



# Fall 2009 Schedule

Visit our website at <http://workforce.tncc.edu>  
(757) 825-2937 or (757) 825-2935

## EXCELLENCE IN WORKFORCE SOLUTIONS!

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

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

Course Code	Course Title	Day	Time	Starts	Ends	Fee	Hrs/CEUs
<b>Art/ Graphic Design and Photography</b>							
ARTS 3325 H30	Publisher I	T	6:00pm-9:00pm	27-Oct	17-Nov	\$275	12/1.2
ARTS 3330 H30	Publisher II	T	6:00pm-9:00pm	24-Nov	15-Dec	\$275	12/1.2
ARTS 3400 H30	Photoshop I	S	9:00am-1:00pm	19-Sep	3-Oct	\$275	12/1.2
ARTS 3405 H30	Photoshop II	S	9:00am-1:00pm	17-Oct	31-Oct	\$275	12/1.2
ARTS 3600 H30	Flash I	M	6:30pm-9:30pm	9-Nov	30-Nov	\$275	12/1.2
ARTS 3605 H30	Flash II	MW	6:30pm-9:30pm	7-Dec	16-Dec	\$275	12/1.2
ARTS 3700 H30	Dream Weaver I	T	6:00pm-10:00pm	20-Oct	10-Nov	\$275	12/1.2
ARTS 3705 H30	Dream Weaver II	T	6:00pm-9:00pm	24-Nov	15-Dec	\$275	12/1.2
BLDG 3100 H30	Interior Design I	F	6:30pm-9:00pm	11-Sep	9-Oct	\$175	12/1.2
BLDG 3105 H30*	Interior Design II	F	6:30pm-9:00pm	23-Oct	20-Nov	\$175	12/1.2
PHTG 3210 H30	Digital Photography I & II Combo	S	9:00am-4:00pm	3-Oct	3-Oct	\$95	6/0.6
PHTG 3210 H31	Digital Photography I & II Combo	T	6:00pm-9:00pm	27-Oct	3-Nov	\$95	6/0.6

### Professional Education for those who work with Child Development

CHLD 3301 H32	Growing Up in America	T	6:00pm-9:00pm	13-Oct	13-Oct	\$125	18/1.8
		S	9:00am-4:00pm	24-Oct	24-Oct		
COMM 3108 H32	American Culture: Regional Identifies	W	6:30pm-9:30pm	2-Dec	2-Dec	\$125	18/1.8
		S	9:00am-4:00pm	12-Dec	12-Dec		
COMM 3632 H30	Introduction to Personal Life Coaching	R	6:30pm-9:30pm	5-Nov	5-Nov	\$125	18/1.8
		S	9:00am-4:00pm	14-Nov	14-Nov		
HIST 3100 H30	American Culture: Fall/Winter Holidays	W	6:30pm-9:30pm	23-Sep	23-Sep	\$125	18/1.8
		S	9:00am-4:00pm	3-Oct	3-Oct		

### Automotive

Driver Improvement <http://www.5safepoints.com/onlineregistration.html/> 8/0.8

### Building and Construction Trades

BLDG 3250 H30	Contractor Pre-Licensing Basic	TR	6:00pm-10:00pm	20-Oct	22-Oct	\$179	8/0.8
BLDG 3250 H31	Contractor Pre-Licensing Basic	TR	6:00pm-10:00pm	8-Dec	10-Dec	\$179	8/0.8
BLDG 3315 H30	Residential Design / Comp Model	T	8:00am-10:00am	8-Sep	20-Oct	\$195	12/1.2
BLDG 3320 H30	Adv Residential Design/ Comp Model	T	8:00am-10:00am	27-Oct	1-Dec	\$195	12/1.2
CADD 3200 H30	AutoCAD I	F	6:00pm-8:30pm	11-Sep	16-Oct	\$295	15/1.5
CADD 3205 H30*	AutoCAD II	F	6:00pm-8:30pm	30-Oct	11-Dec	\$295	15/1.5
ELEC 3400 H23	Electrical	W	6:00pm-9:00pm	19-Aug	19-Aug	\$125	3/0.3
ELEC 3400 H30	Electrical	W	6:00pm-9:00pm	16-Sep	16-Sep	\$125	3/0.3
ELEC 3400 H31	Electrical	W	6:00pm-9:00pm	14-Oct	14-Oct	\$125	3/0.3
ELEC 3400 H32	Electrical	W	6:00pm-9:00pm	11-Nov	11-Nov	\$125	3/0.3
ELEC 3400 H33	Electrical	W	6:00pm-9:00pm	9-Dec	9-Dec	\$125	3/0.3
HVAC 3400 H23	Mechanical	W	6:00pm-9:00pm	26-Aug	26-Aug	\$125	3/0.3
HVAC 3400 H30	Mechanical	W	6:00pm-9:00pm	23-Sep	23-Sep	\$125	3/0.3
HVAC 3400 H31	Mechanical	W	6:00pm-9:00pm	21-Oct	21-Oct	\$125	3/0.3
HVAC 3400 H32	Mechanical	W	6:00pm-9:00pm	18-Nov	18-Nov	\$125	3/0.3
HVAC 3400 H33	Mechanical	W	6:00pm-9:00pm	16-Dec	16-Dec	\$125	3/0.3
PLMB 3410 H23	Gasfitting	T	6:00pm-7:00pm	18-Aug	18-Aug	\$65	1/0.1
PLMB 3410 H30	Gasfitting	T	6:00pm-7:00pm	15-Sep	15-Sep	\$65	1/0.1
PLMB 3410 H31	Gasfitting	T	6:00pm-7:00pm	13-Oct	13-Oct	\$65	1/0.1
PLMB 3410 H32	Gasfitting	T	6:00pm-7:00pm	10-Nov	10-Nov	\$65	1/0.1
PLMB 3410 H33	Gasfitting	T	6:00pm-7:00pm	8-Dec	8-Dec	\$65	1/0.1
PLMB 3400 H20	Plumbing	T	6:00pm-9:00pm	25-Aug	25-Aug	\$125	3/0.3
PLMB 3400 H30	Plumbing	T	6:00pm-9:00pm	22-Sep	22-Sep	\$125	3/0.3
PLMB 3400 H31	Plumbing	T	6:00pm-9:00pm	20-Oct	20-Oct	\$125	3/0.3
PLMB 3400 H32	Plumbing	T	6:00pm-9:00pm	17-Nov	17-Nov	\$125	3/0.3
PLMB 3400 H33	Plumbing	T	6:00pm-9:00pm	15-Dec	15-Dec	\$125	3/0.3

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Course Code	Course Title	Day	Time	Starts	Ends	Fee	Hrs/CEUs
<b>Business Administration, Management and Communication</b>							
BUSC 3320 H30	Procurement & Contract Mgmt	MW	7:00pm-10:00pm	14-Oct	4-Nov	\$239	21/2.1
BUSC 3340 H30	Contract Changes, Terminat/Disputes	MW	7:00pm-10:00pm	14-Sep	5-Oct	\$239	21/2.1
COMM 3100 H30	Effective Business Communication I	F	9:00am-4:00pm	11-Sep	11-Sep	\$150	6/0.6
COMM 3100 H31*	Effective Business Communication I	M	6:30pm-9:30pm	9-Nov	16-Nov	\$150	6/0.6
COMM 3105 H30	Effective Business Communication II	F	9:00am-4:00pm	9-Oct	9-Oct	\$150	6/0.6
COMM 3105 H31	Effective Business Communication II	M	6:30pm-9:30pm	7-Dec	14-Dec	\$150	6/0.6
COMM 3305 H30	Grammar, Editing & Proofreading	R	6:30pm-9:30pm	17-Sep	22-Oct	\$250	18/1.8
FINL 3175 H30	Retirement Planning Today	R	6:30pm-9:30pm	1-Oct	8-Oct	\$49	6/0.6
FINL 3175 H31	Retirement Planning Today	S	9:00am-12:00pm	10-Oct	17-Oct	\$49	6/0.6
<b>Healthcare</b>							
COMM 3200H30	Healthcare Communication	T	9:00am-1:00pm	20-Oct	3-Nov	\$175	12/1.2
DENT 3300H30	Dental Radiology Certification	F	9:00am-5:00pm	25-Sep	25-Sep	\$195	7/0.7
HLTH 3300 H30*	Human Anatomy & Physiology I	M	6:00pm-10:00pm	14-Sep	26-Oct	\$250	24/2.4
HLTH 3300 H31	Human Anatomy & Physiology I	T	1:00pm-5:00pm	22-Sep	27-Oct	\$250	24/2.4
HLTH 3305 H30*	Human Anatomy & Physiology II	M	6:00pm-10:00pm	2-Nov	7-Dec	\$250	24/2.4
HLTH 3305 H31	Human Anatomy & Physiology II	T	1:00pm-5:00pm	3-Nov	8-Dec	\$250	24/2.4
HLTH 3325 H30	Medical Terminology I	T	6:00pm-10:00pm	15-Sep	20-Oct	\$250	24/2.4
HLTH 3325 H31	Medical Terminology I	W	9:00am-1:00pm	16-Sep	21-Oct	\$250	24/2.4
HLTH 3330 H30*	Medical Terminology II	W	9:00am-1:00pm	4-Nov	16-Dec	\$250	24/2.4
HLTH 3330 H31	Medical Terminology II	T	6:00pm-10:00pm	10-Nov	15-Dec	\$250	24/2.4
HLTH 3400 H30*	Medical Office Procedures I	M	6:00pm-10:00pm	14-Sep	26-Oct	\$250	24/2.4
HLTH 3405 H30	Medical Office Procedures II	M	6:00pm-10:00pm	9-Nov	14-Dec	\$250	24/2.4
HLTH 3430 H30	Medical Transcription I	T	6:00pm-10:00pm	15-Sep	20-Oct	\$250	24/2.4
HLTH 3450 H30	Medical Coding & Billing I	R	6:00pm-10:00pm	10-Sep	15-Oct	\$250	24/2.4
HLTH 3450 H31*	Medical Coding & Billing I	M	9:00am-1:00pm	14-Sep	26-Oct	\$250	24/2.4
HLTH 3455 H30*	Medical Coding & Billing II	R	6:00pm-10:00pm	29-Oct	10-Dec	\$250	24/2.4
HLTH 3455 H31	Medical Coding & Billing II	M	9:00am-1:00pm	9-Nov	14-Dec	\$250	24/2.4
HLTH 3460 H30	Medical Coding & Billing III	S	9:00am-1:00pm	12-Sep	17-Oct	\$250	24/2.4
HLTH 3460 H31	Medical Coding & Billing III	R	9:00am-1:00pm	17-Sep	22-Oct	\$250	24/2.4
HLTH 3465 H30	Medical Coding & Billing IV	S	9:00am-1:00pm	7-Nov	19-Dec	\$250	24/2.4
HLTH 3465 H31	Medical Coding & Billing IV	R	9:00am-1:00pm	29-Oct	10-Dec	\$250	24/2.4
HLTH 3475 H30*	Medical Coding & Billing Exam Prep	T	6:00pm-9:00pm	10-Nov	24-Nov	\$150	9/0.9
HLTH 3500 H30	Pharmacy Practice	W	6:00pm-10:00pm	9-Sep	14-Oct	\$250	24/2.4
HLTH 3510 H30	Pharmacy Math	R	6:00pm-10:00pm	10-Sep	15-Oct	\$250	24/2.4
HLTH 3520 H30*	Pharmacology I	M	6:00pm-9:30pm	26-Oct	30-Nov	\$250	24/2.4
HLTH 3550 H30	Pharmacy Technician Exam Prep	W	6:00pm-9:00pm	28-Oct	11-Nov	\$150	9/0.9
HLTH 850 H30	Personal Fitness Trainer Cert	S	9:00am-4:00pm	31-Oct	12-Dec	\$625	5/5.0
HLTH 4200 H30*	Clinical Medical Assistant	MTWR	9:00am-2:30pm	14-Sep	5-Nov	\$3075	154/15.4
HLTH 4300 H30	Orthopedic Technician	S	9:00am-4:00pm	10-Oct	15-May	\$3325	182/18.2
HLTH 4400 H30	Phlebotomy	MTWR	9:00am-1:00pm	16-Nov	8-Dec	\$3275	48/4.8
<b>Hospitality and Tourism</b>							
HOST 3200 H30	Food Service Sanitation	R	6:00pm-10:00pm	17-Sep	8-Oct	\$145	16/1.6
HOST 3200 H31	Food Service Sanitation	M	6:00pm-10:00pm	9-Nov	30-Nov	\$145	16/1.6
<b>Computer Software &amp; Web Training</b>							
ITEC 3110 H30	Keyboarding I & II Combo	TR	6:00pm-9:00pm	15-Sep	1-Oct	\$250	18/1.8
ITEC 3110 H31	Keyboarding I & II Combo	W	9:00am-12:00pm	16-Sep	21-Oct	\$250	18/1.8
ITEC 3120 H30	Computers for Beginners	R	9:00am-12:00pm	10-Sep	1-Oct	\$175	12/1.2
ITEC 3120 H31	Computers for Beginners	W	6:00pm-9:00pm	21-Oct	11-Nov	\$175	12/1.2
ITEC 3150 H30	Windows I	W	6:00pm-8:30pm	7-Oct	4-Nov	\$175	12/1.2
ITEC 3150 H31	Windows I	T	9:00am-12:00am	20-Oct	10-Nov	\$175	12/1.2
ITEC 3150 H32*	Windows I	F	9:00am-12:00pm	13-Nov	11-Dec	\$175	12/1.2
ITEC 3300 H30*	Internet I & II Combo	R	6:00pm-9:00pm	12-Nov	3-Dec	\$150	9/0.9
ITEC 3400 H30	Word I	MW	6:00pm-10:00pm	14-Sep	23-Sep	\$275	16/1.6
ITEC 3400 H31	Word I	R	9:00am-1:00pm	1-Oct	22-Oct	\$275	16/1.6
ITEC 3405 H30*	Word II	MW	6:00pm-10:00pm	5-Oct	19-Oct	\$275	16/1.6
ITEC 3405 H31	Word II	R	9:00am-1:00pm	29-Oct	19-Nov	\$275	16/1.6
ITEC 3500 H30*	Excel I	M	9:00am-1:00pm	28-Sep	26-Oct	\$275	16/1.6
ITEC 3500 H31	Excel I	TR	6:00pm-9:15pm	13-Oct	27-Oct	\$275	16/1.6
ITEC 3505 H30	Excel II	M	9:00am-1:00pm	26-Oct	16-Nov	\$275	16/1.6
ITEC 3505 H31	Excel II	TR	6:00pm-9:15pm	3-Nov	17-Nov	\$275	16/1.6
ITEC 3600 H30	Access I & II Combo	MW	6:00pm-10:00pm	16-Nov	14-Dec	\$625	32/3.2
ITEC 3700 H30	PowerPoint I	W	6:00pm-10:00pm	21-Oct	11-Nov	\$275	16/1.6
ITEC 3700 H31	PowerPoint I	MW	9:00am-1:00pm	4-Nov	16-Nov	\$275	16/1.6
ITEC 3705 H30	PowerPoint II	W	6:00pm-10:00pm	18-Nov	16-Dec	\$275	16/1.6
ITEC 3705 H31	PowerPoint II	MW	9:00am-1:00pm	30-Nov	9-Dec	\$275	16/1.5
ITEC 3780 H30	Outlook I#	MW	6:00pm-9:15pm	16-Sep	28-Sep	\$175	12/1.2
ITEC 4100 H30	Web Page Design I	TR	6:00pm-9:00pm	17-Sep	29-Sep	\$225	12/1.2
ITEC 4105 H31	Web Page Design II	TR	6:00pm-9:00pm	6-Oct	15-Oct	\$225	12/1.2
ITEC 4400 H30*	Basic & Advanced HTML	M	6:00pm-9:00pm	21-Sep	19-Oct	\$225	12/1.2

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Course Code	Course Title	Day	Time	Starts	Ends	Fee	Hrs/CEUs
<b>Networking/ Computer Certifications</b>							
ITEC 5100 H30*	A+ Certified Professional	MWF	6:00pm-10:00pm	24-Aug	14-Oct	\$1,295	80/8.0
ITEC 5150 H30*	Network+ Certified Professional	MWF	6:00pm-10:00pm	19-Oct	13-Nov	\$1,195	42/4.2
ITEC XXX H30*	Security + Certified Professional	MWF	6:00pm-10:00pm	16-Nov	11-Dec	\$1,095	40/4.0

### **Personal and Professional Development**

ARTS 3325 H30	Publisher I	T	6:00pm-9:00pm	27-Oct	17-Nov	\$275	12/1.2
ARTS 3330 H30	Publisher II	T	6:00pm-9:00pm	24-Nov	15-Dec	\$275	12/1.2
CHLD3200 H30	Parents, Children & Divorce	S	9:00am-1:00pm	19-Sep	19-Sep	\$65	4/0.4
CHLD3200 H31	Parents, Children & Divorce	S	9:00am-1:00pm	21-Nov	21-Nov	\$65	4/0.4
PHTG 3210 H30	Digital Photography I & II Combo	S	9:00am-4:00pm	3-Oct	3-Oct	\$95	6/0.6
PHTG 3210 H31	Digital Photography I & II Combo	T	6:00pm-9:00pm	27-Oct	3-Nov	\$95	6/0.6

### **Courses Held at the Historic Triangle Campus in Williamsburg**

4601 Opportunity Way, Williamsburg

BUSC 3400 W30	CPS/CAP Adv Organizational Mgmt	W	6:00pm-9:00pm	9-Sep	21-Oct	\$259	21/2.1
FINL 3175 W30	Retirement Planning Today	R	6:30pm-9:30pm	1-Oct	8-Oct	\$49	6/0.6
FINL 3175 W31	Retirement Planning Today	T	6:30pm-9:30pm	6-Oct	13-Oct	\$49	6/0.6
HLTH 3850 W30	Personal Fitness Trainer Cert	S	9:00am-4:00pm	19-Sep	24-Oct	\$625	50/5.0
ITEC 3110 W30	Keyboarding I & II Combo	F	9:00am-12:00am	18-Sep	23-Oct	\$250	18/1.8
ITEC 3120 W30	Computers for Beginners	T	9:00am-12:00am	15-Sep	6-Oct	\$175	12/1.2
ITEC 3120 W31	Computers for Beginners	W	6:00pm-8:30pm	16-Sep	14-Oct	\$175	12/1.2
ITEC 3150 W30	Windows I	M	6:00pm-9:00pm	14-Sep	5-Oct	\$175	12/1.2
ITEC 3150 W31	Windows I	W	1:00pm-4:00pm	23-Sep	14-Oct	\$175	12/1.2
ITEC 5100 W30*	A+ Certified Professional	F	6:00pm-9:00pm	25-Sep	11-Dec	\$1295	80/8.0
		S	9:00am-3:00pm	26-Sep	12-Dec		
PHTG 3210 W30	Digital Photography I & II Combo	R	6:00pm-9:00pm	3-Dec	10-Dec	\$95	6/0.6

## **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](http://www.tncc.edu) and click on **Apply** and then **Apply Online Now**. For #5, select Thomas Nelson Community College, and for #6, choose CEU student. 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:** Blank registration forms 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 Williamsburg, 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.

### **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 August 10, 2009 – May 7, 2010  
Monday thru Friday 8:30am-4:30pm

### **Register in Williamsburg**

*Location:* Williamsburg Administrative Office  
TNCC Historic Triangle Campus  
4601 Opportunity Way  
757-258-6591

*Academic Year Hours*  
Effective August 10, 2009 – May 7, 2010  
Monday – Friday 8:00am-2:00pm

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**Online Learning: 4 Choices**

Ed2Go: [www.ed2go.com/tncc](http://www.ed2go.com/tncc)

Gatlin Ed Services (GES): [www.gatlineducation.com/tncc](http://www.gatlineducation.com/tncc)

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

Spanish Courses: [myspanishteacher.com/tncc](http://myspanishteacher.com/tncc)



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