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

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CT Customizable Class. See page 30 for details.
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.

PVCC WORKFORCE SERVICES FASTFORWARD GRADUATION

CONGRATULATIONS!
**FastForward PROGRAMS**

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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 call 434.961.5330 or for more information.

**FINANCIAL ASSISTANCE FOR NON-CREDIT TRAINING RESULTING IN INDUSTRY CREDENTIALS**

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 approved programs.
**ADOBEE CREATIVE SUITE**

### Adobe InDesign Beginner

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

14427  Sept. 10–12  T, Th  1–4 p.m.  Finn

**$175**

### Adobe PhotoShop Beginner

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

14428  Sept. 5  Th  noon–4 p.m.  Finn

**$105**

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**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. Victoria Dye 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.

14490  Aug. 28–Sept. 25  W  6–8 p.m.
Field Trip:  Sept. 7  S  7:30–9:30 a.m.
Field Trip:  Sept. 20  F  5:30–7:30 p.m.  Dye

**$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.

14491  Oct. 2–Nov. 20  W  6–8 p.m.
Field Trip:  Oct. 26  S  8–10 a.m.
Field Trip:  Nov. 15  F  5–7 p.m.  Dye

**$299**
MARKETING

Seven Principles of Marketing $69

Marketing - advertising, what's the difference? This course will unveil the seven factors that make up 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.

14623  Sept. 21  S  9 a.m.–noon  Cook

Shine! Administrative Professionals Seminar $99

Come learn how to shine! Learn how very critical your role is to the company or organization you represent. Learn verbal communication standards, impeccable phone manners, social media etiquette, the art of written communication with marketing implications, diplomacy with difficult customers and much more. This is a full-day course with a 1.5 hour break for lunch.

14724  Oct. 2  W  8:30 a.m.–4 p.m.  Reynolds

LUNCH FROM BREADWORKS!

LUNCH & LEARN SERIES

Lunch & Learn: Telling Your Story $35

Focus on the why you do what you do and become equipped to tell your story. Learn the art of networking and articulation techniques that will empower you to be more impactful developing leads and overall, relationships with prospective customers. Lunch from Breadworks!

14616  Oct. 9  W  11 a.m.–1 p.m.  Moskowitz

Lunch & Learn: Getting Results Without Authority $35

This class prepares you to radiate self-confidence and get immediate on-the-job results. Learn how winners always get the job done and encourage free and enthusiastic cooperation. You will learn to leverage the key components of persuasion: discovery, preparation and dialogue.

14677  Aug. 29  Th  11 a.m.–1 p.m.  Cook

Like us on Facebook and follow us on Twitter to keep up-to-date with events and the latest class offerings.

www.facebook.com/PVCCWFS
www.twitter.com/PVCCWFS
**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.  
14436  Sept. 12–26     Th  6–8:30 p.m.     Bays  
14437  Sept. 17–Oct. 1   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.  
14438  Oct. 9     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.

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**EDUCATION**

**Make Learning Math Fun**  
$125  
You will be able to integrate all the levels of Bloom’s Taxonomy while keeping students engaged in interactive, fun activities to boost motivation and excitement in the classroom. We will discuss all subjects areas ranging from kindergarten through 10th grade, with strong emphasis on math, science and language arts concepts. You will learn how to assist students to create their own learning tools, challenge themselves and each other, and take ownership of their own learning.  
14615  Oct. 7–15  M, T  6–8 p.m.  Torkornoo

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**ADULT EDUCATION CLASSES**

**Thomas Jefferson Adult & Career Education**

**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](http://www.pvcc.edu/tjace)
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<th>Course Description</th>
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<td>Intro to QuickBooks + Recordkeeping &amp; Taxation for Small Businesses</td>
<td>$99</td>
<td>Aug. 16</td>
<td>F</td>
<td>9 a.m.–4 p.m.</td>
<td>Brown</td>
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<tr>
<td>Recordkeeping, Taxation &amp; 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.</td>
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<td>Intermediate QuickBooks: Moving Beyond the Basics</td>
<td>$99</td>
<td>Sept. 13</td>
<td>F</td>
<td>9 a.m.–4 p.m.</td>
<td>Brown</td>
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<tr>
<td>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.</td>
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<tr>
<td>Microsoft PowerPoint Level 1</td>
<td>$65</td>
<td>Sept. 24</td>
<td>T</td>
<td>9 a.m.–noon</td>
<td>Cook</td>
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<tr>
<td>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.</td>
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<td>Microsoft PowerPoint Level 2</td>
<td>$65</td>
<td>Oct. 15</td>
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<td>9 a.m.–noon</td>
<td>Cook</td>
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<tr>
<td>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.</td>
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<tr>
<td>Microsoft PowerPoint Level 2</td>
<td>$65</td>
<td>Oct. 19</td>
<td>S</td>
<td>9 a.m.–noon</td>
<td>Cook</td>
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Microsoft Outlook 2016 Tips & Tricks

This course will teach you the skills you’ll need to successfully use Outlook 2016. You’ll learn everything you need to know from the basics and all the advanced Outlook 2016 features.

You’ll learn how to...

• Navigate Outlook
• Create and format emails
• Organize emails into folders
• Create folders
• Use the Calendar module
• Add appointments, meetings, and events to the calendar
• Use the Task module to manage your to-do list
• Add contacts to address books
• Create address books
• Create notes
• Add images and charts to emails

14429  Nov. 11  M  9 a.m.–4 p.m.  Brown

Microsoft 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.

14440  Nov. 4  M  9 a.m.–noon  Cook
14441  Nov. 9  S  9 a.m.–noon  Cook

NEW

CompTIA A+ CT

Full Tuition $2,502/FastForward Tuition: $834

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.

14712  Aug. 26–Nov. 4  M, W  6–9 p.m.  Apoian

SAVE THE DATE!

Administrative Professionals Appreciation Day

Wednesday
April 22, 2020
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 noncertified, licensed or non-licensed, healthcare professionals with the skills to keep people alive until they can be brought to a hospital or be treated with more advanced lifesaving measures. This course includes the skills of CPR, use of an AED and relief of choking for adults, children and infants. Students must pass a written exam and skills test in order to qualify for a BLS for Healthcare Provider Course Completion Card.

14633  Aug. 3  S  9 a.m.–3 p.m.  Short
14634  Aug. 17  S  9 a.m.–3 p.m.  Short

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/workforce/healthcare or contact Workforce Services at 434.961.5354.

UPCOMING INFORMATION SESSIONS

Jefferson School Center, Room J127

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AUGUST

Aug. 7  Aug. 6
Aug. 21  Aug. 22

SEPTEMBER

Sept. 4  Sept. 5
Sept. 11  Sept. 12
Sept. 25  Sept. 26

OCTOBER

Oct. 9  Oct. 8
Oct. 23  Oct. 22

NOVEMBER

Nov. 6  Nov. 7
Nov. 13  Nov. 12
Nov. 25  Nov. 26

DECEMBER*

Dec. 11  Dec. 10
Dec. 12  Dec. 17
Dec. 18  Dec. 19

*December dates are subject to change.

The American Heart Association 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
Full Tuition: $1,599/FastForward Tuition: $533

Pre-registration Information Session
Attendance is required.

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 HS Diploma/GED.

14657  Sept. 17–Oct. 29  T, Th, F  9–1 p.m.
Jefferson 125, 129  Staff

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, provide a copy of their active, unrestricted Virginia CNA certificate, and submit a background check, drug screen and PPD (negative TB testing) prior to start of class.

14655  Sept. 9–Oct. 18  M, W, F  5–9 p.m.
Jefferson 127  Staff
14659  Nov. 4–Dec. 16  M, W, Th  5–9 p.m.
Jefferson 127  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-Day Class
Full Tuition $2,337/FastForward Tuition: $779
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.

14653  Aug. 19–Oct. 18  M, W  9 a.m.–1 p.m.  Jefferson 127, 131  Staff
14654  Nov.1–Dec.17   M, T, Th, F  8:30 a.m.–3 p.m.  Jefferson 127, 131  Staff

Nurse Aide-Evening Class
Full Tuition $2,337/FastForward Tuition: $779
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.

14652  Sept.30–Dec.19  M, Th 5:30–9:30 p.m.  Jefferson 127, 131  Staff

Pharmacy Technician
Full Tuition $1,599/Fast Forward Tuition: $533
This comprehensive 50 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 50 hour program, submit to a thorough background check, drug screening and meet other requirements. Students who complete this program will also have the opportunity to pursue the Pharmacy Technician Certification Board’s (PTCB) Exam.

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

14556  Aug.20–Oct.10  T, Th  6–9:30 p.m.  Jefferson 111  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.
Phlebotomy Technician
Full Tuition $2,334/Fast Forward 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.

Note: No class November 29 and 30.

14658  Nov.1–Dec.18  W, F  5:30–9:30 p.m.
Jefferson 125  Mendez/Collins

To register for Fastforward classes, visit www.pvcc.edu/workforce

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.

Teach for us!
Go to www.pvcc.augusoft.net
Click on Teach for Us.

Look for this symbol to advance your career!
**WELLNESS**

**Cultivate Happiness**

Who would not want to feel happier? How can you juggle all those responsibilities and problems and be happy too? Take this class to learn how! In this course you will find your personal power and learn to use it to increase satisfaction in your life. You will learn to shift attitudes, practice noticing when things are going well, offer gratitude regularly and more. Master new tools of self-support and tell new stories of positivity. Come find out how life can be more fun and rewarding!

14563  Sept. 24  T  6–8 p.m.  Pearlman

**Mind-Body Balance: Taking Time for You**

Come and be rejuvenated, invigorated and inspired to explore your path to creating dynamic balance in life. Through discussion, presentation, inquiry and mindfulness practice, you will explore easy ways to create mind-body balance while reducing your stress and increasing your energy. You will also discover 25 tips that can bring you more balance, energy, peace, pleasure and well-being.

14538  Sept. 26  Th  7–9 p.m.  Tate

**Yoga: An Eight-Limbed Path**

All levels welcome. Whether you are just beginning or a seasoned practitioner, this is an enlightening course that will cover yoga in depth. There will be movement involved. Yoga is an eight-limbed path, and the physical practice is only one of the limbs. This class will cover the basic philosophies of yoga in a way that will help you develop mindful practices to adopt in every day life.

14541  Aug. 20–Sept. 10  T  6–8 p.m.  Wall

**Autism: Causes, Characteristics & Courses of Action**

You will learn the answers to the following questions: What are the characteristics? Why is it a spectrum? What life skills are needed? Can all young adults become independent? What are the ramifications in adulthood? How do you capitalize on their strengths? What are the causes?

14651  Oct. 7–Nov. 4  M  6–8 p.m.  Brezinski
industry & trades

CDL

Commercial Driver’s License

Class A

Full Tuition $4,500/Fast Forward 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

Class start dates

Full Time: Aug. 6, Sept. 3, Oct. 1, Oct. 29, Nov. 26
Part Time: Sept. 8, Nov. 17

14479 Jul. 13–Sept. 15 S, Su 8 a.m.–4 p.m. Shippers Choice

CDL

HEAVY EQUIPMENT OPERATOR

Heavy Equipment Operator

Level 1

Full Tuition $2,748/Fast Forward 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. You will learn using both simulators and actual equipment in the field.

14628 Jul. 20–Aug. 25 S, Su 8 a.m.–5 p.m. Shippers Choice
14629 Sept. 7–Oct. 13 S, Su 8 a.m.–5 p.m. Shippers Choice
14705 Oct. 19–Nov. 23 S, Su 8 a.m.–5 p.m. Shippers Choice

To register for CDL FastForward classes, call Mike at 434.961.5452
To register for Heavy Equipment Operator classes, call 434.961.5354
BUILDING 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.

14642 Aug. 26–Sept. 30 M 6–8:30 p.m.
Heartmoor Farm Wood Shop

Intermediate Carpentry $330

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

14644 Oct. 7–Nov. 25 M 6–8:30 p.m.
Heartmoor Farm Wood Shop

Basic Contractor Licensing $229

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

14449 Sept. 21 S 9 a.m.–5:30 p.m.
PVCC Main Building, Rm. 159 Reid

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

Introduction to Air Conditioning
Full Tuition $1,275/Fast Forward 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.

14637  Aug. 21–Oct. 3  W, Th  6–9 p.m.
CATEC   Northington

Air Conditioning & Electrical Systems Troubleshooting
Full Tuition $1,275/Fast Forward 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.

14636  Oct. 16–Dec. 4  W, Th  6–9 p.m.
CATEC   Northington

Aptment Maintenance Technician
Full Tuition $2,100/Fast Forward 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.

14688  Aug. 24–Nov. 2  S  9 a.m.–5:30 p.m.
Sullivan

To register for FastForward classes, visit www.pvcc.edu/fastfoward
NCCER HVAC Level 1 with Core Craft

Full Tuition $2,541/FastForward Tuition $847

Learn the fundamentals of installing and maintaining air conditioning and heating systems! This rigorous, hands-on class includes basic safety, communication skills, construction drawings and math, basic electricity, the refrigeration cycle, cooling and heating concepts, air distribution systems, basic copper and plastic piping practices, soldering and brazing and basic carbon steel piping practices. Students completing course will have the opportunity to earn the NCCER Core Craft and HVAC Level 1 credentials.

No class on Saturday, Sept. 28, 2019; Nov. 16, 2019; Feb. 1, 2020; March 28, 2020 & April 18, 2020.

14666 Aug. 17–May 2  S  8 a.m.–12:30 p.m.  Jefferson 111  Northington

NCCER Core Craft

Fall Tuition $1098/FastForward Tuition $366

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 Tools, Introduction to Power Tools, Introduction to Construction Drawings, Basic Rigging, Basic Communication Skills, Basic Employability Skills, and Introduction to Material Handling.

14722 Aug. 29–Dec. 5  Th  6–9 p.m.  Staff

NCCER Construction Craft Laborer Level 1 with Core Craft Kickstarter

Full Tuition $2,223/Fast Forward Tuition $741

Kickstart your career in the construction industry! This program will give you the training you need to become a skilled construction professional and set you on the path of growth and success. You will learn basic safety, construction math, hand tools and power tools, construction drawings, basic rigging, materials handling, building materials, fasteners and adhesives, site layout I: differential leveling, handling and placing concrete, foundations and slab-on-grade, reinforcing concrete, team building and communications.

14721 Sept. 9–Nov. 20  M,W  6–9 p.m.  Staff

Scholarships are available on a limited basis through AGCVA.
NCCER Electrical Level 1 with Core Craft

Full Tuition $2,304/Fast Forward Tuition $768

This course is designed to teach basic concepts used in the electrical industry, leading to the NCCER Core Curriculum Certification and the NCCER Electrical Level 1 Certification. Course topics include safety, construction math, hand and power tools, construction drawings, riggings, communication skills, employability skills, materials handling, orientation to the electrical trade, circuits, electrical theory, National Electric Code, device boxes, hand bending, raceways and fittings, conductors and cables, residential electrical services and electrical test equipment.

14691 Aug. 19–Nov. 11/Jan. 27–Apr. 15 M, W 6–9 p.m. Jefferson 111 Sullivan

NCCER Electrical Level 4

Full Tuition $1,650/Fast Forward Tuition $550

This course includes technical hints and tips from industry experts plus load calculations – feeders and services, health care facilities, standby and emergency systems, basic electronic theory, fire alarm systems, specialty transformers, advanced controls, HVAC controls, heat tracing and freeze protection, motor operation and maintenance, medium-voltage terminations/splices, special locations and fundamentals of crew leadership.

14720 Aug. 27–May 11 T 5:30–9:30 p.m. Sullivan

No classes from Dec. 18–Feb. 3

NEW

SOLAR TECHNICIAN ASSOCIATE BOOT CAMP

Solar Technician Associate Boot Camp

Full Tuition $1,425/Fast Forward 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.

14626 Nov. 11–15 M–F 8 a.m.–5 p.m. Peltola/Faust

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

Four-Stroke Engine Repair Certification
Full Tuition $525/Fast Forward Tuition: $175
This class will prepare you to take the Equipment and Engine Training Council (EETC) four-stroke certification exam.
14577  Aug. 26–Sept. 18  M, W  6–9 p.m.
Beavers

Two-Stroke Engine Repair Certification
Full Tuition $465/Fast Forward Tuition: $155
Learn the theory and how the components work together. Learn two-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.
14578  Sept. 23–Oct. 9  M, W  6–9 p.m.
Beavers

Compact Diesel Engine Repair
Full Tuition $825/Fast Forward 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.
14702  Oct. 14–Nov. 20  M, W  6–9 p.m.
Beavers
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

GMAW Welding Certification

Full Tuition: $3,903/FastForward Tuition: $1,301

Certification training consists of 80 hours.

<table>
<thead>
<tr>
<th>Week</th>
<th>Welding Position</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>

Offered Th & F or S & Su  8 a.m.–4 p.m.

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.

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.

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.

<table>
<thead>
<tr>
<th>Week</th>
<th>Welding Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>1-G rolled flat position</td>
</tr>
<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>

Offered Th & F or S & Su  8 a.m.–4 p.m.
WOODWORKING

Timber Framing I

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

14645 Aug. 30–Sept. 27 F 6–8:30 p.m.
Heartmoor Farm

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

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. 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.

Prerequisite: Woodworking I.

NEW day classes!
14681 Sept.3–19 T, Th 9:30 a.m.–noon
14682 Sept.3–19 T, Th 6–8:30 p.m.

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. 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.

Prerequisite: Woodworking I.

NEW day classes!
14684 Oct. 1–17 T, Th 9:30 a.m.–noon
14685 Oct. 1–17 T, Th 6–8:30 p.m.

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. 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.

Prerequisite: Woodworking I and II.

Note: No Class on 11/22/2018.

NEW day classes!
14686 Oct.29–Nov.14 T, Th 9:30 a.m.–noon
14687 Oct.29–Nov.14 T, Th 6–8:30 p.m.
UAS FOR PUBLIC SAFETY OPERATIONS

Advanced Aerial Cinematography & Photography Workshop

$749

Drones are arguably the single most important technological development for film and television in the last 25 years. Today nearly every feature film, television show or commercial production is using drone-mounted cameras. No other creative pursuit is as complex and rewarding. Drone artists today need to master the delicate balance of unmanned aerial flight (aviation), photography and rapidly evolving government regulations. Within this art form there is broad “gray area” of permissibility versus capability. Today’s drone cinematographers need to balance the desire to “get the shot” against a complex array of production resources, opportunities, rules, regulations and crew safety protocols. Registered students must hold a Remote Pilot in Command certificate. Knowledge of video editing software is recommended.

14540 Sept. 16–20 M–F 9 a.m.–5 p.m. Kelly

NEW www.facebook.com/pvccuas

www.twitter/pvccwfs #uasva20

Fourth Annual National Public Safety UAS Conference

MARCH 2–4, 2020

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.

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

Bartending $229

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.

14665 Sept. 10–Oct. 8 T 6–9 p.m.
Jefferson 120 Mazzeo

BREWING

Beer Brewing & Beyond: Learn & Create Beer Styles from Around the World $659

This class will take an in-depth look at all processes of beer brewing from start to finish. Topics covered will include equipment used, processes involved, industry terminology, an in-depth look at ingredients and advanced beer styles from around the world. All ingredients of beer will be discussed, including water quality, hops selection, usage and storage, malt and adjunct varieties, as well as a deep dive into yeast culture. Students will spend multiple days interacting with a professional brewmaster and working on two professional systems to create multiple styles of beer. Once styles have been produced students will participate in beer sensory analysis and quality control in a professional lab. Must be 21 years old to register. Class held at Wild Wolf Brewery, Nellysford, VA.

14551 Sept. 7–Oct. 19 S 9 a.m.–3:30 p.m.
Wild Wolf Brewery

Commercial Craft Brewing $799

This 11-week 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. Reduced tuition due to generous contribution from Devils Backbone Brewing Company.

14725 Aug. 27–Nov. 7 T, Th 6–9 p.m.
Wolf/French

www.facebook.com/pvccbrewing
www.facebook.com/pvcccraftbrewing
## 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 and 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>14566</td>
<td>Aug. 17</td>
<td>S</td>
<td>8:30 a.m.–5:30 p.m.</td>
<td>Campbell</td>
</tr>
<tr>
<td>14670</td>
<td>Sept. 14</td>
<td>S</td>
<td>8:30 a.m.–5:30 p.m.</td>
<td>Campbell</td>
</tr>
<tr>
<td>14671</td>
<td>Oct. 4</td>
<td>M</td>
<td>8:30 a.m.–5:30 p.m.</td>
<td>Campbell</td>
</tr>
<tr>
<td>14678</td>
<td>Nov. 18</td>
<td>M</td>
<td>8:30 a.m.–5:30 p.m.</td>
<td>Campbell</td>
</tr>
<tr>
<td>14701</td>
<td>Dec. 10</td>
<td>T</td>
<td>8:30 a.m.–5:30 p.m.</td>
<td>Campbell</td>
</tr>
</tbody>
</table>

### TASTING ROOM MANAGEMENT

#### Introduction to Tasting Room Management

Want to make your tasting room more memorable and profitable? Learn tasting room staffing and training, events management and tips, wine tasting strategies, tours, social media as well as other ideas to increase business.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
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<th>Time</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>14660</td>
<td>Sept. 23</td>
<td>M</td>
<td>9 a.m.–1 p.m.</td>
<td>Mitchell</td>
</tr>
</tbody>
</table>

#### Legal Issues for the Tasting Rooms

Learn the legal issues involved in running a farm winery tasting room from Virginia’s wine lawyer, MaryBeth Williams. Topics include state compliance for direct shipping.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>14668</td>
<td>Sept. 10</td>
<td>T</td>
<td>9 a.m.–noon</td>
<td>Williams</td>
</tr>
</tbody>
</table>
Pairing Food with Wine

$109

Join us at Charlottesville’s highly acclaimed C&O Restaurant. Enjoy gourmet food and wine as sommelier, Erin Scala, covers how to properly taste wine, prepare a menu, select wines and food for the occasion, serve wine, wine faults, and a few do’s and don’ts about wine. Note: A separate food and wine charge of $40/night all inclusive payable to the C&O Restaurant will apply.

14643 Nov. 4–18 M 6:30–8:30 p.m.
C&O Restaurant Scala

VITICULTURE & ENOLOGY

Fermentation & Racking

$129

From juice the wine is made. Matthieu Finot, winemaker and consultant, will teach the intricate processes of wine fermentation and racking from the point at which the juice enters the tanks. Topics include primary fermentation, malolactic fermentation, yeasts, carbonic maceration, temperature control, fining, steel tanks, oak barrels and more.

14667 Oct. 26 S 9 a.m.–5 p.m.
King Family Vineyards Finot

Harvesting & Basic Analysis of the Must

$129

Harvesting is peak season in the wine industry. You will begin with the critical process leading up to the decision to harvest. Follow Gabriele Rausse, famed father of modern Virginia wine, on a journey with the grapes from the vineyard to the winery. This hands-on class includes field observation, tasting in the vineyard, laboratory testing (actual testing will be conducted), harvesting methods and equipment, sorting, pressing, crushing, stemming, steel tanks and winery equipment.

14703 Sept. 14 S 9 a.m.–5 p.m. Rausse
Introduction to Viticulture $129
Establishing a vineyard requires sound management decisions from the initial planning stage through the harvesting of grapes. This class provides you with practical information on the elements needed to start a working vineyard — everything from grape selection to harvesting! Class starts at PVCC and includes visits to several vineyards.
14663  Dec. 7  S  9 a.m.–5 p.m.  Busching

Pest Control $129
How can you control pests and weeds without compromising the quality of the fruit? Learn about various types of pests and the damage they can cause. Lunch is included.
14528  Jul. 27  S  9 a.m.–5 p.m.  Rausse

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

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

www.facebook.com/pvccwine
For winery locations go to: virginiawine.org/wineries
Seven Best (and Worst) Ways to Start a Vineyard

In this class, we will look at the essential components that go into vineyard planning and management. These include economic considerations, site evaluation, varietal selection, rootstock choices, vineyard design, labor requirements and mechanization. Lucie Morton has followed the evolution of winegrowing in her home state of Virginia since the 1970s and can clearly show and explain what are the keys to successful vineyards. As a general viticulturist, she will outline the challenges of grape growing here in a holistic way whereby she shows how each decision affects the entirety of the operation and its chances for success.

14664 Nov. 9 S 9 a.m.–1 p.m. Garrett

Vineyard Management: Part II

Adopt a row of vines this summer! 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 how to make crucial vineyard management decisions to meeting your business objectives. 

Prerequisite: Vineyard Management: Part I
Harvest Date: Sept 24th subject to change

14530 July 20–Sept. 23 S noon–4 p.m. DuCard Vineyards

Vineyard Site Selection

Find the ideal location for your vineyard - the most important and fundamental decision in the process of wine grape growing! This class includes the fundamentals of vineyard design and layout.

14704 Oct. 26 S 9 a.m.–5 p.m. Busching

Wine Bottling

Covers the final stages of fermentation in preparation for bottling, including equipment used, selection of bottles and labeling. Includes hands-on experience.

14529 Aug. 3 S 9 a.m.–5 p.m. Rausse

Winery Start-Up

Thinking of starting a winery? Learn the ins and outs of the application process at various federal and state agencies in this nuts and bolts class with Virginia winery compliance attorney Mary Beth Williams of Williams Compliance.

14669 Sept. 21 S 9 a.m.–noon Williams
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Instructor-led courses | Start Dates: Aug. 14, Sept. 11

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City: __________________________  State: __________  Zip Code: _________  County: _________

Email Address: ____________________________ (Required for confirmation and class reminders)

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☐ 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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PVCC Workforce Services
Fall 2019 Noncredit Class Schedule

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