



Hampton Campus Summer 2009 Schedule

Updates at <http://workforce.tncc.edu> or
call (757) 825-2937 or (757) 825-2935

EXCELLENCE IN WORKFORCE SOLUTIONS!

Courses Held at the Hampton III Building and PWDC, Hampton Campus

No Classes held on 5/25, 7/3-4

525 Butler Farm Road, Hampton and 600 Butler Farm Road, Hampton

Course Code	Course Title	Day	Time	Starts	Ends	Fee	Hrs/CEUs
<u>Art/ Graphic Design and Photography</u>							
ARTS 3400 H20	Photoshop I	S	9:00am-1:00pm	23-May	13-Jun	\$275	12/1.2
ARTS 3405 H20	Photoshop II	S	9:00am-1:00pm	27-Jun	18-Jul	\$275	12/1.2
ARTS 3500 H20	Flash I	MW	6:00pm- 9:00pm	13-Jul	26-Jul	\$275	12/1.2
ARTS 3505 H20	Flash II	MW	6:00pm- 9:00pm	27-Jul	5-Aug	\$275	12/1.2
ARTS 3700 H20	Dream Weaver I	TR	6:30pm-9:00pm	5-May	19-May	\$275	12/1.2
ARTS 3705 H20	Dream Weaver II	T	6:00pm-10:00pm	26-May	9-Jun	\$275	12/1.2
PHTG 3200 H20	Digital Photography I & II	W	6:00pm-9:00pm	13-May	20-May	\$95	6/0.6
<u>Automotive</u>							
	Driver Improvement			http://www.5safepoints.com/onlineregistration.html/			8/0.8
TRNS 3200 H20	Motorcycle Rider Course			http://workforce.tncc.edu/continuingeducation/classregistration.php			
TRNS 3300 H20	Truck Driver Training Course			757-825-3861			
TRNS 3400 H20	Indep. Motor Vehicle Dealer	TW	8:00am-5:00pm	19-May	20-May	\$300	16/1.6
<u>Building and Construction Trades</u>							
ELEC 3200 H20	Electrical	W	6:00pm-9:00pm	20-May	20-May	\$125	3/0.3
ELEC 3200 H21	Electrical	W	6:00pm-9:00pm	24-Jun	24-Jun	\$125	3/0.3
ELEC 3200 H22	Electrical	W	6:00pm-9:00pm	22-Jul	22-Jul	\$125	3/0.3
HVAC 3400 H20	Mechanical	W	6:00pm-9:00pm	27-May	27-May	\$125	3/0.3
HVAC 3400 H21	Mechanical	W	6:00pm-9:00pm	1-Jul	1-Jul	\$125	3/0.3
HVAC 3400 H22	Mechanical	W	6:00pm-9:00pm	29-Jul	29-Jul	\$125	3/0.3
PLMB 3100 H20	Gasfitting	T	6:00pm-7:00pm	19-May	19-May	\$65	1/0.1
PLMB 3100 H21	Gasfitting	T	6:00pm-7:00pm	23-Jun	23-Jun	\$65	1/0.1
PLMB 3100 H22	Gasfitting	T	6:00pm-7:00pm	21-Jul	21-Jul	\$65	1/0.1
PLMB 3300 H20	Plumbing	T	6:00pm-9:00pm	26-May	26-May	\$125	3/0.3
PLMB 3300 H21	Plumbing	T	6:00pm-9:00pm	30-Jun	30-Jun	\$125	3/0.3
PLMB 3300 H22	Plumbing	T	6:00pm-9:00pm	28-Jul	28-Jul	\$125	3/0.3
BLDG 3410 H20	Green Design & Engineering	R	1:00pm-4:00pm	28-May	25-Jun	\$225	15/1.5
<u>Business Administration, Management and Communication</u>							
BUSC 3320 H20	Procurement & Contract Mgmt	MW	7:00pm-10:00pm	6-Jul	27-Jul	\$239	21/2.1
COMM 3100 H20	Effective Business Com I	F	9:00am-4:00pm	8-May	8-May	\$150	6/0.6
COMM 3100 H21	Effective Business Com I	S	9:00am-12:00pm	11-Jul	18-Jul	\$150	6/0.6
COMM 3105 H20	Effective Business Com II	F	9:00am-4:00pm	24-Jul	24-Jul	\$150	6/0.6
COMM 3305 H20	Grammar, Editing & Proofreading	R	6:00pm-9:00pm	21-May	25-Jun	\$250	18/1.8
FINL 3180 H20	Lifetime Income Strategies	WR	1:00pm-2:30pm	17-Jun	25-Jun	\$29	2/ 0.2
FINL 3180 H21	Lifetime Income Strategies	TR	10:00am-11:30am	30-Jun	2-Jul	\$29	2/0.2
<u>Healthcare</u>							
COMM 3200 H20	Healthcare Communication	M	9:00am-1:00pm	4-May	18-May	\$175	12/1.2
COMM 3200 H21	Healthcare Communication	S	9:00am-4:00pm	13-Jun	20-Jun	\$175	12/1.2
DENT 3300 H20	Dental Radiology Certification	F	9:00am-5:00pm	19-Jun	19-Jun	\$195	7/0.7
EMTS 3295 H20	BLS	S	8:00am-12pm	16-May	16-May	\$65	4/0.4
EMTS 3295 H21	BLS	S	1:00pm-5:00pm	16-May	16-May	\$65	4/0.4
EMTS 3295 H22	BLS	S	8:00am-12pm	30-May	30-May	\$65	4/0.4
EMTS 3295 H23	BLS	S	1:00pm-5:00pm	30-May	30-May	\$65	4/0.4
EMTS 3295 H24	BLS	S	8:00am-12pm	6-Jun	6-Jun	\$65	4/0.4
EMTS 3295 H25	BLS	S	1:00pm-5:00pm	6-Jun	6-Jun	\$65	4/0.4
HLTH 3300 H20	Human Anatomy & Physiology I	MW	6:00pm-10:00pm	6-Jul	22-Jul	\$250	24/2.4
HLTH 3300 H21	Human Anatomy & Physiology I	TWR	1:00pm-5:00pm	5-May	14-May	\$250	24/2.4
HLTH 3305 H20	Human Anatomy & Physiology II	MW	6:00pm-10:00pm	27-Jul	12-Aug	\$250	24/2.4
HLTH 3305 H21	Human Anatomy & Physiology II	TWR	1:00pm-5:00pm	19-May	28-May	\$250	24/2.4
HLTH 3325 H20	Medical Terminology I	T	9:00am-1:00pm	5-May	9-Jun	\$250	24/2.4
HLTH 3330 H20	Medical Terminology II	T	9:00am-1:00pm	7-Jul	11-Aug	\$250	24/2.4
HLTH 3400 H20*	Medical Office Procedures I	M	6:00pm-10:00pm	11-May	22-Jun	\$250	24/2.4
HLTH 3400 H21	Medical Office Procedures I	R	9:00am-1:00pm	14-May	18-Jun	\$250	24/2.4

Course Code	Course Title	Day	Time	Starts	Ends	Fee	Hrs/CEUs
HLTH 3405 H20	Medical Office Procedures II	M	6:00pm-10:00pm	6-Jul	10-Aug	\$250	24/2.4
HLTH 3405 H21	Medical Office Procedures II	R	9:00am-1:00pm	9-Jul	13-Aug	\$250	24/2.4
HLTH 3430 H20	Medical Transcription I	W	6:00pm-10:00pm	6-May	10-Jun	\$250	24/2.4
HLTH 3450 H20	Medical Coding & Billing I	W	9:00am-1:00pm	13-May	17-Jun	\$250	24/2.4
HLTH 3450 H21	Medical Coding & Billing I	R	6:00pm-10:00pm	21-May	25-Jun	\$250	24/2.4
HLTH 3455 H20	Medical Coding & Billing II	W	9:00am-1:00pm	8-Jul	12-Aug	\$250	24/2.4
HLTH 3455 H21	Medical Coding & Billing II	R	6:00pm-10:00pm	9-Jul	13-Aug	\$250	24/2.4
HLTH 3460 H20	Medical Coding & Billing III	T	6:00pm-10:00pm	12-May	16-Jun	\$250	24/2.4
HLTH 3460 H21	Medical Coding & Billing III	F	9:00am-1:00pm	15-May	19-Jun	\$250	24/2.4
HLTH 3465 H20	Medical Coding & Billing IV	T	6:00pm-10:00pm	7-Jul	11-Aug	\$250	24/2.4
HLTH 3465 H21	Medical Coding & Billing IV	F	9:00am-1:00pm	10-Jul	14-Aug	\$250	24/2.4
HLTH 3475 H20	Medical Cod& Bill Exam Prep	T	6:00pm-9:00pm	12-May	26-May	\$150	9/0.9
HLTH 3500 H20	Pharmacy Practice	MTWR	6:00pm-9:00pm	1-Jun	11-Jun	\$250	24/2.4
HLTH 3510 H20	Pharmacy Math	MTWR	6:00pm-9:00pm	15-Jun	25-Jun	\$250	24/2.4
HLTH 3520 H20	Pharmacology I	TR	6:00pm-10:00pm	7-May	26-May	\$250	24/2.4
HLTH 3520 H21	Pharmacology I	TR	6:00pm-10:00pm	7-Jul	23-Jul	\$250	24/2.4
HLTH 3525 H20	Pharmacology II	TR	6:00pm-10:00pm	28-Jul	13-Aug	\$250	24/2.4
HLTH 3550 H20	Pharmacy Technician Exam Prep	W	6:00pm-9:00pm	13-May	27-May	\$150	9/0.9
HLTH 3550 H21	Pharmacy Technician Exam Prep	MTW	6:00pm-9:00pm	17-Aug	19-Aug	\$150	9/0.9
HLTH 3850 H20	Personal Fitness Trainer Cert	S	9:00am-4:00pm	6-Jun	18-Jul	\$585	50/5.0
HLTH 4300 H20	Orthopedic Technician	S	9:00am-4:00pm	18-Jul	13-Mar	\$2,595	182/18.2

Hospitality and Tourism

HOST 3200 H20	Food Service Sanitation	R	6:00pm-10:00pm	21-May	11-Jun	\$145	6/1.6
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Computer Software & Web Training

ITEC 3100H20*	Keyboarding I	M	9:00am-11:30am	18-May	22-Jun	\$175	12/1.2
ITEC 3100H21	Keyboarding I	T	6:00pm-8:30pm	26-May	23-Jun	\$175	12/1.2
ITEC 3105H20	Keyboarding II	T	6:00pm-8:30pm	7-Jul	4-Aug	\$175	12/1.2
ITEC 3105H20	Keyboarding II	M	9:00am-11:30am	6-Jul	3-Aug	\$175	12/1.2
ITEC 3120H20	Computers for Beginners	R	9:00am-11:00am	14-May	18-Jun	\$175	12/1.2
ITEC 3150H20	Windows I	R	6:00pm-9:00pm	7-May	28-May	\$175	12/1.2
ITEC 3150H21	Windows I	R	6:00pm-9:00pm	21-May	11-Jun	\$175	12/1.2
ITEC 3150H22	Windows I	R	9:00am-11:30am	9-Jul	6-Aug	\$175	12/1.2
ITEC 3300H20	Internet I & II Combo	W	9:00am-12:00pm	17-Jun	1-Jul	\$150	9/0.9
ITEC 3400H20	Word I	T	9:00am-1:00pm	19-May	9-Jun	\$275	16/1.6
ITEC 3400H21*	Word I	MW	6:00pm-9:30pm	22-Jun	6-Jul	\$275	16/1.6
ITEC 3405H20	Word II	T	9:00am-1:00pm	7-Jul	28-Jul	\$275	16/1.6
ITEC 3405H21	Word II	MW	6:00pm-9:30pm	20-Jul	3-Aug	\$275	16/1.6
ITEC 3500H20	Excel I	R	6:00pm-10:00pm	4-Jun	25-Jun	\$275	16/1.6
ITEC 3500H21	Excel I	MW	9:00am-12:15pm	6-Jul	15-Jul	\$275	16/1.6
ITEC 3505H20	Excel II	R	6:00pm-10:00pm	9-Jul	30-Jul	\$275	16/1.6
ITEC 3505H21	Excel II	MW	9:00am-12:15pm	22-Jul	5-Aug	\$275	16/1.6
ITEC 3600H20*	Access I & II Combo	MW	6:00pm-9:30pm	15-Jun	15-Jul	\$625	32/3.2
ITEC 3700H20	PowerPoint I	T	6:00pm-10:00pm	26-May	16-Jun	\$275	16/1.6
ITEC 3705H20	PowerPoint II	T	6:00pm-10:00pm	7-Jul	28-Jul	\$275	16/1.6
ITEC 3780H20	Outlook I#	W	6:00pm-9:00pm	6-May	27-May	\$150	9/0.9
ITEC 4100H20	Web Page Design I	MW	6:00pm-9:00pm	11-May	20-May	\$225	12/1.2
ITEC 4105H20	Web Page Design II	MW	6:00pm-9:00pm	27-May	8-Jun	\$225	12/1.2
ITEC 4400H20	Basic & Advanced HTML	TR	6:00pm-9:00pm	16-Jun	25-Jun	\$225	12/1.2

Networking/ Computer Certifications

ITEC 5150 H20	Network+ Certified Professional	TR	6:00pm-9:30pm	21-Apr	28-May	\$1,195	42/4.2
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Parents/ Children and Divorce

CHLD 3200 H20	Parents, Children & Divorce	S	9:00am-1:00pm	9-May	9-May	\$65	4/0.4
CHLD 3200 H21	Parents, Children & Divorce	S	9:00am-1:00pm	11-Jul	11-Jul	\$65	4/0.4

Courses Held at the Discovery Center, Williamsburg

5308 Discover Park Boulevard, Williamsburg

Course Code	Course Title	Day	Time	Starts	Ends	Fee	Hrs/CEUs
BUSC 3240 W20*	CPS/CAP Office Administration	MW	6:00pm-9:00pm	18-May	8-Jun	\$245	18/1.8
BUSC 3250 W20	CPS/CAP Management	MW	6:00pm-9:00pm	6-Jul	22-Jul	\$245	18/1.8
BUSC 3400 W30	CPS/CAP Advanced Org Mgmt	MW	6:00pm-9:00pm	2-Sep	23-Sep	\$259	21/2.1
HLTH 4200 W20	Clinical Medical Assistant	S	9:00am-4:00pm	25-Jul	23-Jan	\$2,245	134/13.4
ITEC 3132 W01	CPS/CAP Office Sys/Technology	MW	6:00pm-9:00pm	6-Apr	22-Apr	\$245	18/1.8

No Classes held on 5/25, 7/3-4

Schedule effective April 2009 and subject to change

Register in Hampton

Location: Hampton Administrative Office
 TNCC Hampton Campus, Hampton III Building
 525 Butler Farm Road, Suite 103
 Virginia Workforce Center
 757-825-2937 or 757-825-2935

Academic Year Hours
 Effective May 11, 2009 – August 7, 2009
 Monday -- Thursday 8:00am-5:00pm
 Friday 8:00am-12:30pm

How Do I Register for Classes?

Register by phone, fax, or in person. Payment in full is required at the time of registration: American Express, MasterCard, VISA, check and money order. Cash payments CANNOT be accepted. Students must first complete a TNCC web application. Go to www.tncc.edu and click on **Apply Now** and then **New User**. Then choose Thomas Nelson Community College, CEU, main campus, and spring term. After completing the application, print it out and write down your SIS ID #. You will need this number to register for classes.

- **PHONE:** Register by phone with American Express, MasterCard or VISA by calling the administrative office at (757) 825-2937 or (757) 825-2935 during regular business hours (see business hours below).
- **FAX:** Complete the blank registration form below or it can be printed from our website: <http://workforce.tncc.edu> Click on "how do I register" on left, and then on the registration form hyperlink under step 3. Complete registration form using black ink. Include American Express, MasterCard or VISA payment information on the bottom of form and **fax** to our secure location at (757) 825-3552. Please call the administrative office to confirm your fax was received.
- **IN PERSON:** Register in person during regular business hours at the administrative office in Hampton or at advertised open house events. Bring check, money order or credit card information to register in person. American Express, MasterCard and VISA are acceptable forms of credit card payment. Cash payments CANNOT be accepted.

See the current schedule of classes or our website at <http://workforce.tncc.edu> for complete course descriptions and administrative policies including refund policy and instructions for employer or organization payment of tuition.

Have you ever applied to or been employed by any Virginia Community College? <input type="checkbox"/> Yes <input type="checkbox"/> No				ID#:	
Year applied, attended or employed: _____					
<input type="checkbox"/> Mr. <input type="checkbox"/> Dr.		Last:		Date of Birth:	
<input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss		First:		MI:	
Current Address		Street:		Apt #:	
		City:		State: Zip: -	
Phone Number		Day: () -		Evening: () -	
Paid by: <input type="checkbox"/> MC <input type="checkbox"/> Visa <input type="checkbox"/> AMEX <input type="checkbox"/> Check # _____ <input type="checkbox"/> Money Order # _____				E-mail Address:	
Card #: _____		Expiration: Month _____ Year: _____		Holder's Name: _____	
NOL #	Course # - Section	Course Title		Start Date	Course Fee
	-				
	-				
Completion of registration card confirms your understanding of the administrative policies, including refund policy. <input type="checkbox"/> Initials: _____					
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: Summer 2009	Received by:	Received Date:	Follow up:	
Enrollment #	Enrollment #	Enrollment #	Follow up:	Follow up:	
Refund Requested:	Dropped Date:	Refund Processed:	Cashiered:	Third Party:	

Online learning at Thomas Nelson Workforce Development 4 Choices

Ed2Go: www.ed2go.com/tncc

Gatlin Ed Services: www.gatlineducation.com/tncc

JER Online: <http://coursecatalog.com/tncc>

Spanish Courses: myspanishteacher.com/tncc



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Return Service Requested

#53

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