

**PAGE COUNTY TECHNICAL CENTER
CONTINUING EDUCATION
SPRING SCHEDULE 2011**

TECHNICAL TRAINING TITLE	DATE	SESSION	TIME	LOCATION	TUITION & BOOK FEES
Auto Fundamentals & State Inspection (Upon completion students will be eligible for State Inspection Certification Exam)	2/21	22(M & W)	6:30pm-8:30pm	PCTC/152	\$275
Small Engine Repair	2/24	10(Th)	6:00pm-9:00pm	PCTC/150	\$150
Industrial Maintenance Program					
HVAC Basics (Register with LFCC Workforce Solutions by 2/16/11) 540-868-7021 or visit www.LFCCworkforce.com	2/26	6(S)	8:00am-5:00pm	PCTC/150	\$699
Mechanical Schematics & Drawing (Register with LFCC Workforce Solutions by 5/16/11) 540-868-7021 or visit www.LFCCworkforce.com	5/24 & 5/26	2(T & Th)	5:00pm-9:00pm	PCTC/150	\$225
OSHA 10 (Upon completion students will receive OSHA 10 Safety Card)	4/16 & 4/23	2(S)	8:00am-1:00pm	PCTC/150	\$75
Residential Wiring Basics	4/11	12(M & W)	5:00pm-7:00pm	PCTC/150	\$425
Microsoft Office 2007: Excel, Word, Powerpoint	2/21	10(M)	6:00pm-9:00pm	PCTC/142	\$300
Computer Basics	2/24	8(Th)	6:00pm-9:00pm	PCTC/142	\$230
Nursing Assistant (This class is being filled from a waiting list) (Upon completion students will be eligible for Nurse Aide Certification Exam)	3/1	30(T,Th & some Saturdays)	5:00pm-8:00pm	PCTC/139	\$540
Medical Terminology (Register with LFCC Workforce Solutions by 2/3/11)	2/12	3(S)	8:00am-12:00pm	PCTC/134	\$245
Pharmacy Technician (Register with LFCC Workforce Solutions by 3/1/11) 540-868-7021 or visit www.LFCCworkforce.com (Upon completion students will be eligible for VA Pharmacy Technician Exam)	3/9	8(W)	5:00pm-8:00pm	PCTC/134	\$495
Employment Preparation Resume & cover letter building, interview skills, public speaking, etc. 540-868-7021 or visit www.LFCCworkforce.com	2/22	6(T)	6:00pm-8:00pm	PCTC/142	\$75
Parenting Class Dinner and child care provided while class is in session Point of Contact: Abbey Dupuy – 540-778-4600	4/4	12	6:00pm-8:00pm	PCTC/139, 142,	FREE Cafeteria, Annex

A minimum of ten persons are needed to run the above classes. Prices are based on 10 people per class and may be adjusted if necessary. Full course descriptions can be found at - <http://eclipse.pagecounty.k12.va.us/pctc/pctchome/index.htm> then click on Adult Continuing Education

REGISTRATION INFORMATION

- Make all checks payable to PCTC Continuing Education.
 - Tuition is expected upon registration. If a business/industry is paying tuition, they must contact the Center before the first class.
 - Should class not run, tuition will be refunded in full.
 - Call PCTC @ 540-778-7282 ext. 0 for additional information/questions
 - Call Workforce Job Center @ 540-743-4320 for possible funding assistance
- No refunds after first class.**

Registration for classes will begin on Monday, January 27, 2011 and will conclude Friday, February 11, 2011. You may register for classes by:
▶ Calling 540-778-7282 ext. 0

Page County Technical Center will not discriminate because of race, color, sex, national origin, age or disability, or against faith-based organizations.

Page County Technical Center
Adult Continuing Education
Course Descriptions

Auto Fundamentals & State Inspection

This class introduces fundamental systems of the automobile; the engine, lighting, fuel, exhaust, glass, steering, and brake and suspension systems. It teaches theory and function of each system and focuses on the maintenance and service of these systems' components as important to state inspection. Upon successful completion of the class, students will be eligible for the State Inspection Certification Exam.

Small Engine Repair

Students will learn the basics of how to care for, fix, and maintain small engines. Students will have the opportunity for hands on learning. Students are responsible for their bringing their own tools.

Industrial Maintenance Program

HVAC Basics teaches the principles of heating, ventilation, and air conditioning. It also teaches heating fundamentals such as the types and designs of furnaces and their components and includes hands-on learning.

Mechanical/Schematics Drawing and Reading assists the maintenance technician to interpret basic shop drawings including: plumbing, electrical and electronic and covers conventional symbols such as electrical, hydraulic, and pneumatics.

OSHA 10 course is for general industry. It is a comprehensive safety program designed for anyone in the manufacturing industry. Workers in factories, assembly lines, pharmaceutical plants, health care facilities, and more should take this course. Once completed students will receive an OSHA 10 Training card.

Residential Wiring Basics

Basic Residential Wiring provides students with a solid understanding of house-wiring fundamentals. Students will learn about NEC requirements, and participate in hands-on projects, including the installation of lighting systems, switches, outlets, panel boxes, and service entrances. Students will be responsible for providing their own hand- tools for the class and will earn a continuing education certificate.

Microsoft Office 2007:

This class teaches the basics of EXCEL, WORD and PowerPoint. Students will learn the concepts and techniques of Microsoft Office 2007. EXCEL is a four (4) session class. WORD is a three (3) session class and PowerPoint is a three (3) session class.

Computer Basics

This class teaches the basic fundamentals of computer operations.

Nursing Assistant

This class teaches competency based health care skills and provides hands on experience to give students the job skills needed to become a Certified Nursing Assistant. Upon successful completion of this class, students will be eligible for the Nurse Aide Certification Exam.

Pharmacy Technician

This class teaches; technician duties, patient confidentiality, dispensing, law and the technician, terminology, pharmacy abbreviations, calculations, routes and formulations, reading prescriptions, and labeling. Upon successful completion of this class, students will be eligible for the VA Pharmacy Technician Exam.

Medical Terminology

This class teaches basic medical terminology, combined forms, common suffixes and prefixes, and basic medical abbreviations used in healthcare settings and in medical records. This class is recommended prior to taking Certified Administrative Medical Assistant, Medical Office Clinical and credit healthcare courses.

Employment Preparation

Now that you have the skills let us help you land the job. This course will help with development of a resume and cover letter, interview skills and public speaking to help with your job search.

Parenting Class

In working with Childcare Connection, Crossroads Counseling and PCTC we are happy to be offering a parenting class for FREE. During this time we will also provide dinner and childcare for all classes. Both programs, for the parents and children, are research based that will help support the development of your child/children.