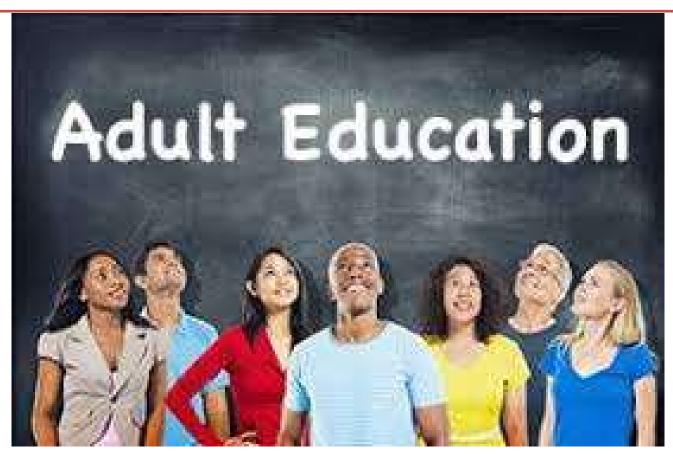
# PETERSBURG CITY PUBLIC SCHOOLS



# **Adult Continuing Education Program**

2024-2025 Course Catalog



Adults On the Road to Success and On a Journey to Greatness

## Greetings,

Welcome to the Fall-Spring 2024-2025 Petersburg City Public Schools Adult Continuing Education Catalog. Our goal is to provide engaging experiences and quality training that will help every adult master their course content and become a contributing citizen in their community and workforce. Thank you for choosing Petersburg City Public Schools Adult Continuing Education Program.

Ms. Barbara Smith
Director of Workforce Readiness



#### **MISSION STATEMENT**

Every adult will be literate and possess the knowledge and skills necessary to compete in a global economy and exercise the responsibilities of citizenship.

# Petersburg City Public Schools Executive Leadership

Ms. Yolonda Brown, Interim Superintendent Dr. Matthew Woods, Assistant Superintendent of Division Operations

#### **Petersburg School Board Members**

Mr. Kenneth L. Pritchett, Chairman Mr. Steven L. Pierce, Sr., Vice Chairman Mr. Hal B. Miles, Member Ms. Celeste L. Wynn, Member Mr. Adrian Dance, Sr., Member Mr. Bernard J. Lundy, Jr., Member Ms. Eleanor Proctor, Member

#### ♦ General Information ♦

#### **WAYS TO REGISTER:**

**IN-PERSON:** Visit the Office of Career and Technical Education, Monday through Friday from 8:30AM until 4:00PM and Tuesday or Thursday from 5:30PM until 8:00PM. The office is located at Petersburg High School, 3101 Johnson Road, Petersburg, VA 23805 in the South Wing (Door 13).

**ELECTRONICALLY:** Complete the registration form using the following link, **REGISTRATION LINKS**, on the website, <a href="https://www.petersburg.k12.va.us">www.petersburg.k12.va.us</a> We will receive a confirmation of your registration. You will have to confirm or secure payment the first week of classes to be enrolled.

We urge you to register early. This will allow us to plan classes to meet your needs. A minimum number of students are required before classes will be offered.

#### "DON'T DELAY...REGISTER TODAY"

**STATEMENT OF NON-DISCRIMINATION:** The School Board of the Petersburg City Public Schools does not discriminate on the basis of race, color, national origin, ex, disability, or age in its program and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies. Personnel Certification Specialist, (804) 862-7054, Petersburg City Public Schools, 255 South Boulevard East, Petersburg, VA 23805.

**REFUND:** Refunds are automatic when courses are filled, canceled or postpone. No refunds are given after the first week of the course. Please allow 5 to 10 business days for refunds. If you have any question, please contact Belinda Hendrix at the Career and Technical Education Office at (804) 862-7022 ext. 1429.

SNOW DAYS/CLOSED DAYS: When Petersburg City Public Schools are closed, adult classes are canceled. Announcements will be made via radio and/or television for class cancellations due to weather or emergencies. CLASSES will not meet on the following days: September 5, November 20-24, 2023, December 25-29, 2023; January 1-5, 2024, April 1-5, 2024, May 27, 2024, and June 19, 2024. For all questions, please contact the Office of Career and Technical Education at (804) 862-7022 ext. 1429, Monday through Friday 8:30AM until 4:00PM. www.petersburg.k12.va.us

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# Human Services Barber/Cosmetology

## **NEW!** Barbering I

Theory study of the structure and function of the skin, common skin disorders, and scalp and hair disorders are the focus of this semester. Hands on classes include providing facial massages, rendering plain facials, and barbering services such as cutting hair, styling hair, preparing customers for haircuts. The conduct required for a successful barber is stressed along with successful relationships with employers, clients, and coworkers.

APPRENTICE PROGRAM - MUST COMPLETE 150 CLASS HOURS AND REQUIRED APPRENTICESHIP HOURS IN A Department of Labor & Industry (DOLI) APPRENTICE APPROVED SHOP TO SIT FOR STATE BOARD EXAM.

https://www.doli.virginia.gov/apprenticeship/active-virginia-occupations/

Tuition \$585

Classroom Hour Credits: 75

Days: M/W or T/TH Time: 6:00 pm - 9:00 pm





## **NEW!** Cosmetology I

This course allows a student to gain a basic understanding of skills required to become a cosmetologist. The student will be required to demonstrate an understanding of procedures and methods to complete the following tasks: manicure/pedicure, facials, body massages, shampooing, rinsing, scalp and hair care, finger waving, hair styling, permanent waving, hair coloring, hair sculpting, and bacteriology, makeup, haircutting and sanitation methods.

**APPRENTICE PROGRAM** - MUST COMPLETE 150 CLASS HOURS AND REQUIRED APPRENTICESHIP HOURS IN A Department of Labor & Industry (DOLI) APPRENTICE APPROVED SHOP TO SIT FOR STATE BOARD EXAM!

https://www.doli.virginia.gov/apprenticeship/active-virginia-occupations/

Tuition \$585

Classroom Hour Credits: 75 Days: M/W or T/TH Time: 6:00 pm - 9:00 pm



# Esthetics/Nail Technician/Eyelash Technician

#### **NEW! EYELASHES**

Elevate your lash skill into cutting-edge artistry. Transform each lash set into a customized application, providing every client with better symmetry and facial balance. You'll learn to assess face shapes, bone structure, and eye types to create a corrective style and framing for each client, enhancing their unique beauty.

Tuition/Hours: \$ 585 Classroom Hour Credits: 40

Days: T/TH

Time: 6:00 pm - 9:00 pm



#### **NEW!** Esthetics I

A comprehensive esthetics program includes instruction not only in esthetic treatment procedures and services, but in areas such as the structure of the skin and its function, disorders of the skin, and professional business skills. In fact, theoretical knowledge is the foundation of a complete esthetics program.

APPRENTICE PROGRAM - MUST COMPLETE 150 CLASS HOURS AND REQUIRED APPRENTICESHIP HOURS IN A Department of Labor & Industry (DOLI) APPRENTICE APPROVED SHOP TO SIT FOR STATE BOARD EXAM.

https://www.doli.virginia.gov/apprenticeship/active-virginia-occupations/

Tuition \$585

Classroom Hour Credits: 75

Days: M/W

Time: 6:00 pm - 9:00 pm

ANY ADDITIONAL INFORMATION ABOUT SUPPLIES WILL BE

PROVIDED BY THE INSTRUCTOR.

### **NEW!** Nail Technology I

Students will learn how to recognize healthy nails and skin as well as nail and skin disorders and provide services to enhance the look of their client's hands and feet by performing manicures, pedicures, applying sculptured nails, gel nails, nail tips and nail wraps using the latest nail technology while following proper sanitation, disinfectants, and safety procedures. Students will also learn how to handle the business aspects of this profession.

APPRENTICE PROGRAM - MUST COMPLETE 150 CLASS HOURS AND REQUIRED APPRENTICESHIP HOURS IN A Department of Labor & Industry (DOLI) APPRENTICE APPROVED SHOP TO SIT FOR STATE BOARD EXAM! <a href="https://www.doli.virginia.gov/apprenticeship/active-virginia-occupations/">https://www.doli.virginia.gov/apprenticeship/active-virginia-occupations/</a>

Tuition \$585

Classroom Hour Credits: 75

Days: T/TH

Time: 6:00 pm - 9:00 pm





# **Business Programs**

### **NEW!** Medical Administrative Assistant Program

(With Clinical Externship) This 50-hour course prepares students to function effectively in many of the administrative and clerical positions in the health care industry. Medical Administrative Assistants, Medical Secretary, and Medical Records Clerks are all positions in great demand. This program covers important background information on the medical assisting profession and interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. This program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required to obtain a medical administrative assistant position in the health care field. Clinical Externship: As part of this Medical Administrative Assistant program, you will be eligible to participate in a 40 hour clinical externship. National Certification: This program meets the necessary requirements to take the National Healthcare Association (NHA) - Certified Medical Administrative Assistant (CMAA) exam.

Tuition \$1,133

Classroom Hour Credits: 50 Clinical Hour Credits: 40

Days: M/W Time: 6:00 pm - 9:00 pm

## **NEW!** Medical Billing and Coding Program

This combined 80 hour billing and coding course offers the skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD-10 manual), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. The course covers the following areas: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), ICD-10 (Introduction and Guidelines) and basic claims processes for medical insurance and third party reimbursements. Students will learn how to find the service and codes using manuals, (CPT, ICD-10 and HCPCS). National Certification: After obtaining the practical work experience (6months to 2 years), students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) - Certified Professional Coder Exam (CPC or CPC-H Apprentice); the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams

Tuition \$1,957

Classroom Hour Credits: 80 Days: M, T, W, TH

Time: 5:30 pm - 9:00 pm



# HOSPITALITY & TOURISM Culinary Arts

## **NEW!** CULINARY ARTS

Culinary Arts Serv Safe Starters training and assessment program is a complete solution that delivers consistent food safety training to employees. ServSafe is the training that is learned, remembered, shared and used. And that makes it the strongest food safety training certification. 11 weeks (Book cost \$75.00 not included but does include score sheet.) Manage First is a competency-based, management development program brought to you by the most trusted organization in the industry — the National Restaurant Association (NRA) — and Pearson. Students earn Manage First certificates for each Manage First exam passed, demonstrating their mastery of this competency area. Students who master five topic areas — four Core Credential Topics and one Foundation Topic — can earn the Manage First Professional® (MFP) Credential. 800 hours of industry-related work experience is also required, further enhancing the value of the credential. Cooking - Students will begin with cooking theory and move onto hands-on cooking and food preparation by using a variety of food types.

Food Handlers Certificate & ServSafe Certificate exam is administered.

Tuition \$585

Classroom Hour Credits: 75

Days: T/TH Time: 6:00 pm - 9:00 pm



# **ARCHITECTURE & CONSTRUCTION/TRADE AND INDUSTRIAL (APPRENTICESHIP)**

## **NEW!** Carpentry I

This course provides the student with information, knowledge and skill level in rough and finish carpentry. The course will cover hand and power tools, construction of a house/storage shed and other structures. Instruction will focus in the area of framing, construction materials, building codes, and site preparation.

Tuition \$585

Classroom Hour Credits: 75

Days: T/TH Time: 6:00 pm - 9:00 pm

# **NEW!** Carpentry II

This course provides the student with information, knowledge and skill level in rough and finish carpentry. The course will cover hand and power tools, construction of a house/storage shed and other structures. Instruction will focus in the area of framing, construction materials, building codes, and site preparation.

Tuition \$585

Classroom Hour Credits: 75

Days: M/W Time: 6:00 pm - 9:00 pm



# **NEW!** Electricity I – First Semester

Fundamental Calculations & Wiring - This program consists of electrical theory, AC/DC fundamentals, electrical wiring, Ohm's Law, devices, circuits, blueprint reading, Electrical Code application to home, business, and industries. National Electrical Code, trade math, trade terminology, and some trade science and physics will be introduced.

Tuition \$585

Classroom Hour Credits: 75

Days: T/TH

Time: 6:00 pm - 9:00 pm

## **NEW!** Electricity I – Second Semester

Continuation on Fundamental Calculations & Wiring - This program consists of electrical theory, AC/DC fundamentals, electrical wiring, Ohm's Law, devices, circuits, blueprint reading, Electrical Code application to home, business, and industries. National Electrical Code, trade math, trade terminology, some trade science and physics will be introduced.

Tuition \$585

Classroom Hour Credits: 75

Days: T/TH

Time: 6:00 pm - 9:00 pm



# **NEW!** Real Estate

Principles of Real Estate Students learn to apply real estate principles such as sales, real estate financing, ownership rights, investments, ethics, and laws. This course also meets the Virginia Department of Professional and Occupational Regulation's (DPOR's) required 60 class/clock hours of real estate salesperson pre-license education. Upon successful completion of the course students are eligible to take the Virginia real estate salesperson licensing exam. \* \*Individuals must be 18 years of age and have a high school diploma before applying for licensure as a real estate salesperson in Virginia. Additionally, those interested in pursuing licensure should be aware of the costs involved (e.g., application fee, testing fee, continuing education fees). Refer to DPOR regulations for current information

Tuition \$585

Classroom Hour Credits: 60

Days: T/TH Time: 6:00 pm - 9:00 pm

#### **NEW!** Automotive I

This course covers the fundamentals associated with a career path in the automotive field. The student will be provided with the basic knowledge and entry-level skills required to successfully service, diagnose and troubleshoot modern automobiles. Preparedness for the ASE (Automotive Service Excellence). Brakes exam is emphasized.

Tuition \$585

Classroom Hour Credits: 75

Days: M/W

Time: 6:00 pm - 9:00 pm



**NEW! Plumbing V** - Backflow This course is designed for experienced tradesmen pursuing the required DPOR Backflow Prevention Device Worker Certification (required for all testers as of January 1, 2023). The course will review backflow types, prevention methods and devices, and the responsibilities of all participants in the process. Backflow assemblies and test procedures will be reviewed, and the students will have hands-on time in the wet lab to improve and demonstrate their testing proficiency.

Tuition \$900

Classroom Hour Credits: 40

Days: T/TH/S

Time: 6:00 pm - 9:00 pm - T/TH



# **CNA/CPR/Physician Assistant**

#### **NEW!** Physician's Office Assistant

Physician's Office Assistants primarily work in doctor's offices, clinics, outpatient settings, hospitals, and other Medical healthcare settings. assistants, secretaries, and medical records clerks are all positions in great demand. The growth and the complexity of the U.S. healthcare system have resulted in a substantial increase in the need for qualified physician's office assistants. As access to health information is changing the ways doctors care for patients, numerous employment opportunities exist for medical assistants, health information systems staff, patient registration professionals and other related positions. This program covers information on medical administration and assistance, interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances.

## **CNA**

Certified Nurse Aide (CNA) Designed to prepares individuals to become a Nursing Assistant and to pass the Certified Nursing Assistant examination. This course meets the Omnibus Budget Reconciliation Act (OBRA) federal requirements for training long-term care nursing assistants to provide basic care. Content includes nursing theory, skills and clinical practice.

**Tuition \$1,314** 

Classroom Hour Credits: Days: M, T, W, TH Time: 5:30 pm - 9:30 pm

(6 week Course – New Classes begin every 6 weeks)

# **NEW!** CPR

This course will enable students to learn how to treat bleeding, sprains, shock, broken bones and other first aid emergencies.

supplies and preparing the material to construct the garment. Students are encouraged to bring their own material and patterns to class.

Tuesdays and Thursdays

Tuition - \$90.00

Time: 5:30p.m. – 8:30p.m.





# **GED/ESL**









# **LANGUAGE**

English As A Second Language (ESL) For registration/enrollment, please contact Southside Programs for Adult Continuing Education at (804-733-2670) or email <a href="mailto:kanderson@pgs.k12.va.us">kanderson@pgs.k12.va.us</a> or <a href="mailto:bbrown@pgs.k12.va.us">bbrown@pgs.k12.va.us</a>

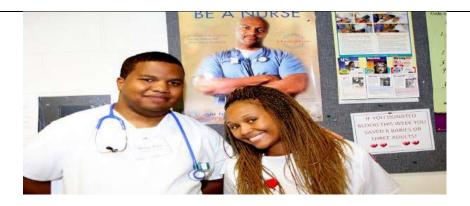
The course celebrates the culture, diversity of our community with emphasis on English as a Second Language. The culture will be on written/verbal communication skills. This course will provide participants with learning experiences/activities that foster a better understanding of the mechanics of the Language and the ability to apply that knowledge to everyday situations. **Tuition: FREE** 

# **GED® COURSE**

General Educational Development (GED) For registration/enrollment, please contact Southside Programs for Adult Continuing Education at (804-733-2670) or email <a href="mailto:kanderson@pgs.k12.va.us">kanderson@pgs.k12.va.us</a> or <a href="mailto:bbrown@pgs.k12.va.us">bbrown@pgs.k12.va.us</a> Participants must be at least 18 years of age. They will review all five areas (Language Arts, Mathematics, Science, Social Studies and Writing Skills) of the National GED Examination administered by the American Council of Education. The GED Certificate is a high school equivalency diploma recognized by most employers and colleges. Tuition: FREE









A partnership between Brightpoint & Reynolds Community Colleges



# FREE Certified Nurse Aide (CNA) Course

\*Do you qualify for FREE credential training?

- ➤ An adult, age 18+, and...
- ➤ Have a high school diploma or equivalent (GED®),
- ➤ A parent receiving TANF benefits and/or SNAP benefits, or... ➤ A parent with children in school who are under the age of 19, and ➤ A resident of the state of Virginia for the past 12 months

In-Person Class Orientation (mandatory): September 12 - 28, 2024 at Petersburg High School

Training classes: October 5 – Dec. 15, 2024 T/W/TH 5:30 – 8:30 p.m.

\*\*Additional days/hours required for skills and clinicals. Nov. 27 – Dec. 15, 2024, Monday – Friday, 3:00 pm – 8:30 pm.

Hybrid Classroom through Zoom and In Person Must have a laptop or computer and reliable internet to participate.

# **Click Here to Register**

# For more information:

(804)733 - 2670

Provided in collaboration with the Community College Workforce Alliance, Southside Programs for Adult Continuing Education, Petersburg Public Schools, and Virginia Career Works. These programs are funded with grants from the federal Workforce Innovation and Opportunities Act and the U.S. Dept. of Health and Human Services, Temporary Assistance for Needy Families (TANF).

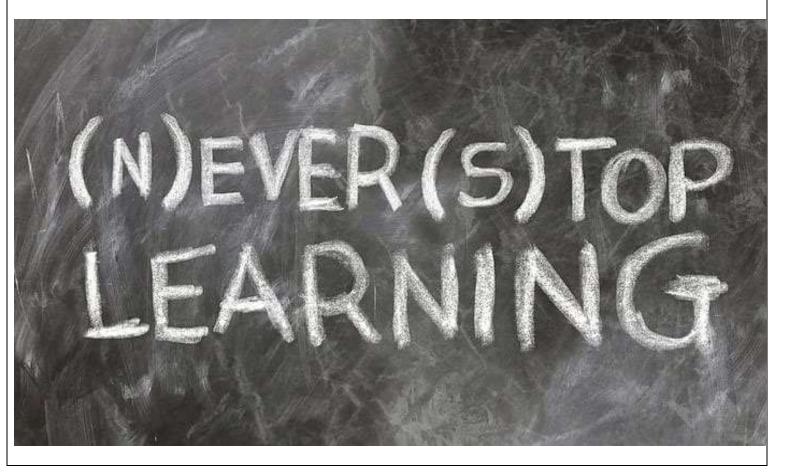
# PETERSBURG CITY PUBLIC SCHOOLS & COMMUNITY COLLEGE WORKFORCE ALLIANCE (CCWA)

ADULT CONTINUING EDUCATION PROGRAMS

# **CLICK HERE FOR A LIST OF CCWA COURSES**

Petersburg High School, 3101 Johnson Road, Petersburg, Virginia 23805

(Transportation will be provided for courses meeting at Bright Point Community Colleges for Hands-On Training)



# **Registration Form**

# PETERSBURG CITY PUBLIC SCHOOLS ADULT CONTINUING EDUCATION PROGRAMS Petersburg High School, 3101 Johnson Road, Petersburg, Virginia 23805

# PLEASE PRINT CLEARLY

**Home Address** 

FIRST Name

MIDDLE Initial

LAST Name

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	✓ Check the Appropriate Box F	Above for Home, Cell Email Address	l, or Work Phone Number
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Emergency Contact's First and Last N		ationship to You	Contact's Phone #
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# **PCPS Adult Education Registration Form**

Petersburg City Public Schools - Adult Continuing Education Programs

Petersburg High School, <u>3101 Johnson Road</u>, Petersburg, VA 23805

(804) 862-7022 ext. 1429

Petersburg City Schools Adult Education Website

# **FILL OUT IN GOOGLE FORMS**



