



**PDOCC**  
Paul D. Camp Community College  
*Workforce Development*

# 2019 Class Catalog

For more information, please contact the Workforce Development Office at 757 569-6050 or  
visit our website at [www.pdc.edu/workforce-development](http://www.pdc.edu/workforce-development)

## \$ CompTIA A+ (Part 1 & 2)

**Associated Credential:** CompTIA A+ certification

**Dates:** August 23 – December 13, 2019

**Days/Times:** Fridays, 12:30 – 3:10 p.m.

**Instructor:** T. Czerwinski

**Tuition:** \$2,300\*

**\$ WCG Price:** \$ 767

**Location:** Hobbs Suffolk Campus

**Must be 16 years or older. No High School Diploma or GED required.**

A+ establishes best practices in troubleshooting, networking and security across a variety of devices to set the stage for IT careers. The certification also matches professional tech skills with communication skills. A+ certified professionals have mastered the technologies found in today's extensive and varied IT environments, from mobile to traditional devices and operating systems. This course prepares you for the CompTIA A+ certification exam (exam costs included in tuition).

## \$ CompTIA Network+\*

**Associated Credential:** CompTIA Network+ certification

**Dates:** August 23 – December 13, 2019

**Days/Times:** Fridays, 9:30 – 11:20 A.M.

**Instructor:** R. Tureman

**Tuition:** \$1,596\*

**\$ WCG Price:** \$ 532

**Location:** Hobbs Suffolk Campus

CompTIA Network+ is a vendor neutral networking certification that is trusted around the world. It validates the essential knowledge and skills needed to confidently design, configure, manage and troubleshoot any wired and wireless networks. This course prepares you for the CompTIA Network+ certification exam (exam costs included in tuition).

**\*Pre-requisite: must complete CompTIA A+ or supply evidence of 3+ years of network administration experience or have previously completed the course and just need a refresher and the exam.**

**\*Price includes 1 certification exam.**

## \$ CompTIA Security +\*

**Associated Credential:** CompTIA Security+ certification

**Dates:** Fall 2019

**Days/Times:** Fridays, 9:30 A.M. – 12:15 p.m.

**Instructor:** R. Tureman

**Tuition:** \$1,500\*

**\$ WCG Price:** \$ 500

**Location:** Hobbs Suffolk Campus

As a benchmark for best practices in IT security, this certification covers the essential principles for network security and risk management – making it an important stepping stone of an IT security career. This course prepares you for the CompTIA Security+ certification exam (exam costs included in tuition).

**\*Pre-requisite: must complete CompTIA A+ or supply evidence of 3+ years of network administration experience or have previously completed the course and just need a refresher and the exam.**

## \$ Customer Service & Sales

**Associated Credential:** Customer Service and Sales Certification

**Dates/Days:** Summer 2019

**Instructor:** A. Artis

**Tuition:** \$500\*

**\$ WCG Price:** \$167

**Location:** PDCCC Hobbs Suffolk Campus

**Must be 16 years or older. No High School Diploma or GED required.**

The Customer Service and Sales curriculum is designed to help entry-level sales and service associates learn skills related to frontline work in retail (or any industry that values customer service and sales skills). This course prepares you to take the NRF Customer Service & Sales certification exam (textbook and exam voucher covered in tuition fee).

Individuals taking the course will learn:

- Products and services
- Assessing and meeting customer needs
- Preparing for selling, gaining customer commitment and closing the sale
- The basics of store operations and inventory control
- The process of merchandising
- The importance of common employability skills
- Crafting a polished resume

## Fast Track Healthcare Program

*Students must pre-apply to the program and be pre-approved. Students will be responsible for paying the non-refundable \$75 program, application fee and uniforms for Externship.*

**Associated Credentials: Certified Clinical Medical Assistant with Phlebotomy certification and EKG Tech certification**

**Must be 18 years or older and have high school diploma or GED.**

For the Fall 2019 program, please attend one of the free Information sessions held at Suffolk Workforce Center on June 4, at 1 p.m. or June 6, 2019 at 3:30 p.m.

Start your career pathway with 3 in-demand certifications in healthcare. All 3 programs prepare you to sit for the National Healthcareer Association (NHA) certification exams to earn your credentials. PDCCC has become an NHA partner and will offer the exams on-site. Must be 18 years or older and have a High School Diploma or GED.

**\*Price includes 1 certification exam.**

### \$ Clinical Medical Assistant

**(Includes Clinical Medical Assistant, Phlebotomy & EKG)**

**Associated Credential: CMA Certification**

**Class Dates: August 5 – September 13 AND November 4 – December 12, 2019**

**Class Days: Mondays - Thursdays**

**Times: 8:30 a.m. – 2:30 p.m.**

**Instructor: D. Womble**

**Location: Suffolk Workforce Center**

**Tuition: \$5,000\* / \$ WCG Price \$1,668**

A medical assistant is a multi-skilled allied health care professional that specializes in procedures commonly performed in the ambulatory health care setting. Medical assistants perform both clinical and administrative duties and assist a variety of providers including physicians, nurse practitioners and physician assistants. They typically work in medical offices, clinics, urgent care centers and may work in general medicine or specialty practices. Common duties of a medical assistant include administrative and clinical tasks like:

- Checking patients in and out upon arrival and departure
- Answering phone calls and questions
- Assisting providers with exams and procedures
- Administering injections or medications
- Working in the electronic health record (EHR)
- Performing EKG, phlebotomy, and laboratory procedures
- Taking patient vital signs

### \$ Phlebotomy Technician (Stand-Alone)

**Associated Credential: Phlebotomy Certification**

**Class Dates: September 16 – October 3**

**Class Days: Mondays – Thursdays**

**Times: 8:30 a.m. – 2:30 p.m.**

**Instructor: D. Womble**

**Location: Suffolk Workforce Center**

**Tuition: \$2,300\* / \$ WCG Price \$767**

As a Phlebotomy Technician, you may perform some or all of the following tasks:

- Draw blood from patients and blood donors
- Evaluate patients' ability to withstand procedure
- Explain blood-drawing procedure to patients and answer questions
- Perform basic point of care testing, such as blood glucose levels
- Prepare blood, urine and other specimens for testing
- Verify patient/donor identity
- Maintain medical equipment such as needles, test tubes & blood vials

### \$ EKG Technician (Stand-Alone)

**Associated Credential: EKG Technician Certification**

**Class Dates: October 7 – 31, 2019**

**Class Days: Mondays – Thursdays**

**Times: 8:30 a.m. – 2:30 p.m.**

**Instructor: D. Womble**

**Location: Suffolk Workforce Center**

**Tuition: \$1,800\* / \$ WCG Price \$600**

As an EKG Technician you may perform some or all of the following tasks:

- Set up and administer EKGs (electrocardiograms) and stress tests
- Prepare patients for Holter or ambulatory monitoring
- Edit and deliver final test results to physicians for analysis
- Schedule appointments
- Transcribe physicians' interpretations

### Employability Skills

**Class Dates: Fall 2019 (8 hours)**

This course provides an overview of the qualities and characteristics recognized by employers as important for employee success. Topics covered are: Basic Computers, Interpersonal skills, Professionalism and Communications.

## NCLEX PREP COURSE

**Class Dates:** June 3 – 14, 2019  
**Class Days:** Monday, Wednesday & Friday  
**Times:** 8:30 a.m. – 3:00 PM p.m.\*  
**Instructor:** D. Womble  
**Location:** Franklin Workforce Center  
**Tuition:** \$400

Are you prepared for NCLEX or Need a Refresher Course for a Retake?

PDCCC Workforce Development is now offering a 6 day NCLEX prep course for those preparing to take the NCLEX, first time takers and / or repeat test takers.

\*Must pre-register by Friday, May 24, 2019.

For additional information, contact:

Dawn Womble, RN, BSN  
757-569-6050  
dwomble@pdc.edu

## NCCER Industrial Maintenance, Electrical & Instrumentation

NCCER's four-level **IM E&I** curriculum covers topics such as Fasteners and Anchors, Process Mathematics, Hydraulic and Pneumatic Controls, Process Control Loops, Instrument Calibration and Configuration, Electronic Components, Programmable Logic Controllers, and an introduction to the National Electrical Code, to name a few. Students can complete all 4 levels of IM E&I in any order.

**A prospective student must provide the following to register for the program.:**

- **Be 18 years of age**
- **Complete our Non-Credit Application for Admission**

### \$ NCCER Core w/OSHA 10\*

**Associated Credential:** NCCER Core certification; OSHA 10 Construction Certification (40 hour course)

**Dates:** August 5 – August 9, 2019

**Days/Times:** Tuesdays & Thursdays / 3 p.m. – 9 p.m.

**Instructors:** D. Lorenz & W. Wentz & L. Wallace (OSHA 10)

**Location:** Hobbs Suffolk Campus

**Tuition:** \$1,098 (Includes 1 certification exam.)

**\$ WCG Price:** \$ 366

**NOTE: Must be 16 years or older with parental approval, no high school or GED required for CORE only.**

The National Center for Construction Education and Research (NCCER) is a national not-for-profit developed with the support of over 125 construction CEOs and association and academic leaders. NCCER develops standardized construction and maintenance curriculum and assessments with portable credentials. These credentials are tracked through NCCER's Registry System that allows organizations and companies to track the qualifications of their craft professionals and/or check the qualifications of possible new hires. NCCER's Registry System also assists craft professionals by maintaining their records in a secure database. **\*Prerequisite:** NCCER Core is the foundational requirement to begin the NCCER Industrial Maintenance Electrical & Instrumentation program. This course prepares you to take the NCCER assessments and performance tests (testing costs included in tuition).

### \$ NCCER Core Challenge Tests (Two 5-hour days)

**Associated Credential:** NCCER Core certification

**Dates:** Upon Request\*

**Times:** 4 p.m. – 9 p.m.

**Instructors:** D. Lorenz & W. Wentz

**Location:** Hobbs Suffolk Campus

**Tuition:** \$1,098 (Includes 1 certification exam)

**\$ WCG Price:** \$ 366

If you think you already have the NCCER Core skills and knowledge, you can sign up to take the "Challenge Tests". If you pass all of the modules of Core, you will earn the certification without having to take the class. If you do not pass a module, you will be scheduled for a day or more during to receive the instruction you need and retake the test. \*The NCCER Core Challenge Tests are scheduled for 2-days (10-hours total).

### \$ NCCER Industrial Maintenance Electrical & Instrumentation (Level 2)

**Associate Credential:** Certified Industrial Maintenance Electrical and Instrumentation Technician (160 hour course)\*

**Dates:** Fall 2019

**Days/Times:** Monday & Wednesday, 3 p.m. – 9 p.m.

**Instructors:** P. Kneisley, L. Inman and W. Wentz

**Location:** Hobbs Suffolk Campus

**Tuition:** \$2,700 (Includes 1 certification exam.)

**\$ WCG Price:** \$ 934

\*This course prepares you to take the NCCER assessments and performance tests (testing costs included in tuition)

IM E&I Level 2 covers Industrial Safety for E & I Technicians, Introduction to the National Electrical Code, Electrical Theory, Alternating Current, E & I Test Equipment, Flow, Pressure, Level, and Temperature, Process Mathematics, Hand Bending, Tubing, Clean, Purge, and Test Tubing and Piping Systems, Instrument Drawings and Documents, Part 1, Conductors and Cables, and Conductor Terminations and Splices



## § NCCER Industrial Maintenance Elec. & Inst. (Level 3)

**Associate Credential: Certified Industrial Maintenance Electrical and Instrumentation Technician**

**Dates:** Fall 2019

**Days/Times:** TBD

**Instructors:** L. Inman

**Location:** Suffolk Hobbs Campus

**Tuition:** \$3,100 (Includes 1 certification exam)

**§ WCG Price: \$1,034**

In E&I Level 3 you will learn about Hazardous Locations, Electronic Components, E & I Drawings, Motor Controls, Distribution Equipment Transformers Conductor Selection and Calculation Temporary Grounding Commercial and Industrial Electrical Services Pipe Layout and Installation Machine Bending of Conduit, Hydraulic and Pneumatic Controls and Motor-Operated Valves. This course prepares you to take the NCCER assessments and performance tests (testing costs included in tuition).

**A prospective student must provide the following to register for the program:**

- Be 18 years of age
- Provide a copy of his/her high school diploma or GED
- Complete our Non-Credit Application for Admission
- Complete our WCG/FANTIC Application to determine grant, financial aid, and scholarship eligibility (found on our Financial Assistance page at [www.pdc.edu/workforce-develop.m.ent](http://www.pdc.edu/workforce-develop.m.ent))

## § NCCER Industrial Maintenance Electrical & Instrumentation (Level 4)

**Associate Credential: Certified Industrial Maintenance Electrical and Instrumentation Technician**

**Dates:** August 19 – November 1, 2019

**Days/Times:** Mondays & Wednesdays / 3:00 p.m. – 9:00 p.m.

**Instructors:** D. Lorenz & W. Wentz

**Location:** Suffolk Hobbs Campus

**Tuition:** \$2,800 (Includes 1 certification exam)

**§ WCG Price: \$ 934**

E&I Level 4, you will learn Standby and Emergency Systems, Basic Process Control Elements, Transducers and Transmitters, Instrument Calibration and Configuration, Pneumatic Control Valves, Actuators, and Positioners, Performing

Loop Checks, Troubleshooting and Commission a Loop, Process Control Loops and Tuning, Data Networks, Programmable Logic Controllers, and Distributed Control Systems. This course prepares you to take the NCCER assessments and performance tests

**A prospective student must provide the following to register for the program:**

- Be 18 years of age
- Provide a copy of his/her high school diploma or GED
- Complete our Non-Credit Application for Admission
- Complete our WCG/FANTIC Application to determine grant, financial aid, and scholarship eligibility (found on our Financial Assistance page at [www.pdc.edu/workforce-development](http://www.pdc.edu/workforce-development))

## § Manufacturing Technician (MT1)

**Associated Credential: Certified Manufacturing Technician Level 1**

**Dates:** Upon Request

**Days/Times:** Thursdays & Fridays / 8:00 a.m. – 4:00 p.m.

**Instructor:** D. Lorenz

**Location:** Workforce Development Center

**Tuition:** \$3,000 (Includes 1 certification exam)

**§ WCG Price: \$1,000**

Addresses the core industry-wide skills standards required for skilled production of occupation in all sectors of manufacturing. The core competency areas certified are:

- Math and Measurements
- Spatial Reasoning and Manufacturing Technology
- Quality and Business Acumen

Exam costs are included in tuition.

\*Please note that a Silver Career Readiness Certificate (CRC) is required for entry into this program. The WorkKeys assessments for the CRC will be administered prior to registration.

## \$ Backflow Prevention Course

### Associated Credential: DPOR Backflow Prevention certification

**Dates:** May 24 and 25, 2019  
**Days/Times:** Friday and Saturday / 8:00 a.m. – 4:00 p.m.  
**Instructor:** L. Banks  
**Location:** Hobbs Suffolk Campus, Room 111  
**Tuition:** \$300\*  
**\$ WCG Price:** \$100

connections, this one-credit course places special emphasis on preparing individuals to test, inspect, and provide in-line maintenance of reduced pressure principle backflow prevention devices, double check valve assemblies, and pressure vacuum breakers. The course is for plumbing, mechanical, and fire suppression contractors, city building and plumbing officials, public utilities inspectors, water and wastewater personnel, health department officials, and engineers.\*

\*Please note: This class satisfies the minimum 16-hour education requirement to “sit” for the state exam, to accompany the minimum 7 years of work experience “in a water distribution system” requirement (to be verified by the applicant’s employer).

## \$ Fast Track Welding

### Associated Credential: AWS Certified Welder

**Dates:** June 3 – 28, 2019  
**OR**  
**July 8 – August 2, 2019**  
**Days/Times:** Monday – Friday / 8:00 a.m. – 4:30 p.m.  
**Instructors:** T. Smith  
**Location:** PDCCC Franklin Campus, Welding Lab/ Room 141  
**Tuition:** \$3,000\*  
**\$ WCG Price:** \$1,000

Student must...

- Be 16 years or older. No High School Diploma or GED required.
- Have prior knowledge in Welding or related field preferred

The Fast Track Welding Program is a rigorous 160 hour (4 week) training program with 20% instructional and 80% hands-on training in Marine Welding. Class prepares students for the American Welding Society (AWS) Certification exam (exam fee included in tuition fee).

\*Price includes 1 certification exam.

## \$ DPOR Basic Contractor Pre-Licensing Course

### Associated Credential: Contractor’s Business License

**Dates:** June 11 & 18, 2019  
**Days/Times:** Tuesdays / 5:00 – 9:00 p.m.  
**Instructor:** D. Goodwin  
**Location:** Workforce Development Center, Executive Conf. Room  
**Tuition:** \$175\*  
**CEU:** .8 CEU

This eight-hour course is recognized by the Virginia Department of Professional and Occupational Regulation and meets the pre-licensing requirements for those applying for a contractor’s business license in the Commonwealth of Virginia. Although this class is not designed as an examination preparation course, it does provide essential information on prescribed business practices in general contracting and allows you the opportunity to review and discuss topics covered on the licensing examination. Topics include: Starting a Business in Virginia, Laws and Regulations, Contractor Limits and Classifications, Virginia State Statutes Relating to Contractors, Statement of Consumer Protections, The Licensing Process, Obtaining the Contract, Customer Service and New Home Warranties, Virginia Uniform Statewide Building Code (USBC), Underground Utilities, Insurance, Virginia Taxes, Labor Law, Erosion and Sediment Control, Virginia Occupational Safety and Health (VOSH), and Liens.

\*Price includes 1 certification exam.

## TRADESMAN CONTINUING EDUCATION

Virginia tradesmen are now required to complete continuing education courses as part of the Virginia Board of Contractors licensing process. These required courses cover new definitions, code changes, general requirements, impact on the job, general use and special equipment. Certificates of Continuing Education Units (CEUs) are recognized by the Virginia Department of Professional and Occupational Regulation and will be issued to all licensed Virginia tradesmen upon successful completion of each class.

### OSHA 10-hour or OSHA 30-hour (Construction or General Industry)

**Dates:** Summer 2019

**Instructor:** L. Wallace

**Tuition:** OSHA 10 - \$130.00; OSHA 30 - \$360.00

**Location:** Franklin, Suffolk, Smithfield, or we come to you!

OSHA 10-hour training teaches safety awareness and helps each worker recognize and reduce the risks of job site hazards. This interactive hazard recognition training is intended as an orientation to OSHA standards and covers safety and health hazards workers may face on construction work sites.

**Minimum: 6 Students per class. Max 10**

### DPOR Electrical Tradesman License Renewal

**Days/Dates:** Summer 2019

**Times:** 5:00 – 8:00 p.m.

**Instructor:** P. Sherman

**Tuition:** \$125

**CEU:** .3 CEU

**Location:** Workforce Development Center

This three-hour course covers new definitions, code changes, general requirements, impact on the job, general use and special equipment. Electricians obtaining or renewing licenses are now required by the Virginia Board of Contractors to complete this continuing education training as part of the licensing process.

### DPOR Plumbers Tradesman License Renewal

**Days/Dates:** Summer 2019

**Times:** 5:00 – 8:00 p.m.

**Instructor:** P. Sherman

**Tuition:** \$125

**CEU:** .3 CEU

**Location:** Workforce Development Center

This three-hour course for plumbers covers new definitions, code changes, general requirements, impact on the job, general use and special equipment. Journeymen and Master Plumbers obtaining or renewing licenses are now required by the Virginia Board of Contractors to complete this continuing education as part of the licensing process.

### DPOR Gas Fitters Tradesman License Renewal

**Days/Dates:** Summer 2019

**Times:** 8:00 – 9:00 p.m.

**Instructor:** P. Sherman

**Tuition:** \$65

**CEU:** .1 CEU

**Location:** Workforce Development Center

The one-hour course for Gas Fitters is intended for Journeymen and Master Gas Fitters, Liquefied Petroleum Gas Fitters, and Natural Gas Fitters. Gas Fitters obtaining or renewing licenses are now required by the Virginia Board of Contractors to complete continuing education as part of the licensing process. The course covers new definitions, code changes, general requirements, impact on the job, general use and special equipment.

### DPOR HVAC Tradesman License Renewal

**Dates:** Summer 2019

**Times:** 5:00 – 8:00 p.m.

**Instructor:** P. Sherman

**Tuition:** \$125

**CEU:** .3 CEU

**Location:** Workforce Development Center

This three-hour course covers new definitions, code changes, general requirements, impact on the job, general use and special equipment. HVAC mechanics obtaining or renewing licenses are now required by the Virginia Board of Contractors to complete this continuing education training as part of the licensing process.



## \$ Outside Machinist – VSRA Pre-Hire Program

Associated Credential: Certificate for Marine Outside Machinist

**Dates:** May 20 – June 3, 2019  
 June 10 – 21, 2019  
 July 8 – 19, 2019  
**Days/Times:** Mondays – Fridays / 7:00 a.m. – 3:30 p.m.  
**Tuition:** \$2,000  
**Location:** Hobbs Suffolk Campus  
**\$ WCG Price \$ 667**

**Note: Please wear steel-toe shoes to class and bring a notebook.  
 Pencils are provided.**

**Lunch can be brought in a small cooler (no refrigeration available) or students  
 may leave Campus to buy their lunch.**

The course is 2 weeks (80 hours) long designed to prepare candidates to enter the outside machinist department at NNS. The course will cover safety, an introduction to a variety of tools and machinist skills, a validation of basic machinist competencies, and an evaluation of employability skills. This program is designed to be 90% hands-on, focusing on a candidate’s ability to follow verbal and written instruction, display manual dexterity consistent with the craft, accomplish specific tasks in a reasonable time, and perform all activities in a safe manner.

Student must also attend OSHA 10 training class conducted by the Virginia Ship Repair Association (VSRA) as part of completion of this course. Dates to be determined by VSRA.

**Students for this class will be screened and selected by the Virginia Ship Repair Association (VSRA) for this class.**

Outside Machinist Pre-Hire Program must apply online for the “Outside Machinist Trainee” position with [Newport News Shipbuilding](http://Newport News Shipbuilding) at or visit [www.huntingtoningalls.com/careers](http://www.huntingtoningalls.com/careers), click on the Trades/Crafts jobs and search for “Outside Machinist Trainee”.

## Warehouse & Distribution Training

### Warehouse & Distribution Foundations Course

Receive Forklift certificate, Clamp Truck certificate, and Reach Truck certificate from JJ Keller, OSHA 10 Gen. Industry & WorkKeys CRC.

**\*Must be 18 years or older. No high school or GED required.**

#### WorkKeys Career Readiness Certificate (3.5 hrs)

Date: June 10, 2019

Time: 12:30 p.m.\* – 4 p.m. (Monday)

Proctor: G. Brown

Place: Workforce Development Center

\*Participant must arrive at 12 noon.

#### OSHA 10 General Industry (10 hrs)

Date: June 11, 12 & 13, 2019

Times: 1:00 p.m. – 4:30 p.m. (Tuesday - Wednesday)  
and 1 - 4 p.m. (Thursday)

Instructor: L. Wallace

Place: PDCCC Warehouse & Distribution Training Facility\*\*

#### Forklift, Clamp and Reach Truck Operator (15 hrs)

Date: June 11, 12 & 13, 2019

Times: 5:00 – 10 p.m. (Tuesday - Thursday)

Instructor: W. White

Place: PDCCC Warehouse & Distribution Training Facility\*\*

#### Employability Skills (9 hrs)

Date: June 14, 2019

Time: 8 a.m. – 5 p.m. (Friday)

Instructor: T. Slippy

Place: PDCCC Warehouse & Distribution Training Facility\*\*

**Tuition: \$650.00\***

\*(Scholarships may be available.)

In this class you will work to obtain a Virginia Career Readiness Certificate (CRC), an OSHA 10 certification, obtain basic computer, employability and soft skills, and participate in forklift, clamp truck and reach truck driving drills and receive your certificate of completion.

**\*\* PDCCC Warehouse & Distribution Training Facility\*\***

1000 Armory Drive

Franklin, VA 23851



## Certified Logistics Program\*\*

The purpose of the Certified Logistics Technician (CLT) program is to recognize through certification individuals who demonstrate mastery of the core competencies of material handling at the front-line (entry-level through front-line supervisor) through successful completion of the certification assessments. The goal of the CLT certification program is to raise the level of performance of logistics workers both to assist the individuals in finding higher-wage jobs and to help employers ensure their workforce increases the company's productivity and competitiveness. The CLT program consists of two parts: The foundational-level Certified Logistics Associate (CLA) Certificate and the mid-level technical CLT Certification. Before sitting for the CLT assessment, candidates must have a CLA Certificate.

\*MSSC strongly recommends that individuals be at an 8th-grade math and 10th-grade reading level before taking our Courses.

\*\*CLA and CLT with **Employability Skills, Forklift\* & OSHA 10** is a bundled certification program. Student **MUST** register and pay for both classes no later than **three (3)** business days prior to the CLA class start date.

\*Must be 18 years or older. No high school diploma or GED required.

### \$ Certified Logistics Associate (CLA)\*

**Associated Credential: Certified Logistics Associate**

**Dates:** Summer, 2019

**Days/Times:** Tuesday – Thursday / 5:00 p.m. - 9:00 p.m.

**Exam Date:** (To be determined) at WF Center

**Instructor:** C. Richie

**Location:** PDCCC Warehouse & Distribution Training Facility

**Tuition:** \$1,200 [Price includes 1 certification exam.]

**\$ WCG Price:** \$ 400

**(CLA includes Employability, Forklift & OSHA 10 classes)**

The Course provides students with the foundational broad knowledge they will need to understand the world of supply chain and related core competencies. The Course includes modules on: the global supply chain, the logistics environment, safety, safe equipment operation, material handling equipment, quality control, workplace communication, teamwork and problem solving and using computers.

### Employability Skills

**Dates:** Summer, 2019

**Days/Times:** Tuesday and Thursday / 5:00 p.m. - 9:00 p.m.

**Instructor:** T. Slippy

**Location:** PDCCC Franklin Workforce Center

Employability Skills is included in this course. The course provides an overview of the qualities and characteristics recognized by employers as important for employee success. Topics covered are: Basic Computers, Interpersonal skills, Professionalism and Communications.

### Forklift, Clamp Truck, & Reach Truck Training

Receive Forklift certificate, Clamp Truck certificate, and Reach Truck certificate from JJ Keller.

**Dates/Days:** May 14 - 16, 2019 (Tuesday - Thursday)\*

**Times:** 5:00 – 10:00 p.m.

**Instructor:** W. White

**Location:** PDCCC Warehouse & Distribution Training Facility

1000 Armory Drive

Franklin, VA 23851

**Tuition:** \$250 [If stand-alone]

**\*This class can be taken as a stand-alone or as part of the CLA/CLT Program.**

Paul D. Camp Community College's Division of Workforce Development offers this non-credit Forklift, Clamp Truck and Reach Truck Operator Certificate course to enhance your chance for employment in this growing industry. You will learn OSHA safety procedures and participate in forklift, clamp truck and reach truck driving drills. Upon successful completion of the course, you will receive a Forklift, Clamp Truck and Reach Truck Certificate.

**OSHA 10 General Industry (10 Hours)**

**Dates/Days:** May 21 - 23, 2019 (Tuesday - Thursday)\*  
**Times:** 5:00 – 8:30 p.m.  
**Instructor:** L. Wallace  
**Location:** PDCCC Warehouse & Distribution Training Facility  
 1000 Armory Drive  
 Franklin, VA 23851  
**Tuition:** \$130 [if stand-alone]

**\*This class can be taken as a stand-alone or as part of the CLA/CLT Program.**

This training program is intended to provide entry level general industry workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid and prevent job related hazards on a job site. The training covers a variety of general industry safety and health hazards which a worker may encounter.

**\$ Certified Logistics Technician (CLT)\* with Employability Skills**

**Associated Credential: Certified Logistics Technician**

**Dates:** May 28, 2019 – June 28, 2019  
**Days/Times:** Tuesday – Thursday; 5:00 p.m. - 9:00 p.m.  
**Exam Date:** June 28, 2019 at 5:00 p.m. at WF Center  
**Instructor:** C. Richie  
**Location:** PDCCC Warehouse & Distribution Training Facility  
 1000 Armory Drive, Franklin, VA 23851  
**Tuition:** \$1,800\*\*\*  
**\$ WCG Price:** \$ 600  
**\*\*\*Price includes 1 certification exam.**

CLT Course provides students with the mid-level technical knowledge needed to understand the world of supply chain logistics and related core competencies. This Course includes: product receiving, product storage, order processing, packaging and shipment, inventory control, safe handling of hazardous materials, evaluation of transportation modes, customs, and dispatch and tracking operations.

**\* Pre-requisite: Certified Logistics Associate.**

## TRUCK DRIVER TRAINING

PDCCC's professional truck driving program consists of classroom instruction, various backing maneuvers, equipment and safety checks and on-the-road training. Also, included is lifetime free job placement assistance to graduates and lifetime refresher training.

### \$ Truck Driver Training – Class A

Associated Credential: Class A Commercial Driver's License (160 hours)

Dates/Times:

Week Day Program Mondays – Fridays 8 a.m. - 4 p.m.	Weekend Program Saturdays – Sundays 8 a.m. - 4 p.m.
June 3 – June 28, 2019	July 13 – Sept. 15, 2019
July 8 – Aug. 2, 2019	Sept. 21 – Nov. 24, 2019
Aug. 5 – Aug. 30, 2019	

NO CLASSES: 5/12/2019 (Mother's Day), 5/27/2019 (Memorial Day)  
6/16/2019 (Father's Day) and 9/2/2019 (Labor Day)

**Location:** Hobbs Suffolk Campus, Room 117  
**CEU:** 16 CEUs  
**Tuition:** \$4,500  
**WCG Price:** \$1,500

\*Must be 18 years or older, have a valid Virginia Driver's License and provide a recent DMV driving record.

This comprehensive 160-hour program provides the skills you need to earn your CDL Class A license. For Class A, you can drive any combination of vehicles with a gross combination weight rating (GCWR) of 26,001 pounds or more if the vehicle(s) being towed has a gross vehicle weight rating (GVWR) of more than 10,000 pounds. Vehicles in this class include Tractor-trailer, Truck and trailer combinations, and Tractor-trailer buses. If you hold a Class A license and you have the correct endorsements, you may also operate vehicles listed in Class B.

### \$ Truck Driver Training – Class B

Associated Credential: Class B Commercial Driver's License (120 hours)

Dates/Times:

Week Day Program Mondays – Fridays 8 a.m. - 4 p.m.	Weekend Program Saturdays – Sundays 8 a.m. - 4 p.m.
June 3 – June 21, 2019	July 13 – Sept. 1, 2019
July 8 – July 26, 2019	Sept. 21 – Nov. 10, 2019
Aug. 5 – Aug. 23, 2019	

NO CLASSES: 5/12/2019 (Mother's Day), 5/27/2019 (Memorial Day)  
and 6/16/2019 (Father's Day)

**Location:** Hobbs Suffolk Campus, Room 117  
**CEU:** 12 CEUs  
**Tuition:** \$3,300  
**WCG Price:** \$1,100

\*Must be 18 years or older, have a valid Virginia Driver's License and provide a recent DMV driving record.

This comprehensive 120-hour program provides the skills you need to earn your CDL Class B license. For Class B, you can drive any single vehicle with a GVWR of 26,001 pounds or more. Any single vehicle with a GVWR of 26,001 pounds or more towing another vehicle with a GVWR of 10,000 pounds or less. This class includes straight trucks, large buses, segmented buses, trucks towing vehicles with GVWR of 10,000 pounds or less.



## CUSTOMIZED TRAINING

PDCCC is proud to partner with business and industry to offer workplace training to maximize human resource capabilities and productivity by aligning the power of people and knowledge with the strategic goals of the organization.

Assessing the demands for workforce training is the first step to developing inventive, transformative, adaptive and corrective modules in response to the unique educational requirements of each workplace and the aptitude of every learner.

Designed for executives, managers and employees, relevant modules and course content is created and presented in an engaging and lively format to produce measurable results in leading performance indicators of business success:

### Productivity

### Retention

### Morale

#### Operational Excellence

- Teamwork
- Professionalism
- Valuing Diversity in the Workplace
- Ethics in the Workplace
- Effective Communication

#### Productivity

- Time Management
- Understanding Organizational Values
- Critical Thinking and Problem Solving

#### Maintaining Healthy Workplaces

- Sexual Harassment Awareness
- Stress Management
- Conflict Resolution and Avoidance

#### New 2019 Hot Topics!

- Social Media and Privacy in the Workplace
- Cultural Intelligence
- Collaboration
- Creativity: Inspiration vs Motivation
- Task Management: Sustaining Performance
- Complex Problem Solving
- Diversity in Thought and Practice

The Regional Workforce Development Center in Franklin, The Hobbs Suffolk Campus and PDCCC Smithfield can accommodate your workforce by large groups, small groups, in shifts, with options to train at your site or other remote locations.

Many large to small organizations and our industry neighbors have received affordable high-quality instruction. We begin with an assessment of your business needs.

Contact Della Stokes, Business and Industry Coordinator at [dstokes@pdc.edu](mailto:dstokes@pdc.edu) or 757-569-6050.

## ACT WorkKeys Assessments\*\*\*

**Dates:** June 18, 2019 (Workkeys CRC)  
 July 16, 2019 (Workkeys CRC)  
 August 20, 2019 (Workkeys CRC)

**Time:** 5:30 p.m. - 9:00 p.m.\*

**Fee:** \$57 (Must pre-register 1 week prior to test date)\*\*

**Test Coordinator:** Gena Brown

**Location:** Franklin Workforce Center

**Please Note:** *Minimum number of examinees required for testing.*

**\*No late arrivals will be allowed in once testing begins.**

**\*\*Funds are non-refundable and non-transferable (to another test session) for anyone that doesn't show up or doesn't call the college at 757-569-6051 (please leave message) three (3) business days prior to testing.**

A National Career Readiness Certificate (CRC) is earned by completing Three (3) WorkKeys Assessments:

- ❖ Applied Math
- ❖ Graphic Literacy
- ❖ Workplace Documents\*\*

WorkKeys can help you:

- \*Develop accurate, detailed position descriptions including critical tasks & skill levels
- \*Define training needs specific to your company
- \*Improve staff hiring and advancement processes
- \*Increase employee morale and job satisfaction

We also offer WorkKeys Assessments (upon request):

- \$25 - Applied Tech
- \$30 - Business Writing
- \$25 - Listening
- \$25 - Workplace Observation

ACT's standardized skill assessments are administered to your job applicants or employees to determine current skill levels in up to eight critical areas.

**We provide services in Franklin, Suffolk & Smithfield.**

For additional information, contact:

Gena Brown

Test Coordinator

757-569-6051

[workkeys@pdc.edu](mailto:workkeys@pdc.edu)

# Community Education

For further education about these and many other community classes, our website is: [www.pdc.edu/workforce-development](http://www.pdc.edu/workforce-development) or call 757-569-6050.

## Motorcycle Basic Rider

Dates: June 22 and 23, 2019 (Saturday/Sunday)  
September 14 and 15, 2019 (Saturday/Sunday)

Times: 8:00 a.m. – 5:00 p.m.

Tuition: \$200

The Virginia Rider Training Program (VRTP) is DMV's motorcycle safety & licensing program recognized only by the state of Virginia.

**Novice Rider Course** – Participants must be physically able to balance and operate a motorcycle.

The Virginia Rider Training program. Basic Rider Course (BRC) coaches the fundamental skills and is NOT intended to produce the superb riding skills of an experienced rider; rather, it provides the basic ENTRY-LEVEL skills for a new rider to begin practicing and developing the mental and motor skills important for safe street operation. Motorcycle safety helmets and full riding gear, e.g. without limitation, long sleeve jacket or shirt, long pants, over the ankle boots or shoes, eye protection, ¾ or full-face helmet, and full-finger gloves, are used by all persons while mounting or seated on any MSLVI motorcycle. Note that PDCCC provides the motorcycles and helmets for the course.

## Photography Class

Get up close and personal with your subject. Using backgrounds, students will photograph objects and create storytelling compositions. Various sources of light will be used: ambient, built-in camera flash, electronic strobe flash, studio strobes with umbrellas, hot lights, and ring flash.

Students will hone their photographic skills in the areas of lighting (use of light and shadow), use of various shooting modes. This class will focus on hands-on technical execution as well as creativity. Final project will be an 8x10 photo of a still life.

*Classes are offered at Franklin, Suffolk and Smithfield campuses.*

## Parenting Education Seminar

**Class Date:** Meets every 3<sup>rd</sup> Saturday of each month

**Class Times:** 9:00 a.m. – 1:00 p.m.

(must attend all 4 hours to receive a certificate)

**Location:** Alternates between Franklin and Suffolk Campuses

**Tuition:** \$50

**Pre-registration and payment is required! No walk-ins allowed. See Registration information below:**

The Co-Parenting: Two Parents, Two Homes is a four-hour interactive education class that was developed to help parents focus on the responsibilities of parenting from separate households and keeping children out of the middle of parental conflict. The curriculum covers different models of parenting from separate homes and common co-parenting challenges. It helps parents be aware of the effects of separation or divorce on their children. It also provides parents with a variety of options for resolving conflicts.

**Registration Information and Deadline:**

**Online:** You can register and pay for your class at [pdc.augusoft.net](http://pdc.augusoft.net) up to the Friday one week before class.

**In-Person:** After Friday, you can register in person with \$50 exact cash or money order up to the Wednesday before the class begins.

# Community Education (Con't.)

For further education about these and many other community classes, our website is: [www.pdc.edu/workforce-development](http://www.pdc.edu/workforce-development) or call 757-569-6050.

## ***Encore (Adult) Learning (Fall/Spring)***

Encore Learning offers non-credit courses targeted for adults 21 and better who want to improve their skills, explore new ideals, and interact with interesting people in their community. Choosing from a diverse collection of courses, learners can create their own development program expand their views of the world and enrich their lives and their communities. Encore Learning is a membership based learning community with memberships offered for \$99 per semester. All memberships are individual; each family member must join separately. Encore Learning members may enroll in as many courses per term as they choose. There is no minimum or maximum limit of courses for which you may register.

## ***Kids College CAMP (Summer)***

Our popular summer enrichment series offers courses for students ages **7 - 18**, on summer weekdays at **Franklin Workforce Center** from **June 17 to August 9, 2019**. Registration Fee is \$50 (non-refundable) per child to hold their place in the CAMP. Each week will be a different course: Water Adventures, STEAM. Adventures, Exploration Adventures, Art Adventure, Drawing Adventures. Tech Adventures, Cooking Adventures. The program's goal is to offer area students opportunities to learn new skills, develop new interests and hobbies, and explore career opportunities in a fun, hands-on environment. 2019 registration is open NOW!

**A Multi-Family Discount of \$5 each for each additional child in the family began May 1, 2019.**

## Workforce Training Financial Assistance & Scholarships

Paul D. Camp Community College has funding to provide financial assistance to students enrolled in certain noncredit programs leading to industry-recognized credentials.

### Minimum requirements for financial assistance

- US citizen or eligible noncitizen.
  - Minimum 18 years of age; OR completed high school graduation requirements.
  - Be domiciled in Virginia
  - Virginia resident for at least one full year prior to enrollment.
- Other factors will also be used to determine eligibility.

### \$FastForward Credential Grant Approved Programs

Backflow Prevention  
 Certified Logistics Associate (MSSC)  
 Certified Logistics Technician (MSSC)  
 Commercial Driver's License (CDL Class A)  
 Commercial Driver's License (CDL Class B)  
 CompTIA A+  
 CompTIA Network+  
 CompTIA Security +  
 CompTIA Project+  
 Customer Services and Sales (NRF)  
 Fast Track Welding (AWS Certified Welder)  
 Healthcare: Clinical Medical Assistant (NHA)  
 Healthcare: EKG Technician (NHA)  
 Healthcare: Phlebotomy Technician (NHA)  
 Marine Outside Machinist (VRSA)  
 Manufacturing Technician 1 (MT1)  
 NCCER Core  
 NCCER Industrial Maintenance Electrical & Instrumentation Level 1  
 NCCER Industrial Maintenance Electrical & Instrumentation Level 2  
 NCCER Industrial Maintenance Electrical & Instrumentation Level 3  
 NCCER Industrial Maintenance Electrical & Instrumentation Level 4  
 Phlebotomy Technician

### \$FastForward Credential Grant

You may be eligible for tuition assistance for Workforce Training!



Here's how it works:

1. You pay 1/3 of the tuition when you register.
2. The Commonwealth of Virginia pays 1/3 when you complete the class.
3. The final 1/3 is paid by the Commonwealth of Virginia when you earn a high-demand industry credential.

#### The State Pays Up To \$3,000!

Tuition includes instruction, textbooks, materials, equipment, admissions requirements, and credential exam.

You are eligible if you:

1. Meet the residency requirements for the Commonwealth of Virginia
2. Enroll in one of the eligible programs

\*Approved credential programs are subject to change.

#### Financial Assistance for Noncredit Training for Industry Credentials – FANTIC

You may be eligible for financial assistance for training in high-demand 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 Federal Poverty Levels.
4. You must complete a credential in one of the following programs.



## Workforce Training Financial Assistance & Scholarships (Cont.)

### Workforce/LogistX Scholarship

Through the support and generosity of Hampton Roads LogistX Games and donations to PDCCC Workforce Development, scholarship provides up to \$250 toward students taking non-credit workforce-related certification courses. Eligibility Criteria: 18+ years of age, Virginia resident, and Copy of High School Diploma or GED.

### GED & Adult Education Scholarship

The GED and Adult Education Scholarship was initially established as part of the Rural Virginia Horseshoe Initiative (RVHI), providing incentives for recent GED recipients to continue their education in the workforce and other programs of study in order to obtain gainful employment.

The GED & Adult Education Scholarship is available for students who meet the following criteria:

- Applicant must have earned either a GED certificate and be 18 years or over OR must have earned a High School Diploma and be 21 years or older.
- Applicant will need to provide a copy of their GED certificate / High School diploma or transcript.
- Applicant must be either low wage or low skill.
- Applicant must reside in the Western Tidewater communities of Franklin, Suffolk, Isle of Wight County, or Southampton County, Virginia
- Student will enroll into a Workforce non-credit certification course.

**For assistance in selecting a course, completing the application forms, and determining your eligibility for financial assistance and scholarships, please call Workforce Development at 757-569-6050 or email [workforce@pdc.edu](mailto:workforce@pdc.edu).**



## Non-Credit Class Registration Form

### FOR OFFICE USE ONLY

Full Price:	\$ _____
WCG Price:	\$ _____
FANTIC Pays (90%)	\$ _____
Student Owes (10%)	\$ _____
RVHI GED Pay:	\$ _____
LogistX/WF Schol. Pays:	\$ _____
Dominion Veterans Pays	\$ _____
<b>Student Pays:</b>	\$ _____
Add FANTIC-Buzz2	_____
Add RVHI GED Buzz2	_____

1. Email address\*: \_\_\_\_\_

\*Your email will be your username for your pdc.augusoft.net account.

2. Name: \_\_\_ Mr. \_\_\_ Miss \_\_\_ Ms. \_\_\_ Mrs. \_\_\_ Other \_\_\_

3. Full First \_\_\_\_\_ Full Middle \_\_\_\_\_ Full Last \_\_\_\_\_ Suffix (Jr., Sr., II, III, other) \_\_\_\_\_

4. Maiden Name: \_\_\_\_\_

5. Mailing Address: \_\_\_\_\_  
Street Apt./Suite City State Zip

6. City or County: \_\_\_\_\_

7. Home Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ 8. Cell Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

9. Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ 10. Gender: \_\_\_ Male \_\_\_ Female \_\_\_ Other \_\_\_ Prefer Not To Answer

11. Last 4 digits of Social Security Number: \_\_\_\_\_

### Citizenship Information:

12. What is your citizenship status? \_\_\_ Native (U.S. citizen at birth) \_\_\_ Naturalized (became U.S. citizen after birth)  
 \_\_\_ Alien Permanent \_\_\_ Alien temporary \_\_\_ Not living in the U.S.

### Military Information:

13. Have you ever served in the military?

\_\_\_ Never Served \_\_\_ My Spouse Has Served \_\_\_ Dependent of Someone Who Served \_\_\_ I served\*

**\*If you served in military, what is your current Military status?**

- Active  
  Active Reserve  
  Inactive-Reserve  
  National Guard  
  Other Protected Veteran  
  Retired  
  Veteran  
 Veteran (VA Ineligible)  
  Vietnam-Era Veteran  
 \*List date you entered the Military? \_\_\_\_\_[m/d/yyyy]

**Ethnicity/Race:**

**14. Ethnicity: Are you Hispanic/Latino?** \_\_\_\_Yes \_\_\_\_ No \_\_\_\_ Prefer Not To Answer

**15. Race:** \_\_Black/African American \_\_American Indian/Alaska Native \_\_Asian \_\_Hawaiian/Other Pacific Islander  
 \_\_\_\_ Other \_\_\_\_ White \_\_\_\_ Prefer Not To Answer

**Registration:**

Course Number	Title	Dates	Times	Location	Cost

I certify that all of the above information is complete and accurate. I agree to supply the college with supporting documentation related to my application, if I am requested to do so.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This institution promotes and maintains educational opportunities without regard to race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification) handicap, national origin or other non-merit factors.