PVCC Workforce Services
CLASS SCHEDULE
SPRING 2019

Certified Nurse Aide
One of the fastest growing occupations in Charlottesville!

EKG Technician
Registered Medication Aide
Certified Clinical Medical Assistant

Leadership Series
Introduction to Sake
Wine Safety & Sanitation
How to Manage Stress

Start your career as a Certified Nurse Aide!

Register online at www.pvcc.edu/workforce
what's inside?

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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.

Look for this symbol throughout the catalog for FastForward qualified classes.
Here’s how FANTIC works:
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 following programs.

### FastForward PROGRAMS

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<td>Certified Associate in Project Management (CAPM)</td>
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<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 contact Kathy Reid at 434.961.5330 or kreid@pvcc.edu for more information.
## ACTING

**Voice Acting**

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

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<th>Instructor</th>
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<tr>
<td>13297</td>
<td>Feb. 5</td>
<td>6:30–9 p.m.</td>
<td>Creative Voice</td>
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## PHOTOGRAPHY

### Adobe Photoshop Beginner

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

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<th>Course Code</th>
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<tbody>
<tr>
<td>13171</td>
<td>Feb. 28</td>
<td>12:30–4:30 p.m.</td>
<td>Finn</td>
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### Adobe Lightroom Beginner

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

<table>
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<td>13069</td>
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<td>13070</td>
<td>Apr. 3–May 8</td>
<td>6:30–8:30 p.m.</td>
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<tr>
<td>Field Trip:</td>
<td>Apr. 4</td>
<td>S 9 a.m.–noon</td>
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Photography Composition Techniques

Want to take your photography to the next level? Join me in this five-week action-packed workshop. Each week I will introduce a different photography subject. 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 what we’ve learned. The following week we’ll review everyone’s images and continue onto a new subject! Subjects to be covered include: everyday portrait photography, close-up/macro photography, basic flash photography and night photography. This fun and rewarding course will bring all 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 are helpful but not required. Students must have a working knowledge of using aperture, shutter and ISO to get exposures in manual, aperture and shutter shooting modes or have taken Intermediate Photography. Students should also know how to download and email images for critique/review sessions. Please contact PVCC Workforce Services at 434.961.5354 for questions on admission requirements.

$299

13249  Apr. 17–May 15  W  6–8 p.m.
Field Trip:  Apr. 20  S  8–10 a.m.
Field Trip:  Apr. 27  S  7–9 a.m.
Field Trip:  May 4  S  8–10 a.m.
Field Trip:  May 10  F  7:30–9:30  p.m.
Dye
BUSINESS & ACCOUNTING

**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.

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.

- 13065 Feb. 7–21 Th 6–8:30 p.m. Bays
- 13066 Feb. 16–23 S 9 a.m.–12:30 p.m. Bays
- 13067 May 9–23 Th 6–8:30 p.m. Bays
- 13068 May 14–28 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.

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

- 13241 Mar. 27 W 6–8 p.m. Bays

**Customizable class. Get training and services customized to fit your company. See page 34 for more information.**

ADULT EDUCATION CLASSES

TJACE is now at 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 focuses on these core skills:

- Reading
- Writing
- Math
- Science
- Social Studies
- Computer Skills
- Workplace Skills

Learn more at www.pvcc.edu/tjace
COMMUNICATIONS & WRITING

How to Self-Publish Your Book

$59

Are you one of the 81% of Americans who say they have a book idea inside them? Today, not only can you write a book, but you can get it published easier and more affordably than ever before. No longer do you have to be at the mercy of agents and publishers to reach readers. Find out how to write a book that will sell and then how to market it. You’ll also learn about author platforms, formats and distribution outlets.

13125  Apr. 13  S  9 a.m.–noon  Truex

ENTREPRENEURSHIP

Selling on eBay for Fun & Profit

$125

Join the millions of eBay sellers whether you have a business or just want to clean out your closets. Establish eBay and PayPal accounts, then create effective listings, including item descriptions and photos. Determine how to set pricing and when to use fixed-price options, and discover how to leverage the eBay search feature for best exposure to potential buyers. See how to maximize your profit and minimize your cost. Bill Jackameit has over 35 years of experience in leadership and administrative positions in higher education. He has been an eBay seller for over 20 years.

13204  May 15–16  W, Th  8:30–11:30 a.m.  Jackameit

Register for both the Administrative Professionals Seminar & Administrative Professionals Appreciation Day to receive a $10 discount.

Register online at www.pvcc.edu/workforce for class ID# 13350 to receive your discount.
Administrative Professionals Appreciation Day

Wednesday, April 24  9 a.m.–3 p.m.

Administrative Professionals: this day is for you!

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

Last year’s participants stated:

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

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

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

$89 Enroll now! Space is limited.
## LEADERSHIP/SUPERVISORY

**Lead by Serving: Empowering Others to Success**  
$99  
Enrich the lives of others and build better organizations, ultimately fostering heightened care and quality leadership enhancing the world in which we live. This course is perfect for non-profit organizations and any company or organization who would like to invest in the betterment for all.  
13076  Feb. 7  Th  9 a.m.–noon  Cook

**Leading Change: The Rock or The River?**  
$159  
We all know that we are moving at an ever-increasing velocity as leaders we are commissioned to complete initiatives in an arena of continuous improvement and ever-changing technologies. Handling change and innovating as a leader requires strategic thinking, flawless abilities to lead others and an embrace of future focuses. Change is inevitable, but paramount, so join us for this full-day course so you too, can lead the change in your workplace. There will be 1.5 hour lunch break.  
13077  Feb. 12  T  9 a.m.–4 p.m.  Smith

**Leadership & Organizational Culture: Building a Healthy Work Environment**  
$99  
What is the glue that binds? Why is it so important? Join us for this Leadership Series course to gain an in-depth understanding of organizational culture, its critical role toward institutional effectiveness, and how its projection within the organization as well as to the outside world impacts standards and goals.  
13079  Feb. 18  M  9 a.m.–noon  Smith

**Leadership: IQ & EQ**  
$99  
Great leaders are self-aware, self-regulated, motivated, and harbor the ability to be empathetic. They also have an extensive understanding about the emotions of others - and their own emotions. Learn about your own IQ and EQ and equip yourself with the tools to invigorate your leadership abilities!  
13080  Mar. 12  T  9 a.m.–noon  Smith

**Millennials in the Workplace**  
$49  
Gain awareness of this passionate, mission-oriented, dynamic generation! Learn how their attributes, expectations and goals all play a role in your business functionalities and what you may need to do to modify your approaches for optimal corporate or organizational performance.  
13084  Mar. 1  F  10 a.m.–noon  Brown
Practical Project Management

NEW

Ongoing and concurrent projects are more abundant in organizations more now than anytime in history. Unfortunately, most organizations are not managing these projects optimally. This class will teach you practical skills needed to excel as a project manager. You will master the vital concepts needed to plan, implement, and evaluate any type of project, making you an indispensable member of your team and your organization.

13156  Apr. 2–18  T, Th  1–5 p.m.  Smith

ROAR: Recruit, Onboard & Retain Your Rock Star Employees

NEW

It’s an employee’s market! Attend this instructional seminar designed for employers to learn proven methods for recruiting rock star employees, benefits of exceptional onboarding, and pathways to retain key personnel.

13081  Jan. 31  Th  9 a.m.–2 p.m.  Cook

What Are You Thinking? Leadership through Design Based Thinking

What Are You Thinking? Leadership through Design Based Thinking

NEW

Strengthen your leadership skills by engaging in new problem solving practices. Examine new methods for developing creative and viable approaches toward improving institutional effectiveness through efficient execution, all while fostering team and/or department cohesiveness.

13090  Feb. 20  W  9 a.m.–noon  Smith

Customizable class. Get training and services customized to fit your company. See page 34 for more information.

LUNCH & LEARN SERIES

Lunch from Breadworks!

Lunch & Learn: Facebook for Business

13074  Jan. 15  T  11 a.m.–1 p.m.  Cook

Lunch & Learn: LinkedIn for Business

13089  Feb. 19  T  11 a.m.–1 p.m.  Cook

Lunch & Learn: Yelp for Business

13075  Mar. 19  T  11 a.m.–1 p.m.  Cook
MARKETING & SOCIAL MEDIA

Blogging for Bucks

Discover how to make money from blogging even if you’ve never blogged before. Learn how to get your blog up and running in minutes and get tips on the best blogging platforms. Get your blog ready to make money by reviewing revenue streams such as advertising, affiliate marketing, review and more. Avoid the pitfalls and problems such as the new FTC guidelines. Create a marketing plan that generates the traffic you need to start making money.

$59

13172  Mar. 30  S  9 a.m.–noon  Truex

Don’t Just Advertise – Market!

Marketing? Advertising? What’s the Difference? This course will unveil the seven factors that build a full marketing plan for your business. By the end of this course, you will have a full understanding of all seven components and will be equipped with new knowledge and tools necessary to design and implement a full marketing strategy.

$69

13085  Feb. 8  F  9:30 a.m.–12:30 p.m.  Cook
13086  Feb. 21  Th  9:30 a.m.–12:30 p.m.  Cook

It’s Global Now! Competing in the Gig Economy

Examine how traditionally based employers are being challenged to reshape their policies and processes to incorporate independent contractors, freelancers, and temporary workers. You will be introduced to methods for hiring, managing, and maximizing the potential of this talent pool to foster continued economic growth and development of your organization.

$49

13083  Mar. 15  F  9–11 a.m.  Brown

Marketing on a Shoestring

Gain an array of new skills and knowledge in this comprehensive course that covers many low and no cost digital technologies and platforms, all designed to market your products and services! Explore video creation, graphic design, newsletter development and so much more. Perfect for the established company or savvy entrepreneur.

$109

13087  Mar. 7–21  Th  10 a.m.–noon  Cook
13088  Apr. 9–23  T  10 a.m.–noon  Cook

Teach for us!

Go to www.pvcc.augusoft.net
Click on Teach for Us.
computers & technology

COMPUTER APPLICATIONS

COMP TIA A+
Full Tuition: $2,301/FastForward Tuition: $767
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.

13147  Feb. 12–Apr. 18  T, Th  6–9 p.m.

COMP TIA Network+
Full Tuition: $1,500/FastForward Tuition: $500
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.

13149  Mar. 11–15  M–F  9 a.m.–5 p.m.  Dubendorfer

EXCEL CLASSES

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.

13235  Feb. 5–7  T, Th  8:30 a.m.–noon  Woolfolk

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.

13236  Feb. 12–14  T, Th  1–4:30 p.m.  Woolfolk

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.

13237  Feb. 26–28  T, Th  8:30 a.m.–noon  Woolfolk

To register for FastForward classes, visit www.pvcc.edu/fastforward

COMP TIA
Customizable class. Get training and services customized to fit your company. See page 34 for more information.

workforce@pvcc.edu  434.961.5354
PVCC SPRING 2019 Workforce Services Class Schedule 13
Intro to QuickBooks + Recordkeeping & Taxation for Small Businesses

Recordkeeping, Taxation & 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.

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.

CompTIA Security +

Full Tuition: $1,596/Fastforward Tuition: $532
This 32-hour class prepares you for the CompTIA Security+ certification exam. CompTIA Security+ is an entry-level, international, vendor-neutral credential designed for IT security professionals to identify risk, participate in risk mitigation activities, provide infrastructure, information, operational, and application security.

Dubie Dubendorfer

Dubie Dubendorfer is an IT professional with over 30 years experience. He has experience in leading organizations and teaching in the areas of cybersecurity, system administration, network administration, project management, desktop applications, and streaming media at locations throughout the United States. He holds a Masters in the Management of Information Technology from the McIntire School of Commerce at the University of Virginia, as well as his Network+, Security+, GIAC GISP, and CISSP certifications. Dubie brings real world experience to the classroom curriculum to better prepare his students for life after the certification process.
**Health Care Pre-Enrollment Information Sessions**  
*Attendance Required*

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/workforce/healthcare](http://www.pvcc.edu/workforce/healthcare) or contact Workforce Services at 434.961.5354.

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<td>Nov. 15</td>
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**CPR**

**CPR: BLS for Healthcare Provider:**  
**Complete Class**  

$95

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.

13165  Jan. 26  S  9 a.m.–3 p.m.  Carmines
13166  Feb. 23  S  9 a.m.–3 p.m.  Short
13167  Mar. 16  S  9 a.m.–3 p.m.  Carmines
13168  Apr. 20  S  9 a.m.–3 p.m.  Short
13229  Jun. 22  S  9 a.m.–3 p.m.  Instructor

**HEALTH CAREERS**

### Certified Nurse Aide

**Full Tuition:** $2,298  
**FastForward Tuition:** $766

This 142-hour state approved noncredit class prepares you to take the Virginia exam to become a certified nurse aide (CNA) where you will work under the supervision of a licensed practical nurse, registered nurse, or physician as an entry-level nurse aide in a variety of inpatient and outpatient care settings such as long-term care facilities, physician offices, clinics and home settings.

Attendance at an information session is required prior to registering for class. Register for a session online at: [www.pvcc.edu/workforce/healthcare](http://www.pvcc.edu/workforce/healthcare) or contact PVCC Workforce Services at 434.961.5354. See above for session dates.

13216  Mar. 4–Apr. 29  M, W, F  
Day Class–Times Vary*  
Jefferson 125  Staff

13217  Mar. 4–May 1  M, W, S  
Evening & Sat. Day Class–Times Vary*  
Jefferson 127  Staff

*Schedule will be covered at the information session.*

[The American Heart Association](https://www.heart.org/en) strongly promotes knowledge and proficiency in all AHA courses and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the AHA. Any fees charged for such a course, except for a portion of fees needed for AHA course materials, do not represent income to the AHA.
**EKG Technician**  
$1,599

This comprehensive 60-hour EKG Technician Certification Program prepares students to function as EKG Technicians and to take the NHA – Electrocardiograph (ECT) 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 High School Diploma or GED®. Attendance at an information session is required prior to registering for class. Register for a session online at: www.pvcc.edu/workforce/healthcare or contact PVCC Workforce Services at 434.961.5354. See page 15 for session dates.

12724  Jan. 8–Mar. 14  T, Th  5:30–9 p.m.  
Jefferson 125  Staff

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**Registered Medication Aide**

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

Upon successful completion of PVCC’s Medication Aide Training program, you will meet the requirements of the Virginia Board of Nursing 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 are required to have 100% attendance in both class and clinical.  

**Prerequisites:** A copy of your active, unrestricted Virginia CNA certificate; background check, drug screen and PPD (negative TB testing) are required prior to the start of class. TB test and background check are not included in price. Attendance at an information session is required prior to registering for class. Register for a session online at: www.pvcc.edu/workforce/healthcare or contact PVCC Workforce Services at 434.961.5354. See page 15 for session dates.

13219  Mar. 5–Apr. 18  T, Th  
Day Class–Times Vary*  
Jefferson 125  Staff

*Schedule will be covered at the information session.*
Pharmacy Technician
Full Tuition: $1,599/FastForward Tuition: $533
This comprehensive 50-hour program will prepare you 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, you 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 parenteral 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 50-hour program, submit to a background check, drug screening and meet other requirements.

Prerequisites: Must be 18 years of age with high school diploma or GED®.

Attendance at an information session is required prior to registering for class. Register for a session online at: www.pvcc.edu/workforce/healthcare or contact PVCC Workforce Services at 434.961.5354. See page 15 for session dates.

<table>
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<tr>
<th>Course Code</th>
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<th>Days</th>
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<th>Instructor</th>
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<tr>
<td>13218</td>
<td>Mar. 12</td>
<td>Apr. 30</td>
<td>T, Th</td>
<td>6-9:30 p.m.</td>
<td>Jefferson</td>
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Phlebotomy Technician
Full Tuition: $2,334/FastForward Tuition: $778
Phlebotomy Technician Program with a Clinical Externship. The Phlebotomy Technician program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. You will become familiar with all aspects related to blood collection and develop comprehensive 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.

Course Contact Hours: 65 hours
Clinical Externship Hours: 40 hours
Textbooks and NHA exam fees included.

Prerequisites: Must be 18 years of age with high school diploma or GED®.

Attendance at an information session is required prior to registering for class. Register for a session online at: www.pvcc.edu/workforce/healthcare or contact PVCC Workforce Services at 434.961.5354. See page 15 for session dates.

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<tr>
<td>13220</td>
<td>May 2</td>
<td>Jun. 6</td>
<td>T, Th, S</td>
<td>Evening &amp; Saturday Day Class–Times Vary</td>
<td>Jefferson 125</td>
<td>Staff</td>
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</table>

All health care students are required to attend a Pre-Enrollment Information Session before registering for class. See page 15 for dates and registration information.
WELLNESS

NEW
How to Manage Stress  $99
Reduce your anxiety and stress levels at work and home. Learn how to relax and flow more smoothly through challenging situations and difficult people. By using breathing techniques, inquiry and mindfulness, you will have a full tool bag of stress reduction techniques.
13300  Feb. 18–25  M  9:30 a.m.–12:30 p.m.
Penny

NEW
Men’s Self Defense: Keeping the Workplace & Home Safe  $139
Having a safe, healthy work environment is important. This course provides information on safety awareness, risk reduction strategies, basic principles of self-defense and hands-on physical techniques to help keep you safe both on and off the job. This course focuses on men’s natural strengths, while providing strategies for de-escalating a situation. No previous training required. Come enhance your options for defending yourself and your loved ones and leave feeling more confident, assertive and in control.
13094  Apr. 2–30  T  6–8 p.m.
Skrabak

NEW
Women’s Self Defense: Empowerment in 5 Weeks!  $139
Having a safe, healthy work environment is important. This course provides information on safety awareness, risk reduction strategies, basic principles of self-defense, and hands-on physical techniques to help keep you safe both on and off the job. This course focuses on women’s natural strengths — no previous training required. Come enhance your options of self-defense and leave feeling more confident, assertive, and empowered.
13093  Apr. 1–29  M  6–8 p.m.
Skrabak
industry & trades

BUILDING TRADES

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.
13290 May 13–17 M–F 8 a.m.–5 p.m.

CDL

Commercial Driver’s License Class A
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. Location: PVCC Stultz Center To register for the PVCC Commercial Driver’s License (CDL) class, please contact Mike Marcotte with Shipper’s Choice at 434.961.5367
13231 Jan. 1–Jun. 28 M–F 8 a.m.–4 p.m. Shipper’s Choice
CONSTRUCTION

**Certified 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.

13183 Mar. 9–May 18 S 9 a.m.–5:30 p.m. Sullivan

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**NCCER Certification Core Craft Skills Credential**

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

13308 Jan. 14–Feb. 27 M, W 6-9 p.m. Sullivan

13309 Feb. 5–Mar. 21 T, Th 6-9 p.m. Staff

13310 Feb. 5–Mar. 21 T, Th 6-9 p.m. Staff

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**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.

13146 Jan. 9–Feb. 21 W, Th 6–9 p.m. CATEC Northington

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**Customizable class. Get training and services customized to fit your company. See page 34 for more information.**
SMALL ENGINE REPAIR

**CT** 2-Stroke Engine Repair Certification

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.

13162  Jan. 28–Feb. 13  M, W 6–9 p.m.  Beavers

**CT** 4-Stroke Engine Repair Certification

Full Tuition: $525/FastForward Tuition: $175

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

13163  Feb. 18–Mar. 13  M, W 6–9 p.m.  Beavers

EMPLOYERS!

Are you interested in starting an Apprenticeship program?

PVCC is working with the Shenandoah Valley Workforce Development Board (SVWDB) on the Valley 2 Virginia program. This $4 million grant project, funded by the U.S. Department of Labor’s American Apprenticeship Initiative, is addressing the nation’s critical skill shortage of workers by expanding registered apprenticeship programs. Funding to partially underwrite the cost of the training is available for eligible individuals.

Programs offered at PVCC:

- Electrician
- Electrician, Maintenance
- First Line Manager
- First Line Supervisor/Manager
- HVAC
- Maintenance Repair, Build
- Welder: Combination
- Welder: Fitter
- Welder: Production Line

For more information, contact Sherrie Holbrook at sholbrook@pvcc.edu or 434.961.5453.

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

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

Certified Pipe Welding
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.

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

GMAW Welding Certification
Full Tuition: $3,903/FastForward Tuition:$1,301

Certification training consists of 80 hours.

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

To register for FastForward classes, visit www.pvcc.edu/fastforward
WOODWORKING

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

Intro to Woodworking Part 1: Design, Drawings & Equipment

Experience the simplicity and creativity of woodworking while learning the basics of wood types and joinery, use of hand and power tools, and safety guidelines. Select, design, and begin to build a project for your home such as a nightstand, small bench, bookcase, toolbox, or perhaps a shelf and brackets. Price includes materials and use of tools in the R.W. Miller workshop in Faber (Nelson County).

13192  Jan. 15–31  T, Th  6:30–9 p.m.
R.W. Miller Woodwork

Woodworking Part 2: Exploring Joinery

How many ways are there to join wood to build a cabinet, bookcase or other piece of furniture? You’ll find out in this joinery exploration class. Start with the function of the piece and consider your options for a solid and simple design. Apply these skills to your projects. Prerequisite: Some woodworking experience.

13193  Feb. 12–28  T, Th  6:30–9 p.m.
R.W. Miller Woodwork

Woodworking Part 3: Assembling & Finishing

Continue to learn new woodworking techniques and tool usage while completing projects. Perfect for those with a little experience with woodworking equipment and procedures who want to improve their knowledge of tools. You will be introduced to the finishing process as it applies to your project.

13194  Mar. 12–28  T, Th  6:30–9 p.m.
R.W. Miller Woodwork

Basic Carpentry

13331  Jan. 7–Feb. 11  M  6–8 p.m.  $250

Intermediate Carpentry

13332  Feb. 18–Mar. 18  M  6–8 p.m.  $265

Timber Framing

13333  Apr. 8–May 13  M  6–8 p.m.  $225

Check online for more information
Third Annual
National Public Safety UAS Conference

MARCH 4–6, 2019

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 1, 2018. Enrollment is limited to 200 people.
Offered by Piedmont Virginia Community College. The Conference is not open to the general public.

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

UAS FOR COMMERCIAL OPERATIONS

Remote Pilot Airman
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.

13238  Apr. 15–16  M, T  8 a.m.–5 p.m.  Goodbar

UAS Pilot Training
$750

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.

13265  Apr. 17–19  W, Th, F  8 a.m.–5 p.m.  Goodbar

www.facebook.com/pvccuas
**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.

13159  Mar. 5–Apr. 2  T  6–9 p.m.  Jefferson 120  Mazzeo

**BREWING**

**General Certificate in Brewing**

This 15-week, 90-hour program includes both classroom sessions and hands-on experience in breweries. At the end of the program, you will be eligible to sit for the General Certificate of Brewing Exam offered by the Institute of Brewing & Distilling. The General Certificate in Brewing (GCB) is an internationally recognized credential. It gives you a basic knowledge of brewing, packaging, and associated brewery operations and prepares you for employment in the brewing industry. The GCB is designed for candidates who may have little or no formal academic or technical qualifications. Class tuition does not include GCB exam fee. Must be 21 years of age to register.

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

13160  Jan. 8–Apr. 18  T, Th  6–9 p.m.  Allen/Casto
GENERAL CERTIFICATE IN 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, under-pinning 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 or this class.

13177  Jan. 15–May 2   T, Th    6–8 p.m.  Staff

INTRODUCTION TO SAKE

$109

Did you know you could make alcohol from rice? Learn about the history of sake making from the Far East to modern-day America from the founders of Virginia’s first sake brewery, the North American Sake Brewery. We will talk about the four key ingredients that make sake, the koji-making process, tour the brewery and taste several different sakes specifically chosen by the head brewmaster (or Toji). This is a one-of-a-kind unique experience not to be missed.

13178  Apr. 6  S 9 a.m.–3 p.m.  Goldstein
Sensory Evaluation of Beer  

$59

The aim of this class is to introduce you to the proper ways to describe beer flavor accurately and consistently using terms and scales that are industry standards. The session is structured so that no previous experience with beer or sensory analysis is required.

13224  Mar. 5   T  6–8:30 p.m.  
Seven Arrows Brewing Allen

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CULINARY

ServSafe Managers Recertification Course & Exam  

$129

The ServSafe Program prepares you for the ServSafe Food Protection Manager Certification Exam. Review the importance of food safety, good personal hygiene, time and temperature control, preventing cross-contamination, cleaning and sanitizing, safe food preparation, receiving and storing food plus methods of thawing, cooking, cooling, and reheating food. HACCP (Hazard Analysis and Critical Control Points) and food safety regulations, based on FDA 2013 food code and local requirements are also covered. ServSafe Manager Textbook: Seventh Edition with online exam voucher an additional $68.

Note: This is a recertification course and exam for those who have been certified. If this is your first time taking this exam then we highly encourage you to purchase the textbook and begin reading & 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 $111.25

13250  Jan. 5   S  8:30 a.m.–5:30 p.m.  
Campbell

13251  Feb. 18  M  8:30 a.m.–5:30 p.m.  
Campbell

13252  Apr. 6   S  8:30 a.m.–5:30 p.m.  
Campbell

13253  May 11  S  8:30 a.m.–5:30 p.m.  
Campbell

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www.facebook.com/pvccbrewing
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.

13145 Mar. 2 S 9 a.m.–5 p.m. First Colony Winery Williamson

Tasting Room Management Certificate

COURSE REQUIREMENTS

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

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

VITICULTURE & ENOLOGY

Basic Tractor Repair $119

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

13243 Feb. 2 S 9 a.m.–3 p.m. Middle Fork Farm Busching

Tractor Safety $69

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

13244 Mar. 9 S 9 a.m.–1 p.m. Middle Fork Farm Busching
### Canopy Management

$129

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

13161  Jun. 8  S  9 a.m.–5 p.m.  Busching

### Dormant Pruning

$129

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

13240  Feb. 9  S  9 a.m.–5 p.m.  Rausse

### 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.

13246  Jan. 26  S  9 a.m.–5 p.m.  King Family Vineyards  Finot

### 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.

13247  May 4  S  9 a.m.–5 p.m.  Williams

### Soil Prep & Planting

$129

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

13170  Apr. 27  S  9 a.m.–5 p.m.  Busching

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### 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
Enology Certificate Program

COURSE REQUIREMENTS

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

Sparkling Wine Making

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.

13169  Apr. 20  S 9 a.m.–5 p.m.  Hodson

Vine Grafting & Propagation

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

13254  Apr. 13  S 9 a.m.–5 p.m.  Rausse

Vineyard Management: Part I

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.

13186  Feb. 23–Jun. 29  S 9 a.m.–4 p.m.  DuCard Vineyards

Vineyard Spraying

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.

13242  Jun. 15  S 9 a.m.–5 p.m.  First Colony Winery

Wine Blending

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.

13248  Apr. 13  S 9 a.m.–1 p.m.  Stinson Vineyards  Finot
Winery Design & Equipment

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

13150  Mar. 23  S  9 a.m.–5 p.m.
Glass House Winery  Sanders

Introduction to Cider Making

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

13221  Mar. 30  S  9 a.m.–5 p.m.  Madany
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: October 2018
- 7th Grade Explore Careers Day: March 2019

Summer STEM & Arts Academies:

- KidsCollege @ PVCC: Jun. 10–Aug. 9, 2019
- KidsCollege @ Fluvanna: Jun. 3–14, 2019
- KidsCollege @ CATEC: Jun. 17–28, 2019
- ACE (Assistant Counselor Education) for high school students: June 10–Aug. 9, 2018
- Scholarships available

For more information:
kidscollege@pvcc.edu • 434.961.5354 • www.pvcc.edu/kidscollege
Ed2go provides online education certification courses and corporate training. To view these classes, go to: www.ed2go.com/piedmont


Some popular classes include:

- Speed Spanish Series
- Accounting Fundamentals Series
- Medical Terminology
- SQL Series
- GRE Prep Series
- Introduction to SQL
- Accounting Fundamentals
- Grant Writing Suite
- Medical Coding
- Effective Business Writing
- Project Management Fundamentals
- Creating WordPress Websites Series
- Human Anatomy & Physiology
- Grammar Refresher Series
- Discover Sign Language
- SAT/ACT Prep Series
- Introduction to Python 3 Programming
- Java Programming Series
- Introduction to Interior Design

Career Training with ed2go

Prepare for a new career in healthcare, business, IT and other fields. Visit: http://careertraining.ed2go.com/piedmont

ARTS AND DESIGN
Online graphic design and web design programs make it easy for you to learn new skills or transition to a new career.

COMPUTER APPLICATIONS
Whether you want to earn Microsoft certifications, learn QuickBooks, or even Photoshop, these online training programs can help you achieve your goals.

HOSPITALITY
Making a career out of helping others can be incredibly rewarding. Whether you want to be a travel agent, a wedding planner, or even a pastry artist, these online hospitality training programs can help you get started.

WRITING
Careers in writing are difficult to break into, even if you have a degree in writing studies. These online writing courses will teach you specialty careers and techniques to give you an edge within the industry.
PVCC Workforce Services provides dynamic customized training and services that respond to the specific needs of companies. Our industry-trained instructors will collaborate with your company to determine learning outcomes, design a just-in-time training solution and deliver classes when and where it works best for you. Your place or ours!

Some examples of training at work:
- Consulting & Coaching
- Leadership/Supervision Training
- Computer Training
- CDL
- CPR/First Aid
- OSHA/Safety/Forklift
- Project Management

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

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

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

Refund Policy:
Participants must withdraw from a class at least 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.
registration

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

You will receive a confirmation email and reminders before class.

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

Name: __________________________ 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? __________________________

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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
Through a grant from GOVirginia, PVCC supports economic development in the beverage industry in Central Virginia by training workers in craft brewing, cidery, distilling and enology. See pages 25–31 for class offerings.