.

Online 24/7 | 12 Sessions | 24 hours | CEUs: 2.4

Tuition: \$95

IT AND COMPUTER SOFTWARE

Introduction to Computers

This course explains computers and technology to beginners using detailed explanations and instructor step-by-step assistance. Topics include understanding computer gadgets, starting a program, using a word processor – Word, working with files, browsing web pages, searching websites, sending and receiving email, sending and receiving attachments. “MCafter3”, part of the West Virginia 21st Century Community Learning Centers Grant.

1 Session | 3 hours

Tuition: No Cost (Grant Sponsored)

Beginning Microsoft Excel

Learn the basic skills to enter data into excel and how to manipulate data into simple spreadsheets.

3 Sessions | 8 hours

Tuition: No Cost (Grant Sponsored)

Introduction to Microsoft Office

Fun and free introductory computer courses at The Pines Center in Berkeley Springs. These courses are offered at no charge and are sponsored by the Morgan County After 3 Program “MC After 3”, part of the West Virginia 21st Century Community Learning Centers Grant.

5 Sessions | 10 hours | CEU: 1

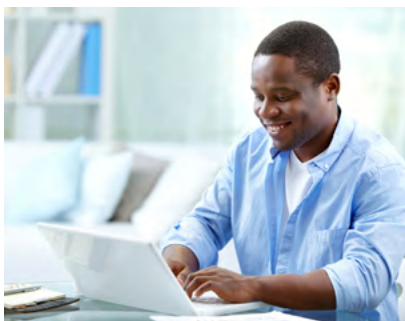
Tuition: No Cost (Grant Sponsored)

Introduction to Civil CAD and Surveying

Introduction to Civil CAD and Surveying introduces the student to the use of computer-aided design in a variety of civil engineering applications including property description, road layout, cut and fill calculations, and topography. Included is an introduction to surveying, which will introduce the basics of accurately measuring distances, bearing and topography to describe a property.

16 Sessions | 64 hours | CEUs: 4.5

Tuition: \$195



Intensive GIS Software Use for Beginners

This is an intense, 5-day, 3-hours a day GIS course for beginners. Add data to software, create maps, and learn the basics of ESRI's ArcGIS Pro. A basic understanding and use of computers is necessary.

Tuition: \$79

MICROSOFT OFFICE AND QUICKBOOKS

Introduction to Microsoft Project (Ed2Go)

This online program will lead you through Microsoft Project 2016 features and functions one-step at a time. You will learn how to plan out your work and keep projects on track using this powerful software. In addition, you will gain confidence and competency through hands-on practice exercises. You will be guided by a facilitator who is an expert using Microsoft Project. This program combines knowledge of project management scheduling disciplines with the use of the Microsoft Project 2016 software.

Ed2go is a global Registered Education Provider for the Project Management Institute (PMI)®. Registered Education Providers (R.E.P.s) offer programs and courses that are pre-approved for professional development units through PMI and have been reviewed by a Project Management Professional (PMP)® to ensure that they meet PMI's expectations for professional development in project management.

Introduction to Microsoft Project (Ed2Go) *Continued from previous page*

PMP, Project Management Professional, Project Management Professional (PMP), PMBOK, PgMP, PMI-RMP, CAPM, PMI-SP, PMI Scheduling Professional (PMI-SP) and the PMI REP Logo are registered marks of the Project Management Institute.

Online 24/7 | 60 hours

Tuition: \$795

Introduction to Microsoft Word 2016 (Ed2Go)

One of the most basic skills needed in any job is writing reports and letters using Microsoft Word 2016 (now available through Office 365). In this course, you will gain the foundational skills you need to make the most of this powerful program. Through hands-on instructions, you will learn how to add and edit text; move words from one part of your document to another; work on two or more documents simultaneously; and format your text. You will also see how to save, retrieve, copy, organize, and print your documents. You will learn dozens of ways to modify the appearance and content of your documents by adjusting page margins, paragraph tab settings, and line spacing to create great-looking documents quickly and easily. If you need to type foreign language characters or symbols, you can do that in Word too. By using Word's spell and grammar checker, you can catch typos and grammatical mistakes before you print or share your document with others. You will also explore the program's thesaurus feature, which can help you find exactly the right word. By the time, you are done with the step-by-step lessons and hands-on activities in this course; you will be able to use Word confidently at home or on the job. Course must be completed within 6 weeks of start date.

Must call to register. 304.260.4380 ext. 2405

Sessions: Online 24/7 | 24 hours | CEUs: 2.4

Tuition: \$129

Introduction to Microsoft Access 2016 (Ed2Go)

Take control of your data! In this course, you'll learn how to harness the power of Microsoft Access 2016 to organize, store, edit, manage, and report on hundreds of thousands of records.

You'll start with the basics of database concepts and structure, and learn to build and customize tables to store data. With that foundation in place, you'll then learn about relational databases, and see how you can use them to build forms, generate reports, and search for data with queries across thousands of records in hundreds of tables—often with just a few clicks of your mouse! You'll also discover how to use macros to automate repetitive tasks and increase your efficiency.

Through easy-to-follow, step-by-step instructions, this course will help you master Access and put it to creative, confident use. You'll develop not only strong Access skills, but a solid understanding of good database design concepts. By the time you've finished the course, you'll know how to organize and assemble an effective database for any kind of information you need to store, document, and manage.

Must call to register. 304.260.4380 ext. 2405

6 Weeks | Online 24/7 | 24 hours

Tuition: \$129

IT AND COMPUTER SOFTWARE

Introduction to Microsoft Excel 2016 (Ed2Go)

Do you work with numbers? Then you need to master Microsoft Excel 2016 (now available through Office 365)—and this is the place to do it. Even “non-techie” beginners will find it easy to learn Excel in this fun, step-by-step online course. These lessons will teach you dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You’ll also learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more. In addition, you’ll get tips on sorting and analyzing data, designing custom charts and graphs, creating three-dimensional workbooks, building links between files, endowing your worksheets with decision-making capabilities, and automating frequently-repeated tasks with macros and buttons. This informative course covers Quick Analysis, Flash Fill, and powerful charting capabilities available in Excel 2016. This is not a tutorial, but an in-depth class where you’ll get training, help, and personal support from an experienced instructor as you’re learning Excel basics step-by-step. By the time you’re done, you’ll be using this vital Office 2016 tool like a pro.

Must call to register: 304.260.4380 ext. 2405

6 Weeks | Online 24/7 | 24 hours

Tuition: \$129

Introduction to QuickBooks 2016 (Ed2Go)

Learn to manage the financial aspects of your small business quickly and efficiently with this powerful accounting software program. QuickBooks is designed especially for the small-to-mid-sized-business owner who needs a fully functional accounting system that is also easy to use. In 12 lessons, you’ll gain hands-on experience as you master the tools you need set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports.

Whether you are new to QuickBooks or have already used earlier versions of this accounting software program, this course will empower you to take control of the financial accounting for your business.

Must call to register: 304.260.4380 ext. 2405

6 Weeks | 6 Sessions | Online 24/7 | 24 hours

Tuition: \$119



Microsoft Office 2016 Value Suite (Ed2Go)

An impressive 67.6% of all middle-skill jobs now request a fundamental knowledge of Microsoft Office, and it is the most widely used software among primary, secondary, and post-secondary students. With that, knowing the features and functionality of this software is becoming increasingly important. This Value Suite combines three foundational Microsoft Office 2016 courses, teaching you the ins and outs of:

- Microsoft Word 2016
- Microsoft Excel 2016
- Microsoft PowerPoint 2016

In this program, you will learn everything from creating impressive letters and documents, to compelling spreadsheets and tables, to persuasive presentations. Each course within the Value Suite will introduce you to the features and functionality of Microsoft's latest software.

Please note: Microsoft Office Home and Student 2016, or a subscription to Office 365 (software must be installed and fully operational before the course begins), Microsoft Windows 10, Windows 8.1, Windows 8, Windows 7 Service Pack 1, Windows 10 Server, Windows Server 2012 R2, Windows Server 2012, or Windows Server 2008 R. This course is not suitable for Macintosh users or for users of any older versions of Microsoft Word, Excel, or PowerPoint.

Must call to register: 304.260.4380 ext. 2405

Online 24/7 | 72 hours

Tuition: \$324

Introduction to Windows 10 (Ed2Go)

Welcome to Windows 10, the completely new operating system from Microsoft, which offers a more robust, more powerful, and completely unique computing experience. In this course, you will gain the foundation you need to get started right away using Windows 10. We will begin with the basics: finding your way around the operating system. You will get to know the expanded Start menu, desktop, and system settings so you can feel right at home. Next, you will learn to customize the features of this operating system and personalize your desktop so you can make your computer truly your own. Then we will take a look at files. You will see how File Explorer can help you manage your files, and learn to create basic text documents using WordPad. From finding files and folders, to organizing and editing photos, to managing files on external drives, you will learn everything you need to know about getting the most from this operating system. And since security is important, you will learn how to protect your files, as well as how to protect and update Windows 10. You will even see how to use the new Microsoft Edge browser to access the Internet. By the time you finish this course, you will have mastered the basic skills you need to get the most from Windows 10 for both work and play.

6 weeks | 24 hours

Tuition: \$95

PERSONAL ENRICHMENT



BLUEGRASS

Beginning Banjo

Group banjo lessons taught by Ernie Bradley. Students learn to play banjo by ear. Lessons are scheduled once a week for three-week sessions during the summer. Students can take each session as needed arranged around their summer schedule.

9 Sessions | 9 hours | CEUs: 0.3

Tuition: \$39

Fall Bluegrass Jamming

Join Ernie Bradley for Bluegrass Jamming. This course is for beginning to intermediate acoustic players and harmonica. Students must know how to smoothly strum the chords C, G, D, A and E. Other more difficult chords will be practiced in the class. Students learn to play with the group of live musicians and jamming etiquette. More advanced students learn to take breaks, sing, play and basic performance rules.

13 Sessions | 26 hours | CEUs: 2.6

Tuition: \$39

Beginners Slow Bluegrass Jam

This course is for people who have never played with other musicians or have very limited experience playing with a group of musicians. The pace is slow and individuals only need to be able to change between these chords smoothly- G, C, D, and A. Easy two and third chord songs will be provided by the instructor. Students do not have to sing in the class unless they request to do so.

13 Sessions | 13 hours

Tuition: \$29

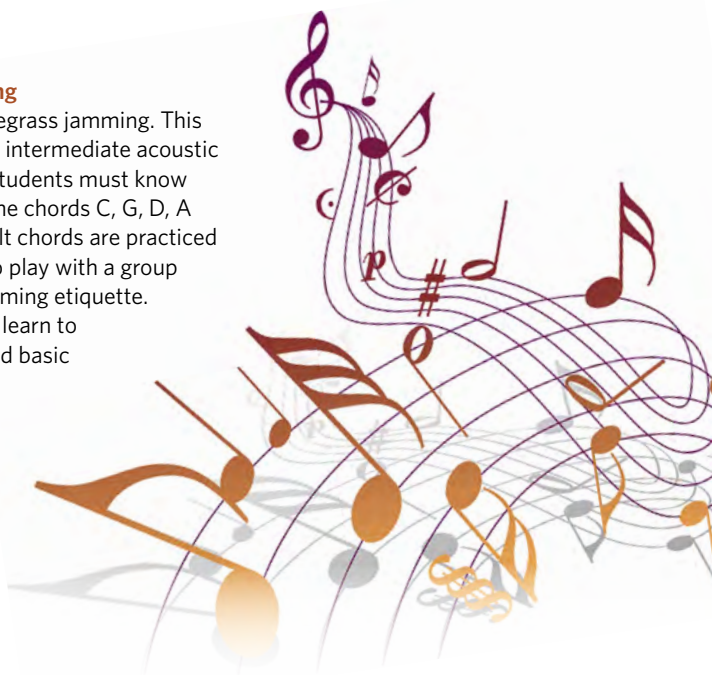
Spring Bluegrass Jamming

Join Ernie Bradley for Bluegrass jamming. This course is for beginning to intermediate acoustic players and harmonica. Students must know how to smoothly strum the chords C, G, D, A and E. Other more difficult chords are practiced in class. Students learn to play with a group of live musicians and jamming etiquette. More advanced students learn to take breaks, sing, play, and basic performance rules.

11 Sessions | 22 hours |

CEUs: 2.2

Tuition: \$25



PERSONAL ENRICHMENT

YOUTH PROGRAMMING

These courses are especially developed for middle and high school youth.



Cyber Sleuth

Participants in grades 4th-8th grades learn some of the techniques used by cyber investigators, such as: evidence collection, cryptography, custody, and analysis. Finding evidence that the culprit has tried to hide. Various cyber safety concepts are presented. The week culminates in solving a simulated crime using the skills acquired through the lessons.

1 Week | 5 Sessions | 20 hours
Fee: \$25



Introduction to Raspberry Pi

Introduction to Raspberry Pi Programming is a summer enrichment course designed for students in the 5th-8th grade. Topics include: an introduction to the Raspberry Pi model 3; programming using Python and Pis built in Scratch language; breadboard prototyping and electronics fundamentals. Students are hands-on from the first day – learning in a fun, relaxed atmosphere. Additional information and required forms will be sent to families prior to the class start date.

1 Weeks | 5 Sessions | 20 hours
Fee: \$30



Environmental Science Workshop for ages 12-15

Join Elizabeth Spring and Timothy Farris in Berkeley Springs, WV for four days of explorations in Environmental Science and Technologies. This program allows students to have fun while:

- Exploring environmental STEM careers
- Exploring the local environment
- Hearing from local experts
- Learning about drone technology and how it is used to monitor the environment
- Learning environmental stewardship through hands-on activities

Snacks provided, but students are required to bring a packed lunch (refrigeration available).

Tuition: \$39

ENGLISH AS A SECOND LANGUAGE



English as a Second Language Workshop

College coursework can be complicated by learning a language on top of learning various subjects. Attend an ESL Workshop for free English as a Second Language instruction with a TESOL-certified instructor.

Sessions as scheduled

Fee: No Cost

For more information or to register, please contact: kshurnit@blueridgectc.edu