

Thomas Nelson Community College

WORKFORCE DEVELOPMENT



FAST TRACK TO REACHING YOUR GOAL

Day • Evening • Weekend • Accelerated Classes



For information, call
Hampton 757.825.2937 or
Historic Triangle 757.258.6591
www.tncc.edu/workforce



4 CONVENIENT LOCATIONS

Peninsula Workforce Development Center
600 Butler Farm Rd
Hampton, VA 23666

Williamsburg Campus
4601 Opportunity Way
Williamsburg, VA 23188

Hampton Campus
99 Thomas Nelson Drive
Hampton, VA 23666

Discovery Center
5308 Discovery Park Blvd.
Williamsburg, VA 23188

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About Workforce Training and Continuing Education

The Office of Workforce Training and Continuing Education (WTCE) works with community, government, education, business and industry partners, and the academic units of the College to develop and deliver workforce training courses and contract credit programs to individuals and organizations throughout the Peninsula.

Our programs and courses are tailored to meet the needs of the Virginia Peninsula job market. We have added some new information in this catalogue – earning potential in our most popular programs, new online offerings, allied health courses in our state-of-the-art facilities at the Historic Triangle campus, and industry training that includes welding and green building technologies. We hope you will find the courses you need – and if you do not, please call us at (757) 825-2937, so we can put your request on our “wish” list.

New Courses

ENVR 3305 Certified Building Analyst: Earn the newest certification for energy-efficient remodeling! Learn to assess homes to help homeowners save on energy costs and get tax rebates for eligible home improvements. The Building Performance Institute (BPI) is the leading organization providing certifications used in retrofitting existing buildings. All materials provided for hands-on labs and in-home practice. Written and field tests included.

ENVR 3310 Weatherization Installer: Once an energy audit is complete, contractors will be needed to help homeowners reduce their energy bills and qualify for state and federal rebates and tax incentives. You can be among the first trained to provide these new services in the Hampton Roads market. Good for you, good for the economy and good for our environment. *(See page 13 for full course description)*

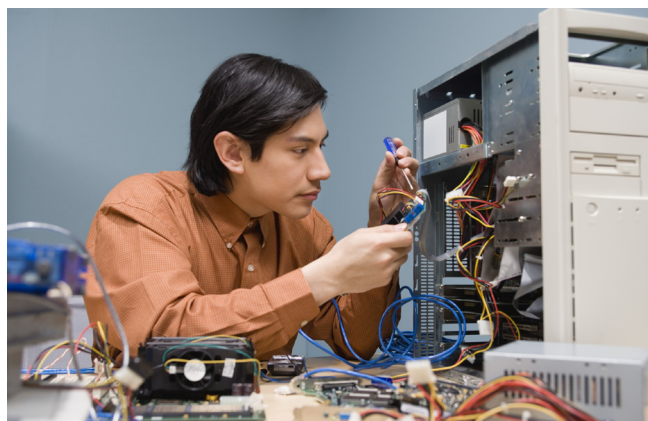


HLTH 3660 Nurse Aide Education: This course prepares students to care for older patients with emphasis on the social, emotional, and spiritual needs. Topics covered include procedures, communication and interpersonal relations, observation, charting and reporting, safety and infection control, anatomy and physiology, personal care, nutrition and patient feeding, death and dying. Class includes laboratory and clinical practice hours. *(See page 19 for a full course description.)*

New Online Courses

Workforce Development is now offering the following online courses:

- **HLTH 3300/3302 Human Anatomy & Physiology I and II**
- **Word I & II**
- **Network+ Certified Professional**
- **Security+ Certified Professional**



Industry Certifications & Professional Certificate Programs

Industry Certifications demonstrate that a student has acquired the skills needed for a specific occupation, usually verified by an industry-sponsored examination. Professional Certificate Programs are comprised of a series of courses focusing on the same subject area that provide knowledge and skills that can lead to career advancement. Both industry certifications and professional certificate programs are offered through Workforce Development at Thomas Nelson Community College.



Administrative Office Specialist Professional Certificate Program

EARNING POTENTIAL- \$32,900- \$34,700**

The Administrative Office Specialist Certificate program provides specialized training in the field of office support services. Complete a series of required courses to qualify for entry level employment as an office assistant, administrative assistant, secretary, office receptionist, administrative technician, administrative specialist or other titles within the administrative support/clerical field. Students are encouraged to engage in an internship or work experience while completing coursework to further employment opportunities.

Required Courses:

COMM 3100 - Effective Business Communication I
COMM 3105 - Effective Business Communication II
COMM 3305 - Grammar, Proofreading & Editing Skills
ITEC 3115 - Keyboarding I & II Combo
ITEC 3150 - Windows I
ITEC 3400 – Word I - classroom or online*

Take this course for additional job options

ITEC 3705 – PowerPoint II
ITEC 3405 – Word II - classroom or online*
ITEC 3500 – Excel I
ITEC 3505 – Excel II
ITEC 3700 – PowerPoint I
ITEC 3780 – Outlook I

*Online with live chat sessions



Clinical Medical Assistant Professional Certificate Program

EARNING POTENTIAL – \$26,000 – \$29,500**

Clinical Medical Assistants help physicians carry out procedures, care for patients, perform simple lab tests, and administer medications, in a doctor's office or clinic. This course combines 134 hours of classroom instruction, including electrocardiography (EKG), with a 160-hour externship to provide students with a complete learning experience.

Externships: Eligible* students that commit to a full-time externship (five business days a week) will be placed in an externship no later than 90 days from the end of the classroom portion of any course. Eligible students that commit to a part-time externship (2-4 business days per week) will be placed in an externship no later than 180 days from the end of the classroom portion of any course. Students may be required to travel up to 60 miles in one direction to an externship site. This program is offered in conjunction with Boston Reed College (www.adultedreg.com/tnc).

*An eligible student will have all prerequisites on file with Boston Reed College, successfully completed the classroom portion of the course, complied with all policies and procedures and met all financial obligations. Prerequisites are as follows: externship questionnaire, EMTS 3295 Basic Life Support for Healthcare Providers, proof of a current physical examination, tuberculosis screening, and a resume.



Industry Certification & Professional Certificate Programs (continued)

Contract Management Professional Certificate Program

EARNING POTENTIAL- \$35,000 - \$47,900

Complex business opportunities in the public and private sectors require skilled individuals to make smart business decisions. Understand the procurement process from acquisition planning and source selection to contract administration. Focus on today's federal, state and local government marketplace for flexibility in various contracting situations.

Required Courses:

BUSC 3320 - Procurement and Contract Management: Types, Roles and Responsibilities

BUSC 3330 - Contract Negotiations, Strategies and Techniques

BUSC 3340 - Contract Changes, Delays and Disputes



Dental Radiology Industry Certification

EARNING POTENTIAL- \$29,500 - \$34,000**

The Dental Radiology Certification course is approved by the Virginia Board of Dentistry for certification of dental auxiliaries to use dental x-ray equipment and to perform dental x-ray procedures under the direct supervision of a dentist licensed in Virginia. Students complete a one-day course that includes lecture, practical applications, and certification examinations. Topics include x-ray production and characteristics, the important types and use of dental radiographs, radiation biology, rules and regulations, safety precautions and procedures, and an introduction to dental radiographic techniques.

Required Course: DENT 3300 Dental Radiology

Emergency Medical Technician (EMT) Industry Certification

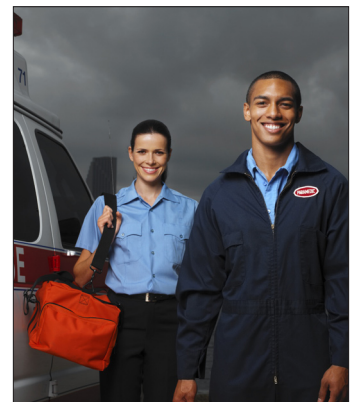
EARNING POTENTIAL- \$30,300 - \$33,000**

This course is designed to meet the ongoing need for both paid and volunteer services within our region. You can prepare for state certification as an EMT-Basic, and elect to further your employment options by sitting for the national certification examination. Review information regarding this exam at <http://www.emt-national-training.com/virginia-emt.php>.

Learn the necessary skills to provide quality care in the EMS field. Students will be given a supply list on the first day of class. A textbook is required. See additional course requirements on page 18. Students must meet all Virginia Office of Emergency Medical Services prerequisites for EMS training programs, including acceptable criminal history, which can be found at <http://www.vdh.state.va.us/oems>.

Required Course:

EMTS 3300 Emergency Medical Technician



Industry Certification & Professional Certificate Programs (continued)



Green Technologies Industry Certification(s)

EARNING POTENTIAL- \$27,000 - \$33,200**

BPI BUILDING ANALYST CERTIFICATION

This BPI Certification course gives individuals the knowledge to provide homeowners with an overview of energy consumption and options for conserving energy to save money. It is aligned with Building Performance Institute (BPI) Building Analyst Professional standards for energy auditing and provides instruction for energy efficiency analysis using the house-as-a-system approach.

Required Course:

ENVR 3305 BPI Building Analyst

WEATHERIZATION INSTALLER

Once an energy audit is complete, contractors will be needed to help homeowners reduce their energy bills and qualify for state and federal rebates and tax incentives. You can be among the first trained to provide these new services in the Hampton Roads market. This is good for you, good for the economy and good for our environment.

Required Course:

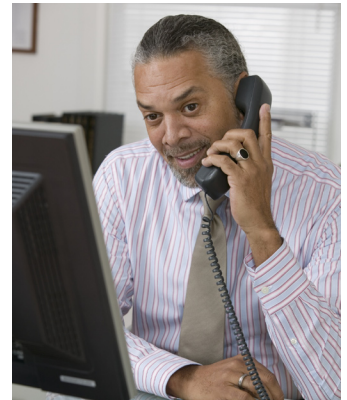
ENVR 3310 Weatherization Technician

Information Security Industry Certification Program

EARNING POTENTIAL- \$39,500 - \$47,300**

Master the skills and information you need to perform technical and security procedures required by many businesses and government agencies. The Information Security program is designed for IT technicians who want to add a certification to their work experience and for those interested in a new career in the IT industry. Earning an Information Security Industry Certification demonstrates your knowledge of troubleshooting and repairing computers, the essentials of networking and TCP/IP, the communication language of networks, and security topics such as communication security, infrastructure security, and cryptography.

The program prepares students to take four examinations approved by the Computing Technology Industry Association (CompTIA): A+ Essentials, A+ Practical Applications, Network+, and Security+ exams. All of these exams are offered at the TNCC Skills Certification Center, located at 600 Butler Farm Road, 757-865-5864. Visit www.comptia.com for additional information. *Certification courses may also be taken alone as individual industry certification courses.



Required Courses:

ITEC 5100 - A+ Certified Professional*

ITEC 5150 - Network+ Certified Professional*

ITEC 5200 - Security+ Certified Professional*

Prerequisite:

ITEC 3150 Windows I or Windows challenge exam.

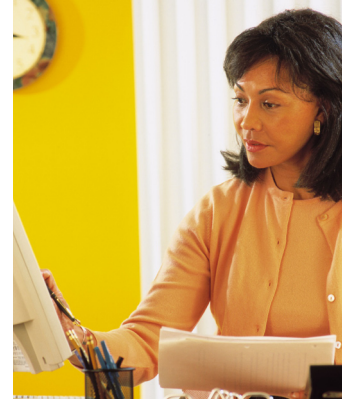
Courses use the official CompTIA curriculum and are taught by experienced professionals. Textbooks, exam prep software and certification exam vouchers must be purchased separately. A list of materials will be provided at the first class.

Industry Certification & Professional Certificate Programs (continued)

Medical Coding & Billing Specialist Professional Certificate Program

EARNING POTENTIAL- \$33,900 - \$39,000**

The Medical Coding & Billing Specialist Professional Certificate program is designed for individuals interested in professional positions as medical coders in medical facilities or those who wish to open a small business in this high-demand field. Complete a series of required courses and any necessary computer prerequisites. You may choose to complete additional electives in order to increase versatility and job options. If you wish to open a small business, training and assistance are available from the Small Business Development Center, co-located in the Peninsula Workforce Development Center.



Upon successful completion of coursework, you are qualified for entry-level employment in hospitals, clinics and physicians' offices. With completion of the coursework and two years of internship or work experience in the field, you will be qualified to sit for the Certified Professional Coder (CPC) national certification exam. For additional information regarding certification, visit the American Academy of Professional Coders at www.aapc.com.

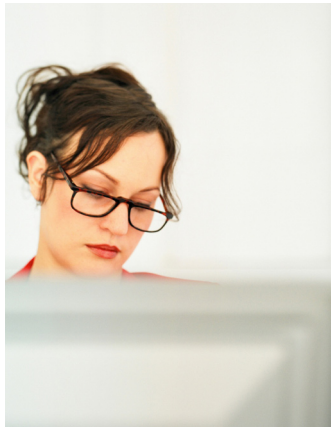
Required Courses:

COMM 3100 - Effective Business Communication I
*HLTH 3325 - Medical Terminology I
*HLTH 3330 - Medical Terminology II
*HLTH 3400 - Medical Office Procedures I
*HLTH 3405 - Medical Office Procedures II
*HLTH 3450 - Medical Coding and Billing I
*HLTH 3455 - Medical Coding and Billing II
HLTH 3460 - Medical Coding and Billing III
HLTH 3465 - Medical Coding and Billing IV

Take these courses for additional job options!:

COMM 3105 - Effective Business Communication II
COMM 3200 - Healthcare Communication
*HLTH 3300 - Human Anatomy & Physiology I
*HLTH 3305 - Human Anatomy & Physiology II
HLTH 3475 - Medical Coding & Billing Exam Prep
ITEC 3400 - Word I
ITEC 3405 - Word II
ITEC 3500 - Excel I
ITEC 3505 - Excel II

*College credit may be awarded for successful completion of these courses.



Medical Office Assistant Professional Certificate Program

EARNING POTENTIAL- \$28,000 - \$31,500**

The Medical Office Assistant Professional Certificate program provides specialized training in the field of medical support services. Forecasts indicate an ever-growing market for positions in this professional field. You may choose to complete additional electives in order to increase versatility and job options. Upon successful completion of the coursework, you will be qualified for entry-level employment in hospitals, clinics, and physicians' offices as a medical secretary, medical office assistant, medical office receptionist, medical services secretary or medical records file clerk. Participants are encouraged to seek internships or work experience while completing coursework to further employment opportunities.

Required Courses:

COMM 3200 - Healthcare Communication
*HLTH 3325 - Medical Terminology I
*HLTH 3330 - Medical Terminology II
*HLTH 3400 - Medical Office Procedures I
*HLTH 3405 - Medical Office Procedures II
HLTH 3430 - Medical Transcription I
*HLTH 3450 - Medical Coding & Billing I
ITEC 3115 - Keyboarding I & II Combo
ITEC 3400 - Word I
ITEC 3500 - Excel I

Take these courses for additional job options!:

COMM 3100 - Effective Business Communication I
COMM 3105 - Effective Business Communication II
DENT 3300 - Dental Radiology Certification
*HLTH 3300 - Human Anatomy & Physiology I
*HLTH 3305 - Human Anatomy & Physiology II
*HLTH 3455 - Medical Coding & Billing II
ITEC 3405 - Word II
ITEC 3505 - Excel II

*College credit may be awarded for successful completion of these courses

Industry Certification & Professional Certificate Programs (continued)



Nurse Aide Industry Certification Program

EARNING POTENTIAL- \$21,600 - \$25,000**

This course prepares students to care for older patients with emphasis on the social, emotional, and spiritual needs. Topics covered include procedures, communication and interpersonal relations, observation, charting and reporting, safety and infection control, anatomy and physiology, personal care, nutrition and patient feeding, death and dying. Class includes laboratory and clinical practice hours. (See page 19 for additional information.)

Required Courses:

HLTH 3660 Nurse Aide Education

Office Applications Specialist Professional Certificate Program

EARNING POTENTIAL- \$32,000 - \$33,720**

The Microsoft Office Applications Specialist Professional Certificate program is designed for students that demonstrate desktop skills with the Microsoft Office suite of business productivity applications. Complete a series of required courses and any necessary computer prerequisites. Demonstrate your ability to use the advanced functionality of these Microsoft Office applications. Develop advanced skills with Microsoft's leading business desktop software to increase versatility on the job and become eligible for career advancement in the modern workplace. To earn the Office Applications Specialist Certificate, participants must complete all of the classes listed for the program or complete applicable challenge exams.

Required Courses:

- ITEC 3115 - Keyboarding I & II Combo
- ITEC 3150 - Windows I
- ITEC 3400 - Word I
- ITEC 3405 - Word II
- ITEC 3500 - Excel I
- ITEC 3505 - Excel II
- ITEC 3700 - PowerPoint I
- ITEC 3705 - PowerPoint II
- ITEC 3600 - Access I & II Combo
- ITEC 3780 - Outlook I



Virginia Education Wizard

The Virginia Education Wizard can help you choose a career, get the information you need to pursue your career, and provide advice on ways to pay for college. Visit www.vawizard.org and get the answers to your questions about your future.

Industry Certification & Professional Certificate Programs (continued)

Personal Fitness Trainer Industry Certification Program

EARNING POTENTIAL- \$25,000 - \$29,000**

Whether you are making a career move or attending for personal development, you will obtain the knowledge and training you need to become a Certified Personal Fitness Trainer. This 6-week intensive program prepares you to work with clients as a private trainer or to work in fitness centers and medical settings. The program includes 15 hours of in-class theory, 15 hours of hands-on practical training and preparation for taking the Certified Professional Trainer Exam in the sixth week. The written and practical exam fee is included in course cost.

Internship: After completing the program and passing the written and practical exam, students will be required to participate in a 20-hour internship in order to become certified. For additional information regarding certification, visit www.witseducation.com.

Required Course:

HLTH 3850 Certified Personal Fitness Trainer



Pharmacy Technician Industry Certification Program

EARNING POTENTIAL- \$28,500 - \$29,000**

The Pharmacy Technician program is designed for individuals interested in working as pharmacy technicians in hospitals, clinics and local pharmacies. Complete eight required courses and be prepared to sit for the Virginia State Board of Pharmacy exam and the National Certification Program for Pharmacy Technicians (PTCB). Entry-level employment as a pharmacy technician in Virginia requires one of the two certifications. You may seek an internship or work experience while completing coursework to further employment opportunities. For additional information regarding certification, visit www.ptcb.org.

Please Note: When applying for a job in this field, applicants may be required to complete a satisfactory background check and drug screen.

Required Courses:

COMM 3200 - Healthcare Communication

*HLTH 3300 - Human Anatomy & Physiology I

*HLTH 3305 - Human Anatomy & Physiology II

HLTH 3500 - Pharmacy Practice

HLTH 3510 - Mathematics for Pharmacy

HLTH 3520 - Pharmacology I

HLTH 3525 - Pharmacology II

HLTH 3550 - Pharmacy Technician Exam Prep

*College credit may be awarded for successful completion of these courses.

Industry Certification & Professional Certificate Programs (continued)



Secretary/ Administrative Professional Industry Certification Program

EARNING POTENTIAL- \$41,200 - \$44,000**

Attainment of Certified Professional Secretary (CPS) and Certified Administrative Professional (CAP) designations can have a significant impact on your career. TNCC Workforce Development offers three classes for those seeking their CPS designation — Office Systems and Technology, Office Administration and Office Management. One class — Advanced Organizational Management— is offered for those that have already obtained their CPS designation and want to obtain their CAP designation.

Note: TNCC college credit can be awarded for successful completion of each the four CPS/CAP exams. Go to www.tncc.edu and search for “Advanced Standing Guide.”

Required Courses:

I TEC 3132 Office Systems and Technology

BUSC 3240 Office Administration

BUSC 3250 Office Management

BUSC 3400 Advanced Organizational Management

For additional information regarding certifications, visit the International Association for Administrative Professionals at www.iaap-hq.org.

Website Management Professional Certificate Program

EARNING POTENTIAL- \$36,500 - \$38,900**

The Website Management program provides specialized training in the field of web page design and maintenance. Forecasts indicate an ever-growing interest in web- and Internet-based applications, including social media and viral marketing. Understand the fundamentals of web page design, review underlying web page coding, and practice web layout using the most recent software.

Complete nine required courses and become qualified for entry-level employment in the field as a desktop publisher, web developer, web content administrator, web designer, web marketing program manager or in positions that require knowledge and skill in web design and management to fulfill a portion of job responsibilities. Entrepreneurs that plan to open a web design or management business will find helpful workshops and consulting offered by the Small Business Development Center, co-located in the Peninsula Workforce Development Center. For more information, visit www.hrsbdc.org.

Required Courses:

ARTS 3400 - Photoshop I

ARTS 3405 - Photoshop II

ARTS 3700 - Dream Weaver I

ARTS 3705 - Dream Weaver II

I TEC 3150 – Windows I (or challenge exam)

I TEC 4100 - Web Page Design I

I TEC 4105 - Web Page Design II

ARTS 3600 Flash I

ARTS 3605 Flash II



**Bureau of Labor Statistics, 2010-2018, May 2009 – Note: Some occupations might not have full-time positions available in all geographic areas.

Licensing Courses

Licensing preparation and licensing renewal classes are offered for occupations regulated by the Commonwealth of Virginia. Licensure demonstrates that you possess skills needed for your occupation and can lead to advancement and industry certification ratings. TNCC Workforce Development's licensing programs report attendance to the Virginia Department of Professional and Occupational Regulation. Classes are taught by experts to help you prepare for a state licensing exam or earn the necessary Continuing Education Units (CEU hours) required for license renewal.

TRNS 3200 Motorcycle Rider Safety Course

This course gives the novice motorcyclist the skills required to ride safely on the street. Through a combination of classroom learning and range practice, the course includes basics of motorcycle operation, effective braking, turning skills, obstacle avoidance, and safe riding strategies. DOT approved helmets and 125cc to 500cc motorcycles are provided. Students must provide: full-fingered leather gloves, sturdy over-the-ankle leather shoes or boots, long sturdy pants, long sleeve shirt or jacket and rain gear (if needed). Upon successful completion of the course, students may waive the test at the Virginia DMV office and might qualify for up to 10% insurance discount with major motorcycle insurance companies.

To be eligible to enroll, a student must know how to ride a bicycle, be at least 16-years-old and have written parental/legal guardian permission up to age 18 (parent/legal guardian must attend first class meeting). In addition, the student must also have a valid driver's license or learner's permit. Note: A motorcycle license will not be issued to anyone under the age of 19 who does not have an automobile operator's license. Because this course is physically demanding, students should be in good health. The instructor will make the final determination if the student will be allowed to participate in the riding portion of the course. All course requirements must be met in the same weekend for successful completion. Courses are scheduled each weekend from March through mid-December. Contact the motorcycle rider program registration line directly at (757) 825-2758.



Tradesmen License Renewal

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.

BLDG 3250 Basic Contractor Business Licensing

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. Fees include textbook.

ELEC 3400 Electricians -Tradesman License Renewal

Designed for electricians, this 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. A workbook highlighting recent changes is included in the cost of the class and will be distributed in class.

HVAC 3400 HVAC Mechanics - Tradesman License Renewal

Specially designed for HVAC mechanics, this 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. A workbook highlighting recent changes is included in the cost of the class and will be distributed in class.

PLMB 3400 Plumbers - Tradesman License Renewal

The 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. A workbook highlighting recent changes is included in the cost of the class and will be distributed in class.

GASF 3400 Gas Fitters -Tradesman License Renewal

The one hour class 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. A workbook highlighting recent changes is included in the cost of the class and will be distributed in class.

TRNS 3300 Truck Driver Training Course

This 160-hour course includes classroom and field instruction in Federal Motor Carrier Safety regulations, defensive driving, driver's daily logs, and other information professional drivers are required to know to receive a Class A Commercial Driver License (CDL). (Earning Potential - \$36,000 - \$39,200). You will learn the safe operation of a tractor-trailer, including pre-trip inspections, backing up, docking, lane centering and blind side parking. All course materials are provided. Classes are offered in week-day and weekend formats. For more information, call (757) 825-2937.

TRNS 3400 Independent Motor Vehicle Dealer

This Dealer-operator course will take you from establishing the dealership under local zoning and Dealer Board requirements through the sales process with its multitude of forms, laws and regulations, into a sampling of opening and operating expenses, and will include a discussion on ethics. The path of a Dealer-operator license begins with this course. This course will benefit existing dealers and their employees and will help participants prepare for the course test and the final exam.

Dealer /operators of new independent motor vehicle dealerships are required to successfully complete this course before they will be allowed to take the independent dealer operator qualification test at any Virginia Department of Motor Vehicles Customer Service Center. "Grandfathered" dealer/operators, title clerks and salesperson are encouraged to take the course as well. Visit www.mvdb.virginia.gov/licensingprocess.htm



Continuing Education Course Descriptions

Building Design & Construction

BLDG 3100 Interior Design I

Use your creativity to experiment with new looks for residential or business settings! Learn to use design, color, texture, mass, scale, space and line in decorating schemes. Discuss the selection and use of decorative accessories and lighting. Information provided will help you start a small business or consulting firm.

BLDG 3105 Interior Design II

Continue to enhance your personal or professional environment through interior design! Learn how to select furniture, window treatments, and wall and floor coverings. Use this knowledge to create a design for a homeowner or business client. Special activities include presentations of students' room plans and demonstrations of techniques students can use in their own design schemes. Materials list will be given at first class. Prerequisite: Successful completion of BLDG 3100.

BLDG 3250 Basic Contractor Business Licensing

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 students the opportunity to review and discuss topics covered on the licensing examination. Fees include textbook.

BLDG 3315 Basic Residential Design Using Computer Modeling

This six-week course provides hands-on training for those with little or no experience with Chief Architect X1, a professional computer modeling and drafting program for residential home design. This course covers basic computer modeling of residential buildings, including floor plans, elevations, construction details, layouts, and renderings. The course includes updated content on how to design or renovate a home using energy efficient features such as window placement, framing, air sealing, and insulation. A basic understanding of residential construction is expected. The software is only available on college computers during course time. USB drive required.

BLDG 3320 Advanced Residential Design Using Computer Modeling

This is an advanced course in Chief Architect X1, a computer modeling program for residential construction. This course focuses on preparing models for presentation to clients and using them to produce drawings.

Universal design options that make the home accessible to all, including the disabled and the elderly will be addressed. A portion of each class will be devoted to working through problems that students bring to the class from the field. Students will need to be familiar with Chief Architect X1 and have access to the program for homework. The software is only available on college computers during course time. USB drive required.

ELEC 3400 Electricians -Tradesman License Renewal

Electricians obtaining or renewing licenses are now required by the Virginia Board of Contractors to complete continuing education as part of the licensing process. This course for electricians covers 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 the class. A workbook highlighting recent changes is included in the course fee and will be distributed in class.

ENVR 3305 Certified Building Analyst

Learn to assess homes for energy-efficient remodeling. This Building Performance Institute (BPI) industry certification authorizes you to help homeowners save on energy costs and get tax rebates for eligible home improvements. Licensed contractors can become Certified Building (energy) Analysts and Building Analysts can train to provide recommended energy retrofitting. Related contractor training offered throughout the year. All materials provided in class.

ENVR 3310 Weatherization Installer

Using the BPI approved curriculum, experts in the weatherization and construction fields will teach this 24-hour program. Upon completion of classroom and hands-on lab components, you will be ready to work with installation of energy efficient weatherization measures in existing buildings, including windows, doors, insulation, and HVAC ductwork.

HVAC 3400 HVAC Mechanics - Tradesman License Renewal

HVAC mechanics 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 for HVAC mechanics covers 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 the class. A workbook highlighting recent changes is included in the course fee and will be distributed in class.

PLMB 3400 Plumbers -Tradesman License Renewal

Journeyman and Master Plumbers 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 for plumbers covers 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 the class. A workbook highlighting recent changes is included in the course fee and will be distributed in class.

GASF 3400 Gas Fitters -Tradesman License Renewal

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 one hour class for Gas Fitters is intended for journeyman and Master Gas Fitters, Liquefied Petroleum Gas Fitters, and Natural Gas Fitters. The course covers 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 the class. A workbook highlighting recent changes is included in the course fee and will be distributed in class.

Also, see Welding page 22.

Business Administration, Management & Communication

BUSC 3240 Office Administration for Certified Professional Secretary/ Certified Administrative (CPS/CAP)

This course covers the elements of record management, filing systems, file management and the industry standards. Review verbal and written communication, business grammar and reference materials. Learn to compose and edit written communications, write business documents and email, distribute information, and follow business etiquette. TNCC course credit can be earned upon successful completion of exams. For additional information, visit www.tncc.edu and search for "Advanced Standing Guide." For more information on the professional exams, visit www.iaap-hq.org. Textbook required.

BUSC 3250 Office Management for CPS/ CAP

This course covers all aspects of the human resources arena. Review basic principles of management, recruitment and selection procedures, legal and ethical issues, job analysis, performance evaluation, training and development, compensation, benefits, and record keeping procedures. During the second half of this course, learn accounting

procedures, financial statement analysis, managerial accounting, time management, and various communication styles. Textbook required.

See BUSC 3400 CPS/CAP Advanced Organizational Management and ITEC 3132 Office Systems and Technology for two additional CPS/ CAP exam review courses.

BUSC 3320 Procurement and Contract Management: Types, Roles and Responsibilities

Because contracts and subcontracts are developed in an increasingly complex environment, you need a solid understanding of the contracting process to give you an advantage whether you are buyer or seller. This course concentrates on the functions, roles, and responsibilities of the contract manager. You will learn accepted practices and proven concepts for managing and retaining a government contract, define roles and responsibilities of a contract management team, and learn solutions to pitfalls encountered in the post award environment.

BUSC 3330 Contract Negotiations, Strategies and Techniques

Do you understand the "science" of negotiation? Explore the negotiation process including tactics, spotting and counteracting ploys, and creating leverage. Lectures are combined with case studies, exercises, and negotiation role-playing to maximize your learning experience. Effective contract negotiation can ensure project success, speed performance, and reduce risks and costs along the way. Discover the keys to contracting in this practical course.

BUSC 3340 Contract Changes, Delays and Disputes

Review the monitoring techniques used by government inspectors to ensure performance. See how the government formally accepts deliverables, and the difference between the variations of acceptance: formal and implied. Explore the various types of changed conditions that can lead to a contract modification; causes of delays, and ways to resolve disputes between parties.

BUSC 3400 CPS/CAP Advanced Organizational Management

The last in the Certified Professional Secretary/ Certified Administrative Professional (CPS/CAP) series, this course covers advanced management theories and procedures, including organizational decision making, critical and creative thinking, organizational and strategic planning, how to conduct research, team skills, and advanced communications. The CPS/CAP Examination Review Series provides an excellent learning tool focused on key topics necessary for passing the examinations. A textbook is required.

COMM 3100 Effective Business Communication I

Learn the essential elements of writing business letters, including good news, bad news and persuasive letters. Learn to edit your documents for clarity and conciseness. Develop verbal communication skills by learning key strategies for communicating in today's fast-paced

business environment. Textbook is required. Prerequisite: Basic computer skills are needed to complete lab exercises.

COMM 3105 Effective Business Communications II

Continue to enhance your written communication skills by practicing email formats and etiquette, preparing memos and learning the steps to writing effective business reports and proposals. Refine your verbal communication skills through role-playing in small interactive groups, including scenarios featuring the difficult coworker and the problem employee. Learn effective ways to facilitate meetings and prepare for presentations. Prerequisite: Successful completion of COMM 3100. Same textbook as Level I.

COMM 3305 Grammar, Editing & Proofreading Skills

Learn the basics of editing and proofreading by focusing on contemporary grammar skills. Review the most frequently mistaken grammar and usage rules. Practice editing and proofreading skills on business letters, reports and technical documents. Textbook is required.

FINL 3175 Retirement Planning Today

Determine the amount of money you need to retire, create your own successful retirement goals, eliminate debt, improve cash flow and establish an estate. Topics include life planning, retirement needs and expenses, retirement road blocks, retirement income sources, investments, risk management and asset protection. This class contains something for everyone whether you plan to retire 20 years from now or in the near future.

FINL 3180 Lifetime Planning Strategies

If you have recently retired or have been in retirement for some time, this course is designed to help you understand challenges and opportunities. Explore strategies that can be used in post-retirement financial planning.

Computer Aided Design

CADD 3200 AutoCAD I

Learn elementary two-dimensional drafting using AutoCAD software. Course includes individualized hands-on practice in technical drafting and editing, display adjustment, and layers. Prerequisite: Successful completion of ITEC 3150, Windows I, or Windows challenge exam. Previous experience with mechanical drawing and basic geometry is extremely helpful.

CADD 3205 AutoCAD II

Learn advanced concepts of AutoCAD software to include paper space (layouts), dimensioning, 3D modeling, and blocks (repeated symbols). Prerequisite: Successful Completion of CADD 3200.

Computer Software & Certifications/Networking

Many courses require a prerequisite of ITEC 3150, Windows I. This prerequisite can be met by completing the course or one of the following two options:

- Individuals that have completed computer courses in Windows 98 or higher can submit documentation of successful course completion (certificate, transcript) to fulfill the Windows prerequisite.
- Individuals that have not completed computer coursework, but have acquired skills through practical experience, may opt to attempt our Windows Challenge Exam. The exam is administered in person or via phone during regular registration hours. Successful completion of the exam with a score of 75% or better will fulfill the Windows prerequisite. Only one exam attempt is permitted.

ITEC 3120 Computers for Beginners

Lose the fear of computers with plenty of hands-on practice at a slow pace. Learn basic computer terminology and functions as well as how to save and open documents. Practice left mouse and keyboard functions and editing features in a word-accessory program.

ITEC 3110 Keyboarding I & II Combo

Establish your keyboarding skill and strengthen your foundation through practice and practical exercises. Focus on good keyboarding technique, touch-typing and building speed while improving accuracy. The course is designed for those with little or no keyboarding experience. Textbook is required.

ITEC 3132 Office Systems and Technology

This Certified Professional Secretary/Certified Administrative Professional (CPS/CAP) Exam Review Course focuses on key topics necessary for passing Part 1, Office Systems and Technology, of the CPS/CAP exams. Learn the terminology and basic concepts of information processing and gain an understanding of computer hardware and peripherals. Telecommunications, networked enterprises, systems securities, the difference between system software for computer operations and software for business applications. Understand the basic procurement principles. See how to design an office, using ergonomic principles and environmental factors.

See BUSC 3240, 3250, and 3400 for other CPS/CAP Exam Review courses.

Note: TNCC college credit can be awarded for successful completion of each the four CPS/CAP exams. Go to www.tncc.edu and search for "Advanced Standing Guide."

ITEC 3150 Windows I

Learn to work with multiple applications by moving text and graphics. Use the "Help" feature. Practice right mouse functions and keyboard shortcuts. Create, search and find folders and files. Discover basic file management techniques and customize Windows settings. Textbook required.

ITEC 3400 Word I

Use word processing software to create and edit documents, tables, and more. Prerequisite: Successful completion of ITEC 3150, Windows I, or Windows challenge exam. Textbook required. (Online or classroom instruction)

ITEC 3405 Word II

Use word processing software to add illustrations and graphics, customize documents with styles and templates, merge documents, sort tables and data, and import items from other office software and the Internet. Prerequisite: Successful completion of ITEC 3400 or Word I challenge exam. Textbook required. (Online or classroom instruction)

ITEC 3500 Excel I

Use spreadsheet software to build, edit and format worksheets, develop charts, and work with formulas and functions. Prerequisite: Successful completion of ITEC 3150, Windows I, or Windows challenge exam. Textbook required.

ITEC 3505 Excel II

Use spreadsheet software to manage workbooks, process macros, sort and analyze data, and enhance charts. Prerequisite: Successful completion of ITEC 3500 or Excel I challenge exam. Textbook required.

ITEC 3600 Access I & II Combo

Learn to build simple relational databases. Create and edit tables, forms, filters, and queries; develop reports; manage database objects; and create a switchboard. Prerequisite: Successful completion of ITEC 3400, Word I, and ITEC 3500, Excel I, or Word I and Excel I challenge exams. Textbook required.

ITEC 3700 PowerPoint I

Use presentation software to create slides, insert clipart and logos, work with transitions, and create special effects. Prerequisite: Successful completion of ITEC 3150, Windows I, or Windows challenge exam. Textbook required.

ITEC 3705 PowerPoint II

Use presentation software to enhance charts and graphs with sound and animations, integrate tables and charts from other applications, create a presentation within a presentation, and publish presentations for the World Wide Web. Prerequisite: Successful completion of ITEC 3700. Textbook required.

ITEC 3780 Outlook I

Learn to manage email, appointments, task lists, calendars and contacts in one software program. Setup of personal email through Outlook for practice is suggested. Prerequisite: Successful completion of ITEC 3150, Windows I, or Windows challenge exam. Textbook required.

ITEC 3960 Microsoft Project

MS Office Project Professional is a project management tool with the right blend of usability, power and flexibility to assist you in managing projects. Students learn to keep project teams aligned and become more productive by creating and modifying project plans, managing tasks, costs and resources. Introduction to Project 2007's powerful reports, Office Suite integration and guided planning.

ITEC 5100 A+ Certified Professional

A+ is an industry certification sponsored by the Computing Technology Industry Association (CompTIA). This program provides you with solid information and hands-on practice needed to take the A+ hardware and operating system examinations. Visit www.comptia.com for additional details. Prerequisite: Successful completion of ITEC 3150, Windows I, or Windows challenge exam. Textbook required.

ITEC 5150 Network+ Certified Professional

This platform-neutral course provides a fundamental understanding of networking technology and practices that prepare you to take the Network+ Certification exam sponsored by the Computing Technology Industry Association (CompTIA). Visit www.comptia.com for additional details. Prerequisite: Successful completion of ITEC 5100 and/or at least nine months experience in network support and administration is required before entering the course. Textbook required. (Online or classroom instruction)

ITEC 5200 Security + Certified Professional

Earning a CompTIA Security+ certification demonstrates proof of knowledge and expertise in security topics, such as communication security, infrastructure security, cryptography, access control, authentication, external attack and operational and organization security. Companies in every industry, government agencies, and businesses that do government contract work benefit from Security+. Prerequisite: Successful completion of ITEC 5150 or equivalent experience. Textbook required. (Online or classroom instruction)

Graphic Arts & Web Page Design

ARTS 3325 Publisher I

Microsoft Publisher is a powerful desktop publishing program. Learn how to design and produce professional documents that combine text, graphic, illustrations and photographs. Publisher provides additional tools over and above those typically found in word processing packages. Prerequisite: Successful completion of ITEC 3150, Windows I, or Windows challenge exam. Textbook required.

ARTS 3330 Publisher II

Microsoft Publisher is a powerful business tool. Learn how to create business and company letterhead and business cards. Publisher will

also let you merge data, and create professional labels, calendars and catalogs. It can also be used to create an interactive web site with graphics and sound. Prerequisite: Successful completion of ARTS 3325 or equivalent experience. Same textbook as Level I.

ARTS 3400 Photoshop I

Use this desktop digital imaging program to select tools, assign and adjust colors, edit and manipulate images, and apply filters. Participants learn to manipulate print parameters and use Photoshop for the web. Prerequisite: Successful completion of ITEC 3150, Windows I, or Windows challenge exam. Textbook required.

ARTS 3405 Photoshop II

Use this desktop digital imaging program to manipulate clipping groups, paths and shapes, transform type, liquefy an image, perform document surgery, and annotate and automate a document. Prerequisite: Successful completion of ARTS 3400. Same textbook as Level I.

ARTS 3500 Flash I

Learn how to create basic Flash animations and movies using the timeline. Learn how to navigate the Flash interface, create new Flash files, set stage properties, create and work with text, create and format drawing objects and add layers. Discover how the timeline in Flash can be used to create basic frame-by-frame animations and motion-tweened animations. Prerequisite: Successful completion of ARTS 3700, Dreamweaver I. Textbook required.

ARTS 3505 Flash II

Learn the advanced features of Adobe Flash. Import and modify graphics into Flash, create transitions, animate masks, create motion paths, use ActionScript, work with shape tweening as well as control the acceleration and deceleration of animation properties. Learn how to add sound and video directly to the timeline and how to publish your Flash files. Prerequisite: Successful completion of ARTS 3500. Same textbook as Level I.

ARTS 3700 Dream Weaver I

Use this professional software to develop your website. Learn to insert images and hypertext links, create tables, frames and forms and cascading style sheets. Prerequisite: Successful completion of ITEC 3150, Windows I or Windows challenge exam. Textbook required.

ARTS 3705 Dream Weaver II

Use this professional software to incorporate advanced features for your website. Learn to create layers with dynamic HTML, work with behaviors, timelines and libraries, manage windows, palettes and inspectors, and use plug-ins on your web page. Prerequisite: Successful completion of ARTS 3700. Same textbook as Level I.

ITEC 4100 Web Page Design I

Sample the latest web design software to develop a web page for your business or personal use. Learn to insert and format text, graphics and forms, add multimedia elements to include music, video clips and special effects, and publish to the server. Prerequisite: Successful completion of ITEC 3150, Windows I or Windows challenge exam. Textbook required.

ITEC 4105 Web Page Design II

Integrate advanced design elements into your web page. Learn to add JavaScripts, flash and Java applets, and promote your web page on various search engines. Prerequisite: Successful completion of ITEC 4100. Same textbook as Level I.

PHTG 3210 Digital Photography I & II

Whether you are a small business owner, real estate professional, or office photographer, this class will provide you with the skills to use a digital camera to capture clean, crisp images. Learn basic information about lighting, composition and the features of your camera. Practice selecting the right photos to use in newsletters, promotional materials and displays. Bring your digital camera and owner's manual to class. Textbook required.

Healthcare

COMM 3200 Healthcare Communication

Learn the essential elements of written and oral communication in healthcare settings. Discuss appropriate terminology, patient confidentiality, cultural and other influences on healthcare decisions, verbalizing pain, body language and etiquette. Use role-play to gain confidence in communication skills. Textbook required.

DENT 3300 Dental Radiology Certification

This dental radiology certification course is approved by the Virginia Board of Dentistry for certification of dental auxiliaries to use dental x-ray equipment and to perform dental x-ray procedures under the direct supervision of a dentist licensed in Virginia. Complete a one-day course that includes lecture and practical portions. The course offers an introduction to dental radiographic techniques. Topics include x-ray production and characteristics, the important types and use of dental radiographs, radiation biology, rules and regulations, safety precautions and procedures. All materials provided in class.

EMTS 3295 Basic Life Support (BLS) for Healthcare Providers

This certification course meets the requirement for Basic Life Support for Healthcare Providers as stated in the American Heart Association 2006 Guidelines on cardiopulmonary resuscitation (CPR) and emergency cardiovascular care. Practice adult and pediatric cardiopulmonary resuscitation (CPR), including two-rescuer scenarios and use of bag-valve mask, foreign-body airway obstruction (both conscious and unconscious), automated external defibrillation, management of acute myocardial infarctions and strokes. A textbook is provided for use in class.

EMTS 3300 Emergency Medical Technician (EMT)

This course is designed to meet the ongoing need for both paid and volunteer services within our region. It prepares students for state certification as an EMT-Basic, and students may elect to further their

employment options by sitting for the national certification. Review information regarding this exam at <http://www.emt-national-training.com/virginia-emt.php>.

Learn the necessary skills to provide quality care in the EMS field. Students will be given a supply list on the first day of class. A textbook is required. See additional course requirements below:

Students must meet all Virginia Office of Emergency Medical Services prerequisites for EMS training programs, including acceptable criminal history, which can be found at <http://www.vdh.state.va.us/oems>.

- Students must abide by the Standards of Conduct established for EMT program participants by the Virginia Office of Emergency Medical Services. A copy of these standards will be reviewed and signed by each student at the first class.
- Students must complete ten clinical observation hours as a ride-along on local ambulances. Instructor will coordinate appointments for clinical observation. Students are responsible for providing transportation to and from the clinical site.
- Students are provided with a clinical observation agreement detailing arrival time, attire and hygiene expectations. Students who arrive late and/or are inappropriately attired will not be permitted to complete clinical observation hours.

CPR Requirements: At the time of registration, students must present a current Basic Life Support for Healthcare Providers (American Heart Association) or CPR for the Professional Rescuer (American Red Cross) Card valid at least 30 days past the class end date. A photocopy of the card will be made for students who register in person. Students who register via mail must send a photo copy (front and back) with the registration form. Students who register via phone or fax must submit a copy of the card at the time of registration. Students without a valid card must enroll in EMTS 3295 Basic Life Support or delay enrollment for EMT until a current card has been received.

HLTH 3300 Human Anatomy & Physiology I

Study the human body through a systems approach, focusing on the integumentary, skeletal, muscular, nervous and cardiovascular systems. Note: Because the Physiology courses concentrate on different systems of the body, Levels I and II can be interchanged in order. Textbook required. (Online or classroom instruction)

HLTH 3305 Human Anatomy & Physiology II

Study the human body through a systems approach, focusing on the lymphatic, immune, respiratory, digestive, urinary, endocrine and reproductive systems. Note: Because the Physiology courses concentrate on different systems of the body, Levels I and II can be interchanged in order. Same textbook as Level I (Online or classroom instruction)

HLTH 3325 Medical Terminology I

Learn to pronounce, write, define and use medical terms properly. Gain knowledge of medical terminology and abbreviations through a systems approach, focusing on the integumentary, skeletal, muscular, nervous and cardiovascular systems. Note: Because the Medical Terminology courses concentrate on different systems of the body, Levels I and II can be interchanged in order. Textbook required.

HLTH 3330 Medical Terminology II

Learn to pronounce, write, define and use medical terms properly. Acquire knowledge of medical terminology and abbreviations through a systems approach, focusing on the lymphatic, immune, respiratory, digestive, urinary, endocrine and reproductive systems. Note: Because the Medical Terminology courses concentrate on different systems of the body, Levels I and II can be interchanged in order. Same textbook as Level I.

HLTH 3400 Medical Office Procedures I

Prepare for a professional medical office position by learning telephone skills, appointment scheduling, patient reception and registration, and proper management of health care information. Prerequisite: Basic computer skills are needed to complete lab exercises. Textbook required.

HLTH 3405 Medical Office Procedures II

Prepare for a professional medical office position by learning advanced business operations, bookkeeping and payroll, and billing and insurance practices in the medical field. Prerequisite: Successful completion of HLTH 3400. Same textbook as Level I

HLT 3430 Medical Transcription I

Learn the basics of taking dictation from notes, tapes and verbal reports, including medical forms, medical case histories and reports. Review basic grammar and rules for formatting. Basic computer skills are needed to complete lab exercises. Textbook required.

HLTH 3450 Medical Coding & Billing I

Prepare for a career as a coding and billing specialist by learning the fundamentals of health insurance coverage, the insurance claim cycle, and coding diagnosis and procedures. Gain hands-on practice in coding insurance claims. Textbook required.

HLTH 3455 Medical Coding & Billing II

Learn more details of claim requirements of private insurance, managed care and government insurance programs. Continue hands-on practice in coding insurance claims. Prerequisite: Successful completion of HLTH 3450. Same textbook as Level I.

HLTH 3460 Medical Coding & Billing III

Prepare for advanced responsibilities as a coding and billing specialist to include intensive practice of diagnostic and procedural coding for the evaluation and management, anesthesia and surgical domains of the current procedural terminology (CPT). Prerequisite: Successful completion of HLTH 3455. Two textbooks required.

HLTH 3465 Medical Coding & Billing IV

Prepare for additional aspects of coding and billing, to include intensive practice of diagnostic and procedural coding for the radiology, pathology/laboratory and medical domains of the current procedural terminology (CPT). Prerequisite: Successful completion of HLTH 3460. Same textbooks as Level III.

HLTH 3475 Medical Coding & Billing Exam Prep

This fast-track course helps you prepare for the Certified Professional Coder (CPC) exam. Complete mock exams to determine your areas of strength and weakness and develop an individualized study plan. For additional information regarding certification, contact the American Academy of Professional Coders at www.aapc.com. Textbook required.

HLTH 3500 Pharmacy Practice

This course serves as an introduction to professional roles and responsibilities in the pharmacy. Learn to manage information in pharmaceutical records systems, maintain drug inventory, prepare patient information and comply with laws and regulations governing pharmacy. Gain practical experience through laboratory exercises in counting, measuring, compounding, packaging and labeling prescriptions. Note: This course should be completed in conjunction with HLTH 3510 Pharmacy Math. Textbook required.

HLTH 3510 Pharmacy Mathematics

Review fractions, decimals, percentages, ratios, proportions, weights, metric measures (apothecary and household), dose calculations, and intravenous flow rates as applied in pharmacology. Note: Participants should bring an inexpensive scientific calculator to each class (TI-30xa or equivalent). Note: This course should be taken in conjunction with HLTH 3500 Pharmacy Practice. Textbook required.

HLTH 3520 Pharmacology I

Study pharmacology through a systems approach, focusing on the integumentary, skeletal, muscular, nervous and cardiovascular systems. Note: Because the Pharmacology courses concentrate on different systems of the body, levels I and II can be interchanged in order. Prerequisite: Successful completion of HLTH 3500, Pharmacy Practice, and HLTH 3510, Pharmacy Math. Textbook required.

HLTH 3525 Pharmacology II

Study pharmacology through a systems approach, focusing on the lymphatic, immune, respiratory, digestive, urinary, endocrine and reproductive systems. Note: Because the Pharmacology courses concentrate on different systems of the body, levels I and II can be interchanged in order. Prerequisite: Successful completion of HLTH 3500, Pharmacy Practice, and HLTH 3510, Pharmacy Math. Same textbook as Level I.

HLTH 3550 Pharmacy Technician Exam Prep

Prepare for the National Certification Program for Pharmacy Technicians. Review study guide and self assessment provided by the Virginia Board of Pharmacy. Develop an individualized study plan.

Prerequisite: Successful completion of HLTH 3520 and 3525. For exam information, visit www.ptcb.org. Textbook required.

HLTH 3660 Nurse Aide Education

This 130-hour program features a low instructor/student ratio and prepares you to: work in a long-term care setting; provide direct patient care under the supervision of a licensed professional nurse; and help long-term care residents meet their physical, social, and psychological needs. You will learn to help long-term care residents regain the highest level of independent function.

- Upon successful completion of the course and practice exams, you can qualify for Virginia's Certified Nursing Assistant Examination (written and manual skills).

- Prerequisites include: ability to lift 50 pounds, ability to pass a background check, and attendance at mandatory orientation.

- TB Test required for clinical practice.

HLTH 3850 Certified Personal Fitness Trainer National Certification

This fifty-hour challenging course is taught over a six-week period for better retention and competency. The World Instructor Training Schools (W.I.T.S.) national exam is held on the 6th week. The course is comprised of 15 hours of lecture, 15 hours of practical training and a 20-hour internship. Topics covered including biomechanics, exercise physiology, fundamentals of anatomy, muscular strength and endurance, fitness assessments, client rapport, and weight training techniques. W.I.T.S. is the only major certifying body in the country providing comprehensive practical training and internship components. The written and practical exam fee is included in the cost of the class. Textbook required.

HLTH 3900 Medication Administration Training (MAT)

MAT is a competency-based 68-hour course approved by the Virginia Board of Nursing and Virginia Department of Social Services to train child care providers. Staff members that work in licensed or regulated child day programs and administer prescription drugs to children are required by the Code of Virginia to satisfactorily complete this course, including passing a written/practical exam. For more information, visit www.dss.virginia.gov/family/cc_providertrain/mat/index.cgi. Current certification in first aid and cardiopulmonary resuscitation (CPR) is required in order to register for the class. See EMTS 3295, Basic Life Support for Healthcare Providers (BLS).

HLTH 3901 Pre-Medication Administration Training (PMAT)

PMAT is a course approved by the Board of Nursing and Virginia Department of Social Services to train providers that do not ordinarily administer medications but supervise children that may need an emergency injection of epinephrine using an auto-injector device (EpiPen) and/or need to apply prescription topical ointment cream. Current certification in first aid and cardiopulmonary resuscitation (CPR) is required in order to register for the class. See EMTS 3295, Basic Life Support for Healthcare Providers (BLS).

HLTH 4200 Clinical Medical Assistant

The course combines 134 hours classroom instruction with a 160-hour off-site clinical externship to provide a comprehensive learning experience. Prepare for the role of clinical medical assistant by utilizing a body systems approach in lecture and hands-on instruction. Understand anatomy, medical terminology and medical conditions. Clinical instruction provides practical application of appropriate procedures. Demonstrate competency verified through a skills check-off system. You must obtain adult cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED). See EMTS 3295, Basic Life Support for Healthcare Providers (BLS). Textbook included in course fee.

Horticulture

HORT 3160 Sustainable Landscape Design

This introductory course is designed for the homeowner and the small business owner seeking ideas to develop a functional landscape design plan for beauty and low maintenance. Learn the basics of landscape design including selection of native and sustainable plants, soil preparation, use of yard space, integration of plants, and design styles. Discover environmentally friendly practices and tips for water conservation. See a demonstration of software applications used for landscape design. Explore career information including certifications that exist, who provides them, and organizations that regulate the field. All materials provided in class.

Hospitality and Tourism

HOST 3200 Food Service Sanitation

Virginia Health Departments require certification for all food service supervisors and managers. This ServSafe course covers proper handling and storage of food, safe temperature controls, contamination issues, and other topics necessary to assure the safe handling of food products. Successful completion of this course qualifies you to take the national examination for Certified Food Service Manager. All Health Departments in Virginia recognize this certification. Requirements vary by jurisdiction. Visit www.servsafe.com for details. Please Note: A new textbook is required for each participant. The textbook includes a testing sheet and the grading services for the certification exam.

Professional & Personal

SPAN 3100 Spanish in the New Workplace I

The ability to communicate in a bilingual workplace is a major asset. Learn basic words and phrases needed for everyday communication in

Spanish with co-workers or international clients. Understand regional, cultural and dialectic differences in Spanish-speaking countries throughout the world. Textbook required.

SPAN 3105 Spanish in the New Workplace II

Continue to capture the essence of the Spanish language and customs by increasing your conversational skill with vocabulary, everyday phrases and cultural situations. Prerequisite: Successful completion of SPAN 3100. Same textbook as Level I.

Transportation/Safety

TRNS 3120 Arrive Alive Driving Academy

The Arrive Alive Driving Academy, a Department of Motor Vehicles (DMV) approved trainer, combines videos, classroom discussion and shared driving experiences to enable you to understand better management of visibility, time and space when driving. Learn the concepts of risk management, vision, communication, speed adjustment, margin of safety, driving emergencies, vehicle awareness and the driver. Curriculum is provided by the American Automobile Association (AAA). When you leave the course, you will have acquired the knowledge to make you a safer driver and will receive a certificate of completion. Continental breakfast, lunch, snacks and course materials are included in the course fee. Please refer to the website for actual class dates: <http://www.5safepoints.com/>. Contact the program coordinators directly for additional details at (757) 405-0389 or (757) 337-8293.

TRNS 3200 Motorcycle Rider Course

This course gives the novice motorcyclist the skills required to ride safely on the street. Through a combination of classroom learning and range practice, the course includes basics of motorcycle operation, effective braking, turning skills, obstacle avoidance, and safe riding strategies. DOT approved helmets and 125cc to 500cc motorcycles are provided. Students must provide: full-fingered leather gloves, sturdy over-the-ankle leather shoes or boots, long sturdy pants, long sleeve shirt or jacket and rain gear (if needed). Upon successful completion of the course students may waive the test at the Virginia DMV office and might qualify for up to 10% insurance discount with major motorcycle insurance companies.

To enroll, a student must be able to ride a bicycle, be at least 16 years old and have written parental/legal guardian permission up to age 18 (parent/legal guardian must attend first class meeting). In addition, the student must also have a valid driver's license or learner's permit. Note: A motorcycle license will not be issued to anyone under the age of 19 that does not have an automobile operator's license. Because this course is physically demanding, students should be in good health. The instructor will make the final determination if the student will be allowed to participate in the riding portion of the course. All course requirements must be met in the same weekend for successful completion. Courses are scheduled each weekend from March through mid-December. Contact the motorcycle rider registration line directly at (757) 825-2758. All materials provided in class.

TRNS 3299 Introduction to Commercial Driver License (CDL)

How do you begin a new career as a commercial truck driver? This brief course introduces you to the Virginia Department of Motor Vehicles requirements for obtaining a CDL learner's permit. Attend this class to identify job opportunities in the Hampton Roads area and to learn about local employers' requirements for initial hiring and career advancement. For more information, call (757) 825-2937.

TRNS 3300 Truck Driver Training Course

This 160-hour course includes classroom and field instruction in Federal Motor Carrier Safety regulations, defensive driving, driver's daily logs, and other information professional drivers are required to know to receive a Class A Commercial Driver License (CDL). You will learn the safe operation of a tractor-trailer, including pre-trip inspections, backing up, docking, lane centering and blind side parking. Classes are offered in week-day and weekend formats. All course materials are provided in class. For more information, call (757) 825-2937.

TRNS 3400 Independent Motor Vehicle Dealer

This Dealer-operator course will take you from establishing the dealership under local zoning and Virginia Dealer Board requirements through the sales process with its multitude of forms, laws and regulations, into a sampling of opening and operating expenses, and will include a discussion on ethics. This course also benefits existing dealers and their employees and will help participants to prepare for the course test and the final exam.

The path of a Dealer-operator license begins with this course. Dealer /operators of new independent motor vehicle dealerships are required to successfully complete this course before they will be allowed to take the independent dealer operator qualification test at any Virginia Department of Motor Vehicles Customer Service Center. "Grandfathered" dealer/operators, title clerks and salesperson are encouraged to take the course as well. Visit www.mvdb.virginia.gov/licensingprocess.htm. Textbook provided in class.

TRNS 3500 Boating and Safety

Virginia law now requires boaters and xxx operators to complete safety education. This course meets the state's requirements. Learn how to safely operate your boat on the lower Chesapeake Bay and rivers. Learn the navigation rules, boating terminology, what all those buoys mean, and how to send a Mayday message.



Manufacturing Excellence Manufacturing Excellence Center Classes



HVAC 3200 HVAC Technician

EARNING POTENTIAL - \$13-\$14 PER HOUR

This hands-on program builds the skills necessary to become a HVAC technician. Based on field techniques, the class is primarily designed for service and repair of air conditioning units and heat pumps. Upon completion of the 120-hour course and with five years of industry experience, you will be prepared to sit for the state HVAC licensing exam. EPA Certification is included in the training. Call 757-865-3122 to register.

Topics include:

Basic Refrigeration Cycle and Components
Basic Electricity
Electrical Measurements
Components Installation

Circuit Refrigerant Charging
System Operation
Troubleshooting

Welding

EARNING POTENTIAL - \$13-\$14 PER HOUR WITH RAPID INCREASES TO OVER \$20

The Virginia Peninsula has a shortage of skilled welders. Thomas Nelson Community College's innovative workforce development program in welding technology offers state-of-the-art training and job placement assistance. This 120-hour course offers computer-based learning in 3-D and model simulation, as well as self-paced custom classes. Call 757-865-3122 to register.

Courses cover:

Safe Practices
Minor Equipment Repairs
Flux Core
Shielded Metal Arc E7018
Control and Distortion of Metal(s)
Visual Inspection

WELD 2498 Welding Try for Hire
WELD 2500 Fundamentals of Welding
WELD 2505 Intermediate Welding



COMPUTER NUMERIC CONTROLLED MACHINING (CNC)

EARNING POTENTIAL- FROM \$12-\$15 AN HOUR; IN 2 YEARS YOU CAN EARN UP TO \$20 AN HOUR

There is a shortage of skilled CNC machinists in the region. Using computer controlled and conventional machines, CNC machinists manufacture simple and complex parts from a variety of materials including plastic and metals. Call 757-865-3122 to register.

TNCC Program Offers:

14 weeks - evening training for working adults (4:30 -9:30 p.m., Mon.-Thurs. & 4:30 -7:30 p.m., Fri.)
High-tech training using the latest simulators and software to design and produce products
70% hands-on training
Highly skilled instructors with extensive industry experience
Job placement assistance

How Do I Register for Classes?

Step 1 – Find the classes you want: Go to www.tncc.edu/workforce and search for classes or search this pdf document.

Step 2 – Find your student ID:

If you have attended TNCC or any other Virginia community college credit or non-credit classes, please go to <https://tncc.my.vccs.edu/jsp/home.jsp> to find your student identification number (called SIS ID or EMPL ID).

OR – Apply to TNCC:

If you have never attended any community college in Virginia, please follow these steps: Go to www.tncc.edu, click Apply Now and you can receive your student identification number (called SIS ID or EMPL ID). Be sure to select “Non-credit”, “Main” for the campus and write down your ID number when your application is successfully completed or go to “Print Page and Finish.” You will need your ID number when you register. For assistance, call (757) 825-2937 or 2935.

Step 3 – Register and pay for classes:

Registrations are taken until classes are filled. All registrations require payment in full: MasterCard, Visa, American Express; personal or company checks, or money orders (payable to TNCC). We cannot accept cash. Credit card payments can only be accepted by phone or in person. Please DO NOT fax or email credit card information.

You may register in these convenient ways:

- ONLINE:** Go to www.tncc.edu/workforce and click How Do I Register for Classes.
- PHONE:** After you have applied to TNCC, call (757) 825-2937 or (757) 825-2935. Be sure to have your student ID number and credit card information ready.
- FAX:** Complete a registration form (below) in black ink and fax to our secure site (757) 825-3552. Be sure to include your student ID number. Call with payment information.
- IN PERSON:** Bring any of the forms of payment listed and your student ID number to the WTCE office in the Peninsula Workforce Development Center, Room 1300 at 600 Butler Farm Road, adjacent to the Hampton campus or the Workforce Development Offices at the Historic Triangle campus located at 4601 Opportunity Way in Williamsburg.

Spring & Fall Registration hours:

Hampton Campus

Monday - Friday, 8:00 a.m. - 5:00 p.m.

Historic Triangle Campus

Monday - Thursday, 9:00 a.m. - 2:00 p.m.

Summer Registration hours:

Hampton Campus

Monday & Thursday, 8:00 a.m. - 5:00 p.m.
Friday, 8:00 a.m. - 12:30 p.m.

Historic Triangle Campus

Monday - Thursday, 9:00 a.m. - 2:00 p.m.

WHEN TUITION IS PAID BY AN EMPLOYER OR ORGANIZATION

When employers agree to pay student tuition, TNCC needs a letter of authorization on original employer letterhead. This letter must be provided at the time the participant registers for a course and must contain an original signature and include the following information for each participant:

Name and Student ID Number (Follow directions above to apply to TNCC)

Company Billing Address

City, State & Zip Code

Company Federal Tax ID Number

Approved Courses

PLEASE SEND TO:

TNCC- WTCE

P.O. Box 9407

Hampton, VA 23670

A separate letter is needed if the employer agrees to pay for the textbooks. The letter should contain the same information as noted above. Please send the letter to:

Thomas Nelson Community College Bookstore Griffin Hall Room 215

P.O. Box 9407 Hampton, VA 23670

See page 24 of this schedule or www.tncc.edu/workforce for complete administrative policies, including refund policy.

For information, call Hampton 757.825.2937 or Historic Triangle 757.258.6591 www.tncc.edu/workforce

Workforce Training & Continuing Education Administrative Policies

Attendance Policy

The attendance policy dictates that participants must attend at least 75% of the scheduled instructional time. To receive a grade of satisfactory (S), participants must fulfill both grading and attendance requirements and be ready to progress to the next level course (as judged by the instructor's assessment of student's competencies). This is the only grade for which CEUs and a certificate of completion are awarded. Further explanation of the noncredit course grading policy is available in the administrative office.

Cancellation of Class

The college reserves the right to cancel a class due to insufficient enrollment or for other appropriate reasons. When a class is canceled by the college, registered participants will be notified and given the option of attending another section of the same class (if available) or a full refund.

Children on Campus

Current college policy dictates that no child under the age of thirteen may be left unsupervised at any time while on any Thomas Nelson campus.

Inclement Weather

In the event of inclement weather, the college provides delay and cancellation information to local radio and television stations.

Four Convenient Locations:

Discovery Center, 5308 Discovery Park Boulevard, Williamsburg

Peninsula Workforce Development Center (PWDC) adjacent to the Hampton campus, 600 Butler Farm Road, Hampton

Hampton III Building, 525 Butler Farm Rd, Hampton

Historic Triangle Campus, 4601 Opportunity Way, Williamsburg

A weekly calendar is posted at Room 1300, Peninsula Workforce Development Center Building. All locations provide a listing of classes and their assigned locations at the building entrance. Upon arrival at a location, please check for classroom number.

Parking

Parking- Discovery Center - WTCE students may park anytime in the Discovery Center parking lots.

Parking- Hampton Campus - WTCE students may park anytime in the Peninsula Workforce Development Center (PWDC) parking lot.

Parking- Historic Triangle Campus - WTCE students must obtain a complimentary parking permit by presenting registration receipt, up-to-date vehicle registration and a valid driver's license to the Historic Triangle parking window on the first floor directly behind the Information Desk.

Refunds

Participants may withdraw in person or by phone up to three business days before the class begins to receive a refund or transfer to another class. When a class is cancelled by the college, registered participants are given the option of attending another section of the same class (if available) or a full refund.

All refunds are issued via check through the state treasurer's office and generally take four to eight weeks.

All refunds are automatically issued to the class registrant even if the tuition was paid by another individual, employer or organization. An exception to the refund being received by the registrant would occur if an employer or organization submits a letter of authorization for invoicing.

Books are purchased separately and are not included in refunds.

Registration

Minimum enrollment age is 18-years-old for most courses. Registration is on a first-come, first-served basis and remains open until class maximum is met.

Regulations and Disclaimers

The college reserves the right to change any provision or requirement in order to provide better service in the interest of the college and its students. The college further reserves the right to ask a student to withdraw when it considers such action to be appropriate.

Senior Enrollment Policy

Virginia residents, 60 years of age or older, who have been domiciled in the state for one year, are eligible to enroll in non-credit courses on a space-available basis at no charge.

However, books must be purchased from the college bookstore, and all prerequisites must be met. Paying students will be accommodated first. To qualify for senior enrollment, participants must present proof of age in person during regular business hours at a registration site.

Special Needs and Accommodations

Thomas Nelson Community College operates in compliance with the Americans with Disabilities Act. If you are seeking accommodations based on a disability, please call (757) 825-2833 or TDD (757) 825-2853.

Textbooks

A booklist is distributed to students at the time of registration if there is a required textbook for the class. There are three ways to purchase books from the Thomas Nelson Bookstore:

- Online at the college website: www.tncc.edu/bookstore, click on Textbooks and select course code.
- In person at the college bookstore located in Griffin Hall, Hampton, or at the Historic Triangle campus. Please contact the bookstore at (757) 825-3847 to obtain business hours for each location.
- Via phone with a charge card by calling the book store at (757) 825-2864 in Hampton or (757) 258-6547 at the Historic Triangle campus.

What is a CEU?

Continuing Education Units (CEUs) are a nationally recognized means of recording non credit study. Many employers and re-licensure agencies accept them as evidence of your serious commitment to career advancement and maintenance of professional competence. One CEU is defined as 10 contact hours of participation in an organized continuing education experience, under responsible sponsorship, capable direction, and qualified instruction.

Learn Conveniently from Your Home or Office

Online - How to get started



Thomas Nelson Workforce Development partners with nationally-known online learning providers. **To register for an online course, please follow the steps below:**

Step 1 – Find your student ID number

If you have attended TNCC or any other Virginia community college credit or non-credit classes, go to <https://tncc.my.vccs.edu/jsp/home.jsp> to find your student identification number (called SIS ID or EMPL ID).

OR – Apply to TNCC:

If you have never attended any community college in Virginia, please follow these steps: Go to www.tncc.edu, click Apply Now and you can receive your student identification number (called SIS ID or EMPL ID). Be sure to select “Non-credit” and “Main” for the campus. Write down your ID number when your application is successfully completed; you will need it when you register. For assistance, call (757) 825-2937 or 2935.

Step 2 – Email information to WTCE:

Email your student ID to wtce@tncc.edu and indicate that you will register for online classes from ed2go, JER online or Gatlin Education Services.

Step 3 – Find the classes you want and register:

Click on the links below to browse online course offerings and follow registration instructions.

Ed2Go

www.ed2go.com/tncc

ed2go offers practical and highly effective online courses on just about every topic you can imagine - from Creating Web Pages to Accounting Fundamentals, Grant Writing to Real Estate Investing, and much, much more. Every course includes an instructor; these instructors are known for their ability to create warm and supportive communities of online learners. All courses run for six weeks. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more. Students have the advantage of completing these courses entirely from home or work. Topics include:

- Law & Legal Careers
- Courses for Teaching Professionals
- Child Care & Parenting
- Healthcare Continuing Education
- Database Management & Programming
- SAT, GRE & LSAT Exam Preparation

JER Online

www.coursecatalog.com/tncc

JER Online continues to grow as a provider of Workforce and Continuing Education certificates and courses. Educational partners include accredited technical and community colleges, state universities, K-12 schools and corporate institutions with educational interests. JER Online has an excellent reputation for delivering high quality, instructor-led and self-directed online training. Topics include:

- Management and Business
- Film and TV Writing
- Foreign Languages
- Sales and Marketing

Workforce Training & Continuing Education Online Learning *(continued)*

Gatlin Education Services (GES)

www.gatlineducation.com/tnc

Gatlin Education Services provides the workforce skills necessary for professional positions in many high-demand occupations. GES offers more than 60 online certificate programs in the Allied Health, Computer-Internet, Business, Technical, and Construction industries. Teams of professionals build GES programs to provide the most effective web-based learning experiences. Online education enrollment is always open and fees cover everything you need, including textbooks and trained instructors. Students love the quality as well as the convenience. GES will allow you to continue their course of study until you are successful. Occupations include:

- Non-profit Executive
- Veterinary Assistant
- Certified Bookkeeper
- Wedding Planner
- Microsoft Certified Desktop Support Technician (MCDST)
- Video Game Designer

RedVector

<https://vccs.redvector.com/tnc>

Thomas Nelson Community College in partnership with RedVector now offers a course library that boasts more than 2,100 essential and interactive offerings that cover continuing education requirements and professional development training. These online courses are developed to meet Virginia Department of Professional and Occupational Regulations requirements for Engineers, Architects, Contractors, Land Surveyors, Landscape Architects and other industry professionals. RedVector is licensed with over 197 state agencies, boards and associations. Topics include:

- Engineering
- Architecture
- Interior Design
- Landscape Architecture
- Land Surveying

Income Tax School

www.prontolearning.com/thomas_nelson

Thomas Nelson Community College Workforce Development has partnered with the Income Tax School to offer an online career track for income tax preparation training. A career as a tax professional can begin after just one online course, and you can continue your tax education while you work in the field!

Why become a tax professional?

- Recession-resistant career with earning potential of up to \$100+ per hour
- Gain a new professional, marketable skill and put your new knowledge to work right away
- Work flexible hours: days, nights or weekends, full-time or part-time
- Work only three months of the year, summers and holidays free
- Save on tax preparation fees and reduce your own tax bill
- Work for a firm or start your own business
- Earn a Certificate of Completion and meet Continuing Professional Education (CPE) requirements

REGISTRATION FORM: Follow directions on page 19 to find your TNCC ID# or call 757-825-2937 for assistance.

<input type="checkbox"/> Mr. <input type="checkbox"/> Dr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss		Last:	First:	MI:	ID#:
NOL #	Course # - Section	Course Title		Start Date	Course Fee
Paid by: <input type="checkbox"/> Check <input type="checkbox"/> Money Order		Check/MO #:		Receipt #:	
Paid by: <input type="checkbox"/> MC <input type="checkbox"/> Visa <input type="checkbox"/> AMEX		Card Holder's or Check Writer's Name:			
Card:			Expiration: Month _____ Year _____		
<input type="checkbox"/> Employer Sponsor Paid:		Company Name:		Tax ID#:	
<input type="checkbox"/> Company Letter Attached for Invoicing		Street:		Suite or PO Box #:	
		City:	State:	Zip:	
Contact Person		Name:		Phone: () _____	
Staff Use Only	Registered by: <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> In Person <input type="checkbox"/> Email				Follow up:
	Term Activated:	Received by:	Received Date	Follow up:	
Enrollment #	Enrollment #	Enrollment #	Follow up:	Follow up:	
Refund Requested:	Dropped Date:	Refund Processed:	Cashiered:	Third Party:	

REGISTRATION FORM: Follow directions on page 19 to find your TNCC ID# or call 757-825-2937 for assistance.

<input type="checkbox"/> Mr. <input type="checkbox"/> Dr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss		Last:	First:	MI:	ID#:
NOL #	Course # - Section	Course Title		Start Date	Course Fee
Paid by: <input type="checkbox"/> Check <input type="checkbox"/> Money Order		Check/MO #:		Receipt #:	
Paid by: <input type="checkbox"/> MC <input type="checkbox"/> Visa <input type="checkbox"/> AMEX		Card Holder's or Check Writer's Name:			
Card:			Expiration: Month _____ Year _____		
<input type="checkbox"/> Employer Sponsor Paid:		Company Name:		Tax ID#:	
<input type="checkbox"/> Company Letter Attached for Invoicing		Street:		Suite or PO Box #:	
		City:	State:	Zip:	
Contact Person		Name:		Phone: () _____	
Staff Use Only	Registered by: <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> In Person <input type="checkbox"/> Email				Follow up:
	Term Activated:	Received by:	Received Date	Follow up:	
Enrollment #	Enrollment #	Enrollment #	Follow up:	Follow up:	
Refund Requested:	Dropped Date:	Refund Processed:	Cashiered:	Third Party:	



Build an Exciting Healthcare Career

In a few months

Evening, Weekend, Fast Track & Online Classes for Busy Adults

- Nurse Aide - *new*
- Medical Coding & Billing
- Medical Office Assistant
- Pharmacy Technician
- Personal Fitness Trainer



WORKFORCE DEVELOPMENT
Thomas Nelson
COMMUNITY COLLEGE

www.tncc.edu/workforce
757-825-2937

28063-1-0

Middle College @ TNCC

Pursue Your Dreams
Get a GED® and More



If you are between the ages of 18-24 years old, Thomas Nelson Community College has a free program that can put you on the path to a successful career.

Obtain free training in fields such as welding, HVAC, medical coding and billing, nursing, automotive, legal office assistant and more.

Commit to Your Future

- Obtain a GED®
- Enroll at TNCC
- Earn college credits
- Explore career pathways
- Get a Career Readiness Certificate
- Obtain workforce training

This is a free program & space is limited!

To learn more, contact:
Franz Albertini, Middle College Director, at 757-865-5882
or middlecollege@tncc.edu

Is Teaching Your Passion?

If you have specialized knowledge and expertise that you would like to share with others, then a part-time teaching opportunity with us might be ideal for you. We are recruiting for the following, but are open to your ideas for course and program offerings, particularly those that offer industry certifications. A college degree is not required, but certification is necessary to teach some courses

- Allied health subjects
- Building science (construction basics)
- Contract management
- Energy auditing
- Environmental sustainability
- Fiber optics
- Medical billing and coding
- Pharmacy tech
- Project management
- Renewable energy
- Technology and computer applications



To apply, send a cover letter that identifies the courses you would like to teach and your resume to Jeff Ward, WTCE Program Manager, at 99 Thomas Nelson Drive, Hampton, VA 23666. If you have questions, call Mr. Ward at (757) 825-2748.

Become a Certified Building Analyst

In just a week

Certified Building Analysts are needed now

Investments in clean energy promise to keep green tech entrepreneurs busy for the next decade. Become certified to help homeowners save on energy costs and get tax rebates for eligible home improvements.

Contractors can become certified analysts and building analysts can train to provide recommended updates

Pick up a current schedule or visit us online for class dates, times and prices.

Call 757-825-2937 and ask about financial assistance for this course



WORKFORCE DEVELOPMENT
Thomas Nelson
COMMUNITY COLLEGE

www.tncc.edu/workforce

32456-1-0

Discover your earning potential – featured inside...

Did you know? The Bureau of Labor Statistics predicts the following occupations will have openings through 2018.

- Administrative Office Specialist
- Clinical Medical Assistant
- Contract Management
- Dental Radiology
- EMT
- Green Technologies
- Information Security (A+, Network+ & Security+)
- Medical Coding and Billing Specialist
- Medical Office Assistant
- Office Applications Specialist
- Personal Fitness Trainer
- Pharmacy Technician
- Professional Secretary/Administrative Professional
- Truck Driver (CDL)
- Website Management

Average earning potential ranges from \$24,900 to \$47,900

See inside pages for more details – and get started on a new career path!

