We are changing to serve you better!

New Workforce Financial Assistance
Student Advising Services
3 Full-Service Workforce Offices
Eco-friendly Catalog Coming in 2017
Welcome to The Workforce Link!

Our catalog connects you with a wealth of learning and growth opportunities. Whether you need a new skill or a new career, NOVA has the right program for you. With our expert instructors and affordable courses, you’ll reach your goals.

Stay connected:
Follow us on Facebook and Twitter to receive up-to-date information about Workforce Development news and events! Our website is updated frequently. Please check it for the latest course information.

Facebook.com/NOVAWDD    Twitter.com/NOVAWDD

www.nvcc.edu/workforce

New Courses & Savings this Fall
Now is the perfect time to challenge yourself to learn a new skill, expand your knowledge, or boost your career. This fall you have many new reasons to invest in your future. The question is, which course will you take first? Look for NEW and SAVE throughout the catalog.

New Workforce Financial Assistance
Introducing the new Workforce Credential Grant (WCG)!
Starting in fall 2016, you may be eligible for a 66% discount on select high-demand credential programs. To be eligible, you must be a Virginia resident and intend to take the program-related industry certification exam. For more information and registration, visit the WCG web page: www.nvcc.edu/workforce/WCG

WCG Training Programs:

- CompTIA® A+ 19
- CompTIA® Network+ 19
- CompTIA® Security+ 19
- Certified CISCO Entry Network Technician 20
- Certified CISCO Network Associate 20
- Clinical Medical Assistant 36
- Certified Billing & Coding Specialist (CBCS) 36
- Pharmacy Technician 36
- Nurse Aide Preparation (CNA) 36
- Commercial Driver’s License 43
- Certified Welder 48

Textbook Required
A textbook is required for this class. See course details online at www.nvcc.edu/workforce.

Online Class
This class is held online. See course details online at www.nvcc.edu/workforce.

New Class
Class or certificate program includes new or revised content.
What interests you? Find courses by topic.

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Registration begins August 4
Questions?
Call 703-503-6300 or visit www.nvcc.edu/workforce

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## Courses & Programs

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### Certificates:

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“Great class! Walked away with the practical knowledge and real-life info that can be put into immediate action!”

*Principles of HR Management student*
Entrepreneurship

Accounting & Bookkeeping

Accounting Fundamentals
Increase your financial awareness, while also gaining a marketable skill. Discover the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. Whether you’re a business owner or you simply want to understand accounting basics for career advancement or personal use, you’ll gain a solid foundation in financial matters. **Prerequisite:** High school math. Bring a calculator. **Textbook required.**  
2.0 CEU | $375

Enrolled Agent Exam Prep:  
**Part 1 – Individuals**
The *Individuals* portion includes gross income and adjustments, retirement income, basis, itemized deductions and credits, and various other taxes including estate and gift. **Textbook required.**  
1.5 CEU | $155

Enrolled Agent Exam Prep:  
**Part 2 – Businesses**
The *Businesses* portion includes accounting methods, business expenses and deductions, basis, depreciation, credits, taxes, partnerships, corporations, decedents, estates, trusts, exempt organizations and retirement plans. **Textbook required.**  
2.7 CEU | $275

Enrolled Agent Exam Prep:  
**Part 3 – Ethics**
This part, formally called *Representation, Practices & Procedures*, includes EA requirements, different types of representation, filing processes, sanctions, case building, audits and appeals. Bring a bag lunch. **Textbook required.**  
1.0 CEU | $119

Tax Professional Careers: Enrolled Agent
Enrolled Agents (EAs) are the only tax professionals licensed by the IRS to represent taxpayers. A college degree is not required. The Special Enrollment Exam (SEE) has 3 parts: Individuals, Businesses and Ethics. More information on the exam can be found at: [www.irs.gov/Tax-Professionals/Enrolled-Agents/Become-an-Enrolled-Agent](http://www.irs.gov/Tax-Professionals/Enrolled-Agents/Become-an-Enrolled-Agent). Each course requires self-study of the textbook material prior to class to prepare for class discussions. Online quizzes and tests are required and taken on the Gleim.com website outside of class. There is also an online final exam for each part. Working knowledge of taxes or tax preparation experience is recommended.

Looking for QuickBooks courses?  
See page 27 for details.

Excel – The Power of PivotTables
See page 25 for details.

Entrepreneurship

NEW

**CERTIFICATE**

**Entrepreneurship**

ANNANDALE
This 60-hour program is designed to provide a strong foundation for new and existing entrepreneurs. We’ll help you create a solid infrastructure to sustain your business, allowing you to compete locally, and even globally, in the marketplace. Courses cover start-up, business planning, accounting, financial strategies, management, marketing, and small business related technology. To obtain the certificate, you must complete all of the required courses and at least one elective. In order to earn individual course certificates and the overall program certificate, you must attend at least 90% of the scheduled course hours and complete all requirements set by the instructors.

This certificate is an excellent addition or precursor to other NOVA Workforce certificates such as Interior Decoration, Federal Acquisition and Contract Management, and Proposal Management. Individual courses may be taken without pursuing the program certificate.

**Required Courses:**
- Starting a Business
- Accounting for Entrepreneurs – Part 1
- Accounting for Entrepreneurs – Part 2 (offered in spring 2017)
- Managing a Small Business – Part 1
- Managing a Small Business – Part 2
- Marketing a Small Business (offered in spring 2017)
- Capstone – Final Business Plan (offered in spring 2017)

**Elective Courses (Choose one):**
- Financial Strategies for Entrepreneurs
- Business Success Using the Web
- Technology for Small Business (offered in spring 2017)
Entrepreneurship

**NEW**

**Starting a Business**

Starting a Business introduces aspiring entrepreneurs to the basics of a start-up. It’s the foundation for taking a vision through preparation to action. You’ll learn through self-evaluation how to balance the business opportunities and challenges with your capabilities. You’ll also learn what effective organizational and legal structures are suited for your start-up or growing business.

0.6 CEU | $179

- **NEW**
  - **01N** Annandale Campus
  - Tue, Sept 13 & 20 7 – 10 pm
  - Instructor: John McGeehan, Business Attorney

**NEW**

**Accounting for Entrepreneurs – Part 1**

Get a thorough understanding of accounting and its terminology. Learn how to convey your company’s performance as well as evaluate areas needing improvement. Discover how to communicate more effectively with your accountant and financial institutions. Topics include: types of accounts and transactions, types of business entities, the accounting equation, rules of debits and credits, and the use of T accounts to analyze business transactions.

0.9 CEU | $269

- **NEW**
  - **01N** Annandale Campus
  - Tue, Sept 13 – Oct 18 6:30 – 9:30 pm
  - (No class Oct 11)
  - Instructor: Yvonne Hobbs, NACPB, Certified QB Pro Advisor, Entrepreneur

**NEW**

**Managing a Small Business – Part 1**

You’ll learn the functional roles of the entrepreneur as manager. Focus will be on operational and technical strategies to start or grow your company. You’ll explore the keys to data research and analysis; S.W.O.T. analysis; and strategic and tactical planning. The goal is to help the entrepreneur create an infrastructure to grow a sustainable business.

0.9 CEU | $269

- **NEW**
  - **01N** Annandale Campus
  - Sat, Sept 10 – 24 9 am – 12 pm
  - Instructor: Alvah Beander, MRICS, MBA, Entrepreneur

**NEW**

**Managing a Small Business – Part 2**

This class will focus on the organizational behavior and leadership of your company. You’ll learn the legal requirements when managing part-time/full-time workers, subcontractors and casual labor, including ADA regulations, privacy and other policies that affect small businesses. You’ll also explore ethical concerns which are a fundamental and essential part of business.

0.9 CEU | $269

- **NEW**
  - **01N** Annandale Campus
  - Sat, Oct 1 – 22 9 am – 12 pm
  - (No class Oct 8)
  - Instructor: Alvah Beander, MRICS, MBA, Entrepreneur

**NEW**

**Financial Strategies for Entrepreneurs**

What is forecasting? What is a cash flow analysis? How do I raise money? These are questions all business owners have to answer. This course will help you determine the best financial strategy for your company. Additional topics include: Crowdfunding, Angel Investors, Financial Institutions (Banks & Credit Unions), Grants and Government initiatives.

0.9 CEU | $269

- **NEW**
  - **01N** Annandale Campus
  - Sat, Oct 29 – Nov 12 9 am – 12 pm
  - Instructor: Alvah Beander, MRICS, MBA, Entrepreneur

**NEW**

**Business Success Using the Web**

Discover how businesses are using the web to tell their company, product and/or service story to their target audience. You’ll see good examples of website design, social media use and learn about new technology and its application in today’s business world. You’ll get to hear from and speak to industry professionals via live skype conference calls, and get familiar with the resources currently available in this area.

0.9 CEU | $269

- **NEW**
  - **01N** Annandale Campus
  - Sat, Nov 5 – 19 9 am – 12 pm
  - Instructor: Brian Lawrence, Marketing Director

**NEW**

**Selling Skills – Closing the Deal!**

Your business is set up and ready to go. Now, how do you sell your product or service to build your income? Learn techniques to help you build self-confidence in closing sales more quickly and at better margins.

1.0 CEU | $269

- **NEW**
  - **01N** Annandale Campus
  - Mon, Sept 26 – Oct 24 7 – 9:30 pm
  - (No class Oct 10)
  - Instructor: Terry F. McManus

**NEW**

**Inventor’s Workshop**

Do you have a great idea for a new product and want to cash in? Is your idea protected? Will it sell? Can you get onto Shark Tank or into Walmart? Where do you find funding? Join us to find out!

0.7 CEU | $175

- **NEW**
  - **01N** Annandale Campus
  - Sat, Oct 22 9 am – 5 pm
  - Instructor: Andrew Colsky, Esq.

Visit our website for additional course offerings.

www.nvcc.edu/workforce
“Ken made complex information very understandable.”

Fundamentals of Federal Contracting student

CERTIFICATES

Federal Acquisition Management & Federal Contract Management

LOUDOUN, WOODBRIDGE

These programs are designed for anyone thinking about or currently conducting business with the Federal government. Both will provide you with a basic background in the Federal contract process, governing regulations, the bid and proposal process, contract management, and performance and contract closeout. This information is critical for any business involved in Federal contracting.

Courses may be taken in any order. To earn 1.2 CEUs for each course, you must attend 90% of all scheduled class hours and pass a Learning Assessment at the end of each course.

Federal Acquisition Management

Required Courses:
- Fundamentals of Federal Contracting
- Contracts Administration & Closeout
- Federal Contracts Structures & Methods
- Federal Acquisition Planning & Strategy
- Federal Acquisition Regulation or FAR Fundamentals I
- Legal Considerations & Ethics of Contracting (offered in spring 2017)

Optional Elective Courses:
- Subcontract Management (offered in spring 2017)
- Federal Market Business Development (offered in spring 2017)
- COR Refresher & Ethics (offered in spring 2017)

Federal Contract Management

Required Courses:
- Fundamentals of Federal Contracting
- Contracts Administration & Closeout
- Federal Contracts Structures & Methods
- Federal Acquisition Planning & Strategy
- Proposal Management
- Pricing a Proposal

Optional Elective Courses:
- Subcontract Management (offered in spring 2017)
- Federal Market Business Development (offered in spring 2017)

CERTIFICATE

Proposal Management

LOUDOUN, WOODBRIDGE

This program is designed to prepare you for excellence in proposal development, including bid preparation, proposal management and writing techniques. You'll be introduced to the full lifecycle of business development, as well as terminology specific to the government contracting environment and pricing/cost analysis considerations. Course electives offer practical exercises that will help you better use the tools necessary for a successful proposal effort. After obtaining the certificate, you will be well-prepared to respond to a Government solicitation.

Courses may be taken in any order, however we recommend the foundation classes prior to electives. To earn 1.2 CEUs for each course, you must attend 90% of all scheduled class hours and achieve a passing grade on the Learning Assessment at the end of each course.

Required Courses:
- Proposal Management
- Pricing a Proposal

Optional Elective Courses:
- Compliance Matrix Development
- Writing an Effective Executive Summary
- Proposal Writing Best Practices

Individual courses may be taken without pursuing a certificate program. All courses are not offered every semester.

If you have or plan to start your own business, we recommend you also take the courses in our new Entrepreneurship Certificate Program. See page 5 for details.

Register online www.nvcc.edu/workforce
**Fundamentals of Federal Contracting**
You’ll be introduced to the laws and regulations used and the fundamental principles and standards of conduct associated with Federal contracting. We’ll also discuss the various socioeconomic programs outlined in the Federal Acquisition Regulation (FAR), and the corresponding rules established by the Small Business Administration (SBA) for those programs.

1.2 CEU | $309
► 01W Woodbridge Campus
Thu, Oct 6 – 27 6:30 – 9:30 pm
Instructor: Paul Holbert, Adjunct Credit
Instructor, COR Certified Level III

**Contracts Administration & Closeout**
Explore the basics of contract administration, performance, and closeout. Within the framework of contract administration, you’ll gain knowledge in the areas of conducting the initial kick-off meeting, planning for performance, deliverables, modifications, disputes, property administration, organizational conflicts of interest, invoicing, and termination. A practical examination of the Contractors Performance Assessment Reporting System (CPARS) requirements as well as applicable closeout requirements will also be covered.

1.2 CEU | $309
► 01W Woodbridge Campus
Sat, Oct 15 & 22 8:30 am – 3 pm
Instructor: Ken Morilak, NCMA Certified Professional Contracts Manager

**Federal Acquisition Regulation**
Become familiar with the more commonly used parts of the FAR, including publicizing and competition requirements, acquisition planning, commercial items, commonly used purchasing procedures, and contract types and terminations.

1.2 CEU | $309
► 01W Woodbridge Campus
Sat, Sept 17 & 24 8:30 am – 3 pm
Instructor: Paul Holbert, Adjunct Credit
Instructor, COR Certified Level III

**FAR Fundamentals I**
Teaches students Federal Acquisition Regulation (FAR) Fundamentals (Parts 1-53) and the Defense Federal Acquisition Regulation Supplement (DFARS). Introduces the following basic principles of government contracting: Basic government contracting by using the FAR and DFARS; and Contract Acquisition Planning. **Textbook required.** This course is also offered for college credit: CON 104. Phone: 703-878-4654.

2.4 CEU | $515
► 01W Woodbridge Campus, WAS 204
Mon, Aug 22 – Oct 17 7 – 9:40 pm
Instructor: Charles Taylor

**Federal Acquisition Planning & Strategy**
Get an introduction to government documents used to state contract requirements and subsequent publication to the public. You’ll also learn about the proposal preparation process in response to Federal Solicitations, including writing and pricing concepts. Additional areas covered include proposal submission, negotiations, source selection, and protests.

1.2 CEU | $309
► 01W Woodbridge Campus
Sat, Oct 1 & 8 8:30 am – 3 pm
Instructor: Ken Morilak, NCMA Certified Professional Contracts Manager

► 02W Woodbridge Campus
Sat, Dec 10 & 17 8:30 am – 3 pm
Instructor: Paul Holbert, Adjunct Credit
Instructor, COR Certified Level III

**Proposal Management**
Ensure your company is well-positioned to win new government contracts! Discover industry best practices aimed at ensuring your company is able to implement an efficient and effective proposal development process.

1.2 CEU | $309
► 01W Woodbridge Campus
Sat, Sept 17 & 24 9 am – 3:30 pm
Instructor: Keren Haugh

► 01L Reston Center
Tue & Thu, Nov 8 – 17 7 – 10 pm
Instructor: Susan Hudson, Sr. Program Manager

**Compliance Matrix Development**
Understanding how to analyze and respond to a solicitation can be confusing. You’ll explore how to analyze, useful tools and how to use them to develop a compliance matrix, and how to convert that document into an outline that ensures all requirements and evaluation criteria are addressed. If available, bring an electronic (MS Word) version of a real-life solicitation on a flash drive to use in practical exercises. Taught in a computer lab. Laptops welcome.

1.2 CEU | $309
► 01L Reston Center
Tue & Thu, Oct 11 – 20 7 – 10 pm
Instructor: Keren Haugh
**Writing Executive Summaries & Theme Statements**

An Executive Summary is an essential component in a winning proposal. As competition for contracts increases, having good summaries and theme statements enhances your ability to capture the government evaluator’s attention, potentially providing a great competitive advantage. Learn how to draft an Executive Summary tailored towards work they plan to pursue, and develop compelling Theme Statements. Bring real-life opportunities to use in the practical exercises. Taught in a computer lab. Laptops welcome.

1.2 CEU | $309

- 01L Reston Center
  - Tue & Thu, Dec 6 – 15
  - 7 – 10 pm
  - Instructor: Keren Haugh

**Proposal Writing Best Practices**

Learn how to determine what goes in your proposal response and how to create compliant and compelling proposals to win new business! Through a blend of training on best writing practices and a series of practical exercises, you’ll be able to apply what’s taught in the class to a real proposal.

1.2 CEU | $309

- 01L Loudoun, Signal Hill
  - Tue & Thu, Nov 8 – 17
  - 7 – 10 pm
  - Instructor: Keren Haugh

**U.S. Intelligence Issues**

The Intelligence Issues course is the fourth class in the Intelligence Studies Certificate program and will be conducted as a seminar. You will reading about various issues and discuss your opinions in class. The topics covered will be some of the most challenging and perplexing problems addressed by senior intelligence officers almost daily, including balancing national security and the press in a free and open society; enhanced interrogation techniques, domestic surveillance, and providing intelligence in an uncertain and ever-changing world.

1.2 CEU | $199

- 01W Woodbridge Campus
  - Wed, Sept 28 – Nov 9
  - 7 – 9 pm
  - (No class Oct 12)
  - Instructor: Edward Naidamast
Successful Recruiting, Selection & Placement
Get an overview of effective employee recruitment and selection. You'll learn how to develop a recruiting strategy, write job descriptions, determine advertising sources, assess applicants, develop interview questions, comply with legal requirements, make the selection, and evaluate the process. Three additional hours have been added to expand your training in the area of effective interviewing. **Textbook required for Annandale section.**

- **1.5 CEU | 15 PDC | $349**
  - **01N Annandale Campus**
    - Wed, Sept 14 – Oct 12  
    - 7 – 10 pm
    - Instructor: H. Varner Story, MA, SPHR, SHRM-SCP
  - **01W Woodbridge Campus**
    - Thu, Oct 27 – Dec 1  
    - 7 – 10 pm
    - (No class Nov 24)
    - Instructor: Bruce Robertson, MS, SPHR

Performance Management
Get an overview of performance management, including its definition, benefits and application in most organizations. Learn how to implement a successful program or partner with line managers to enhance the process. Discover how to develop effective performance management systems. **Textbook required.**

- **1.2 CEU | 12 PDC | $285**
  - **01N Annandale Campus**
    - Sat, Nov 5 & 12  
    - 9 am – 4 pm
    - Instructor: Gloria Bonds, MS

Training & Employee Development
Keeping information interesting and reinforcing new learning is a challenge for new and seasoned trainers alike. Get an introduction to the concepts, methods, and skills required for assessing, designing and delivering training for adult learners.

- **1.5 CEU | 15 PDC | $349**
  - **01N Annandale Campus**
    - Wed, Oct 19 – Nov 16  
    - 7 – 10 pm
    - Instructor: H. Varner Story, MA, SPHR, SHRM-SCP

Introduction to Employee Benefits
Learn about the most common types of discretionary benefits, and how they are selected and administered. Explore legal requirements, administrative problems and available options, as well as government-mandated plans such as workers’ compensation and Social Security. **Prerequisite:** Principles of HR Management. **Textbook required.**

- **1.2 CEU | 12 PDC | $285**
  - **01N Annandale Campus**
    - Sat, Nov 5 & 12  
    - 9 am – 4 pm
    - Instructor: Gloria Bonds, MS

HR Compliance & Recordkeeping
It's critical to ensure managers understand how to be certain day-to-day decisions do not violate the law or ethical standards. To mitigate civil penalties and criminal liability, employers must have standards and procedures in place to prevent and detect wrongdoing, including mandatory training for managers and supervisors.

- **1.2 CEU | 12 PDC | $285**
  - **01N Annandale Campus**
    - Sat, Nov 19 & Dec 3  
    - 9 am – 4 pm
    - Instructor: Gloria Bonds, MS

HR’s Role in Organizational Development & Change Management
Review classic and modern OD theories to gain functional knowledge and better understand how it can be used in organizations. Also, you’ll learn how to utilize an assortment of OD tools on a practical level while building partnerships throughout an organization. **Prerequisite:** Completion of at least four other courses in the HR Management Certificate Program.

- **1.2 CEU | 12 PDC | $285**
  - **01W Woodbridge Campus**
    - Sat, Nov 12 & 19  
    - 9 am – 4 pm
    - Instructor: Sandra Hardeman, MS, PHR

Issues in Human Resources
Enhance your HR skills in five specific areas: New Employee Orientation/Onboarding processes; Employee Handbooks; Employee Exit Systems; HRIS/Applicant Tracking software, and how to navigate a successful HR career, including effective job hunting skills.

- **1.2 CEU | 12 PDC | $285**
  - **01N Annandale Campus**
    - Mon, Sept 12 – Oct 3  
    - 7 – 10 pm
    - Instructor: Bruce Robertson, MS, SPHR

Save time and money... Hire right the first time!

The Career Readiness Certificate (CRC) Program is a national credential and reliable tool that will enhance your workforce's long-term success. You can help new hires and veteran employees become more productive and successful. Using just three core skill assessments developed by ACT WorkKeys®, the CRC will provide valuable information that translates to workplace results!

**Benefits Include:**
- Find more qualified employees
- Save money & time on your training
- Improve retention rates
- Increase employee morale
- Take the guesswork out of hiring decisions
- Certify your workforce
- EEOC Compliant

For more information on the CRC, call 703-323-3437 or e-mail cpico@nvcc.edu.
Leadership & Management

CERTIFICATE

Management Practices

WOODBRIDGE:
The Certificate in Management Practices provides a firm foundation in management, with an emphasis on practical and applicable skills and techniques. It's designed for those starting out in management positions or those wishing to take on a more supervisory role in their careers. Courses are based on the essential management functions – Planning, Organizing, Staffing, Leading and Controlling – as well as their relationship to one another.

Required Courses:
- What Management Is, What Managers Do
- Fundamentals of Planning
- Successful Delegation
- Essential Managerial Skills for Human Resource Management
- Leading for Maximum Results!
- Exercising Managerial Control
- Positioning Diversity for Greater Employee Performance
- Teamwork for Today's Work Environment
- Successful Time Management – How to Stay in Control

Successful Delegation
Delegating effectively is a critical skill. Learn and apply the 4 major steps in the delegation process. You'll examine common mistakes, how to successfully decide what to delegate, and how to match delegated tasks with abilities, therefore avoiding reverse delegation. Also learn to recognize the types of responsibilities that can't be delegated, and how to monitor progress without over managing.

0.6 CEU | $265
► 01W Woodbridge Campus
Sat, Sep 17 9 am – 3:30 pm
Instructor: Tony Cocove

Fundamentals of Planning
To be effective, supervisors must perform the planning function – both routine and detailed – as an ongoing part of their jobs. Learn the important reasons for planning; the steps involved and how to create effective objectives; how planning differs at the top, middle and supervisory levels of an organization, and how to differentiate between the various kinds of plans.

0.35 CEU | $135
► 01W Woodbridge Campus
Sat, Sept 24 9 am – 12:30 pm
Instructor: Janet Ford

Exercising Managerial Control
The management function of planning “sets the ship's course,” and controlling “keeps it on course.” The supervisor sets goals and seeks information on whether they are being reached. Topics include: the definition of managerial control and how it relates to planning; types and characteristics of effective control systems; the 4 steps of the control process, different types of standards, and when to use management by exception.

0.35 CEU | $135
► 01W Woodbridge Campus
Sat, Oct 1 9 am – 12:30 pm
Instructor: Janet Ford

What Management Is, What Managers Do
Learn why management is needed in all organizations and about the different levels of management. Explore what managers do, definitions of essential management functions – planning, organizing, staffing, leading and controlling – and the basic skills required for effective management.

0.35 CEU | $135
► 01W Woodbridge Campus
Sat, Sept 10 9 am – 12:30 pm
Instructor: Janet Ford

Essential Managerial Skills for Human Resource Management
Employees are an organizations' most valuable resource. Supervisors are responsible for effectively handling various issues affecting their employees. Gain an understanding of the essential skills needed to address employee performance and personnel actions.

0.6 CEU | $265
► 01W Woodbridge Campus
Sat, Oct 8 9 am – 3:30 pm
Instructor: Janet Ford

Leading for Maximum Results!
Increase your awareness and build leadership competencies. Topics include communication, motivation, performance management, conflict management, and managing change. You'll complete a self-assessment to understand how your leadership, personality, and communication styles impact the performance of others.

0.6 CEU | $265
► 01W Woodbridge Campus
Sat, Oct 15 9 am – 3:30 pm
Instructor: Tony Cocove

Positioning Diversity for Greater Employee Performance
Today's leaders must be aware of employees' skills and behaviors, as well as understanding their values and beliefs. Explore the essential skills required to go beyond awareness, and identify tools and methods to maximize diverse teams. Topics include cross-cultural competency, critical thinking, conflict management, and problem solving. Learn how to actively address issues of prejudice, discrimination, and biased behaviors impacting employee relations.

0.6 CEU | $265
► 01W Woodbridge Campus
Sat, Oct 22 9 am – 3:30 pm
Instructor: Tony Cocove

Register online www.nvcc.edu/workforce
Successful Time Management – How to Stay in Control

Are you stressed or find yourself overwhelmed by projects, performance issues and deadlines? Do you feel like work keeps piling up and you can’t seem to see the forest for the trees? You’ll learn ways to effectively manage your time, alleviate stress and improve the quality of your work and life.

0.35 CEU | $135
► 01W  Woodbridge Campus
  Sat, Nov 5  9 am – 12:30 pm
  Instructor: Janet Ford

Teamwork in Today’s Work Environment

In today’s virtual work environment, the definition of team has taken on a whole new meaning. Employees are now required to work with colleagues across the globe. Discover the seven components of a well-rounded and successful team and how those components can be used to create effective synergy among team members at every location.

0.35 CEU | $135
► 01W  Woodbridge Campus
  Sat, Nov 19  9 am – 12:30 pm
  Instructor: Janet Ford

The Art of Grantwriting

How many times have you wanted to launch or continue a project for a nonprofit organization, but stopped yourself, thinking: “We could do that; if only we had the money….”? This workshop will cover techniques needed to write proposals, and ways to make your proposal stand out.

0.6 CEU | $199
► 01N  Annandale Campus
  Mon, Sept 19 & 26 6 – 9 pm
  Instructor: Lynn O’Connell

Event Planning

A nonprofit fundraising event can truly be fun to plan and organize, particularly when it pays off in real dividends to your charity, PTA, church, or other nonprofit. Get an overview of the do’s and don’ts for running a successful event.

0.3 CEU | $99
► 01N  Annandale Campus
  Thu, Sept 22 6 – 9 pm
  Instructor: Lynn O’Connell

How to Create a Business Plan that Works

Are you starting an organization, or hoping to expand or improve a current one? A business plan is an organizational tool that sets objectives and lays out a plan to achieve them. Learn how to research and write an effective business plan.

0.3 CEU | $99
► 01N  Annandale Campus
  Thu, Oct 20 6 – 9 pm
  Instructor: Lynn O’Connell

How to Start a Nonprofit Organization

Whether you are interested in forming a new nonprofit, converting an informal group to tax-exempt status, or reorganizing an existing organization, this course will walk you through the steps. You’ll understand what’s needed to take a nonprofit start-up from vision to reality.

0.3 CEU | $99
► 01N  Annandale Campus
  Mon, Nov 7 6 – 9 pm
  Instructor: Lynn O’Connell
Fundamentals of Nonprofit Organizations

Develop the skills and strategies you need to become an integral part of this growing service sector. This course is designed to build your awareness of the nonprofit sector, and the potential of the sector for employment.

0.3 CEU | $99
► 01L Loudoun Campus
Sat, Nov 12
10 am – 1 pm
Instructor: Lynn O’Connell

Successful Fundraising

You have a great program; now, all you need is funding. Get an overview of various effective fundraising techniques – grants, special events, personal solicitation, mailings, planned giving and web-based fundraising.

0.3 CEU | $99
► 01N Annandale Campus
Mon, Nov 21
6 – 9 pm
Instructor: Lynn O’Connell

The 3 R’s of Volunteers: Recruitment, Retention & Recognition

The value of volunteers to a nonprofit becomes even more important in the tough economic times of today. Learn how to use volunteers more effectively, and make the volunteer experience stand out. Discover easy steps you can implement right away.

0.3 CEU | $99
► 01L Loudoun Campus
Sat, Dec 17
10 am – 1 pm
Instructor: Lynn O’Connell

Strategic Planning for Success

Every organization needs planning to stay on track and grow. This session will help you select a type of plan that your organization can really develop and use; then, learn how to carry out your planning process and implementation.

0.3 CEU | $99
► 01L Loudoun Campus
Sat, Dec 17
2 – 5 pm
Instructor: Lynn O’Connell

Are you interested in starting your own business?

See page 6 for courses in Entrepreneurship.
Risk & Change Management

By understanding how risk and change are related, project managers must hone the tools necessary to identify, quantify, measure, and report on all aspects of a project, including these unknowns.

Instructor: Michael Van Dyke, PMP

1.4 CEU | 14 PDU | $599

- [01L] Reston Center
  Thu & Fri, Sept 29 & 30 9 am – 5 pm
- [01N] Annandale, CED – 6th floor
  Sat, Nov 12 & 19 9 am – 5 pm
- [01W] Woodbridge Campus
  Thu & Fri, Dec 1 & 2 9 am – 5 pm

Defining & Measuring Organizational Processes

Project managers need to maximize performance from limited resources by identifying the interactions between project, organizational, and support processes and fully defining each process.

Instructor: Julie DeSot, DM, PMP

0.7 CEU | 7 PDU | $329

- [01L] Reston Center
  Tue & Thu, Oct 4 & 6 6 – 9:30 pm
- [01N] Annandale, CED – 6th floor
  Fri, Nov 4 9 am – 5 pm
- [01W] Woodbridge Campus
  Fri, Dec 9 9 am – 5 pm

Developing & Managing a Dynamic Team

Effective project managers must learn how teams function, including how communication sets the foundation for defined roles, responsibilities, and relationships that lead to high performance teamwork.

Instructor: Michael Van Dyke, PMP

1.4 CEU | 14 PDU | $599

- [01N] Annandale, CED – 6th floor
  Thu & Fri, Oct 20 & 21 9 am – 5 pm
- [01L] Reston Center
  Thu & Fri, Nov 10 & 11 9 am – 5 pm
- [01W] Woodbridge Campus
  Sat, Dec 10 & 17 9 am – 5 pm

Stakeholder Management

Project planning and execution depend on the project manager’s ability to address the needs, concerns, and expectations of stakeholders and align their engagement with a shared vision for success.

Instructor: Don White, PMP

0.7 CEU | 7 PDU | $329

- [01W] Woodbridge Campus
  Tue & Thu, Oct 4 & 6 6 – 9:30 pm
- [01N] Annandale, CED – 6th floor
  Fri, Oct 28 9 am – 5 pm
- [01L] Reston Center
  Tue & Thu, Dec 6 & 8 6 – 9:30 pm

Need PDUs?

If you’re currently working toward PMP certification or recertification, our project management classes provide PDUs. NOVA is a category B educational provider as designated by the Project Management Institute (PMI).

NOVA is an Educational Alliance Partner of the Project Management Institute, D.C. Chapter (PMIWDC). We offer additional courses and professional development opportunities designed especially for PMIWDC members. Visit PMIWDC.org to learn more about membership benefits.
Interactive PMP & CAPM Exam Preparation (Online)

This very popular course provides all the educational credits and concepts needed to register for and pass either exam. Learn at your own pace, 24/7, for 3+ months. Includes 40+ multimedia lectures for any computer or mobile device, a wealth of study materials and unlimited online practice exams, much like the actual exam. Online instructor help, including exam application review, every week. Over 98% of students taking this course have passed the PMP or CAPM exam!! More info and free resources are available at www.nvcc.edu/home/sgeiger. Textbook required.

Instructor: Dr. Leigh Geiger, PMP

Online  |  3.6 CEU  |  36 PDU  |  $299

► 09N  Sept – Dec
► 10N  Oct 2016 – Jan 2017
► 11N  Nov 2016 – Feb 2017
► 12N  Dec 2016 – Mar 2017

Why choose NOVA as your training provider?

NOVA’s robust education and training resources and an extensive network of community partnerships enable us to provide you with innovative and affordable customized solutions for your workforce development needs. Our personalized training services include a wide range of approaches, from short, targeted skills-building courses and professional certifications to incremental employee/leadership development. We focus on practical learning solutions delivered by veteran instructors. Tap into NOVA’s network to meet your training needs!

We feature timely topics that matter to you, our business customer, including:

- Leadership Development
- Cyber Security
- Information Technology Certifications & Credentials
- Project Management
- Industry

Principles of Inventory Management

Both novices and intermediate-skilled inventory professionals will get an overview of best practices in lean management, inventory classification, forecasting and more. Topics include: carrying and ordering costs, lot sizing methods, levels of safety stock, independent demand items and strategic sourcing.

3.5 CEU  |  $1,195

► 01N  Annandale Campus
        Tue & Thu, Sept 29 – Nov 10  |  6 – 9:30 pm
        (No class Nov 1 & 8)
        Instructor: Irvin Varkonyi, DC Metro APICS

Customer Focused Supply Chain Management

This is a one-day overview of the essentials of Supply Chain Management (SCM) for those who seek to enter the field or those who may already work in a supply chain organization but are not directly involved in SCM.

Instructor: Irvin Varkonyi, DC Metro APICS

0.6 CEU  |  $329

► 01N  Annandale Campus
        Sat, Oct 1  |  9 am – 3:30 pm

Certified Supply Chain Professional (CSCP) Exam Prep Workshop

The CSCP designation is ideal for logisticians, maintainers, ERP systems analysts, consultants engaged by DOD, large retailers, distributors, manufacturers, and those engaged in international trade or financing, ERP or BPR projects. Participants will receive extensive instruction in each of the three modules: Fundamentals of Supply Chain Management; Supply Chain Strategy, Design and Compliance; Implementation and Operations. Tuition includes all materials.

3.5 CEU  |  $2,350

► 01W  Woodbridge Campus
        Mon – Fri, Sept 19 – 23  |  9 am – 5 pm
        Instructor: Irvin Varkonyi, DC Metro APICS
## Courses and Programs

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"Professor is a great teacher who is passionate about the subject & his students & it shows! Great mentor!"

*CompTIA® Network+ student*
Application Development

CERTIFICATE
Java Programming

ANNANDALE

Java programming is universally accepted as the programming language of choice for developing web application systems. The program will assist you in acquiring a solid, practical knowledge base and prepare you for a wide range of IT careers.

Required Courses:
- Intro to Java Programming
- Intermediate Java Programming
- Advanced Java Programming

Intro to Java Programming
Java is a general purpose programming language commonly used for developing and delivering content on the Web. You will learn the components of a Java program, compile and execute Java applications, and become familiar with object-oriented programming methodology. Prerequisites: Working knowledge of DOS commands and Windows. Programming experience is helpful. Textbook required.

1.95 CEU | $559
- 01N Annandale, CED – 6th floor
  Sat, Sept 10 – 24  9 am – 4:30 pm
  Instructor: Hung Vu, MS

Intermediate Java Programming
You will expand on and reinforce concepts learned in the introductory course. Solidify your skills in writing, compiling, and executing applications using the Java programming language. You’ll also explore new Java programming concepts and the Java Application Programming Interface (API).

Prerequisites: Intro to Java Programming, or a solid knowledge of the Java programming language, object-oriented programming methodology, WWW and HTML. Textbook required.

1.95 CEU | $559
- 01N Annandale, CED – 6th floor
  Sat, Oct 8 – 22  9 am – 4:30 pm
  Instructor: Hung Vu, MS

Advanced Java Programming
Develop advanced skills in Java programming! You will learn how to create graphical user interfaces, implement a dynamic list using an array, and develop thread classes. Explore the concept of event-driven programming and how to connect to an Oracle Relational Database.

Prerequisites: Intro to Java Programming and Intermediate Java Programming or equivalent experience. Textbook required.

2.6 CEU | $749
- 01N Annandale, CED – 6th floor
  Sat, Oct 29 – Dec 10  9 am – 4:30 pm
  (No class Nov 12, 19, 26)
  Instructor: Hung Vu, MS

AutoCAD & Revit

AutoCAD® Level 1: Basic 2-D Drawing
Welcome to the world of computer-aided drafting (CAD)! Increase precision, efficiency and productivity with this hands-on course. You will learn the basic operation and application of the AutoCAD® software for creating and editing 2-D drawings.

2.0 CEU | $539
- 01N Annandale Campus
  Sat, Sept 10 – Oct 1  8:30 am – 1:30 pm
  Instructor: Edison B. Carlos, BS

AutoCAD® Level 2: Beyond Basic
Advanced your knowledge of AutoCAD®! You will learn more complex AutoCAD® commands and techniques, including creating complex drawings, external references, advanced blocks, polylines and regions, advanced customization, Object Linking and Embedding (OLE), Raster Images, web plotting (DWF) and an introduction to 3D.

2.0 CEU | $539
- 01N Annandale Campus
  Sat, Oct 8 – 29  8:30 am – 1:30 pm
  Instructor: Edison B. Carlos, BS

Revit® – Level 2
Expand your skills in Revit®. You will learn detailing, creating schedules, custom families, and the creation of options. Through lecture, guided examples and hands-on exercises you will become a more proficient user of Revit®.

Prerequisite: Introduction to Revit. Textbook required.

2.4 CEU | $629
- 01N Annandale, CED – 6th floor
  Tue & Thu, Oct 18 – Nov 10  6 – 9 pm
  Instructor: Mary Kadlubowski

IT and computer courses are popular and fill quickly. Enroll today!
Certifications & Prep

CERTIFICATE

IT Pathfinder Certificate

ANNANDALE, LOUDOUN, WOODBRIDGE:

As an IT professional, the value of certification is without question. The CompTIA® A+, Network+ and Security+ certifications are generally the benchmark of most entry-level positions in Information Technology. This certificate program will provide the foundation needed to pass the certification exams and put you on a path to a rewarding career as an IT professional!

Required Courses:
- CompTIA® A+ Essentials (Hardware) (AN, WO), 32 hours
- CompTIA® A+ Essentials (Software) (AN, WO), 32 hours
- CompTIA® Network+ (AN, LO, WO), 28 hours
- CompTIA® Security+ (LO, WO), 32 hours

Total hours: 120

CERTIFICATE

CompTIA® A+ Computer Service Technician

ANNANDALE, WOODBRIDGE:

The CompTIA® A+ certification is the starting point for a career in IT! This program covers core hardware and operating systems technologies. Upon completion of this program, you will be able to demonstrate basic knowledge of configuring, installing, diagnosing, repairing, upgrading, and maintaining computers and associated technologies. This certificate program will also provide the foundation needed to pass the certification exams.

The program is offered in two convenient formats; a four-course program at Annandale or an intensive two-course program at Woodbridge. Both programs cover the same content and are the same number of hours. You can start with Software or Hardware.

CompTIA® A+ Essentials – Software – Part 1

The focus of this course is on software, operating systems and related problems. You'll learn the proper starting procedures for Windows XP, Vista & 7. Function, structure, operation and file management will be discussed in detail. Each session consists of lecture, demonstration and hands-on participation, and testing. Prerequisite: Working knowledge of computer hardware and software. Textbook required.

1.6 CEU | $449

01N Annandale, CED – 6th floor
Tue, Oct 25 – Nov 15 6 – 10 pm
Instructor: David Campbell, MCITP, MCTS, A+, NET+, Security+

CompTIA® A+ Essentials – Software – Part 2

In this course you will learn to troubleshoot a variety of software-related problems in a hands-on testing environment. Operating systems installation, configuration and upgrade procedures will be thoroughly examined, and memory management and the diagnosis of memory-related problems will be investigated. Each session consists of lecture, demonstration and hands-on participation, and testing. Prerequisite: CompTIA® A+ Certification Prep Essentials – Software – Part 1 or equivalent experience. Textbook required.

1.6 CEU | $449

01N Annandale, CED – 6th floor
Tue, Nov 29 – Dec 13 6 – 10 pm
Thur, Dec 15 6 – 10 pm
Instructor: David Campbell, MCITP, MCTS, A+, NET+, Security+

Workforce Professional Test Center Services

See page 49 for details.
CompTIA® A+ Essentials: Hardware
Gain the foundation needed for the hardware portion of the CompTIA® A+ certification. Learn to install, build, repair, configure, troubleshoot, and maintain systems hardware. Through lectures and hands-on labs, you will learn how to select parts and build your own computer. A list of required tools will be distributed at the first class meeting. Prerequisite: Working knowledge of personal computers. Textbook required.

3.2 CEU | $899
► 01W Woodbridge Campus
Sat, Oct 9 – Oct 15 9:30 am - 3:30 pm
Instructor: Frank Lim, A+, NET+, Security+, ITIL v3, MCP

CompTIA® A+ Essentials: Software
Gain the foundations needed for the software portion of the CompTIA® A+ certification exam. Learn to install, build, repair, configure, and troubleshoot operating systems. Through lectures and hands-on labs, you will learn how to maintain and manage hardware using operating systems. Prerequisite: Working knowledge of personal computers. Textbook required.

3.2 CEU | $899
► 01W Woodbridge Campus
Sat, Oct 9 – Oct 15 9:30 am - 3:30 pm (No class Nov 20)
Instructor: Frank Lim, A+, NET+, Security+, ITIL v3, MCP

CompTIA® Network+
CompTIA® Network+ is an industry recognized certification that is trusted around the world. You will learn to design, configure, manage and troubleshoot wired and wireless networks all while preparing for the certification exam. This class is based on the latest exam (N10-006). Prerequisite: Basic knowledge of PCs. Textbook optional.

2.8 CEU | $799
► 01M Manassas Campus, Parrish 114
Tue & Thu, Sept 6 – 29
6:30 – 10 pm
Instructor: Jerry Dijkstra, BA, MBA, A+, NET+, Security+ MCSE, CCNA, CTI+
► 01L Reston Center, 314
Sat, Sept 17 – Oct 15 9 am – 4:30 pm (No class Oct 8)
Instructor: Chola Chhetri, MSc, MS, NET+, Security+, CCSK
► 01N Annandale, CED – 6th floor
Mon & Wed, Oct 10 – 31 6 – 10 pm
Instructor: Kofo Michual, BA, A+, NET+, Security+, MCP

Get Certified!

CompTIA® Network+ Certification
$1,140 • Bundled price includes course, textbook and industry certification exam.
If you are a Virginia resident and intend to take the industry certification exam, you may qualify for funding that pays 66% of the bundled price. Learn more at www.nvcc.edu/workforce/WCG.

Get Certified!

CompTIA® Security+
CompTIA® Security+ is a globally trusted certification that validates security knowledge and skills. You will prepare for the exam by learning communication security, infrastructure security, cryptography, operational security, and general security concepts. This certification is approved by DoD to meet the 8570 directive requirements. Textbook required.

0.8 CEU | $229
► 01N Annandale, CED – 6th floor
Thu, Sept 22 – Oct 13 7 – 9 pm
Instructor: Ivan Calcano, Security+, Cloud Essentials

Does your class have a required textbook?
Please see course details online. www.nvcc.edu/workforce

Register online www.nvcc.edu/workforce
ICND1 – 100-101
Interconnecting Cisco Networking Devices – Part 1
ICND1 is the exam associated with the CCENT certification and the first step in achieving the CCNA Routing and Switching certification. Learn fundamental skills needed to successfully install, operate, configure, and maintain Cisco routers and switches using state-of-the-art network simulators. **Textbook required.**

3.0 CEU | $899

- **01N** Annandale, CED – 6th floor
  - Mon, Sept 12 – Nov 14
  - 6 – 9 pm
  - Instructor: Paul Parker, BSCS, CCNA, CCAI

- **01M** Manassas Campus, Parrish 114
  - Tue & Thu, Oct 4 – Nov 3
  - 7 – 10 pm
  - Instructor: James Kiker, BS, Network+, Security+, CCNA, CCNP

ICND2 – 200-101
Interconnecting Cisco Networking Devices – Part 2
ICND2 is the exam associated with the CCNA Routing and Switching certification. Learn Spanning Tree Protocol, OSPF and EIGRP IP routing protocols for IPv4 and IPv6, troubleshooting IPv4 and IPv6 routing, Virtual Private Networks, and implementing Point-to-Point and Frame Relay WANs using state-of-the-art network simulators. **Textbook required.**

3.0 CEU | $899

- **01N** Annandale, CED – 6th floor
  - Tue, Oct 4 – Dec 13
  - 6 – 9 pm
  - (No class Nov 22)
  - Instructor: Paul Parker, BSCS, CCNA, CCAI

- **01M** Manassas Campus, Parrish 114
  - Tue & Thu, Nov 8 – Dec 15
  - 7 – 10 pm
  - (No class Nov 22 & 24)
  - Instructor: James Kiker, BS, Network+, Security+, CCNA, CCNP

Get Certified!
Certified CISCO Entry Network Technician
$1,299 • Bundled price includes course, textbook and industry certification exam. If you are a Virginia resident and intend to take the industry certification exam, you may qualify for funding that pays 66% of the bundled price. Learn more at [www.nvcc.edu/workforce/WCG](http://www.nvcc.edu/workforce/WCG).

Get Certified!
Certified CISCO Network Associate
$1,299 • Bundled price includes course, textbook and industry certification exam. If you are a Virginia resident and intend to take the industry certification exam, you may qualify for funding that pays 66% of the bundled price. Learn more at [www.nvcc.edu/workforce/WCG](http://www.nvcc.edu/workforce/WCG).

“Good instructor. Very knowledgeable. Good sources provided with a lot of extra material and resource outlets to help further preparedness for ICND1 exam.”

ICND1 – 100-101 Interconnecting Cisco Networking Devices student

CERTIFICATE
Cisco Networking/CCNA Preparation
LOUDOUN
This topic-based certificate program allows you to gain hands-on skills needed to install, configure, operate, and troubleshoot routed and switched networks. The program will also help you prepare for the CCENT/CCNA certification exams.

**Required Courses:**
- Networking Fundamentals
- Cisco Router & IP Routing Protocols
- Network Security & Virtual Private Networks
- Switching Technologies & VLANs
- Wireless Technologies & CCNA Test Review

Networking Fundamentals
Get an introduction to networking technologies, concepts and capabilities including: LAN concepts and functions, topologies, local/remote access and connectivity options, TCP/IP and OSI 7 layer protocols, cabling media, Internet connections, wide area networks (WAN), network operating systems and network management. **Textbook optional.**

0.6 CEU | $349

- **01L** Loudoun, Signal Hill
  - Sat, Sept 10
  - 9 am – 4 pm
  - Instructor: Chris Kong

Cisco Router & IP Routing Protocols
You will learn router basics, router architecture and components, Cisco IOS software, IP routing protocols (OSPF, EIGRP, BGP and more), configuration and troubleshooting. Examples are provided on how Cisco routers are used in the “real” enterprise environment. Hands-on labs are included. **Textbook optional.**

1.2 CEU | $649

- **01L** Loudoun, Signal Hill
  - Sat & Sun, Sept 24 & 25
  - 9 am – 4 pm
  - Instructor: Chris Kong
Network Security & Virtual Private Networks
Get an introduction to network security concepts and technologies including AAA security architecture, mitigate basic security threats, IP access list (ACL) and controlling TCP/IP services, Virtual Private Networks (VPN) and IP Security (IPsec). Hands-on labs are included. **Textbook optional.**

![Registration](www.nvcc.edu/workforce)

0.6 CEU | $349

- **01L** Loudoun, Signal Hill
  - Sat, Oct 8
  - 9 am – 4 pm
  - Instructor: Chris Kong

Switching Technologies & VLANs
Learn bridging, network segmentation, Virtual LANs (VLANs), Layer 2 and Layer 3 switching, configuring and troubleshooting Cisco switches and VLANs, switch CLI commands, menu and web access, and placing switches in the network. Hands-on labs are included. **Textbook optional.**

![Registration](www.nvcc.edu/workforce)

0.6 CEU | $349

- **01L** Loudoun, Signal Hill
  - Sat, Oct 22
  - 9 am – 4 pm
  - Instructor: Chris Kong

Wireless Networking, IPv6 & CCNA Test Review
Get an overview of Wireless LAN (WLAN) fundamentals, technologies, and implementation. Learn WLAN networking concepts and IEEE 802.11 standards, WLAN topology, architecture and security. Additional topics such as IPv6, review and practice tests for CCNA preparation will also be covered. **Textbook optional.**

![Registration](www.nvcc.edu/workforce)

0.6 CEU | $349

- **01L** Loudoun, Signal Hill
  - Sat, Nov 5
  - 9 am – 4 pm
  - Instructor: Chris Kong

Chris Kong - **Workforce Instructor** - has 25 years of IT and Networking experience and has been teaching for 18 years at NVCC. In addition to his Cisco (CCNA) and Juniper (JNCIA) certifications, Chris is also a CISSP and PMP.

**Bundle & Save**

**Cisco Networking/CCNA Preparation**
Save $100 by registering for all five courses at the same time.

**CERTIFICATE**

**Introduction to Software Testing**
**LOUDOUN**

New to software testing? This certificate will provide an excellent introduction and start you on the path to an exciting career in software testing. You will learn the Software Development Life Cycle and basic principles underlying software testing and how testing fits into software development.

This certificate program will also provide the foundation needed to pass the ISTQB Foundation Level Exam.

**Required Courses:**
- Software Testing Level 1 – Introduction to Software Testing & HP Application Lifecycle Management® (ALM)
- Software Testing Level 2 – Mastering Test Design
- Software Testing Level 3 – Test Management

**Software Testing Level 1 – Introduction to Software Testing & HP Application Lifecycle Management®**
This course explores the root cause of a defect and its effect. With hands-on exercises you will learn why Software Testing is a vital process of the Software Development Life Cycle (SDLC). You will discover how to use HP Application Lifecycle Management® (ALM) for test management and how it can add significant value to software testing. **Textbook optional.**

1.4 CEU | $899

- **01L** Loudoun, Signal Hill
  - Tue & Thu, Sept 20 – 29
  - 6:30 – 10 pm
  - Instructor: Shiny Adukuzhi PMP, CSM

**Software Testing Level 2 – Mastering Test Design**
Learn advanced software test planning & execution techniques and best practices. This course provides an in-depth analysis of the Software Test Life Cycle (STLC). Further you will learn advanced software test design techniques such as Static Techniques, Specification-based or Black-Box Techniques, Structure-based or White-box Techniques and Experience-based Techniques. **Textbook optional.**

1.05 CEU | $599

- **01L** Loudoun, Signal Hill
  - Tue & Thu, Oct 4 – 11
  - 6:30 – 10 pm
  - Instructor: Shiny Adukuzhi PMP, CSM

**Software Testing Level 3 – Test Management**
Discover Test Management in Software Testing. You will learn phases of test management including Test Organization, Test Planning and Estimation, Test Progress Monitoring & Control, Configuration Management, Risk & Testing, and Incident Management. You will also review and practice important topics for the ISTQB CTFL exam. Upon completing this course you will have the knowledge needed to pass the ISTQB Foundation Level Exam. **Textbook optional.**

1.05 CEU | $599

- **01L** Loudoun, Signal Hill
  - Tue & Thu, Oct 18 – 25
  - 6:30 – 10 pm
  - Instructor: Shiny Adukuzhi PMP, CSM

**Software Testing Level 2 – Mastering Test Design**
Learn advanced software test planning & execution techniques and best practices. This course provides an in-depth analysis of the Software Test Life Cycle (STLC). Further you will learn advanced software test design techniques such as Static Techniques, Specification-based or Black-Box Techniques, Structure-based or White-box Techniques and Experience-based Techniques. **Textbook optional.**

1.05 CEU | $599

- **01L** Loudoun, Signal Hill
  - Tue & Thu, Oct 4 – 11
  - 6:30 – 10 pm
  - Instructor: Shiny Adukuzhi PMP, CSM

**Certification Prep**
See page 22 for details.

**MCSA • MCSE Prep**
See page 29 for details.
Computer Fundamentals

Windows Fundamentals
Delve into the world of personal computers and Windows. Discover how to personalize your computer, manage files, keyboard shortcuts, and other time saving techniques. Inexperienced computer users, or those who are new to the Windows Operating System, will benefit from this class.

0.3 CEU | $115
► 01L Reston Center, 319
Wed, Sept 7 6 – 9 pm
Instructor: Jennifer Horton

Cyber Security

CERTIFICATE

Cyber Security (Entry, Mid & Advanced Levels)

Designed to add to your credentials and improve your job skills, these programs focus on the fundamentals of network protection, information assurance, preventing attacks, ensuring privacy, and gaining an understanding of the ethical, legal, and regulatory world of Cyber Security. You’ll also get prepared for several nationally recognized industry certification exams. These stackable certifications will provide a pathway to career advancement and “next step” employment.

We offer additional cyber security courses that are not part of the certificate program. These courses can add to your depth of knowledge in this exciting field.

* To earn the certifications within the Mid and Advanced levels, you must have relevant work experience. If you do not have the required experience, you may still sit for the exam and you will have a window of time within which to gain the required experience and earn the certification.

Cyber Jobs, Pathways & Clearances
Learn about the types of jobs available in cyber security, the education and training required and what is involved in obtaining a security clearance. This course is for anyone wishing to become more familiar with this “high demand” industry.

0.6 CEU | $229
► 01L Loudoun, Signal Hill
Thu, Sept 8 – 22 6 – 8 pm
Instructor: John Dyson, CISSP, CISA

Certified Information Privacy Professional/US (CIPP/US®)

There’s a real need for professionals who know the issues and impact of data privacy. Get the foundation required to acquire the Certified Information Privacy Professional/United States (CIPP/US®) certification. The CIPP/US® confirms that you know privacy laws and regulations and how to apply them. This course will be delivered in an online format.

Online | 1.2 CEU | $389
► 01L Wed, Sept 14 – Oct 5 6:30 – 9:30 pm
Instructor: Montgomery Sibley, JD, Masters, Cyber Security Policy, CIPP
Systems Security Certified Practitioner (SSCP®)
The Systems Security Certified Practitioner (SSCP®) is a globally recognized credential in information security. You will learn how to implement, monitor and administer IT infrastructure in accordance with information security policies and procedures. This certification is approved by DoD to meet the 8570 directive requirements. This course will be delivered in a hybrid format. The first class will meet in person. Remaining class sessions will be held online. Textbook required.

2.4 CEU | $639

Certified Information Security Manager (CISM®)
CISM® is one of the primary certifications for information security professionals who manage, design, oversee and/or assess an enterprise’s information security. Get in-depth coverage of the information covering the four domains that make up the “Body of Knowledge” for the CISM® exam and acquire the skills and knowledge required of a world-class information security manager. Textbook required.

2.45 CEU | $789

Certified Information Systems Security Professional (CISSP®)
CISSP® certification is the premier security certification. It validates you have the skills to provide leadership in the field of information security. You will explore the eight domains of the Common Body of Knowledge and learn test-taking strategies and practice questions to maximize your ability to pass the exam. This certification is approved by DoD to meet the 8570 directive requirements. Textbook required. Register early and save $50.

3.9 CEU | $1,199

CyberWatch Security
See page 30 for course description.

0.6 CEU | $249

CompTIA® Network+ & Security+ See page 19 for details.

Workforce Professional Test Center Services See page 49 for details.

Seeking a New Career in Information Technology (IT)?
Consider NOVA’s “TRiP” Program

The Technology Retraining internship Program (TRiP) is an intensive part-time, technology training program for people interested in transitioning to an IT career. Most classes are conveniently held in the evenings and on Saturdays, with an emphasis on both classroom and hands-on training.

“TRiP” is the only program in Northern Virginia that offers an optional internship. This experience enables you to add actual IT experience to your resume. For more information, go to www.nvcc.edu/workforce/trip.html.

If you’re interested in the program, you should attend a “TRiP” Orientation Open House. The next orientation sessions will be held on Wednesday, August 31, 2016.

Session A: 11 am – 12 pm
Session B: 5:30 – 6:30 pm

Both sessions will be held at:
Northern Virginia Community College, Center for Employment Development (CED) 7630 Little River Tnpk., 6th floor, Annandale, VA

Please register in advance for either orientation session by contacting:
David Campbell dcampbell@nvcc.edu 703-323-3859
Kofi Mitchual kmitchual@nvcc.edu 703-323-3829

Program Requirements:
You are required to complete a total of 168 class hours to finish the program.

Networking Track (Saturday, 9 am – 4 pm)
• Networking Essentials (24 hrs)
• TCP/IP (18 hrs)
• Windows 7 Configuration (18 hrs)
• CyberWatch Security (6 hrs)

Programming Track
• Any Database management course
• Any Web design course
• Any Programming course
• Any Windows Server course

All other IT courses in the catalog are authorized electives for the TRiP program.
CERTIFICATE

Database Systems

IT & Computer Skills

Database Administrator

ANNANDALE

Completion of the Database Administrator Certificate is a great addition to your resume. It proves to any prospective employer that you have real hands-on experience with MS Access, the choice of most small businesses, and Oracle, the Federal Government’s #1 database tool. You’ll have knowledge up to the intermediate level on the two most popular database management systems in the US.

Required Courses:
• Access – Introduction
• Access – Intermediate
• Any Oracle 11g Course

Oracle Developer

ANNANDALE

SQL and PL/SQL are key tools for all Oracle application development. SQL is the universal and fundamental language for writing queries and manipulating data in Object Relational Databases. PL/SQL is a sophisticated Oracle programming language for creating robust triggers, stored procedures and functions, and especially PL/SQL object oriented packages. Other programming languages such as Java, C and C++ also depend upon SQL and PL/SQL to interact with the Oracle Database. This specially tailored program will assist you in developing strong skills in Database SQL and Oracle PL/SQL, which are in high demand for application software development positions.

Required Courses:
• Oracle SQL 11g
• Oracle PL/SQL 11g
• Advanced Oracle SQL & PL/SQL 11g

Access – Introduction
See page 25 for course description.

0.8 CEU | $269
► 01N Annandale, CED – 6th floor
Tue, Sept 6 – 13 6 – 10 pm
Instructor: David Campbell, MCITP, MCTS, A+, NET+, Security+

Access – Intermediate
See page 25 for course description.

1.2 CEU | $399
► 01N Annandale, CED – 6th floor
Tue, Oct 4 – 18 6 – 10 pm
Instructor: David Campbell, MCITP, MCTS, A+, NET+, Security+

Oracle SQL 11g
Discover the power of Structured Query Language (SQL)! You will learn essential SQL skills allowing you to build relational database tables, make ad hoc queries, manage and access data from the database, and write SQL scripts to manipulate data and generate reports.

Textbook required.

4.0 CEU | $959
► 01N Annandale, CED – 6th floor
Tue & Thu, Sept 6 – Oct 6 6 – 10 pm
Instructor: Hung Vu, MS

Oracle PL/SQL 11g
Uncover more features of Oracle 11g PL/SQL! You will learn standard Oracle SQL/PL functions and procedural features such loops (IF-THEN-ELSE, FOR, WHILE). You will explore cursors, object types, packages, triggers, and newly added features in version 11g.

Prerequisite: Oracle SQL 11g or equivalent experience. Textbook required.

2.1 CEU | $499
► 01N Annandale, CED – 6th floor
Tue & Thu, Nov 29 – Dec 15 6 – 9.30 pm
Instructor: Hung Vu, MS

Advanced Oracle SQL & PL/SQL 11g
Enhance your understanding of Oracle SQL and PL/SQL! You will focus on advanced queries and sub queries such as DECODE, CONNECT BY, START WITH, ROLLUP, MULTIPLE ROW SUBQUERIES, CORRELATED SUBQUERIES, COLLECTIONS, VARARRAYS, and NESTED TABLES. Error and file handling are also discussed.

Prerequisites: Oracle SQL 11g and Oracle PL/SQL 11g or one year of experience working with Oracle SQL and PL/SQL.

Textbook optional.

2.1 CEU | $499
► 01N Annandale, CED – 6th floor
Tue & Thu, Nov 29 – Dec 15 6 – 9.30 pm
Instructor: Hung Vu, MS

Class schedules are subject to change.
Please check our website regularly.

www.nvcc.edu/workforce
Microsoft Office & Computer Applications

Microsoft Office & Computer Applications

Microsoft Office Boot Camp
If you want to re-enter the job market and need to update your skills, this course is designed for you! Produce documents (Word), spreadsheets (Excel) and presentations (PowerPoint) using MS Office 2013. Discover useful tips and tricks when working with these three programs. At the conclusion of the course, you must complete a comprehensive exercise demonstrating proficiency in MS Office in order to receive a course certificate.

**Prerequisite:** Solid working knowledge of Windows and strong computer skills.

2.8 CEU | $559

- **01L** Reston Center
  - Mon – Fri, Sept 19 – 23 9:30 am – 3:30 pm
  - Instructor: Karen Szymanski

Excel – The Power of PivotTables
Harness the power of PivotTables and reduce hours of data manipulation to seconds! Learn how to extract, organize, and summarize meaningful data. Discover how to perform a variety of calculations, add report filters, change the structure/format of the PivotTable report, and create compelling PivotChart graphical reports.

Instructor: Veronica Ortiz, MOS

0.35 CEU | $129

- **01N** Annandale, CED – 6th floor
  - Wed, Nov 30
  - 6 – 9:30 pm

- **01L** Reston Center
  - Wed, Dec 7
  - 6 – 9:30 pm

Comprehensive Introduction to MS Project
See page 14 for course description.

0.7 CEU | 7 PDU | $329

- **01L** Reston Center
  - Tue & Thu, Sept 27 & 29
  - 6 – 9:30 pm
  - Instructors: Veronica Ortiz, MOS & Michael Van Dyke, PMP

Access – Introduction
Microsoft Access is used to build and run databases. You will learn how to build database tables, understand data types, and data entry procedures. Design input/output forms and create reports. You’ll also learn how to extract information using queries.

**Prerequisite:** Windows course or extensive experience using MS Access.

0.8 CEU | $269

- **01N** Annandale, CED – 6th floor
  - Tue, Sept 6 – 13
  - 6 – 10 pm
  - Instructor: David Campbell, MCITP, MCTS, A+, NET+, Security+

Access – Intermediate
Increase your knowledge of Access by learning to create and use a variety of queries using advanced criteria and multiple tables. Do extensive editing of forms and reports. Learn to use Macros to automate database functions such as menu creation.

**Prerequisite:** Intro to MS Access course or extensive experience with MS Access.

1.2 CEU | $399

- **01N** Annandale, CED – 6th floor
  - Tue, Oct 4 – 18
  - 6 – 10 pm
  - Instructor: David Campbell, MCITP, MCTS, A+, NET+, Security+

CERTIFICATE

Microsoft Office

**ANNANDALE, ALEXANDRIA, LOUDOUN, WOODBRIDGE**

Broaden your employment opportunities and stand out in today's competitive job market with the Microsoft Office certificate! You will learn the skills needed to perform the most common and essential business tasks. This certificate program will also help you prepare for the Microsoft Office Specialist (MOS) certification. A basic working knowledge of Windows is required for this program. Once you finish the courses, you must complete a comprehensive exercise demonstrating proficiency in MS Office in order to receive the program certificate.

**Required Courses:**
- Microsoft Excel – Introduction
- Microsoft Excel – Intermediate
- Microsoft PowerPoint – Introduction
- Microsoft PowerPoint – Intermediate
- Microsoft Word – Introduction
- Microsoft Word – Intermediate

Access – Introduction
Unlock the power of Microsoft Excel! You will learn to create and manage spreadsheets, enter, format, and sort data; and create a simple chart. Discover the secrets to writing mathematical formulas to quickly and automatically perform calculations.

**Prerequisite:** Basic Windows skills.

0.6 CEU | $219

- **01L** Reston Center, 319
  - Tue & Wed, Sept 13 & 14
  - 6 – 9 pm
  - Instructor: Scott Wood

Excel – Introduction
Unlock the power of Microsoft Excel! You will learn to create and manage spreadsheets, enter, format, and sort data; and create a simple chart. Discover the secrets to writing mathematical formulas to quickly and automatically perform calculations.

**Prerequisite:** Basic Windows skills.

0.6 CEU | $219

- **01L** Reston Center, 319
  - Tue & Wed, Sept 13 & 14
  - 6 – 9 pm
  - Instructor: Scott Wood
Excel – Intermediate
Take the next step on the road to becoming an Excel whiz! You will learn to use data analysis features, such as conditional formatting, data filters, Lookup functions, and Outlining. Learn how to create a drop down list and write 3-D formulas. **Prerequisite:** Excel – Introduction or a strong working knowledge of the topics covered in that class.

0.6 CEU | $219

- [01L] Reston Center, 319
  - M Tue & Wed, Sept 27 & 28
  - 6 – 9 pm
  - Instructor: Scott Wood
- [01N] Annandale, CED – 6th floor
  - Wed, Oct 19 & Nov 2
  - 6:30 – 9:30 pm
  - Instructor: Veronica Ortiz, MOS
- [01A] Alexandria Campus
  - Mon & Wed, Oct 24 & 26
  - 6:30 – 9:30 pm
  - Instructor: Tim Eichers
- [01W] Woodbridge Campus
  - Sat, Nov 12
  - 9 am – 4 pm
  - Instructor: Yvonne Hobbs, MS Certified Trainer

Excel – Advanced
Advance your Excel skills to the next level! Learn how to import and export data, perform multi-criteria calculations and create Scenarios to do what-if analysis. Explore advanced lookup features and get an introduction to Pivot tables. **Prerequisite:** Excel – Intermediate or a strong working knowledge of the topics covered in that class. *This course is not required for the Microsoft Office Certificate.*

0.6 CEU | $219

- [01N] Annandale, CED – 6th floor
  - Wed, Nov 9 & 16
  - 6:30 – 9:30 pm
  - Instructor: Veronica Ortiz, MOS
- [01A] Alexandria Campus
  - Sat, Nov 19
  - 9:30 am – 4:30 pm
  - Instructor: Tim Eichers
- [01L] Reston Center, 319
  - Tue & Wed, Nov 29 & 30
  - 6 – 9 pm
  - Instructor: Scott Wood

PowerPoint – Introduction
Get an introduction to the basics of PowerPoint. You will learn to create a presentation using a design theme including working with backgrounds, layouts, placeholders, text, and images. Then discover the many options for running presentations. **Prerequisites:** Entry-level knowledge of Windows and basic mouse and keyboard skills.

0.6 CEU | $219

- [01W] Woodbridge Campus
  - Sat, Oct 15
  - 9 am – 4 pm
  - Instructor: Yvonne Hobbs, MS Certified Trainer
- [01L] Reston Center, 319
  - Tue & Wed, Nov 15 & 16
  - 6 – 9 pm
  - Instructor: Jennifer Horton

Word – Introduction
Learn to produce professional documents efficiently! Master the most commonly used features of the program including how to enter, edit and format text, margins, tabs, indentations, headers and footers, clip art, and bulleted and numbered lists. **Prerequisite:** Basic Windows skills.

0.6 CEU | $219

- [01W] Woodbridge Campus
  - Sat, Sept 17
  - 9 am – 4 pm
  - Instructor: Yvonne Hobbs, MS Certified Trainer
- [01L] Reston Center, 319
  - Tue & Wed, Oct 4 & 5
  - 6 – 9 pm
  - Instructor: Scott Wood

Word – Intermediate
Extend your knowledge of Word and improve efficiency! You will learn how to create columns, tables, apply Styles, use the Track Changes feature, use the Reference tools, and perform a mail merge. **Prerequisite:** Word – Introduction or a working knowledge of the topics covered in that class.

0.6 CEU | $219

- [01W] Woodbridge Campus
  - Sat, Sept 24
  - 9 am – 4 pm
  - Instructor: Yvonne Hobbs, MS Certified Trainer
- [01L] Reston Center, 319
  - Tue & Wed, Oct 18 & 19
  - 6 – 9 pm
  - Instructor: Scott Wood

Registration begins August 4
See page 63 for more information.
Questions? Call 703-503-6300, or visit our website www.nvcc.edu/workforce
QuickBooks Certified User Prep
Become an Intuit® QuickBooks Certified User (QBCU)! You will learn effective bookkeeping skills, including how to create purchase orders, track sales and expenses, produce and manage invoices, and monitor financial records. Gain the computer knowledge and the accounting skills needed to manage a company’s books effectively.

2.4 CEU | $579
► 01W Woodbridge Campus
  Tue – Fri, Oct 25 – 28  9:30 am – 4 pm
  Instructor: Yvonne Hobbs, Certified QB
  Pro/Advisor

Business Accounting Using QuickBooks – Complete
Harness the power of QuickBooks! Gain in-depth knowledge using real-world transactions. Learn to perform key accounting functions such as reconciling bank accounts, producing accounting and management reports; making adjustments to accounts, performing year-end procedures and closing the accounting period. Textbook required.

2.8 CEU | $689
► 01L Loudoun, Signal Hill
  Sat, Sept 17 – Oct 29  9 am – 1 pm
  Instructor: Brown Dixon, Certified QB
  Pro/Advisor

QuickBooks in the Cloud
QuickBooks Online is the premier cloud-based accounting program. Always up-to-date and accessible from multiple gadgets, it can be used by accounting professionals to provide a full range of services and small business owners who have no prior experience in bookkeeping and accounting practices.

0.6 CEU | $199
► 01W Woodbridge Campus
  Sat, Dec 3  9 am – 4 pm
  Instructor: Yvonne Hobbs, Certified QB
  Pro/Advisor

Accounting Courses
See page 5 for details.

Multimedia & Filmmaking

CERTIFICATE

Digital Video & Filmmaking Production

LOUDOUN, WOODBRIDGE

Discover how to create and produce creative digital videos! Whether you are an artist, video professional, aspiring filmmaker, or digital video home enthusiast, this program will take you to the next level. Upon completion, you will create and submit a final project in the Advanced Digital Filmmaking course.

Required Courses:

- Digital Filmmaking – Introduction
- Digital Video/Filmmaking & Adobe Premiere – Level 1
- Digital Video/Filmmaking & Adobe Premiere – Level 2
- Digital Video/Filmmaking & Final Cut Pro X – Level 1
- Screenwriting – Introduction (offered in a future term)
- Adobe After Effects – Level 1
- Adobe After Effects – Level 2
- Adobe Photoshop – Level 1
- Digital Filmmaking – Advanced

Adobe After Effects – Level 1
Learn the essential functions of After Effects including workspace, tools, panels, and menu options. Gain an understanding of the process for creating animations in 2D and 3D space. You will create a movie title animation for use in your personal projects. Prerequisites: Basic knowledge of Photoshop Layers, Illustrator graphics, and video timecode is recommended.

1.2 CEU | $399
► 01L Loudoun, Signal Hill
  Mon & Wed, Nov 7 – 16  6:30 – 9:30 pm
  Instructor: Jolita Rector

Adobe After Effects – Level 2
Explore advanced compositing enhancements from tracking, stabilizing footage to rotoscoping/working inside of a real 3D application, Cinema 4D Lite integrated 100% with Adobe After Effects. You will create a movie title animation for use in your personal projects. Prerequisites: Adobe After Effects – Level 1 or equivalent knowledge.

1.2 CEU | $399
► 01L Loudoun, Signal Hill
  Mon & Wed, Dec 5 – 14  6:30 – 9:30 pm
  Instructor: Jolita Rector
Adobe Photoshop – Level 1
Learn the fundamentals of Adobe Photoshop, the industry standard for image editing! Gain an understanding of the Photoshop workspace, tools, palettes, and menu options. Learn the skills needed to manipulate images and create amazing graphics. Prerequisites: Ability to locate, open, and save files in a Windows environment, be comfortable using a mouse.
1.2 CEU | $399
► 01L. Loudoun, Signal Hill
Mon & Wed, Sept 26 – Oct 5
6:30 – 9:30 pm
Instructor: Jolita Rector

Digital Filmmaking – Advanced
In this independent study course, you will work individually with a faculty adviser to script, produce and edit your own video project by maximizing the skills obtained through the Digital Video & Filmmaking certificate program. Prerequisites: Completion of all required certificate courses.
1.1 CEU | $499
► 01L. Loudoun, Signal Hill
Independent study; meetings with instructor scheduled by appointment.
Instructor: Robert Brown

Digital Filmmaking – Introduction
Designed for those with little or no digital video/film production experience, this hands-on course provides a comprehensive overview of the various techniques and procedures used to produce creative digital video/film projects.
Instructor: Robert Brown
0.7 CEU | $229
► 01L. Loudoun, Signal Hill
Fri, Sept 16
6:30 – 10 pm
Sat, Sept 17
9:30 am – 1 pm
► 01W. Woodbridge Campus
Fri, Oct 28
6:30 – 10 pm
Sat, Oct 29
9:30 am – 1 pm
► 02L. Loudoun, Signal Hill
Fri, Dec 2
6:30 – 10 pm
Sat, Dec 3
9:30 am – 1 pm

Digital Video/Filmmaking & Adobe Premiere – Level 1
Explore one of the most popular digital video-editing applications! In this hands-on course you will learn the fundamentals of digital editing techniques in the creation of digital video projects.
Instructor: Robert Brown
1.2 CEU | $399
► 01L. Loudoun, Signal Hill
Fri, Sept 23 & 30
6:30 – 9:30 pm
Sat, Sept 24 & Oct 1
9:30 am – 12:30 pm
► 01W. Woodbridge Campus
Tue & Thu, Oct 11 – 20
7 – 9 pm
► 02L. Loudoun, Signal Hill
Tue & Thu, Dec 6 – 15
6:30 – 9:30 pm

Digital Video/Filmmaking & Adobe Premiere – Level 2
Learn more advanced techniques including but not limited to learning how to use Premiere components for video color correction and integrating Premiere with the Adobe After Effects application. Prerequisite: Digital Video/Filmmaking & Adobe Premiere – Level 1.
1.2 CEU | $399
► 01L. Loudoun, Signal Hill
Fri, Nov 4 & 11
6:30 – 9:30 pm
Sat, Nov 5 & 12
9:30 am – 12:30 pm
Instructor: Robert Brown

Digital Video/Filmmaking & Final Cut Pro X – Level 1
Get an introduction to Apple’s unique and robust digital video-editing application! In this hands-on course you will learn fundamentals of digital editing techniques in the creation of digital video projects.
1.2 CEU | $399
► 01L. Loudoun, Signal Hill
Fri, Oct 14 & 21
6:30 – 9:30 pm
Sat, Oct 15 & 22
9:30 am – 12:30 pm
Instructor: Robert Brown

Wanted – Dynamic Instructors with New Ideas!
Join our team of dedicated and enthusiastic instructors. If you have successful adult teaching experience and a new course idea, share your expertise in Business, IT, Healthcare, and ESL with our Workforce students. Please contact one of our Workforce Program Developers:

Business & Professional Education: Martha Kossoff – mkossoff@nvcc.edu
IT: Scott Wood – swood@nvcc.edu & Reza Karimi – mkarimi@nvcc.edu
Healthcare & Dental: Katie Jennings – kjennings@nvcc.edu
AHA/ECC Courses: April McMullen-Eldert – ameldert@nvcc.edu
Trades & Industry: Jim Fabian – jfabian@nvcc.edu
ACLI/ESL: Visit www.nvcc.edu/employment and search for ‘ACLI Instructor’

Does your class have a required textbook?
Textbook information is available online at www.nvcc.edu/workforce
CERTIFICATE

Network Server Administrator

ANNANDALE

Learn the skills you need to install, maintain and effectively administer the MS Windows Server 2012 R2 on any network. You’ll become familiar with Microsoft’s dynamic programming language, PowerShell. This certification prepares you to take the Installing & Configuring Windows Server 2012 R2 exam 70-410 or the Administering Windows Server 2012 R2 exam 70-411 or Configuring Advanced Windows Server 2012 R2 services exam 70-412.

Required Courses:

• TCP/IP 2016
• Microsoft's PowerShell Scripting

Plus, one of the following:

• Installing & Configuring Windows Server 2012 R2 (Exam 70-410)
• Administering Windows Server 2012 R2 (Exam 70-411) (offered in a future term)
• Configuring Advanced Windows Server 2012 R2 Services (Exam 70-412) (offered in a future term)

TCP/IP 2016
Learn the essential skills needed to plan, set up, configure, and support your TCP/IP-based network. You will explore connectivity problems using TCP/IP with a UNIX host and learn how to troubleshoot the TCP/IP Windows network. Each session includes a lecture followed by hands-on exercises.

Prerequisites: An understanding of basic networking terminology and Windows.

1.8 CEU | $529

► 01N Annandale, CED – 6th floor
Sat, Oct 8 – 22
9 am – 4 pm
Instructor: David Campbell, MCITP, MCTS, A+, NET+, Security+

Microsoft's PowerShell Scripting
Understand why every network administrator needs to use MS PowerShell! Learn the most beneficial Cmdlets and commands, as well as the ones you’ll use daily to automate administrative tasks. See Windows Management Instrumentation (WMI) in action.

Prerequisite: Experience as a network administrator – XP, Windows 2003 or 2008.

0.6 CEU | $269

► 01N Annandale, CED – 6th floor
Fri, Sept 16
10 am – 4:30 pm
Instructor: David Campbell, MCITP, MCTS, A+, NET+, Security+

Installing & Configuring Windows Server 2012 R2 (Exam 70-410)
Get prepared to take the first Server 2012 R2 exam on the way to the MCSA certification! Gain the skills and knowledge necessary to implement a core Windows Server 2012 R2 infrastructure. Learn to implement and configure Windows Server 2012 R2 core services, such as Active Directory and the networking services.

Prerequisites: Working knowledge of Windows 7, 8, 10 or equivalent networking experience. Textbook required.

2.4 CEU | $699

► 01N Annandale, CED – 6th floor
Fri, Oct 7 – 28
10 am – 4:30 pm
Instructor: David Campbell, MCITP, MCTS, A+, NET+, Security+

Parking on all campuses is free on weekdays after 4 pm and all day on weekends in B (Student) lots only. Parking permits are not required at off-campus locations.
Networking Essentials
New to local area networks (LANs)? This course is a great place to start! Learn about the necessary hardware components of the basic LAN. Discover the intricacies of establishing advanced complex internetworks and the devices specific to them: switches and routers. **Textbook required.**

- 2.4 CEU | $649
- **01N** Annandale, CED – 6th floor
  Sat, Sept 10 – Oct 1  9 am – 4 pm
  Instructor: Kofi Mitchual, BA, A+, NET+, Security+, MCP

TCP/IP 2016
See page 29 for course description.

- 1.8 CEU | $529
- **01N** Annandale, CED – 6th floor
  Sat, Oct 8 – 22  9 am – 4 pm
  Instructor: David Campbell, MCITP, MCTS, A+, NET+, Security+

Windows 10, Installing & Configuring (70-698)
This course is designed to teach students the skills and knowledge to support end users who run Windows 10 desktops and devices in a Windows Server domain, corporate environment or medium to large enterprise organizations. It will cover everything students need to know and pass the exam. This course is also intended to provide skills for Enterprise Desktop/Device Support Technicians (EDSTs) who provide Tier 2 support to users who run Windows 10 desktops and devices within a Windows domain environment. **Prerequisites:** Basic knowledge of PCs and the MS Windows operating system. **Textbook required.**

- 2.4 CEU | $719
- **01N** Annandale, CED – 6th floor
  Sat, Nov 19 – Dec 17  9 am – 4 pm
  (No class Nov 26)
  Instructor: Kofi Mitchual, BA, A+, NET+, Security+, MCP

NEW

CyberWatch Security
Delve into the evolving world of network security. Discover what the forces of evil are doing to pry into your network or PC and how you can protect yourself. Work with firewalls and check out the strengths and weaknesses of leading Network Operating Systems. **0.6 CEU | $249**

- **01N** Annandale, CED – 6th floor
  Sat, Dec 10  9 am – 4 pm
  Instructor: David Campbell, MCITP, MCTS, A+, NET+, Security+

Stay Connected
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facebook.com/NOVAWDD  twitter.com/NOVAWDD

Questions? NOVAWorkforceAnswers@nvcc.edu  |  (703) 503-6300
UNIX Commands & Shell Programming

New to the UNIX Operating System? This course is for you! Learn the fundamentals of a UNIX system and start using UNIX commands and UNIX Shell to create and execute Shell scripts. Textbook optional.

3.2 CEU | $729

- 01N  Annandale, CED – 6th floor
  Wed, Sept 21 – Nov 9  6 – 10 pm
  Instructor: Hung Vu, MS

UNIX Level 1 – Introduction

Learn the fundamentals of the UNIX (Solaris)/LINUX operating system basic structure, services and components. Explore UNIX functional characteristics, filing system, electronic office, operating security, utilities; and a necessary and sufficient set of commands.

1.2 CEU | $459

- 01L  Loudoun Campus
  Fri, Oct 14  6 – 10 pm
  Sat, Oct 15  9 am – 6 pm
  Instructor: Hashem Anwari

UNIX Level 2 – Shell Scripts & Advanced Commands

Build on the skills learned in the Level 1 course. You will explore file creation and editing, shell functioning, writing shell scripts, shell variable applications, shell script debugging and programming, environmental control, customization, and initial file configurations.

0.95 CEU | $429

- 01L  Loudoun Campus
  Fri, Oct 28  6 – 9 pm
  Sat, Oct 29  9 am – 4 pm
  Instructor: Hashem Anwari

UNIX Level 3 – System Management

Take your UNIX skills to the next level with more advanced shell programming. Learn to customize environments, develop menu scripts for users, database handling, multi-program integration, control flow structure, system operations, and file management and integrity.

0.95 CEU | $429

- 01L  Loudoun Campus
  Fri, Nov 4  6 – 9 pm
  Sat, Nov 5  9 am – 4 pm
  Instructor: Hashem Anwari

UNIX Level 4 – Administration

Discover UNIX/LINUX System Administration! Explore file operations, processes priority, disk space management configurations files, process and program scheduling, users account management and security, backup and archives, managing systems, system files, network planning, and system configuration and management.

0.95 CEU | $429

- 01L  Loudoun Campus
  Fri, Nov 18  6 – 9 pm
  Sat, Nov 19  9 am – 4 pm
  Instructor: Hashem Anwari

Bundle & Save

UNIX Boot Camp

Save $100 by registering for all four courses at the same time.

CERTIFICATE

UNIX Boot Camp

LODOUN

Learn to use UNIX in the real world in approximately six weeks! This program is designed for students pursuing careers in system management, system administration, configuration management, project management, database management, system programming and network management and operations. Our UNIX classes provide a significant depth of knowledge, and you’ll gain the skills you need to advance your career in a short amount of time.

Required Courses:
- UNIX Level 1 – Introduction
- UNIX Level 2 – Shell Scripts & Advanced Commands
- UNIX Level 3 – System Management
- UNIX Level 4 – Administration

Registration is continuous throughout the semester.
Web Development Online Courses Using Blackboard

Your instructor, Donna Sellinger, is a 3D artist and former web designer specializing in small business websites. Prior to class, go to the myNOVA Portal: nvcc.my.vccs.edu, to look up your User Name and Password. On the first day of class, you’ll use this information to log into the myNOVA portal to access your Blackboard course.

**Prerequisites:** Basic knowledge of a web browser less than 3 years old, and an understanding of your computer’s operating system and the Internet. You must know how to download and open zip files. Questions? Call 703-257-6590 or e-mail clangguth@nvcc.edu.

For all Photoshop & Lightroom Courses:

Prior to class, create an account in an image-sharing website such as Picasa, Flickr, Snapfish, or Kodak to share your class assignments. Familiarize yourself with how to add images and where those images will be located.

**Photoshop – Level 1**

Online | 1.8 CEU | $189

► 01M Wed, Sept 7 – Oct 18

**Photoshop – Level 2**

Online | 1.8 CEU | $189

► 01M Wed, Oct 19 – Nov 29

**Photoshop – Level 3**

Online | 1.5 CEU | $159

► 01M Wed, Sept 7 – Oct 11

**Photoshop – Level 4**

Online | 1.5 CEU | $159

► 01M Wed, Oct 19 – Nov 29

**Lightroom**

Online | 1.8 CEU | $189

► 01M Wed, Nov 2 – Dec 13

For course descriptions and registration, please visit MyWorkforce at www.nvcc.edu/workforce.

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**Web Design – Fundamentals**

**ONLINE**

Do you wish to better understand and increase your competency in web design and development? Learn some of the most popular web design software to develop a wide array of skills needed to design and build an engaging and interactive website.

**Required Courses:**

- Adobe Photoshop – Level 1
- Adobe Illustrator – Level 1
- HTML5 & CSS3 – Level 1
- Adobe Muse – Level 1
- Adobe Dreamweaver – Level 1
- Websites with WordPress® Boot Camp

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**Adobe Photoshop – Level 1**

Adobe Photoshop is considered by many as the industry-leading application for editing photos. Learn more about the virtual class at vew.im/psL1. **Prerequisites:** Ability to locate, open, and save files in a Windows environment, be comfortable using a mouse.

Online | 1.5 CEU | $499

► 01W Tue & Thu, Sept 6 – 20 6:30 – 9:30 pm
Instructor: Faydra D. Fields, BA, Web Designer/Developer

**Adobe Illustrator – Level 1**

Adobe Illustrator is used by artists and designers to create vector graphics that are used in both print and digital form. Learn more about the virtual class at vew.im/iLL1. **Prerequisites:** Ability to locate, open, and save files in a Windows environment, be comfortable using a mouse.

Online | 1.5 CEU | $499

► 01W Tue & Thu, Sept 22 – Oct 6 6:30 – 9:30 pm
Instructor: Faydra D. Fields, BA, Web Designer/Developer

**HTML5 & CSS3 – Level 1**

HTML5 is a markup language used to structure web pages, and CSS3 is a styling language used in conjunction with HTML5 to define the appearance of webpages. Learn more about the virtual class at vew.im/h5c31. **Prerequisites:** You must have a thorough understanding of the Windows environment, including the ability to create folders and locate, open, and save files.

Online | 1.2 CEU | $399

► 01W Tue & Thu, Oct 11 – 20 6:30 – 9:30 pm
Instructor: Faydra D. Fields, BA, Web Designer/Developer

**NEW**

**Adobe Muse – Level 1**

Adobe Muse allows designers to create websites without having to write any code. Learn more about the virtual class at vew.im/amL1.

Online | 1.2 CEU | $399

► 01W Tue & Thu, Oct 25 – Nov 3 6:30 – 9:30 pm
Instructor: Faydra D. Fields, BA, Web Designer/Developer
Adobe Dreamweaver – Level I

Adobe Dreamweaver is the visual development tool for creating, publishing and managing websites and mobile content. Learn more about the virtual class at [vew.im/dwL1].

**Prerequisites:** Intro to Web Page Design and Intermediate HTML5 & CSS3 or equivalent experience. Ability to locate, open, and save files in a Windows environment, be comfortable using a mouse.

*Online*  |  1.2 CEU  |  $399
---|---|---
**01W**  Tue & Thu, Nov 8 – 17  6:30 – 9:30 pm
Instructor: Faydra D. Fields, BA, Web Designer/Developer

Websites with WordPress® Boot Camp

WordPress® is considered by many as the easiest and most powerful blogging and website content management system (CMS) in use today. Learn more about the virtual class at [vew.im/bwwp].

**Prerequisites:** HTML5 & CSS3 Levels 1 or equivalent experience. Ability to locate, open, and save files in a Windows environment, be comfortable using a mouse, familiarity with the Internet, the ability to work with multiple browser windows quickly and efficiently.

*Online*  |  1.8 CEU  |  $599
---|---|---
**01W**  Tue & Thu, Nov 29 – Dec 15  6:30 – 9:30 pm
Instructor: Faydra D. Fields, BA, Web Designer/Developer

Our website is frequently updated.
Please check it for the latest course information.
[www.nvcc.edu/workforce](http://www.nvcc.edu/workforce)

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**CERTIFICATE**

**Web Design – Fast Track**

**ALEXANDRIA**

Get on the web design fast track! If you’re the kind of person who likes to jump in and experiment, this program will get you ready to sell your first site, or land your first job as a web designer. It is recommended that courses be taken in the order listed below. All courses may not be offered every semester.

**Required Courses:**
- Intro to Web Page Design
- CSS and Mobile Layout
- Dreamweaver for Effective Web Design
- Photoshop for the Web
- Building Websites with Free Content Management Systems
- Web Design Studio

**Recommended Electives:**
- Introduction to JavaScript
- Introduction to jQuery (offered in spring 2017)
- Building Fluid Sites with Bootstrap Shortcuts

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**Intro to Web Page Design**

Discover the exciting world of web page creation! In this hands-on course you will learn how to write HTML5 code using a text editor. Explore web page’s general design principles and learn about Cascading Style Sheets (CSS).

1.2 CEU  |  $399
---|---
**01A**  Alexandria Campus
Mon & Wed, Sept 7 – 19  6:30 – 9:30 pm
Instructor: Teri Murphy, MA

**CSS & Mobile Layout**

Learn all the basic CSS for formatting the typography, colors, and backgrounds of your pages. Discover how to format web pages that adapt from desktop to tablet to phone size using CSS Media Queries. **Prerequisite:** Introduction to Web Page Design or proficiency in HTML coding.

1.5 CEU  |  $499
---|---
**01A**  Alexandria Campus
Mon & Wed, Sept 21 – Oct 5  6:30 – 9:30 pm
Instructor: Teri Murphy, MA

**Dreamweaver for Effective Web Design**

Faster than coding by hand, Dreamweaver lets you shortcut production of mobile-ready pages. You will learn how to add forms for user input, create templates that permit global changes, and insert media/animations using the new CSS3 transformations. **Prerequisite:** Familiarity with basic computer operations.

1.5 CEU  |  $499
---|---
**01A**  Alexandria Campus
Mon & Wed, Oct 10 – 24  6:30 – 9:30 pm
Instructor: Teri Murphy, MA

**Photoshop for the Web**

Learn how to prepare images/video for the Web, choosing the best resolution and color space for viewing. Discover how you can edit video to add transitions, still images, titles and create banners, backgrounds, animations, compile sprites, and slice images to create menus. **Prerequisite:** Experience working with a personal computer. Please bring an empty thumb drive. **Textbook optional.**

1.2 CEU  |  $399
---|---
**01A**  Alexandria Campus
Wed, Nov 2 & 9  6:30 – 9:30 pm
Sat, Nov 5 & 12  1 – 4 pm
Instructor: Lawrence Getubig
Building Websites with Free Content Management Systems

Learn the magic of Free Content Management Systems (CMS) which permit users to edit their sites online. Working primarily in WordPress, but we’ll also touch on Joomla and Drupal, learn how to install, customize and discover their best functionalities and features.

Prerequisites: Dreamweaver for Effective Web Design, or Intro to Web Page Design, or solid knowledge of CSS and HTML coding. Please bring an empty thumb drive.

1.2 CEU | $399

- 01A Alexandria Campus
  Mon & Wed, Nov 14 – 21 6:30 – 9:30 pm
  Sat, Nov 19 1 – 4 pm
  Instructor: Teri Murphy, MA

Web Design Studio Lab

Sharpen your Web design skills by building a full site either in Dreamweaver or in WordPress with support from your instructor. This lab is for those who are nearing completion of the Web Design Certificate program—or have comparable skills. Prerequisites: All classes in the Web Design Certificate or equivalent experience.

1.5 CEU | $499

- 01A Alexandria Campus
  Mon & Wed, Nov 28 – Dec 14 6:30 – 9:30 pm
  (No class Nov 30)
  Instructor: Teri Murphy, MA

Introduction to JavaScript

This hands-on course will enable you to go beyond the capabilities of HTML5 and CSS. Learn data types, expressions, conditional and looping statements, arrays, functions and event handlers. You will learn how to write JavaScript to dynamically modify HTML and apply CSS classes, validate forms, create menus, and utilize dates and time. Prerequisite: Introduction to Web Page Design or proficiency in HTML and CSS. Textbook optional.

1.2 CEU | $399

- 01A Alexandria Campus
  Tue, Nov 29 6:30 – 9:30 pm
  Sat, Dec 3 – 17 1 – 4 pm
  Instructor: Dr. William Pegram

Building Fluid Sites with Bootstrap Shortcuts

Learn Bootstrap, a popular, open source framework that prepackages HTML5, CSS3, and jQuery/JavaScript components in a ready-to-use format. Learn to build responsive rows/columns, menus, buttons, icons, images, video, and explore JavaScript components like carousels, tabs, tool tips and scrolling.

Prerequisites: Familiarity with HTML and CSS.

0.6 CEU | $199

- 01A Alexandria Campus
  Wed, Oct 26 6:30 – 9:30 pm
  Sat, Oct 29 1 – 4 pm
  Instructor: Gerhard Treiber

CERTIFICATE

Web Development

WOODBRIDGE:

Web Development program is ideal for individuals who wish to create sites for small business, non-profit or personal use or as a foundational lead-in to a professional development career with a large business. This is a code-based, software independent program designed to teach the foundation skills of web design using HTML, CSS, JavaScript, PHP and MySQL working together to build interactive websites. The program also includes an overview course on basic web management to enable you to learn how to actually publish a small or medium size website in a shared hosting environment. All courses may not be offered every semester.

Required Courses:

Level I:
- Basic Web Management
- Web Basics – HTML & CSS
- JavaScript Basics
- JavaScript Advanced

Level II:
- PHP Basics
- MySQL Basics
- PHP Advanced
- Advanced CSS for Responsive Web Design
Basic Web Management
Discover the basics of Web Managing in a shared web environment. Learn the process of acquiring domain names and contracting for shared web services, advantages/disadvantages of shared hosting, setting up e-mail accounts, uploading websites and much more.

0.3 CEU | $109
► 01W Woodbridge Campus
Thu, Sept 8 6:50 – 9:50 pm
Instructor: Debbi Rodgers

Web Basics – HTML & CSS
This hands-on course uses HTML to create pages using text formatting, images, lists, and tables. Cascading Style Sheets (CSS) is used to add color, fonts, and many other special visual effects. Prerequisite: Basic understanding of your computer's operating system and the Internet.

1.2 CEU | $399
► 01W Woodbridge Campus
Thu, Sept 15 – Oct 6 6:50 – 9:50 pm
Instructor: Debbi Rodgers

JavaScript Basics
Learn to add functionality to your web pages in this hands-on course. Basic programming in JavaScript to embed in your HTML pages to create rollover images, add form validation and more. Bring a thumb drive. Prerequisite: Web Basics course or equivalent knowledge. Textbook optional.

1.2 CEU | $399
► 01W Woodbridge Campus
Thu, Oct 13 – Nov 3 6:50 – 9:50 pm
Instructor: Debbi Rodgers

MySQL Basics
MySQL is the most popular database management system for small to medium websites. You will learn the database, data types, and SQL. This course is designed to prepare you for building database-driven sites using PHP. Bring a thumb drive. Prerequisite: Comfortable with using a web browser and mouse in a Windows environment.

0.6 CEU | $199
► 01W Woodbridge Campus
Sat, Nov 19 & Dec 3 9:30 am – 4:30 pm
(No class Nov 26)
Instructor: Debbi Rodgers

JavaScript Advanced
Expand your JavaScript knowledge. Learn how to work with cross-browser functionality to create animation effects, dynamic page formatting, fading and sliding elements. Prerequisite: JavaScript Basics or equivalent knowledge. Textbook optional.

0.6 CEU | $199
► 01W Woodbridge Campus
Thu, Nov 10 & 17 6:50 – 9:50 pm
Instructor: Debbi Rodgers

Are you interested in starting your own business?
See page 6 for courses in Entrepreneurship.
Healthcare & Dental

Courses and Programs

Course Topics:
- American Heart Association
- Dental
- Test Preparation
- Career Certificates
- Nursing

Get Certified!

Clinical Medical Assistant
$3,249 • Bundled price includes course, textbooks, BLS CPR course, and NHA Certified Clinical Medical Assistant (CCMA) national certification exam fee.

Certified Billing & Coding Specialist (CBCS)
$3,066 • Bundled price includes course, textbook and NHA Certified Billing & Coding Specialist (CBCS) national certification exam fee.

Practical Nurse Program (LPN)
Graduates of this continuing education program are eligible to sit for the National Council Licensing Examination for Practical Nurses (NCLEX-PN). This program will provide you with the opportunity to enter the field of nursing after three consecutive semesters of study; one calendar year.

Applications for admission into the graduating class of 2017 will open July 1, 2016 through November 1, 2016. Classes will begin January 2017 through December 2017. This program is approved by the State Board of Nursing. Financial aid is available. For more information, please review the LPN Information Packet [www.nvcc.edu/workforce/health/lpn.html](http://www.nvcc.edu/workforce/health/lpn.html) or contact the Program Director at lbeard@nvcc.edu.

If you are a Virginia resident and intend to take the industry certification exam for any of these programs, you may qualify for funding that pays 66% of the bundled price.
Learn more at [www.nvcc.edu/workforce/WCG](http://www.nvcc.edu/workforce/WCG).

Pharmacy Technician
$1,875 • Bundled price includes course, textbook, BLS CPR course, and Virginia Pharmacy Technician exam fee.

Nurse Aide Preparation (CNA)
$2,220 • Bundled price includes course, textbook and BLS CPR course.
See page 38 for course details.
American Heart Association

“The American Heart Association (AHA) strongly promotes knowledge and proficiency in all AHA courses and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the AHA. Any fees charged for such a course, except for a portion of fees needed for AHA course materials; do not represent income to the AHA.” – AHA

All AHA certification courses are offered several times a month at multiple locations and dates. Please visit www.nvcc.edu/workforce for course requirements, tuition, book requirements, refund policy, and additional details.

The Basic Life Support for Healthcare Providers (BLS-CPR) courses meet the prerequisite requirement for credit and noncredit healthcare and dental programs.

- BLS for Healthcare Providers (BLS-CPR)
- BLS for Healthcare Providers Skills Check (BLS-SC)
- HeartSaver® – CPR & AED
- HeartSaver® First Aid
- HeartSaver® First Aid & CPR with AED Skills Testing (HS-SC)
- Pediatric Advanced Life Support Provider (PALS)
- Pediatric Advanced Life Support Provider Renewal (PALS-RE)
- Advanced Cardiac Life Support Provider (ACLS)
- Advanced Cardiac Life Support Provider Renewal (ACLS-RE)

Go to www.nvcc.edu/workforce to enroll, create your MyWorkforce profile BEFORE you register.

Dental Assistant I (DA I)

This entry-level program will prepare the student to perform Dental Assistant duties. It will allow students to work in the dental office under the supervision of a dentist or registered dental hygienist. The program provides 130 hours of classroom/lab instruction and 80 hours of clinical experience. The course will include Dental Radiation Safety Certification required by the Virginia Board of Dentistry for all Dental Assistants who are exposed to radiographs. All of our Healthcare programs require a high proficiency of English. Note: This program does not lead to a national or state certification. A dental assistant (DA I) in Virginia may perform basic supportive dental procedures specified by the state dental practice act under the direction of a licensed dentist. Textbook required. Please call 703-450-2551 for more details.

- 21 CEU | $2,755
  - 01H Medical Education Campus
    Didactic: Tue, Sept 6 – Dec 10 6 – 10 pm
    Sat, 9 am – 3 pm
    Clinical: Dec 5 – 24

Dental Radiation Safety

This is a one-day program for Virginia certification that meets the requirements of the Virginia State Board of Dentistry for certification in radiography safety. Please call 703-450-2551 for more details.

- 0.8 CEU | $225
  - Medical Education Campus
    9 am – 5 pm
    - 01H Sat, Sept 17
    - 02H Sat, Oct 15
    - 03H Sat, Nov 12
    - 04H Sat, Dec 3

Test Preparation

TEAS Preparation for Reading

Become familiar with the format of the TEAS Reading exam and identify your strengths and weaknesses. Textbook required.

- 1.2 CEU | $275
  - 01H Medical Education Campus
    Sat, Sept 24, Oct 1 & 8 9 am – 1 pm

TEAS Preparation for English

Become familiar with the format of the TEAS English exam and identify your strengths and weaknesses. Textbook required.

- 1.2 CEU | $275
  - 01H Medical Education Campus
    Sat, Oct 15, 22 & 29 9 am – 1 pm

TEAS Preparation for Math

Become familiar with the format of the TEAS Math exam and identify your strengths and weaknesses. Textbook required.

- 1.2 CEU | $275
  - 01H Medical Education Campus
    Sat, Nov 5, 12 & 19 9 am – 1 pm
Career Certificates

Clinical Medical Assistant (CCMA)
This program will train students to assist the medical team by performing functions related to the clinical responsibilities of a medical outpatient office. This course is 140 hours of didactic and skills lab. **Textbooks, BLS CPR course with books, and NHA Certified Clinical Medical Assistant (CCMA) national certification exam fee included. Please call 703-450-2551 for more details.**

14 CEU  |  $3,249
Clinical Ext  |  16 CEU  |  160 Hours

**Certified Billing & Coding Specialist (CBCS)**
This comprehensive entry-level program is intended for the person who has never worked in healthcare and is looking for a new career skill set. This program meets the necessary requirements to take the National Healthcareer Association (NHA) – Certified Billing and Coding Specialist (CBCS) exam. **Textbook and NHA Certified Billing & Coding Specialist (CBCS) national certification exam fee included. Please call 703-450-2551 for more details.**

5 CEU  |  $3,066

**Medical Administrative Assistant (CMAA)**
This course prepares students to function effectively in many of the administrative and clerical positions in the healthcare industry. **Please call 703-450-2551 for more details.**

5 CEU  |  $2,508

**Pharmacy Technician Certification**
This comprehensive program will prepare you to work as a pharmacy technician in a pharmacy. **Textbooks, BLS CPR course with books, and Virginia Pharmacy Technician exam fee included. Please call 703-450-2551 for more details.**

6 CEU  |  $1,875

“**It was a great course to take. It was simple yet very educational. I would definitely recommend this course to others who want to become a certified administrative medical assistant.**”

Medical Administrative Assistant (CMAA) student
Ed2go offers a wide range of highly interactive courses that you can take entirely over the Internet. All courses are led by expert instructors, many of whom are nationally known authors. Online courses are affordable, fun, fast, and convenient!

Getting Started:

• Course offerings & requirements are listed in the course descriptions on our ed2go web page: www.ed2go.com/nova.
• Select your courses; register & pay for them online using MyWorkforce – www.nvcc.edu/workforce. You can register up to one week after the start date. Most courses are $149 each. If the course you want is not in our registration system, call us at 703-323-3168 and we’ll add it.
• Go to www.ed2go.com/nova and complete the online orientation process for each course.
• On the course start date, go to the website above, log in, and begin your course in the online classroom.
• Questions? Call 703-323-3168.

All Ed2go online courses begin on the same starting date once per month.

Fall 2016
Ed2go Online Class Start Dates:

01N – Sept 14
02N – Oct 12
03N – Nov 9
04N – Dec 14

UGotClass courses generally run one or two months each, are available to you online 24/7, and most are offered 4 times per year. Online learning tutorials are available the week before classes start. To see a complete list of courses and get more information, go to www.yougotclass.org/catalog.cfm/Nvcc.

Questions? Call 703-323-3168.

NOVA, in a partnership with The Income Tax School®, now offers online courses in tax preparation. These courses meet the training needs for IRS test preparation, required continuing education, as well as providing new career opportunities. Learn online 24/7 with instructor support!

Course/Registration Information:
Go to www.theincometaxschool.com/nvcc to learn more about available courses and registration.
Courses and Programs

Course Topics:
- Administrative Professional 41
- Career Certificates 41
- Hospitality & Culinary Arts 42
- Licenses & Preparation 43
- Teaching & Education 44

Certificates:
- Interior Decoration 41
- Spoken-Language Interpretation 42
- Teaching ESL – TESOL 44

Career Switcher Program • SOME CAREERS ARE > OTHERS

Teaching can be challenging, exhausting – and the most rewarding career you’ll ever have. At EducateVA, we can help turn your existing education and job experience into the skills needed to make a difference.

Because we are approved by the Virginia Department of Education, our program allows you to become a licensed teacher throughout the Commonwealth.

And because we offer a combination of online and weekend classes, you can even earn your license while keeping your current job.

To learn more, sign up for a free introductory webinar at EducateVA.com today.

A program of Virginia’s Community College System organized by the Community College Workforce Alliance

First, go to the program website at www.educateva.com to access all pertinent information. After reviewing the website you may direct program questions to Assistant Director Jim Gaines at jgaines@nvcc.edu or 804-317-9007.
Career Certificates

Professional Education & Training

Administrative Professional

SAVE

Administrative Assistant Training: An Intensive Certificate Program
This 36-hour, intensive course addresses the fundamental knowledge base and competencies required to pursue an entry-level position in the administrative support field. Core competencies include verbal and written communication skills, appointment scheduling, finance, and administrative equipment and customer service skills. Register early and save $40!

3.6 CEU | $670

► 01N Annandale Campus
Tue & Thu, Sept 13 – Oct 27 7 – 10 pm
(No class Oct 11 & 13)
Register by Aug 30 and pay only $630.
Instructor: Gloria Bonds, MS

Effective Communication Skills for Office Professionals
Much of your success as an administrative professional is based on how well you communicate. This fast-paced, interactive class will help develop your business communication skills so you can compete in our highly diverse and competitive workforce.

0.6 CEU | $129

► 01N Annandale Campus
Thu, Sept 22 & 29 6:30 – 9:30 pm
Instructor: Bruce Robertson, MS, SPHR

Certified Administrative Professional (CAP) Exam Prep Review Boot Camp
Get an intensive review of the key concepts and terminology required to be successful in taking the CAP Exam. Each section of the CAP Exam Guide will be reviewed, and practice test questions given along with a discussion of the correct answers.

0.6 CEU | $129

► 01W Woodbridge Campus
Sat, Sept 17 9 am – 3:30 pm
Instructor: Kemetia Foley, CAP-OM

Interior Decoration – Certified Interior Decorators International CID® Approved

ANNANDALE

NOVA has become one of only 11 CID® approved Interior Decoration Programs offered by schools and colleges in the US. CID® is the only body accrediting and certifying interior decorators. Completion of this program qualifies you to apply for CID® certification and membership, and will give you the skills to work as an Interior Decorator, or in a variety of settings including:

• Upscale furnishings stores
• As an assistant to Interior Decorators/Designers
• As a representative for industry-related products
• In Furniture & Finishes Libraries in Architectural & Design Firms

Required Courses:
• Basics of Interior Decoration & Design
• Intermediate Interior Decoration & Design (offered in Spring 2017)
• Advanced Interior Decoration & Design

If you have or plan to start your own business, we recommend you also take the courses in our new Entrepreneurship Certificate Program. See page 5 for details.

Basics of Interior Decoration & Design
Get the basics of interior decoration and design from a professional interior designer, including furniture arrangement, color schemes, fabrics, surface finish materials, interior lighting, and decorative accessories, as well as how to prepare detailed floor plans for living/dining rooms and bedrooms. Textbook required.

1.2 CEU | $349

► 01N Annandale Campus
Mon, Nov 7 – Dec 12 7:30 – 9:30 pm
Instructor: Rafael A. Fuentes, ASID

Advanced Interior Decoration & Design
Learn about the industry standard steps in the decoration process and how to prepare materials and floor plans for professional presentations. This includes programming, schematic design, design development, contract documents and installation. With this knowledge, you’ll be able to select and present new furniture arrangements, finishes, and color schemes to clients. Prerequisites: Basics and Intermediate Interior Decoration & Design courses. Textbook required.

1.2 CEU | $349

► 01N Annandale Campus
Mon, Sept 12 – Oct 24 7:30 – 9:30 pm
(No class Oct 10)
Instructor: Rafael A. Fuentes, ASID
Foundations of Interpretation
This initial class focuses on the role of interpreter as dictated by the Interpreter’s Code of Conduct, and how the code applies to real-life situations. You’ll explore the myths of language/interpretation and issues around culture and accents, as well as how interpretation takes place and various service definitions. Practice role-plays will cover basic interpretation scenarios.

0.75 CEU  | $365
► 01N Annandale Campus
Sat, Sept 17 8:30 am – 4:30 pm
Instructor: Angie Carrera

Glossary Building for Effective Interpretation
Develop skills in basic terminology, research, dictionary usage, and glossary building, as well as exploring variations of interpretation outcome related to meaning-for-meaning as determined by regionalisms, dialects, and slang. By the end of class you’ll have the basics for developing and maintaining a personal glossary. Bring a foreign-language dictionary and a laptop or tablet computer to class.

0.75 CEU  | $365
► 01N Annandale Campus
Sat, Nov 19 8:30 am – 4:30 pm
Instructor: Angie Carrera

Cultural Brokering & Ethics in Interpretation
Learn about the various ethical challenges encountered as diverse cultural norms affect the impact and value of interpretation in a changing world. You’ll explore belief systems on health, law, money, family, as well as religious practices and gender roles. You’ll also discover the impact of culture on interpretation, setting and protocols for ethically interpreting with transparency.

0.75 CEU  | $365
► 01N Annandale Campus
Sat, Oct 15 8:30 am – 4:30 pm
Instructor: Angie Carrera

Interpretation Services: Management & Maintenance
Learn how language service vendors work and how to charge for your services. Other topics include: being an independent contractor, how to seek positions and ethically promote your services, liability and insurance, and recommendations on professional memberships, resources and skill development. A brief review of prior class topics will be provided before the final exam, which must be passed in order to receive the Spoken-Language Interpretation Program certificate.

0.65 CEU  | $365
► 01N Annandale Campus
Sat, Dec 10 8:30 am – 4:30 pm
Instructor: Angie Carrera

Hospitality & Culinary Arts

ServSafe® Food Protection Manager Certification
ServSafe® is considered the industry’s leading food safety certification program. You must bring two #2 pencils and a valid photo ID for the exam given at the end of the day. The $38.00 exam fee is included in the tuition.

Prerequisites: Ability to read and understand spoken English; reading the textbook prior to class.

Textbook required.

Instructor: Frederick Kurtz, MS, CP-FS

0.8 CEU  | $149
Annandale Campus
Wed, 8 am – 5:30 pm
► 01N Sept 21
► 02N Oct 19
► 03N Nov 16
► 04N Dec 14
**Notary Public Preparation**

If you’re a new or renewing notary, get the skills needed to authenticate documents and detect fraud. You’ll be instructed on the legal and ethical requirements and duties, and how to apply and receive a notary commission from the Commonwealth of Virginia.

0.3 CEU | $99

- 01W Woodbridge Campus
  - Sat, Oct 8 9 am – 12 pm
  - Instructor: Paul Giles, Retired Attorney

**Pre-Licensing for Life, Health & Annuities Insurance**

This course is offered in conjunction with the Virginia Assn. of Insurance Agents (VAIA). Frequent quizzes and exams are given to help you prepare for the Virginia state insurance licensing exam. Tuition includes a book and all class materials.

Instructor: Bryant Langham

2.4 CEU | $345

Woodbridge Campus Mon – Wed, 9 am – 6 pm

- 01W Sept 12 – 14
- 02W Nov 14 – 16

**Pre-Licensing for Property & Casualty Insurance**

This course is offered in conjunction with the Virginia Assn. of Insurance Agents (VAIA). Frequent quizzes and exams are given to help you prepare for the Virginia state insurance licensing exam. Tuition includes a book and all class materials.

Instructor: Bryant Langham

2.4 CEU | $345

Woodbridge Campus Mon – Wed, 9 am – 6 pm

- 01W Aug 29 – 31
- 02W Sept 26 – 28
- 03W Oct 24 – 26
- 04W Nov 28 – 30

**Commercial Driver’s License Training**

Northern Virginia Community College, in collaboration with 1st CDL Training Center of Northern Virginia, is offering Commercial Driver’s License training for both “Class A” and “Class B” licenses. Once enrolled, you’ll be expected to obtain a Dept. of Transportation (DOT) physical card and a learner’s permit from the Dept. of Motor Vehicles (DMV).

Location: 1st CDL Training Center of NOVA, 6933 Colchester Park Dr., Manassas, VA 20112

*If you are a Virginia resident and intend to take the CDL exam, you may qualify for funding that pays 66% of the tuition. Learn more at www.nvcc.edu/workforce/WCG.*

**CDL “Class A” Training**

The CDL “Class A” training program is 160 hours (40 hours of classroom and 120 hours of in-vehicle and behind-the-wheel training), and prepares you to take the CDL exam administered by the DMV. The “A” License is required to drive a tractor-trailer rig.

16 CEU | $4,310

1st CDL Training Center of NOVA Mon – Fri, 9 am – 5 pm

- 01M Sept 12 – Oct 7
- 02M Sept 26 – Oct 21
- 03M Oct 10 – Nov 4
- 04M Oct 24 – Nov 18
- 05M Nov 7 – Dec 6 (No class Nov 24 & 25)
- 06M Nov 21 – Dec 20 (No class Nov 24 & 25)

**CDL “Class B” Training**

The CDL “Class B” training program is 120 hours (40 hours of classroom and 80 hours of in-vehicle and behind-the-wheel training), and prepares you to take the CDL exam administered by the DMV. The “B” License is required to drive all other commercial vehicles, including dump trucks and buses.

12 CEU | $3,075

1st CDL Training Center of NOVA Mon – Fri, 9 am – 5 pm

- 01M Sept 12 – 30
- 02M Sept 26 – Oct 14
- 03M Oct 10 – 28
- 04M Oct 24 – Nov 11
- 05M Nov 7 – 29 (No class Nov 24 & 25)
- 06M Nov 21 – Dec 13 (No class Nov 24 & 25)

**Virginia Automobile Dealer Operator Licensing**

The path to a dealer-operator license begins with this required two-day course. The curriculum and instruction are provided by the Virginia Independent Automobile Dealers Association. Course tuition is $325 if you register before Sept 27. Starting Sept 27, tuition increases to $375.

1.5 CEU | $325

01L Reston Center

Tue & Wed, Oct 11 & 12

8:30 am – 5 pm

Tuition increases to $375 on Sept 27

Instructor: Pete Iaricci
CERTIFICATE

Teaching ESL – TESOL

ALEXANDRIA, ANNANDALE, LOUDOUN

NOVA’s TESOL Certificate Program prepares you to teach English as a second language by combining language acquisition theory with guided teaching practice from experienced instructors with advanced degrees in TESOL and linguistics.

NOVA’s TESOL Certificate Program (120 hours) includes:

- 102 hours of in-person teacher training in second language acquisition methodologies, including student teaching demonstrations and a 2-day teaching practicum
- Ongoing feedback & evaluation on student-teaching demonstrations
- 18 hours of ESL classroom observation
- Job placement assistance and volunteer teaching opportunities

After completing this certificate, you are qualified to teach English as a second language to adults in an adult education setting, in a community-based program, or at a proprietary school in the U.S. or abroad. It does not provide credentialing for K-12 or to teach ESL for credit. K-12 and higher education ESL requires a master’s degree in addition to TESOL certification. This program caters to individuals interested in a career change or seeking to refresh their skills.

To earn NOVA’s TESOL Certificate (120 hours), you must successfully complete the 10 required workshops and 6 elective workshops, plus 18 hours of documented ESL class observation. A Certificate of Completion is offered at the end of the program. Completion of this certificate program normally takes one-to-two semesters.

To receive the certificate, you must attend 90% of the class hours for each workshop as well as completing all requirements set by the instructor, including teaching demonstrations. WDD’s general refund policy applies to all TESOL courses.

Req. Textbook: *Teaching Adult ESL*, by Betsy Parrish

Prerequisites:

- High school completion, BA/BS preferred for teaching in the U.S.
- Non-native English speakers must provide English proficiency results via one of these placement tests: Accuplacer Score of 300+ points and advanced writing/speaking skills (equivalent to English 111) or TOEFL Score of 95+ points in the IBT
- Prior ESL teaching experience is not required.

Required Workshops:

- Introduction to TESOL
- ELT Methodology
- Assessing English Proficiency
- Lesson Planning
- Teaching Speaking & Listening
- Teaching Reading & Writing
- Teaching Grammar
- Classroom Management
- TESOL Practicum (2 days)
- TESOL Review

Call 703-845-6227, e-mail TESOL@nvcc.edu, or visit our website for information www.nvcc.edu/workforce/programs/tesol.html.

Program Prerequisite: Successful completion of the Introduction to TESOL and ELT Methodology workshops is required before taking any additional workshops.

Introduction to TESOL

This first workshop in the program outlines the TESOL Certificate Program requirements. Introduction to TESOL provides an overview of second language acquisition theory and current English language teaching strategies used in adult education and community ESL programs. (Required reading: chapters 1–3)

0.6 CEU | $120

- 01A Alexandria Campus
  - Sat, Aug 27
  - 9 am – 4 pm

ELT Methodology

Take an in-depth look at current English language teaching methodologies: Task-Based Language Teaching and Problem-Based Learning.

0.6 CEU | $120

- 01N Annandale Campus
  - Sat, Sept 3
  - 9 am – 4 pm

Prerequisite for Required Workshops: Successful completion of the Introduction to TESOL and ELT Methodology workshops.

Teaching Speaking & Listening

Learn to teach authentic conversation and presentation skills, and listening comprehension. (Required reading: chapter 4)

0.6 CEU | $120

- 01N Annandale Campus
  - Sat, Sept 10
  - 9 am – 4 pm
Teaching Reading & Writing
Learn to teach reading comprehension and composition. (Required reading: chapter 5)
0.6 CEU | $120
► 01A Alexandria Campus
Sat, Sept 17 9 am – 4 pm

Teaching Grammar
Learn to teach English grammar in authentic and communicative ways.
0.6 CEU | $120
► 01N Annandale Campus
Sat, Sept 24 9 am – 4 pm

Lesson Planning
Learn how to develop task-based lesson plans that emphasize language skills, create class activities, and use assessment instruments. (Required reading: chapter 6)
0.6 CEU | $120
► 01N Annandale Campus
Sat, Oct 1 9 am – 4 pm

Assessing English Proficiency
Learn how to develop assessments that measure specific language skills. (Required reading: chapter 9)
0.6 CEU | $120
► 01A Alexandria Campus
Sat, Oct 8 9 am – 4 pm

Classroom Management
Learn effective classroom management techniques, including establishing goals and behavior norms and creating a positive classroom environment. (Required reading: chapter 7)
0.6 CEU | $120
► 01A Alexandria Campus
Sat, Oct 15 9 am – 4 pm

Teaching Vocabulary
Learn the best ways to teach one of the most important aspects of learning English: acquiring new vocabulary.
0.6 CEU | $120
► 01N Annandale Campus
Sat, Dec 3 9 am – 4 pm

Materials Adaptation
Learn how to make existing textbook materials more communicative and address students’ specific needs. (Required reading: chapter 8)
0.6 CEU | $120
► 01A Alexandria Campus
Sat, Oct 22 9 am – 4 pm

Realia as Course Content
Learn to incorporate authentic material into your lesson plans and English language teaching.
0.6 CEU | $120
► 01N Annandale Campus
Sat, Oct 29 9 am – 4 pm

Culture as Course Content
Learn to incorporate cross-cultural activities in your teaching.
0.6 CEU | $120
► 01L Loudoun, Signal Hill
Sat, Nov 5 9 am – 4 pm

Teaching Pronunciation
Learn to teach students how to recognize the stress-timed nature of English pronunciation, including pausing, stress, linking, and intonation. (Required reading: chapter 4)
0.6 CEU | $120
► 01A Alexandria Campus
Sat, Nov 12 9 am – 4 pm

Teaching Entry-Level Students
Learn how to use Total Physical Response and other communicative approaches to effectively teach students who are at proficiency level zero.
0.6 CEU | $120
► 01A Alexandria Campus
Sat, Nov 19 9 am – 4 pm

Prerequisites for Elective Workshops:
Successful completion of the Introduction to TESOL and ELT Methodology workshops and three required workshops is required before completing elective workshops.

Prerequisite for the TESOL Practicum Workshop: Successful completion of eight required workshops and six elective workshops.

TESOL Practicum
In this two-day workshop, you’ll teach individual teaching demonstrations and receive instructor/peer feedback. All materials required for the teaching demonstrations should be brought to the workshop.
1.2 CEU | $260
► 01A Alexandria Campus
Sat & Sun, Dec 10 & 11 9 am – 4 pm

Prerequisite for the TESOL Review:
Successful completion of nine required workshops, six elective workshops, and 18 hours of documented ESL classroom observation.

TESOL Review
In this final workshop, you’ll review teaching methodologies observed in ESL classes and plan your Teaching Philosophy. TESOL Observation Reports should be brought to the workshop.
0.6 CEU | $120
► 01N Annandale Campus
Sat, Dec 17 9 am – 4 pm

Are you interested in becoming a licensed K-12 teacher?
See our Career Switcher Program on page 40.

Registration is continuous throughout the semester.
## Courses and Programs

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<td>License Preparation</td>
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<td>Trades</td>
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47 47 48 49

“This class got me excited about the prospects for solar energy both in terms of a job and as an alternative to energy derived from fossil fuels.”

*Solar PV Sales student*
Green Technology

Think Solar: Grow with the Industry

There are more than 148 solar companies at work throughout the value chain in Virginia, employing 1,800 people. There is a continuous drive to go solar, not only at the utility scale but also at the residential scale. This young industry needs more engineers and sales consultants.

Basics of Solar Energy

Get prepared to join the solar industry by gaining an understanding of the fundamentals of renewable energy systems. Explore design and safety considerations, solar PV design components and NEC electrical wiring fundamentals. This course is also designed to spread solar awareness among homeowners, give a business perspective to entrepreneurs, and educate realtors to the benefits of adding solar to residential and commercial properties. **Textbook optional.**

- 1.2 CEU | $350
  - 01L Loudoun Campus
    - Sat, Oct 8 & 15 9 am – 3:30 pm
    - Instructor: Shankar Srivastava, NABCEP-Certified Instructor

Solar Photovoltaic (PV) Sales

Learn how much solar costs, what are the incentives you can receive, how to create and present a solar proposal to a client, and how to make economic sense of an investment in solar. Upon successful completion, you’ll be ready to start your career as a sales consultant, conduct independent site assessments and assist solar technical and commercial teams. This course may also help you prepare for the NABCEP Technical Sales exam. **Prerequisite:** Basics of Solar Energy or Solar Engineering course recommended. **Textbook required.**

- 1.2 CEU | $299
  - 01L Loudoun Campus
    - Sat, Nov 5 – 19 9 am – 1 pm
    - Instructor: Shawn Fitzpatrick, Senior Solar Consultant

Advanced PV Solar Design

This advanced level course will help you understand design and safety considerations, solar PV design components and NEC electrical wiring fundamentals. Upon successful completion, you’ll be positioned to join the solar energy workforce. This course will also help you prepare for the NABCEP Technical Sales exam. **Note:** The first two sessions of this course run concurrently with the Basics of Solar Energy course. **Textbook required.**

- 2.4 CEU | $600
  - 01L Loudoun Campus
    - Sat, Oct 8 – 29 9 am – 3:30 pm
    - Instructor: Jim Bateman, GMB, GRM, CGR, CAPS, CGP, CKD, CDB, CR

License Preparation

Virginia Class A, B, or C Contractor Licensing

This course combines the Basic and Advanced Contractor Licensing courses into one 24-hour course. Students who successfully complete this course will satisfy the pre-licensing requirements for the Virginia Class A, B or C Contractor License. **Textbook required.**

- 2.4 CEU | $599
  - 01W Woodbridge Campus
    - Sat & Sun, Sept 10, 11 & 17 8 am – 5 pm
  - 02W Woodbridge Campus
    - Sat & Sun, Nov 5, 6 & 19 8 am – 5 pm

Refrigerant Recovery

Prepare to take the ESCO Institute exam which meets EPA requirements for Type I, II, and III certification in refrigerant recovery. Test fee of $35 not included in tuition fee. **Textbook required.** This course is also offered for college credit: AIR 195. Phone: 703-878-1662.

- 1.2 CEU | $160
  - 01W Woodbridge Campus
    - Fri & Sat, Sept 16 & 17 9 am – 4:30 pm
  - 02W Woodbridge Campus
    - Oct 14 & 15
  - 03W Woodbridge Campus
    - Nov 11 & 12

Mechanical Code Review

Prepare to take the exam for the Journeyman's or Master Mechanical license. The College does not administer these exams. **Textbook required.** This course is also offered for college credit: AIR 195. Phone: 703-878-1662.

- 1.2 CEU | $169
  - 01W Woodbridge Campus
    - Sat, Nov 12 & 19 9 am – 4:30 pm
NATE Core Refresher
This course prepares students and installation technicians to pass the HVAC/R NATE and ICE certification examinations. Topics include soft skills, system components, tools, electrical theory and application, EPA certification, and some system troubleshooting. **Note:** To be certified as a NATE (North American Technician Excellence) Technician in any industry, you must pass the CORE test in addition to your specialty test. Testing information will be provided in class.

**Prerequisite:** One year of field experience recommended. **Textbook required.**

Instructor: Adam Johnson

<table>
<thead>
<tr>
<th>CEU</th>
<th>Price</th>
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<tbody>
<tr>
<td>0.6</td>
<td>$149</td>
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**Courses:**
- **01W** Woodbridge Campus
  - Sat, Sept 17 8 am – 2:30 pm
- **01M** Manassas Campus
  - Sat, Oct 15 8 am – 2:30 pm

NATE Air Conditioning – Heat Pump Refresher
This NATE Certification Exam Prep course prepares students and service/installation technicians to pass the HVAC/R NATE and ICE certification examinations. Topics include system components and tools, electrical theory and application, air flow components and duct fabrication, indoor air quality and safety, hydronic heating, EPA certification, and system troubleshooting. **Prerequisite:** Two years’ HVAC field experience recommended. **Textbook required.**

Instructor: Adam Johnson

<table>
<thead>
<tr>
<th>CEU</th>
<th>Price</th>
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<tbody>
<tr>
<td>2.1</td>
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</table>

**Courses:**
- **01M** Sat, Aug 27 – Sept 17 9 am – 4:30 pm (No class Sept 3)
- **02M** Mon & Wed, Sept 19 – Oct 10 6:30 – 9:30 pm
- **03M** Sat, Sept 24 – Oct 8 9 am – 4:30 pm
- **04M** Sat, Oct 15 – 29 9 am – 4:30 pm
- **05M** Sat, Nov 19 – Dec 10 9 am – 4:30 pm (No class Nov 26)

Get Certified!

**Certified Welder**
$2,310 • Bundled price includes course, textbook/materials, and industry certification exam.

If you are a Virginia resident and intend to take the industry certification exam, you may qualify for funding that pays 66% of the bundled price. Learn more at www.nvcc.edu/workforce/WCG.

**Print Reading for Construction Trades – with Mobile Tablet Computing**
Discover how to use a mobile tablet to review, update, create punch-lists, and send and markup drawings electronically. Ideal for residential, light, and some heavy commercial construction. This course is taught online using Blackboard. **Prerequisite:** A solid understanding of general math or a construction math course. **Textbook required.**

Online | 1.8 CEU | $219

**Courses:**
- **01W** Wed, Sept 14 – Oct 19 6:30 – 9:30 pm

**Auto Cylinder Block Service**
This hands-on course will acquaint you with the design and performance characteristics of the cylinder block assembly, as well as the inspection and measurement techniques necessary to determine overall operation requirements. Gain the machining skill necessary to completely re-manufacture a cylinder block to equal or better than factory specifications. **Textbook required.**

4.0 CEU | $515

**Courses:**
- **01M** Manassas Campus
  - Tue, Sept 13 – Nov 1 6 – 11 pm

“The instructor was very clear in his directives. He was clearly very knowledgeable in his subject. I would recommend this course to artists interested in metal sculptures.”

Welding student
CERTIFICATE

Welding Level II: Welding Fabricator

MANASSAS (AIW)

The Welding Fabricator Certificate provides you with 12 hours of instruction focusing on the interpretation and analysis of construction prints essential for the Metal Fabricator in the building and manufacturing process, and 30 hours of instruction in MIG Welding (15 hrs) and Pipe Welding (15 hrs). For both processes, your sample welds will be evaluated by an independent, third party AWS Certified Welding Inspector (CWI) for AWS Certification. Individual courses may be taken without pursuing the certificate program.

Required Courses:
- Print Reading for Welders
- Welding Fabricator

Print Reading for Welders
Learn about the interpretation and analysis of construction prints essential for the Metal Fabricator in the building and manufacturing process. Explore the basic purpose and make-up of construction prints, reading drawing notes, and understanding drawing fractions, decimals and degree dimensions. Learn to identify the structural members used in industry, auxiliary, sectional and detail views, and the various welding symbols and abbreviations.

1.2 CEU  |  $484

01W Woodbridge Campus
Sat, Oct 8 & 15 9 am – 3:30 pm
Instructor: Donald Thomas

Welding Fabricator
This course is comprised of two 15-hour training modules: Metal Insert Gas (MIG) Welding and Pipe Welding. You'll have your sample welds evaluated by an independent, third party AWS Certified Welding Inspector (CWI) for AWS Certification. Visit our website for a detailed course description. Prerequisite: Must be an AWS certified welder or pass instructor's competency test.

3.0 CEU  |  $2,860 (all inclusive)

01M American Iron Works, Chantilly
Sat, Oct 15 – Nov 12 9 am – 4:30 pm
Instructors: Certified Welders, American Institute of Welding (AIW)

Our website is frequently updated.
Please check it for the latest course information.
www.nvcc.edu/workforce

Workforce Professional Test Center Services
Visit our website for detailed information: www.nvcc.edu/workforce/test-center.html

We provide secure Internet and paper-based high-stakes test proctoring services for business professionals, employee candidates, career switchers, students, English-language learners, or anyone who needs an exam proctored.

Industry Certification and Licensing, Academic, English and Foreign Language Proficiency Test Proctoring Services are available from the following vendors, private associations, and businesses. Fees apply.

- Comired
- Certiport
- Kryterion
- MSSC
- Pearson Vue
- ETS-Praxis
- ACT WorkKeys
- GED
- CLEP
- DSST
- NOCTI/PLA
- Distance Education
- ETS-TOEFL
- NYU Foreign Language Proficiency

Test Center Locations:

NOVA Center for Employee Development
7630 Little River Turnpike, Suite 503
Annandale, VA 22003
703-323-3437

Alexandria Campus
5000 Dawes Avenue, AE 210
Alexandria, VA 22311
703-323-3437

*Not available at Alexandria location

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Personal Interest & Enrichment

Courses and Programs

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“This course is stunning! Wonderfully taught. It has taken me through the journey of writing!”

Moving Among Cultures: A Guided Writing Journey student
**Filmmaking for Beginners**
Learn step-by-step how to make a movie; how to shoot the movie, and the basics of directing, editing and completing your movie. Please bring your own video camera. You’ll make a short film with the instructor's guidance.

**Textbook optional.**
1.2 CEU | $189

- 01N Annandale Campus
  Thu, Oct 27 – Dec 8 6:30 – 8:30 pm
  (No class Nov 24)
  Instructor: Clinton Parker

**Designing Your Life’s Next Chapter**
Transitions are a fact of life. Whether you’re launching a family, changing careers, contemplating retirement, or you just want to switch gears, it’s important to uncover your dreams and goals. You’ll develop a customized action plan that embodies your passions so you can live with no regrets.

6 hrs | $119

- 01N Annandale Campus
  Tue, Oct 18 – Nov 1 7:30 – 9:30 pm
  Instructor: Candy Spitz, LCSW, PCC, BCC

**Parenting & Divorce – Parent Education Seminar**
This court-mandated seminar fulfills the legislative requirements for parties to any petition where a child’s custody, visitation, or support is contested. Registration and attendance must occur within 12 months prior to their court appearance or within 45 days thereafter. Arrive 15 minutes before the class start time for check-in. A photo ID is required. Under no circumstance are children of any age allowed to attend. It is also recommended that the parties involved in the dispute attend separate sessions.

Instructor: Ruth Roberts

4 hrs | $80
Annandale Campus

- 01N Fri, Sept 30 1:50 – 6 pm
- 02N Sat, Oct 29 9:20 am – 1:30 pm
- 03N Fri, Nov 18 1:50 – 6 pm
- 04N Sat, Dec 17 9:20 am – 1:30 pm

**Landlord Tenant Law & Practice: Part 1**
Be in compliance with the Federal and Virginia Fair Housing Acts. Learn how to advertise and screen applicants as well as access Internet court records to check credit/eviction history. Customize standard leases with terms favorable to you as the landlord.

0.3 CEU | $99

- 01W Woodbridge Campus
  Sat, Sept 24 9 am – 12 pm
  Instructor: Paul Giles, Retired Attorney

**Landlord Tenant Law & Practice: Part 2**
Learn how to work with a tenant if problems arise, including the use and delivery of legal notices to establish your right to sue in Small Claims or General District Court if necessary.

0.3 CEU | $99

- 01W Woodbridge Campus
  Sat, Sept 24 12:30 – 3:30 pm
  Instructor: Paul Giles, Retired Attorney

**Basic Conversational Spanish**
If you’ve ever thought about learning Spanish, and you know nothing about the language, this class was specifically designed for you. Get the skills needed to start conversing with native Spanish speakers. **Textbook required.**

2.0 CEU | $225

- 01A Alexandria Campus
  Mon, Sept 19 – Nov 28 7:30 – 9:30 pm
  (No class Oct 10)
  Instructor: Alex Belmonte, BS

**Basic Conversational Spanish – The Next Level**
Broaden your vocabulary and move your range of communication to a higher level of basic Spanish. Led by a native Spanish speaker, this course covers the expanded use of verbs, and increases your capacity to converse with native speakers. **Prerequisite:** Some background/skill in Spanish, or Basic Conversational Spanish course.

2.0 CEU | $225

- 01A Alexandria Campus
  Tue, Sept 20 – Nov 29 7:30 – 9:30 pm
  (No class Oct 11)
  Instructor: Alex Belmonte, BS

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**Adult Career Pathways**
**Interested in taking your education and career prep beyond your Workforce Development classes?**

Consider joining Adult Career Pathways: a NOVA student services program sensitive to the needs of adult students who may be juggling work, family, and competing responsibilities.

- Learn how to bridge from non-credit to credit classes.
- Get personalized assistance in creating career and academic plans.
- Receive guidance in applying for federal financial aid.

If you’re interested in finding out more about this program, please visit [www.nvcc.edu/acp](http://www.nvcc.edu/acp) or call 703-425-5245.
Motorcycle Training

Our affordable courses, offered at the Alexandria and Loudoun campuses, are co-sponsored by the Virginia Rider Training Program, DMV, and NOVA Workforce Development. Visit our website at www.nvcc.edu/workforce for class information. Please note our motorcycle class refund policy on page 62.

Jump Start
This class is designed for those who would like to become familiar with a motorcycle and the basics of motorcycling, but does not substitute for the Basic Rider Course. It’s ideal for riders who need more time with clutch and throttle coordination. Motorcycles and helmets are provided.

Basic Rider Course
This class includes 10 hours on the range and 5 hours in the classroom. Learn the basic skills of operation, effective braking and obstacle avoidance, as well as safe riding strategies. Successful completion provides you with a temporary state motorcycle license. This is a very physically demanding program. Classes are held rain or shine. You must attend all sessions. Motorcycles and helmets are provided.

Intermediate Skills Practice I
Offers additional riding for those who have passed the BRC and received their motorcycle endorsement, or who have had a motorcycle endorsement but haven’t been riding. Using our motorcycles, obtain more parking lot practice to continue skill development.

Photography

Maximizing Your DSLR Camera
Discover how it easy it can be to understand all those features packed into your digital SLR camera. You’ll learn what functions do, how to use them to capture better pictures, and gain the confidence to move beyond Auto mode.

0.6 CEU | $139
01N Annandale Campus
Wed, Oct 19 – Nov 2 7 – 9 pm
Instructor: Corey Hilz, Professional Photographer

NEW
Digital Imaging
Introduction to digital imaging and Adobe Photoshop as used by photographers and graphic designers. Textbook required. This course is also offered for college credit: PHT 270. Phone: 703-878-5715.

4.0 CEU | $430
01W Woodbridge Campus
Mon, Sept 12 – Dec 19 10 am – 12:50 pm

NEW
Photography – The Basics & More!
This updated, longer course is designed for those who are new to photography or aren’t yet comfortable with a DSLR camera. Learn how your camera works, photographic terminology and concepts, what to think about when you’re shooting, and how to get creative. Afternoon field trips give you a chance to put what you’ve learned into practice immediately. Bring your camera and your manual to class.

1.5 CEU | $299
01L Loudoun Campus
Sat, Sept 17 – Oct 1 10 am – 4 pm
Instructor: Matthew Randall

Want to find out more about the Woodbridge Campus Photography Program?
blogs.nvcc.edu/wopht/
The STRIVE Program – for Students with Learning Disabilities

The STRIVE Program provides opportunities for young adults with learning disabilities to transition from school to post-secondary training, employment and successful community living.

Accessing Recreational, Cultural & Community Service Opportunities

Students will acquire leadership and decision-making skills by initiating, planning, directing and participating in recreational, cultural and community service projects with peers. Classes include discussions about dating, relationship building, budgeting, goal setting, time and conflict management, using public transportation and helping others. Parent Meetings: Mon, Oct 24 and Dec 5, 6 – 7 pm

9 classroom sessions | 18 hrs | $299

► 01N Annandale Campus, CE 202
Mon, Oct 3 – Dec 5 | 7 – 9 pm
(No class Oct 10)
4 Sat Activities: Oct 22, Nov 5 & 12, Dec 3
2 Comm. Service Projects: TBA
Instructor: Richard Stone

Scriptwriting I – Fundamentals

Learn step by step how to write a professional film script. We’ll explore and learn the basic elements and techniques of scriptwriting including premise, character, structure, visual storytelling, and dialogue. Textbook optional.

1.2 CEU | $189

► 01N Annandale Campus
Thu, Sept 15 – Oct 20 | 6:30 – 8:30 pm
Instructor: Clinton Parker, Experienced Filmmaker

Moving Among Cultures: A Guided Writing Journey

How are we changed by exploring new cultures, crossing geographical, social, or personal boundaries? This writing program focuses on preparing for cultural change; transitioning to a new environment; immersion in the new; and creating a vivid narrative about your experience. Textbook optional.

0.8 CEU | $119

► 01N Annandale Campus
Wed, Sept 14 – Oct 5 | 7 – 9 pm
Instructor: Nina Siehle, Published Author & Editor

Novel Writing

Ever read a novel and thought, “Hey, I could write that?” Have ideas for stories but need help turning them into full-length novels? This intensive writing program will help you turn ideas and partial manuscripts into a well-constructed novel a publishing house will want to purchase.

1.6 CEU | $259

► 01L Loudoun Campus
Tue, Sept 13 – Nov 1 | 7 – 9 pm
Instructor: Tracee L. Garner, Published Author

Self-Publishing Boot Camp

When done properly, self-publishing your literary work is a viable and lucrative option and can help you realize your dream of publication. You'll gain an understanding of the steps you need to take to publish your book from start to finish. Learn how to upload it for sale to bookseller sites and how to accomplish everything on a strategic timetable. You’ll also explore editing, formatting, book cover design, ISBN’s, barcodes, printed books vs. e-books, and finally, what does it all cost.

0.45 CEU | $125

► 01N Annandale Campus
Sat, Sept 24 | 9 am – 1:30 pm
Instructor: Tracee L. Garner, Published Author

Wanted – Ideas & Instructors for New Courses

Consider joining our dynamic team of dedicated and enthusiastic instructors who have experience teaching adults. For further information, contact one of our Workforce Program Developers:

- Business & Professional Education: Martha Kossoff – mkossoff@nvcc.edu
- IT: Scott Wood – swood@nvcc.edu & Reza Karimi – mkarimi@nvcc.edu
- Healthcare & Dental: Katie Jennings – kjennings@nvcc.edu
- AHA/ECC Courses: April McMullen-Eldert – ameldert@nvcc.edu
- Trades & Industry: Jim Fabian – jfabian@nvcc.edu
- ACLI/ESL: Visit www.nvcc.edu/employment and search for ‘ACLI Instructor’
NOVA’s American Culture & Language Institute (ACLI) offers English as a Second Language (ESL) training to local residents and to students from all over the world. ACLI is part of NOVA’s Workforce Development Division. We offer classes at all NOVA campuses and in some off-campus locations in Northern Virginia. ACLI also offers customized contract training in ESL for the work environment and in the areas of cross-cultural communication, multiculturalism, and diversity awareness. For more information about our programs and locations, visit www.nvcc.edu/nova-esl/acli/.

Questions about how to apply for an F-1 student visa?
Call 703-323-3423 or visit www.nvcc.edu/international

Interested in Teaching ESL?
Apply online www.nvcc.edu/employment

If you would like to learn how to teach ESL, check out our TESOL Certificate Program on page 44.
New Students

- Complete a MyWorkforce profile online at nvcc.augusoft.net (click on “Sign In”). An email address is required for this process.
- Take the ACLI ESL placement test. The test consists of a writing sample and an oral interview. Tests are given by appointment only. Make an appointment online at nvcc.augusoft.net (click on “Courses”, navigate to “American Culture & Language Institute” and click on “ESL Placement Test” to see all available testing dates). If you need assistance making an appointment, contact one of the Workforce Development Full Service Offices (see page 60).
- Bring a photo ID when you come for testing.
- Register for classes after you have completed the test. You will receive your ACLI placement level and ESL course information. Please keep the test results for reference. Test results can be used at all ACLI locations.

Returning Students

Register for any class at your level. Talk to an ACLI staff member if you have questions about the best class for you. (See ESL Registration Information.)

ESL Prerequisites

Prerequisites indicate the preparation and/or background necessary to undertake a course. You are expected to meet prerequisites, such as taking the ACLI ESL Placement Test or completion of required courses prior to registering. It is your responsibility to check for any prerequisites. Prerequisites are listed online (in MyWorkforce) within the course description. You may be withdrawn or switched to another course if you register without meeting the necessary prerequisites.

ESL Classrooms & Locations

Classrooms and locations are subject to change. Please check your class schedule or registration confirmation for classroom information. See information on page 60.

ESL Registration Information

Register early because classes fill quickly! You may register for classes any time before they begin. Online registration through MyWorkforce nvcc.augusoft.net is the fastest and most convenient way to register. In-person registration is available only at the Workforce Development Full Service Offices (Annandale, Loudoun – Signal Hill, and Woodbridge). Classes are filled on a first-come, first-served basis. Enrollment depends upon space availability, so register early to avoid being disappointed. Payment is due at the time of registration. For information on registration and payment options, see page 63.

ESL Refund Policy

You will receive a full refund if you cancel your class within 7 days after the start date of the first scheduled class session. No tuition refunds will be made after these dates. All refund requests must be made in writing (email to wldrefunds@nvcc.edu) or in person. If your class is cancelled by the college, a full refund will be issued. If you pay by credit card the refund will be credited to your card within 2–4 weeks. All other refunds are issued as checks and will be mailed to the student’s current mailing address. Check refunds take approximately 2–4 weeks to be processed. Refund checks will be made payable to the student, regardless of who paid for the course.

NOTE: If you pay by credit card, but your enrollment is adjusted (switched to a different class), the refund will be issued as a check and mailed to the student within 2–4 weeks.

Failure to attend: If you are not in class by the refund deadline and have not contacted us, you may be dropped from your class without a refund. If you miss 20% of the class without ever attending, you will be withdrawn without a refund. Note: This refund policy applies to ACLI-ESL courses only. For the general refund policy see page 62.

Textbooks

Books are required for most classes and can be purchased at the campus bookstore where your course is scheduled. Also, you may purchase your textbooks online at: nvcc.bncollege.com. Please keep your receipt. Books are subject to change. For bookstore locations, see information on page 61.

Parking Information

Parking on all NOVA campuses is free on weekdays after 4 pm and all day on weekends in B lots only. All other times you must have a valid parking permit. You may park at parking meters ($2 per hour) or in parking garages, or you can purchase a semester parking permit for $80 online at parking.nvcc.edu, or directly from the Parking Services Office for $90 on any campus. No parking permits are needed at off-campus locations. See information on page 61.
Intensive English Program

The Intensive English Program (IEP) is designed to prepare students for college at NOVA or at another American college or university. Students take a combination of core courses that emphasize essential language skills such as speaking, listening, reading and writing.

New students must take the ACLI ESL placement test (an oral interview and a writing sample) before enrolling in classes. See page 55 for testing locations.

F-1 students are required to take at least 25 CEUs to fulfill their visa requirements. The total tuition for F-1 students is $3,120 per semester. For F-1 student information and I-20 application documents, visit www.nvcc.edu/international, email oiss@nvcc.edu, or call 703-323-3423.

Non F-1 students may enroll full-time or part-time according to their academic goals and visa status.

Intensive Speaking & Listening Levels Intro – Intermediate
These intensive oral communication courses include work in listening, speaking, pronunciation, vocabulary, and grammar. There are six levels of proficiency in these courses. Students at the intro level start developing simple conversation skills for everyday life, and students at the highest level practice academic note-taking and public speaking skills.

12.5 CEU | $1,560
► Alexandria Campus
Mon – Fri, Sept 7 – Dec 16 9:30 – 11:30 am
Mon – Fri, Sept 7 – Dec 16 1:50 – 3:50 pm
► Annandale Campus
Mon – Fri, Aug 25 – Dec 6 10:30 am – 12:30 pm
Mon – Fri, Aug 25 – Dec 6 1:30 – 3:30 pm
► Loudoun, Signal Hill
Mon – Thu, Sept 7 – Dec 15 9 – 11:35 am
*Fri, Sept 9 and Oct 14 are required sessions.
► Manassas Campus
Mon – Thu, Sept 7 – Dec 15 1 – 3:30 pm
*Fri, Sept 9 and Oct 14 are required sessions.
► Woodbridge Campus
Mon – Thu, Sept 7 – Dec 15 9 – 11:35 am
*Fri, Sept 9 and Oct 14 are required sessions.

Intensive Reading & Writing Levels Intro – Intermediate
In addition to writing and reading, these intensive courses include work on grammar, critical thinking, and test-taking skills. There are six levels of proficiency in these courses. Students at the intro level are introduced to writing sentences and students at the highest level have regular practice writing academic essays.

12.5 CEU | $1,560
► Alexandria Campus
Mon – Fri, Sept 7 – Dec 16 11:40 am – 1:40 pm
Mon – Fri, Sept 7 – Dec 16 4 – 6 pm
► Annandale Campus
Mon – Fri, Aug 25 – Dec 6 8:10 – 10:10 am
Mon – Fri, Aug 25 – Dec 6 3:45 – 5:45 pm
► Loudoun, Signal Hill
Mon – Thu, Sept 7 – Dec 15 12:25 – 3 pm
*Fri, Sept 9 and Oct 14 are required sessions.
► Manassas Campus
Mon – Thu, Sept 7 – Dec 15 9:30 am – 12 pm
*Fri, Sept 9 and Oct 14 are required sessions.
► Woodbridge Campus
Mon – Thu, Sept 7 – Dec 15 12:25 – 3 pm
*Fri, Sept 9 and Oct 14 are required sessions.

Intensive 6 Reading & Writing Workshop
This intensive course focuses on developing academic reading and writing skills while improving grammar and vocabulary. Students need a recommendation from ACLI staff or placement test referral to take this course.
12.5 CEU | $1,560
► Alexandria Campus
Mon – Fri, Sept 7 – Dec 16 11:40 am – 1:40 pm

Intensive 6 Oral Communication Workshop
In this intensive course, advanced level students will improve their listening and note-taking skills, acquire and use academic vocabulary, prepare small impromptu presentations as well as researched individual presentations.
12.5 CEU | $1,560
► Alexandria Campus
Mon – Fri, Sept 7 – Dec 16 9:30 – 11:30 am
► Loudoun, Signal Hill
Mon – Thu, Sept 7 – Dec 15 9 – 11:35 am
*Fri, Sept 9 and Oct 14 are required sessions.
► Manassas Campus
Mon – Thu, Sept 7 – Dec 15 1 – 3:30 pm
*Fri, Sept 9 and Oct 14 are required sessions.

Intensive 6 Writing Workshop
This intensive course focuses on developing academic and essay writing skills while improving grammar and developing vocabulary. Students need a recommendation from ACLI staff or placement test referral to take this course.
12.5 CEU | $1,560
► Annandale Campus
Mon – Fri, Aug 25 – Dec 6 8:10 – 10:10 am
► Loudoun, Signal Hill
Mon – Thu, Sept 7 – Dec 15 12:25 – 3 pm
*Fri, Sept 9 and Oct 14 are required sessions.
► Manassas Campus
Mon – Thu, Sept 7 – Dec 15 9:30 am – 12 pm
*Fri, Sept 9 and Oct 14 are required sessions.
Part-Time ESL Courses

**Part-Time Intro to English**
This course is intended for students with limited English language skills. It will help them build a practical English vocabulary. Students will work with a picture dictionary and focus on different themes that will help them in daily life. This class will help students understand and use the language by giving them the opportunity to practice using new vocabulary in conversation and writing.

6.0 CEU | $455

- **Alexandria Campus**
  - Tue & Thu, Aug 30 – Dec 15  7:05 – 9:15 am
  - Tue & Thu, Sept 13 – Dec 6  6:30 – 9:15 pm
  - Sat, Sept 10 – Dec 17  8:30 am – 1:05 pm

- **Annandale, CED Building**
  - Tue & Thu, Sept 1 – Dec 13  9:30 – 11:50 am

- **Manassas Campus**
  - Mon & Wed, Sept 14 – Dec 14  7 – 9:35 pm

**Part-Time Speaking & Listening Levels Intro – Intermediate**
These courses focus on everyday listening and speaking skills to build and improve vocabulary, grammar, and pronunciation.

6.0 CEU | $455

- **Alexandria Campus**
  - Mon & Wed, Aug 29 – Dec 12  7:05 – 9:15 am
  - Mon & Wed, Sept 12 – Dec 5  6:30 – 9:15 pm

- **Annandale, CED Building**
  - Wed & Fri, Sept 2 – Dec 14  9:30 – 11:50 am

- **Manassas Campus**
  - Mon & Wed, Sept 14 – Dec 14  9:25 am – 12 pm

**Part-Time Reading & Writing Levels Intro – Intermediate**
These courses focus on building and improving English grammar, writing skills and vocabulary. Reading activities focus on speed, comprehension, and critical thinking skills.

6.0 CEU | $455

- **Alexandria Campus**
  - Tue & Thu, Aug 30 – Dec 15  7:05 – 9:15 am
  - Tue & Thu, Sept 13 – Dec 6  6:30 – 9:15 pm
  - Sat, Sept 10 – Dec 17  8:30 am – 1:05 pm

- **Annandale, CED Building**
  - Tue & Thu, Sept 1 – Dec 13  9:30 – 11:50 am

- **Manassas Campus**
  - Mon & Wed, Sept 14 – Dec 14  7 – 9:35 pm

**Part-Time Focus on Grammar Levels Beginning – Low Intermediate**
This course is designed to help students develop their written and spoken English by improving their grammar. Students will learn and practice different grammar points through a variety of activities and reinforce their understanding of the concepts through pre-academic and everyday writing tasks.

6.0 CEU | $455

- **Annandale, CED Building**
  - Mon & Wed, Sept 14 – Dec 14  7 – 9:35 pm

- **Manassas Campus**
  - Tue & Thu, Sept 15 – Dec 15  7 – 9:35 pm

- **Woodbridge Campus**
  - Tue & Thu, Sept 15 – Dec 15  7 – 9:35 pm

- **Alexandria Campus**
  - Tue & Thu, Aug 30 – Dec 15  7:05 – 9:15 am
  - Tue & Thu, Sept 13 – Dec 6  6:30 – 9:15 pm
  - Sat, Sept 10 – Dec 17  8:30 am – 1:05 pm

- **Annandale, CED Building**
  - Tue & Thu, Sept 1 – Dec 13  9:30 – 11:50 am

- **Manassas Campus**
  - Tue & Thu, Sept 15 – Dec 15  7 – 9:35 pm

**Part-Time News for You Levels High Beginning – Low Intermediate**
This course is intended for high beginning to low intermediate students to help them develop reading and conversation skills. Students will read an ESL newspaper and discuss local, national and world news. The course will help students build better vocabulary, improve reading skills and express their opinions in English.

6.0 CEU | $455

- **Annandale Campus**
  - Mon & Wed, Aug 31 – Dec 14  7 – 9:20 pm

**New**

**Part-Time Sounds of English Levels Beginning – High Beginning**
Do you want people to understand you more easily? This course is for students who want to gain confidence in speaking by improving their pronunciation. In addition, students will learn to make a connection between the way the sounds of English are spelled and the way they're spoken. The class will target each student's particular difficulties in order to achieve more natural and accurate speech.

6.0 CEU | $455

- **Annandale Campus**
  - Mon & Wed, Aug 31 – Dec 14  7 – 9:20 pm

**Vocabulary & Spelling Levels Intro – Low Beginning**
This course develops students’ vocabulary range and vocabulary acquisition skills through readings. Students learn new vocabulary by mastering prefixes, suffixes and roots. This class will help students understand American English spelling rules and provide opportunities to practice.

4.0 CEU | $415

- **Annandale Campus**
  - Mon & Wed, Aug 31 – Dec 14  7:30 – 8:55 pm

**Grammar & Conversation Levels Beginning – Low Intermediate**
Speak English with more confidence! In this course, students will actively practice grammar structures to improve fluency and increase confidence in their everyday conversation skills. Grammar rules will be discussed as part of in-class conversations with additional grammar presentations.

4.0 CEU | $415

- **Manassas Campus**
  - Sat, Sept 10 – Dec 17  9 am – 12:10 pm
Specialty Courses

TOEFL Preparation Courses

TOEFL Preparation
This course provides intermediate and advanced level students with the necessary skills and strategies for successful test-taking. It covers all aspects of the TOEFL exam, providing review and practice in grammar, reading, writing, listening, and speaking skills for academic purposes. This course is for students pursuing college entrance or the equivalent.

4.0 CEU | $415
➤ Alexandria Campus
  Tue & Thu, Sept 13 – Nov 17    7 – 9:10 pm

6.0 CEU | $515
➤ Annandale, CED Building
  Tue & Thu, Sept 1 – Dec 13    9:30 – 11:50 am

➤ Annandale Campus
  Sat, Sept 10 – Dec 17         9:45 am – 2:20 pm

5.0 CEU | $485
➤ Loudoun, Signal Hill
  Tue & Thu, Sept 20 – Dec 8    7 – 9:30 pm

Writing for the TOEFL
This course will prepare students to write an essay on a given topic within a set time period and to write a summary or a response to a text or listening passage. Strategies for doing well on timed writing tests will be covered. The course will also cover several other aspects of writing, such as advanced grammar and vocabulary, use of transitions, and complex sentence structure. This course is helpful for any intermediate to advanced level student looking to improve their writing.

6.0 CEU | $515
➤ Annandale Campus
  Fri, Aug 26 – Dec 9            10 am – 2:20 pm

TOEFL Mini–Workshop
1.0 CEU | $120
➤ Annandale Campus
  Sat, Nov 19 & Dec 3           9:30 am – 3 pm

➤ Loudoun, Signal Hill
  Sat, TBA                      9:30 am – 3 pm

American Culture & Business Courses

Intro to American Culture
This course forms the basis for understanding America, its way of life, and its cultural heritage.

6.0 CEU | $515
➤ Annandale, CED Building
  Mon & Wed, Aug 31 – Dec 14    12 – 2:20 pm

Business Communication
This course helps students address problems encountered in the business world. Students will learn about common business practices and how to write business memos, e-mails, letters, resumes, summaries and reports. They will participate in listening activities; will practice telephone calls, interviews, negotiations and meetings; and will also prepare and deliver presentations. This course will focus on oral communication skills, but will also include writing assignments. (Recommended levels: intermediate – advanced)

6.0 CEU | $515
➤ Annandale, CED Building
  Tue & Thu, Sept 1 – Dec 13    9:30 – 11:50 am

➤ Annandale Campus
  Tue & Thu, Sept 1 – Dec 13    7 – 9:20 pm

Intro to Public Speaking
This course provides intermediate to advanced level students with the skills needed to deliver formal and informal presentations. Students learn how to research, organize, and prepare presentations that will inform and persuade an audience.

6.0 CEU | $515
➤ Annandale, CED Building
  Mon & Wed, Aug 31 – Dec 14    9:30 – 11:50 am

➤ Annandale Campus
  Mon & Wed, Aug 31 – Dec 14    7 – 9:20 pm

Business Writing
This is a comprehensive writing/reading course that polishes fundamental writing skills required for most frequent business correspondence: memos, summaries, business letters, business reports and e-mail. The course will also focus on refining writing styles, developing more sophisticated vocabulary and a review of advanced grammar issues common to the professional environment. (Recommended levels: intermediate – advanced)

2.0 CEU | $205
➤ Annandale Campus
  Sat, Oct 1 – Nov 5            10 am – 1:40 pm

Creative Writing
Students in this course will experiment with different genres of non-academic writing: personal narratives, travel writing, journalism, re-telling of tales from their native countries, poetry, and fiction. The objective of the course is to improve students’ grammar, vocabulary and confidence while expressing their thoughts and ideas in written English. (Recommended levels: low intermediate – advanced)

6.0 CEU | $515
➤ Annandale, CED Building
  Mon & Wed, Aug 31 – Dec 14    9:30 – 11:50 am

➤ Annandale Campus
  Tue & Thu, Sept 1 – Dec 13    7 – 9:20 pm

Attention Au Pairs!
Most courses fulfill the academic requirement of J–1 visa holders (Au Pairs). 6.0 credits = 8.0 CEU or a total of 80 instructional hours.
Contemporary Issues & Current Events

This course has been designed for intermediate to advanced level students who want to improve their oral communication, writing and vocabulary skills by discussing and writing about current topics and world events. This class focuses on teaching students to analyze and express opinions with advanced language skills. Students will work with American news broadcasts and print media. No textbook is required.

6.0 CEU  |  $515

► Annandale, CED Building
Tue & Thu, Sept 1 – Dec 13 12 – 2:20 pm

► Annandale Campus
Tue & Thu, Sept 1 – Dec 13 7 – 9:20 pm

3.0 CEU  |  $315

► Annandale Campus
Sat, Sept 10 – Dec 17 9:30 – 11:50 am

American Culture & Language Institute

Advanced English for Professional Success

This course will focus on intercultural issues, including different values and styles of communication as well as build an awareness of the multi-cultural business environment. Students will practice their English language skills to obtain, clarify, analyze and present information; discuss their ideas, express their opinions; participate in and conduct business meetings effectively, and prepare and deliver speeches on business topics and controversial issues. They’ll use intermediate/advanced business vocabulary to speak and write about a range of business topics in the form of memos, e-mails, written and oral reports, and demonstrate knowledge and understanding of current trends in American business and the global business environment.

6.0 CEU  |  $515

► Annandale Campus
Fri, Sept 2 – Dec 9 10 am – 12:20 pm

History & Culture of the DC Area

This is a fun, hands-on, field trip oriented course focusing on the history and culture of the DC area. Students will practice spoken and written English through in-class lessons alternated with off-campus field trips to historical monuments, museums and government buildings. (Recommended levels: low intermediate – advanced)

1.0 CEU  |  $120

► Annandale Campus
Sat, Sept 10 – Sept 24 10 am – 1:40 pm

Academic Readiness

Reading & Discussing Fiction

This course has been designed for intermediate to advanced level students. Students practice reading English and American literature and discussing the plots, characters, and themes. This course will help develop advanced reading, conversation and discussion skills.

6.0 CEU  |  $495

► Annandale Campus
Mon & Wed, Aug 31 – Dec 14 7 – 9:20 pm

Accent Reduction

This course improves English pronunciation for low intermediate to advanced ESL students. It provides students with a greater understanding of the comparable phonemic elements of the student’s native language and American English.

4.0 CEU  |  $415

► Annandale Campus
Sat, Sept 10 – Dec 17 9:30 am – 12:35 pm

Computer & Microsoft Office Skills Workshop for ESL

This workshop will help you gain the confidence to tackle problems with computer usage and Microsoft Office Suite. While practicing English without confusing technical language, you will develop and improve skills to use Windows, Word, Excel, PowerPoint, email, and the Internet. Upon successful completion of this workshop, you will be ready to take the Microsoft Digital Literacy Certificate Test and earn a certification that can support your career goals, academic work, and personal pursuits.

2.0 CEU  |  $205

► Woodbridge Campus
Mon & Wed, Sept 12 – Oct 12 7 – 9:40 pm

NEW

ESL for the Workplace

While improving their reading, writing, speaking, and listening skills, students will learn effective English for their workplace and everyday communication. Course materials will include scenarios related to life in the community, school, work, and American culture. Basic computer skills will also be taught and practiced. (Recommended levels: low beginning – low intermediate)

4.0 CEU  |  $415

► Woodbridge Campus
Sat, Sept 10 – Dec 17 9 am – 12:05 pm

NEW

Oral Communication & Writing Workshops

See page 56 for details.
## Workforce Development Information

<table>
<thead>
<tr>
<th>Workforce Office</th>
<th>Contact &amp; Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annandale Campus</td>
<td>Workforce Development Full Service Office&lt;br&gt;Ernst Community Cultural Center – CE 202&lt;br&gt;8333 Little River Trpk&lt;br&gt;Annandale, VA 22003&lt;br&gt;703-323-3168&lt;br&gt;Mon – Fri: 8:30 am – 5 pm</td>
</tr>
<tr>
<td>Loudoun Campus</td>
<td>Workforce Development Full Service Office&lt;br&gt;Loudoun, Signal Hill (off-campus)&lt;br&gt;21335 Signal Hill Plaza, Suite 300&lt;br&gt;Sterling, VA 20164&lt;br&gt;703-450-2551&lt;br&gt;Mon – Fri: 8:30 am – 5 pm</td>
</tr>
<tr>
<td>Woodbridge Campus</td>
<td>Workforce Development Full Service Office&lt;br&gt;Regional Center for Workforce Education &amp; Training (WRC)&lt;br&gt;2645 College Drive&lt;br&gt;Woodbridge, VA 22191&lt;br&gt;703-878-5770&lt;br&gt;Mon – Fri: 8:30 am – 5 pm</td>
</tr>
</tbody>
</table>

Office hours subject to change. For additional hours of operation, visit [www.nvcc.edu/workforce](http://www.nvcc.edu/workforce).

Advising for Medical Education courses is available by appointment on the Medical Education Campus in Springfield.

American Culture & Language Institute (ACLI) testing and advising are available at Alexandria, Annandale, Loudoun, Manassas, and Woodbridge. See page 55 for information.

### Classroom & Off-Campus Locations

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexandria Campus</td>
<td>5000 Dawes Avenue&lt;br&gt;Alexandria, VA 22311</td>
<td></td>
</tr>
<tr>
<td>Annandale Campus</td>
<td>8333 Little River Trpk&lt;br&gt;Annandale, VA 22003 &lt;br&gt;Annandale, CED&lt;br&gt;7630 Little River Trpk&lt;br&gt;5th &amp; 6th floors&lt;br&gt;Annandale, VA 22003&lt;br&gt;Note: The entrance to this building is locked at 7 pm on weekdays, and is open 9 am - 1 pm on Saturdays.</td>
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<tr>
<td>Loudoun Campus</td>
<td>21200 Campus Drive&lt;br&gt;Sterling, VA 20164</td>
<td></td>
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<tr>
<td>Reston Center</td>
<td>1831 Wiehle Avenue&lt;br&gt;Reston, VA 20190&lt;br&gt;<a href="mailto:silverline@wiehle-reston.com">silverline@wiehle-reston.com</a></td>
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<tr>
<td>Manassas Campus</td>
<td>10950 Campus Drive&lt;br&gt;Manassas, VA 20109</td>
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<tr>
<td>Medical Education Campus</td>
<td>6699 Springfield Center Drive&lt;br&gt;Springfield, VA 22150</td>
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<tr>
<td>Woodbridge Campus</td>
<td>2645 College Drive&lt;br&gt;Woodbridge, VA 22191</td>
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</tbody>
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### Finding Classrooms

E-mail confirmations are sent to students after registration and include classroom location information. Classroom locations are updated daily on the website: [www.nvcc.edu/workforce](http://www.nvcc.edu/workforce). All classroom changes will be e-mailed to students prior to class.

### Senior Citizen Registration

Read the complete Senior Citizen Enrollment Policy on page 62. Call 703-503-6300 between 2 and 4 pm only to check on course availability.

### Regional Center for Workforce Education & Training

Our new state-of-the-art building is the epicenter of high-quality training and education delivery, creating a workforce to meet the technological demands of Northern Virginia businesses, government and military communities.

Workforce Development training programs include: Cyber Security, Healthcare, IT, Project Management and more. Our programs give area employers and their incumbent workers the ability to expand their professional expertise and stay in step with the ever-changing advancements in today’s business environment. For more information, go to [www.nvcc.edu/rcwet](http://www.nvcc.edu/rcwet).

The Workforce Professional Test Center is now open at this location. For additional Test Center information, contact: [workforcetestcenter@nvcc.edu](mailto:workforcetestcenter@nvcc.edu) and see page 49.
## Campus & General Information

<table>
<thead>
<tr>
<th></th>
<th>Alexandria Campus</th>
<th>Annandale Campus</th>
<th>Loudoun Campus</th>
<th>Manassas Campus</th>
<th>Medical Education Campus</th>
<th>Woodbridge Campus</th>
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<tbody>
<tr>
<td><strong>Bookstore</strong></td>
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</tr>
<tr>
<td><strong>Location &amp; Hours</strong></td>
<td>Tyler Building, 104</td>
<td>CA Building, 2nd level</td>
<td>LR Building, 135</td>
<td>Parrish Hall, 1st Floor</td>
<td>MEC, Room 117</td>
<td>WB Building</td>
</tr>
<tr>
<td></td>
<td>Mon – Thu: 9 am – 7 pm</td>
<td>Mon – Thu: 8 am – 8 pm</td>
<td>Mon – Thu: 8 am – 7 pm</td>
<td>Mon &amp; Thu: 8 am – 7 pm</td>
<td>Mon &amp; Thu: 8:30 am – 7 pm</td>
<td>Mon &amp; Thu: 9 am – 7 pm</td>
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<td>Fri: 9 am – 2 pm</td>
<td>Fri: 8 am – 6 pm</td>
<td>Fri: 8 am – 2 pm</td>
<td>Fri: 8 am – 2 pm</td>
<td>Tue &amp; Wed: 8:30 am – 5 pm</td>
<td>Fri: 9 am – 2 pm</td>
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<tr>
<td></td>
<td>703-671-0043</td>
<td>703-323-3185</td>
<td>703-450-2589</td>
<td>703-368-8554</td>
<td>703-822-6605</td>
<td>703-878-5774</td>
</tr>
<tr>
<td><strong>Students with Disabilities</strong></td>
<td>Counselors are located in AA 194. 703-933-1840</td>
<td>Counselors are located on the first floor of the CA Building, Room 112. 703-323-3200</td>
<td>Counselors are located in LR 253. 703-450-2590</td>
<td>Counselors are located in MH 110. 703-257-6610</td>
<td>Counselors are located in Room 202. 703-822-6633</td>
<td>Counselors are located in WC 202. 703-878-5760</td>
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<td><strong>Parking</strong></td>
<td>Parking on all NOVA campuses is free on weekends and after 4 pm on weekdays in B (Student) Lots only. Semester Parking Permit: $90 or $80 if purchased online at parking.nvcc.edu. Parking Meters or Garage: $2/hr., $10 max per day – Parking meters take coins and credit cards. One-day Hangtag: $10 – enrolled students may purchase a hangtag online prior to class or at a campus parking services office. Once purchased, it is non-refundable. The permit and hangtag allow you to park in any of the B (Student) Lots on campus. Hang tags cannot be used at metered parking.</td>
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<td>Metered parking lot located at Campus Dr and Dawes Ave</td>
<td>Multi-story parking garage (enter on level 1) Annandale, CED: Free student parking</td>
<td>Metered parking available Reston Center: Free student parking</td>
<td>Metered parking available Loundoun, Signal Hill: Free parking in designated area for NOVA students.</td>
<td>Parking garage</td>
<td>Park in Workforce designated parking only.</td>
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<tr>
<td><strong>Veterans Benefits</strong></td>
<td>Select Workforce Development certificate programs have been approved by the VA for veterans who wish to use their educational benefits. For more information, please contact: Office of Military &amp; Veterans Services Takesha McMiller <a href="mailto:militaryservices@nvcc.edu">militaryservices@nvcc.edu</a> 703-293-8132</td>
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Visit [www.nvcc.edu](http://www.nvcc.edu) for up-to-date campus information.
The Continuing Education Unit

CEU stands for Continuing Education Unit. CEUs are earned for participation in non-credit continuing education experiences. At NOVA, non-credit courses are offered by the Workforce Development Division.

One Continuing Education Unit is defined as: Ten contact hours of participation in an organized continuing education experience, under responsible sponsorship, capable direction and qualified instruction.

You can earn CEUs for many Workforce Development courses. Registered students must attend 90% of all scheduled class hours, in addition to completing any other requirements set by the instructor, in order to be awarded CEUs and a Certificate of Completion.

CEUs allow students to establish a permanent record of non-credit experiences that enhance their opportunities for personal and professional development.

Lifetime Learning Tax Credit

Taxpayers may be eligible to claim a non-refundable Lifetime Learning Tax Credit to help them pay for post-secondary education for themselves and/or their dependent children. This credit applies to tuition and fees for undergraduate, graduate, and continuing education course work taken part time to improve or upgrade job skills. For more information, call 800–829–1040 or visit the IRS website at www.irs.gov/Individuals/LLC

Third Party Payment

If your tuition is being paid by a third party (employer, government agency, foreign embassy), submit a purchase order or letter of authorization with your registration. You can submit these forms in person, by mail, or fax 703–323–3399; but we must have the original copy of the purchase order or authorization to process your payment. If the original copy of this form is not submitted with your registration, please mail it to:

Northern Virginia Community College
Workforce Development – CE 202, Attention: Yookie Lee
8333 Little River Turnpike, Annandale, VA 22003

You are responsible for full tuition payment if the third party does not pay. You cannot register using one form of payment and switch to third party payment at a later date.

Senior Citizen Enrollment Policy

The Virginia Senior Citizens Higher Education Act of 1974 and amendments allow senior citizens to take courses at no charge under certain circumstances. Before the beginning of the semester in which you wish to enroll, you must have (1) reached the age of sixty and (2) had legal domicile in Virginia for one year.

Tuition-paying students are accommodated in courses before senior citizens are enrolled. If you apply for free tuition AFTER you register and pay for a course, you are not eligible for a refund for that course. You are required to pay for course materials such as books and supplies. The College reserves the right to cancel any course, and you are limited to a total of three tuition-free courses per semester, which includes both credit and non-credit courses combined.

If you wish to take a Workforce Development course, you must create a MyNOVA profile online at www.nvcc.edu/workforce, and come in person to campus to present proof of age and fill out a Senior Citizen Certification of Eligibility for Free Tuition form, which may be obtained from one of the three full-service Workforce Development Offices at Annandale, Loudoun or Woodbridge. A new form must be completed in person each semester. Once the necessary paperwork is on file, you must call to determine if space is available and the course is still open. For courses that begin in the morning or afternoon, you must call between 2:00 and 4:00 pm the day prior to the course start date; for evening courses, you must call between 2:00 and 4:00 pm the day the course begins.

Please call one of the three full-service Workforce Development Offices at Annandale, Loudoun or Woodbridge for more information. To guarantee a place in a course, payment is required.

Delays & Closures

Closures: If NOVA is closed, all classes and activities are cancelled, including non-credit Workforce Development classes and seminars. This also applies to classes held at off-campus sites (such as Annandale CED and Reston Center).

Morning Delays: If NOVA opens late due to bad weather, your WDD class could be impacted. We determine whether to hold class as follows:

- If you are taking a Workforce Development class (except for ESL – see below) and the college is not open when your class is scheduled to begin, your class will not meet and will be rescheduled. For example, if your class begins at 10 am and the college opens at 10:30 am, your class will not meet and will be rescheduled. We will contact you by phone or e-mail.
- If you are taking an ESL class with the ACLI department, we follow the NOVA criteria for delayed openings. This means that if your class would have started prior to the opening time and it will continue at least 45 minutes after the opening time, the class will be held. For example, if your class begins at 9:00 am and ends at 12:15 pm, and NOVA opens at 10:30 am, your class will begin at 10:30 am and end at 12:15 pm.

Evening Closures: If NOVA cancels evening classes and activities, all WDD classes scheduled for that evening are cancelled. If you are scheduled to attend a NOVA class held at a non-NOVA location, such as a local high school, we adhere to the decision made by that location.

You can receive emergency and college closing messages on your mobile device by signing up for NovaAlert at alert.nvcc.edu.

Course Changes, Cancellations & Refunds

Please make sure your contact information is up to date. This will enable us to promptly notify you should there be a change or course cancellation. If we cancel a course, we will gladly transfer you to another or give you a full refund.

Student Requested Course Changes

To change classes or transfer to another section of a course, call any one of the three full-service Workforce Development Offices at Annandale, Loudoun and Woodbridge a minimum of 4 calendar days before the start date of your current course.

Enrollment Cancellation with Full Refund

E-mail your request to wddrefunds@nvcc.edu at least 4 calendar days prior to the first class session. We will gladly refund your tuition after we receive your written request. If you pay by credit card the refund will be credited to your card. Please allow 2–4 weeks for your credit card refund to be processed. All other refunds will be issued in the form of a check and will be made payable to the student, regardless of who paid the tuition and fees. The refund check will be sent from Richmond to the student’s mailing address within 2–4 weeks. Please visit our website www.nvcc.edu/workforce to read our complete refund policies.

Motorcycle Courses: Students must provide 2-week notice in writing to change motorcycle class dates or request a refund. E-mail notifications should be sent to wddrefunds@nvcc.edu.

ACLI – ESL Courses: Request refunds must be made within 7 days of the first scheduled class session; see page 55.

American Heart Assoc. Courses: Refund requests require 4 business days notice prior to the first class session. E-mail notifications should be sent to wddrefunds@nvcc.edu.

Veterans Refund Policy (Veterans using their benefits): In the event that a veteran, spouse of a veteran, surviving spouse or child of a veteran is using their veterans benefits to attend school with us and that person fails to enter the course or withdrawals or is discontinued therefrom at any time prior to the completion of the course, the unused portion of the tuition and/or fees paid by the person shall be refunded. The exact amount of the refund will be determined based on the ratio of the number of days of instruction the person completed to the total number of instructional days in the course. (Example: A person attends 5 days of instruction out of 20 total instructional days. The person has completed 25% of the class. Therefore, the person would receive a refund of 75% of the total tuition.) All refunds will be made within 30 days.
Enroll Today!

Easy Ways to Register:

Online: [www.nvcc.edu/workforce](http://www.nvcc.edu/workforce)
The fastest and most convenient way to register for classes is online. Register and pay with your VISA, MasterCard or American Express credit card. Campus locations are identified by letters, which are part of the course section number:

- A – Alexandria
- N – Annandale
- L – Loudoun
- M – Manassas
- H – Medical Education
- W – Woodbridge

In Person: Register at any one of the three full-service Workforce Development Offices at Annandale, Loudoun and Woodbridge. Pay with check or cash at any campus Business Office. Credit card payments are not accepted in person. See Campus Information on page 60 for office hours.

Mail: Complete the registration form below and enclose a check or money order payable to NVCC.

Payment: Workforce Development class fees are due at the time of registration. Payment plans may not be used for non-credit tuition. Attending without payment or auditing classes is not allowed. For Third Party Payment options, see page 62.

Student ID: __________________________________________  
(If known, otherwise, call 703-503-6300 for assistance.)

Birth Date: __________________________________________

Home Phone: __________________________________________

Day/Work Phone: __________________________________________

Name: __________________________________________
(First)  (M.I.)  (Last)

Address: __________________________________________
(Street)  (Apt.#)  (City)  (State)  (Zip Code)

E–mail: __________________________________________  
(Used only for class-related notification purposes)

See course example in color below.

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Course Title</th>
<th>Course Dates</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex 01W</td>
<td>Computer Basics</td>
<td>9/14 - 10/12</td>
<td>$145</td>
</tr>
</tbody>
</table>

Payment is required at the time of registration. Enclose your check or money order payable to NVCC. Cash payments must be made at any campus Business Office. Make credit card payments on our website – [www.nvcc.edu/workforce](http://www.nvcc.edu/workforce).

Check/Money Order enclosed

Workforce Development Vision & Mission: We envision WDD as a driver of economic growth throughout the region. WDD’s core business is to provide market-ready education and training services to produce an agile and ready workforce. NOVA is an Equal Opportunity/Affirmative Action Institution. Workforce Development offerings are supported entirely through the fees paid by participants.
Learn more.

NOVA Workforce Development
703-503-6300 www.nvcc.edu/workforce