PVCC Workforce Services
CLASS SCHEDULE
SPRING 2020

Register online at
www.pvcc.edu/workforce

HEALTH CARE CAREERS
See page 10 for details
what’s inside?

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Photography & Video Production

Health Careers

Heavy Equipment Operator

Wine & Spirits
FastForward

WHAT IS FastForward?

FastForward is a program helping Virginians get the high-demand jobs they want and the salaries they need. FastForward programs are short-term training courses offered through Virginia’s Community Colleges to help you fast-track your career.

Have you been a resident of Virginia for the past 12 months?
If yes, then you are eligible for FastForward!

HERE’S HOW IT WORKS:

1. WHEN YOU REGISTER FOR CLASS:
Pay only 1/3 of the class tuition when enrolling in one of the approved classes on page 4.
Need assistance with the 1/3? See page 4 to apply for FANTIC (Financial Assistance for Non-credit Training resulting in Industry Credentials.)

2. WHEN YOU COMPLETE THE CLASS:
The Commonwealth of Virginia will pay the next third of the tuition. See grant conditions note below.

3. WHEN YOU EARN THE CREDENTIAL:
The Commonwealth of Virginia pays the final 1/3 of the tuition.
Tuition includes instruction, textbooks, materials, equipment and credential exam for most classes.

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

Financial Assistance with FANTIC

You may be eligible for financial assistance!

1. You must be a resident of Virginia for 12 months.
2. You must be over the age of 18.
3. Your income must meet the criteria for federal poverty levels.
4. You must complete a credential in one of the approved programs.

To apply contact Brittney McDaniel at bmcdaniel@pvcc.edu or 434.961.5495
## FastForward programs

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<tr>
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<td>2-Stroke Engine Repair</td>
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<td>Compact Diesel Engine Repair</td>
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<td>Air Conditioning &amp; Electrical Systems Troubleshooting</td>
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<tr>
<td>Apartment Maintenance Technician</td>
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<td>Electrical Levels I-4</td>
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<tr>
<td>Heavy Equipment Operator</td>
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<tr>
<td>NCCER HVAC Levels 1-4</td>
<td>Fall 2020</td>
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<tr>
<td>Introduction to Air Conditioning (EPA Section 608 Certification)</td>
<td>16</td>
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<tr>
<td>NCCER Core Craft Skills</td>
<td>CT</td>
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<tr>
<td>NCCER Craft Construction Laborer Levels 1 &amp; 2</td>
<td>Fall 2020</td>
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<tr>
<td>Photovoltaic Associate (Solar Technician Associate Boot Camp)</td>
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<td><strong>PROJECT MANAGEMENT</strong></td>
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<tr>
<td>Associate in Project Management (CAPM)</td>
<td>CT</td>
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<tr>
<td>Project Management Professional (PMP)</td>
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*Approved credentials are subject to change. Check our website for more information.

CT– Courses are not being offered as part of the regular programming, but are available for Contract Training. For company contract opportunities call 434.961.5330 or for more information.
**arts & design**

**PHOTOGRAPHY/VIDEO PRODUCTION**

**Telling a Story with Your Camera**

$139

Learn techniques to build photostories for publication or personal use. Photostory ideas can include weddings, baby’s development, my summer job, etc. You will develop photostories as class projects and learn other fun skills in the process.

15125 Jan. 15–Feb. 5 W 5:30–7:30 p.m. Lord

**Voice Acting**

$55

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.

15300 Feb. 12 W 6:30–9 p.m. Creative Voices

**Adobe Lightroom Beginner**

$169

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](http://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).

15154 Feb. 20–March 19 Th 6–8 p.m. Dye

**Intermediate Photography Field Series**

$299

Want to take your photography to the next level? Join me in this 5 week action packed workshop! We’ll cover equipment, technical tips, compositional ideas and lighting specific for each topic. Then we’ll meet in the field later that week to practice hands on what we’ve learned. The following week we’ll review everyone’s images and continue onto a new subject!

Subjects to be covered this spring are:

- Everyday portrait photography
- Close-up/macro photography
- Basic flash photography
- Night photography

Bring all of your skills together in practical shooting situations. Students will need the following equipment for this class: SLR or 4/3’s digital camera, Tripod and Off camera flash is helpful but not required. Students must have a working knowledge of using aperture, shutter and ISO to get exposures in manual, aperture & shutter shooting modes or have taken Intermediate Photography. Students should also know how to download and email images for critique/review sessions. Admission requirements are: Basic knowledge of using DSLR in manual modes or Intermediate Photography class.

15175 April 22–May 20 W 6–8 p.m.

Field Trip: April 25 S 7 a.m.–9 a.m.
Field Trip: May 2 S 8 a.m.–10 a.m.
Field Trip: May 9 S 8 a.m.–10 a.m.
Field Trip: May 15 F 8–10 p.m.

Dye
Passport to Retirement

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.

15040  Feb. 6–20  Th  6–8:30 p.m.  Bays
15041  Feb. 15–22  S  9 a.m.–12:30 p.m.  Bays
15042  May 7–21  Th  6–8:30 p.m.  Bays
15043  May 12–26  T  6–8:30 p.m.  Bays

Social Security: What You Need to Know

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.

15044  March 25  W  6–8 p.m.  Bays

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.

All classes are held at PVCC Stultz Center unless otherwise stated. Sign up for classes online at www.pvcc.edu/workforce
COMMUNICATIONS

Making it in the Radio Business $139
Learn how radio works in this new offering. In addition to coursework, there will be guest lectures from local well-known radio personalities and a visit to a radio station. With hands-on experience, you will learn how to write and produce a commercial, newscast, or a short radio show.
15126 Jan. 13–Feb. 3 M 6–8 p.m. Kice

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. Bill Jackameit
15159 March 4–5 W, Th 8:30–11:30 a.m. Jackameit

MARKETING & SOCIAL MEDIA

LUNCH FROM BREADWORKS!

Lunch & Learn: Facebook for Business $35
Boost your business on this social media powerhouse platform. Learn special features of a business page, how to target your ideal new customers while increasing loyalty with your existing customer base, create better and smarter boosts and more! Lunch included from BreadWorks.
15085 Jan. 15 W 11 a.m.–1 p.m. Cook

Lunch & Learn: LinkedIn for Business $35
Enjoy lunch from BreadWorks while learning how to establish and expand your personal and business presence on this globally interfaced platform. Promotional features and tools, steps for modifying data, and best practices to enhance your listings will all be covered.
15086 Jan. 28 T 11 a.m.–1 p.m. Cook

Follow us on social media to keep up-to-date with events and the latest class offerings.

www.instagram.com/pvccwfs
www.facebook.com/pvccwfs
www.twitter.com/pvccwfs
computers & technology

COMPUTER APPLICATIONS

CompTIA Network+
Full Tuition: $1,716/FastForward Tuition: $572
This 40-hour course is intended for entry-level computer support professionals with a basic knowledge of computer hardware, software, and operating systems. Increase your knowledge of networking concepts and acquire the required skills to prepare for a career in network support or administration. This class prepares you for the CompTIA Network+ certification (Exam N20-006). This course includes a voucher for the exam.

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>15130</td>
<td>Jan. 25–March 28</td>
<td>S</td>
<td>1–5 p.m.</td>
<td>Dubendorfer</td>
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</table>

Navigating the Computer
$69
This course is designed for users who may have limited familiarity with a computer’s capabilities. You will learn how to search the Internet, create and save files, retrieve files, use email and more.

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<th>Course</th>
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<tr>
<td>15147</td>
<td>Feb. 14</td>
<td>F</td>
<td>9 a.m.–1 p.m.</td>
<td>Brown</td>
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<tr>
<td>15149</td>
<td>March 13</td>
<td>F</td>
<td>9 a.m.–1 p.m.</td>
<td>Brown</td>
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Excel: Beginner
$125
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.

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<tr>
<th>Course</th>
<th>Dates</th>
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<th>Location</th>
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<tbody>
<tr>
<td>15052</td>
<td>Feb. 4–6</td>
<td>T, Th</td>
<td>8:30 a.m.–noon</td>
<td>Woolfolk</td>
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Excel: Intermediate
$125
Make Excel work for you. Master sorting data, using flexible worksheet views, editing and printing, multiple-sheet workbooks, functions and formulas, and more.

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<th>Course</th>
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<th>Location</th>
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<tr>
<td>15053</td>
<td>Feb. 11–13</td>
<td>T, Th</td>
<td>1–4:30 p.m.</td>
<td>Woolfolk</td>
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</table>

Excel: Advanced
$125
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.

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<th>Location</th>
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<td>15054</td>
<td>Feb. 25–27</td>
<td>T, Th</td>
<td>8:30 a.m.–noon</td>
<td>Woolfolk</td>
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Administrative Professionals Appreciation Day

Wednesday, April 22, 2020 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.”

Early bird price: $95 | After April 10: $115 | Enroll now! | Space is limited

KEYNOTE SPEAKER:

Danielle Ross
CIO/Director of Advisory Services, Netsmart

Making Your Mark:
Becoming a Work Culture Influencer

Danielle has over 17 years of experience working in leadership and consulting roles within the behavioral healthcare system and in post-secondary education in the state of Virginia.
CPR

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 non-certified, 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.

15237 Jan. 25 S 9 a.m.–3 p.m. Short
15238 Feb. 22 S 9 a.m.–3 p.m. Gaines
15239 March 21 S 9 a.m.–3 p.m. Carmines
15241 April 25 S 9 a.m.–3 p.m. Short
15242 June 20 S 9 a.m.–3 p.m. Carmines
15243 June 27 S 9 a.m.–3 p.m. Gaines

Health Care Pre-Enrollment INFORMATION SESSIONS

Students interested in pursuing health care training through PVCC Workforce Services Division must attend an information session prior to enrollment.

Register online at www.pvcc.edu/wfs-health-info-sessions or contact Workforce Services at 434.961.5354.

UPCOMING INFORMATION SESSIONS

Jefferson School Center, Room J127
Giuseppe, Greene County Campus
Keats Building - PVCC Main Campus

Morning Sessions 10 a.m. Evening Sessions 5 p.m.

JANUARY, 2020

Jan. 15 (Jefferson) Jan. 7 (Jefferson)
Jan. 16 (Giuseppe) Jan. 14 (Jefferson)
Jan. 20 (Keats) Jan. 16 (Giuseppe)
Jan. 29 (Jefferson) Jan. 20 (Keats)
Jan. 31 (Jefferson)

FEBRUARY, 2020

Feb. 3 (Jefferson) Feb. 4 (Giuseppe 1 p.m.)
Feb. 5 (Jefferson) Feb. 6 (Jefferson)
Feb. 12 (Jefferson) Feb. 18 (Giuseppe 1 p.m.)
Feb. 19 (Jefferson) Feb. 20 (Jefferson)
Feb. 21 (Jefferson) Feb. 26 (Jefferson)

MARCH, 2020

March 2 (Keats) March 2 (Keats)
March 4 (Jefferson) March 5 (Jefferson)
March 9 (Keats) March 9 (Keats)
March 11 (Jefferson) March 12 (Keats)
March 12 (Keats)
March 18 (Jefferson) March 19 (Jefferson)
March 25 (Jefferson)

APRIL, 2020

April 1 (Jefferson) April 2 (Jefferson)
April 15 (Jefferson) April 16 (Jefferson)
April 29 (Jefferson) April 30 (Jefferson)
HEALTH CAREERS

Clinical Medical Assistant
Full Tuition: $3,267/FastForward Tuition: $1,089

This program is intended for students who want to prepare for an exciting, challenging and rewarding career in health care. This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes among other things preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Students will review important topics including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, a professional workplace behavior, ethics and the legal aspects of health care. This program includes 165 hours of classroom lecture and hands-on labs and a clinical externship opportunity at a local health care provider. To be eligible for the clinical rotation, students must successfully complete the 165-hour program, submit to a thorough background check, drug screening, have a physical exam, provide proof of current immunizations and meet other requirements.

Note: HS Diploma/GED is required.

15246 Jan. 21–May 8 T, Th, F 9 a.m.–12:30 p.m. Jefferson 125, 127 Staff

Clinical Medical Assistant: Accelerated
Full Tuition: $2,178/FastForward Tuition: $726

This 100-hour hybrid course combines hands-on clinical externship and self-paced online modules. After completing the following credentials and the CMA-Accelerated class, you will be eligible to sit for the National Healthcareer Association (NHA) exam to become a Certified Clinical Medical Assistant (CCMA).

15324 Self-Paced/Online Staff

EKG Technician
Full Tuition: $1,599/FastForward Tuition:$533

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

Prerequisites: Must be 18 years of age with HS Diploma/GED and have an active, unrestricted Virginia CNA license.

15247 Jan. 27–March 4 M, W, S 5:30–9 p.m. Jefferson 125 Staff
15257 March 10–April 16 T, Th, F 1–5 p.m. Jefferson 125 Staff

All health care students are required to attend a Pre-Enrollment Information Session before registering for class. See page 10 for dates and registration information.
Nurse Aide

This 142-hour, state-approved, noncredit class prepares you to take the Virginia Board of Nursing 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. The program includes BLS-CPR training. CNAs play a vital role in the healthcare team and are in critical shortage in our community. The class costs include books, uniform, required compliance testing and state exam testing fee.

**Day Classes**

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<tr>
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<th>Dates</th>
<th>Days</th>
<th>Times Vary*</th>
<th>Location</th>
<th>Instructor</th>
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<tr>
<td>15216</td>
<td>Jan. 13–May 1</td>
<td>M, W</td>
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<td>Jefferson 127</td>
<td>Staff</td>
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<tr>
<td>15222</td>
<td>Jan. 28–April 17</td>
<td>T, Th, F</td>
<td>Times Vary*</td>
<td>Jefferson 127</td>
<td>Staff</td>
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<tr>
<td>15224</td>
<td>March 17–June 2</td>
<td>T, Th, F</td>
<td>Times Vary*</td>
<td>PVCC Keats K111</td>
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<td>15256</td>
<td>April 28–July 10</td>
<td>T, Th, F</td>
<td>Times Vary*</td>
<td>Jefferson 127</td>
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</table>

*Schedule will be covered at the information session

**Evening Classes**

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Days</th>
<th>Times Vary*</th>
<th>Location</th>
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<tr>
<td>15218</td>
<td>Jan. 14–April 11</td>
<td>T, Th, S</td>
<td>Times Vary*</td>
<td>Giuseppe</td>
<td>Staff</td>
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<tr>
<td>15248</td>
<td>Feb. 10–May 20</td>
<td>M, W, F</td>
<td>Times Vary*</td>
<td>Jefferson 127</td>
<td>Staff</td>
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<tr>
<td>15255</td>
<td>March 17–June 11</td>
<td>T, Th, F</td>
<td>Times Vary*</td>
<td>PVCC Keats K111</td>
<td>Staff</td>
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**COMING SOON!**

Central Services Technician

Start your career in healthcare! The Central Service department, also known as Sterile Processing, provides vital support to all areas of patient care, responsible for the sterilization of all instruments and equipment. Class materials are available online with labs on Saturdays. This course prepares you for the IAHCSMM Certified Registered Central Service Technician exam.

Attendance is required at one of the Health Care Pre-Enrollment Information sessions. The schedule for the skills labs will be distributed at the information session.

Call for schedule & information, 434.961.5354.
Medication Aide

Full Tuition: $1,101/FastForward Tuition: $367

Successful completion of PVCC’s Medication Aide Training program meets the requirements of the Virginia Board of Nursing for a student to be eligible to sit for the state exam to become a Registered Medication Aide (RMA). This program will cover topics such as: Legal and Ethical Issues; Preparing for Safe Administration of Medication; Introduction to Pharmacology; Administration of Prepared Instillations and Treatments (oral medications, eye, ear, nose, etc.); Documentation, Storage and Disposal of Medications; Special Issues in Medication Administration and Insulin Administration. Students will be required to have 100% attendance in both class and clinical, a copy of their active, unrestricted Virginia CNA certificate, Background check*, drug screen and *PPD (negative TB testing) are required prior to start of class.

*TB test & Background check not included in price.

Class meets during the day on Mondays, Wednesdays, Thursdays and one Saturday for seven weeks.

Prerequisite: Active, unrestricted nurse aide certification issued from the Virginia Board of Nursing is required prior to registration. Minimum age is 18 and must not have any convictions since becoming a CNA.

15244  Jan. 13–Feb. 27  M, W  8:30 a.m.–2 p.m.  Jefferson 125  Staff

Phlebotomy Technician

Full Tuition: $2,334/FastForward Tuition: $778

This 65-hour Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods.

Prerequisites: High School Diploma or GED and Active, unrestricted Nurse Aide Certification issued from the Virginia Board of Nursing is required prior to registration. Minimum age is 18 and must not have any convictions since becoming a CNA.

15259  Jan. 28–March 5  T, Th, F  Times Vary*  Jefferson 125  Staff

15260  March 16–May 6  M, W  Times Vary*  Jefferson 125  Staff

*Schedule will be covered at the information session

All health care students are required to attend a Pre-Enrollment Information Session before registering for class. See page 10 for dates and registration information.
Pharmacy Technician

Full Tuition: $1,920/FastForward Tuition: $640

This comprehensive 80-hour program will prepare students to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board’s PTCB exam. Course content includes: pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Through classroom lecture and hands on labs, students will review dosage calculations, drug classifications, the “top 200 drugs”, I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parental nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement. Note: In addition to classroom lecture and labs, this program includes a clinical externship through a local pharmacy. To be eligible for a clinical externship, students must successfully complete the 80-hour program, submit to a thorough background check, drug screening and meet other requirements.

Prerequisite: Minimum age is 18 years old, must be a high school graduate or GED holder.

15258  March 3–May 21  T, Th, F  6–9:30 p.m.  Jefferson 111  Staff

WELLNESS

Aromatherapy: Everyday Uses of Essential Oils

$139

Enjoying the art of using essential oils to protect and restore balance to your life can be life-changing! You will get the opportunity to choose oils for your own purpose and have fun making lotions, potions, first aid kits and aromatic sprays. This class offers a wealth of easy and safe home remedies. Come with your wish list of what you want to create.

15146  March 14–28  S  10 a.m.–noon  Stahl

Thomas Jefferson Adult & Career Education

ADULT EDUCATION CLASSES

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 focuses on these core skills:
- Reading
- Writing
- Math
- Science
- Social Studies
- Computer Skills
- Workplace Skills

Learn more at www.pvcc.edu/tjace
industry, trades, & agriculture

**CDL**

### Commercial Driver’s License

**Class A Information**

Full Tuition: $4,500 / FastForward Tuition: $1,500

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.

Class start dates:
- Full Time: 7/22, 8/19, 9/16, 10/14, 11/11, 12/09
- Part Time: 7/13, 9/21, 12/07

<table>
<thead>
<tr>
<th>Session</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>15229 Jan. 1–Dec. 31</td>
<td>M–F</td>
<td>8 a.m.–4 p.m.</td>
</tr>
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<td>S, Su</td>
<td>8 a.m.–4 p.m.</td>
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### Commercial Driver’s License

**Class B Information**

Full Tuition: $3,300 / FastForward Tuition: $1,100

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.

<table>
<thead>
<tr>
<th>Session</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>15236 Jan. 1–June 30</td>
<td>M–F</td>
<td>8 a.m.–4 p.m.</td>
</tr>
</tbody>
</table>

To register for **CDL FastForward** classes, call Mike at 434.961.5452

To register for **Heavy Equipment Operator** classes, call 434.961.5354
CONSTRUCTION

Apartment Maintenance Technician

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

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.

15150 March 7–May 9 S 9 a.m.–5:30 p.m. Sullivan

HVAC

Introduction to Air Conditioning

Full Tuition: $1,275/FastForward 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.

15227 Jan. 8–Feb. 20 W, Th 6–9 p.m. CATEC Northington $1,275

Air Conditioning & Electrical Systems Troubleshooting

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

This course teaches beginner and intermediate troubleshooting techniques for an air conditioner’s air delivery, refrigerant, and electrical systems. Interpreting system superheat, subcooling, and electrical diagrams are covered. Students will sit for the HVAC Excellence System Diagnostics and Troubleshooting certification exam as part of the course.

Note: No class on 4/1 & 4/2.

15228 March 4–April 23 W, Th 6–9 p.m. CATEC Northington

Tradesman License Renewal Courses

14980 Electrical License Renewal Course
14983 Gas Fitters License Renewal Course
14982 HVAC Mechanical License Renewal Course
14981 Plumbing License Renewal Course
Basic Contractor Licensing

$225

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.

15212 March 21  S  9 a.m.–5:30 p.m.  Reid

Heavy Equipment Operator

Level 1

Full Tuition: $2,748/FastForward Tuition: $916

Become a heavy equipment operator and earn an NCCER industry-recognized credential! The Heavy Equipment Operator (HEO) program meets the growing demands for equipment operators. Virtual reality simulators are used for training.

15221 Jan. 11–Feb. 15  S, Su  8 a.m.–5 p.m.  Shipper’s Choice
15319 April 4–May 17  S, Su  8 a.m.–5 p.m.  Shipper’s Choice

Note: No class April 11–12

NEW

Heavy Equipment Operator Level 2

Full Tuition: $2,748/Fast Forward Tuition: $916

Continue your HEO training! You will learn to operate wheel loaders and excavators using both virtual reality simulators and equipment in the field.

Prerequisite: Completion of HEO Level 1.

15320 Feb. 22–March 29  S, Su  8 a.m.–5 p.m.  Shipper’s Choice
15321 May 30–July 12  S, Su  8 a.m.–5 p.m.  Shipper’s Choice

NEW

OSHA 10*

$189

This class is intended to provide the student with the ability to recognize and prevent hazards on a construction site.

15194 April 18–25  S  8 a.m.–2 p.m.  Walker

*Also offered as a contract training class

SOLAR TECHNICIAN ASSOCIATE BOOT CAMP

Solar Technician Associate Boot Camp

Full Tuition: $1,425/FastForward Tuition: $475

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.

15151 May 11–15  M–F  8 a.m.–5 p.m.  Peltola
### SMALL ENGINE REPAIR

#### 4-Stroke Engine Repair
**Full Tuition:** $525 / **FastForward Tuition:** $175

This class will prepare you to take the EETC four-stroke certification exam.

15169  Jan. 27–Feb. 19  M, W  6–9 p.m.  Beavers

#### 2-Stroke Engine Repair
**Full Tuition:** $465 / **FastForward 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 two-stroke Engine Certification Exam.

15166  Feb. 24–March 11  M, W  6–9 p.m.  Beavers

#### Power Equipment Electrical Systems
**Full Tuition:** $600 / **FastForward Tuition:** $200

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.

15213  Jan. 6–22  M, W  6–9 p.m.  Becker

#### Compact Diesel Engine Repair
**Full Tuition:** $825 / **FastForward Tuition:** $275

This class is designed to give an inexperienced person an understanding of the fundamentals of a diesel engine. The class will cover theory of diesel engines, the construction of diesel engines, display differences between a diesel and a gasoline engine. It will expose the student to some of the service requirements and repair techniques. This class will prepare the student for the Equipment and Engine Training Council’s diesel certification test and will expose them to information needed to consider taking the Automotive Service Excellence Certification test.

15197  March 16–April 22  M, W  6–9 p.m.  Beavers
**Power Equipment Driveline & Hydraulics Systems**

Full Tuition: $675 / FastForward Tuition: $225

You will learn about 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. Learn to diagnose and repair the systems when trouble occurs. You will have hands-on experience to tackle the world of hydraulics. This class prepares you to take the EETC Driveline/Hydraulic/Hydrostatic certification exam. Tuition includes the cost of the exam and a study guide.

15214  Feb. 10–March 4  M, W  6–9 p.m.  Becker

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**HORTICULTURE/AGRICULTURE**

**Basic Horticulture & Landscape Design**  

$239

You will learn basic horticulture terminology, designing landscapes both in residential and commercial settings, plants that are native or adaptable to zone 7 and sustainable landscaping. This is the perfect class for a home gardener, master gardener, master naturalist or sustainable landscaper. We will go on field trips to local landscapes/nurseries and invited guest speakers on various topics related to landscape design. Students will need to obtain drawing materials in order to learn how to draw out a landscape and perform a few exercises. A binder for keeping notes is highly encouraged. Classes will meet at PVCC unless there is a field trip destination.

15226  Feb. 18–April 7  T  4–6 p.m.  Miller
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 8 a.m.–4 p.m. Tuesdays, Wednesdays & Thursdays or Saturdays & Sundays.

CALL 434.961.5354 TO REGISTER

**Basic Certified Welder**

Full Tuition: $3,744/FastForward Tuition: $1,248

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.

<table>
<thead>
<tr>
<th>Week(s)</th>
<th>Position Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1 &amp; 2</td>
<td>1G position (On flat plate)</td>
</tr>
<tr>
<td>Week 3 &amp; 4</td>
<td>2G position (Horizontal)</td>
</tr>
<tr>
<td>Week 5 &amp; 6</td>
<td>3G position (Vertical up)</td>
</tr>
<tr>
<td>Week 7</td>
<td>4G position (Overhead)</td>
</tr>
</tbody>
</table>

**GMAW Welding Information**

Full Tuition: $3,903/FastForward Tuition: $1,903

Certification training consists of 80 hours.

<table>
<thead>
<tr>
<th>Week</th>
<th>Position Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>1G position (On flat plate)</td>
</tr>
<tr>
<td>Week 2</td>
<td>2G position (Horizontal)</td>
</tr>
<tr>
<td>Week 3</td>
<td>3G position (Vertical up)</td>
</tr>
<tr>
<td>Week 4</td>
<td>4G position (Overhead)</td>
</tr>
<tr>
<td>Week 5</td>
<td>4G &amp; 3G position</td>
</tr>
</tbody>
</table>

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**LEARN TODAY**

...Lead Tomorrow

**SCHOLARSHIPS AVAILABLE!**

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:
- 10th Grade BizKid$ Career Pathways Expo: Oct. 30–31, 2019
- 7th Grade Explore Careers Day: March 16–17, 2020

**Summer STEM & Arts Academies:**
- KidsCollege @ PVCC: June 8–Aug. 7, 2020
- KidsCollege @ Fluvanna: June 1–12, 2020
- KidsCollege@Louisa: TBD
- ACE (Assistant Counselor Education) for high school students: June 8–Aug. 7, 2020

www.facebook.com/pvccyouthprograms
Pipe Welding Information

Full Tuition: $3,744/FastForward Tuition: $1,248

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.

<table>
<thead>
<tr>
<th>Week 1</th>
<th>1-G rolled flat position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 2</td>
<td>2-G horizontal in a fixed position 45°</td>
</tr>
<tr>
<td>Week 3 &amp; 4</td>
<td>2-G horizontal &amp; 5-G vertical in a fixed position 45°</td>
</tr>
<tr>
<td>Week 5 &amp; 6</td>
<td>5-G a &amp; 6-G in a fixed position 45°</td>
</tr>
<tr>
<td>Week 6 &amp; 7</td>
<td>6-G pipe in a fixed position 45°</td>
</tr>
</tbody>
</table>

STACKABLE CREDENTIALS that lead to higher pay!

Advance your career with stackable credentials!

Move up the career ladder and increase your earnings with more credentials. You can earn stackable credentials in healthcare, transportation, small engine repair, HVAC and electrical.

Look for this symbol to advance your career!

CONSTRUCTION TRADES

Basic Carpentry

$250

Learn about basic tool use, safety equipment, types of wood and different cuts of wood as well as some fundamentals of house framing. Both hand and power tools will be taught and used to complete a simple group project. Students are encouraged to bring drawings, photographs, and questions about their own maintenance and repair issues or building dreams.

15309 Jan. 13-Feb. 10 M 6-8 p.m. Heartmoor

Intermediate Carpentry

$265

Continue the work from Basic Carpentry designing and building a small project. Topics continue on hand and power tool use, safety, and measurement skills. Fastening, joinery techniques and structural integrity of existing buildings as well as a focus on individual’s current projects will also be discussed. This is an intermediate class with the goal of completing a group project. Prerequisite: Basic Carpentry

15310 Feb. 24-March 16 M 6-8:30 p.m. Heartmoor
WOODWORKING

Tuition includes general shop materials (glue, sandpaper, finishes, etc.) and use of tools in the R.W. Miller workshop in Faber (Nelson County). Additional charge for lumber. Additional charges may apply for any time required to complete your project beyond the scheduled class time.

Woodworking I
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.

15268 Jan. 14-30 T, Th  9:30 a.m.–noon  R.W. Miller Woodwork $299
15233  Jan. 14-30 T, Th   6–8:30 p.m.  R.W. Miller Woodwork $299

Woodworking II
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 that you began in Woodworking I.

Prerequisite: Woodworking I.

15269 Feb. 11-27 T, Th  9:30 a.m.–noon  R.W. Miller Woodwork $299
15234  Feb. 11-27 T, Th   6–8:30 p.m.  R.W. Miller Woodwork $299

Woodworking III
Continue to learn new woodworking techniques and tool usage while completing the project you began in Woodworking I and II. 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.

Prerequisite: Woodworking I and II.

15270  March 10-26 T, Th  9:30 a.m.–noon  R.W. Miller Woodwork $299
15235  March 10-26 T, Th  6–8:30 p.m.  R.W. Miller Woodwork $299

Woodworking classes are held at:

R.W. MILLER WOODWORKING
50 Post Office Lane
Faber, VA 22938
434.263.6333
UAS FOR COMMERCIAL OPERATIONS

Remote Pilot Airman: Part 107
Full Tuition: $600/FastForward Tuition: $200

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. Two days of classroom training covering complete Part 107 coursework. Topics include regulatory requirements of 14 CFR part 107, 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.

15210  April 13–14  M, T  8 a.m.–4 p.m.  Goodbar

Remote Pilot Airman: Flight Training
$350

Following the Remote Pilot Airman Part 107 Certification, you will have the opportunity to learn how to integrate UAS in your operations using case scenarios. Flight time will be held at King Family Vineyards.

15211  April 15  W  8 a.m.–4 p.m.  Goodbar

For more information, contact:
uasconference@pvcc.edu
434.961.5354
www.pvcc.edu/uasconference
Follow us on twitter at:
www.twitter/pvccwfs  #uasva20

Fourth Annual
National Public Safety UAS Conference

MARCH 2–4, 2020

$249

This 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 2, 2019. Enrollment is limited to 200 people.

Offered by Piedmont Virginia Community College.
The conference is not open to the general public.

www.facebook.com/pvccuas

workforce@pvcc.edu  434.961.5354
BARTENDING

Bartending

Study the fundamentals of bartending while learning to make popular drinks both quickly and efficiently. Gain working knowledge of bar operation and mixology, and find out how all of your favorites are both served and produced. Upon completion of the class, all students receive a certificate in mixology and will have the knowledge, professionalism and hands-on training needed to feel comfortable working behind any bar.

15225  Feb. 4–March 3  T  6–9 p.m.  Jefferson 120  Mazzeo

CULINARY

ServSafe Managers Recertification Course & Exam

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 Online 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 & studying chapters one, two and three prior to class.

Only students with exam vouchers will be allowed to take the online certification exam. See below for purchase options:

Voucher Purchase Options through ServSafe

The combined textbooks and exam voucher packets can be purchased at the PVCC bookstore for $90

15200  Jan.6  M  8:30 a.m.–5:30 p.m.  Campbell
15201  Feb. 17  M  8:30 a.m.–5:30 p.m.  Campbell
15202  April 6  M  8:30 a.m.–5:30 p.m.  Campbell
15203  May19  T  8:30 a.m.–5:30 p.m.  Campbell
SPIRITS

Commercial Craft Distilling

$1,200

This 16-week, 64-hour program includes both classroom sessions and hands-on experience in distilleries. At the end of the program, you will be eligible to sit for the General Certificate of Distilling Exam offered by the Institute of Brewing & Distilling. The General Certificate in Distilling (GCD) is an internationally recognized credential. It gives you the basic, underpinning scientific knowledge and understanding of the principles of distilling operations. The GCD is designed for candidates who may have little or no formal academic or technical qualifications. Tuition does not include cost of certification exam.

Note: Must be 21 years of age to register for this class.

15170  Jan. 7–April 30  T, Th  6–8 p.m.  Riggleman/Casto

TASTING ROOM MANAGEMENT

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.

15152  Feb. 29  S  9 a.m.–5 p.m.  Williamson
**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

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**Introduction to Enology**

$129

Interested in winemaking? This class gives you an overview of the winemaking process for both red and white wines. Specific problems facing the Virginia winemaker will be discussed including reduction, oxidation and the problems associated with unripe grapes.

15206  Jan. 25  S  9 a.m.–5 p.m.  Finot  King Family Vineyards

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**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.

15153  May 2  S  9 a.m.–5 p.m.  William
Tasting Room Management Certificate

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

For winery locations go to:
viriniawine.org/wineries

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.
15177  April 18  S  9 a.m.–3 p.m.  Hodson

Vine Grafting and Propagation
$129
Vitus 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.
15161  April 11  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.

15219 March 14 S 9 a.m.–4 p.m.
May 9, June 6, 27 S 9 a.m.–1 p.m.
DuCard Vineyards

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.

15223 June 13 S 9 a.m.–5 p.m.
Thatch Winery Hayman

Wine Blending  $69

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

15240 March 7 S 9 a.m.–1 p.m.
Stinson Vineyards Finot

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
online classes

Ed2go provides online education certification courses and corporate training. To view these classes, go to:
www.ed2go.com/piedmont

Instructor-led courses | Start Dates: Dec. 11, Jan. 15, Feb. 13, March 13, April 17, May 15, June 12

- ACCOUNTING & FINANCE NEW! QuickBooks 2019 Series
- BUSINESS NEW! Project Management Professional (PMP) Prep Series
- COLLEGE READINESS NEW! Introduction to Algebra
- COMPUTER APPLICATIONS NEW! Introduction to Digital Scrapbooking
- DESIGN & COMPOSITION NEW! Creating Web Pages
- HEALTHCARE & MEDICAL Certificate in Wellness and the Environment
- LANGUAGE & ARTS NEW! Beginner’s Guide to Getting Published
- LAW & LEGAL NEW! Workplace Law Essentials Value Suite
- PERSONAL DEVELOPMENT NEW! Keys to Effective Communication
- TEACHING & EDUCATION NEW! Survival Kit for New Teachers
- WRITING & PUBLISHING NEW! Effective Business Writing

LEADERSHIP
- Certificate in Leadership Development
- Leadership Principles
- Developing Your Leadership Skills
- Developing Your Professional Career
- Certificate in Online Teaching
- Advanced Teaching Online
- Designing Online Instruction
- Fostering Online Discussion

CERTIFICATE COURSES
- Office Operations
- Introduction to Game Design
- Keys to Customer Service
- Negotiation: Get What You Want
- Leadership Development
- Introduction to Project Management
- Change in the Workplace

www.yougotclass.org/catalog.cfm/pvcc
PVCC Workforce Services provides dynamic customized training and services that respond to the specific needs of your company or organization. Our industry-trained instructors will collaborate with your company to identify learning outcomes, custom design the perfect training solution and deliver classes when and where it works best for you. Your place or ours!

Some examples of training at work:
- Leadership & Supervision Training
- Microsoft Office Software training
- Customer Service
- Project Management
- OSHA/Safety/Forklift
- NCCER Electrical Training
- And so much more!

We can customize any topic or skill to meet your company’s training needs!

Refund Policy:
Participants must withdraw from a class at least five 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 number 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.
Fax or mail registration:  Workforce Services courses only. PLEASE PRINT

Name: _______________________________  _______________________________  _______________________________
LAST  FIRST  MIDDLE

Date of Birth: _______________________________  Day Phone: _______________________________

Address: ___________________________________________  Apt.#: _______________________________

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? _______________________________

Class No.  Date  Course Title  Fee  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

workforce@pvcc.edu  434.961.5354  PVCC SPRING 2020 Workforce Services Class Schedule 31
Resident/Occupant
Time Sensitive Material: Please Deliver by Nov. 12, 2019

PVCC Workforce Services
Spring 2020 Noncredit Class Schedule

Piedmont Virginia Community College
501 College Dr., Charlottesville, VA 22902

PVCC Workforce Services
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