

FALL 2020

WWW.PVCC.EDU/WORKFORCE

Contents

Arts & Design	2
Accounting	3
Business	3
Communication & Language.....	5
Finances	7
Computer Applications.....	7
Marketing	8
Contract Training.....	10
Online Registration	11

Arts • Business • Computers





Arts & Design

Adobe Illustrator Beginner

This introductory class covers the various shape tools, drawing with the pen tool, placing and manipulating objects, coloring objects and document creation and exporting.

Sept. 17 Th, noon-4 p.m. Finn ONLINE \$99

Adobe Photoshop Beginner

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

Sept. 15 T, noon-4 p.m. Finn ONLINE \$105

Voice Acting

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

Oct. 6 T, 6:30-9 p.m. Staff Stultz Center \$49



Instructor Bio: Victoria Dye

Victoria is an award-winning photographer specializing in nature subjects. Since graduating from Veterinary School in 1994, she has combined her career as a veterinarian with teaching photography.

Discover Digital Photography

Want to improve the quality of your photographs? Review the basic operations of your camera and the fundamentals of photography by mastering megapixels, file size, shooting modes, exposure techniques, shutter speed, and ISO as creative tools. Discover the characteristics of light and the rules of composition that provide greater visual impact. You will have class critiques to develop your skills. Two field trips.

Aug. 24-Sept. 16, M, W, 6-8 p.m.

Field Trips: Aug. 29 S, 8-11 a.m. & Sept. 11, 5:30-7:30 p.m.

Dye HYBRID \$179

Intermediate Photography

Gain more control over your photography by using your SLR camera in aperture, shutter and manual modes. See how to integrate these settings with ambient light to get the images you want. You will compose an image using natural light and black flash. Weekly homework assignments and two field trip sessions will reinforce the concepts. This class is appropriate for SLR and four-thirds camera systems but not point-and-shoot cameras.

Oct. 7-Nov. 18, W 6-8 p.m. & Nov. 23 M, 6-8 p.m.

Field Trips: Oct. 31 S, 8-10 a.m. & Nov. 20 F, 7-9 p.m.

Dye HYBRID \$299



Accounting

Intro to QuickBooks + Recordkeeping & Taxation for Small Businesses

Recordkeeping, Taxation & and Introduction to QuickBooks, all in one comprehensive course! Review business accounting methods, types of business formation, and the four major financial reports important for your business. This course will also include an overview of business income and deductions, and record retention for tax purposes, then deluge into QuickBooks - versions, chart of accounts, basic functions of the program, and how to enter common transactions.

Aug. 14 F, 9 a.m.-1 p.m. Brown ONLINE \$99

Intermediate QuickBooks: Moving Beyond the Basics

By the end of this course, you will be able to generate reports and graphs of your business' financial data, customize templates and reports and create QuickBooks letters, Topics include understanding Online Banking Center, generating estimates, tracking billable expenses, progress Invoicing and class tracking. You will also learn to manually enter receipts, download transactions from financial institutions and reconcile your accounts.

Sept. 18 F, 9 a.m.-1 p.m. Brown ONLINE \$99

Business

Business U

This course is designed for business owners. For many business owners, their time is consumed with building a better, more profitable and hopefully more valuable business. Unfortunately, that often means deferring many of the important personal financial decisions to the future. This course will help business owners understand the various business and personal financial decisions that should be incorporated into their long term thinking. Most importantly, you will gain a better understanding about the steps that can be taken now to help provide a more financially secure future for yourself, your family, your business and your employees. The registration fee includes an in depth workbook.

Oct. 21-28 W, 6-9 p.m. Bays Stultz 131 \$89

Mastering Microsoft Excel

A must-have skill to succeed in business, whether an entrepreneur or a valued employee, is the ability to create, edit and manage spreadsheets. Microsoft Excel is the most used spreadsheet tool in the world. Stay current with this class, as it is always up-to-date and will change as the features of Excel change over time. Examine the life of an Excel worksheet and workbook, from creation to presentation. Learn how an Excel worksheet is constructed, populated with content, and edited for delivery. Master the options that can take your Excel worksheet from plain, drab numbers to exciting and engaging multimedia. You will leave class with a set of skills that are in high demand and will be a deciding factor in your future success.

Sept. 8 ONLINE/ANYTIME \$195

TO REGISTER FOR CLASS

Click on the class title or class date to sign up for class!



Certificate in Leadership Development

Especially geared for future leaders in the Gen Y generation (born 1980-1999), the certificate provides how-to practical information on advancing your leadership potential and making a difference in both the workplace and in society. Find out what it takes to become an effective leader.

Discover your style of leadership. Discuss task completion, building relationships with your subordinates, becoming socially perceptive to changes in the workplace, utilizing your emotions in a positive and effective manner, and addressing challenging goals. Then learn the unspoken secrets that leaders know and the strategies they employ/exhibit for influencing others. Leadership skills are acquired and learned. You can become a leader if you know the do's and don'ts; what to say, what not to say; what to do, what not to do. At the end of completing the three course certificate, you will come away with a new understanding, new toolbox of leadership skills, and the information to move your leadership development into high gear.

Sept. 8 ONLINE/ANYTIME \$395

Instructor Bio: Regina Cook

For more than 25 years, Regina Cook, the founder of Xam Solutions, LLC, provided business development and consulting for both emerging organizations and established companies of all sizes. Her approach is to develop unique strategies designed to fulfill the specialized goals of each organization. She is the former Executive Director of the Louisa County Chamber of Commerce, an awarded Training Specialist through Old Dominion University, and Instructor at Piedmont Virginia Community College – Workforce Services Division.

MS PowerPoint Level 1

Begin to build your skills in MS PowerPoint. This interactive and hands-on course provides the tools needed to make your presentations easier to create and streamlined. Topic areas include: creating a presentation in PowerPoint, inserting objects into a presentation, finishing a presentation, working with advanced tools.

Sept. 8 T, 9 a.m.-noon Cook ONLINE \$65

MS PowerPoint Level 2

Building upon your skills in PowerPoint Level 1, this course teaches you to optimize and enhance your presentation. You will learn how to enhance charts, insert graphics, media and objects, and use advanced features. Although there is no prerequisite for this course, having a solid foundational knowledge of basic PowerPoint will help you to get the most out of this course.

Sept. 15 T, 9 a.m.-noon Cook ONLINE \$65

MS Word Level 1

Begin to build your skills in MS Word. This interactive and hands-on course provides the tools to make your word processing easier. Topics include: getting started with Word, creating documents, editing documents, formatting text and paragraphs, formatting documents, creating and formatting tables.

Sept. 29 T, 9 a.m.-noon Cook ONLINE \$65

TO REGISTER FOR CLASS

Click on the class title or class date to sign up for class!

Communication & Language

Building Bridges with Spanish Speaking Associates for a Better Work Environment

Do you know that Spanish is the second most spoken language in the world? Don't wait any longer. Learning Spanish is not as difficult as you think! Don't memorize Spanish phrases, learn how to make them successfully yourself! In the last five years, the demand for workers who know Spanish has more than doubled. According to recent studies, bilingual workers are in increasing demand for both low and high-skilled jobs. You can be one of them! Find out how to effectively communicate in your workplace with Spanish-speaking people. The benefit will not only be in your self-improvement, but also in your work productivity. You will gain an understanding of grammatical structure, learn to make simple conjugations with infallible formulas and a custom vocabulary.

Sept. 14-Oct. 16 M & F, 3-5 p.m. Barquet-Schwabe ONLINE
\$365

Sombrero, Tequila y Guacamole

Have you ever wanted to say something in Spanish and you literally froze? Speaking Spanish without fear is easier than you think. Beginning with "small talks" you will start to feel confident, fluent and in control of the conversation while expressing yourself. This is not a Spanish class. The main purpose is to improve your Spanish language skills by meeting other Spanish learners and Hispanic culture lovers for conversation and fun! The instructor will guide you between laughter, jokes and entertaining themes while you develop your conversational skills. Make new amigos as you practice speaking! This class is for people who know some Spanish but are not fluent.

Oct. 19-Nov. 20 M & F, 3-5 p.m. Barquet-Schwabe ONLINE
\$335

Making Meetings Work: What Does Perspective Have to Do with It?

Have you ever sat in a meeting feeling like other people just don't get the way you think or can't see situations the way you see them? Have you witnessed people in meetings spending excessive amounts of time disagreeing over nothing more than a difference in perspectives? Meetings come in all shapes and sizes, with myriad objectives attached to the time and effort required to make meetings work. Despite the variety, one constant crosses all boundaries: The critical need for meeting participants to view a situation from varying perspectives, not just their preferred perspective, before making a decision, solving a problem, or identifying next steps. This workshop explores Six Thinking Hats as a method for looking at a situation under review from six important perspectives. This tool helps people look beyond "the obvious," consider different points of view, and participate in a more coordinated effort to make the most of their meetings.

Oct. 2 F, 9 a.m.—1 p.m. Kenney ONLINE \$75

Instructor Bio: Bob Kenney

Bob Kenney is president of Partners Through Training in Richmond, Virginia. Since 1993, Bob has worked with people looking to develop practical business skills in the areas of leadership, management and team development, and has designed and delivered workshops for manufacturing, pharmaceutical and health care, educational institutions, service organizations, nonprofits, and government agencies. Bob holds a Ph.D. in social and organizational psychology, with specialization in small group training and organizational analysis, from the State University of New York in Buffalo.



Making Difficult Conversations Easier

Have you ever experienced the dread some of us feel leading up to a difficult conversation with someone at work? Dealing with a delicate situation, like leading a performance appraisal discussion, addressing a performance problem, or participating in important customer conversations, requires sensitivity and finesse. What if you could approach these situations with greater confidence, positivity, and practicality? This learning opportunity helps you to strategically prepare for and initiate tough conversations at work and to demonstrate both honesty and fairness, whether talking with your team members or your customers. Learn from others' insights, get answers to your questions, and leave with additional tools and resources to support our in-class discussions.

Nov. 29 F, 1–5 p.m. Kenney ONLINE \$75

Working with a Virtual Team: Making Telework Work

Are you part of a virtual team? More and more businesses are going global and more professionals are working from home. Businesses are increasingly relying on virtual teams, or telework, to accomplish their team goals and team member objectives. While even occasional telework offers flexibility, increased job satisfaction, and higher productivity, serving on virtual teams also comes with a number of challenges that, if not addressed, can undermine goals, relationships, and team effectiveness. This course identifies the characteristics of a successful teleworker, the personal benefits of teleworking, why teleworking makes sense, how to stay focused with self-motivation hacks, how to stay motivated despite periodic loneliness, the best way to communicate with your virtual team members, and how-to's for improving information flow.

Sept. 18 F, 1–5 p.m. Kenney ONLINE \$75

Public Speaking

One of our grandest tools and arts – public speaking! Come learn how to prepare for any audience, how to modify your speech delivery using logos, ethos and pathos, and how to imbue the five canons of classical rhetoric into your speech preparation. Time will also be allotted to remedy fears that many have toward public speaking.

Nov. 4 W, 1–4 p.m. ONLINE Cook \$85

Business Writing

This course will cover written etiquette and invention for the business world and is designed to improve your skill set in expository writing. Common grammar and punctuation misnomers will also be discussed as well as paraphrasing techniques.

Nov. 5 Th, 1–4 p.m. ONLINE Cook \$85

Technical Writing

Writing technically means writing to inform in the most clear and concise fashion, removing all unnecessary data to describe a task or to provide instructions. This course is designed to improve your skill set in technical writing and will offer methods for articulating mass quantities of data in concise descriptors.

Nov. 16 M, 1–4 p.m. ONLINE Cook \$85

Effective Presentation & Results Through Networking

Learn how to remove “heavy air” when meeting others, convey your mission and unique value proposition, and present your best self! Special attention will be given to networking methods for virtual environments.

Nov. 17 T, 1–4 p.m. ONLINE Cook \$85

**Take all four of these courses
and receive a 15% discount.**

Finances

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.

Sept. 17–Oct. 1	Th, 6–8:30 p.m.	Bays	Stultz	\$59
Sept. 22–Oct. 6	T, 6–8:30 p.m.	Bays	Stultz	\$59

Financially Fit

Are you interested in getting and staying fiscally fit? Do you want to know how to trim down the unnecessary bills? This course is designed to help you understand the impact of your individual choices on occupational goals and future earning potential. You will gain a clear understanding of money management and the impact of spending, credit, saving and budgeting.

Sept. 26	S, 9 a.m.–1 p.m.	Webb–Jordan	ONLINE	\$75
Nov. 21	S, 9 a.m.–1 p.m.	Webb–Jordan	ONLINE	\$75

Computer Applications

CompTIA A+

This 60-hour class will prepare you for the CompTIA A+ certification exam. CompTIA A+ is a globally recognized, vendor-neutral exam designated for IT professionals. This class covers network connectivity issues, mobile device hardware, networking and troubleshooting hardware, and PC hardware and peripherals. You will learn iOS, Android, Apple OS X and Linux, security, the fundamentals of cloud computing and operational procedures, and installing and configuring operating systems including Windows. This course includes the exam voucher.

Aug. 24–Oct. 28	M & W, 6–9 p.m.	Apoian	ONLINE	\$2,502
				▶ FastForward Tuition: \$834

Intro to QuickBooks + Recordkeeping & Taxation for Small Businesses

Recordkeeping, Taxation and Introduction to QuickBooks, all in one comprehensive course! Review business accounting methods, types of business formation, and the four major financial reports important for your business. This course will also include an overview of business income and deductions, and record retention for tax purposes, then deluge into QuickBooks - versions, chart of accounts, basic functions of the program, and how to enter common transactions.

Aug. 14	F, 9 a.m.–1 p.m.	Brown	ONLINE	\$99
---------	------------------	-------	--------	------

Interested in a Career in Healthcare?

Visit www.pvcc.edu/workforce-healthcare for more information

Just Google It

Are you a Googler? Do you want to know why so many people prefer Google? In this fun interactive class you will learn everything Google. You will build and collaborate on documents, create forms, use calendar and create presentations and learn how to set-up a gmail account.

Sept. 12 S, 9 a.m.–1 p.m. Webb-Jordan ONLINE \$75

Nov. 7 S, 9 a.m.–1 p.m. Webb-Jordan ONLINE \$75

Certificate in Data Analysis

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Add a whole new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills. Begin with getting a basic understanding of how to analyze data in a business setting. Then learn how many of your business decisions involve comparing groups for differences. You will know the statistics behind these group differences and relationships. Finally you will find out how to perform inquiries that will be useful to your business or organization, and have the skill necessary to communicate these results through graphs and text that your fellow employees will understand. Whether your business is home-based or a large company, this certificate will take you to the next level where important decision-making is concerned.

Sept. 8 ONLINE/ANYTIME \$495

Marketing

Digital Marketing Certificate

Come get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your website traffic, doing search engine optimization, and how to successfully employ online advertising. Relevant for any type of organization, including businesses, companies, non-profits, and government agencies. No eMarketing experience or expertise is necessary. If you are already at an advanced level, your instructors are experts and can provide the latest most advanced information and answer your toughest questions. Three one month courses.

Sept. 8 ONLINE/ANYTIME \$495

Integrating Social Media Into Your Organization

Take away a practical strategy and techniques for implementing social media for your organization or business. Learn how to create your own private social media using Ning, work socially using Google Docs and calendars, and move your website to an interactive Web 2.0 site. Then your instructor will help you choose which social media tools are right for your situation, and then integrate them into your web site to develop a social media strategy for your organization. Find out what you can be doing, what you should be doing, and take back a plan to integrate social media into your communication and marketing.

Requirements: Internet connection, IE8 or higher, Chrome, FireFox and access to Adobe Flash Player

Aug. 3 ONLINE/ANYTIME \$195

Interested in getting a Commercial Driver's License?

Contact Mike Marcotte at 434.987.5369 to set up an interview.



Social Media for Business Certificate

Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization. Learn how social networks are used to develop a two-way communication and marketing strategy for your organization. Then find out what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing. Whether you are new to social networks or already involved, you will come away with both an understanding of social networks and practical, how-to techniques to integrate social networks into your organization or business. Your instructors are outstanding practitioners who also speak, write, and train others on social networks. Three one-month courses.

Sept. 8 [ONLINE/ANYTIME](#) [\\$495](#)

TO REGISTER FOR CLASS

Click on the class title or class date to sign up for class!

Industry, Trades & Agriculture Programs

Click on the title below for more information.

- Apartment Maintenance Technician
- Basic Contractor Licensing - online
- Carpentry
- Electrical
- Heavy Equipment Operator
- Horticulture
- HVAC
- NCCER
- Small Engine Repair
- Solar Technician Associate Boot Camp
- Tradesmen Code Update Online Classes
- Welding

Contract Training

TRAINING THAT WORKS @ WORK!

Contract Training Is Our Business

PVCC Workforce Services provides dynamic customized training and services that respond to the specific needs of companies. Our training solutions optimize retention of valued workers, improve overall productivity, reduce cost and strengthen the competitiveness of your business. Our industry-trained instructors will collaborate with your company to determine learning outcomes, design a just-in-time training solution and deliver classes when and where it works best for you. Our programs are flexible and mobile; on campus, on site, online. Bring your staff to one of our convenient locations, or we'll come to yours.



Program Manager for Contract Training **Sarah Mendoza**

What does “customized training” mean to me?

It means improving the bottom line by providing the hard and soft skills needed in our business community to always be at their best. Over 20 years of research has shown that training not only improves the quality of work by an employee, but raises the standards of that company as a whole. Whether it is skilling up your existing workforce, employee retention or growing your leadership team, PVCC Customized Training is here to help you reach all your goals and beyond.

Learn how to
Upskill Your Workforce

Sign up for our
Contract Training Newsletter

A few of our programs include:

- Training Needs Assessment
- Leadership and Supervision
- Computer - all levels
- OSHA and Safety
- CPR and First Aid
- Project Management
- Consulting
- Customer Service
- Conflict Resolution
- Workplace Health and Wellness
- Cyber Security
- Management and Human Resources
- Quality Improvement
- Hospitality
- Small Engine Repair
- Team Building
- DISC/Myers Briggs Type Indicator/Strengths Finder

...and many more!

To learn more, or schedule your company's contract training:

Call 434.961.5330 or email contracttraining@pvcc.edu

www.pvcc.edu/contract-training

Online Registration

Clicking on the class name in this catalog will take you to the registration webpage. If there are more than one class start dates click on the one you want to enroll in.

TO REGISTER FOR CLASS

Click on the class title to sign up online.



ONLINE:

1. Visit our online registration website
2. Browse our classes.
3. Select classes and add to cart.
4. Create profile.
5. Proceed to checkout.
6. Enter payment information.

You will receive a confirmation email and reminders before class.



FAX: Fax registration form to 434.961.5270. DO NOT INCLUDE YOUR CREDIT CARD INFO. Call 434.961.5354 to make payment. Visa/MC/Amex.



EMAIL: Email us at workforce@pvcc.edu. DO NOT INCLUDE YOUR CREDIT CARD INFO. Call 434.961.5354 to make payment. Visa/MC/Amex.



PHONE: Call 434.961.5354



MAIL: Complete the form below and mail it with your check, money order (payable to PVCC) or credit card information to:

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



IN PERSON: Bring your registration form and payment to Workforce Services in the Stultz Center.

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.

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.