CLASS SCHEDULE

Workforce Services

Fall 2017 NONCREDIT CLASSES

Unmanned Aerial Systems

Commercial Driver’s License

www.pvcc.edu/workforce
## Financial Assistance

- Workforce Credentials Grant
- FANTIC

## Health Care

- Health Careers
- Healthcare Fall Information Sessions
- CPR

## Beauty

- Cosmetology

## Wellness

## Industry • Trades • Transportation

- Auto Dealer
- Construction
- HVAC
- Small Engine Repair
- Welding
- Woodworking
- Commercial Driver's License

## Unmanned Aerial Systems

- UAS for Commercial Operations

## Online Classes

## Brewing • Wine • Food

- Brewing
- Culinary
- Hospitality
- Tasting Room Management
- Viticulture & Enology

## Arts & Design

- Acting
- Adobe Creative Suite
- Art
- Photography
- Video Production

## Business & Management

- Business & Accounting
- Project Management
- Chamber Business Academy @ PVCC
- Communications & Writing
- Entrepreneurship
- Marketing & Social Media

## Computers & Technology

- Audio Engineering
- Computer Applications

## Early College On-Ramp

## Customized Training

## Registration
Have you been a resident of Virginia for the past 12 months? If yes, then you are eligible for the WORKFORCE CREDENTIALS GRANT

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.

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/workforce/financial-assistance
To check eligibility and apply contact Ashley Robinson at arobinson@pvcc.edu or 434.293.8901.

**Note:** As a condition of receiving the grant, all students are required to sign the New Economy Workforce Credential Grant Program (WCG) Release Form. This form specifies that if a student does not successfully complete the course, he or she is responsible for paying an additional 1/3 of the total course cost to PVCC.

**Sample Release:**
I am enrolling in this class as part of the New Economy Workforce Credential Grant Program (WCG). As a condition of receiving the grant, I agree to the following terms and conditions as specified on this site: http://bit.ly/2g1B5N3.

WCG Look for this symbol throughout the catalog for WCG qualified classes.

JUNE 2017 WCG GRADUATION

Congratulations!
FANTIC
FINANCIAL ASSISTANCE FOR NON-CREDIT TRAINING RESULTING IN INDUSTRY CREDENTIALS

Here’s how it 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.*

<table>
<thead>
<tr>
<th>CREDENTIAL</th>
<th>PAGE</th>
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<td>HEALTH CARE</td>
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<td>Certified Nurse Aide</td>
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<tr>
<td>Clinical Medical Assistant</td>
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<tr>
<td>Mammography Technologist</td>
<td>**</td>
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<tr>
<td>Pharmacy Technician</td>
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</tr>
<tr>
<td>Phlebotomy Technician</td>
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<td>WELDING &amp; SOLDERING</td>
<td></td>
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<tr>
<td>Certified Welder</td>
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<tr>
<td>Soldering Certification</td>
<td>**</td>
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<td>Welding (GMAW)</td>
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<td>Pipe Welding (SMAW)</td>
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<tr>
<td>TRANSPORTATION</td>
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<tr>
<td>Commercial Driver’s License</td>
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<td>INDUSTRY</td>
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<td>2-Stroke Engine Repair Certification</td>
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<td>4-Stroke Engine Repair Certification</td>
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<tr>
<td>Electrical Systems Certification</td>
<td>Spring</td>
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<tr>
<td>Driveline/Hydraulics Certification</td>
<td>Spring</td>
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<tr>
<td>Electrical -Level I</td>
<td>**</td>
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<tr>
<td>EPA Section 608 Technician Certification (HVAC)</td>
<td>9</td>
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<tr>
<td>PROJECT MANAGEMENT</td>
<td></td>
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<tr>
<td>Certified Associate in Project Management (CAPM)</td>
<td>23</td>
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<tr>
<td>Project Management Professional (PMP)</td>
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</table>

*Approved credentials are subject to change. Check out website for more information.

** Courses are not being offered as part of the regular programming for the current semester, but are available on a contract-training basis. For company contract opportunities contact Kathy Reid at 434.961.5330 or kreid@pvcc.edu for more information.

To check eligibility and apply, contact:
Ashley Robinson at arobinson@pvcc.edu or 434.293.8901.
“This program was life-changing for me! Six months after discovering the PVCC workforce program and the eleVate SNAP program, I have a much more secure financial future, and my personal roadblocks are much more manageable. I don’t have to work for minimum wage anymore, or settle for letting the problems of my past limit my future.”

Claire Ashby, CNA
PVCC Workforce Nurse Aide Program

HEALTH CAREERS

Certified Nurse Aide

Full Tuition: $2,298 / WCG Tuition: $766

Pre-enrollment interview required. Please contact JoAnna Collins, nurse aide program coordinator, at jcollins@pvcc.edu or 434.961.5377, to schedule an interview.

This 136-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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Start Date</th>
<th>End Date</th>
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<td>Jefferson 127</td>
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<td>9781</td>
<td>Oct. 17–Dec. 8</td>
<td>Day Class</td>
<td>Jefferson 127</td>
<td>TBD</td>
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</table>

Mammography Technologist Certification (ARRT)

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

This online class prepares students to sit for the ARRT licensure exam in Mammography. Students must be current, licensed Radiologic Technologists to apply.

For RT licensure verification and more information contact Nicole Winkler in the Health and Life Sciences Division at 434.961.5427 or nwinkler@pvcc.edu.

To register contact PVCC Workforce Services at 434.961.5354.
Phlebotomy Technician Program

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

This 90-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 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.

10456 Sep. 11–Nov. 8 M, W, F 5–8:30 p.m. TBA
Optional 100-hour externship $30

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.

9684 Sep. 9 S 9 a.m.–3 p.m. Short $95
9771 Oct. 14 S 9 a.m.–3 p.m. Gaines $95
9685 Nov. 18 S 9 a.m.–3 p.m. Carmines $95
9686 Dec. 9 S 9 a.m.–3 p.m. Short $95

CPR AED/First Aid or BLS for Healthcare Provider: Skills Check Only

PVCC offers monthly skills checks for your CPR certification. This is a two-hour, hands-on skills practice and testing session (Parts 2 and 3) with an American Heart Association Instructor that follows the online Part 1 course. To complete Part 1, visit www.onlineaha.org/courses.

Note: Online registration is not available for this class. Please call Workforce Services at 434.961.5354 and a staff member will enroll you.

9772 Sep. 18 M 10 a.m.–2 p.m. Gaines $55
9773 Oct. 16 M 10 a.m.–2 p.m. Gaines $55
9775 Nov. 13 M 10 a.m.–2 p.m. Gaines $55

Customizable Class. See page 30. Workforce Credentials Grant Class. See page 3
beauty

COSMETOLOGY

Makeup Artist Training
Start a new career as a professional makeup artist or enhance your everyday look. Make corrections with a concealer, get that sun-kissed glow, and use highlighting, shading, and contouring for great bone structure. Enhance your eyes and learn how to choose a lipstick. Please bring your own makeup, brushes, and a small standup mirror to each class. After registering, you will be emailed a list of other supplies to bring. Charlottesville Makeup Artist LLC has applied makeup on 3,500+ faces and created a popular makeup artist blog focusing on hair, makeup, and weddings in the Charlottesville area.

9678  Oct. 18–Dec. 6  W  6–9 p.m.
Charlottesville Makeup Artist LLC  $379

wellness

Introduction to Massage in a Home Setting
Massage helps reduce stress, increase circulation and relieve soreness and stiffness from work, a sports event, or being housebound. Designed for the layperson and for anyone interested in receiving future training in massage therapy, you will study and practice the basics of Swedish Massage (circulation- and relaxation massage), along with alternative techniques for people who are ill, injured, disabled, or have mobility limitations. Bring $30 cash or check materials fee to the instructor at the first class for an instructional pamphlet and video for home use plus oils and creams for class use. You may bring your own portable massage table if you have one. You may also bring a yoga mat, pillow, and blanket. Registration with a partner is encouraged, but singles are welcome also!

Note: Save on your second registration! After you register online, call 434.961.5354 to enroll your partner for only $70.

9654  Nov. 2–30  Th  6:30–8:30 p.m.
Walsh  $116

Easy Online Registration
Sign up for noncredit classes online at www.pvcc.edu/workforce
AUTO DEALER

VIADA Dealer Operator
A course required by Virginia statute for those wishing to apply for a motor vehicle dealer-operator license through the Virginia Motor Vehicle Dealer Board and for current dealers who wish to broaden their knowledge. You must satisfactorily complete the course before sitting for the final examination by the board. Please bring a pen/pencil and a calculator to class.
Note: If you register on or before 8/8/2017, get a $50 discount! Use discount class code EARLY at checkout.
9180  Aug. 22–23  T, W  8:30 a.m.–5 p.m.  VIADA Staff  $375

CONSTRUCTION

Basic Carpentry
Complete a simple group project using hand and power tools as you learn about basic tool usage, safety equipment, types of wood and different cuts of wood as well as specific fundamentals of house framing. Bring your drawings and photographs of your own maintenance and repair issues or building dreams and all your questions. Class held at Heartmoor Farm, 801 Perkins Road, Kents Store, VA 23084.
9755  Sep. 11–Oct. 16  M  6–8:30 p.m.  Heartmoor Farm Wood Shop  $250

Intermediate Carpentry
Continue the project you began in Basic Carpentry. Topics include hand and power tool usage, safety, and measurement skills. Fastening, joinery techniques, and structural integrity of existing buildings as well as a focus on your current project are included. Class held at Heartmoor Farm, 801 Perkins Road, Kents Store, VA 23084.
9756  Oct. 23–Nov. 27  M  6–8:30 p.m.  Heartmoor Farm Wood Shop  $250

Basic Contractor Licensing
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 who will share his experiences and answer your questions.
9662  Sep. 16  S  9 a.m.–5:30 p.m.  Gauldin  $215
9663  Nov. 11  S  9 a.m.–5:30 p.m.  Gauldin  $215
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 options for joinery cutting methods. Meetings will touch on finishes and options for HVAC systems for timber frames. 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 provided.

9760  Oct. 19–Nov. 16  Th   6–8:30 p.m.
Heartmoor Farm Wood Shop $200

Timber Tools
This is an introduction to the tools, their care, and their use in basic timber framing. We will cover a short history of the architecture, frame design, lumber selection and storage, joinery choices, and integration of sustainable materials. Brace layout, cutting, and preparation for assembly of small frames as well as issues related to aging frames will be addressed. Tools and materials provided.

9758  Sep. 14–Oct. 12  Th   6–8:30 p.m.
Heartmoor Farm Wood Shop $200

HVAC
Introduction to Air Conditioning

Full Tuition: $1,275 / WCG 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.

9751  Aug. 22–Oct. 4  T, W  6–9 p.m.
CATEC Northington

2-Stroke Engine Repair Certification

Full Tuition: $465 / WCG 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.

9747  Sep. 11–27  M, W  6–9 p.m.
Beavers

4-Stroke Engine Repair Certification

Full Tuition: $525 / WCG Tuition: $175
This class shows you detailed diagnostic procedures with some of the latest test equipment and procedures. Students will troubleshoot five different bugged engines. This class will prepare you to take the EETC four-stroke certification exam.

9671  Oct. 2–25  M, W  6–9 p.m.
Beavers

NCCER
CORE CRAFT SKILLS CREDENTIAL

NEW
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
- Introduction to Material Handling

10545  Sept. 11–Oct. 25  M, W  6–9 p.m.
Design Electric Warehouse $1,098
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 offered at the VA School of Metal on the following weekends:
8/12, 8/26, 9/9, 9/23, 10/7, 10/21, 11/4, 11/18, 12/2, 12/16

Ask about our weekday fast track classes.

Please contact PVCC Workforce Services 434.961.5354 to register.

Certified Welder  
Full Tuition: $3,744 / WCG Tuition: $1,248
Certification training consists of 112 hours, and includes classroom lecture, practice and final test. Upon successful completion of the course and passing the test, student will be A.W.S. D1.1 certified for structural welding. Primary emphasis will be on stick welding, properly known as Shielded Metal Arc Welding (SMAW). Classes must be taken in order.

| 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) |

GMAW Welding Certification  
Full Tuition: $3,903 / WCG Tuition: $1,301
Certification training consists of 80 hours.

| Week 1 | 1G position (Flat Plate) |
| Week 2 | 2G position (Horizontal) |
| Week 3 | 3G position (Vertical up) |
| Week 4 | 4G position (Overhead) |
| Week 5 | 4G (Overhead) & 3G (Vertical up) |
| Testing | 3G (Vertical up) position |

Certified Pipe Welding  
Full Tuition: $3,744 / WCG 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 & 5G 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 |
WOODWORKING

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 RW Miller workshop in Faber (Nelson County).

9708  Sep. 5–21  T, Th   6:30–9 p.m.
RW Miller Woodwork  $249

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.

9710  Oct. 3–19  T, Th   6:30–9 p.m.
RW Miller Woodwork  $249

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. Note: No class 11/23

9711  Nov. 7–28  T, Th   6:30–9 p.m.
RW Miller Woodwork  $249

COMMMERCIAL DRIVER’S LICENSE

Full Tuition: $4,500, WCG 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. Classes are scheduled to begin on 8/21, 9/18, 10/16, 11/13 and 12/11 for M-F classes. Classes held on weekends only are scheduled to begin on 9/9 and 11/18. 10400  M–F  8 a.m.–4 p.m.

To register for the PVCC Commercial Driver’s License (CDL) class, please contact Mike Marcotte at 434.961.5367.

BUS DRIVER TRAINING
Full Tuition: $3,300 / WCG Tuition: $1,100
For more information, contact Mike Marcotte at 434.961.5367.
**UAS FOR COMMERCIAL OPERATIONS**

**Remote Pilot Airman**  
Full Tuition: $2,100 / WCG Tuition: $700

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. Three days of classroom training covering complete Part 107 coursework and two days of flight operations training. Topics include regulatory requirements and 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 (exam fee is not included in tuition) 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.

<table>
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<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
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<td>9661</td>
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<td>M–F</td>
<td>8 a.m.–5 p.m.</td>
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online classes

To view these classes, go to: www.ed2go.com/piedmont
Most six-week classes are only $100!

- Certificate in Mindfulness
- Accounting Fundamentals
- Microsoft Excel: Pivot Tables
- Explore a Career in Medical Coding
- A to Z Grant Writing II: Beyond the Basics
- Introduction to SQL
- Medical Terminology: A Word Association Approach
- Certificate in Nutrition, Chronic Disease, and Health Promotion
- Project Management Fundamentals
- Speed Spanish
- Beginning Writer’s Workshop
- Fundamentals of Supervision and Management
- Introduction to QuickBooks
- Computer Skills for the Workplace
- Effective Business Writing
- Creating Web Pages
- Human Anatomy and Physiology
- Medical Terminology II: A Focus on Human Disease
- Explore a Career as an Administrative Medical Assistant
- Creating WordPress Websites

...and hundreds more!

CAREER TRAINING WITH ED2GO

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

CBCS Certified Medical Administrative Assistant with Medical Billing and Coding .............................. $2,695
Residential Interior Designer ............................................................................................................. $1,995
Event Management and Design ...................................................................................................... $1,995
Forensic Computer Examiner ............................................................................................................ $3,095
Help Desk Analyst ............................................................................................................................ $1,495
Human Resources Professional .......................................................................................................... $1,795
Physical Therapy Aide ...................................................................................................................... $1,895
Food and Customer Service Skills ................................................................................................. $850
Freight Broker/Agent ......................................................................................................................... $1,895
Mobile Web Developer ..................................................................................................................... $2,295

...and more!
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 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.

<table>
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<tr>
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<th>Session Time</th>
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<th>Cost</th>
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<td>9672</td>
<td>Oct. 7</td>
<td>9 a.m.–5 p.m.</td>
<td>Wild Wolf Brewery</td>
<td>$129</td>
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BREWING

Brewery Design & Equipment
The design, layout and equipment needed for an efficient brewery operation are critical components for success in the beer business. Learn brewery design from the ground up with local brew master Danny Wolf of Wild Wolf Brewery. Class meets at Wild Wolf Brewery, 2461 Rockfish Valley Hwy., Nellysford, VA 22958. Lunch included.

<table>
<thead>
<tr>
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<th>Session Time</th>
<th>Location</th>
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<td>Campbell</td>
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<td>9718</td>
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<td>Campbell</td>
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<tr>
<td>9720</td>
<td>Dec. 9</td>
<td>8:30 a.m.–5:30 p.m.</td>
<td>Campbell</td>
<td>$129</td>
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Coming in Spring 2018

GENERAL CERTIFICATE IN BREWING
This new certificate will include basic knowledge of brewing, packaging, and associated operations. Earn the certificate and continue on to complete the Diploma in Brewing (Dipl. Brew) and the Master Brewer (M. Brew) examinations.”
HOSPITALITY

HACCP: Managing Food Safety Hazards at the Retail Level

The HACCP (Hazard Analysis Critical Control Points) approach to food safety addresses the analysis and control of biological, chemical, and physical hazards through active managerial control within the retail establishment. HACCP: Managing Food Safety Hazards at the Retail Level will walk a food manager step-by-step through creating a workable HACCP plan, as well as prepare individuals for NEHA’s Certified HACCP Manager exam which will be administered at the end of the class. There is a separate fee of $50 for the exam made payable to Prometric in the form of a money order or cashier’s check. The book is also a recommended study reference for NEHA’s CP-FS exam and can be purchased at www.neha.org for $29. Materials and exam are reviewed and accredited by the International HACCP Alliance as meeting the required standards for content and training for introductory HACCP.

9749 Oct. 9 M 8:30 a.m.–5:30 p.m. Campbell $129

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. Earn your certificate in mixology and gain the knowledge, and hands-on training to feel comfortable working behind any bar.

10450 Sep. 11–Oct. 9 M 6–9 p.m. Jefferson 120 Mazzeo $229

TASTING ROOM MANAGEMENT

Tasting Room Management Certificate Program 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

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.

9676 Sep. 18 M 9 a.m.–1 p.m. Mitchell $59

Pairing Food with Wine

Join us at Charlottesville’s highly acclaimed C&O Restaurant. Enjoy gourmet food and wine as Richard Hewitt, former sommelier at Keswick Hall, 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.

9736 Nov. 27–Dec. 11 M 6:30–8:30 p.m. C&O Restaurant Hewitt $109
**Ampelography**

Ampelography is grapevine botany or how to identify grape varieties by their leaves. Taught by Lucie Morton, one of only four certified Ampelographers in the world, this class is essential for anyone working in a vineyard. You will see how to look at grapevines and identify the most important wine grapes planted in Virginia: Chardonnay, Viognier, Sauvignon Blanc, Merlot, Cabernet Franc, Petit Verdot and Cabernet Sauvignon. You can start your own herbarium with leaves you have selected after correctly identifying them in the field.

9211  Aug. 12  S  9 a.m.–5 p.m.  
Morton  $129

**Fermentation & Racking**

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.

9675  Oct. 28  S  9 a.m.–5 p.m.  
King Family Vineyard  Finot  $129

For winery locations go to: virginiawine.org/wineries

Wine & Cultural Tour of
The Alentejo, Portugal

Harvesting & Basic Analysis of the Must
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.

9732  Sep. 23  S  9 a.m.–5 p.m.  Rausse  $129

Introduction to Viticulture
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.

9677  Dec. 9  S  9 a.m.–5 p.m.  Busching  $129

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

The 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.

9746  Nov. 11  S  9 a.m.–1 p.m.  Morton  $69
Wine & Spirit Education Trust

WSET: Level 1
For individuals new to wine study, this qualification provides a hands-on introduction to the world of wine. You’ll explore the main types and styles of wine through sight, smell, and taste, while also gaining the basic skills to describe wines accurately, and make food and wine pairings. Upon successful completion, you will receive a WSET certificate and lapel pin. Class offered through the Virginia Wine Academy. Your instructor is Andrew Hodson, Dip. WSET, CSW.

9787  Oct. 7  S   9 a.m.–3:30 p.m.  
Hodson   $325

WSET: Level 2
For individuals seeking a core understanding of wines, this qualification explores the major grape varieties and important wine regions in which they are grown. You will learn about the styles of wines produced from these grapes as well as key classifications and labeling terminology. A basic overview of the key categories of spirits and liqueurs will also be provided. Upon successful completion, you will receive a WSET certificate and lapel pin and will be able to use the associated WSET certified logo. Class offered through the Virginia Wine Academy. Your instructor is Andrew Hodson, Dip. WSET, CSW.

9788  Sep. 11–Oct. 16  M   6:30–9:30 p.m.  
Hodson   $695

Visit the Virginia Wine Academy to Register for Class.
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.

9715  Oct. 18  W  6:30–9 p.m.  $49

ADOBE 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.

9656  Sep. 12–14  T, Th  1–4 p.m.  Finn  $169

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

9657  Sep. 7  Th  12:30–4:30 p.m.  Finn  $99

ART

Create a Custom Photo Album Book
Create a unique marketing piece for your business or showcase wedding or vacation photos with a professional-looking coffee table book! See how to plan, organize, and design the layout of your unique album. Bring in your personal photos to create your own album and select backgrounds, frames, fonts, and text. Uses a free software download. Additional fee to produce your book from $30 and up.

9651  Oct. 23–30  M  6–9 p.m.  Vyrros  $75

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. One field trip. 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.

Note: No Class 9/18 & 9/20

9655  Sep. 6–Oct. 2  M, W  6–8 p.m.
Field Trip:  Sep. 30  S  7:30–9:30 a.m.
Dye  $179

Producing Great Smart Phone Videos
Shooting video with today’s smart phones is as easy as point and shoot. Or is it? How can you make your video clips look and sound better? See how to use smart phones for video production, from capturing the best audio to using stabilizers to smooth out your shots to create more interesting videos.

9653  Oct. 18–25  W  6–9 p.m.  Vyrros  $75
art & design

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.

Note: No class 11/22

9650  Oct. 4–Nov. 29 W  6–8 p.m.
Field Trips:  Oct. 21 S  8–10 a.m.
          Nov. 10 F  5:30–7:30 p.m.
Dye  $299

Portrait Photography
Do you want to capture life on camera? See how to take great portraits with your digital camera! Understand candid, urban, posed and naturally lit portraiture. Receive hints, tips and practical advice on various poses, using available light and composing images from a professional photographer and take part in image critiques. You should be familiar with using your camera in the manual modes and be familiar with aperture, shutter speed, ISO, exposure and white balance settings.

Note: A SLR camera and tripod are required; an off camera flash is helpful, but not required.

9681  Oct. 14–15  S, Su 1–5 p.m.
DeBaun  $159

VIDEO PRODUCTION

Basic Video Production
Producing good video can be challenging. From music videos to interviews to live action, see how to capture the images, improve the audio, and use composition and lighting so your productions look more professional. You will plan, script, light, and shoot a short video project to be edited in the next class. Includes demonstrations and one location production shoot. Mark Vyrros produced hundreds of videos for U.S. Customs and Border Protection, often shooting video from Blackhawk helicopters and go-fast boats.

9666  Sep. 6–27  W  6–9 p.m.
Vyrros  $229

Basic Video Editing
After you’ve shot your video project, learn to edit it into a final product. Organize and import clips and use the timeline to assemble your production. Discover how to fine tune the edit points for more impact, add a sound track, graphics, opening titles, closing credits and finalize the production to be published on a platform.

9668  Oct. 14–Nov. 4  S  9:30 a.m.–12:30 p.m.
Vyrros  $229

Create Your Own Video Blog (Vlog)
Learn how to video blog like a professional! You will learn the four essential elements of a good video blog: content (including how to monetize your vlog), equipment requirements and recording preparation, video recording, and editing. Your video blog can be as simple as your smart phone, computer webcam or screen-capture, or as complex as a multi-camera shoot. It’s all in the editing. Join us for a hands-on experience as you plan, script, shoot, and edit a short video and launch your own vlog.

9669  Oct. 21–Nov. 11  S  1:30–4:30 p.m.
Vyrros/Truex  $229
10th Grade BizKid$ Career Pathways Expo

OCT. 31–NOV. 1, 2017 • Newcomb Hall

A unique opportunity for high school students to:

• Explore careers with 40-50 regional businesses
• Visit hands-on exhibits from 16 career paths
• Speak with college representatives from U.Va. and PVCC
• Learn about career options and educational requirements

NEW LOCATION FOR
CERTIFIED NURSE AIDE TRAINING
2421 Ivy Road, Suite 110, Charlottesville, VA

between Virginia Tractor and UVA-Northridge in the Weedon Professional Center.

PVCC Workforce Services in partnership with Commonwealth Care Group is pleased to announce the opening of a new location for Virginia Board of Nursing Approved Certified Nurse Aide (CNA) Training.

Evening & Saturday classes will begin in September

$2,298*

For more information:
Call 434.961.5354 or email workforce@pvcc.edu
To register, go to www.pvcc.edu/workforce

*This class qualifies for financial assistance through the Workforce Credentials Grant (WCG) and Financial Assistance for Noncredit Training for Industry Credentials (FANTIC). Find out more at www.pvcc.edu/workforce/financial-assistance.
Job Search for the 21st Century
Job searches can be frustrating. It can be a challenge figuring out what employers are looking for or what you should tell them or even how to apply. This class reviews the key elements of a successful job search. Topics include constructing different types of resumes, getting what you need from a job fair, networking to uncover the hidden job market, navigating social media, completing employment applications, and owning the interview. When combined, these topics can help you execute a well-planned successful job search. Résumé critiquing and mock interviews can be arranged with the instructor.

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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.

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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.

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PROJECT MANAGEMENT

Fundamentals/Boot Camps
Offering a Common Vocabulary for Project Managers & Their Teams

**Project Management Fundamentals**

Does your organization need cost-effective management of short-term projects and long-term development programs? This fundamentals class provides an introduction to the processes used by professional project managers, team building activities and real case studies. Review the five processes of initiation, planning, execution, monitoring and controlling and closure. Plus the soft skills of project team management in an interactive environment working with real life examples. Materials are included. No experience in project management is needed. The 18 hours of class count as professional development units with the Project Management Institute.

Tuition: $1495

**Project Management Boot Camp**

Gain in-depth instruction into the five Project Management Book of Knowledge (PMBOK) processes of initiation, planning, execution, monitoring and controlling and closure as you prepare for certification as either a PMP or CAPM certified project manager. Provides situation-based scenarios that demonstrate good problem-solving skills, ability to manage by the code of ethics and demonstrate high integrity and business ethics. Includes materials. The 35 hours of class count as professional development units by the Project Management Institute. Please bring a laptop to class. Prerequisite: 4,500 hours of project management experience for PMP or 1,500 hours for CAPM. Test fee not included.

Full Tuition: $2400, WCG Tuition: $800

We can customize to your company’s training needs.
Call Kathy Reid for more information or to schedule your company’s training:
434.961.5330 • kreid@pvcc.edu • www.pvcc.edu/customizedtraining
Quickbooks: Getting Started **CT**
Discover how QuickBooks can help you manage your business finances and perform daily bookkeeping tasks more effectively and efficiently. Review the different products available and decide which is best for your business needs. Learn how to set up your chart of accounts and review the basic functions of the program. If you are a new QuickBooks user or are contemplating switching to this popular accounting software, this class is for you.

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Quickbooks: Customers & Accounts Receivable **CT**
Keep your business cash flow moving! Learn how to work with the customer side of QuickBooks. Set up customer files and enter their data, then create, customize, track, and send invoices. See how QuickBooks easily manages accounts receivable and generates reports to help you manage your business.

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<td>Edwards-Allbaugh</td>
<td>$75</td>
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Working with QuickBooks Online **CT**
With QuickBooks Online, you are computing in the cloud so your files are available to you virtually anytime, anywhere. Gain hands-on experience in managing your business finances—from recording income and expenses, to entering checks and bank transfer entries, to setting up a chart of accounts. Reconcile your checking account and manage credit card and loan payments; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; generate reports; and much more.

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QuickBooks: Payroll & Employees **CT**
Discover how to handle more sophisticated bookkeeping tasks in QuickBooks. Set up an account and enter the company and employee payroll data, then define federal, state, and local payroll taxes and work with various accounts and payroll items. Finally, see how to run payroll, prepare payroll tax forms, and generate reports.

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<td>Edwards-Allbaugh</td>
<td>$75</td>
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QuickBooks: Vendors & Accounts Payable **CT**
Does paying company bills take too long? See how to properly set up new vendors in QuickBooks, how to record expenses, checks you write, and bills you pay. Manage your accounts payable easily and generate the reports you need to run your business.

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**CT** Customizable Class. See page 30.
Recordkeeping & Taxes for Small Businesses  
Do you really need a CPA or bookkeeper or can you do it all yourself? Review business accounting methods and see which one best fits your situation. Discuss both manual and computerized records and how long you should retain them. You will review the four major business reports included in a financial statement and how they relate to each other, accounting terms, the forms of business ownership (sole proprietorship, partnership, corporation and LLC) and receive some special tax tips.

9697  Nov. 8  W  5:30–9:30 p.m.
Edwards-Allbaugh  $75

Facebook for Business: Part 1  
See how to build your Facebook page and start connecting with people as you review the four basic steps to using Facebook for business.

9723  Sep. 20  W  1:30–3 p.m.  $10

Facebook for Business: Part 2  
Learn how to engage your audience and expand your reach through social media. Discover what content will add value for both existing and potential customers.

9725  Oct. 4  W  10:30 a.m.–noon  $10

LinkedIn for Business: Part 1  
Build your professional business identity with LinkedIn. Get ideas for creating your profile as well as building a professional image and network on LinkedIn.

9726  Oct. 18  W  10:30 a.m.–noon  $10

LinkedIn for Business: Part 2  
Most profiles on LinkedIn are just plain text—how boring is that? Build a visual profile and receive tips to help your business stand out from the competition.

9727  Nov. 1  W  10:30 a.m.–noon  $10

Project Fundamentals Overview  
This two hour class presents the fundamentals of Project Management as utilized in the Project Management Book of Knowledge published by the Project Management Institute. You will be introduced to the five core processes that govern the project life cycle including how to foster effective processes, good communication, effective scheduling and resource management within your company.

9761  Sep. 27  W  noon–2 p.m.
Felts  $20

Twitter for Business: Part 1  
Review the basics of Twitter, as well as how to set up and optimize your public profile. See how Twitter can help you develop and promote your business brand and interact with your fan base.

9728  Sep. 6  W  10:30 a.m.–noon  $10

Register online through the chamber website: www.cvillechamber.com
ENTREPRENEURSHIP

Selling on eBay for Fun & Profit
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.

9682  Sep. 28–Oct. 5  Th 8:30–11:30 a.m.
Jackameit  $125

MARKETING & SOCIAL MEDIA

Online Marketing Made Simple
Online marketing used to involve a few keywords and banner ads. Today, the options are so vast that it can be overwhelming to develop an effective online marketing plan... until now. This class will cover the psychology of marketing, how to know and find your target market, free and inexpensive tools for marketing online and tips for developing an effective plan.

9691  Oct. 28  S 9 a.m.–noon
Truex  $59

COMMUNICATIONS & WRITING

How to Get an Agent or Publisher
Although self-publishing has made getting your book into the world faster and less expensive than ever, traditional publishers continue to offer the prestige and distribution many authors desire. Learn how to prepare a book proposal or synopsis that appeals to agents and publishers, write a query letter, find the right people to pitch, and work successfully with agents and publishers. Get the information, tools, and resources you need to whip your manuscript into shape, create a compelling proposal, and write a query that gets noticed. Leslie Truex is a career and lifestyle design expert who has been helping people find or create work that fits their lifestyle goals since 1998. She is the author of “The Work–At–Home Success Bible” and has discussed telecommuting and other flexible career options on multiple media outlets.

9731  Sep. 23  S  9 a.m.–noon
Truex  $59

How to Self-Publish Your Book
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. Learn how to write a book that will sell, get your book ready for the market, build an author platform, choose a format and distribution outlet, and market your book.

9733  Oct. 7  S  9 a.m.–noon
Truex  $59
computers & technology

AUDIO ENGINEERING

Introduction to Audio Engineering
Get your rock star on! Would you like to work in the music industry or operate your own home studio? Learn how to capture and manipulate sound, study studio acoustics and design, microphones and multi-track recording, as well as an introduction to recording and mixing with Pro Tools. The class will also cover a brief history of modern recording, home studio set-up, studio roles and dynamics, as well as music reproduction, release and marketing. Includes studio sessions at a recording studio.

9734  Sep. 5–Oct. 12  T, Th  6–8 p.m.
Brinson  $499

COMPUTER APPLICATIONS

Excel: Beginner
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.

9670  Sep. 19–26  T  8:30–11:30 a.m.
Woolfolk  $125

Excel: Intermediate
Make Excel work for you. Master sorting data, using flexible worksheet views, editing and printing, multiple-sheet workbooks, functions and formulas, and more.

9703  Oct. 3–10  T  8:30–11:30 a.m.
Woolfolk  $125

Excel: Advanced
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.

9702  Oct. 17–19  T, Th  8:30–11:30 a.m.
Woolfolk  $125

Excel: Pivot Tables
Learn how to use Excel pivot tables, a useful and powerful feature to summarize, analyze, explore and present your data.

9704  Nov. 8  W  8:30–11:30 a.m.
Woolfolk  $75

Customizable Class. See page 30.
Early College On-Ramp

FALL CREDIT & NONCREDIT CLASSES

The new Early College On-Ramp Program provides college-level credit and noncredit classes for students between 13 and 18 years old. Some classes require prerequisites. For credit classes, students must take the Virginia Placement Tests (VPTs) (www.pvcc.edu/dual-credit) and the Student Development Orientation (SDV class) in advance. For noncredit classes, students must take the Intro to College Learning in advance or at the same time as the noncredit classes.

Designed for Homeschool Students

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<tbody>
<tr>
<td>In Class: T &amp; Th, 8/22-9/5 Online: 9/11-10/13</td>
<td>12:15-1:35 p.m.</td>
<td>SDV 100-Student Development Orientation (for Homeschoolers), 1 credit</td>
<td>Sarah Surratt</td>
<td>M261</td>
<td>$155</td>
<td>14-18 years</td>
</tr>
<tr>
<td>T &amp; Th, start 9/7, 12 weeks</td>
<td>9-10:35 a.m.</td>
<td>English III-College Composition, 3 credits</td>
<td>Kathy May</td>
<td>M261</td>
<td>$468</td>
<td>14-18 years</td>
</tr>
<tr>
<td>T &amp; Th, start 9/7, 12 weeks</td>
<td>12:30-1:45 p.m.</td>
<td>PLS 211-U.S. Government Political Science 211, 3 credits</td>
<td>TBD</td>
<td>M251</td>
<td>$468</td>
<td>14-18 years</td>
</tr>
<tr>
<td>Th, 9/7-10/12, 6 weeks</td>
<td>12:15-1:35 p.m.</td>
<td>Intro to College Learning #9692</td>
<td>Sarah Surratt</td>
<td>M160</td>
<td>$119</td>
<td>13-17 years</td>
</tr>
<tr>
<td>Th, 9/7-9/28, 4 weeks</td>
<td>2:30-5 p.m.</td>
<td>Physics &amp; Math Concepts in Action #9701</td>
<td>Wayne Zink</td>
<td>M174</td>
<td>$129</td>
<td>13-17 years</td>
</tr>
<tr>
<td>Th, 10/5-10/26, 4 weeks</td>
<td>2:30-5 p.m.</td>
<td>Expository Writing &amp; CriticalReading #9694</td>
<td>TBD</td>
<td>M174</td>
<td>$129</td>
<td>13-17 years</td>
</tr>
</tbody>
</table>

CREDIT (Class size: min. 7, max. 18)

SDV 100-Student Development Orientation (1 credit hour)

Student Development Orientation is a one-credit course required in all degree programs. The SDV course is designed to meet the needs/expectations of both recent high school graduates as well as adults returning to college. SDV helps college level students thrive and gain academic momentum towards their transfer and career goals. Students are encouraged to enroll in an orientation course that matches their age, academic or career goals, and life experiences. All new students are required to take a SDV course in their first semester of college, when it is most meaningful.

Prerequisite: see applicable score at www.pvcc.edu/dual-credit

ENG 111-College Composition I (3 credit hours)

Introduces students to critical thinking and the fundamentals of academic writing. Through the writing process, students refine topics: develop and support ideas; investigate, evaluate, and incorporate appropriate resources, edit for effective style and usage; and determine appropriate approaches for a variety of contexts, audiences, and purposes. Writing activities will include exposition and argumentation with at least one researched essay.

Prerequisite: see applicable score at www.pvcc.edu/dual-credit
PLS 211-U.S. Government (3 credit hours)
Teaches structure, operation, and process of national, state, and local
governments. Includes in-depth study of the three branches of the
government and of public policy.
Prerequisite: see applicable score at www.pvcc.edu/dual-credit

NONCREDIT (Class size: min. 6, max. 18)

Intro to College Learning
This class equips homeschool students to succeed in college settings. Students will
learn what is expected and how to succeed in a college-level class; familiarize
themselves with the campus and its resources; develop note taking and study skills;
explore goal attainment; and manage priorities such as family and jobs. This class
is a precursor to Student Development (SDV) 100: College Success Skills, a one-
credit seminar required for first-year, degree-seeking students.

Physics & Math Concepts in Action
(Corequisite: Introduction to College Learning) Introduces students to
physics and math concepts through a hands-on project. Student will
work in small teams to problem solve, conduct tests, apply mathematical
equations, perform independent research, and document their findings
as they build a mouse trap-powered racer. Students will do iterative
prototyping to develop their models while they apply knowledge of
energy, forces, and motion. Student teams will present their projects and
findings on the last day.

Expository Writing & Critical Reading
(Corequisite: Introduction to College Learning) Students will
learn how to write a structured paragraph, and learn about the
components of a short essay, five-paragraph paper, address
common grammar mistakes, and learn editing skills. Students will
learn how to read critically and expand comprehension skills. This
class will serve as an introduction to the set of skills that the students
will need to be successful on the VPT English section.

TO REGISTER:
Credit classes: www.pvcc.edu/dual-credit
Noncredit classes: www.pvcc.edu/kidscollege/schoolyearprograms
Home School Program Questions: Jonathan Renshaw, jrenshaw@pvcc.edu, 434.961.5263
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:
- Art of Possibilities Workshop
- 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 kreid@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 (5) 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 No. 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? ______________________

Class No.  Date  Course Title  Fee

TOTAL  $

Method of payment:  ☐ Check  ☐ Money Order  ☐ Credit Card (Call 434.961.5354 to make payment.)
☐ Bill employer (Attach purchase order or authorization to bill.)

There is a $35 service charge for handling returned checks or dishonored credit card or debit card payments ($50 service charge if your account is in past-due collection status).

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

OR MAIL TO:
Piedmont Virginia Community College
ATTN: Workforce Services • 501 College Dr. • Charlottesville, VA 22902
Ski & Snowboarding Instructor Course

This course will provide you with the skills and experience needed to teach and work at the Wintergreen Resort Snowsports School. Classes listed will be followed by free on snow training at Wintergreen in December and free certification clinics in January. Class will be held at the Rockfish Valley Community Center, 190 Rockfish School Lane, Afton, VA 22920.

10447  Wednesday, Nov.  8 & 15  6-9 p.m.  
        Saturday, Nov. 11  9 a.m.–3 p.m.  
Instructor: Gifford Childs  
Rockfish Valley Community Center  $59