Thomas Jefferson Adult & Career Education

ADULT EDUCATION CLASSES

FALL 2019 SCHEDULE
September – December 2019

www.pvcc.edu/tjace

PVCC
PIEDMONT VIRGINIA COMMUNITY COLLEGE
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Welcome from TJACE@PVCC
Director Carol Coffey

Welcome, adult learner! Are you ready to take that important next step?
You can count on us to offer the best core skills instruction leading to a high school credential (GED® or NEDP) and to build English language proficiency for speakers of other languages (ESL). TJACE@PVCC will help you build core skills in reading, writing, math, science and social studies, as well as computer and workplace skills needed for your next career step.

As a TJACE@PVCC student, you can benefit from additional academic and support services through the college. Examples include tutoring and academic coaching, career services support, library access, and more. Find out more about PVCC services on page 14.

Want to improve your computer skills? Check out our new computer skills workshops on page 14.

Do you love to cook? Come join our PluggedIn VA Professional Cook program and start your career in the culinary profession. See page 13 for more information.

You can also join the Network2Work program, which connects job seekers to skills training and resources needed to become valued employees in our community. You can learn more about Network2Work at www.pvcc.edu/network2work.

We offer easy access to learning near your home and workplace. You can choose from over 30 classes in locations throughout the region, three self-study online learning programs and free drop-in programs. Our GED® to Go! and ESL to Go! programs are now offering online classes for more structured learning. More information is on pages 7 and 12.

Start here and go anywhere: learn English, get your high school diploma or equivalent, earn workplace certificates, college degrees, and find good jobs with career pathways. Come join our TJACE@PVCC family and you will find a welcoming and supportive learning community focused on your success!

Let the learning begin,
Carol

What is TJACE@PVCC?

TJACE@PVCC offers instruction to area adults to help them enhance their core skills to get their high school diploma or GED® and to help improve reading, writing, and speaking skills for both native English speakers and speakers of other languages.

TJACE@PVCC focuses on these core skills in reading, writing, math, science, social studies, computer, and workplace skills to help students take their next career step. TJACE@PVCC’s college and career readiness core skills help students prepare for the GED®, the National External Diploma Program, the Virginia Placement Test for college, and other workplace certifications. TJACE@PVCC’s goal is to provide quality services and convenient access to these adult education services.

TJACE@PVCC serves more than 800 adults in Central Virginia, which includes the counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson and the city of Charlottesville.
SIGN UP FOR AN ASSESSMENT SESSION TO REGISTER FOR CLASSES

TJACE@PVCC wants to get you into the class that best meets your needs. Your first step to get into the right class is to come to TJACE@PVCC for an assessment. All new students must take an assessment prior to starting class.

During your assessment, you’ll meet with a TJACE@PVCC advisor and register for classes. Please note that any tuition or fees must be paid before you can begin your classes.

FALL 2019 ASSESSMENT DATES & TIMES

Please call to make an appointment for your assessment.

Fall session assessments are available on the following days:

- Tuesdays, Sept. 3 and 10 at 10 a.m. and 6 p.m.
- Wednesdays, Sept. 4 and 11 at 10 a.m. and 6 p.m.
- Thursdays, Sept. 5 and 12 at 10 a.m. and 6 p.m.
- Friday, Sept. 6 at 10 a.m. and 2 p.m.

OTHER ASSESSMENT OPTIONS

Drop-in assessments are also available on Tuesdays at 6 p.m. and Wednesdays at 10 a.m. throughout the Fall session, which runs from Monday, Sept. 16 to Thursday, Dec. 12, 2019. No appointment is required for drop-in assessments.

HOW MUCH DO CLASSES COST?

Class fees vary by class type. Fees are listed next to class offerings in this schedule. Students can pay by credit card, or by providing the exact amount in cash, check, or money order. City residents receive a $25 discount on most classes. Course fees do not include the cost of books, which must be purchased separately.

Did you know that you can save money on your TJACE@PVCC classes? Attend most (90%) of your classes during the Fall 2019 Session and you will receive a discount for the next class session, which starts on Monday, Jan. 6, 2020.

FINANCIAL ASSISTANCE FOR STUDENTS

If you receive support services from organizations such as Social Services, Charlottesville Redevelopment and Housing Authority (CRHA), Virginia Career Works (WIOA), Department of Aging and Rehabilitation Services, or Virginia Employment Commission, you may be able to receive financial assistance from these organizations. Call 434.961.5461 or email tjace@pvcc.edu to learn more.

SCHOLARSHIPS

Reduced tuition scholarships are available and are awarded based on financial need. There are a limited number of scholarships. A scholarship reduces tuition to $35 per person. Scholarships are awarded on a first-come, first-served basis. There is a maximum of three scholarships allowed per student.

REFUND POLICY

The amount of tuition minus a $10 processing fee will be refunded if requested prior to the end of the first week of class. A full refund will be given for any class that is canceled. No other refunds are available.
HOW CAN I GET MY HIGH SCHOOL DIPLOMA IF I DIDN’T GRADUATE FROM HIGH SCHOOL?

In Virginia, an adult who did not complete high school can earn a diploma in two ways: passing the GED® test or by completing the National External Diploma Program (NEDP). Learn about the NEDP on page 8.

WHAT IS THE GED® TEST?
The GED® test measures a student’s educational level on a variety of core subjects in a computer-based assessment. By passing the GED® test, students are demonstrating that they have the same academic knowledge as a typical high school graduate.

WHAT IS THE GED® TEST LIKE?
The computer-based GED® test has four subject areas: mathematics, reasoning through language arts, science, and social studies. Each subject tests your skills and knowledge in these four areas. Questions are a combination of multiple choice, “drag and drop,” fill in the blank, short answer, and extended response.

A minimum score of 145 must be earned on each section to earn a GED® Certificate. The cost is $30 per section or all four parts of the test for $120. Each section is scheduled separately at an official state testing center and paid for on the www.ged.com website. TJACE@PVCC students can earn free GED® test vouchers after meeting attendance requirements and passing the GED® Ready tests.

WHAT TYPES OF GED® CLASSES ARE OFFERED AT TJACE@PVCC?
TJACE@PVCC offers GED® classes both in-person (face-to-face) in a classroom and online. GED® classes help students focus on improving skills in reading, writing, and math as they prepare for success on the GED® test. Instruction includes the GED® subject areas—math, science, social studies, and language arts, as well as computer and job skills. Some classes focus on more than one subject area (as indicated on the schedule on pages 6-9).

FAST FACTS ABOUT THE GED®:

Over 20 million people have passed the GED® test and earned their high school diploma. You can too!

• The unemployment rate is lower for those with a high school diploma.

• Having a high school diploma helps you earn more money. On average, people with a high school diploma earn $9,000 more per year.

• The GED® credential is accepted by over 97% of colleges and employers.

• 60% of recent GED® graduates are enrolled in college.

• Virginia has an 80% pass rate on the GED®.

Whether your next step is a college or a job application, the GED® test will help you get there.
Classes are held in multiple locations in order to make them accessible to adults across the region. Class locations are listed on page 16. If you have questions about where a specific class is held, please contact TJACE@PVCC by calling 434.961.5461 or emailing tjace@pvcc.edu.

# FALL 2019 SESSION CLASSES

<table>
<thead>
<tr>
<th>CLASS TITLE</th>
<th>DATES/DAYS</th>
<th>TIME</th>
<th>LOCATION/ROOM #</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Skills Language Arts</td>
<td>9/17/19 - 12/12/19</td>
<td>TTH 11:00 a.m. - 12:30 p.m.</td>
<td>ALC Room 1</td>
<td>$65</td>
</tr>
<tr>
<td>Social Studies/Science</td>
<td>9/17/19 - 12/12/19</td>
<td>TTH 9:15 a.m. - 10:45 a.m.</td>
<td>ALC Room 1</td>
<td>$65</td>
</tr>
<tr>
<td>Core Skills Language Arts</td>
<td>9/16/19 - 12/11/19</td>
<td>MW 6:00 p.m. - 7:30 p.m.</td>
<td>ALC Room 1</td>
<td>$65</td>
</tr>
<tr>
<td>Social Studies/Science</td>
<td>9/16/19 - 12/11/19</td>
<td>MW 7:30 p.m. - 9:00 p.m.</td>
<td>ALC Room 1</td>
<td>$65</td>
</tr>
<tr>
<td>Core Skills Math</td>
<td>9/17/19 - 12/12/19</td>
<td>TTH 9:15 a.m. - 10:45 a.m.</td>
<td>ALC Room 2</td>
<td>$65</td>
</tr>
<tr>
<td>Math</td>
<td>9/17/19 - 12/12/19</td>
<td>TTH 11:00 a.m. - 12:30 p.m.</td>
<td>ALC Room 2</td>
<td>$65</td>
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<tr>
<td>Core Skills Math</td>
<td>9/16/19 - 12/11/19</td>
<td>MW 7:30 p.m. - 9:00 p.m.</td>
<td>ALC Room 4</td>
<td>$65</td>
</tr>
<tr>
<td>Math</td>
<td>9/16/19 - 12/11/19</td>
<td>MW 6:00 p.m. - 7:30 p.m.</td>
<td>ALC Room 4</td>
<td>$65</td>
</tr>
<tr>
<td>GED® to Go! Learning Lab</td>
<td>9/17/19 - 12/10/19</td>
<td>T 8:30 a.m. - 10:30 a.m.</td>
<td>ALC Resource Room</td>
<td>Free</td>
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<tr>
<td>GED®/Core Skills</td>
<td>9/16/19 - 12/11/19</td>
<td>MWF 9:30 a.m. - 11:30 a.m.</td>
<td>Virginia Career Works Charlettesville</td>
<td>Free</td>
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<tr>
<td>GED®/Core Skills</td>
<td>9/16/19 - 12/11/19</td>
<td>MW 6:00 p.m. - 8:30 p.m.</td>
<td>Albemarle HS</td>
<td>Free</td>
</tr>
<tr>
<td>GED®/Core Skills</td>
<td>9/17/19 - 12/10/19</td>
<td>T 5:30 p.m. - 8:30 p.m.</td>
<td>Yancey Center</td>
<td>Free</td>
</tr>
<tr>
<td>GED®/Core Skills</td>
<td>9/17/19 - 12/12/19</td>
<td>TTH 9:00 a.m. - 12:00 p.m.</td>
<td>Fluvanna Center</td>
<td>Free</td>
</tr>
<tr>
<td>GED®/Core Skills</td>
<td>9/17/19 - 12/12/19</td>
<td>TTH 5:30 p.m. - 8:00 p.m.</td>
<td>Fluvanna Center</td>
<td>Free</td>
</tr>
<tr>
<td>GED®/Core Skills</td>
<td>9/17/19 - 12/12/19</td>
<td>TTH 9:30 a.m. - 12:00 p.m.</td>
<td>PVCC Giuseppe Center</td>
<td>Free</td>
</tr>
<tr>
<td>GED®/Core Skills</td>
<td>9/17/19 - 12/12/19</td>
<td>TTH 5:30 p.m. - 8:00 p.m.</td>
<td>Greene Tech Center</td>
<td>Free</td>
</tr>
<tr>
<td>GED®/Core Skills</td>
<td>9/16/19 - 12/11/19</td>
<td>MWF 9:00 a.m. - 11:00 a.m.</td>
<td>Louisa Center</td>
<td>Free</td>
</tr>
<tr>
<td>GED®/Core Skills</td>
<td>9/17/19 - 12/12/19</td>
<td>TTH 5:30 p.m. - 8:00 p.m.</td>
<td>Louisa Center</td>
<td>Free</td>
</tr>
<tr>
<td>GED®/Core Skills</td>
<td>9/17/19 - 12/12/19</td>
<td>TTH 6:00 p.m. - 8:30 p.m.</td>
<td>Nelson HS</td>
<td>Free</td>
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</table>

**KEY**

M = Monday  T = Tuesday  W = Wednesday  TH = Thursday  F = Friday
WHAT IS GED® TO GO?

If you need help earning your GED®, and can’t attend in-person classes, then the new GED® Online Program is for you.

GED® to Go! is a flexible online learning option that fits your busy schedule, providing online access to GED® classes that will prepare you to take—and pass—the GED® test.

WHAT DO I NEED TO DO TO TAKE PART IN GED® TO GO?

You will need to have, or have access to, a computer with Internet access, basic computer skills, and need to be able to devote a minimum of six hours per week to the program.

HOW MUCH DOES IT COST?

Free for GED® to Go! self-study

$35 for GED® to Go! online class

IS THERE ANYONE TO HELP ME IF I HAVE QUESTIONS OR NEED ASSISTANCE?

Yes, Amanda is your GED® to Go! coach and instructor. She will help you connect to an online GED® training program, create a learning plan, set goals, and help you master the skills you need to pass the GED® test. Like the face-to-face classes, the online program will prepare you for the four parts of the GED® test: reading/writing, math, science, and social studies. She will work with you online and over the phone. Face-to-face tutoring is also available if you need extra help.

NEW THIS SESSION!

Drop-In Learning Lab at the ALC on Tuesdays from 8:30 to 10:30 a.m.

GED® to Go! Online Class is an exciting new course offering! You can join a virtual Social Studies and Math GED® class using CANVAS. This course offers learning through online meetings, discussion boards and reading assignments. Students must have a computer or laptop, reliable internet access, and the ability to log in several times a week to complete the course work and attend class. Choose a morning or evening virtual class: Wednesdays from 10 a.m. to 12 noon or Thursdays from 6:30 to 8:30 p.m. with four hours of additional course work required each week.

HOW DO I REGISTER?

Call at 434.961.5461 to get started with your GED® to Go! class.
WHAT IS THE NEDP?

The NEDP is an online, self-paced program that allows you to use the skills you’ve gained from life and work experience to demonstrate your reading, writing, and math skills at the high school level. This online program for adults offers the flexibility to earn a diploma even if you’re employed full-time or in job training. You must be self-motivated and learn independently, as there is no instructional component. Student work is reviewed through one-to-one appointments with trained assessment staff. There is a minimum score needed to qualify for this program.

HOW MUCH DOES IT COST?

Cost is $500 to participate. Partial scholarships are available.

HOW LONG WILL IT TAKE TO GET A DIPLOMA?

The time needed for students to prepare for the external diploma program will vary according to skill level, motivation and commitment. On average, it takes six to twelve months to complete the NEDP Program.

HOW DO I REGISTER?

Contact Debbie Tuler at 434.961.5467 or by emailing dtuler@pvcc.edu.
Ready to take the GED® Test?

Once you’ve completed your GED® and Core Skills Preparation Classes at TJACE@PVCC, you’re ready to take the GED® Test.

HOW DO I SIGN UP?

Go to www.ged.com to sign up for MyGED®. Click on “Schedule Test.” Once you complete scheduling questions, you will be directed to choose your language (Spanish or English), test subject, and the day and time you choose to test. You can schedule one test at a time to make sure you are prepared every time. If you do not have Internet access, call 1.877.392.6433 to schedule your test.

HOW MUCH DOES THE GED® TEST COST?

There are four GED® test subjects: math, science, social studies, and reasoning through language arts. Each test subject costs $30. You must pass each test with a score of 145 or above to earn the GED® certificate. TJACE@PVCC students can earn free GED® test vouchers after meeting attendance requirements and passing the GED® Ready tests.

WHERE CAN I TAKE THE TEST?

First you will need to register online at www.ged.com. There are several locations throughout Central Virginia where you can take the GED® test.

LOCAL PEARSON-VUE GED® TESTING CENTERS:

PVCC operates a testing center at the Main Campus and the Adult Learning Center in Charlottesville. Nearby centers include locations in Louisa, Fishersville and Amherst.

I HAVE A DISABILITY. ARE THERE TEST ACCOMMODATIONS TO SUPPORT ME?

Yes, the purpose of GED® test accommodations is to provide candidates who have a disability full access to the GED® test. However, accommodations are not a guarantee of improved performance or test completion. GED® Testing Service provides reasonable and appropriate accommodations to individuals with documented disabilities who demonstrate a need for accommodations.

GED® test accommodations may include things such as: a separate testing room, extra testing time, and breaks. For information, go to www.ged.com.

Questions about the GED® Test? Call 434.961.5461 for more information.
WHAT IS THE ESL PROGRAM?

TJACE@PVCC offers English classes for students of all levels, ranging from little to no ability to speak, read or write English, to those who are ready to learn more advanced reading and writing skills. All classes incorporate civics education and job skills into the course. These classes allow students to progress at their own pace through a combination of teacher-directed lessons and at-home practice.

WHAT TYPES OF ESL CLASSES ARE OFFERED?

TJACE@PVCC offers five levels of progressive adult ESL classes and bridges students to GED® classes, workforce training and college level ESL and credit classes.

BEGINNER LEVELS

ESL 1 is for students with little or no ability to communicate in English and with no or extremely limited literacy in English; they may also lack literacy skills in their native language. Students learn basic literacy - alphabetics, phonemic awareness, phonics (sound-symbol correspondence, short and long vowel word patterns) and basic sight words. They develop vocabulary and basic sentence structure orally (as a precursor to literacy) to function in daily life.

ESL 2 is for students with some ability to communicate in English; this class addresses all four language skills (listening, speaking, reading and writing). At this level, students read and write at a basic level in English (sound out unfamiliar words and spell phonetically) although they may not understand what they read. They develop vocabulary and basic grammar. Students with literacy skills but very limited oral skills in English can attend this class rather than ESL 1.

INTERMEDIATE LEVELS

ESL 3 is for students ready to further develop reading, writing, listening and speaking skills for daily life, employment, and further education and training. Students learn basic and complex grammatical structures, build general academic vocabulary, read increasingly difficult texts and write paragraphs. Writing instruction focuses on mechanics, sentence structure and development of ideas into paragraphs. Students work extensively in groups and pairs.

ESL 4 is for students to continue their development in all four language skills (reading, writing, listening and speaking) for employment, civic engagement, and further education and training. Students develop academic skills needed for success, including academic vocabulary, organizational skills, and an understanding of the expectations of an American classroom and workplace. Grammar instruction focuses on complex structures, increasing accuracy and fluency. Reading includes academic content. Writing instruction emphasizes personal narrative and responses to readings and discussions, using general essay structure (introduction, body and conclusion). This class serves to bridge students to high school equivalency learning options (GED® or NEDP), integrated education and training programs (IET), workforce training programs and ESL 5 Advanced English for Academics.

ADVANCED LEVEL

ESL 5 is for students who want to improve their academic English for college and careers. This course helps students develop stronger writing and critical thinking skills through reading, writing, discussion and presentations. Students read and write a variety of essays including narrative, descriptive, persuasive and expository. Students also learn the meanings of unfamiliar words and phrases within authentic texts and continue to improve grammar, structure and mechanics of writing.

ENGLISH NOW! FREE LEARNING CIRCLES: Students will improve their reading, writing, speaking and listening skills with fun, interactive, hands-on learning activities including using apps on their cell phones.
ESL classes are held in multiple locations in order to make them accessible to adults across the region. Class locations are listed on page 16. If you have questions about where a specific class is held, please contact TJACE@PVCC by calling 434.961.5461 or emailing tjace@pvcc.edu.

### FALL 2019 SESSION CLASSES

<table>
<thead>
<tr>
<th>CLASS TITLE</th>
<th>DATES/DAYS</th>
<th>TIME</th>
<th>LOCATION/ROOM #</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ESL BEGINNER</strong></td>
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<td></td>
</tr>
<tr>
<td>ESL 1</td>
<td>9/16/19 - 12/11/19</td>
<td>MWF 8:30 a.m. - 10:30 a.m.</td>
<td>ALC Room 2</td>
<td>$125</td>
</tr>
<tr>
<td>ESL 1</td>
<td>9/17/19 - 12/12/19</td>
<td>TTH 6:00 p.m. - 9:00 p.m.</td>
<td>ALC Room 2</td>
<td>$125</td>
</tr>
<tr>
<td>ESL 1</td>
<td>9/16/19 - 12/11/19</td>
<td>MW 6:00 p.m. - 8:30 p.m.</td>
<td>Albemarle HS</td>
<td>$75</td>
</tr>
<tr>
<td>ESL 2</td>
<td>9/16/19 - 12/12/19</td>
<td>MTTH 8:30 a.m. - 10:30 a.m.</td>
<td>ALC Room 4</td>
<td>$125</td>
</tr>
<tr>
<td>ESL 2</td>
<td>9/17/19 - 12/12/19</td>
<td>TTH 6:00 p.m. - 9:00 p.m.</td>
<td>ALC Room 4</td>
<td>$125</td>
</tr>
<tr>
<td>ESL 2</td>
<td>9/16/19 - 12/12/19</td>
<td>MW 6:00 p.m. - 8:30 p.m.</td>
<td>Albemarle HS</td>
<td>$75</td>
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<td><strong>ESL INTERMEDIATE</strong></td>
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<td></td>
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<tr>
<td>ESL 3</td>
<td>9/16/19 - 12/12/19</td>
<td>MTTH 11:30 a.m. - 1:30 p.m.</td>
<td>ALC Room 4</td>
<td>$125</td>
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<tr>
<td>ESL 3</td>
<td>9/17/19 - 12/12/19</td>
<td>TTH 6:00 p.m. - 9:00 p.m.</td>
<td>ALC Room 1</td>
<td>$125</td>
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<td>ESL 4</td>
<td>9/18/19 - 12/11/19</td>
<td>WF 9:00 a.m. - 12:00 p.m.</td>
<td>ALC Room 1</td>
<td>$125</td>
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<td>ESL 4</td>
<td>9/16/19 - 12/11/19</td>
<td>MW 6:00 p.m. - 9:00 p.m.</td>
<td>ALC Room 4</td>
<td>$125</td>
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<tr>
<td><strong>ESL ADVANCED</strong></td>
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<tr>
<td>ESL 5</td>
<td>9/17/19 - 12/12/19</td>
<td>TTH 9:00 a.m. - 11:00 a.m.</td>
<td>ALC Room 3</td>
<td>$100</td>
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<tr>
<td>ESL To Go!</td>
<td>9/18/19 - 12/11/19</td>
<td>W 12:30 p.m. - 2:30 p.m.</td>
<td>ALC Room 1</td>
<td>Free</td>
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<tr>
<td>Dialogue Café</td>
<td>See page 12 for details</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>ESL</td>
<td>9/16/19 - 12/9/19</td>
<td>M 9:00 a.m. - 12:00 p.m.</td>
<td>PVCC Giuseppe Center</td>
<td>Free</td>
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<tr>
<td>ESL</td>
<td>9/17/19 - 12/12/19</td>
<td>TTH 9:00 a.m. - 12:00 p.m.</td>
<td>Fluvanna Center</td>
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<tr>
<td>ESL</td>
<td>9/17/19 - 12/12/19</td>
<td>TTH 5:30 p.m. - 8:00 p.m.</td>
<td>Fluvanna Center</td>
<td>Free</td>
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<td>ESL</td>
<td>9/17/19 - 12/10/19</td>
<td>W 5:30 p.m. - 8:00 p.m.</td>
<td>Yancey Center</td>
<td>Free</td>
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</tbody>
</table>

**KEY**

M = Monday  
T = Tuesday  
W = Wednesday  
TH = Thursday  
F = Friday
PRACTICE YOUR ENGLISH SPEAKING SKILLS

DIALOGUE CAFÉ

Adult speakers of all levels are welcome to participate in this free, drop-in English language conversation gathering. Dialogue Café is a friendly space and time for people to meet ESL learners and native English speakers from the community. Learn about and celebrate all cultures and share community information as you practice your English. No registration required. Come anytime, come often.

FALL 2019 SESSION DATES & TIMES

<table>
<thead>
<tr>
<th>DATES/DAYS</th>
<th>TIME</th>
<th>LOCATION/ROOM #</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/20/19 - 12/6/19</td>
<td>12:00 p.m. - 2:00 p.m.</td>
<td>ALC Room 4</td>
<td>Free</td>
</tr>
</tbody>
</table>

For more information about Dialogue Café, contact TJACE@PVCC at 434.961.5461 or by emailing tjace@pvcc.edu.

Online Classes through ESL to Go!

WHAT IS ESL TO GO?

ESL to Go! self-study is a free independent learning option that provides online access to English language learning with the support of an ESL teacher. You will develop skills in vocabulary, grammar, reading comprehension, pronunciation and writing using online videos, pictures and stories combined with face-to-face drop-in learning labs at the ALC on Wednesdays from 12:30 to 2:30 p.m.

ESL to Go! online class for ESL 4 and ESL 5 students meets the needs of independent learners who wish to further develop skills and language for academic study. Students learn reading strategies, focused listening and note-taking through online videos and podcasts. In addition, students will learn to interpret data, make calculations, create a budget and use reference materials. This 13-week commitment includes weekly reading, writing, listening and grammar practice combined with a weekly, two-hour virtual classroom discussion and an optional in-person learning lab. Students are expected to spend a minimum of four hours weekly in independent study. Course content focuses on academic English for college and careers.

WHAT DO I NEED TO DO TO TAKE PART IN ESL TO GO?

You will need to have, or have access to, a computer with internet access, a working personal gmail address, basic computer skills, and the ability to work independently.

HOW MUCH DOES IT COST?

ESL to Go! self-study is free. ESL to Go! online class costs $35.

HOW DO I REGISTER?

You must take an assessment at the ALC to register for this program. See the assessment schedule on page 4. Call 434-961-5461 for more information.
TWO CAREER TRAINING OPPORTUNITIES!

PROFESSIONAL COOK TRAINING AND SKILLED TRADES (PRE-APPRENTICESHIP) TRAINING

TJACE@PVCC offers career training through integrated education and training (IET) programs which are designed to prepare adult learners for jobs with local employers. These 12 hours/week programs combine core skills instruction with technical job skills training to help adults enter the workforce, with options to work towards a high school diploma (NEDP) or GED® and improve English language skills. Classes will be held from Sept. 9 to Dec. 20, 2019.

Students will develop in-demand job skills and receive support to meet short and long-term career and educational goals. English Language Learners and GED®/NEDP students are encouraged to apply.

FALL 2019 SESSION DATES & TIMES

<table>
<thead>
<tr>
<th>CLASS TITLE</th>
<th>DATES/DAYS</th>
<th>TIME</th>
<th>LOCATION</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Cook</td>
<td>9/9/19 - 12/20/19</td>
<td>MTHF 9:00 a.m. - 1:00 p.m.</td>
<td>PVCC Jefferson School</td>
<td>Free</td>
</tr>
<tr>
<td>Skilled Trades</td>
<td>9/9/19 - 12/20/19</td>
<td>MWTH 5:30 p.m. - 8:30 p.m.</td>
<td>TBD</td>
<td>Free</td>
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</table>

PROFESSIONAL COOK

- Earn Industry recognized credentials:
  - American Hotel and Lodging Association Kitchen Cook
  - National Restaurant Association ServSafe Food Handler
- Improve English, math and computer skills.
- Develop key workplace readiness skills.
- Intern with local employers.
- Receive career coaching and job placement assistance.

SKILLED TRADES FOR APPRENTICE PLUMBER, ELECTRICIAN OR HVAC TECHNICIAN

- Earn industry recognized credentials:
  - The NCCER Core Introductory Craft Skills
- Improve English, math and computer skills.
- Develop key workplace readiness skills.
- Meet with local employers.
- Receive career coaching and job placement assistance.
HELPFUL RESOURCES FOR TJACE@PVCC STUDENTS

NEW THIS SESSION!

**Computer Classes** (Internet Basics, Intro to Word) at the Adult Learning Center. Come join us on Tuesdays from 12:30 to 1:30 p.m. for a new lesson each week. Drop in; no need to register.

**OPEN COMPUTER LABS AT ADULT LEARNING CENTER**
935-A 2ND STREET SE CHARLOTTESVILLE, VA 22902

Improve your computer skills. Learn to use email, write a resume, search for jobs, practice typing, study online, complete homework assignments, use GED® Academy, or take a GED® Ready test.

**DAYTIME LAB: OPEN TO EVERYONE**
The daytime lab is available to all adults in the community.

<table>
<thead>
<tr>
<th>DATES/DAYS</th>
<th>TIME</th>
<th>LOCATION/ROOM #</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/17/19 - 12/10/19 T</td>
<td>12:30 p.m. - 2:30 p.m.</td>
<td>ALC Room 3</td>
<td>Free</td>
</tr>
<tr>
<td>9/18/19 - 12/11/19 W</td>
<td>12:00 p.m. - 2:00 p.m.</td>
<td>ALC Room 4</td>
<td>Free</td>
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**EVENING LAB: FOR TJACE@PVCC STUDENTS**
The evening lab is open to current, registered TJACE@PVCC students only.

<table>
<thead>
<tr>
<th>DATES/DAYS</th>
<th>TIME</th>
<th>LOCATION/ROOM #</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/16/19 – 12/9/19 M</td>
<td>5:00 p.m. - 6:00 p.m.</td>
<td>ALC Room 3</td>
<td>Free</td>
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</table>

**PVCC STUDENT SUPPORT SERVICES ON MAIN CAMPUS**
501 COLLEGE DRIVE CHARLOTTESVILLE, VA 22902

PVCC has a variety of support services to help students succeed. These services include:

- **ACADEMIC ADVISING**: Personalized advising to help students with selecting a program of study, determining which courses to take, transferring to a four-year school, and more.

- **ACADEMIC TUTORING & COACHING**: Individualized tutoring and coaching on a variety of subjects in the First Quadrant Math Center and the Writing Center on PVCC’s Main Campus.

- **CAREER SERVICES**: Job placement assistance including career assessment and exploration, internship placement, and on-campus work-study positions.

- **DISABILITY SERVICES**: Support and assistance provided by a full-time disability services counselor to ensure a barrier-free learning environment.

- **GREAT EXPECTATIONS FOR FOSTER YOUTH**: Advising and support to assist current and former foster youth in Central Virginia between the ages of 13 and 24 in completing high school, earning a college education, and transitioning to living independently.

- **STUDENT ACTIVITIES**: PVCC is home to more than 40 student clubs and organizations that encompass a wide variety of programs and interests. PVCC students also have access to the college’s Fitness Center, outdoor volleyball and basketball courts, softball fields, and community garden. Learn more at [www.pvcc.edu/studentlife](http://www.pvcc.edu/studentlife).

Services are offered year-round on PVCC’s Main Campus. Learn more at [www.pvcc.edu/student-services](http://www.pvcc.edu/student-services).
LEARN MORE ABOUT THE GED® PROGRAM

NOVEMBER 16, 2019 OPEN HOUSE

Find out everything you need to know about obtaining your GED® and passing the GED® test by attending a GED® Open House on Saturday, Nov. 16, 2019, from 10 a.m. to 12:30 p.m. at the TJACE@PVCC Adult Learning Center.

At the event, you’ll be able to attend a GED® Workshop, ask questions, talk to an advisor, and even try a free GED® Ready practice test. No advance registration necessary. See pages 17-18 for maps and driving directions.

COMING SOON!

GED® GRADUATION

Nov. 7 at 7 p.m. at the PVCC Main Campus Auditorium.

CERTIFIED NURSE AIDE FOR ENGLISH LANGUAGE LEARNERS!

Prepare for the CNA exam while improving your English language skills. Begins Jan. 6, 2020.

For more information, contact Debbie Tuler at 434.961.5464.

PLUGGEDIN VA SKILLED TRADES!

Prepare for a career in construction while improving your math, reading and English language skills. Work towards your GED®/NEDP. Begins Jan. 6, 2020.

For more information, contact Rebecca Payton at 434.961.5467.

NEW THIS SESSION!

ESL Class in Greene County at the PVCC Giuseppe Center on Mondays 9 a.m. to 12 p.m.

Computer Class at the ALC on Tuesdays 12:30 to 1:30 p.m. See page 14.

GED® to Go! and ESL to Go! Virtual Classes in CANVAS. See pages 7 and 12.
Classes are held in multiple locations in order to make them accessible to adults across the region. If you have questions about where a specific class is held, please contact TJACE@PVCC by calling 434.961.5461 or emailing tjace@pvcc.edu.

**CHARLOTTESVILLE**

**ADULT LEARNING CENTER (ALC)***
935-A 2nd Street SE
Charlottesville, VA 22902
434.961.5461
tjace@pvcc.edu
*See directions and map on pages 17-18

**PVCC JEFFERSON SCHOOL CENTER**
233 Fourth Street NW
Charlottesville, VA 22903
(Across from the Staples office supply store downtown)

**ALBEMARLE COUNTY**

**VA CAREER WORKS-CHARLOTTESVILLE CENTER**
944 Glenwood Station Lane, Suite 103
Charlottesville, VA, 22901

**ALBEMARLE HIGH SCHOOL (ALBEMARLE HS)**
2775 Hydraulic Road
Charlottesville, VA 22901

**YANCEY SCHOOL COMMUNITY CENTER**
7625 Porters Road
Esmont, VA 22937

**FLUVANNA COUNTY**

**FLUVANNA ADULT EDUCATION CENTER (FLUVANNA CENTER)**
14455 James Madison Highway
Palmyra, VA 22963

**GREENE COUNTY**

**PVCC EUGENE GIUSEPPE CENTER**
(2nd Floor, Greene County Library)
222 Main Street
Stanardsville, VA 22973

**GREENE COUNTY TECHNICAL EDUCATION CENTER (GREENE TECH. CENTER)**
10415 Spotswood Trail
Stanardsville, VA 22973

**LOUISA COUNTY**

**LOUISA COUNTY PUBLIC SCHOOLS (LCPS) ADULT & CAREER EDUCATION CENTER**
815 Davis Highway
Mineral, VA 23117

**NELSON COUNTY**

**NELSON COUNTY HIGH SCHOOL (NELSON CENTER)**
6919 Thomas Nelson Highway
Lovingston, VA 22949
FROM EAST OR WEST

1. Take I 64 to the Charlottesville exit for 5th Street Extended. Head towards Charlottesville for 1.6 miles. (Note: 5th Street Extended becomes Ridge Street)
2. Turn RIGHT onto Elliott Ave.
3. Go past the cemetery, S.1st St. and the IX Complex (0.2 miles) and
4. Turn LEFT onto 2nd St. SE and into the parking lots
5. Drive all the way in and park at the far end of the building
6. Look for the signs for the ALC entrance

FROM NORTH OR SOUTH

1. Take Route 29 to Charlottesville
2. Get on the 250 Bypass heading east (toward the Downtown Mall)
3. From 250 E, take a right onto McIntire Road (traffic light)
4. Go straight on McIntire Rd., across Preston Ave., across Main Street to Monticello Ave.
5. Turn LEFT onto Monticello Ave.
6. Turn RIGHT onto 2nd Street SE
7. Drive down the hill and park
TJACE@PVCC
CONTACT INFORMATION

MAIN NUMBER: 434.961.5461

WEBSITE: www.pvcc.edu/tjace

GENERAL INFORMATION: Judy Robinson | 434.961.5461 | jrobinson@pvcc.edu

GED®/CORE SKILLS: Kathy Garrou | 434.961.5463 | kgarrou@pvcc.edu

NATIONAL EXTERNAL DIPLOMA PROGRAM: Debbie Tuler | 434.961.5464 | dtuler@pvcc.edu

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESL): Debbie Tuler | 434.961.5464
dtuler@pvcc.edu

PLUGGEDIN VA: Rebecca Payton | 434.961.5467 | rpayton@pvcc.edu

VOLUNTEER OPPORTUNITIES: Cherry Stewart | 434.961.5465 | cstewart@pvcc.edu

DIRECTOR: Carol Coffey | 434.961.5468 | coffey@pvcc.edu

TJACE@PVCC MISSION

TJACE@PVCC offers accessible and affordable educational opportunities for adults that lead to self-sufficiency through career pathways to sustainable employment in the community. TJACE@PVCC offers integrated programs that:

- Provide mastery of core skills in reading, writing and math
- Lead to a high school credential
- Lead to English language proficiency
- Build knowledge and skills for entering college and the workplace

CALL FOR VOLUNTEERS

TJACE@PVCC needs volunteers to assist in the classroom and with special projects and events. Day and evening schedules are available. If interested, contact Cherry Stewart at 434.961.5465 or by emailing tjace@pvcc.edu.