



## Historic Triangle Fall Schedule of Classes

Visit our website at <http://workforce.tncc.edu>  
(757) 258-6591 or (757) 825-2937

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

4601 Opportunity Way, Williamsburg

Course Code	Course Title	Day	Time	Starts	Ends	Fee	Hrs/CEUs
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	12-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

Visit our website at <http://workforce.tncc.edu> or call (757) 258-6591 or 825-2937 for additional information