Spring 2018 NONCREDIT CLASSES

CLASS SCHEDULE

Workforce Services

NEW!
General Certificate in Brewing

CERTIFIED NURSE AIDE

WELDING

COMMERCIAL DRIVER’S LICENSE

www.pvcc.edu/workforce
what’s inside?

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On the cover is Aaron Allen, PVCC Certificate of Brewing instructor.
You may be eligible for financial assistance if you have been a resident of Virginia for the past 12 months.

FastForward Career Coaches at PVCC will help you through the job training process, help you search for financial aid, and even help you prepare for entry into the workforce.

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Soldering Certification | ** | Certified Associate in Project Management (CAPM) | **
Welding (GMAW) | 18
Pipe Welding (SMAW) | 18

*Approved credentials are subject to change.

**Interested in a class that’s not in the Spring 2018 schedule? Contact PVCC at 434.961.5354 or workforce@pvcc.edu. It might be available!

For more information visit, www.pvcc.edu/fastforward
To check eligibility and apply, contact Ashley Robinson at fastforward@pvcc.edu or 434.961.5354.

**Note:** As a condition of receiving the grant, all students are required to sign the Fast Forward Release Form. This form specifies that if a student does not successfully complete the course, he or she is responsible for paying an additional 1/3 of the total course cost to PVCC.

Look for this symbol throughout the catalog for Fast Forward qualified classes.
To register for Fast Forward Classes call 434.961.5354
**ACTING**

**Voice Acting**

Get paid to talk! This introduction to professional voice acting could be a new career for you. Learn which voices are in demand and how to prepare a winning demo.

10637  Mar. 12   M  6:30–9 p.m.  Voice Coaches

$49

**ADOBE CREATIVE SUITE**

Adobe InDesign Beginner

Learn to use the InDesign workspace and tools, create documents, manage pages, add and edit text, import graphics, manage and transform objects and create basic PDFs.

10677  Mar. 13–15 T, Th  12:30–3:30 p.m.  Finn

$169

Adobe Photoshop Beginner

Learn to use the basic functions of Photoshop including selection tools, photo correction, retouching and repairing.

10678  Mar. 1    Th  12:30–4:30 p.m.  Finn

$99

**PHOTOGRAPHY**

**Discover Digital Photography**

Want to improve the quality of your photographs? Review the basic operations of your camera and the fundamentals of photography by mastering megapixels, file size, shooting modes, exposure techniques, shutter speed, and ISO as creative tools. Discover the characteristics of light and the rules of composition that provide greater visual impact. You will have class critiques to develop your skills. One field trip. Christian DeBaun is a photographer based in Charlottesville, and runs the “Charlottesville Photography Initiative,” a group of over 700 photographers based in our area. He has also worked at the “LOOK3 Festival of the Photograph” since 2009.

10639  Feb. 7–Mar. 14 W  6:30–8:30 p.m.

Field Trip:  Mar. 10 S  9 a.m.–noon  DeBaun

10635  Apr. 4–May 9 W  6:30–8:30 p.m.

Field Trip:  May 5 S  9 a.m.–noon  DeBaun

$179

Adobe Lightroom Beginner

Use this powerful tool, which combines the best aspects of Adobe Bridge and Photoshop’s common editing tools into one program to organize, edit and output your photography. Learn to import images, organize them with keywords, add captions and more. Each class has hands-on practice time with the instructor. Please bring a laptop with the latest version of Lightroom installed so that you can work with the program during class. Go to www.adobe.com/downloads to download a free 30-day trial.

Prerequisite: Basic proficiency on the computer and a basic understanding of your computer’s filing system (Windows Explorer or Mac Finder).

10836  Mar.21–Apr. 18 W  6–8 p.m.  Dye

$169

Easy Online Registration

Sign up for noncredit classes online at www.pvcc.edu/workforce
Passport to Retirement

$59

Get retirement ready and be better prepared to make sound financial decisions! Where will your income come from? It’s not too late to learn how to set realistic retirement goals and assess their cost, identify your income options, learn where to invest now for your future, and how to protect your wealth and provide for your family and heirs. Registration fee includes an in-depth workbook and retirement planning data form.

Note: On a space-available basis, you may bring one guest at no charge. After you enroll online, please call 434.961.5354 to check availability and to enroll the guest in the class.

10659  Feb. 6–20  T  6–8:30 p.m.  Bays
10661  Feb. 17–24  S  9 a.m.–12:30 p.m.  Bays
10660  May 10–24  Th  6–8:30 p.m.  Bays

Social Security: What You Need to Know

$25

Frustrated by the complexities of Social Security? Get strategies to enhance your retirement and maximize your benefits by making good decisions now. See how to interpret your statement and when to claim benefits. Other topics include early benefits, spousal and survivor benefits, COLAs, file and suspend, divorce, working while receiving benefits, employer plan distributions, IRAs and more. Includes a workbook.

Note: On a space-available basis, you may bring one guest at no charge. After enrolling online, please call 434.961.5354 to check availability and enroll the guest in the class.

10662  Mar. 28  W  6–8 p.m.  Bays

Job Search for the 21st Century

FREE

Job searches can be frustrating. It can be a challenge figuring out what employers are looking for or what you should tell them or even how to apply. This class reviews the key elements of a successful job search. Topics include constructing different types of resumes, getting what you need from a job fair, networking to uncover the hidden job market, navigating social media, completing employment applications, and owning the interview. When combined, these topics can help you execute a well-planned successful job search. Résumé critiquing and mock interviews can be arranged with the instructor.

10642  Feb. 6–27  T  9 a.m.–noon  Constantino

CT  Customizable Class. See page 30.
Quickbooks: Getting Started **CT**  
$75  
Discover how QuickBooks can help you manage your business finances and perform daily bookkeeping tasks more effectively and efficiently. Review the different products available and decide which is best for your business needs. Learn how to set up your chart of accounts and review the basic functions of the program. If you are a new QuickBooks user or are contemplating switching to this popular accounting software, this class is for you.

10702  Feb. 15  Th  5:30–9:30 p.m.  
Edwards-Allbaugh

Quickbooks:  
Customers & Accounts Receivable **CT**  
$75  
Keep your business cash flow moving! Learn how to work with the customer side of QuickBooks. Set up customer files and enter their data, then create, customize, track, and send invoices. See how QuickBooks easily manages accounts receivable and generates reports to help you manage your business.

10704  Mar. 1  Th  5:30–9:30 p.m.  
Edwards-Allbaugh

QuickBooks: Payroll & Employees **CT**  
$75  
Discover how to handle more sophisticated bookkeeping tasks in QuickBooks. Set up an account and enter the company and employee payroll data, then define federal, state, and local payroll taxes and work with various accounts and payroll items. Finally, see how to run payroll, prepare payroll tax forms, and generate reports.

10703  Mar. 8  Th  5:30–9:30 p.m.  
Edwards-Allbaugh

QuickBooks:  
Vendors & Accounts Payable **CT**  
$75  
Does paying company bills take too long? See how to properly set up new vendors in QuickBooks, how to record expenses, checks you write, and bills you pay. Manage your accounts payable easily and generate the reports you need to run your business.

10705  Mar. 29  Th  5:30–9:30 p.m.  
Edwards-Allbaugh

Recordkeeping & Taxes for Small Businesses **CT**  
$75  
Do you really need a CPA or bookkeeper or can you do it all yourself? Review business accounting methods and see which one best fits your situation. Discuss both manual and computerized records and how long you should retain them. You will review the four major business reports included in a financial statement and how they relate to each other, accounting terms, the forms of business ownership (sole proprietorship, partnership, corporation and LLC) and receive some special tax tips.

10706  Feb. 1  Th  5:30–9:30 p.m.  
Edwards-Allbaugh

CT  Customizable Class. See page 30.
The Chamber Business Academy @ PVCC is an innovative workforce development partnership with the Chamber Business Academy and Piedmont Virginia Community College. Through this innovative collaboration Charlottesville’s Chamber members and community members benefit from two respected institutions jointly offering education and training classes to regional employers.

Facebook for Business: Part 1
$20
See how to build your Facebook page and start connecting with people as you review the four basic steps to using Facebook for business.
10653  Feb. 21  W  12:30–2 p.m.  Vyrros

Facebook for Business: Part 2
$20
Learn how to engage your audience and expand your reach through social media. Discover what content will add value for both existing and potential customers.
10654  Feb. 28  W  10:30 a.m.–noon  Vyrros

LinkedIn for Business: Part 1
$20
Build your professional business identity with LinkedIn. Get ideas for creating your profile as well as building a professional image and network on LinkedIn.
10656  Mar. 21  W  10:30 a.m.–noon  Vyrros

LinkedIn for Business: Part 2
$20
Most profiles on LinkedIn are just plain text—how boring is that? Build a visual profile and receive tips to help your business stand out from the competition.
10657  Mar. 28  W  10:30 a.m.–noon  Vyrros

Register online through the chamber website: www.cvillechamber.com
COMMUNICATIONS & WRITING

How to Self-Publish Your Book

$59

Are you one of the 81% of Americans who say they have a book idea inside them? Today, not only can you write a book, but you can get it published easier and more affordably than ever before. No longer do you have to be at the mercy of agents and publishers to reach readers. Learn how to write a book that will sell, get your book ready for the market, build an author platform, choose a format and distribution outlet, and market your book.

10655  Apr. 21  S  9 a.m.–noon  Truex

ENTREPRENEURSHIP

Selling on eBay for Fun & Profit

$125

Join the millions of eBay sellers whether you have a business or just want to clean out your closets. Establish eBay and PayPal accounts, then create effective listings, including item descriptions and photos. Determine how to set pricing and when to use fixed-price options, and discover how to leverage the eBay search feature for best exposure to potential buyers. See how to maximize your profit and minimize your cost.

10636  Apr. 12–19  Th  8:30–11:30 a.m.  Jackameit

MARKETING & SOCIAL MEDIA

Online Marketing Made Simple

$59

Online marketing used to involve a few keywords and banner ads. Today, the options are so vast that it can be overwhelming to develop an effective online marketing plan—until now. This class will cover the psychology of marketing, how to know and find your target market, free and inexpensive tools for marketing online and tips for developing an effective plan.

10658  Feb. 10  S  9 a.m.–noon  Truex

WORKPLACE READINESS

Winning New Jobs

FREE

While the primary purpose of this workshop is to aid job seekers in obtaining employment, ancillary benefits include the enhancement of participants’ self-efficacy, self-esteem and social assertiveness. Training covers: Active/learning skills that include preparing, researching and practicing for the job search; inoculation against setback including how to anticipate possible barriers and overcome those barriers thorough problem solving; social support including how to collaborate on the job with peers and supervisors; enhanced self-efficacy including how to identify, assess, and utilize specific skills necessary to retain a job; and referent power, which is the ability to build trust and reduce social distance. Call 434.961.5354 to register for these classes.

10739  Jan. 22–26  M–F  9 a.m.–1 p.m.  Harrell/Jay
10740  Feb. 12–16  M–F  9 a.m.–1 p.m.  Harrell/Jay
10741  Mar. 12–16  M–F  9 a.m.–1 p.m.  Harrell/Jay
10742  Apr. 16–20  M–F  9 a.m.–1 p.m.  Harrell/Jay
10743  May 14–18  M–F  9 a.m.–1 p.m.  Harrell/Jay
10744  Jun. 4–8  M–F  9 a.m.–1 p.m.  Harrell/Jay
VIDEO PRODUCTION

Basic Video Editing

After you’ve shot your video project, learn to edit it into a final product. Organize and import clips and use the timeline to assemble your production. Discover how to fine tune the edit points for more impact, add a sound track, graphics, opening titles, closing credits and finalize the production to be published on a platform.

10629  Mar. 7–28  W  6–9 p.m.  Vyrros

Basic Video Production

Producing good video can be challenging. From music videos to interviews to live action, see how to capture the images, improve the audio, and use composition and lighting so your productions look more professional. You will plan, script, light, and shoot a short video project to be edited in the next class. Includes demonstrations and one location production shoot. Instructor Mark Vyrros has produced hundreds of videos for U.S. Customs and Border Protection, often shooting video from Blackhawk helicopters and go-fast boats.

10628  Feb. 3–24  S  9:30 a.m.–12:30 p.m.  Vyrros

COMPUTER APPLICATIONS

Excel: Advanced

Advanced Excel training in using financial functions and data analysis, creating pivot tables and macros, using advanced formatting and analysis tools, and integrating Excel with other programs.

10632  Mar. 6–8  T, Th  8:30–11:30 a.m.  Woolfolk

Excel: Beginner

See how to use this popular spreadsheet program by creating and editing worksheets, using toolbars, discovering auto features, formatting cells, creating basic formulas and more.

10630  Feb. 6–8  T, Th  8:30–11:30 a.m.  Woolfolk

Excel: Intermediate

Make Excel work for you. Master sorting data, using flexible worksheet views, editing and printing, multiple-sheet workbooks, functions and formulas, and more.

10631  Feb. 13–15  T, Th  8:30–11:30 a.m.  Woolfolk

Excel: Pivot Tables

Learn how to use Excel pivot tables, a useful and powerful feature to summarize, analyze, explore and present your data.

10633  Feb. 21  W 8:30–11:30 a.m.  Woolfolk

Customizable Class. See page 30.
beauty

COSMETOLOGY

Makeup Artist Training

Start a new career as a professional makeup artist or enhance your everyday look. Make corrections with a concealer, get that sun-kissed glow, and use highlighting, shading, and contouring for great bone structure. Enhance your eyes and learn how to choose a lipstick. Please bring your own makeup, brushes, and a small standup mirror to each class. After registering, you will be emailed a list of other supplies to bring. Charlottesville Makeup Artist LLC has applied makeup on 3,500+ faces and created a popular makeup artist blog focusing on hair, makeup, and weddings in the Charlottesville area.

$379

10641 Jan. 31–Mar. 14 W 6–9 p.m. C-ville

health care

CPR

CPR AED/First Aid or BLS for Healthcare Provider: Skills Check Only

$55

PVCC offers monthly skills checks for your CPR certification. This is a two-hour, hands-on skills practice and testing session (Parts 2 and 3) with an American Heart Association Instructor that follows the Online Part 1 course. To complete Part 1, visit www.onlineaha.org/courses. Click on BLS–Basic Life Support then click Heartcode BLS. (There is a separate fee for Part 1) Students who successfully complete Part 1 receive a certificate which they print out and present to the instructor at the skills and testing session. A course completion card will be issued upon successful completion of all three parts. Fee includes certification card. Skills checks are available for Heartsaver CPR AED and First Aid and for BLS for Healthcare Providers. Call to schedule your two-hour appointment. Appointments are first-come, first-served. These appointments will be scheduled during the class hours listed.

Note: Online registration is not available for this class. Please call Workforce Services at 434.961.5354 and a staff member will enroll you.

10749 Jan. 8 M 10 a.m.–2 p.m. Gaines
10750 Mar. 15 Th 10 a.m.–2 p.m. Gaines
10751 May 7 M 10 a.m.–2 p.m. Gaines

Easy Online Registration

Sign up for noncredit classes online at www.pvcc.edu/workforce

CT Customizable Class. See page 30.
CPR-BLS for Healthcare Provider: Complete Class

BLS for Healthcare Providers is an American Heart Association course designed to provide a wide variety of certified or noncertified, licensed or non-licensed, healthcare professionals with the skills to keep people alive until they can be brought to a hospital or be treated with more advanced lifesaving measures. This course includes the skills of CPR, use of an AED and relief of choking for adults, children and infants. Students must pass a written exam and skills test in order to qualify for a BLS for Healthcare Provider Course Completion Card.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Instructors</th>
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<tbody>
<tr>
<td>10727</td>
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<td>Carmines</td>
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HEALTH CAREERS

Certified Nurse Aide

Full Tuition: $2,298/Discounted Tuition: $766

Pre-enrollment interview required. Please contact JoAnna Collins, nurse aide program coordinator, at jcollins@pvcc.edu or 434.961.5377, to schedule an interview. This 136-hour state approved noncredit class prepares you to take the Virginia exam to become a certified nurse aide (CNA) where you will work under the supervision of a licensed practical nurse, registered nurse, or physician as an entry-level nurse aide in a variety of inpatient and outpatient care settings such as long-term care facilities, physician offices, clinics and home settings.

Note: No Class 1/15/2018

Complete class calendar to be distributed at interview

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<tr>
<th>Date</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Times</th>
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<tr>
<td>10821</td>
<td>Jan. 8</td>
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<td>Times Vary</td>
<td>Jefferson 127</td>
<td>Collins/Wentworth</td>
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<td>M,W,S</td>
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Pharmacy Technician

Prepare to become a pharmacy technician in a retail. Study the fundamentals of the pharmacy, as well as the role of a pharmacy technician. See how to process a prescription, create non-sterile compounds, and ensure proper medication safety and management. Additional topics include pharmaceutical measurements and dosage calculations, basic medication safety, types of drugs, the activities of the community and institutional pharmacy, non-sterile compounding, sterile procedures and practices, and therapeutic agents. You will also identify career options for pharmacy technicians and steps in the job search process. This program includes an externship. Upon successful completion of this course, you may sit for the CPhT exam offered by the Pharmacy Technician Certification Board. This certification allows you to apply for Virginia registration as a pharmacy technician. Please research prospective employers to see if they require a certification. Additional costs to the student: Criminal background check, drug test, and physical exam with TB test results. These items will be due by midway point of the program. Prerequisite: High school graduate or GED® holder.

10828  Feb. 13–Apr. 19  T, Th  6–9:30 p.m.  PROTRAIN

Introduction to Massage in a Home Setting

Massage helps reduce stress, increase circulation and relieve soreness and stiffness from work, a sports event, or being housebound. Designed for the layperson and for anyone interested in receiving future training in massage therapy, you will study and practice the basics of Swedish Massage (circulation-enhancing and relaxation massage), along with alternative techniques for people who are ill, injured, disabled, or have mobility limitations. Bring $30 cash or check materials fee to the instructor at the first class for an instructional pamphlet and video for home use plus oils and creams for class use. You may bring your own portable massage table if you have one. You may also bring a yoga mat, pillow, and blanket. Registration with a partner is encouraged, but singles are welcome also!
Note: Save on your second registration! After you register online, call 434.961.5354 to enroll your partner for only $70.

10640  Mar. 8–29  Th  6:30–8:30 p.m.  Walsh
Administrative Professionals Appreciation Day

Wednesday, April 25 9 a.m.–3 p.m.

Administrative Professionals: this day is for you!

Join us for a special day of professional development workshops, keynote speaker, fun personal enrichment activities, delicious lunch and thank you gift bags. For supervisors, this is a great way to show your appreciation to your hard-working administrative staff.

Last year’s participants stated:

“It was fabulous! I’m so glad I came. It was really well-organized and the presenters were great.”

“The program was well organized. All the facilitators and coordinators were friendly and professional. I hope you do this next year!”

“One of the highlights was being told that I’m valuable in my administrative position.”

$89  Enroll now!  Space is limited.
BUILDING TRADES

NCCER Core Craft Skills Credential

$1,098

This 42-hour class will build the foundation skills for entry-level craft workers. The nine modules will cover Basic Safety, Introduction to Construction Math, Introduction to Hand and Power Tools, Introduction to Construction Drawings, Basic Rigging, Basic Communication Skills, Basic Employability Skills, and Introduction to Material handling.

10829  Feb. 5–Mar. 21  M, W  6–9 p.m.  
Design Electric  Berry

COMMERCIAL DRIVER’S LICENSE

To register for the PVCC Commercial Driver’s License (CDL) class, please contact Mike Marcotte at 434.961.5367.

Commercial Driver’s License

$4,500

Learn to drive the big rigs and prepare for the Commercial Driver’s License (CDL) test. Companies are experiencing a shortage of drivers. PVCC’s professional truck driving program consists of classroom instruction, various backing maneuvers, equipment and safety checks and on-the-road training. This comprehensive 160-hour program not only provides the skills you need, it also includes lifetime free job placement assistance to graduates and lifetime refresher training.

Prerequisites: CDL Learner’s Permit and VDOT physical exam, cost not included in the tuition.

Location: PVCC Stultz Center

Jan. 1–Jun. 29*  M–F  8 a.m.–4 p.m.  
*Full time class start dates: Jan. 15, Feb. 12, Mar. 12, Apr. 9, May 7, Jun. 4

Part-time class start dates: Jan. 27, Apr. 14, Jun. 23

Commercial Driver’s License

Class B

$3,300

PVCC Workforce Services recommends a 120-hour enriched curriculum that includes CDL Permit Preparation Class B with air brakes, passenger and school bus endorsements, CDL classroom and behind the wheel training, PASS Certification, and the Career Readiness Certificate for each participant of the program. The proposed curriculum teaches the competencies necessary for job success in transportation and is designed for adults who want to move from entry-level, minimum wage jobs to a career pathway in the transportation industry. The 120-hour proposed training program includes a core curriculum with class descriptions below:

Virginia Department of Motor Vehicles Class B Commercial Driver’s License (CDL), CDL Permit General Preparation Class with Air Brakes, Passenger and School Bus Endorsements

Duration of the training: 120 hours

Location: PVCC Stultz Center, Room 116 or comparable classroom, 501 College Drive, Charlottesville, VA

Course includes: Certified and experienced CDL instructor. Course development/customization. Classroom and behind-the-wheel instruction for 120 hours. Instructional materials.

Jan. 1–Jun. 29*  M–F  8 a.m.–4 p.m.
*Full time class start dates: Jan. 15, Feb. 12, Mar. 12, Apr. 9, May 7, June 4

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BUILDING TRADES

COMMERCIAL DRIVER’S LICENSE

Commercial Driver’s License

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$1,098

This 42-hour class will build the foundation skills for entry-level craft workers. The nine modules will cover Basic Safety, Introduction to Construction Math, Introduction to Hand and Power Tools, Introduction to Construction Drawings, Basic Rigging, Basic Communication Skills, Basic Employability Skills, and Introduction to Material handling.

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Design Electric  Berry

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PVCC Workforce Services recommends a 120-hour enriched curriculum that includes CDL Permit Preparation Class B with air brakes, passenger and school bus endorsements, CDL classroom and behind the wheel training, PASS Certification, and the Career Readiness Certificate for each participant of the program. The proposed curriculum teaches the competencies necessary for job success in transportation and is designed for adults who want to move from entry-level, minimum wage jobs to a career pathway in the transportation industry. The 120-hour proposed training program includes a core curriculum with class descriptions below:

Virginia Department of Motor Vehicles Class B Commercial Driver’s License (CDL), CDL Permit General Preparation Class with Air Brakes, Passenger and School Bus Endorsements

Duration of the training: 120 hours

Location: PVCC Stultz Center, Room 116 or comparable classroom, 501 College Drive, Charlottesville, VA

Course includes: Certified and experienced CDL instructor. Course development/customization. Classroom and behind-the-wheel instruction for 120 hours. Instructional materials.

Jan. 1–Jun. 29*  M–F  8 a.m.–4 p.m.
*Full time class start dates: Jan. 15, Feb. 12, Mar. 12, Apr. 9, May 7, June 4

Part time class start dates: Jan. 27, Apr. 14, Jun. 23
CONSTRUCTION

Basic Carpentry

$250

Complete a simple group project using hand and power tools as you learn about basic tool usage, safety equipment, types of wood and different cuts of wood as well as specific fundamentals of house framing. Bring your drawings and photographs of your own maintenance and repair issues or building dreams and all your questions. Class held at Heartmoor Farm, 801 Perkins Road, Kents Store, VA 23084.

Note: No Class on 2/19/2018
10692 Jan. 22–Feb. 26 M 6–8:30 p.m. Heartmoor Farm Wood Shop

Basic Contractor Licensing

$215

This is a pre-licensing class required by the Virginia Board of Contractors covering the laws and regulations for contractors in Virginia. Also includes the State Building Code, types of licenses, prohibited acts, business structure, and more. Class cost includes a manual. Taught by an experienced contractor who will share his experiences and answer your questions.

10643 Feb. 24 S 9 a.m.–5:30 p.m. Gauldin
10644 May 5 S 9 a.m.–5:30 p.m. Gauldin

Certified Apartment Maintenance Technician

Full Tuition: $1,950/Discounted Tuition: $650

Offered in partnership with the National Apartment Association Education Institute (NAAEI) and the Virginia Apartment Management Association (VAMA), this 80-hour class includes classroom sessions, hands-on experience, and an online component. The class will provide you with the knowledge and hands-on training to gain entry and advance as a maintenance technician in the residential property or commercial building industry throughout the U.S. At the end of this course, you are eligible to sit for the Certified Apartment Maintenance Technician (CAMT) Certification Exam. Students that pass the CAMT exam will receive their provisional certificate from NAAEI. After completing one year of experience in the industry, NAAEI will grant students their full certificate.

Note: Registration for this class closes 7 business days before the start of the class. Registration ends for this class on 3/1/2018 at 12 a.m.
10833 Mar. 10–May 19 S 9 a.m.–5:30 p.m. Sullivan

Intermediate Carpentry

$250

Continue the project you began in Basic Carpentry. Topics include hand and power tool usage, safety, and measurement skills. Fastening, joinery techniques, and structural integrity of existing buildings as well as a focus on your current project are included.

Note: No Class on 3/26/2017
10693 Mar. 5–Apr. 9 M 6–8:30 p.m. Heartmoor Farm Wood Shop

To register for Fastforward classes call 434.961.5354.
Timber Framing I

$200

Learn the fundamentals of design and construction of small timber frame structures using mortise and tenon joinery. Students will learn layout techniques, tool use, and options for joinery cutting methods. Meetings will touch on finishes and options for HVAC systems for timber frames. This course will primarily focus on hand-cut joinery and tools but will also demonstrate power tools and techniques used by modern timber framers. Tools and materials provided.

10694 Apr. 23–May 14 M 6–8:30 p.m.
Heartmoor Farm Wood Shop

HVAC

Introduction to Air Conditioning

Full Tuition: $1,275/Discounted Tuition: $425

Learn the basics of air conditioning systems, including tools, fasteners, tubing, copper, soldering/brazing, thermodynamic principles, the relationship of temperature and pressure, system components, refrigerants, service procedures (recovery/recycling, evacuation, leak detection, charging), metering devices, basic troubleshooting, controls, and compressors. After completing the course students will have the opportunity to test for the EPA Section 608 for HVACR.

10834 Jan. 9–Feb. 21 T, W 6–9 p.m.
CATEC Northington

SMALL ENGINE REPAIR

2-Stroke Engine Repair Certification

Full Tuition: $465/Discounted Tuition: $155

Learn the theory and how the components work together. Learn 2-stroke engine design, application and how to service and maintain these engines. Examine cutaways, parts and disassemble an engine to see how it works. Learn very basic ways to troubleshoot your engine when it is not working properly. This class prepares you to take the EETC 2-stroke Engine Certification Exam.

10835 Jan. 22–Feb. 7 M, W 6–9 p.m.
Beavers

To register for Fastforward classes call 434.961.5354.
**4-Stroke Engine Repair Certification**

Full Tuition: $525/Discounted Tuition: $175

This class shows you detailed diagnostic procedures with some of the latest test equipment and procedures. Students will troubleshoot five different bugged engines. This class will prepare you to take the EETC 4-stroke certification exam.

10827  Feb. 12–Mar. 7  M, W   6–9 p.m.  Beavers

**Driveline/Hydraulics Certification**

Full Tuition: $675/Discounted Tuition: $225

This class covers the subjects of drivelines, hydraulics, and hydrostatics as they apply to outdoor power equipment. Drivelines refer to the use of belts and manual/gear transmissions and transaxles. Hydraulics are widely used in outdoor power equipment from hydraulic lift systems for attachments on tractors and wood splitters to high pressure water sprayers. Hydrostatic transaxles, pumps and hydraulic motors are common in both traditional tractors and ZTRs. The need to understand how these things function is basic in order to diagnose and repair the systems when trouble occurs. The goal of this class is to provide you with the knowledge and hands-on experience to tackle the world of hydraulics. This class will prepare you to take the EETC Driveline/Hydraulic/Hydrostatic certification exam. Tuition includes the cost of the exam and a study guide.

10826  Apr. 9–May 2  M, W  6–9 p.m.  Becker

**Electrical Systems Certification**

Fast Forward class for advanced small engine and equipment electrical systems: Learn about electricity and how it’s generated in the small engine and outdoor power equipment products in use today. Tuition includes the cost of the EETC electrical certification exam and a study guide.

10824  Mar. 12–28  M, W  6–9 p.m.  Becker

**Coming this Summer**

**Solar Technician Program**

This course will introduce you to photovoltaic (PV) design, installation, and maintenance of PV systems. The classroom theory and hands-on training will cover the following learning objectives: PV markets and applications, safety basics, electricity basics, solar energy fundamentals, PV module fundamentals, system components, PV system sizing principles, PV system electrical design, PV system mechanical design and performance analysis, maintenance, and troubleshooting. At the end of the course, students will be eligible to sit for the North American Board of Certified Energy Practitioners (NABCEP) Photovoltaic Associate (PVA) Exam. The PVA credential is intended for people who are currently working in, or seeking employment in, the renewable energy industry.
WELDING

All welding classes are taught by Steve Brownell at the VA School of Metal, 102-A Industrial Drive, Troy, VA 22974.

These classes are being offered at the VA School of Metal on the following weekends: 1/6, 1/20, 2/3, 2/17, 3/3, 3/17, 3/14, 3/28, 4/14, 4/28, 5/12, 5/26, 6/2, 6/16, 6/30

Ask about our weekday fast-track classes.
Please contact PVCC Workforce Services 434.961.5354 to register.

Basic Certified Welder

Certification training consists of 112 hours, and includes classroom lecture, practice and final test. Upon successful completion of the course and passing the test, student will be A.W.S. D1.1 certified for structural welding. Primary emphasis will be on stick welding, properly known as Shielded Metal Arc Welding (SMAW). Classes must be taken in order.

| Week 1 & 2 | 1G position (on flat plate) |
| Week 3 & 4 | 2G position (Horizontal) |
| Week 5 & 6 | 3G position (Vertical up) |
| Week 7 | 4G position (overhead) |

GMAW Welding Certification

Certification training consists of 80 hours. Testing will be in the 3G (Vertical up) position.

| Week 1 | 1G position (On flat plate) |
| Week 2 | 2G position (Horizontal) |
| Week 3 | 3G position (Vertical up) |
| Week 4 | 4G position (Overhead) |
| Week 5 | 4G & 3G position |

Certified Pipe Welding

Certification training consists of 112 hours and includes classroom lecture, practice and final test. Prerequisite: Two to three years experience in stick welding and have a 3G (vertical up) certification and or able to pass a 3G (vertical up) certification before taking the course. Upon successful completion of the course and passing the test, student will be A.W.S. QC7-93 certified for pipe welding. Primary emphasis will be on stick welding, properly known as Shielded Metal Arc Welding (SMAW). Classes must be taken in order. Topics include the basics of pipe welding using 6010 and 7018 electrodes, welding full penetration groove welds in the 2G (vertical), 5G (horizontal fixed) and 6G (inclined) positions, and prepping and fitting techniques. Testing will take place in the 6G (inclined) position.

| Week 1 | 1-G rolled flat position |
| Week 2 | 2-G horizontal in a fixed position 45 degrees |
| Week 3 & 4 | 2-G horizontal & 5G vertical in a fixed position 45 degrees |
| Week 5 & 6 | 5-G a & 6-G in a fixed position 45 degrees |
| Week 6 & 7 | 6-G pipe in a fixed position 45 degrees |
WOODWORKING

Exploring Woodworking Machinery & Tools

Explore the various methods of producing joints in wood that can stand the test of time.
10698  Apr. 10–26  T, Th  6:30–9 p.m.

Intro to Woodworking Part 1:
Design, Drawings & Equipment

Experience the simplicity and creativity of woodworking while learning the basics of wood types and joinery, use of hand and power tools, and safety guidelines. Select, design, and begin to build a project for your home such as a nightstand, small bench, bookcase, toolbox, or perhaps a shelf and brackets. Price includes materials and use of tools in the R.W. Miller workshop in Faber (Nelson County).
10695  Jan. 16–Feb. 1  T, Th  6:30–9 p.m.

Woodworking Part 2: Exploring Joinery

How many ways are there to join wood to build a cabinet, bookcase or other piece of furniture? You’ll find out in this joinery exploration class. Start with the function of the piece and consider your options for a solid and simple design. Apply these skills to your projects. Prerequisite: Some woodworking experience.
10696  Feb. 13–Mar. 1  T, Th  6:30–9 p.m.

Woodworking Part 3: Assembling & Finishing

Continue to learn new woodworking techniques and tool usage while completing projects. Perfect for those with a little experience with woodworking equipment and procedures who want to improve their knowledge of tools. You will be introduced to the finishing process as it applies to your project.
10697  Mar. 13–29  T, Th  6:30–9 p.m.

Woodworking classes are held at:
R.W. MILLER WOODWORKING
50 Post Office Lane
Faber, VA 22938
434.263.6333
unmanned aerial systems

UAS FOR COMMERCIAL OPERATIONS

Remote Pilot Airman

Full Tuition: $2,100/Discounted Tuition: $700

Designed to provide operator training in using unmanned aerial systems (UAS) in commercial operations including precision agriculture, aerial imagery and cinematography, construction, inspection and aerial surveys. Three days of classroom training covering complete Part 107 coursework and two days of flight operations training. Topics include regulatory requirements and operating rules of 14 CFR part 107, registration rules of 14 CFR part 48, regulatory waivers, airspace classifications and operational requirements, effects of weather on performance, loading and performance, radio communications, airport operations, emergency procedures, aeronautical decision-making, physiological factors, maintenance and inspection procedures. After completing this class, you will be able to take the FAA Remote Pilot Airman Certification Part 107 test and be vetted by TSA to receive the Remote Pilot Airman Certification which is required to legally operate a drone for non-hobby activities. Note: TSA may include a criminal background check.

10822 Apr. 16–22 M, T, W, S, Su 8 a.m.–5 p.m. & S, Su 8 a.m.–5 p.m. Goodbar

Second Annual National Public Safety UAS Conference

March 5–7, 2018

Save the date for the Second Annual National Public Safety UAS Conference. The three-day conference is for professionals in law enforcement, public safety, search and rescue, emergency services and disaster relief who are using or want to use UAS in their operations. Join us for three days of workshops, breakout sessions, networking events, and scenario demonstrations and trainings.

Registration opens on December 1, 2017. Enrollment is limited to 200 people.

Offered by Piedmont Virginia Community College and the Virginia Department of Emergency Management.

The Conference is not open to the general public.

For more information, contact: uasconference@pvcc.edu • 434.961.5354

www.pvcc.edu/uasconference

To register for Fastforward classes call 434.961.5354.
COURT REPORTING SECRETARY

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Residential Interior Designer..................................................$1,995
Event Management & Design..................................................$1,995
Forensic Computer Examiner...............................................$3,095
Help Desk Analyst.................................................................$1,495
Human Resources Professional..............................................$1,795
Physical Therapy Aide..........................................................$1,895
Food & Customer Service Skills.........................................$850
Freight Broker/Agent............................................................$1,895
Mobile Web Developer..........................................................$2,295

and more!
Certificate in Brewing

$1,575

This 16-week, 96-hour program includes both classroom sessions and hands-on experience in breweries. At the end of the program, you will be eligible to sit for the General Certificate of Brewing Exam offered by the Institute of Brewing & Distilling. The General Certificate in Brewing (GCB) is an internationally recognized credential. It gives you a basic knowledge of brewing, packaging, and associated brewery operations and prepares you for employment in the brewing industry. The GCB is designed for candidates who may have little or no formal academic or technical qualifications.

10808 Jan. 9–May 26 T, Th 6–9 p.m.

BREWING

Brewery Design & Equipment

$119

The design, layout and equipment needed for an efficient brewery operation are critical components for success in the beer business. Learn brewery design from the ground up with local brew master Danny Wolf of Wild Wolf Brewery. Class meets at wild Wolf Brewery, 2461 Rockfish Valley Hwy., Nellysford, VA 22958. Lunch included.

10673 Mar. 3 S 9 a.m.–5 p.m.
Wild Wolf Brewery
CULINARY

ServSafe Managers Recertification Course & Exam

$129

The ServSafe Program prepares you for the ServSafe Food Protection Manager Certification Exam. Review 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 plus methods of thawing, cooking, cooling, and reheating food. HACCP (Hazard Analysis and Critical Control Points) and food safety regulations, based on FDA 2013 Food Code and local requirements are also covered. ServSafe Manager Textbook: Seventh Edition with online exam voucher an additional $68.

Note: This is a recertification course and exam for those who have been certified. If this is your first time taking this exam then we highly encourage you to purchase the textbook and begin reading and studying chapters one, two and three prior to class.

10675 Jan. 15 M 8:30 a.m.–5:30 p.m. Campbell
10676 Mar. 10 S 8:30 a.m.–5:30 p.m. Campbell

HOSPITALITY

HACCP Certification Course & Exam for Retail Operations

$129

Retail HACCP Certification Course The HACCP (Hazard Analysis Critical Control Points) approach to food safety addresses the analysis and control of biological, chemical, and physical hazards through active managerial control within the retail establishment. HACCP: Managing Food Safety Hazards at the Retail Level will walk a food manager step-by-step through creating a workable HACCP plan, as well as prepare individuals for NEHA’s Certified HACCP Manager exam which will be administered at the end of the class. There is a separate fee of $50 for the exam made payable to Prometric in the form of a money order or cashier’s check. The book is also a recommended study reference for NEHA’s CP-FS exam and can be purchased at www.neha.org for $29. Materials and exam are reviewed and accredited by the International HACCP Alliance as meeting the required standards for content and training for introductory HACCP.

10738 Feb. 19 M 8:30 a.m.–5:30 p.m. Campbell

Easy Online Registration

Sign up for noncredit classes online at www.pvcc.edu/workforce
TASTING ROOM MANAGEMENT

Tasting Room Management Certificate Program Requirements

Core Courses
- Introduction to Tasting Room Management
- Superior Customer Service
- Wine Marketing
- TIPS® Training
- Legal Issues for the Tasting Room
- Wine Analysis & Tasting

Electives (choose three)
- Wow, What a Great Event!
- Using Social Media in Business
- Introduction to Enology
- Pairing Food with Wine
- Successful Wine Club Management
- Sparkling Wine Making

Successful Wine Club Management $69

Wine clubs can be a strong profit center for your winery. In this class, we’ll discuss strategies on how to attract and retain wine club members, ways to promote and sell wine club memberships, how to add value to your wine club, and how to differentiate yourself from other wine clubs among other related topics.

10666 Mar. 19 M 9 a.m.–1 p.m. Mitchell

Wine Marketing $129

People in the wine business say that anyone can make wine, but can they sell it? Learn cutting-edge strategies for marketing wine from Neil Williamson of the Trellis Group. Everything from labels to romancing the wine is covered in this required enology class. Enhanced by talks from area wine professionals, you will learn how to design a marketing strategy.

10688 Mar. 3 S 9 a.m.–5 p.m. First Colony Winery Williamson

VITICULTURE & ENOLOGY

Advanced Pruning $69

By reviewing the pruning work done in the prior year, you can see the effects on bud count, renewal spurs, crop load, winter hardiness and related factors. You will then prune the same vines again for the coming year. Prerequisite: Vineyard Management classes I and II.

10686 Jan. 20 S 9 a.m.–1 p.m. DuCard Vineyards
Basic Tractor Repair

Correctly maintaining a tractor will add years to its useful life and save you time and money. This class teaches you basic troubleshooting, maintenance and repair of your tractor.

$119

10733  Feb. 3  S  9 a.m.–3 p.m.
Middle Fork Farm  Hernandez

Canopy Management

Identify various types of canopy styles with the objective of managing the vineyard and keeping your business objectives in mind: quantity vs. quality. Topics include hedging, leaf pulling and dropping fruit.

$129

10672  Jun. 2  S  9 a.m.–5 p.m.  Busching

Dormant Pruning

Bring your pruning shears and join Virginia’s most notable vigneron, Gabriele Rausse. Learn why and how to prune grapevines through lecture and hands-on experience.

$129

10687  Feb. 10  S  9 a.m.–5 p.m.  Rausse

Viticulture Certificate Program

Course Requirements

- Introduction to Viticulture
- Vineyard Site Selection
- Soil Preparation & Planting
- Dormant Pruning
- Pest Control
- Canopy Management
- Harvesting & Basic Analysis of the Must
- Vine Grafting & Propagation
- Vineyard Management (Field Experience): Part I
- Vineyard Management (Field Experience): Part II
- Vineyard Spraying
- Tractor Safety
- Basic Tractor Repair
- Pesticide Applicator’s License
- Harvest Internship
Introduction to Cider Making

$129

This class will provide a broad overview of the cider making process for the home producer or the professional beginner. Topics covered will include selecting apple varietals, small scale pressing, inoculation and management of yeast, malolactic fermentation, fining/stabilization, and a sensory session with in-process ciders. Must be 21 years of age to register. Class held at Potter’s Craft Cider Production Facility, 4699 Catterton Road, Free Union, VA 22940.

10744  Apr. 7  S  9 a.m.–5 p.m.
Potter’s Craft Cider

Legal Issues in the Wine Industry

$129

Virginia’s wine lawyer, Marybeth Williams, walks students through the legal intricacies and important regulations that the serious wine grower needs to know to survive in the wine business. Discover the hot issues facing Virginia wineries while Marybeth makes this class fun with tons of materials and resource information supplied.

10670  May 5  S  9 a.m.–5 p.m.
Cardinal Point Winery  Williams

Soil Prep & Planting

$129

Join vineyard consultant Jake Busching and learn how to prepare soils for growing and planting wine grapes in Virginia. You will plant vines in a local vineyard.

10776  Apr. 28  S  9 a.m.–5 p.m.
Busching

Easy Online Registration

Sign up for noncredit classes online at www.pvcc.edu/workforce

www.facebook.com/pvccwine
Enology Certificate
Program Course Requirements

- Introduction to Enology
- Wine Tasting & Analysis
- Winery Design & Equipment
- Legal Issues in the Wine Industry
- Marketing Wine
- Fermentation & Racking
- Harvesting & Basic Analysis of the Must
- Wine Bottling
- Sparkling Winemaking

Sparkling Wine Making
$129

Andrew Hodson, WSET Diploma, CSW owner of Veritas and producer of Veritas Scintilla and Veritas Mousseux, teaches the magic and art of sparkling winemaking à La Méthode Traditionelle. Learn the detailed techniques of making sparkling wine from the first fermentation and second fermentation, disgorging and finishing.

10669  Apr. 21    S    9 a.m.–5 p.m.    Hodson

For winery locations go to:
virginiawine.org/wineries

Tractor Safety
$69

Tractors are essential equipment in this industry. How much do you know about yours? Topics include major components of tractors, built-in safety features on the tractor, and safe practices during tractor use.

10707  Mar. 10    S    9 a.m.–1 p.m.    Middle Fork Farm    Hernandez

Vine Grafting & Propagation
$129

Vitis vinifera must be grafted on to native rootstock in order to survive in Virginia. After Master Grafter Gabriele Rausse shows you how to bench graft, proper root stock selection and forcing and storing of grafted vines, you will graft vines.

10689  Apr. 7    S    9 a.m.–5 p.m.    Rausse
**Vineyard Management: Part I**

$239

Adopt a row of vines this spring! Be responsible for managing and maintaining an assigned section of a working vineyard during the growing season. Learn the techniques for caring for healthy vines and the crucial decisions in vineyard management to meet your business objectives.

10734  Feb. 24–Jun. 30  S  9 a.m.–4 p.m.  
DuCard Vineyards

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**Vineyard Spraying**

$129

To grow healthy ripe fruit, free of disease, a working knowledge of chemical spraying is essential. See how applying fungicides, pesticides and herbicides can benefit your vineyard or cause damage if not applied properly. Understand why a rotational spray program is so critical and how to safely apply sprays. Additional topics include herbicide ground sprays, tank mixing, calibration of tractor and spray unit and foliar nutrient applications.

10732  Jun. 16  S  9 a.m.–5 p.m.  
First Colony Winery  Hamilton

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**Wine Blending**

$69

Wine blending tests the true skills of the winemaker. In this class, renowned Virginia winemaker Matthew Finot will share his secrets on the art of blending wines. Learn how to mix varietals to make a variety of premium wines.

10668  Apr. 14  S  9 a.m.–1 p.m.  
Stinson Vineyards  Finot

---

**Wine Tasting & Analysis**

$129

Do you know “farming the grapes” affects their taste and aroma? Can you recognize your personal capabilities in wine tasting? Become a competent wine taster by learning the essentials of professional tasting.

10671  May 12  S  9 a.m.–5 p.m.  
King Family Vineyards  Brown

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**Winery Design & Equipment**

$129

The design, layout and equipment needed for an efficient operation are critical components for success in the wine industry. Learn winery design from the ground up from local winery owner Jeff Sanders of Glass House Winery.

10667  Mar. 24  S  9 a.m.–5 p.m.  
Glass House Winery  Sanders
KidsCollege@PVCC reaches youth (elementary through high school) during the summer and school year with career development, educational enrichment, leadership development and college preparatory programs.

Programs Include:

- **7th Grade Explore Careers Day:** Mar. 13 & 14, 2018
- **Summer STEM & Arts Academies at PVCC and off-site locations:**
  - Jun. 5–Aug. 10, 2018
- **Summer ACE (Assistant Counselor Education) for high school students:**
  - Jun. 11–Aug. 10, 2018
- **Summer KidsCollege@Fluvanna:** Jun. 4–15, 2018
- **Summer KidsCollege@CATEC:** Jun. 18–29, 2018
- **Academy Scholarships Available!**

For more information:
kidscollege@pvcc.edu • 434.961.5354 • www.pvcc.edu/kidscollege

www.facebook.com/pvccyouthprograms
PVCC Workforce Services provides dynamic customized training and services that respond to the specific needs of companies. Our industry-trained instructors will collaborate with your company to determine learning outcomes, design a just-in-time training solution and deliver classes when and where it works best for you. Your place or ours!

Some examples of training at work:
- Art of Possibilities Workshop
- Leadership/Supervision Training
- Computer Training
- CDL
- CPR/First Aid
- OSHA/Safety/Forklift
- Project Management

Or we can customize to your company’s training needs.

To schedule your company’s training
Call Kathy Reid at 434.961.5330 or email customizedtraining@pvcc.edu
www.pvcc.edu /customizedtraining

Look for this icon throughout the schedule to find a customizable class.

Refund Policy:
Participants must withdraw from a class at least 5 business days before that class is scheduled to begin to receive a full refund. No refunds will be provided after this time. Refund requests must be made in writing by mail, fax 434.961.5270 or email workforce@pvcc.edu. Include your name, student ID number, course title and reason for refund. Please note: If a student is registered by a WFS Staff member or pays by check, your Social Security No. will be necessary in order to provide a refund check from the State of Virginia. Refund checks from the State of Virginia take 3–5 weeks to process.

Nondiscrimination Statement
Piedmont Virginia Community College is an equal opportunity institution providing educational and employment opportunities, programs, services, and activities. PVCC does not discriminate on the basis of age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit base factor. The College also prohibits sexual harassment including sexual violence or misconduct. The following person has been designated to handle inquiries regarding any of these policies: Human Resources Manager, 501 College Dr., Main Building, Room M810, Charlottesville, VA 22902; 434.961.6567.
### online registration:

1. Go to [www.pvcc.edu/workforce](http://www.pvcc.edu/workforce).
2. Browse our classes.
3. Select classes and add to cart.
4. Create profile.
5. Proceed to checkout.
6. Enter payment information.

You will receive a confirmation email and reminders before class.

### fax or mail registration: Workforce Services courses only. PLEASE PRINT

**Name:**

<table>
<thead>
<tr>
<th>LAST</th>
<th>FIRST</th>
<th>MIDDLE</th>
</tr>
</thead>
</table>

**Date of Birth:**

**Day**

**Phone:**

**Address:**

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<th>Apt.#</th>
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</thead>
</table>

**City:**

**State:**

**Zip Code:**

**County:**

**Email Address:**

(Required for confirmation and class reminders)

- [ ] Hispanic/Latino
- [ ] Black/African American
- [ ] Asian
- [ ] American Indian/Alaska Native
- [ ] Native Hawaiian/Other Pacific Islander
- [ ] White
- [ ] I choose not to specify

NOTICE: IN COMPLIANCE WITH THE SEX OFFENDER AND CRIMES AGAINST MINORS REGISTRY, A PORTION OF THIS INFORMATION WILL BE SUBMITTED TO THE VIRGINIA STATE POLICE.

Are you a U.S. Citizen?  

- [ ] Yes  
- [ ] No  

If no, your country of citizenship?

**Permanent Status:**

- [ ] Resident alien  
- [ ] Asylee Refugee  
- [ ] A#

What is your current immigration status with the U.S.?  

- [ ] Not in U.S. - I am requesting visa status.  
- [ ] Currently in U.S.

- [ ] I have never served in the U.S. Military

- [ ] I am the dependent of someone who has served in the U.S. Military

- [ ] My spouse has served in the U.S. Military

- [ ] I have served in the U.S. Military

What is your current military status?

What date did you enter the military?

<table>
<thead>
<tr>
<th>Class No.</th>
<th>Date</th>
<th>Course Title</th>
<th>Fee</th>
</tr>
</thead>
</table>

**TOTAL $**

**Method of payment:**

- [ ] Check  
- [ ] Money Order  
- [ ] Credit Card (Call 434.961.5354 to make payment.)  
- [ ] Bill employer (Attach purchase order or authorization to bill.)

There is a $35 service charge for handling returned checks or dishonored credit card or debit card payments ($50 service charge if your account is in past-due collection status).

FAX: Fax registration form to 434.961.5270. DO NOT INCLUDE YOUR CREDIT CARD INFO.

Call 434.961.5354 to make payment. Visa/MC/Amex.

OR MAIL TO:

Piedmont Virginia Community College  
ATTN: Workforce Services • 501 College Dr. • Charlottesville, VA 22902
Air Conditioning & Electrical Systems Troubleshooting

This 72-hour course includes 42 hours in the classroom and 30 hours of independent study. It teaches beginner and intermediate troubleshooting techniques for an air conditioner's air delivery, refrigerant, and electrical systems. Interpreting system superheat, sub-cooling, and electrical diagrams are covered. As part of this class, you will sit for the HVAC Excellence System Diagnostics and Troubleshooting Certification Exam offered by the ESCO Group.

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>10809</td>
<td>Feb. 27–Apr. 17</td>
<td>T, W</td>
<td>6–9 p.m.</td>
<td>Northington</td>
<td>$885</td>
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PVCC Workforce Services
434.961.5354
workforce@pvcc.edu • www.pvcc.edu/workforce

11/20/17