

Fall 2009 Schedule of Special Interest/Non-Credit Courses

Dabney S. Lancaster Community College

Call (540) 261-1211 or (540) 863-2863 to register or contact DSLCC Non-Credit Coordinator Judy Clark at jclark@dslcc.edu Toll free: (877) 73DSLCC, ext. 2863.

Rockbridge County Area

All classes listed will be held at the DSLCC Rockbridge Regional Center, 35 Vista Links Drive, Buena Vista.

COMPUTERS

Computers for the Absolute Beginner

Wednesdays, Sept. 16 – Nov. 4, 5:30 to 6:30 p.m., Room 907. Tuition: \$65, plus cost of book, “Welcome to the World of Computers”*. Eight-week course designed for anyone who has never used a mouse, keyboard or online features such as the Internet or email. If you have never turned on a computer or are totally intimidated by them, this course will get you started! (ITEC 1101-R1N, #75295)

Intro to Computers I

Wednesdays, Sept. 16 – Oct. 7, 6:45 to 8:45 p.m., Room 907. Tuition: \$65, plus cost of book, “Welcome to Microsoft Office 2007”*. Four-week course for individuals with little experience with computers. Learn the basics, including software applications, using Microsoft Office 2007. Keyboarding skills are helpful. (ITEC 1101-R2N, #75299)

Intro to Computers II

Wednesdays, Oct. 14 – Nov. 4, 6:45 to 8:45 p.m. Room 907. Tuition: \$65, plus cost of book* (same book is used for Intro I and II). A continuation of the Intro I course or for anyone who has a fundamental knowledge of computers but wishes to learn the basics of Excel and PowerPoint. (ITEC 1101-R3N, #75300)

Welcome to PowerPoint, Level 1

Wednesdays, Nov. 11 & 18, Dec. 2, 9 & 16, 5:30 to 8:00 p.m., Room 907. Tuition: \$85, plus cost of book, “Microsoft PowerPoint 2007: Level 1”*. Learn how to create visually attractive electronic presentations. Students will also learn how to develop and manipulate slides, incorporate graphics and sound into their presentations, and create charts and tables that can be used effectively when sharing data. (ITEC 1115-R1N, #75301)

How to Buy the Right Computer

Monday, Nov. 16, 5:30 to 7:30 p.m. Room 915. Tuition: \$20. Are you planning to buy a computer? What do you need to know to make an informed choice? This seminar will provide information that will save you time and money when making your purchase. (ITEC 1122-R1N, #75302)

Microsoft Excel 2007, Level 1

Fridays, Nov. 6 – Dec. 18 (no class Nov.27), 5:30 to 7:30 p.m., Room 907. Tuition: \$85, plus cost of book, “Microsoft Excel 2007, Brief Series, Level 1”*. Learn to design work sheets, work with formulas and functions and create charts with Microsoft Excel 2007. Students should have prior computer knowledge. (ITEC 1113-R1N, #75303)

*Books will be available for purchase the DSLCC Rockbridge Regional Center. Ed Mays is the instructor for all of the classes listed above.

Computer Courses with Sam Benke, DSLCC Information Systems Technology Program Head

- **Wireless Networking for Beginners** - Thursday, Sept. 10, 5:30 to 7:00 pm., Room 910, \$15.

Learn how to quickly set up a wireless network for your home or small office. Many products are available that will allow you to connect your network in a secure environment. We will look at wireless access points, wireless cards and security issues you need to be aware of. (ITEC 1129-R1N, #75304)

- **Google Docs for Beginners** -- Thursdays, Oct. 1 and 8, 5:30 to 7:00 p.m., Room 910, \$25.
Budgets are tight and productivity is up – learn to use free Google Docs to create and share professional office documents between co-workers and clients. You will create your own account and be sharing this great application before you know it! (ITEC 1130-R1N, #75305)
- **Google Sites for Beginners** -- Thursdays, Oct. 22 and 29, 5:30 to 7:00 p.m., Room 910, \$25.
Create a personal or small business web site easily and for free! You will learn how to create your own site and maintain it on the worldwide web. You will add images, video and other content and be sharing your products and services to the online community. (ITEC 1130-R2N, #75306)
- **YouTube for Beginners** -- Thursdays, Nov. 5 and 12, 5:30 to 7:00 p.m., Room 910, \$25.
Learn how to use YouTube for personal and business matters. Many great resources are hidden in YouTube. You will learn how to create your own page on YouTube as well as upload videos. Very easy to use and a great way to share with the world (or your friends) your video and content. (ITEC 1131-R1N, #75307)

BUSINESS, FINANCE

Retirement Plan Rescue Workshop

Thursdays, Oct. 8 and 15, 6:00 to 8:00 p.m., Room 915. Instructor: Elaine Nelson, Certified Financial Planner. No tuition charge, but participants are asked to purchase an accompanying textbook, "The New Retirementality", which will be available at the RRC. (LLRN 1100-R1N, #75330)

HUMAN RESOURCE WORKSHOPS

8:30 –10:30 a.m., \$45 per workshop. Room 906. Facilitator: Charlotte Mason.

All workshops are hands-on work sessions. Participants may bring what they currently have in place related to the topics. Questions pertaining to their current documents or processes may be asked during the class.

Contact DSLCC Non-Credit Coordinator Judy Clark at (540) 863-2863 or email jclark@dslcc.edu to register.

DEVELOPING OR REVISING JOB DESCRIPTIONS – **Thurs., Sept. 17** (BUSC 1111-R1D, #75332)

- Selecting a format for job descriptions
- Sections of the job description and what should be included in each section
- Writing job descriptions that comply with ADA
- Obtaining input from supervisors/employees for the job description

DEVELOPING A NEW EMPLOYEE ORIENTATION PROCESS – **Thurs., Oct. 1** (BUSC 1111-R2D, #75334)

- The purpose of employee orientation
- What should be covered during orientation
- The role of Human Resources, the supervisor and employee
- Developing a checklist for your orientation process

DEVELOPING OR REVISING YOUR EMPLOYEE HANDBOOK – **Thurs., Oct. 15** (BUSC 1111-R3D, #75335)

- Benefits of the employee handbook for the employer and the employee
- Sections to include in the handbook
- Policies to include in the handbook

DEVELOPING AN INTERVIEWING AND HIRING PROCESS – **Thurs., Oct. 29** (BUSC 1111-R4D, #75341)

- Recruitment; review of your application form
- Reviewing applications submitted
- Developing interview questions based on the job description
- Questions you should NOT ask in an interview
- Developing a checklist for your interviewing/hiring process

DEVELOPING A PERFORMANCE EVALUATION PROCESS -- **Thurs., Nov. 12** (BUSC 1111-R5D, #75344)

- Selecting an evaluation form (based on traits or job duties)
- Ratings and definitions/Determining trait factors
- Guidelines for the supervisors and employees on the process
- Proper completion of the evaluation by the supervisor; evaluation meeting

PHOTOGRAPHY

Beginning Photography and Digital Imaging

Thursdays Sep. 17 – Nov. 19, 6:00 to 8:30 p.m., Room 907, DSLCC Rockbridge Regional Center, Buena Vista. The first half of this ten-week course will cover Beginning Photography, from the perspectives of a digital camera; in the second half students will learn to use Adobe Photoshop Elements 6.0 software to correct, enhance and manipulate images. Since this course focuses on the digital camera, students will need to be computer literate. Please ask for a handout from the instructor about class requirements when registering. Tuition: \$175. Instructor: Chuck Almarez. (PHTG 1102-R1N, #75381)

Intermediate Photoshop

Thursdays, Dec. 3, 10 and 17, 6:00 to 8:30 p.m., Room 907, DSLCC Rockbridge Regional Center, Buena Vista. For anyone who has completed the Beginning Photography course or has some experience with Photoshop and wishes to learn more about Layers, Filters, Modes, and image manipulation. Tuition: \$85. Instructor: Chuck Almarez. For more information about the courses, contact instructor Chuck Almarez at kidpix2000@ntelos.net (PHTG 1108-R1N, #75382)

LIFESTYLES, CREATIVE ARTS

Ballroom Dance

Saturdays, October 3, 10, 17 and 24, 5:30 to 7:30 p.m. Tuition: \$85 per person. Join the current dance craze and learn to Fox Trot, Waltz, Jitterbug, Rhumba and Cha-Cha, with the Dance Master, Frank Roupas! The Dance Master will be teaching Ballroom Dance in two locations this fall for DSLCC. (Note: This class is for couples.) (RECR 1102-R1N, #75383)

Caring for Your Collections: Preservation for Dummies

Wednesdays, Oct. 7- 28, 6:00 to 8:00 p.m., Room 912. Tuition: \$85. We all have it. Those shoeboxes full of cherished family photos sit next to trunks filled with Grandmother's quilts, linens and lace. Hanging on the walls are paintings and prints over a chest of drawers passed down through the family along with silver, books, stamp collections and so much more. Learn how to properly care for these valued memories through this hands-on workshop. Instructor Marcene J. Molinaro, ISA AM, accredited member of the International Society of Appraisers and a museum professional. (ARTS 1100-R1N, #75385)

It's More Than "Antiques Road Show": A Brief Introduction to the World of Appraising

Wednesdays, Sept. 9-30, 6:00 to 8:00 p.m., Room 912. Tuition: \$85, Today most of what's in and around our house is worth as much or more than the house itself. Learn how to identify things of value, when you need to know what you own and how much it's worth, how to track your possessions, the different values of things, what is an appraiser and when to use one. Instructor Marcene J. Molinaro, ISA AM, accredited member of the International Society of Appraisers and a museum professional. (ARTS 1100-R2N, #75386)

Greenhouse Operator's Certification Course

Wednesdays, September 9 – November 11, 2009, 6:00 - 8:50 p.m., Room 915. Tuition: \$150 (Plus cost of training manual, approx. \$60, and cost of purchasing poinsettias). Learn the basics of greenhouse operation in this 10-week non-credit course, which will prepare students to take the Virginia Flower Grower's Greenhouse Operator Certification Exam. The course offers a broad spectrum of topics related to the commercial industry and the home gardener. To reinforce classroom learning students will grow poinsettias in the New RRC greenhouse and sell them at the end of the course. Instructor Jessica Mills teaches horticulture at Rockbridge County High School. (AGNR 1105-R1N, #75591)

COOKING, CAKE DECORATING

Cake Decorating

Tuesdays, Sept 22 and 29, Oct. 6, 13 and 20, 6:00 to 8:00 p.m., RRC kitchen. Tuition: \$60, plus cost of cake decorating kit. In this hands-on class, students will learn to produce attractive and professional-looking cakes

with basic cake-decorating techniques, including how to level a cake, how to ice it without crumbs in the final product; designing and making flowers, leaves, borders, garlands and basket-weaving, and manipulating the consistency of icing to accomplish the desired result. Cake decorating kits may be purchased the first night of class. Call Non-Credit Coordinator Judy Clark at (540) 863-2863 for more information. (HOST 1100-R1N, #75389)

Gourmet Cooking Series

Thursdays, Oct. 1, 8, 15, 22 and 29, 6:00 to 8:30 p.m. , RRC kitchen. Join **Pat Ohleger** for these fun and informative cooking classes in the DSLCC Rockbridge Regional Center's state-of-the-art kitchen! Pat is the former owner/chef of "Main Street Market Catering" in Lexington and currently owns "Uncorked" in Buena Vista. Wear an apron and come hungry! Sign up for the entire series for \$175 (HOST 1101-R1N, #75390) or for individual sessions for \$40 each.

The schedule:

- "Hors d'oeuvres" - Oct. 1 (HOST 1101-R2N, #75392)
- "Soups and Sauces" - Oct. 8 (HOST 1101-R3N, #75393)
- "Fancy Side Dishes" - Oct. 15 (HOST 1101-R4N, #75395)
- "Desserts" - Oct. 22 (HOST 1101-R5N, #75397)
- "The Dinner Party" - Oct. 29 (HOST 1101-R6N, #75398)

Date Night

Wondering what to do on a Friday evening with your special someone? Pat Ohleger will teach you to prepare an inexpensive meal. This class is geared for the college crowd, but anyone is welcome! Bring your appetite!

- Friday, September 25, 6:00 to 8:00 p.m., \$30 per couple – "Rustic Italian" (HOST 1107-R1N, #75400)
- Friday, October 23, 6:30 to 8:30 p.m., \$30 per couple – "Fabulous Fall" (HOST 1107-R2N, #75401)
- Friday, Nov. 13, 6:00 to 8:00 p.m., \$30 per couple (HOST 1107-R4N, #75406)

Thai Cuisine

Thursday, Nov. 5, 6:00 to 8:30 p.m., \$40 per person. Instructor: Pat Ohleger (HOST 1107-R3N, #75403)

SPANISH

Spanish Conversational Skills

Mondays, Sept. 14 – Nov. 9, 6:00 to 8:15 p.m., Room 915. For beginners. Tuition: \$120. With Dr. Ron Gravatt. (SPAN 1100-R1N, #75407)

MOTORCYCLE RIDER SAFETY COURSES

Three fall courses: courses: August 28-30 (TRNS 1100-R1K, #67990) ; September 25-27 (TRNS 1100-R2K, #67992); October 23-25 (TRNS 1100-R3K, #67994) . Fridays, 6:30-9:30 p.m., Room 906, RRC; Saturdays and Sundays, 8:00 a.m.-5:00 p.m., Lee-Hi Travel Plaza, Lexington. Tuition: \$120. Participants must have a driver's license or learner's permit. Passing the written and riding skills tests earns participants a 30-day DMV motorcycle license. Motorcycles and helmets provided. Class size is limited to 12. Note: These classes fill up quickly.

*Hundreds of online non-credit courses offered by
ed2go, JER Online and Gatlin Education Services!*

Check out the web sites at www.dslcc.edu under "Continuing Education".

Register and pay online!