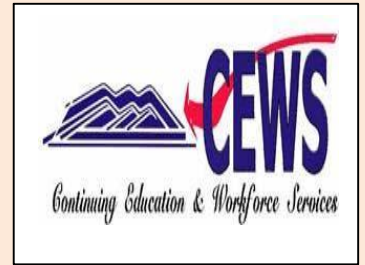


# Dabney S. Lancaster Community College

## Fall 2011 Non-Credit Course Schedule



### Seven Convenient Locations!

- **DSLCC Campus, Clifton Forge**
- **DSLCC Rockbridge Regional Center, Buena Vista**
- **Greenfield Education & Training Center, Daleville**
- **Botetourt Technical Education Center, Fincastle**
- **Bath County High School, Warm Springs**
- **Millboro Elementary School, Millboro**
- **Eagle Rock Public Library, Eagle Rock**

## Alleghany Area

*These classes will be held on the DSLCC campus in Clifton Forge unless otherwise noted.  
Call (540) 863-2863 or email [jclark@dslcc.edu](mailto:jclark@dslcc.edu) to register.*

### COMPUTERS

*See page 3 for a complete list of computer courses.*

### PHOTOGRAPHY

*See page 2 for a complete list of photography courses and workshops.*

### RECREATION

#### Fly Fishing for Beginners

Saturday, September 17, 8:30 a.m. to 5:00 p.m., Room 509/Moomaw Center/McCarthy Hall, Clifton Forge campus. Instructor: Stephen Demma. \$60. This one-day clinic will cover the equipment needed and how it works (rod, reel, line, leader, tippet); basic overhand and roll casting; reading water, basic entomology and fly selection; and mending line, hooking and playing fish. Demma has been teaching fly fishing for Orvis for many years. Class size is limited to 8.

### ETIQUETTE

*These two delightful and informative workshops are being taught by **Dianne Garcia**, a certified Tea and Etiquette Consultant and founder of "Everyday Elegance" in Covington.*

**Tea Tastings and Afternoon Tea Etiquette.** Thursday, Sept. 22, 4:00 – 6:00 p.m., Moomaw Center, Clifton Forge campus. \$35. There is a timeless quality about going out to tea! It is fashionable and trendy, not just as a social function but as a way to enjoy meaningful time with friends. Afternoon tea conjures up feelings of elegance and gentility. This program will include many of the social nuances associated with this relaxing pastime as well as tasting many different teas. It's worth noting that there are more business deals made over a cup of tea in the 21st century than on the golf course! (HOST 1111-MID)

**Brush Up Your 21<sup>st</sup> Century Dining Skills** – Thursday, Oct. 27, 5:00 to 8:00 p.m., Room 509, McCarthy Hall, Clifton Forge campus. \$60 (includes a light meal.) This evening tutorial will help you feel confident attending business functions, wedding parties or any social gathering. Topics include invitations, host/hostess and guest duties, table manners, napkins, silverware and china, being served and serving yourself, difficult-to-eat foods, do's and don'ts of dining, tipping and thank-you notes. (HOST 1109-MIN)

*(More Alleghany Area classes on back page)*



*Look what I caught!*

**A fly fishing workshop** is scheduled on the DSLCC campus in Clifton Forge on Saturday, September 17, with instructor Stephen Demma (pictured), shown with a brown trout. Details at left.

## Rockbridge Area

*All Rockbridge area classes will be held at the DSLCC Rockbridge Regional Center, 35 Vista Links Drive, Buena Vista, unless otherwise noted. Phone: (540) 261-1211.*

### COMPUTERS

*See page 3 for a complete list of computer courses.*

### PHOTOGRAPHY

*See page 2 for a complete list of photography courses and workshops.*

### VOICE / MUSIC

**Voice Lessons.** Thursdays, Sept. 22- Oct. 27, 6:00 to 7:30 p.m., Room 927. Tuition: \$250. With Rita Biggs. Not interested in opera? Just want to learn how to use your natural voice without breaking on the high parts? Wish you could sing harmony? Study with a teacher who has trained with the best and can show you how to have greater range, powerful high notes, flexibility, expression and control. Sing country, pop, rock, R&B, gospel...you name it! Sing at home or church, audition, perform, or get connected to the music industry. Biggs is Speech Level Singing certified and the only American Idol-endorsed voice teacher in VA, DC or MD. (MUSC 1103-R1N)

*(More Rockbridge Area classes on back page)*

[www.dslcc.edu](http://www.dslcc.edu)

(Continuing Education)

*It's All About Where You're Going!*

## Safety Leadership Series

For Supervisors, Managers and Leaders

8:30 a.m. to 12:30 p.m.

Room 906, DSLCC Rockbridge Regional Center  
35 Vista Links Drive, Buena Vista

Presented by **Ellen Sanders** (right), MBA, CET



### Safety Leadership – Tuesday, Oct. 11

Safety responsibilities and leadership challenges in the workplace

### “When OSHA Comes” – Thursday, Oct. 13

What an employer should consider prior to and during an inspection

### Safety Responsibility – Tuesday, Oct. 18

A knowledgeable workforce can reduce costs and increase success

### Accident Investigation – Thursday, Oct. 20

A company's profitability is directly related  
to safety practices and initiatives

**\$85/seminar; \$300 for the series**

Call (540) 863-2863 or email [jclark@dslcc.edu](mailto:jclark@dslcc.edu) to register.

Participants attending all four seminars will receive  
a Certificate of Completion from DSLCC.

## Supervisory Skills Seminars

For Supervisors and Managers

9:00 a.m. to noon

Greenfield Education & Training Center, Daleville

Conducted by **Charlotte Mason**, PHR, Advantage Resource Group



### ● Boosting Employee Morale - Wed., Sept. 14

Create a positive work environment; achieve peak performance

### ● Interviewing Skills - Wed., Sept. 28

Prepare behavioral questions; hire the best applicant for the job

### ● Coaching Skills - Wed., Oct. 12

Improve employee & team performance; teach new tasks & skills

### ● Performance Evaluation - Wed., Oct. 26

Set performance standards and a development plan

### ● Employee Discipline and Documentation - Wed., Nov. 9

Benefits of documentation; how to conduct a disciplinary meeting

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**\$60/seminar; \$275 for the series**

Participants attending all five seminars will receive  
a Certificate of Completion from DSLCC.

Call (540) 863-2863 or email [jclark@dslcc.edu](mailto:jclark@dslcc.edu) to register.

## Photography Courses with Chuck Almarez



Almarez, co-owner and operator of "Fire and Light Gallery" in Clifton Forge, is a graduate of the Brooks Institute of Photography and has owned and operated KidPix Photography in the Alleghany Highlands since 1996. He is certified by Adobe Systems, Inc., as an Adobe Certified Expert (ACE) in Photoshop and Lightroom 3. All of the following will use Adobe Photoshop Elements 8.0 software. Almarez may be contacted at [kidpix2000@ntelos.net](mailto:kidpix2000@ntelos.net).

### Beginning Photography\*

Thursdays, Sept. 15 – Oct. 13, 7:00 to 9:20 p.m., Room 907, DSLCC Rockbridge Regional Center, Buena Vista\*\*. Tuition: \$90. This is the first half of a ten-week course that covers Beginning Photography from the perspectives of a digital camera. Please ask for a handout from the instructor about class requirements when registering. (PHTG 1102-R1N)

### Introduction to Image Editing\*

Thursdays, Oct. 20-Nov. 17, 7:00 to 9:20 p.m., Room 907, DSLCC Rockbridge Regional Center, Buena Vista\*\*. Tuition: \$90, plus cost of accompanying textbook, available at the RRC. In this second half students will learn to use Adobe Photoshop Elements 8.0 software to correct, enhance and manipulate images. Since this course focuses on the digital camera, students will need to be computer literate and supply their own camera, preferably a DSLR (Digital Single-Lens Reflex). Please ask for a handout from the instructor about class requirements when registering. (PHTG 1102-R2N)

### Understanding Your Digital Camera

● **Wed., Sept. 14, 6:00 to 9:00 p.m., Room 509, McCarthy Hall, Clifton Forge campus** (PHTG 1109-M1N)

● **Tuesday, Sept. 20, 6:00 to 9:00 p.m., Eagle Rock Public Library\*\*\*** (PHTG 1109-G1N)

For beginning photographers or anyone who wants to learn more about your digital camera. You'll be able to take better pictures and get more comfortable using your camera. We'll cover all the main buttons and switches, and explain the digital workflow from taking the photo, editing and correcting problems, sharing it online and making a print. Bring your camera and owner's manual. \$35.

### Landscape Photography/Night Photography

Wednesdays, Oct. 26 and Nov. 2, 6:00 to 9:00 p.m., Rooms 504/509, McCarthy Hall, Clifton Forge campus. \$65. This workshop will introduce students to techniques for effective landscape photography, including creating panoramas and 3-D images. As the sun goes down students will get a good understanding of exposure while shooting at dusk and after dark using starlight and moonlight as well as painting with light using portable strobes and portable lighting. A camera with manual mode and a tripod are strongly recommended.

### Introduction to Adobe Photoshop Lightroom

Wednesday, Oct. 5, 6:00 to 9:00 p.m., Room 504, McCarthy Hall, Clifton Forge campus. \$50. Lightroom 3 is a workflow productivity tool that allows photographers to organize, edit, and output all from a single user interface. Recently released in version 3.0, Lightroom has proven itself to be significant time-saving tool for active photographers. This workshop is intended to demonstrate the how and why of Lightroom: how it works and why you should or shouldn't use it. It will provide a broad overview of the Lightroom workflow and will demonstrate how it can be used to input images, how to correct general image problems like exposure or color, and how to output images to the web, to print, or as a slide show. Generally speaking, Lightroom is useful for making broad, non-destructive changes to a single file or to multiple files at the same time.

### Getting Started with Photoshop

Tuesdays, Oct. 4-25, 6:00 to 9:00 p.m., Eagle Rock Library, Eagle Rock\*\*\*. \$85. Hands-on, step-by-step approach to learning digital darkroom techniques for correcting and enhancing digital images using Adobe Photoshop Elements software. Requirements: Photoshop Elements Software (9.0 is the most recent version; a 30-day trial may be downloaded from the Adobe web site for free.) Students will need to bring their own laptop computers to follow along and complete assignments in class. Required textbook: "The Photoshop Elements Book for Digital Photographers". Get the version that matches your software. Questions? Contact instructor Chuck Almarez at [kidpix2000@ntelos.net](mailto:kidpix2000@ntelos.net). (PHTG 1108-G1N)

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\*Register for both "Beginning Photography" and "Intro to Image Editing" for \$175 by Sept. 10. Course #: PHTG 1102-R3N.

\*\*The DSLCC Rockbridge Regional Center is located at 35 Vista Links Dr., Buena Vista.

\*\*\*The Eagle Rock Library is located at 55 Eagles Nest Drive, Eagle Rock.

Contact the DSLCC Non-Credit Coordinator  
at (540) 863-2863 or email [jclark@dslcc.edu](mailto:jclark@dslcc.edu) to register.

# Computer Courses – For the Beginner or More Advanced Student!

## DSLCC Rockbridge Regional Center, Buena Vista

35 Vista Links Dr., Buena Vista

(All of the following courses will be taught by Ed Mays. Books may be purchased at the RRC.)

**Computers for the Absolute Beginner** Mondays, Sept. 19 – Oct. 17 (no class Oct. 3), 6:00 to 8:00 p.m., Room 907. Tuition: \$65, plus book\* & flash drive\*\*. 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)

**Introduction to Computers I** Mondays, Oct. 24-Nov. 14, 6:00 to 8:00 p.m., Room 907. Tuition: \$65, plus book\* & flash drive\*\*. Four-week course for individuals with a little experience with computers. Learn the basics, including software applications, using Microsoft Office 2010. Keyboarding skills are helpful. (ITEC 1138-R1N)

**Introduction to Computers II** Mondays, Nov. 21-Dec. 12, 6:00 to 8:00 p.m., Room 907. Tuition: \$65, plus book\* & flash drive\*\*. (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 1139-R1N)

**Welcome to Word 2010, Level 1** Tuesdays, Sept. 13-27, 5:30 to 8:30 p.m., Room 906. Tuition: \$85, plus cost of book\* & flash drive\*\*. Create, save, and retrieve documents, generate business letters, develop a memorandum and report, and learn how to use mail merge. Basic typing (keyboarding) skills are needed due to the amount of word processing involved. (ITEC 1105-R1N)

**Welcome to Excel 2010, Level 1** Wednesdays, Oct. 26-Nov. 9, 5:30 to 8:30 p.m., Room 907. Tuition: \$85, plus book\* & flash drive\*\*. Learn to design work sheets, work with formulas and functions and create charts with Microsoft Excel 2010. Students should have prior computer knowledge as well as basic knowledge of Excel or be familiar with working with spreadsheets. (ITEC 1113-R1N)

**Welcome to Excel 2010, Level 2** Wednesdays, Nov. 16- Dec. 7 (no class Nov. 23) 5:30 to 8:30 p.m., Room 907. Tuition: \$85, plus cost of book\* & flash drive\*\*. Move to the intermediate level when using spreadsheets. Students will work with large and multiple work sheets, learn how to add graphics and use templates, and create outlines and tables. (ITEC 1113-R1N)

**Welcome to PowerPoint 2010, Level 1** Tuesdays, Oct. 11 – Nov. 1, 5:30 to 8:00 p.m., Room 906. Tuition: \$85, plus book\* & flash drive\*\* Create visually attractive electronic presentations, develop and manipulate slides, incorporate graphics and sound into presentations, create charts and tables that can be used effectively when sharing data. (ITEC 1115-R1N)

**Introduction to Windows 7** Tuesdays, Nov. 8 – Dec. 6 (no class Nov. 22), 5:30 to 7:30 p.m., Room 906. Tuition: \$65, plus book\* & flash drive\*\*. Learn how to manage files and folders on your computer, move and resize program windows, or place frequently used programs in an area on your computer screen where they are readily accessible. (ITEC 1140-R1N)

**How to Buy the Right Computer** Wed., Oct. 12, 5:30 -7:30 p.m., Room 915, DSLCC Rockbridge Center, Buena Vista. \$25. (see description above right)

## McCarthy Hall, DSLCC Campus, Clifton Forge

(All of the following courses will be taught by Ed Mays. Books may be purchased in the DSLCC Bookstore or from the instructor the first night of class.)

**How to Buy the Right Computer** Wed., Oct. 19, 6:00 to 8:00 p.m., Room 388, Scott Hall. \$25. If you're planning on buying a new computer, this seminar will save you time and money.

**Computers for the Absolute Beginner** Fridays, Sept. 16-30, 6:00 to 8:30 p.m., Room 504, McCarthy Hall. Tuition: \$65, plus book\* and flash drive\*\*. See description above left. (ITEC 1101-M1N)

**Welcome to Excel 2010, Level 1** Fridays, Oct. 7- 28 6:00 to 8:30 pm., Room 504, McCarthy Hall. \$85, plus book\* and flash drive\*\*. See description at left. (ITEC 1113-M1N)

**Welcome to PowerPoint 2010, Level 1** Fridays, Nov. 4 – 18, 6:00 to 9:00 pm., Room 504. \$85, plus book\* and flash drive\*\*. See description at left. (ITEC 1115-M1N)

**Introduction to Windows 7** Fridays, Dec. 2 – 16, 6:00 to 8:30 p.m., Room 504, McCarthy Hall. \$65, plus book\* and flash drive\*\*. See description above. (ITEC 1140-M1N)

## Millboro Elementary School, Millboro

**Computers for the Absolute Beginner** Thursdays, Sept. 8-29, 6:00 to 8:00 p.m. \$65, plus book\*. Instructor: Joey Crawford. See description above left. (ITEC 1101-B1N)

**Welcome to Word** Tuesdays, Oct. 4-18, 6:00 to 8:30 pm. \$75, plus book\* Instructor: Joey Crawford. See description at left. This course will use Microsoft Office 2007. (ITEC 1115-B1N)

**Welcome to PowerPoint** Thursdays, Oct. 6-20, 6:00 to 8:30 p.m. \$75, plus book\*. Instructor: Joey Crawford. See description at left. This course will use Microsoft Office 2007. (ITEC 1115-B1N)

## Bath County High School

**Welcome to Excel** Tuesdays, Oct. 4 – 18, 6:00 to 8:30 p.m., \$75, plus book\*. See description at left. This course will use Microsoft Office 2007. (ITEC 1113-B1N)

## Botetourt Technical Education Center

253 Poor Farm Road, Fincastle, VA

**Computers for the Absolute Beginner** Thursdays, October 6-27, 6:00 to 8:00 p.m. \$65, plus book\*. Instructor: Deborah Yost. See description above left. (ITEC 1101-G1N)

Call (540) 863-2863 or email [jclark@dslcc.edu](mailto:jclark@dslcc.edu) to register.

\*Books may be purchased at the DSLCC Bookstore on the Clifton Forge campus, the DSLCC Rockbridge Regional Center in Buena Vista, or from the instructor the first night of class.

\*\* All classes taught by Ed Mays will require purchasing a flash drive. A 2 gigabyte flash drive is recommended, but if you already own a flash drive, bring that one to class.

## Botetourt Area Non-Credit Courses

Call (540) 863-2863 or email [jclark@dslcc.edu](mailto:jclark@dslcc.edu) to register for Botetourt area classes.

### Eagle Rock Library

55 Eagles Nest Drive, Eagle Rock

**Understanding Your Digital Camera** Tuesday, Sept. 20, 6:00 to 9:00 p.m. \$35. Chuck Almaraz. See description on page 2. (PHTG 1109-G1N)

**Getting Started with Photoshop** Tuesdays, Oct. 4-25, 6:00 to 9:00 p.m. Chuck Almaraz. See description on page 2. (PHTG 1108-G1N)

**Stargazing for the Curious Skywatcher** Thursdays, Oct. 6-27, 6:30 to 8:30 p.m. Tuition: \$65, plus planisphere, which should be purchased before class begins. Tour the universe and learn how to see lunar craters, planets and their moons, constellations, star clusters, and much more! Instructor John Goss writes an astronomy column for the *Roanoke Times*. (PHSC 1100-G1N)

### Botetourt Technical Education Center

253 Poor Farm Road, Fincastle

**Auto Body Repair** Thursdays, Sept. 15-Nov. 17, 6:00 - 9:00 p.m. \$160. Instructor: Donnie Sale. (AUTO 1100-G1D)

**Woodworking** Thursdays, Sept. 15-Nov. 17, 6:00 to 9:00 p.m., \$160. Instructor: Phillip Simmons. Designed to develop skills for both beginning & advanced woodworking & cabinet-making students. Basic instruction on technique & safety in the use of woodworking equipment & construction of projects will be covered. Students are responsible for purchasing their own fasteners, glue & finishing materials, as well as project materials. (WOOD 1100-G1N)

**Computers for the Absolute Beginner** Thursdays, Oct. 6-27, 6:00 to 8:00 p.m. \$65, plus book. Instructor: Deborah Yost. See description above.

### Greenfield Education & Training Center, 57 S. Center Drive, Daleville

**Supervisory Skills Seminars** Wed., Sept. 14, Sept. 28, Oct. 12, Oct. 26, Nov. 9, 9:00 a.m. to noon. \$60/semnar; \$275 for the series. Description on page 2.



**“Introduction to Blacksmithing”**  
With instructor  
**Glen Bryant (left)**

Tuesdays, September 13, 20 and 27  
6:00 to 8:00 p.m.

**Clifton Forge School of the Arts, 518 Church St., Clifton Forge**  
Tuition: \$110 (includes materials fee)

Learn the basics of the ancient craft of blacksmithing at the new **Clifton Forge School of the Arts** from **Glen Bryant**, who has been a metalworker and blacksmith for the better part of 40 years. Along with fire maintenance and hammer control, learn core techniques on hand-forging tapers, bending and twisting. Students will take home their very own hand-forged piece of ironwork at the conclusion of the course. Class size is limited to four students. To register, contact the DSLCC Non-Credit Coordinator at (540) 863-2863 or email [jclark@dslcc.edu](mailto:jclark@dslcc.edu).

**Alleghany Area** (continued from front page)

(All of the classes listed below will be held on the DSLCC Clifton Forge campus)

**COMMERCIAL DRIVER’S LICENSE**

Saturdays, Sept. 17 & 24, 8:00 a.m. to 5:00 p.m., Room 502, McCarthy Hall, Clifton Forge campus. Prepare to take the CDL-A commercial driver’s license exam. 20 hours of classroom instruction and 10 hours of behind-the-wheel training. Please check the web site at [www.dslcc.edu](http://www.dslcc.edu) for current tuition fees. (Tuition does NOT include cost of DOT physical exam or cost of CDL license.) (TRNS 1103-M1K)

**SPANISH**

**Basic Spanish for Beginners** Tuesdays, Sept. 13- Nov. 15, 6:00 to 8:00 p.m., Room 509, McCarthy Hall, Clifton Forge campus. Jose Aragones. \$120, plus cost of book and workbook. (SPAN 1100-M1N)

**Spanish III** -Thursdays, Sept. 15- Nov. 17, 6:00 to 8:00 p.m., Room 202, Backels Hall, Clifton Forge campus. For students who have completed Spanish I and II. Jose Aragones. \$120, plus cost of book and workbook. (SPAN 1100-M2N)

**Rockbridge Area** (continued from front page)

(All of the classes listed below will be held at the DSLCC Rockbridge Regional Center, 35 Vista Links Drive, Buena Vista, unless otherwise noted. Phone: (540) 261-1211.)

**MUSIC**

**Instant Piano for Hopelessly Busy People** Wednesday, Nov. 2, 6:00 to 9:30 p.m., Room 915, RRC. Tuition: \$50. If you yearn to experience the joy of playing piano, but you don’t want years of weekly lessons, this one-evening workshop is for you. In just a few hours you can learn enough secrets of the trade to make piano playing a part of your life. Tuition is \$50, payable to DSLCC, and a \$25 materials fee for a 32-page workbook and a 68-minute practice CD will be collected by the instructor. If you don’t have basic knowledge of a piano keyboard, contact the DSLCC Non-Credit Coordinator at (540) 863-2863 or email [jclark@dslcc.edu](mailto:jclark@dslcc.edu) for a pamphlet. (MUSC 1100-R1N)

**MOTORCYCLE RIDER SAFETY**

Fall courses: August 26-28 (TRNS 1100-RIK); September 23-25 (TRNS 1100-R2K); October 21-23 (TRNS 1100-RK3). Fridays, 6:30-9:30 p.m., Room 905, DSLCC RRC, Buena Vista; 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; a motorcycle learner’s permit is not required. Passing the written and riding skills tests earns participants a 30-day DMV motorcycle license. Motorcycles and helmets provided; class size limited to 12.

**EXERCISE**

**Body Sculpting with Eric Wheeler** Wednesdays, Sept. 14-Nov. 2, 7:00 to 8:00 p.m., Rockbridge Area YMCA, 790 N. Lee Hwy, Lexington. Tuition: \$100. Get in shape with Eric Wheeler of the YMCA! Eric uses a variety of exercise formats for body toning and conditioning to keep it fun. (RECR 1100-R1N)

**CAKE DECORATING**

Tuesdays, Oct. 4 – Nov. 1, 6:00 to 8:00 p.m., RRC dining room. Instructor: Vickie Chambers. Tuition: \$60. For beginners. Learn to produce attractive and professional-looking cakes with basic techniques. Participants may purchase the cake decorating kit from “Picture This and More” for \$27 the first night of class from the instructor. (HOST 1100-R1N)

**CULINARY ARTS**

**“Tapas”** Thursday, Sept. 22, 6:00 to 8:30 p.m., RRC kitchen, with Pat Ohleger. \$40. Learn to make some of those wonderful Spanish appetizers and small bites that have become so popular. We will prepare a variety of cold and warm tapas and learn what Spanish wines work well with each. (HOST 1101-R1N)

**Indian Cuisine** Wednesday, Oct. 12, 6:00 to 8:30 p.m., RRC kitchen, with Pat Ohleger. \$40. Love ethnic food, but hate to travel an hour or more to an ethnic restaurant? Learn to make an authentic Indian dinner to enjoy at home: Chicken Tandoori, Cucumber Raita, Naan, Basmati Rice, and Vegetable Curry. (HOST 1101-R2N)

**Register for DSLCC Non-Credit Classes One of Four Convenient Ways!**

**By Phone:** Call (540) 863- 2863. Toll free: (877) 73DSLCC, ext. 2863. VISA or MasterCard accepted.

**By Mail:** Fill out the DSLCC Non-Credit Registration form, which may be found online at [www.dslcc.edu](http://www.dslcc.edu) or request one by calling (540) 863-2863. Send in with payment (check, money order or credit card information) to DSLCC Continuing Education, PO Box 1000, Clifton Forge, VA, 24422.

**In Person:** Visit Student Services in Backels Hall on the DSLCC campus in Clifton Forge (540) 863-2815, or the DSLCC Rockbridge Regional Center at 35 Vista Links Drive, Buena Vista. (540) 261-1211. Anyone interested in registering for DSLCC classes at the Greenfield Education and Training Center, Eagle Rock Library, Botetourt Technical Education Center, Millboro Elementary or Bath County High Schools should call (540) 863-2863 or email [jclark@dslcc.edu](mailto:jclark@dslcc.edu).

**By email:** Email [jclark@dslcc.edu](mailto:jclark@dslcc.edu) for information about classes or requesting forms.

**Refunds:** Refunds are automatically processed when DSLCC cancels classes. Refunds are NOT issued once a class begins, except in extenuating circumstances, approved by the College. Refund checks may take up to 6 weeks to arrive.

**For more information, contact the DSLCC Non-Credit Coordinator at (540) 863-2863 or email [jclark@dslcc.edu](mailto:jclark@dslcc.edu).**

**Online Courses**

**Hundreds of non-credit, online courses offered through ed2go, Gatlin and JERonline.**

- |                           |                                           |                               |                      |
|---------------------------|-------------------------------------------|-------------------------------|----------------------|
| Accounting                | Health and Wellness                       | Graphic and Multimedia Design | Certification Prep   |
| Start Your Own Business   | Business, Creative and Grant Writing      | Personal Finance              | Computer Application |
| Foreign Language Training | Medical Transcription, Billing and Coding | Marketing                     |                      |
- Many, many more!

See their web sites at [www.dslcc.edu](http://www.dslcc.edu) under “Continuing Education”. Register and pay online!