



2018 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

E C Council Certified Ethical Hacker (CEH) (Cyber Security)

Associated Credential: Ethical Hacker Certification

Tuition: \$2,470

Location: Hobbs Suffolk Campus

The accredited course provides the advanced hacking tools and techniques used by hackers and information security professionals alike to break into an organization. This course will immerse you into the Hacker Mindset so you will be able to defend against future attacks. This course prepares you for the Ethical Hacker certification exam (exam costs included in tuition).

FANUC Certified Robot Training

Associated Credential: FANUC Robot Certification

Location: Workforce Development Center - Franklin

As more companies incorporate robotics into their operations, the demand for high paying careers related to designing, implementing and using industrial robots is increasing. FANUC Robotics' Certified Education Robot Training (CERT) program certifies students to program FANUC robots through on-line and hands-on training courses. FANUC Robotics' CERT program trains students how to use the latest robotic automation while applying science, technology, engineering and math. These programs significantly enhance student learning and provide training for real-world applications with real-world industrial robots.

\$ CompTIA A+ (Part 1 & 2)**Associated Credential:** CompTIA A+ certification

Dates: Spring 2019
Days/Times: Fridays, 12:30 – 3:20 PM
Instructor: T. Czerwinski
Tuition: \$2,300
\$ WCG Price: \$767
Location: Hobbs Suffolk Campus

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: Spring 2019
Days/Times: Fridays, 9:30 – 11:30 AM
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.**

\$ CompTIA Security +***Associated Credential:** CompTIA Security+ certification

Dates: Spring 2019
Days/Times: Tuesdays, 6:30 – 8:20 PM
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: Spring 2019
Instructor: A. Artis
Tuition: \$500
\$ WCG Price: \$167
Location: PDCCC Hobbs Suffolk Campus

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

ACT WorkKeys Assessments*

Dates:	Upon Request
Tuition:	\$57 CRC or \$30 per assessment
Test Coordinator:	Gena Brown
Location:	Franklin, Suffolk, Smithfield

A National Career Readiness Certificate (CRC) is earned by completing the three WorkKeys Assessments (fee is \$57):

- Applied Math
- Graphic Literacy
- Workplace Documents

We also offer WorkKeys Assessments (fee is \$30 per assessment):

- Applied Tech
- Business Writing
- Listening
- Workplace Observation
- Teamwork

For additional information, email workkeys@pdc.edu.

***An additional Proctor Fee may be applied.**

Fast Track Healthcare Program

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

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.

\$ Clinical Medical Assistant

Associated Credential: CMA Certification

Class Dates: January 22 – February 28, 2019 AND April 22 – May 30, 2019

Class Days: Mondays-Thursdays

Times: 8:30 AM – 2:30 PM

Instructor: D. Womble

Location: Suffolk

Tuition: \$5,000

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

Students will be responsible for paying the \$75 program application fee and uniforms for Externship.

\$ Phlebotomy Technician

Associated Credential: Phlebotomy Certification

Class Dates: March 4 – 21, 2019

Class Days: Mondays – Thursdays

Times: 8:30 AM – 2:30 PM

Instructor: D. Womble

Location: Suffolk

Tuition: \$2,300

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 and blood vials

\$ EKG Technician

Associated Credential: EKG Technician Certification

Class Dates: March 25 – April, 2019

Class Days: Mondays – Thursdays

Times: 8:30 AM – 2:30 PM

Instructor: D. Womble

Location: Suffolk

Tuition: \$1,800

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

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**
- **Provide a copy of his/her high school diploma or GED**
- **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: Spring 2019
Days/Times: Monday-Friday, 9 AM – 5 PM
Instructors: D. Lorenz & W. Wentz & L. Wallace (OSHA 10)
Location: Hobbs Suffolk Campus
Tuition: \$1,098

\$ WCG Price: \$366

*Must be 18 years or older

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 PM – 9 PM
Instructors: D. Lorenz & W. Wentz
Location: Hobbs Suffolk Campus
Tuition: \$1,098

\$ 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: Mon. & Wed., 3 PM – 9 PM
Instructors: P. Kneisley, L. Inman and W. Wentz
Location: Hobbs Suffolk Campus
Tuition: \$2,700

\$ 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
- Conductor Terminations and Splices

\$ NCCER Industrial Maintenance Electrical & Instrumentation (Level 3)

Associate Credential: Certified Industrial Maintenance Electrical and Instrumentation Technician

Dates: January 7 – May 3, 2019
Days/Times: Mondays & Wednesdays; 3:00 pm – 9:00 pm
Instructors: L. Inman
Location: Suffolk Hobbs Campus
Tuition: \$3100
\$ WCG Price: \$1034

E&I Level 3:

- 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-development).

\$ NCCER Industrial Maintenance Electrical & Instrumentation (Level 4)

Associate Credential: Certified Industrial Maintenance Electrical and Instrumentation Technician

Dates: Fall 2019
Days/Times: Mon. & Wed., 3 PM – 9 PM
Instructors: D. Lorenz & W. Wentz
Location: Suffolk Hobbs Campus
Tuition: \$2,800
\$ WCG Price: \$934

E&I Level 4:

- 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
- Distributed Control Systems

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-development).

\$ Manufacturing Technician (MT1)

Associated Credential: Certified Manufacturing Technician Level 1

Dates: Upon Request
Days/Times: Thurs. & Fri. 8 AM – 4 PM
Instructor: D. Lorenz
Location: Workforce Development Center
Tuition: \$3,000
\$ 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: March 2019
Days/Times: Mon/Tues, 8 AM – 4 PM
Instructor: L. Banks
Location: Hobbs Suffolk Campus
Tuition: \$300
\$ WCG Price: \$100

Designed to help participants understand backflow and recognize cross-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: Summer 2019
Days/Times: Mon – Fri, 8 AM – 4:30 PM
Instructors: T. Smith & L. Futrell
Location: PDCCC Franklin Campus, Welding Lab
Tuition: \$3,000
\$ WCG Price: \$1,000

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). Student must...

- Be 18 years or older and have a High School Diploma/GED
- Have prior knowledge in Welding or related field preferred

Basic Contractor Pre-Licensing Course

Associated Credential: Contractor’s Business License

Dates: Spring 2019
Days/Times: Tuesdays, 5 - 9 PM
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.

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: Spring 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

Electrical Tradesman License Renewal

Days/Dates: Spring 2019
Times: 5 – 8 PM
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.

Plumbers Tradesman License Renewal

Days/Dates: Spring 2019
Times: 5 – 8 PM
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.

Gas Fitters Tradesman License Renewal

Days/Dates: Spring 2019
Times: 8:15 – 9:15 PM
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.

HVAC Tradesman License Renewal

Dates: Spring 2019
Times: 5:30 – 8:30 PM
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: November 19 – December 4, 2018*
Days/Times: Mondays-Fridays, 7 AM – 3:30 PM
Tuition: \$250*
Location: Hobbs Suffolk Campus
(*no classes on 11/22 and 11/23 Thanksgiving Holiday)

***PDCCC Workforce \$250 Scholarship available to VSRA selected candidates with proof of high school diploma or GED.**

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 at <https://sjobs.brassring.com/>, or visit 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 & CRC.

January 14, 2019 at Workforce Dev. Center* Room 211

WorkKeys Career Readiness Certificate (3.5 hrs) - G. Brown

Time: 12:30* – 4 p.m.

Proctor: G. Brown

***Participant must arrive at 12 noon.**

January 15, 16 and 17, 2019 at PDCCC Warehouse &

Distribution Training Facility**

OSHA 10 General Industry (10 hrs)

Times: 1 – 4:30 p.m. (Tues-Wed) and 1 - 4 p.m. (Thur.)

Instructor: L. Wallace

Forklift, Clamp and Reach Truck Operator (15 hrs)

Times: 5 – 10 p.m. (Tues - Thurs)

Instructor: W. White

January 18, 2019 at Workforce Dev. Center* Room 207

Employability Skills (9 hrs)

Time: 8 a.m. – 5 p.m.

Instructor: T. Slippy

Tuition: \$650.00 (\$250 Scholarships 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 Regional Workforce Development Center

100 North College Drive

Franklin, VA 23851

**PDCCC Warehouse & Distribution Training Facility

1000 Armory Drive

Franklin, VA 23851

Forklift, Clamp Truck, and Reach Truck Training

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

Dates/Days: January 22, 23 and 24, 2019 (Tues. - Thurs.)

Times: 5 – 10 PM

Instructor: W. White

Tuition: \$250.00 (\$125 Scholarships available)

Location: PDCCC Warehouse & Distribution Training Facility

1000 Armory Drive

Franklin, VA 23851

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.

***Must be 18 years or older**



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 is a bundled certification program. Student MUST register and pay for both classes no later than two (2) business days prior to the CLA class start date**

\$ Certified Logistics Associate (CLA)*

Associated Credential: Certified Logistics Associate

Dates: January 8, 2019 – January 31, 2019
Days/Times: Tuesday – Thursday; 5:00 pm – 9:30 pm
Exam Date: TBD
Instructor: C. Richie
Location: PDCCC Warehouse & Distribution Training Facility
 1000 Armory Drive, Franklin, VA 23851
Tuition: \$1,200
\$ WCG Price: \$400

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.

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

**Associated Credential: Certified Logistics Technician
Certified Logistics Technician**

Dates: February 12, 2019 – March 14, 2019
Days/Times: Tuesday – Thursday; 5:00 pm – 9:30 pm
Exam Date: TBD
Instructor: C. Richie
Location: PDCCC Warehouse & Distribution Training Facility
 1000 Armory Drive, Franklin, VA 23851
Tuition: \$1,800
\$ WCG Price: \$600

Employability Skills

Dates: March 21 and March 26, 2019
Days/Times: Thursday & Tuesday; 5:00 pm – 9:00 pm
Instructor: T. Slippy
Location: Workforce Development Center
 100 North College Drive, Franklin, VA 23851
 Computer Lab 207

The 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. Included in this course is Employability Skills which will provide 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. **Pre-requisite: Certified Logistics Associate.**

Logistics Management Career Studies Certificate

Principles of Supervision I (BUS 111)

Dates: January 7, 2019 – May 6, 2019
Location: On-line
Instructor: B. Schmidt
Tuition: \$152.40 (in-state tuition)*
Credit(s): 3 credits

*Tuition rates subject to change per the State Board for Community Colleges.

Teaches the fundamentals of supervision, including the primary responsibilities of the supervisor. Introduces factors relating to work of supervisor and subordinates. Covers aspects of leadership, job management, work improvement, training and orientation, performance evaluation, and effective employee/supervisor relationship.

Retail Organization & Management (MKT 216)

Dates: January 7, 2019 – May 6, 2019
Location: On-line
Instructor: B. Schmidt
Tuition: \$457.20 (in-state tuition)*
Credit(s): 3 credits

*Tuition rates subject to change per the State Board for Community Colleges.

Examines the organization of the retail establishment to accomplish its goals in an effective and efficient manner. Includes study of site location, internal layout, store operations, and security. Examines the retailing mix, the buying or procurement process, pricing, and selling. Studies retail advertising, promotion, and publicity as a coordinated effort to increase store traffic.

The Logistics Management Career Studies Certificate is designed to prepare workers for careers in the growing demand of transportation and warehousing management. This curriculum is designed to prepare students in the study of the principles of organization and management as it relates to logistics. Courses in transportation, warehousing, inventory control, material handling, computerization, and federal transportation and OSHA regulations will be emphasized.

Spring 2019

MKT 216 Retail Organization & Management	3 Credits
BUS 111 Principles of Supervision I	3 Credits

Summer 2019

BUS 149 Workplace Ethics	1 Credit
BUS 234 Supply Chain Management	3 Credits

Fall 2019

BUS 255 Inventory & Warehouse Management	3 Credits
BUS 223 Distribution & Transportation	3 Credits

Award: Certificate in Career Studies (221-370-01)

Length of Program: 16 credits

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 AM – 4 PM	Weekend Program Saturdays – Sundays 8 AM - PM
Dec. 3 – Jan. 4, 2019*	Dec. 1, 2018 – Feb. 17, 2019**
Jan. 14 - Feb. 8, 2019	

* (no classes from 12/22/18 until 1/01/19 for Holiday Break)

** (no classes on 12/22/18 and 12/23/18 for Holiday Break)

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 AM – 4 PM	Weekend Program Saturdays – Sundays 8 AM - PM
Dec. 3 – Dec. 21, 2018	Dec. 1, 2018 – Jan. 27, 2019**
Jan. 14 – Feb. 1, 2019	

** (no classes on 12/22/18 and 12/23/18 for Holiday Break)

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.

Community Education

Motorcycle Basic Rider

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

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. (Motorcycles helmets are provided.)

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.

Parenting Education Seminar

Is a four hour interactive program (Seminar) for parents to complete prior to their final hearing? It does not tell parents how to raise their kids. Rather, this court mandated class aims to accomplish four simple, highly important goals:

1. How to strengthen the family unit.
2. How to communicate more effectively with their children and former partner.
3. How to identify the warning signs of depression and anger with their children.
4. How to handle the trauma children face during and after the family unit changes due to divorce or separation

Encore Learning (Fall/Spring)

Encore Learning offers non-credit courses targeted for adults 50 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 \$199 per year. 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 (Summer)

Our popular summer enrichment series offering unique workshops for students ages **7 - 18**, run summer weekdays at our **Franklin** and our **Smithfield PDC location** from **mid-June to mid-August**. With a menu of classes to choose from in the topic areas of Arts and Expression, Hobbies and Interest, Science, Technology, Engineering & Math, and Student Success, 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. 2018 registration opens in May!

For further information about these and many other community classes go to our web site www.pdc.edu/workforce-development

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)

Clinical Medical Assistant

CompTIA A+

CompTIA Network+

CompTIA Security +

CompTIA Project+

Commercial Driver's License (CDL Class A)

Commercial Driver's License (CDL Class B)

Customer Services and Sales

EKG Technician

Fast Track Welding (AWS Certified Welder)

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.

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

- Applicant must have recently earned a GED certificate (within the last 5 years)
- Applicant will need to provide a copy of their GED certificate
- Applicant must not be enrolled in another college or university
- 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.