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

as·pire
1: to seek to attain or accomplish a particular goal
2: ascend, soar
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.

www.nvcc.edu/workforce

30+ New Courses this Summer
Now is the perfect time to challenge yourself to learn a new skill, expand your knowledge, or boost your career. This summer you have over 30 new reasons to invest in your future. The question is, which course will you take first?

Business & Management
Accounting Fundamentals 7
Tax Tips for Starting & Operating a Business 7
Writing & Managing a Proposal 9
HR Management for Government Contractors 10
Interviewing for Jobs in the Proposal Field 10
How to Analyze a Solicitation & Create a Compliance Matrix 10
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Personal Interest & Enrichment
Compass – Your Daily Life Challenges for Purposeful Living (SYBRE) 62
Growing Up Global: A Guided Writing Program 63

Enroll Today! Easy Ways to Register:

Online: www.nvcc.edu/workforce

To register and pay for classes online, please visit our MyWorkforce website. You must have an email address to complete the profile. To register and pay for classes online, go to

www.nvcc.edu/workforce

Registration is continuous from April 6 throughout the summer semester and remains open until the course maximum is reached.

Get the course you want – register and pay for it early!

Using the new MyWorkforce online registration system is the fastest and most convenient way to register for classes.

Step 1: Create a New Profile or Sign In – If you are new to MyWorkforce, please create a new student profile. This is a one-time process and will provide you with your own personal, password-protected account.

Step 2: Locate classes – Browse all classes by category or search for a specific class by name. You may also have the option to sort classes by location, instructor, price, and start date.

Step 3: Add classes to your “cart” & check out – To select a class for registration, click “Add to Cart.” If a class is full, you can add your name to the waiting list (if available). Once you've selected your classes, click “Checkout,” agree to the refund policy, and follow the directions to complete your registration.

Payment: Workforce Development class fees are due at the time of registration. Payment plans may not be used for non-credit tuition. Amending without payment or auditing classes is not allowed. For Third Party Payment options, see page 74.

Welcome to The Workforce Link!
What interests you? Find your courses by topic.

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Registration begins April 6
Questions?
Call 703-503-6300 or visit www.nvcc.edu/workforce

Register online www.nvcc.edu/workforce
Industry Certifications

Certifications prepare you to
• Enter professions in high demand.
• Advance in your current career.
• Plan for your future.

All courses may not be offered every semester. For more information on Industry Certifications and courses, contact our Program Developers:

IT  Scott Wood | swood@nvcc.edu & Reza Karimi | mkarimi@nvcc.edu
Trades & Industry  Pat Carrow | pcarrow@nvcc.edu
Business & Professional  Martha Kossoff | mkossoff@nvcc.edu
Healthcare  Katie Jennings | kjennings@nvcc.edu
AHA/ECC  April McMullen-Eldert | ameldert@nvcc.edu

NOVA WORKFORCE DEVELOPMENT

INFORMATION TECHNOLOGY

CompTIA® A+
• CompTIA® A+ Certification Essentials: Hardware
• CompTIA® A+ Certification Essentials: Software

CompTIA® Network+ & Security+
• CompTIA® Network+
• CompTIA® Security+

Cisco Certified Entry Networking Technician (CCENT)
• Interconnecting Cisco Networking Devices: Part 1

Cisco Certified Network Associate (CCNA)
• Interconnecting Cisco Networking Devices: Part 2
• Network Fundamentals
• Cisco Router & IP Routing Protocols
• Network Security & Virtual Private Networks
• Switching Technologies & VLANs
• Wireless Networking

Systems Security Certified Practitioner (SSCP®)

CompTIA® Advanced Security Practitioner (CASP®)

Certified Information Systems Security Professional (CISSP®)

Microsoft Office Specialist (MOS)
• MS Word Introduction / Intermediate
• MS Excel Introduction / Intermediate / Advanced
• MS Excel 2010: The Power of PivotTables
• MS PowerPoint Introduction / Intermediate
• MS Access Introduction / Intermediate
• Outlook 2010 Basics
• Microsoft Office Boot Camp

Intuit® QuickBooks Certified User (QBCU)

Certificate in Software Testing
• ISTQB Foundation Level Exam

MICROSOFT WINDOWS CERTIFICATIONS

Installing and Configuring Windows Server 2012 R2 (70-410)
(Credit toward MCP, MCSA, MCSE)
• Installing and Configuring Windows Server 2012 R2

Administering Windows Server 2012 R2 (70-411)
(Credit toward MCP, MCSA, MCSE)
• Administering Windows Server 2012 R2

Configuring Advanced Windows Server 2012 R2 Services (70-412)
(Credit toward MCP, MCSA, MCSE)
• Configuring Advanced Windows Server 2012 R2 Services

Windows 7, Configuring
(Credit toward MCP)
• Windows 7 Configuration (70-680)
MCP: Microsoft Certified Professional
MCSA: Microsoft Certified Solutions Associate
MCSE: Microsoft Certified Solutions Expert

TRADES & INDUSTRY

Basic & Advanced Contractor Licensing
Virginia Board for Contractors and the Dept. of Professional and Occupational Regulation (DPOR)
• Successful course completion fulfills the 8-hour pre-licensing requirement and is reported to the Virginia Board for Contractors

Certified Copper Network Cabling Technician I
(C-Tech/Leviton)

Certified Welder
American Welding Society

Continuing Education for Tradesmen
Virginia Board for Contractors and the Dept. of Professional and Occupational Regulation (DPOR)
• Electricians, Gas Fitters, Mechanical (HVAC) and Plumbers who are already licensed fulfill their requirement/s as part of their licensing process
BUSINESS & PROFESSIONAL

Associated Certified Coach (ACC) International Coach Federation
• Credential available via ICF Portfolio Path

Certified Administrative Professional (CAP) International Assn. of Administrative Professionals – IAAP

Certified Bookkeeper American Institute of Professional Bookkeepers
• Course supports preparation for national exam (not included with course)

Certified Interior Decorator Certified Interior Decorators International®
• Completion of all 3 courses allows entrance to CID® exam

Enrolled Agent Licensed by the Internal Revenue Service
• SEE Exam Prep: Individual Taxes
• SEE Exam Prep: Business
• SEE Exam Prep: Ethics

ITIL Foundation Certificate in IT Service Management

Notary Public
• Preparation course for Virginia notary application

Project Management Professional Project Management Institute (PMI)
• CEU’s awarded for completed courses satisfy educational requirements needed to apply for PMI’s PMP or CAPM exams
• PMP & CAPM Exam Preparation meets requirements for PMP and CAPM Exams

CAREER CERTIFICATES

Advanced Cardiac Life Support
• Advanced Cardiac Life Support -OR- Advanced Cardiac Life Support – Renewal -OR- Advanced Cardiac Life Support – Hybrid

Advanced Cardiac Life Support Instructor
• ACLS Instructor

Pediatric Advanced Life Support
• Pediatric Advanced Life Support -OR- Pediatric Advanced Life Support - Renewal

Pediatric Advanced Life Support Instructor
• PALS Instructor

Dental Assistant Dental Assistant National Board (DANB)
• CDA Exam*

Licensed Practical Nurse (LPN)
Virginia Board of Nursing
• LPN Exam*

Certified Nurse Aide (CNA) Virginia Board of Nursing
• CNA Exam*

ServSafe® Food Protection Manager National Restaurant Association
• Course provides knowledge needed to pass the ServSafe® Food Protection Manager Certification Exam administered at the end of the class

Virginia Life, Health and Annuities Insurance Virginia Assn. of Insurance Agents (VAIA)
• Offered in conjunction with VAIA as a preparation course

Virginia Property & Casualty Insurance Virginia Assn. of Insurance Agents (VAIA)
• Offered in conjunction with VAIA as a preparation course

HEALTHCARE & DENTAL

AMERICAN HEART ASSOCIATION (AHA) CERTIFICATES
AHA Disclaimer: The American Heart Association 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.

HeartSaver First Aid with CPR and AED
• HeartSaver First Aid with CPR and AED -OR- HeartSaver First Aid with CPR and AED - Hybrid

HeartSaver CPR with AED
• HeartSaver CPR with AED -OR- HeartSaver CPR with AED - Hybrid

HeartSaver First Aid
• HeartSaver First Aid -OR- HeartSaver First Aid - Hybrid

Basic Life Support for Healthcare Providers

Basic Life Support Instructor
• BLS Instructor

Advanced Cardiac Life Support
• Advanced Cardiac Life Support -OR- Advanced Cardiac Life Support – Renewal -OR- Advanced Cardiac Life Support – Hybrid

Certified Clinical Medical Assistant (CCMA) National Health Career Association (NHA)
• CCMA Exam*

Certified Medical Administrative Assistant (CMAA) National Health Career Association (NHA)
• CMAA Exam*

Certified Billing and Coding Specialist (CBCS) National Health Career Association (NHA)
• CBCS Exam*

Pharmacy Technician Certification Pharmacy Technician Certification Board
• PTCB Exam*

*Dental Hygiene Local Anesthesia and Nitrous Oxide Meets requirements for Virginia State Board of Dentistry certification

DENTAL CERTIFICATES

*Dental Radiation Safety Meets requirements for Virginia State Board of Dentistry certification

Register online www.nvcc.edu/workforce 5
Courses and Programs

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- Entrepreneurship 7
- Government & Contracting 8
- Human Resources 11
- Leadership & Management 12
- Marketing & Communications 14
- Nonprofit Management 15
- Project Management 16
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Certificates:

- Federal Acquisition Management 8
- Federal Contract Management 8
- Proposal Management 8
- U.S. Intelligence Studies 10
- Human Resource Management 11
- Management Practices 12
- Nonprofit Leadership & Administration 15
- Project Management 16

“Great class! It covered a lot and was very well presented. Excellent class – enjoyable and informative.”

Invent & Profit student
Entrepreneurship

**Entrepreneurship**

**New**

**Accounting Fundamentals**

Build a thorough background in basic accounting procedures. The knowledge gained will serve as a preparation for employment in office jobs, for studying business courses in college or for anyone who wants to go into advanced work in this field. Business owners and managers will greatly benefit from this course. **Prerequisite:** High school math. Bring a calculator. **Textbook required.**

2.0 CEU | $375

► 01M Manassas Innovation Park

Thu, May 19 – July 21 6:30 – 8:30 pm
Instructor: Mabel Imala, CPA

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**Jump-Start Your Career as a Tax Professional**

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) is comprised of 3 parts: Individuals, Business and Ethics. More information on the exam can be found at: www.irs.gov/Tax-Professionals/Enrolled-Agents/Become-an-Enrolled-Agent. The courses require self-study of the book material prior to class and will be discussed in class. Online quizzes and tests will be required and taken on the Gleim.com website outside of class. An online final exam will be required for each part.

**EA Exam Prep: Part 1 - Individuals**

The Individual portion includes gross income and adjustments, retirement income, property, itemized deductions and credits, and various taxes including estate and gift. **Prerequisite:** Exposure to tax or accounting. **Textbook required.**

1.5 CEU | $155

► 01W Woodbridge Campus

Tue, May 17 – June 14 6:30 – 9:30 pm
Instructor: Tynisa Gaines, EA, BS, MPA

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**How to Start a Business**

Gain the “know-how” to start your own small business; beginning with deciding if owning or continuing to own a business is for you, and whether the business you have chosen is suitable. Learn about the organizational structure, including choosing a legal entity.

0.75 CEU | $199

► 01N Annandale Campus

Tue, June 7 – 21 7 – 9:30 pm
Instructor: John McGeehan, JD

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**Selling Skills for Small Business Owners/Entrepreneurs**

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 | $249

► 01N Annandale Campus

Tue, Aug 2 – 23 7 – 9:30 pm
Instructor: Terry F. McManus

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**Conducting Patent Searches**

Patent searches are an expensive but necessary part of the patent application process. You’ll learn how to conduct your own free patent search from the comfort of your home, the public library, or at a Patent and Trademark Resource Center.

0.3 CEU | $99

► 21N Annandale Campus

Tue, May 17 7 – 10 pm
Instructor: Andrew Colsky, Esq.

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**Raise Money Through Crowdfunding**

Get the money you need for your business or project. Whether you’re starting a new business, developing a new product or plan to expand an existing project, you can raise money from others through the hottest new trend called crowdfunding!

0.3 CEU | $99

► 21N Annandale Campus

Thu, May 19 7 – 10 pm
Instructor: Andrew Colsky, Esq.

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**Entrepreneurial Leadership**

We’ll explore the theory, skills, practices and application of leadership principles used in both small business and corporate settings. **Textbook required.**

0.8 CEU | $185

► 01A Alexandria Campus

Sat, June 4 & 11 9 am – 1 pm
Instructor: Timothy Long

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**Invent & Profit**

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!

1.2 CEU | $259

► 01N Annandale Campus

Tue & Thu, June 7 – 16 7 – 10 pm
Instructor: Andrew Colsky, Esq.

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**Branding & Marketing courses for your business**

See pages 14 & 15 for details.

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**Looking for QuickBooks courses?**

See page 33 for details.


**Government & Contracting**

“Ken is an ace instructor in his field. This is my 2nd class with him. He’s always thorough and personable.”

*Pricing a Proposal student*

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### CERTIFICATES

**Federal Acquisition Management & Federal Contract Management**

**LOUDOUN, MANASSAS, WOODBRIDGE**

Approved for Veterans Benefits

These programs are designed for any business person 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 and obtain an Award of Completion Certificate, you must attend 90% of all scheduled class hours and pass a Learning Assessment at the end of each course.

#### Required Courses:

- Fundamentals of Federal Contracting or Shaping Business Arrangements
- Federal Contracts Structures & Methods
- Federal Acquisition Planning & Strategy
- Contracts Administration & Closeout
- Federal Acquisition Regulation of FAR Fundamentals I
- Legal Considerations & Ethics of Contracting

#### Elective Courses (Choose one):

- Subcontract Management
- Federal Market Business Development
- COR Refresher & Ethics

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**Federal Contract Management**

#### Required Courses:

- Fundamentals of Federal Contracting or Shaping Business Arrangements
- Federal Contracts Structures & Methods
- Federal Acquisition Planning & Strategy
- Contracts Administration & Closeout
- Writing & Managing a Proposal
- Pricing a Proposal

#### Elective Courses (Choose one):

- Subcontract Management
- Federal Market Business Development
- HR Management for Government Contractors

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**Proposal Management**

**LOUDOUN, MANASSAS, WOODBRIDGE**

This program is designed to help you prepare to participate in the proposal process at a business and as an introduction to some of the areas of knowledge included on the APMP Foundation level certification exam. Topics covered will be the relationships between processes, deliverables, roles and the management dimensions of a proposal lifecycle as described in published best practice reference works, the tools available to assist with process management, planning and production, industry terminology within the proposal environment as described in the APMP Glossary of Terms, specific process stages as described in the published best practice reference works, proposal document reviews and techniques, internal organization analysis processes and procedures, external customer assessment processes and procedures, and pricing/cost analysis.

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

#### Required Courses:

- Writing & Managing a Proposal
- Pricing a Proposal

#### Elective Courses (Choose one):

- Subcontract Management
- Federal Market Business Development
- HR Management for Government Contractors

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Individual courses may be taken without pursuing a certificate program. All courses are not offered every semester.
Fundamentals of Federal Contracting
You will be introduced to the laws and regulations used and 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. This course sets the groundwork for the core courses.

1.2 CEU | $309
► 01W Woodbridge Campus
Sat, Aug 20 & 27 8:30 am – 3 pm
Instructor: Ken Morilak, NCMA Certified Professional Contracts Manager

Contracts Administration & Closeout
Explore the basics of contract administration, performance, and closeout. Within the framework of contract administration, you will 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, May 28 & June 4 8:30 am – 3 pm
Instructor: Ken Morilak, NCMA Certified Professional Contracts Manager

Legal Considerations & Ethics of Contracting
We’ll begin with the basic principles and sources of law relevant to procurement, including fiscal law, and address other legal issues that may arise during the course of a contract such as protests, disputes, property rights, fraud, performance issues, and contract termination. You will also be introduced to the ethical framework governing Federal contracts.

Prerequisite: Fundamentals course or basic knowledge recommended.

1.2 CEU | $309
► 01W Manassas Innovation Park
Sat, Aug 6 & 13 8:30 am – 3 pm
Instructor: Paul Holbert, Adjunct Credit Instructor, COR Certified Level III

Subcontract Management
We’ll focus on the government policies and regulations addressing subcontracting and subcontact management. Gain a better understanding of subcontracting procedures under the Federal Acquisition Regulation as well as the relevant commercial contract concepts that apply to the relationship between the prime and subcontractor company.

1.2 CEU | $309
► 01W Woodbridge Campus
Sat, June 18 & 25 8:30 am – 3 pm
Instructor: Ken Morilak, NCMA Certified Professional Contracts Manager

Federal Market Business Development
Increase your understanding of the basic requirements and resources to find opportunities within the Federal government marketplace. Discover tips, tools, and activities related to capture management valuation concepts such as bid strategies, pricing, teaming, and proposal strategies. You’ll also be introduced to the uses of SAM and the contractor registration system, along with use of the Excluded Parties List System (EPLS).

1.2 CEU | $309
► 01M Manassas Innovation Park
Thu, June 2 - 23 6:30 – 9:30 pm
Instructor: Paul Holbert, Credit Adjunct Instructor, COR Certified Level III

New

Writing & Managing a Proposal
Create compliant and compelling proposals to win new business! This class starts with a review of the SOW/PWS and then covers documents used for proposal management and writing including compliance matrix, annotated outline, and color reviews.

1.2 CEU | $309
► 01L Reston Center
Tue & Thu, June 21 – 30 7 – 10 pm
Instructor: Susan Hudson, Sr. Program Manager

► 01M Manassas Innovation Park
Sat, July 2 & 9 9 am – 3:30 pm
Instructor: Keren Haugh

Pricing a Proposal
Discover or increase your familiarity with how the Business Proposal is developed as well as how the cost and price for a proposal are determined. Our focus will be on the delineation of Direct versus Indirect costs within a Business Proposal.

1.2 CEU | $309
► 01M Manassas Innovation Park
Sat, July 23 & 30 8:30 am – 3 pm
Instructor: Ken Morilak, NCMA Certified Professional Contracts Manager

COR Refresher & Ethics
Review the functions and responsibilities of a Contracting Officer’s Representative (COR). This course is not a substitute for the Defense Acquisition University’s CON level courses. Ethics will provide a short review of ethical and Procurement Integrity issues that contractors and government personnel face in award and performance of contracts. Also included will be a short summary of conflicts of interest issues and the differences between government and contractor employees.

1.2 CEU | $309
► 01M Manassas Innovation Park
Sat, July 9 & 16 8:30 am – 3 pm
Instructor: Paul Holbert, Credit Adjunct Instructor, COR Certified Level III
NEW
HR Management for Government Contractors
Non-compliance with the myriad of rules and regulations in government contracting can be both costly and affect your company’s ability to bid on government contracts. You’ll be guided through the critical role & responsibilities which include the government contracting process, applicable laws and regulations affecting government contractors, and best practices in building a compliant HR infrastructure. **Prerequisite:** HR Generalist experience strongly recommended. **Textbook optional.**

1.2 CEU | $309

- 01M Manassas Innovation Park
  Sat, July 9 & 16
  8:30 am – 3 pm
  Instructor: Cathy Price, SHRM-SCP

NEW
How to Analyze a Solicitation & Create a Compliance Matrix
Understanding how to analyze and respond to a solicitation can be a confusing exercise. We’ll discuss: how to analyze; what tools are useful and how to use the tools to develop a compliance matrix and how to convert that document into an outline that ensures all requirements and evaluation criteria are addressed. Bring an electronic (MS Word) version of a real-life solicitation on a flash drive (or use a practice version) to use in the practical exercises. Taught in a computer lab. Laptops welcome.

1.2 CEU | $309

- 01W Woodbridge Campus
  Sat, June 4 & 11
  9 am – 3:30 pm
  Instructor: Keren Haugh

NEW
Writing Executive Summaries & Theme Statements
An Executive Summary is an essential component to a winning proposal. As competition for contracts increases, having the ability to create both to capture the government evaluator’s attention sets your proposal apart from others and can provide 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 Loudoun Campus
  Sat, June 4 & 11
  9 am – 3:30 pm
  Instructor: Susan Hudson, Sr. Program Manager

NEW
Interviewing for Jobs in the Proposal Field
Interviewing in the proposal field as a proposal manager, writer, or editor requires preparation. Get information for job hunting and interviewing from an experienced proposal manager. We’ll finalize your cover letter and resume and save to your own thumb drive. **Prerequisite:** Bring a paper copy of your resume and thumb drive.

1.2 CEU | $309

- 01L Loudoun Campus
  Sat, June 4 & 11
  9 am – 3:30 pm
  Instructor: Susan Hudson, Sr. Program Manager

NEW
Careers in Defense & Intelligence
We’ll cover everything from entry-level careers to restarting your career. Topics include: security clearances, worldwide defense marketplace ecosystem: government jobs, industry employers and professional resources. A special focus will be placed on strategies for finding open doors, making yourself marketable, and learning your market value. Laptops welcome.

Instructor: Bill Golden
0.8 CEU | $119

- 21L Loudoun Campus
  Sat, May 21
  8:30 am – 5 pm

- 01W Woodbridge Campus
  Sat, June 25
  8:30 am – 5 pm

- 01M Manassas Campus
  Sat, July 23
  8:30 am – 5 pm

CERTIFICATE
U.S. Intelligence Studies

**IFOODBRIDGE**
We designed this certificate program for a broad spectrum of careerists who work in the areas of law enforcement, defense contracting and security, as well as for anyone seeking a better understanding of the U.S. national intelligence community and how it functions. The courses are a combination of lectures and seminar-style discussions, all of which illustrate the various agencies that comprise the intelligence community, management of intelligence assets, the history of U.S. intelligence, as well as discussions to address some of the most perplexing issues facing today’s intelligence officers. This exciting new program is taught by former members of the military reserve faculty of the National Intelligence University, all of whom have extensive experience in the defense and intelligence fields.

This program will return in the fall.

**Required Courses:**
- Management of U.S. Intelligence
- U.S. Intelligence Community
- History of U.S. Intelligence
- U.S. Intelligence Issues (Fall 2016)

Did you know NOVA offers a Contract Management Career Studies Certificate Program?
For more information visit: www.nvcc.edu/programs/certificates/contract-management.html
### Human Resources Management

**ANNANDALE, WOODBRIDGE:**

**Approved for Veterans Benefits**

This revised 126-hour certificate program provides a general overview of the dynamic and growing field of HR management. Core courses address human resource fundamentals, and provide practical techniques that can immediately be applied to the work setting. Additional elective courses are available to give you the opportunity to focus on specialized areas, enhance particular skills, and explore emerging trends in the HR management field.

To obtain the HR Management Program Certificate you must successfully complete the ten required courses and pass a short exam. Each course meets for 12 hours (1.2 CEUs) unless otherwise specified in the list below. All courses listed below are not offered every semester. In order to earn individual course certificates and the overall program certificate, you must attend at least 90% of the scheduled class hours for each course as well as complete all requirements set by the instructor.

Courses also offered at the Pender/Fairfax location – Room 121, 3922 Pender Dr., Fairfax, VA eli.nvcc.edu/directions.htm

#### Required Courses:

- Principles of Human Resource Management
- Human Resource Law
- Introduction to Employee Benefits
- Intro to Compensation
- Successful Recruiting, Selection & Placement (15 hrs)
- Performance Management
- Training & Employee Development (15 hrs)
- HR’s Role in Organizational Development & Change Management
- HR Compliance & Recordkeeping
- Issues in Human Resources

#### Textbook

**Human Resource Law**

Get an introduction to the legal standards central to the HR function, along with essential policies to minimize risk. Explore racial, religious, gender and disability discrimination, harassment, leave polices, recordkeeping, required accommodations, investigations, retaliation, and termination procedures and enforcement. **Textbook optional.**

1.2 CEU | 12 PDC | $275

- 01N Annandale Campus
  - Tue, June 7 – 28
  - 7 – 10 pm
  - Instructor: Joanne Hardison, JD, PHR

**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 | $275

- 01N Annandale Campus
  - Sat, June 18 & 25
  - 9 am – 4 pm
  - Instructor: Gloria Bonds, MS

**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 | $275

- 01N Annandale Campus
  - Sat, July 23 & 30
  - 9 am – 4 pm
  - Instructor: Gloria Bonds, MS

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Northern Virginia Community College, Workforce Development, is recognized by SHRM to offer Professional Development Credits (PDCs) for SHRM-CP or SHRM-SCP.
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 | $275
► 01N Annandale Campus
Sat, July 9 & 16 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.

BUSC 1867 | 1.2 CEU | $275
► 01N Annandale Campus
Wed, July 13 – Aug 3 7 – 10 pm
Instructor: H. Varner Story, MA, SPHR

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 | $275
► 01N Annandale Campus
Mon, June 6 – 27 7 – 10 pm
Instructor: Bruce Robertson, MS, SPHR
► 01W Woodbridge Campus
Sat, June 11 & 18 9 am – 4 pm
Instructor: Sandra Hardeman, MS, PHR

What Management Is, What Managers Do
People can accomplish more working together than they can achieve alone, but to combine and coordinate the efforts of the members of the organization, the process of management is required. Learn why management is needed in all organizations and the different levels of management. Explore what managers do, the definitions of essential management functions – planning, organizing, staffing, leading and controlling – and the basic skills required for effective management.

0.35 CEU | $135
► 01M Manassas Innovation Park
Sat, June 18 9 am – 12:30 pm
Instructor: Sally Silberman

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 in planning and how to create effective objectives; how planning differs at the top, middle and supervisory levels of an organization; and, differentiate the various kinds of stand and single-use plans.

0.35 CEU | $135
► 01M Manassas Innovation Park
Sat, June 18 9 am – 12:30 pm
Instructor: Sally Silberman

Leadership & Management
Successful Delegation
Delegating effectively is a critical skill. Learn and apply the 4 major steps in the delegation process; examine the common mistakes made during the delegation process; decide what to delegate successfully; match delegated tasks with abilities and avoid reverse delegation; recognize the types of responsibilities that can’t be delegated; and learn how to monitor progress without over managing.

0.6 CEU | $265
► 01M Manassas Innovation Park
  Sat, July 16 9 am – 3:30 pm
  Instructor: Sally Silberman

Essential Managerial Skills for Human Resource Management
Employees are an organizations most valuable resource. Supervisors are responsible for effectively addressing various issues affecting their employees. This course will address the essential skills you need to address employee performance and personnel actions.

0.6 CEU | $265
► 01M Manassas Innovation Park
  Sat, July 9 9 am – 3:30 pm
  Instructor: Janet Ford

Leading for Maximum Results!
Increase your awareness and build leadership competencies. The class is highly interactive with experiential activities that include skill practices using real-life workplace case studies and facilitated group discussions. 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
► 01M Manassas Innovation Park
  Sat, June 25 9 am – 4 pm
  Instructor: Paco Valencia

Exercising Managerial Control
The management function of planning “sets the ship’s course,” and controlling “keeps it on course.” The supervisor sets the goals and seeks information on whether they are being reached. Topics include: the definition of managerial control and how it directly relates to planning; the characteristics of effective control systems and the 3 types of control systems; the 4 steps of the control process, different types of standards, and when to use management by exception.

0.35 CEU | $135
► 01M Manassas Innovation Park
  Sat, Aug 20 9 am – 12:30 pm
  Instructor: Sally Silberman

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 all the trees? Learn to manage your time to improve your quality of work and life.

0.35 CEU | $135
► 01M Manassas Innovation Park
  Sat, July 23 9 am – 12:30 pm
  Instructor: Janet Ford

Become an Effective Trainer
Training is arguably the most important aspect of any business. Develop the skills and knowledge necessary to successfully train others, both in a classroom setting and one-on-one.

0.6 CEU | $155
► 01A Alexandria Campus
  Thu, June 9 & 16 7 – 10 pm
  Instructor: Timothy Long

Positioning Diversity for Greater Employee Performance
Leaders today must be aware not just of employee skills and behaviors but also understand employees’ values and beliefs. This experiential course explores the essential skills required to go beyond awareness and identifies 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 that impact employee relations.

0.6 CEU | $265
► 01M Manassas Innovation Park
  Sat, July 30 9 am – 4 pm
  Instructor: Paco Valencia

Powerful Guidelines for Cross-Cultural Teams
With the growth of a culturally diverse workforce, good communication skills are primary in establishing, cultivating, and maintaining strong working relationships within and among culturally diverse teams.

0.6 CEU | $129
► 21N Annandale Campus
  Sat, May 21 9 am – 4 pm
  Instructor: Ilse van Goth, MA

Resolving Conflicts!
Discover how to approach conflict professionally using basic mediation/facilitation skills, and improve your options for resolving workplace problems. You’ll learn conflict resolution techniques and tools, enabling you to apply specific strategies when confronting individual or group issues/problems.

1.2 CEU | $399
► 01L Loudoun, Signal Hill
  Tue, June 7 & 28 7 – 10 pm
  Instructor: Marilyn Morton, MA

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
► 01M Manassas Innovation Park
  Sat, June 11 9 am – 12:30 pm
  Instructor: Janet Ford

Register online  www.nvcc.edu/workforce
Marketing & Communications

Marking & Communications

**NEW**

**Dealing with Difficult People**
Communication is one of the most important and potentially dangerous things we do. This class covers the impacts of culture, generational differences, and other inadvertent sources of conflict; things you should never say (such as “calm down”); how to establish rapport and diffuse toxic situations. You’ll learn the 3 keys to effective communication in the workplace and with family and friends.

*Instructor: Lt. John Weinstein, NOVA Police*

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**Explore a Career in Advertising**
If you’d like to use your creative side in your work, you might want to consider a career in advertising. Discover how an ad agency works, the different jobs agencies have, and review good quality, creative examples from various industries.

*Instructor: Brian Lawrence, Marketing Director*

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**Advertising: Planning & Strategy**
Having a good plan is vital to making the most of your advertising dollars, no matter how large or small the budget. Get an understanding of strategy and the process of creating a strategic plan.

*Instructor: Brian Lawrence, Marketing Director*

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**NEW**

**Branding Theory & Workshop**
Are you have troubling identifying who or what your business is or starting a new business? This hybrid course includes lecture, workshop and open forum Q&A. Develop a rough draft of your mission/vision/goals, identify target markets and answer the 10 important questions every company must ask. **Prerequisite:** Working knowledge of social media and established accounts.

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*Instructor: Hans Pedersen*

**NEW**

**Advertising: Creative Copywriting**
Good advertising is essential to the success of any business, large or small. A key starting point is copywriting. Learn about creative briefs, planning, research, and conceptualizing as well as exploring examples of good ad copy.

*Instructor: Brian Lawrence, Marketing Director*

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**NEW**

**Develop Your Marketing Strategy**
Every business needs a marketing strategy and plan. This hybrid course includes lecture, a workshop and open forum Q&A. We’ll discuss what a marketing strategy is, its value, and steps to develop a marketing strategy and plan. Give your company the opportunity it needs today to succeed! **Prerequisite:** Working knowledge of social media and established accounts.

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*Instructor: Hans Pedersen*

**NEW**

**Social Media Marketing Theory**
Are you or your small business comfortable using major social media platforms (Facebook, Twitter, Google+, LinkedIn, YouTube, Instagram etc.) but do not grasp how to use them for marketing? This lecture-based course will help you use social media platforms to engage more customers. We will focus on a macro perspective of social media marketing for both entrepreneurs and small businesses. **Prerequisite:** Working knowledge of social media and established accounts.

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*Instructor: Hans Pedersen*

Did you know NOVA has a 31-credit Professional Writing Certificate Program?

For more information, contact Dr. Art Schuhart at aschuhart@nvcc.edu.

Are you interested in starting your own business?

See page 7 for courses in Entrepreneurship.

Registration begins April 6

See page 75 for more information.

Questions?

Call 703-503-6300, or visit our website www.nvcc.edu/workforce
Social Media Practical for Small Business & Entrepreneurs

Engage more customers. Obtain step-by-step in-class instruction to establish a Facebook Business Page, Twitter Handle, and Google+ Page. This hands-on class will also include an overview of YouTube, Instagram and LinkedIn and is designed for entrepreneurs and small businesses who have little or no understanding of social media but want to establish a social presence.

0.6 CEU | $139
► 21A Alexandria Campus
Sat, May 21 9 am – 3:30 pm
Instructor: Hans Pedersen

Effective Business Writing Made Easy

Writing is an important component of most jobs and a key to advancement. In this fast-moving but stress-free class, you’ll learn shortcuts, tips, and tricks of the trade to help you write more easily, quickly, effectively, and with less stress. A quick review of punctuation and grammar will help build your confidence.

0.7 CEU | $145
► 01W Woodbridge Campus
Sun, July 17 9 am – 5 pm
Instructor: Frank Milligan

Reading for Business Professionals

Enhance your career with this customized course! You’ll sharpen specific reading and decision-making skills through improved reading comprehension and logical analysis. Topics include: analysis of proof; the nature of argument; inference and avoiding a fallacy. Textbook required.

1.4 CEU | $269
► 01N Annandale Campus
Tue, June 14 – July 26 7 – 9 pm
Instructor: N. Poteat Day, MA, Reading Specialist

Nonprofit Leadership & Administration

ANNANDALE, LOUDOUN

In the DC area, nearly 15% of the workforce is employed at nonprofit organizations. Working for a nonprofit organization can be fulfilling for those interested in the arts, community, philanthropy, and other important causes, but special knowledge and skills are required. This certificate program will build and enhance your skills for success in the nonprofit sector. You must complete three required courses and any two elective courses to receive the overall certificate.

Required Courses:
- Fundamentals of Nonprofit Organizations
- The Art of Grantwriting
- Strategic Planning for Success

Elective Courses (Choose two):
- How to Start a Nonprofit Organization
- How to Create a Business Plan that Works
- The 3 R’s of Volunteers: Recruitment, Retention & Recognition
- Event Planning
- Successful Fundraising

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 | $189
► 01N Annandale Campus
Mon, Aug 15 & 22 6 – 9 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
► 01N Annandale Campus
Thu, Aug 25 6 – 9 pm
Instructor: Lynn O’Connell
CERTIFICATE

**Project Management**

**ALEXANDRIA, ANNANDALE, LOUDOUN, MANASSAS, WOODBRIDGE**

Approved for Veterans Benefits

Learn skills you can apply immediately, helping your organization meet both internal and external challenges. These courses use the vocabulary and methodology of the latest version of the Project Management Institute’s Body of Knowledge (PMBOK® version 5, 2012).

To earn the program certificate, you must successfully complete all six core courses (attending 90% of the class hours for each course) and pass a short exam.

The Continuing Education Units (CEUs) awarded for the Project Management Certificate courses fully satisfy the educational requirements you need to apply for the PMP or CAPM exam from PMI, however they aren’t sufficient preparation for those exams. We recommend that you also take an exam preparation course. For those who already have earned a PMP, courses in this program can be used to earn PDUs for PMP recertification. The classes offered by NOVA fall under PMI’s Category B designation.

**Required Courses:**
- Fundamentals of Project Management
- Risk & Change Management
- Developing & Managing a Dynamic Team
- Defining & Measuring Organizational Processes
- Project Management Communications
- Project Quality Management

**SAVE**

**Fundamentals of Project Management**

With limited resources and tight schedules, businesses find that focusing on project management discipline provides a structured, crucial success factor for delivering projects on time, within budget, and in conformance to customer requirements. **Register early and save $40!**

Instructor: Michael Van Dyke, PMP

1.4 CEU | 14 PDU | $599

- **01L** Annandale, CED – 6th floor
  Thu & Fri, June 23 & 24
  9 am – 5 pm
  Register by June 9 and pay only $559.

- **01L** Reston Center
  Sat, Aug 13 & 20
  9 am – 5 pm
  Register by July 30 and pay only $559.

- **01W** Woodbridge Campus
  Thu & Fri, July 21 & 22
  9 am – 5 pm
  Register by July 7 and pay only $559.

**NEW & SAVE**

**Fundamentals of Project Management (Online)**

Become an indispensable member of your project team by mastering the critical concepts you need to initiate, plan, execute, monitor, control, and close any type/size of project. Through instructor-led discussions, assignments and case studies you will gain analytical frameworks, strategic planning skills, and managerial insight. By learning from an industry practitioner with extensive experience, you can become a more effective project leader! **Register early and save $40!**

Online | 1.4 CEU | 14 PDU | $599

- **01L** Mon, June 6 – Sun, July 3
  Register by May 23 and pay only $559.
  Instructor: Michael Van Dyke, PMP

**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, June 16 & 17
  9 am – 5 pm

- **01L** Manassas Innovation Park
  Thu & Fri, Aug 18 & 19
  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

- **01L** Reston Center
  Thu & Fri, July 7 & 8
  9 am – 5 pm

- **01W** Woodbridge Campus
  Thu & Fri, Aug 25 & 26
  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

- **01M** Manassas Innovation Park
  Fri, June 10
  9 am – 5 pm

- **01L** Reston Center
  Tue & Thu, July 12 & 14
  6 – 9:30 pm

- **01N** Annandale, CED – 6th floor
  Fri, Aug 12
  9 am – 5 pm
Project Management Communications
Gathering and sharing information among project stakeholders requires clear organizational communication strategies that can be applied to templates and forms that relay the appropriate information at the appropriate time.

Instructor: Michael Van Dyke, PMP

0.7 CEU | 7 PDU | $329
► 01L Reston Center
Tue & Thu, June 7 & 9 6 – 9:30 pm
► 01N Annandale, CED – 6th floor
Mon, Aug 22 9 am – 5 pm

Project Quality Management
While quality means meeting the scope of the customer's requirements, project managers must use the standard tools of quality management and assure to ensure the project deliverables meet the required specification.

Instructor: Julie DeSot, DM, PMP

0.7 CEU | 7 PDU | $329
► 01M Manassas Innovation Park
Mon, June 20 9 am – 5 pm
► 01A Alexandria Campus
Sat, Aug 6 9 am – 5 pm

PMP & CAPM Exam Preparation
This intensive, highly interactive course will provide the educational requirements and tools you need to pass either of PMI’s certification exams through focus on understanding, not memorizing, the key concepts tested on the exam. Textbooks required.

3.6 CEU | 36 PDU | $1,499
► 01L Loudoun Campus
Sat, June 11 – July 16 9 am – 5 pm (No class July 2)
Instructor: Michael Van Dyke, PMP

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
► 06N June – Sept
► 07N July – Oct
► 08N Aug – Nov

Information Technology Project Management
Through focus on the special needs of Information Technology projects, participants will examine, various life cycle approaches, methodologies, and best practices of project management in this unique environment.

Instructor: Julie DeSot, DM, PMP

0.7 CEU | 7 PDU | $329
► 01A Alexandria Campus
Sat, June 4 9 am – 5 pm
► 01M Manassas Innovation Park
Mon, July 18 9 am – 5 pm

Comprehensive Introduction to MS Project
Through hands-on practice with MS Project 2013, you’ll be introduced to this powerful tool that can assist project managers to manage cost and schedules, track resources, and document project progress. Optional textbook.

0.7 CEU | 7 PDU | $329
► 01L Reston Center
Mon & Wed, June 27 & 29 6 – 9:30 pm
Instructors: Veronica Ortiz, MOS & Michael Van Dyke, PMP

Optional Path to WD Project Management Certificate: Project Management Plus
Look for details in Fall 2016’s Workforce Link!

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.
NOVA's Workforce Development Division, in conjunction with the Association for Operations Management (APICS), is offering a series of five modules in Supply Chain & Operations Management. They will help to prepare you to sit for the first CPIM (Certified in Production & Inventory Management) certification exam, “Basics of Supply Chain Management.” Whether you’re just starting out or you’re a senior manufacturing expert, APICS CPIM education is essential if you are involved in: production and inventory management; operations; supply chain management; procurement; materials management, or purchasing.

Modules include: (some modules will be offered in a future term)

- Principles of Inventory Management
- Principles of Operations Planning (POP)
- Principles of Manufacturing Management (PMM)
- Principles of Distribution & Logistics (PDL)
- Principles of Managing Operations (PMO)

**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, June 14 – July 14  |  6 – 9:30 pm  
  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, June 18  |  9 am – 4 pm

► 02N  Annandale Campus  
  Sat, July 9  |  9 am – 4 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. Classes are highly interactive with a rich variety of study tools, peer discussions, team exercises, videos, web clips and case studies. 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, June 27 – July 1  |  9 am – 5 pm  
  Instructor: Irvin Varkonyi, DC Metro APICS

**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 for your company
- Save money and time on your training dollars
- 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.
Corporate Performance Solutions
Building Skills & Creating Success … for Your Employees & Your Organization

Customized Training ~
The right training at the right time and place.

How does it work?
✓ We evaluate your needs.
✓ We prepare a customized proposal tailored to your needs.
✓ We deliver the training, at your location or ours – or even online.
✓ We evaluate the training program and ensure your needs are met.

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

Who have we helped?
Clients include many federal and local government agencies, credit unions, military organizations, school systems, and many regional companies ranging from small businesses to Fortune 500 corporations.

Contact one of our Business Development Managers for information:

Kris Chowbay
Corporate & Professional Services
Workforce Training
rchowbay@nvcc.edu
703-323-3584

Joseph Matope
Corporate & Professional Services
Workforce Training
jmatope@nvcc.edu
703-323-4276

Tajuana Williams
Healthcare Training
tmwilliams@nvcc.edu
703-323-3273

Contact us today for a FREE consultation:

Workforce Development Division Customized Training
7630 Little River Turnpike, Suite 600, Annandale, VA 22003
703-323-3281
NOVA_customizedtraining@nvcc.edu

Register online www.nvcc.edu/workforce
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“Hung made complex concepts extremely easy to understand. It saved me hours of reading.”

Intro to Java Programming student
**CERTIFICATE**

**Java Programming**

**ANNANDALE, LOUDOUN**

Approved for Veterans Benefits

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, June 25 – July 16 9 am – 4:30 pm
  - Instructor: Hung Vu, MS

- 01L Loudoun Campus, HEC 215
  - Sat, July 9 – 23 9 am – 4:30 pm
  - Instructor: Tierney Pitzer

**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, May 21 – June 11 9 am – 4:30 pm
  - Instructor: Hung Vu, MS

- 01L Loudoun Campus, HEC 215
  - Sat, July 30 – Aug 27 9 am – 4:30 pm
  - Instructor: Tierney Pitzer

**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, July 23 – Aug 13 9 am – 4:30 pm
  - Instructor: Hung Vu, MS

- 01L Loudoun Campus, HEC 215
  - Sat, July 30 – Aug 27 9 am – 4:30 pm
  - Instructor: Tierney Pitzer

**Intermediate Python Programming**

Take your Python programming skills to the next level! In this class you will learn objects, functions, modular design, and explore more Python-specific data types. **Textbook required.**

0.9 CEU | $279

- 01L Reston Center, 319
  - Thu, July 7 – 21 6 – 9 pm
  - Instructor: Tierney Pitzer

**Advanced Python Programming**

Explore advanced topics in Python, such as object-oriented concepts, file processing, exception handling, and advanced Python-specific data types. **Textbook required.**

ITEC 1335 | 0.9 CEU | $279

- 01L Reston Center, 319
  - Thu, July 28 – Aug 11 6 – 9 pm
  - Instructor: Tierney Pitzer

**Software Testing**

New to software testing? This certificate provides an excellent introduction and starts you on the path to an exciting and highly in-demand career in software testing. You will learn the Software Development Life Cycle and basic principles underlying software testing. This program is designed for individuals with basic computer experience who want to develop skills applicable to the software industry.

With hands-on case study exercises and in-class lab sessions, this certificate program provides the foundations needed to pass the ISTQB Foundation Level Exam. Check our website for the class schedules.

**Required Courses:**
- Software Testing – Level 1
- Software Testing – Level 2
- Software Testing – Level 3
**Effective Scrum Masters for Software Teams**

Lead your software team by applying the Scrum Master principles. You will discover Scrum values, practices, and applications. Through team exercises, you will learn to guide your team using the Scrum framework and practice techniques for effective Product Backlog management. **Prerequisite:** Students are expected to have some knowledge of product development.

1.4 CEU | 14 PDU | $799

- 01L Reston Center
  - Mon & Tue, June 20 & 21
  - 9 am – 5 pm
  - Instructor: Kiet Tran, Ph.D.

**Effective Scrum Developers for Software Teams**

Sharpen your skills and become a better practitioner of Scrum! Working in a series of Sprints, you will form teams to collaborate, apply modern engineering practices, and use the Scrum framework to cope with changes. Students must bring their own laptop. Before the class, students will receive instructions for installing the necessary software for the class. **Prerequisite:** Students are expected to have experience in writing program in Java.

2.1 CEU | 21 PDU | $1199

- 01L Reston Center
  - Wed – Fri, June 22 – 24
  - 9 am – 5 pm
  - Instructor: Kiet Tran, Ph.D.

**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, June 4 – 25
  - 8:30 am – 1:30 pm
  - Instructor: Edison B. Carlos, BS

- 01L Loudoun Campus
  - Sat, June 4 – 18
  - 9 am – 4:40 pm
  - Instructor: Keith Johnson

- 01M Manassas Innovation Park, 143
  - Mon & Wed, June 6 – 29
  - 6:30 – 9 pm
  - Instructor: Kevin Bowling, AutoCAD Certified

### 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

- 01L Loudoun Campus
  - Sat, July 9 – 23
  - 9 am – 4:40 pm
  - Instructor: Keith Johnson

- 01N Annandale Campus
  - Sat, July 23 – Aug 13
  - 8:30 am – 1:30 pm
  - Instructor: Edison B. Carlos, BS

---

**Bundle & Save**

**AutoCAD Levels 1 & 2**

Save $50 by registering for both courses at the same time.

**Questions? NOVAWorkforceAnswers@nvcc.edu | (703) 503-6300**
**New**

**Using AutoCAD for 3D Visualization**

Explore the exciting world of 3D Computer Aided Design Visualization! AutoCAD 3D skills are highly marketable in the fields of Architecture, Product Design, Engineering, Surveying, Set design, Graphic Design, Airplane and Naval engineering. Learn how to use the 3D tools in AutoCAD to develop visualization images. **Prerequisite:** AutoCAD Level 1 or equivalent knowledge.

2.4 CEU | $629  
► 01W Woodbridge Campus  
  Mon, May 23 – July 25  6 – 9 pm  
  (No class May 30 or July 4)  
  Instructor: Michael Sherman, B. Architecture, MS Architecture, MCP, M. Strategic Studies

**Introduction to Revit®**

Revit® is used for the creation of three dimensional models, views, details, and construction documents for architectural projects. You will create architectural drawings and learn about plans, sections, elevations, and schedules. Also, explore the concepts behind Building Information Management (BIM). **Prerequisites:** An understanding of United States Architectural Drafting, wood and steel framing, and the use of Imperial units. Minimal computer skills required, CAD Experience is helpful but not required. **Textbook optional.**

Instructor: Mary Kadlubowski

2.4 CEU | $629  
► 01N Annandale, CED – 6th floor  
  Tue & Thu, June 7 – 30  6 – 9 pm  
► 02N Annandale, CED – 6th floor  
  Tue & Thu, July 12 – Aug 4  1 – 4 pm

**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, July 12 – Aug 4  6 – 9 pm  
  Instructor: Mary Kadlubowski

**Business Skills**

**ITIL® Foundation**

Prepare for the ITIL® Foundation exam, the most important certification for those working in IT Service Management. Learn how the ITIL® framework can be utilized to achieve IT business integration, control or reduce IT costs, and improve IT service quality. **Textbook required.**

2.1 CEU | $1,259  
► 01L Loudoun, Signal Hill  
  Mon & Wed, June 8 – July 27  6:30 – 8 pm  
  (No class July 4)  
  Instructor: Col Keith B. Shoates (USAF, Retired), PMP, ITIL, SA

**Information Technology Project Management**

See page 17 for course description.

0.7 CEU | 7 PDU | $329  
► 01L Annandale, CED – 6th floor  
  Tue & Thu, June 7 – 30  6 – 9 pm  
► 01M Manassas Innovation Park, 143  
  Mon, July 18  9 am – 5 pm

**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 foundations 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

Register online  [www.nvcc.edu/workforce](http://www.nvcc.edu/workforce)
Certifications & Prep

**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.

**Required Courses – Annandale:**
- CompTIA® A+ Essentials – Software Part 1, 16 hours (offered in fall 2016)
- CompTIA® A+ Essentials – Software Part 2, 16 hours (offered in fall 2016)
- CompTIA® A+ Essentials – Hardware Part 1, 16 hours
- CompTIA® A+ Essentials – Hardware Part 2, 16 hours

**Required Courses – Woodbridge:**
- CompTIA® A+ Essentials: Hardware, 32 hours
- CompTIA® A+ Essentials: Software, 32 hours

Total hours: 64

**CompTIA® A+ Essentials – Hardware – Part 1**
The focus of this course is PC hardware, including the installation, configuration and upgrading of PCs. Learn about safety and preventive maintenance, and how to correctly diagnose and troubleshoot PC problems. Each session includes lecture, demonstration, hands-on learning and testing. **Prerequisites:** Working knowledge of computer hardware and software. **Textbook required.**

ITEC 1782 | 1.6 CEU | $399

➤ 01N Annandale, CED – 6th floor
  Tue, June 21 – July 12 6 – 10 pm
  Instructor: David Campbell, MCITP, MCTS, A+, NET+, Security+

**CompTIA® A+ Essentials – Hardware – Part 2**
The focus of this course is PC hardware, including motherboards, processors, memory and printers. Also, learn about portable systems, basic networking and how to handle customers. Each session includes lecture, demonstration, hands-on learning and testing. **Prerequisite:** CompTIA® A+ Essentials – Hardware – Part 1 or equivalent experience. **Textbook required.**

ITEC 1783 | 1.6 CEU | $399

➤ 01N Annandale, CED – 6th floor
  Tue, July 26 – Aug 16 6 – 10 pm
  Instructor: David Campbell, MCITP, MCTS, A+, NET+, Security+

**CompTIA® A+ Essentials: Hardware**
Gain the foundations 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 | $799

➤ 01W Woodbridge Campus, WC 140
  Sat, June 4 – July 30 9 am – 1 pm
  (No class July 2)
  Instructor: Frank Lim, A+, NET+, Security+, ITIL v.3, 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 | $799

➤ 01W Woodbridge Campus, WC 140
  Sat, June 4 – July 30 2 – 6 pm
  (No class July 2)
  Instructor: Frank Lim, A+, NET+, Security+, ITIL v.3, MCP

**Cyber Security Certification Prep**
See page 28 for details.

**MCP • MCSA • MCSE Prep**
See page 35 for details.
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 network 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 | $699

- **01L** Reston Center, 314  
  Fri, June 24 – July 15 9 am – 4:30 pm  
  Instructor: Chola Chhetri, MSc., MS, Network+, Security+, CCSK

- **01N** Annandale, CED – 6th floor  
  Mon & Wed, June 27 – July 25 6 – 10 pm  
  (No class July 4 & 18)  
  Instructor: Kofi Mitchual, BA, A+, NET+, Security+, MCP

**NEW**

CompTIA® Cloud Essentials Cert Prep
Get prepared for the CompTIA® CLO-001 exam. Cloud Computing essential concepts will be addressed using interviews, research, videos and discussions. These venues will reinforce Cloud Computing’s adopting, operating, and governing criteria. This basic certification will enhance your resume and expand your IT horizons.

0.8 CEU | $229

- **01N** Annandale, CED – 6th floor  
  Wed, June 1 – 22 7 – 9 pm  
  Instructor: Ivan Calcano, Security+, Cloud Essentials

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.**

3.2 CEU | $799

- **01L** Reston Center, 314  
  Fri, July 22 – Aug 19 9 am – 4:30 pm  
  Instructor: Chola Chhetri, MSc., MS, Network+, Security+, CCSK

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 | $799

- **01N** Annandale, CED – 6th floor  
  Tue, June 14 – Aug 16 6 – 9 pm  
  Instructor: Paul Parker, BSCS, CCNA, CCAI

7 Ways to Get Your Company to Send You to a Course:

- **✓** Ask! A verbal request is often all it takes. An e-mail is even better.
- **✓** Show the catalog. Get them to read it. Attach it to your e-mail.
- **✓** Stress the benefits. Seminars can help you stay fired up and ready for new challenges.
- **✓** Emphasize the convenience. Why go out of town when quality training is available right here, including online courses?
- **✓** Compare the price! Your supervisor will be pleased to know that he/she is paying less and getting a lot.
- **✓** Highlight our 4 for 3 employer deal (see p. 19).
- **✓** Give them our website: www.nvcc.edu/workforce
Certifications & Prep

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 Networking & 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

► 21L Loudoun, Signal Hill
Sat, May 21
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.

0.6 CEU | $349

► 01L Loudoun, Signal Hill
Sat, June 18
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, June 4 & 5
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.

0.6 CEU | $349

► 01L Loudoun, Signal Hill
Sat, July 9
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.

0.6 CEU | $349

► 01L Loudoun, Signal Hill
Sat, July 23
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.

Registration begins April 6

See page 75 for more information.

Questions? Call 703-503-6300, or visit our website www.nvcc.edu/workforce
Computer Keyboarding for Beginners
It's time to stop the hunt and peck method. By learning to touch type using MS Word 2013 you can increase your job skills and decrease typing time. You will also learn and understand basic proofreading symbols used when editing documents.

2.0 CEU  |  $269
► 21M Manassas Innovation Park, 143
Mon – Fri, May 23 – 27  9:30 am – 2 pm
Instructor: Karen Szymanski

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
► 21L  Reston Center, 319
Wed, June 1  6:30 – 9:30 pm
Instructor: Jennifer Horton
► 21M Manassas Innovation Park, 143
Wed, June 1  9:30 am – 12:30 pm
Instructor: Karen Szymanski

Hidden Universes of Information on the Internet
This course is for the researcher/analyst who needs to efficiently find a wide variety of information located anywhere in the world. Learn about the Internet's information spaces, and how to fully search many “Hidden Universes” in the deep web.

0.6 CEU  |  $249
► 21L Loudoun, Signal Hill
Sat, May 21  9 am – 4 pm
Instructor: Russ Haynal

Computer & MS Office Skills Workshop for ESL
See page 70 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.

If you're interested in the program, you should attend a “TRiP” Orientation Open House. The next orientation sessions will be held on Wednesday, May 11, 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  Kofi Mitchual
dcampbell@nvcc.edu  kmitchual@nvcc.edu
703-323-3859  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.

Register online  www.nvcc.edu/workforce
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.

**Entry Level**

**Required Courses:**
- Cyber Jobs, Pathways & Clearances
- CompTIA® Network+ (see page 23)
- CompTIA® Security+ (see page 23)
- Certified Information Privacy Professional (CIPP/US®)
- Systems Security Certified Practitioner (SSCP®)

0.6 CEU | $229

<table>
<thead>
<tr>
<th>Session</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>01L</td>
<td>Loudoun, Signal Hill</td>
<td>Thu, May 19 – June 2</td>
<td>6 – 8 pm</td>
<td>John Dyson, CISSP, CISA</td>
</tr>
</tbody>
</table>

**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 hybrid format. The first class will meet in person. Remaining sessions are online.

1.8 CEU | $489

<table>
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<tr>
<th>Session</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>01L</td>
<td>Reston Center/Online</td>
<td>Wed, June 1 – July 6</td>
<td>6:30 – 9:30 pm</td>
<td>Montgomery Sibley, JD, Masters, Cyber Security Policy, CIPP</td>
</tr>
</tbody>
</table>

**Mid-Level***

**Required Courses:**
- All of the Entry Level courses
- Certified Information Security Manager (CISM®) (offered in the fall term) or Certified Information Systems Auditor (CISA®) (offered in the fall term)

2.4 CEU | $630

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<tr>
<th>Session</th>
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<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>01L</td>
<td>Loudoun, Signal Hill/Online</td>
<td>Tue, June 7 – July 26</td>
<td>6:30 – 9:30 pm</td>
<td>Rick Smith, CISSP, CISM, CCNA</td>
</tr>
</tbody>
</table>

**Advanced Level***

**Required Courses:**
- All of the Entry and Mid-Level courses
- Certified Information Systems Security Professional (CISSP®)

3.9 CEU | $1,079

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<tr>
<th>Session</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>01L</td>
<td>Reston Center</td>
<td>Tue &amp; Thu, July 19 – Aug 18</td>
<td>6 – 9:55 pm</td>
<td>Sayed Hussaini, PMP, CSM, ITIL, CISSP, CASP, Security+, CISA, CISM</td>
</tr>
</tbody>
</table>

**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. **Textbook required.** This course will be delivered in hybrid format. The first class will meet in person. Remaining sessions are online.

2.4 CEU | $630

<table>
<thead>
<tr>
<th>Session</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>01L</td>
<td>Loudoun, Signal Hill/Online</td>
<td>Tue, June 7 – July 26</td>
<td>6:30 – 9:30 pm</td>
<td>Rick Smith, CISSP, CISM, CCNA</td>
</tr>
</tbody>
</table>

**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.**

2.4 CEU | $630

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<thead>
<tr>
<th>Session</th>
<th>Date</th>
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<tr>
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<td>6:30 – 9:30 pm</td>
<td>Rick Smith, CISSP, CISM, CCNA</td>
</tr>
</tbody>
</table>

**Cyber Security & Privacy for Internet Users**

The Internet is a hostile environment. This session covers all the “best practices” and specific precautions Internet users should follow to protect their organization/computers from attacks and to help ensure their privacy. **Note:** This session is intended for Internet users; it is NOT a system administrator course.

0.6 CEU | $249

<table>
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<tr>
<th>Session</th>
<th>Date</th>
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<th>Location</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>01L</td>
<td>Loudoun, Signal Hill</td>
<td>Sat, June 11</td>
<td>9 am – 4 pm</td>
<td>Russ Haynal</td>
</tr>
</tbody>
</table>

**CyberWatch Security**

See page 36 for course description.

0.6 CEU | $249

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<tr>
<th>Session</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>01N</td>
<td>Annandale, CED – 6th floor</td>
<td>Sat, Aug 20</td>
<td>9 am – 4 pm</td>
<td>David Campbell, MCITP, MCTS, A+, NET+, Security+</td>
</tr>
</tbody>
</table>
Database Systems

CERTIFICATE

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
Approved for Veterans Benefits
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 30 for course description.

0.8 CEU $259
► 21N Annandale, CED – 6th floor
  Tue, May 17 – 24  6 – 10 pm
  Instructor: David Campell, MCITP, MCTS, A+, NET+, Security+
► 01L Reston Center, 319
  Tue & Wed, Aug 2 & 3  6 – 10 pm
  Instructor: Jennifer Horton

Access – Intermediate
See page 30 for course description.

1.2 CEU $389
► 01N Annandale, CED – 6th floor
  Tue, May 31 – June 14  6 – 10 pm
  Instructor: David Campell, MCITP, MCTS, A+, NET+, Security+
► 01L Reston Center, 319
  Tue – Thu, Aug 9 – 11  6 – 10 pm
  Instructor: Jennifer Horton

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, May 31 – June 30  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, Aug 9 – 25  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, VARRAYS, 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, July 5 – Aug 4  6 – 10 pm
  Instructor: Hung Vu, MS
GIS – Introduction to Geospatial Technology

Discover the power of GIS! Geographic Information Systems (GIS) lets us visualize, question, analyze, and interpret data to understand relationships, patterns, and trends. GIS can be applied to any business or organizational problem that requires a geographic decision. Get an introduction to GIS, Global Positioning Systems (GPS) and remote sensing components of Geospatial Technology and learn to use geographic location concepts to answer questions and solve problems. **Prerequisite:** Basic computer literacy.

2.4 CEU | $629

**Microsoft Office Boot Camp**

See page 31 for course description.

2.8 CEU | $559

- **01M** Manassas Innovation Park, 143
  - Mon – Fri, June 6 – 10: 9:30 am – 3:30 pm
  - Instructor: Karen Seymansi

**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 Windows.

0.8 CEU | $259

- **21N** Annandale, CED – 6th floor
  - Tue, May 17 – 24: 6 – 10 pm
  - Instructor: David Campbell, MCITP, MCTS, A+, NET+, Security+

- **01L** Reston Center, 319
  - Tue & Wed, Aug 2 & 3: 6 – 10 pm
  - Instructor: Jennifer Horton

**Excel Boot Camp**

Boost your productivity with Microsoft Excel 2013! You will learn to create and manage spreadsheets, enter, format, and analyze data. Discover the secrets to writing mathematical formulas. Explore tools and features that you will immediately put to use on the job.

1.2 CEU | $399

- **01L** Reston Center
  - Thu & Fri, July 21 & 22: 9 am – 4 pm
  - Instructor: Scott Wood

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.

0.35 CEU | $129

- **01N** Annandale, CED – 6th floor
  - Wed, Aug 17: 6 – 9:30 pm
  - Instructor: Veronica Ortiz, MOS

**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 | $389

- **01N** Annandale, CED – 6th floor
  - Tue, May 31 – June 14: 6 – 10 pm
  - Instructor: David Campbell, MCITP, MCTS, A+, NET+, Security+

- **01L** Reston Center, 319
  - Tue – Thu, Aug 9 – 11: 6 – 10 pm
  - Instructor: Jennifer Horton

**Comprehensive Introduction to MS Project**

See page 17 for course description.

0.7 CEU | 7 PDU | $329

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

**Publisher**

Get started with Publisher and learn to create stunning publications like a pro! Whether you are new to Publisher or looking to brush up your skills, we’ll start at the beginning and teach you everything you need to know.

0.6 CEU | $199

- **01W** Woodbridge Campus
  - Sat, Aug 20: 9 am – 4 pm
  - Instructor: Yvonne Hobbs, MS Certified Trainer

Nova’s Reston Center serves as an educational hub for Reston, Herndon, and surrounding neighborhoods by offering a variety of credit and Workforce non-credit programming. Convenient scheduling, free parking, and Metro accessibility make it possible for incumbent workers to build their career portfolio through credit and industry certification programs in high-demand fields such as Cyber Security, Java Programming, and Project Management.

Look for **M** throughout the catalog to find classes held at the Reston Center.
CERTIFICATE

Microsoft Office

You need top-notch skills to compete in today's job market. This certificate enables you to obtain the skills needed to begin a career, advance in a current position, or gain professional confidence in any work environment. You’ll not only explore the power of Microsoft Office but also gain valuable skills using Windows and Outlook.

Questions? Call 703-257-6630.

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

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

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

**IT & Computer Skills**

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**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 | $199

01L Reston Center, 319
Tue & Wed, July 12 & 13 6:30 – 9:30 pm
Instructor: Jennifer Horton

01M Manassas Innovation Park, 143
Sat, July 30 9 am – 4 pm
Instructor: Salvatore DeGennaro

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**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 | $199

01W Woodbridge Campus
Sat, June 25 9 am – 4 pm
Instructor: Yvonne Hobbs, MS Certified Trainer

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**PowerPoint – Intermediate**
Transform your presentation into a powerful means of communication! Learn how to add tables, charts, graphics, animations, sound and video, hyperlinks, and much more. Create a custom design theme and learn how to save a presentation so that it is truly portable. **Prerequisite:** PowerPoint – Introduction or a working knowledge of the topics covered in that class.

0.6 CEU | $199

01L Reston Center, 319
Tue & Wed, July 19 & 20 6:30 – 9:30 pm
Instructor: Jennifer Horton

01W Woodbridge Campus
Sat, Aug 13 9 am – 4 pm
Instructor: Yvonne Hobbs, MS Certified Trainer

---

**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 | $199

01N Annandale, CED – 6th floor
Mon & Wed, June 6 & 8 6:30 – 9:30 pm
Instructor: Veronica Ortiz, MOS

01A Alexandria Campus
Sat, June 11 9:30 am – 4:30 pm
Instructor: Tim Eichers

01W Woodbridge Campus
Sat, July 23 9 am – 4 pm
Instructor: Yvonne Hobbs, MS Certified Trainer

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**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 | $199

01N Annandale, CED – 6th floor
Mon & Wed, June 20 & 22 6:30 – 9:30 pm
Instructor: Tim Eichers

01A Alexandria Campus
Mon & Wed, June 27 & 29 6:30 – 9:30 pm
Instructor: Veronica Ortiz, MOS

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**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 | $199

01N Annandale, CED – 6th floor
Mon & Wed, June 6 & 8 6:30 – 9:30 pm
Instructor: Veronica Ortiz, MOS

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**Excel Boot Camp**
**Excel – The Power of PivotTables**
See page 30 for details.

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Parking on all campuses is free on weekends and weekdays after 4 pm in B (Student) lots only. Parking permits are not required at off-campus locations.

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Questions? NOVAWorkforceAnswers@nvcc.edu | (703) 503-6300
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, July 26 – 29 9:30 am – 4 pm
Instructor: Yvonne Hobbs, Certified QB ProAdvisor

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

► 01M Manassas Innovation Park, 143
Sat, June 4 9 am – 4 pm
Instructor: Yvonne Hobbs, Certified QB ProAdvisor

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.

Instructor: Brown Dixon, Certified QB ProAdvisor

2.8 CEU | $689

► 01M Manassas Innovation Park, 143
Tue & Thu, May 31 – July 14 7 – 9 pm
► 01L Loudoun, Signal Hill
Sat, June 4 – July 23 9 am – 1 pm
(No class July 2)

Adobe After Effects – Level 1
Learn the essential functions of After Effects including workspace, tools, panels, and menu options. Gain and understanding of the process for creating animations in 2D and 3D space. You will create graphic animations and visual effects on still images and video.

Prerequisites: Basic knowledge of Photoshop Layers, Illustrator graphics, and video timecode is recommended.

1.2 CEU | $399

► 01L Loudoun, Signal Hill
Mon & Wed, June 6 – 15 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. Prerequisite: Adobe After Effects – Level 1 or equivalent knowledge.

1.2 CEU | $399

► 01L Loudoun, Signal Hill
Mon & Wed, June 20 – 29 6:30 – 9:30 pm
Instructor: Jolita Rector
Adobe Photoshop – Level 1
See page 41 for course description.
Instructor: Jolita Rector
1.2 CEU | $399
► 01L Loudoun, Signal Hill
   Mon & Wed, July 11 – 20  6:30 – 9:30 pm
► 02L Loudoun, Signal Hill
   Mon & Wed, July 25 – Aug 3  6:30 – 9:30 pm

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
► 21L Loudoun, Signal Hill
   Sat, May 21  9 am – 4 pm
► 02L Loudoun, Signal Hill
   Fri, Aug 5  6:30 – 10 pm
   Sat, Aug 6  9:30 am – 1 pm

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 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, July 8 & 15  6:30 – 9:30 pm
   Sat, July 9 & 16  9:30 am – 12:30 pm
   Instructor: Robert Brown

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, June 10 & 17  6:30 – 9:30 pm
   Sat, June 11 & 18  9:30 am – 12:30 pm
► 02L Loudoun, Signal Hill
   Tue & Thu, Aug 9 – 18  7 – 10 pm

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
   Tue & Thu, July 5 – 14  7 – 10 pm
   Instructor: Robert Brown

“As a recent grad from George Mason University, the Workforce Development Digital Filmmaking Certificate program at NOVA has been a very instrumental part of my objective to go next level as a film maker. The coursework has offered a tighter focus on my direction and goals, with specific and relevant classes that give me the confidence to move forward.”

Natalie Johnson
Digital Video & Filmmaking Production Certificate graduate
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 and 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 and Configuring Windows Server 2012 R2 (Exam 70-410) (offered in a future term)
- Administering Windows Server 2012 R2 (Exam 70-411)
- 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, June 25 – July 23  9 am – 4 pm
(No class July 2 & 16)
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.

Instructor: David Campbell, MCITP, MCTS, A+, NET+, Security+

0.6 CEU  |  $269

► 01N  Annandale, CED – 6th floor
Fri, June 24  10 am – 4:30 pm
► 02N  Annandale, CED – 6th floor
Fri, Aug 12  10 am – 4:30 pm

Administering Windows Server 2012 R2 (Exam 70-411)

Learn how to install and configure Server 2012 to be a file server, a print server, a DHCP server, DNS, the Active Directory and more. You’ll learn how add, delete, and modify users, organizational units and groups in the Active Directory. You’ll also get prepared to take the first Server 2012 Exam 70-410 on the way to the MCSA certification.

Prerequisites: Working knowledge of XP Pro, Vista & Windows 7 or equivalent networking experience. Textbook required.

2.4 CEU  |  $699

► 01N  Annandale, CED – 6th floor
Fri, May 20 – June 17  10 am – 4:30 pm
(No class May 27)
Instructor: David Campbell, MCITP, MCTS, A+, NET+, Security+
Network Technician

Jumpstart your career with the Network Technician Certificate! Gain the skills needed to identify you as a network technician who knows all about TCP/IP and can troubleshoot any network with its tools. You'll be ready to apply for any networking job because you can demonstrate your ability to set up and maintain networks, computers, and printers for prospective employers.

Required Courses:
- Networking Essentials
- TCP/IP
- Windows 7, Configuration (70-680)
- CyberWatch Security

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.

TCP/IP 2016
See page 35 for course description.
1.8 CEU | $529
- 01N Annandale, CED – 6th floor 9 am – 4 pm
  Sat, June 25 – July 23
  (No class July 2 & 16)
  Instructor: David Campbell, MCITP, MCTS, A+, NET+, Security+

Windows 7, Configuration (70-680)
Get the skills needed to support Windows 7 in a corporate or small business environment. Learn everything you need to know to prepare for the 70-680 exam including: installing, upgrading, migrating and deploying Windows 7, as well as configuring hardware, applications, network connectivity, backup and recovery.

Prerequisites: Basic knowledge of PCs and the MS Windows operating system. Textbook required.

1.8 CEU | $529
- 01N Annandale, CED – 6th floor 9 am – 4 pm
  Sat, July 16 – Aug 6
  (No class July 23)
  Instructor: Kofi Mitchual, BA, A+, NET+, Security+, MCP

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 9 am – 4 pm
  Sat, Aug 20
  Instructor: David Campbell, MCITP, MCTS, A+, NET+, Security+

Cloud Technology
“The Cloud” is simply online space that you can use to store your data. It enables you to access files anywhere and at any time. Learn about cloud deployment and explore the security challenges associated with cloud technology.

0.4 CEU | $109
- 01M Manassas Innovation Park, 143 9 am – 1 pm
  Fri, June 10
  Instructor: Yvonne Hobbs, MS Certified Trainer

Seeking a Career in IT?
Consider NOVA’s “TRiP” Program. See page 27 for details.

CCENT & CCNA Prep
See pages 25 for details.

Veterans Education Benefits

Workforce Development Programs Approved for VA Benefits:
- Certified Clinical Med Assistant (CCMA) p. 43
- Federal Contract Management p. 8
- Project Management p. 16
- Human Resource Management p. 11
- Java Programming p. 21
- Nurse Aide (CNA) p. 45
- Oracle Developer p. 29
- Practical Nursing (LPN) p. 45
- TESOL p. 52
- Web Design - Specialist p. 41
- Wedding Coordinator p. 49

Weams Institution Search:
inquiry.vba.va.gov/weamspub/buildSearchInstitutionCriteria.do

Our institution is listed as: Northern Virginia Com. Col. Wrkforce, and the programs are listed under Non College Degree (NCD);

For information, please contact:
Vonzell Mattocks: vmattocks@nvcc.edu or 703-878-6144

Please contact any NOVA Workforce Development office to receive a copy of the Veterans Handbook of Policies and Procedures for NOVA Workforce Programs.
UNIX

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, June 1 – July 20 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

► 21L Loudoun Campus
Fri, May 20 6 – 10 pm
Sat, May 21 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, June 3 6 – 9 pm
Sat, June 4 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, June 10 6 – 9 pm
Sat, June 11 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, June 17 6 – 9 pm
Sat, June 18 9 am – 4 pm
Instructor: Hashem Anwari

CERTIFICATE

UNIX Boot Camp

LOUDOUN
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

Bundle & Save

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

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, Personal Interest: Pat Carrow – pcarrow@nvcc.edu
ACLI/ESL: Visit www.nvcc.edu/employment and search for ‘ACLI Instructor’
Web Development 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. 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.

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, May 18 – June 28

Photoshop – Level 2
Online  1.8 CEU  $189
► 01M Wed, June 29 – Aug 9

Photoshop – Level 3
Online  1.5 CEU  $159
► 01M Wed, May 18 – June 21

Photoshop – Level 4
Online  1.5 CEU  $159
► 01M Wed, June 29 – Aug 9

Lightroom
Online  1.8 CEU  $189
► 01M Wed, July 20 – Aug 24

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

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. Prerequisites: Basic understanding of your computer’s operating system and the Internet.

1.2 CEU  $399
► 01W Woodbridge Campus
Sat, June 4 – 11  9:30 am – 12:30 pm
Instructor: Debbi Rodgers

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
► 01L Loudoun, Signal Hill
Wed & Thu, June 22 – 23  6:30 – 9:30 pm
Instructor: Tae Oey

► 01A Alexandria Campus
Mon & Wed, July 6 & 11  6:30 – 9:30 pm
Instructor: Gerhard Treiber

Building Websites with WordPress®

Learn how to create your own website using WordPress®. Master the mechanics of a WordPress® site by creating and posting actual content, using various themes and plugins to integrate images and media into the site.

0.6 CEU  $199
► 01L Loudoun, Signal Hill
Wed & Thu, June 15 & 16  6:30 – 9:30 pm
Instructor: Tae Oey

► 01W Woodbridge Campus
Sat, July 16  9:30 am – 4:30 pm
Instructor: Debbi Rodgers
CERTIFICATE

Web Design – Fundamentals

ONLINE

Do you wish to better understand and increase you 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
• HTML5 & CSS3 – Level 2
• Adobe Dreamweaver – Level 1
• Websites with WordPress® Boot Camp

Adobe Photoshop – Level 1
See page 41 for course description.

Course details can be found at: vew.im/psL1

Adobe Illustrator – Level 1
Adobe Illustrator is the industry-standard application for vector graphics and illustrations. You will gain a solid overview of the Illustrator workspace, tools and panels, so that you can go on to create sophisticated artwork for virtually any medium. Course details can be found at: vew.im/iLL1. Prerequisites: Ability to locate, open, and save files in a Windows environment, be comfortable using a mouse.

HTML5 & CSS3 – Level 1
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). Course details can be found at: vew.im/h5c31. Prerequisites: You must have a thorough understanding of Windows, including the ability to create folders and locate, open, and save files.

Online | 1.2 CEU | $399
► 21W Tue & Thu, May 17 – 26 | 6:30 – 9:30 pm
Instructor: Faydra D. Fields, BA, Web Designer/Developer

NEW

NEW

NEW

Adobe Dreamweaver – Level 1
Adobe Dreamweaver is the industry-standard application for website and mobile app design. Gain a solid overview of the Dreamweaver workspace, tools and panels to have the application create HTML, CSS, JavaScript and forms with a few clicks of the mouse. Course details can be found 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 | 1.8 CEU | $599
► 01W Tue & Thu, July 12 – 28 | 6:30 – 9:30 pm
Instructor: Faydra D. Fields, BA, Web Designer/Developer

Websites with WordPress® Boot Camp
WordPress® is the most popular content management system (CMS) today. Come and understand the differences between WordPress.com and a self-hosted WordPress® site. You will learn about themes, plugins, hosting, MySQL databases, FTP, E-mail account creation, and WordPress® software installation. Course details can be found at: vew.im/bwwp.

Prerequisites: HTML5 & CSS3 Levels 1 & 2 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, Aug 2 – 18 | 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
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 for Mobile Layout
- Dreamweaver for Effective Web Design
- Photoshop for the Web
- Building Websites with Free Content Management Systems
- Web Design Studio
- HTML5 & CSS3 Web Frontiers

Recommended Electives:
- Introduction to JavaScript (offered in the fall term)
- Introduction to JQuery (offered in the fall term)
- Adobe Illustrator – Fundamentals (offered in the fall term)

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

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

CSS for 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.

1.2 CEU | $399

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

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

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

HTML5 & CSS3 Web Frontiers
Expand your skills in designing sophisticated web pages using the new CSS3 and HTML5 standards. Explore audio and video, forms, layered background images, more colors with gradients and transparency, plus animation techniques that can replace Flash. Prerequisites: Intro to Web Design and CSS for Mobile Layout or equivalent skills.

0.6 CEU | $199
Web Design & Development

CERTIFICATE

Web Design – Specialist

LOUDOUN

Approved for Veterans Benefits

This comprehensive program is structured for those who wish to become professional web designers. Coursework will concentrate on principles and theories of visual communication, as well as multimedia design and basic web development techniques. The courses in this program will give you hands-on exposure to cutting-edge web design software, and you’ll develop the wide array of skills needed to create a complete website. In the final course of the program, students will work independently to create a complete website incorporating the concepts and software covered in the program.

You should have basic knowledge in using either a Macintosh or Windows-based computer. All applications in this program are cross-platform, and can be taught/used on a Macintosh or PC. The computer system used in a specific course will depend on lab availability. All courses may not be offered every semester.

Required Courses:

- Web Design – Introduction
- Adobe Photoshop – Level 1
- Adobe Photoshop – Level 2
- Adobe Illustrator – Level 1 (offered in the fall term)
- Adobe Illustrator – Level 2 (offered in the fall term)
- Adobe Dreamweaver – Introduction
  (offered in the fall term)
- Adobe Dreamweaver – Intermediate
  (offered in the fall term)
- Adobe Animate - Introduction
  (formally Adobe Flash)
- Web Design for Designers – Advanced
  (offered in the fall term)

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
  Tue & Thu, June 7 – 9, 6:30 – 9:45 pm
  Instructor: Robert Brown

Adobe Photoshop – Level 2

Take your Photoshop skills to the next level! This course provides more advanced editing techniques including making precise selections, color corrections, and photo retouching. You’ll also work with animation and 3D. **Prerequisite:** Adobe Photoshop – Level 1 or equivalent Photoshop experience.

1.2 CEU | $399

- 01L. Loudoun, Signal Hill
  Mon & Wed, Aug 15 – 24, 6:30 – 9:30 pm
  Instructor: Jolita Rector

Adobe Animate - Introduction

Learn how to spice up your website and create interactive movies for the web using Adobe’s vector-based animation application.

1.2 CEU | $399

- 01L. Loudoun, Signal Hill
  Tue & Thu, June 7 – 9, 6:30 – 9:45 pm
  Instructor: Robert Brown

- 01N. Annandale, CED – 6th floor
  Mon & Wed, July 11 – 20, 6:30 – 9:30 pm
  Instructor: Jolita Rector

Web Design – Introduction

This comprehensive overview course introduces you to the fundamental techniques and principals involved in the planning, designing and production of websites.

0.65 CEU | $215

- 01L. Loudoun, Signal Hill
  Tue & Thu, June 7 – 9, 6:30 – 9:45 pm
  Instructor: Robert Brown

Enroll today!
# Healthcare & Dental

## Courses and Programs

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### Customized Healthcare Training

Contact us today to customize any of the healthcare courses in this catalog to meet the individual needs of your workforce, at your location or ours.

- **703–323–3281**
- **NOVA_customizedtraining@nvcc.edu**

---

“Fantastic instructor, comprehensive content, but right amount for refresher.”

ASN, ADN, LPN & RN Return to the Workforce student
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 & 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 and 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.

Career Certificates

Clinical Medical Assistant (CCMA)
Approved for Veterans Benefits

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. Upon successful completion of this program, students will be eligible to sit for the NHA Certified Medical Medical Assistant (CCMA) national certification exam.

14 CEU | $2,950
Clinical Ext | 16 CEU | 160 Hours

► 01L Loudoun, Signal Hill
Mon, Wed & Fri, June 6 – Aug 26 6 – 10 pm

► 01H Medical Education Campus
Tue & Thu, June 7 – Aug 18 6:30 – 10 pm
Sat, June 11 – 25, July 9 – July 30, Aug 6 & 13 9 am – 4:30 pm

Medical Administrative Assistant (CMAA)

This course prepares students to function effectively in many of the administrative and clerical positions in the healthcare industry. This program meets the necessary requirements to take the National Healthcareer Association (NHA) – Certified Medical Administrative Assistant (CMAA) exam. Textbook required.

5 CEU | $2,500

► 01L Loudoun, Signal Hill
Tue & Thu Aug 9 – 26 7 – 10 pm
Sat, Aug 13, 20 & 27 9 am – 1 pm

► 01H Medical Education Campus
Tue & Thu, July 5 – 28 7 – 10 pm
Sat, July 9 – 30 9 am – 12 pm

Medical 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 required.

5 CEU | $2,800

► 01L Loudoun, Signal Hill
Tue & Thu July 5 – 28 7 – 10 pm
Sat, July 9 – 30 9 am – 12 pm

Does your class have a required textbook?
Textbook information is available online.
www.nvcc.edu/workforce
When you complete this program, you will be eligible to sit for the Pharmacy Technician Certification Board’s PTCB Exam.

6 CEU | $1,655
Clinical Ext | 8 CEU | 80 Hours

<table>
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<tr>
<th>Course</th>
<th>Hours</th>
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<tr>
<td>Certified Clinical Medical Assistant</td>
<td>300</td>
<td>41L</td>
<td>$3,500</td>
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<tr>
<td>Dental Assisting</td>
<td>180</td>
<td>41L</td>
<td>$3,200</td>
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<tr>
<td>Medical Billing &amp; Coding w/Medical Administration</td>
<td>150</td>
<td>41L</td>
<td>$3,500</td>
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<tr>
<td>Pharmacy Technician</td>
<td>140</td>
<td>41L</td>
<td>$2,500</td>
</tr>
<tr>
<td>Physician’s Office Asst. w/ EMR</td>
<td>150</td>
<td>41L</td>
<td>$3,500</td>
</tr>
</tbody>
</table>

Online Only Courses

Electronic Health Record Management
41L | 100 Hours | $2,500

Medical Administrative Assistant
41L | 50 Hours | $2,500

Medical Billing & Coding
41L | 100 Hours | $2,800

Medical Terminology
41L | 20 Hours | $799

Questions? NOVAWorkforceAnswers@nvcc.edu | (703) 503-6300
Nursing

ASN, ADN, LPN & RN
Return to the Workforce
12 CEU | $1,900
► 01L Loudoun, Signal Hill
Fall 2016

Practical Nurse Program (LPN)
Approved for Veterans Benefits
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. Please contact lbeard@nvcc.edu to enroll.

Nurse Aide Preparation (CNA)
Approved for Veterans Benefits
Our comprehensive 120 hour program prepares you to provide direct care and services to clients in the acute care, outpatient care, or long term care settings. The course consists of 80 hours classroom and skills lab instruction and 40 hours of direct patient care in a skilled nursing facility. Upon successful completion, you will be eligible to sit for the Virginia Nurse Aide Competency Test (“State Board”).

Textbook required.
12 CEU | $1,400
► 01L Loudoun, Signal Hill
Didactic: Mon – Fri, June 27 – July 27 9 am – 3 pm
Clinical: Thu – Wed, July 14 – 20 7 am – 3:30 pm
► 01H Medical Education Campus
Didactic: Mon – Fri, June 6 – 21 8:30 am – 4 pm
Clinical: Wed – Thu, June 22 – 28 6:35 am – 3:15 pm
► 02H Medical Education Campus
Didactic: Mon – Fri, July 11 – Aug 3 8:30 am – 4 pm

Professional Development

Green Building Core Concepts and Strategies for Healthcare
This 26-hour online course introduces students to green design and operations concepts that are fundamental to LEED and as it relates to the healthcare industry. Textbook is included in tuition. Please email caitlinb@healthedtoday.com for more course information. To enroll please call 703-450-2551.

Online | 26 hrs | $855
► 41L Start anytime

Test Preparation

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, June 4, 18 & 25 9 am – 1 pm

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, July 2, 9 & 16 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, July 30, Aug 6 & 13 9 am – 1 pm

Healthcare & Dental courses are popular and fill quickly.

Enroll today!
Courses and Programs

Course Topics:
- Administrative Professional 47
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Certificates:
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- Spoken-Language Interpretation 49
- Wedding Coordinator 49
- Teaching ESL – TESOL 52

“I received an enormous amount of great information.”

Notary Public student
Effective Communication Skills for Administrative 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 communications skills so you can compete in our highly diverse and competitive workforce.

0.6 CEU | $129

► 01N Annandale Campus
Thu, June 9 & 16  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

► 01N Annandale Campus
Tue & Wed, July 5 – 13  6:30 – 8 pm
Instructor: Kemetia Foley, CAP-OM

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, May 17 – July 7  7 – 10 pm
(No class May 31, June 2 & 30)
Register by May 3 and pay only $630!
Instructor: Gloria Bonds, MS

NEW
Grammar Refresher
Improve your writing and speaking skills with this hands-on, interactive class. Get a review of the parts of speech, clauses, phrases, parallel structure, modifiers, punctuation and more! Tuition includes a course notebook with worksheets and exercises.

0.4 CEU | $149

► 01N Annandale Campus
Sat, July 23  9 am – 1 pm
Instructors: April Michelle Davis, MPS & Benjamin Davis, MS

NEW
Kick Start Your Job Search
Discover proven strategies to help you land the job you want. This interactive class provides a comprehensive approach that focuses on understanding today's hidden job market, online job boards, ATS (Applicant Tracking Systems), social media, and how recruiting and referrals work today. Leave with invaluable information on best practices for networking, interviewing, and writing a resume that distinguishes you from the competition.
Instructor: Edythe Richards, MA, MBTI®MP, GCDF

0.2 CEU | $65

► 01A Alexandria Campus
Thu, June 16  6:30 – 8:30 pm

► 02A Alexandria Campus
Thu, July 21  6:30 – 8:30 pm

Our website is frequently updated. Please check it for the latest course information.
www.nvcc.edu/workforce
If you have a strong desire to learn foundational coaching skills as conveniently as possible, you’ve come to the right place. This Coaching Certificate Program introduces you to the coaching core competencies and skills required to effectively coach others. After completing this introductory program, you will be able to facilitate an individual’s development and potential through the use of coaching best practices. In addition, you will be provided with coaching forms and templates to use in working with coaching clients, both within an organization and in private practice.

Completion of this certificate program normally takes two semesters. Certificates are also awarded for each course. To earn course certificates, and the overall program certificate, you must attend at least 90% of the scheduled class hours as well as complete all requirements set by the instructor. This program may be submitted for review as coach-specific training to apply for an ICF (International Coach Federation) Credential via the ICF Portfolio Path. These courses must be taken in the order listed below.

**Required Courses:**
- Introductory Coaching Clinic
- Coaching Essentials, Competencies & Practices
- Coaching Practicum
- Coaching Mastery

**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, May 16 – June 27 7:30 – 9:30 pm
  - (No class May 30)
  - Instructor: Rafael A. Fuentes, ASID

**Intermediate Interior Decoration & Design**
As you continue to expand your decoration and design skills, this course will familiarize you with key practices and techniques in the decoration process. You’ll learn how to prepare Design Directories, Design Briefs and Concept Boards, and expand your knowledge of different building components. **Prerequisite:** Basics of Interior Decoration & Design. **Textbook required.**

- 1.2 CEU | $349
- 01N Annandale Campus
  - Mon, July 11 – Aug 15 7:30 – 9:30 pm
  - Instructor: Rafael A. Fuentes, ASID
CERTIFICATE

Spoken-Language Interpretation

ANNANDALE – Offered in Fall 2016

The goal of this expanded program is to prepare bilingual individuals to be Qualified Interpreters in community, nonprofit and government service settings. It will also serve as a first step in meeting the requirements to become a Certified Interpreter. The focus is on interpretation techniques, not teaching foreign languages or translation skills. Course topics include: Interpreter’s Code of Conduct; fundamental skills necessary to interpret from one language to another; ethical challenges; vocabulary and terminology. Course completion requirements include: role-playing, homework and passing of a final exam. Prerequisites: A high level of oral and written proficiency in English as well as another language. Some college education in the non-English language is recommended. You must have e-mail, use MS Word and are encouraged to bring a laptop or tablet computer to class.

Required Courses:
• Foundations of Interpretation
• Fundamentals of Effective Interpretation
• Cultural Brokering & Ethics in Interpretation
• Glossary Building for Effective Interpretation
• Interpretation Services: Management & Maintenance

Wedding Coordinator

WOODBRIDGE:
Approved for Veterans Benefits

This program is designed for individuals who want to become professional wedding coordinators. You’ll learn about the many facets of wedding etiquette. Through lecture, discussion, and in-class activities, you’ll discover wedding traditions and current practices and gain expertise in managing the many details involved in wedding coordination. Individual courses may be taken without pursuing the certificate program. Vanessa Baldwin is a Certified Wedding Planner and specializes in Military Weddings. Questions? Call 703-878-5770.

Required Courses:
• Wedding Coordination, Introduction
• Weddings of Different Faiths & Cultures
• Wedding Planning Strategies
• Wedding Etiquette
• The Wedding Ceremony
• The Wedding Reception
• Wedding-Related Events & Business Practices

The Wedding Coordination, Introduction

Types of services, professional conduct and ethics, and the importance of professional experience and references will be addressed. Learn essential information about the wedding traditions and customs such as throwing rice, the wedding ring, wedding cake, bridal cake, bridal veil, wedding party attendants, and military weddings. Textbook required.

0.6 CEU  |  $139
► 01W Woodbridge Campus
Thu, May 19 – June 2 7 – 9 pm
Instructor: Antoinette Wilson

The Wedding Ceremony

Learn how to plan and execute the main wedding event. This course includes assignments to plan the details of a wedding ceremony, ceremony site set-up, music, order of the ceremony, and the rehearsal and itinerary preparation. Textbooks required.

0.4 CEU  |  $89
► 01W Woodbridge Campus
Thu & Tue, July 12 & 14 7 – 9 pm
Instructor: Demetria Thomas

The Wedding Reception

It’s time to get the party started! A memorable reception requires planning and attention to details: location, catering service, floor plans, decorations, wedding day requirements and timeline management. Textbooks required.

0.6 CEU  |  $139
► 01W Woodbridge Campus
Thu & Tue, July 26 – Aug 2 7 – 9 pm
Instructor: Felicia Engdahl

Add a Credential to Your Portfolio

Prove to employers that you have the right skills for the right job. Earn your Career Readiness Certificate (CRC) through NOVA. To schedule an appointment, call 703-323-3102.

NEW

Drones – Introduction to Unmanned Aircraft Systems

Get an introduction to Unmanned Aircraft Systems, often called drones, and Unmanned Aerial Vehicles (UAVs) and their operation. Learn about liabilities and legalities and how UAVs are being used in many job sectors such as security, agriculture, and commerce. Instruction includes actual flying of small drones indoors and simulation by a commercial pilot. **Textbook and purchase of small (Nano) drone required.**

1.5 CEU | $299

► 01W Woodbridge Campus
  - Tue, June 7 – July 5, 6 – 9 pm
  - Instructor: Robert D. Thompson, Jr.

Get Paid to Talk – Intro to Professional Voice Acting

Have you ever been told that you have a great voice? Explore the numerous aspects of voice-over work for television, film, radio, audio books, documentaries and the internet. Learn how to prepare the all-important demo, and how to be successful in this exciting field. Registration closes one week prior to class.

0.25 CEU | $75

► 01A Alexandria Campus
  - Thu, July 28 6:30 – 9 pm
  - Instructor: Voice Coaches

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

► 01N Annandale Campus
  - Wed, June 15 8 am – 5:30 pm

► 01M Manassas Innovation Park
  - Wed, July 20 8 am – 5:30 pm

► 02N Annandale Campus
  - Wed, Aug 17 8 am – 5:30 pm

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.
Licenses & Preparation

Notary Public Preparation
If you are a new or renewing notary, gain skills to authenticate documents, detect fraud, and be successful in a new career. You will be instructed on the legal and ethical requirements and duties of notaries and how to apply and receive notary commission from the Commonwealth of Virginia. Your instructor is a retired attorney.

0.3 CEU | $99
► 01M Manassas Innovation Park
Sat, June 25 9 am – 12 pm
Instructor: Paul Giles

Pre-Licensing for Life, Health & Annuities Insurance
Offered in conjunction with the Virginia Assn. of Insurance Agents. Frequent quizzes and exams are given to help you prepare for the Virginia state insurance licensing exam. Textbook and materials included in the tuition fee.

2.4 CEU | $345
► 01M Manassas Innovation Park
Mon – Wed, July 25 – 27 9 am – 6 pm
Instructor: Bryant Langham

Virginia Automobile Dealer Operator Licensing
The path to a dealer-operator license begins with this required two-day course, with the curriculum and instruction provided by the Virginia Independent Automobile Dealers Association. The course includes information on establishing the dealership under local zoning and Dealer Board requirements; understanding the sales process with its multitudes of forms, laws and regulations; opening and operating expenses; and a discussion on ethics. Course tuition is $325 if you register before June 28. Starting June 28, tuition increases to $375.

1.5 CEU | $325
► 01L Reston Center
Tue & Wed, July 12 & 13 8:30 am – 5 pm
Tuition increases to $375 on June 28.
Instructor: Pete Iaricci

Pre-Licensing for Property & Casualty Insurance
Offered in conjunction with the Virginia Assn. of Insurance Agents. Frequent quizzes and exams are given to help you prepare for the Virginia state insurance licensing exam. Textbook and materials included in the tuition fee.

2.4 CEU | $345
► 01M Manassas Innovation Park
Mon – Wed, June 27 – 29 9 am – 6 pm
Instructor: Bryant Langham

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 will be expected to obtain a DOT (Dept. of Transportation) physical card and a learner’s permit from the DMV (Dept. of Motor Vehicles).

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

NEW 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
► 01M 1st CDL Training Center of NOVA
Mon – Fri, May 16 – June 10 9 am – 5 pm
► 02M 1st CDL Training Center of NOVA
Sat & Sun, June 4 – Aug 14 9 am – 5 pm
► 03M 1st CDL Training Center of NOVA
Mon – Fri, Aug 1 – 26 9 am – 5 pm

NEW 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
► 01M 1st CDL Training Center of NOVA
Mon – Fri, May 16 – June 3 9 am – 5 pm
► 02M 1st CDL Training Center of NOVA
Sat & Sun, June 4 – July 30 9 am – 5 pm
► 03M 1st CDL Training Center of NOVA
Mon – Fri, Aug 1 – 26 9 am – 5 pm

Class schedules are subject to change. Please check our website regularly.
www.nvcc.edu/workforce
CERTIFICATE

Teaching ESL – TESOL

ALEXANDRIA, ANNANDALE, LOUDOUN, MANASSAS

Approved for Veterans Benefits

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. Students beginning the program in Summer will complete in the next semester.

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 Requirement: 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, June 4
  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, June 11
  9 am – 4 pm

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

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, June 18
  9 am – 4 pm
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, June 25 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, July 9 9 am – 4 pm

Teaching Grammar
Learn to teach English grammar in authentic and communicative ways.
0.6 CEU | $120
► 01N Annandale Campus
Sat, July 16 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, July 23 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, July 30 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.

Materials Adaptation
Learn how to make existing textbook materials more communicative and address students’ specific needs. (Required reading: chapter 8)
0.6 CEU | $120
► 01L Loudoun – Signal Hill
Sat, June 11 9 am – 4 pm

Culture as Course Content
Learn to incorporate cross-cultural activities in your English language teaching.
0.6 CEU | $120
► 01L Loudoun – Signal Hill
Sat, June 18 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
► 01M Manassas Innovation Park
Sat, June 25 9 am – 4 pm

Using Technology in ESL
Learn to incorporate technology as a way to engage students with the content in and outside of the classroom. (Required reading: chapter 8)
0.6 CEU | $120
► 01L Loudoun – Signal Hill
Sat, July 9 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
► 01M Manassas Campus
Sat, July 16 9 am – 4 pm

Are you interested in becoming a licensed K–12 teacher?
See our Career Switcher Program on page 50.

Teaching Vocabulary
Learn the best ways to teach one of the most important aspects of learning English: acquiring new vocabulary.
0.6 CEU | $120
► 01L Loudoun – Signal Hill
Sat, July 23 9 am – 4 pm

Tutoring Adult ESL Students
Learn to work individually with students, including conducting a needs assessment and tailoring lessons to address students’ needs.
0.6 CEU | $120
► 01M Manassas Innovation Park
Sat, July 30 9 am – 4 pm

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, Aug 6 & 7 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, Aug 13 9 am – 4 pm
Courses and Programs

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- Trades 56

Certificates:
- Welding Level II: Welding Fabricator 57

“Enjoyed the course. Great presenter! Very knowledgeable.”

Basic Contractor Licensing student
Continuing Education for Tradesmen

Online Courses

Tradesmen are required to take a pre-determined number of continuing education hours as part of the licensing process. Our courses are recognized by DPOR and the Virginia Board for Contractors.

Questions? Phone 703-257-6590.

To register, visit: www.nvcc.edu/workforce

License Preparation

Basic Contractor Licensing

Fulfill your pre-licensing education required by the VA Board for Contractors and DPOR. This overview of the laws and regulations that govern contractors practicing in Virginia will help you take Parts 1 and 2 of the contractor’s exams. The NASCLA book and Virginia Rules and Regulations are allowed in the open-book A and B exams. Textbook required.

Instructor: Jim Bateman, GMB, GRM, CGR, CAPS, CGP, CKD, CDB, CR

1.2 CEU | $229

► 01L Loudoun Campus
Sat, May 21, 28, & June 11 9 am – 1 pm
Instructor: Shankar Srivastava, NABCEP-Certified Instructor

► 02M Manassas Innovation Park
Sat, Aug 6 8 am – 5 pm

Green Building Core Concepts & Strategies for Healthcare

See page 45 for details.

License Preparation

Trade & Industry

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 to help promote the clean solar industry.

NEW Basics of Solar Energy

Gain an understanding of the fundamentals of renewable energy systems, with a focus on solar energy. We’ll cover the fundamentals of various components within a solar system, including grid-tied and off-grid systems, and the basics of solar panels, inverters and other components. Also included will be design and safety considerations, components of a solar PV design and the fundamentals of electrical wiring as per NEC. If you want to pursue a career in solar design and engineering, some technical knowledge is essential; but you do not need an engineering degree. This course not only aims to prepare you to join the solar industry but 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.

1.2 CEU | $299

► 01L Loudoun Campus
Sat, May 21, 28, & June 11 9 am – 1 pm
Instructor: Shankar Srivastava, NABCEP-Certified Instructor

NEW Solar Photovoltaic (PV) Sales

Are you passionate about interacting with people and want to present a clean energy solution? Do you want to help people achieve financial independence from electric bills? If you answered yes to these questions, this course is designed for you. 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 will 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.

1.2 CEU | $299

► 01L Loudoun Campus
Sat, July 9 – 23 9 am – 1 pm
Instructor: Shawn Fitzpatrick, Senior Solar Consultant

NEW Virginia Class A, B, or C Contractor Licensing

This course combines the Basic (8 hr) and Advanced (20 hr) Licensing courses into one. Satisfy your pre-licensing requirements and prepare for the business management exams required for Class A or B (Part 1-Va regulation, Part 2-General Business Management, and Part 3-Advanced Business Management). A portion of the class is dedicated to calculating margins and mark-ups and understanding the difference. Class A, B and C contractors will benefit from the shared real-world experiences, combined with the class material, to successfully and profitably run any type of contracting company. Textbook required.

2.4 CEU | $599

► 01M Manassas Campus
Sat & Sun, July 9, 10, 16 8 am – 5 pm
Instructor: Jim Bateman, GMB, GRM, CGR, CAPS, CGP, CKD, CDB, CR

Register online: www.nvcc.edu/workforce
NEW
IPC-A-610, Acceptability of Electronic Assemblies Certification Program (CIS)
The IPC-A-610, “The Acceptability of Electronic Assemblies,” is the most widely used inspection specification for the PWB assembly industry. Nine Modules will be covered. The requirements for certification are 70% on each exam. Upon successful completion, you will receive a Certified IPC Specialist Certificate. Exams fees are included in the tuition.

Textbook required.

2.8 CEU | $1,575

- 01L. Loudoun, Signal Hill
  Sat, Aug 6 & 13 9 am – 5 pm
  Tue & Thu, Aug 9, 11, 16 & 18 6 – 10 pm
  Certified Trainer: Mike Lipscomb

NEW

NATE Core Refresher
This NATE Prep course prepares students and installation technicians to pass the HVAC/R NATE and ICE certification examinations. Topics covered 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

0.6 CEU | $149

- 01W. Woodbridge Campus
  Sat, June 4 8 am – 2:30 pm

- 01M. Manassas Innovation Park
  Sat, July 23 8 am – 2:30 pm

NEW

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 covered 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 of HVAC field experience recommended. Textbook required.

Instructor: Adam Johnson

0.6 CEU | $149

- 01W. Woodbridge Campus
  Sat, June 11 8 am – 2:30 pm

- 01M. Manassas Innovation Park
  Sat, July 23 8 am – 2:30 pm

Winning & Keeping Customers Through Customer Service Skills
Discover how to build your business and reputation using 16 customer service skills that matter. Learn how to diagnose the cause of customer conflict by learning and practicing simple skills to turn a potential volatile customer interaction into a successful outcome for everyone. Success starts and ends with excellent customer service skills. Textbook optional.

Instructor: Buster Hash

1.0 CEU | $155

- 01W. Woodbridge Campus
  Sat, June 4 – 18 8:30 am – 12 pm
  Instructor: Buster Hash

NEW

Intro to Machine Shop Practices
This course is a study of the fundamentals. Emphasis is placed on shop layout, safety, laboratory procedures, measuring and basic machining operations, with attention given to machining practices at the introductory level and simple operations of machine shop tools and equipment. You’ll be assigned a project and learn how to read micrometers and dial calipers.

2.0 CEU | $255

- 01M. Manassas Campus, MT Bldg.
  Tue, May 24 – June 21 6 – 10 pm
  Instructor: Gary Phares

Parking on all campuses is free on weekends and weekdays after 4 pm in B (Student) lots only. Parking permits are not required at off-campus locations.
Become a Certified Welder

Our 20-hour program, offered in partnership with American Iron Works and taught by certified welders, trains you in Oxy-fuel gas cutting and shielded metal arc welding processes. Topics include: safety; welding equipment, materials and use; Oxy-fuel cutting, welding and proper use of a grinder; shielded metal arc welding. At the conclusion, you will take a practical exam for designation as a Certified Welder by the American Welding Society. All materials are provided, including: Welder’s hood and gloves, Welder’s fire retardant jacket and practical exam.

**Prerequisite:** Minimum age is 18, high school degree or equivalent, speak and read English at a high school level.

Instructors: American Institute of Welding (AIW)

2.1 CEU | $2,310 all inclusive

- **01M** American Iron Works, Chantilly  
  Sat, May 14 – June 4  
  9 am – 4:30 pm  
  (No class May 28)

- **02M** American Iron Works, Chantilly  
  Mon & Wed, May 16 – June 8  
  6:30 – 9:30 pm  
  (No class May 30)

- **03M** American Iron Works, Chantilly  
  Sat, June 11 – 25  
  9 am – 4:30 pm

- **04M** American Iron Works, Chantilly  
  Sat, July 16 – 30  
  9 am – 4:30 pm

CERTIFICATE

**Welding Level II: Welding Fabricator**

**Manasas (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 24 hours of instruction in MIG Welding (12 hours) and Pipe Welding (12 hours). 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**

We’ll focus on the interpretation and analysis of construction prints essential for the Metal Fabricator in the building and manufacturing process. Learn the basic purpose and makeup of construction prints, reading drawing notes, understanding drawing fractions, decimals and degree dimensions, identify the structural members used in industry, identify auxiliary views, identify sectional and detail views, identify the various welding symbols and abbreviations. The course will consist of lectures with hands-on print reading assignments. Instructional materials will be provided.

1.2 CEU | $484

- **01M** American Iron Works, Chantilly  
  Sat, July 16 & 23  
  9 am – 3:30 pm  
  Instructor: Donald Thomas

**Welding Fabricator**

This course is comprised of two 12-hour training modules: Metal Insert Gas (MIG) Welding and Pipe Welding. Each student will have his or her 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 competency testing with instructor.

2.4 CEU | $2,860 all inclusive

- **01M** American Iron Works, Chantilly  
  Sat, July 30 – Aug 20  
  9 am – 3:30 pm  
  Instructors: American Institute of Welding (AIW)

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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“Wow, this class was a great investment!”

Home Electricity 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 | $169
► 01A Alexandria Campus
Thu, July 7 – Aug 11 7 – 9 pm
Instructor: Clinton Parker

Quilting for the Beginner
Learn the basics of modern quilting techniques from a master quilter. These techniques include fabric selection, rotary cutting, machine quilting and binding. During the class, you’ll work on making your own quilted wall hanging or crib-sized quilt. A required supply list will be given out at the first session. Prerequisites: Some basic sewing skill and access to a sewing machine.

15 hrs | $195
► 01M Manassas Campus
Sat, May 24, June 4 & 18, July 16, 30
9 am – 12 pm
Instructor: Sharon Tindall

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 the 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.

Instructors: Ruth Roberts (Annandale); Ginger Hall (Manassas & Woodbridge)

4 hrs | $50
► 01N Annandale Campus
Sat, June 25 9:20 am – 1:30 pm
► 01W Woodbridge Campus
Fri, July 15 5:45 – 10 pm
► 02N Annandale Campus
Fri, July 29 1:50 – 6 pm
► 03N Annandale Campus
Fri, Aug 19 1:50 – 6 pm
► 02M Manassas Innovation Park
Sat, Aug 27 8:45 am – 1 pm

Tips for Buying & Selling a Home
Buying and selling a home can be a very rewarding and beneficial experience. Discover strategies that can be used in any market. Learn how to reach out to buyers or sellers, and how to negotiate for the best price and terms.

6 hrs | $135
► 01N Annandale Campus
Tue, June 7 & 14 7 – 10 pm
Instructor: Bruce McBarnette, JD

Landlord Tenant Law & Practice: Part 1
Be in compliance with 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
► 01M Woodbridge Campus
Sat, June 18 9 am – 12 pm
Instructor: Paul Giles, Retired Attorney

Landlord Tenant Law & Practice: Part 2
Establish your rights. Learn how to work with a tenant if problems arise, including the use and delivery of legal notices. Have your questions answered in class.

0.3 CEU | $99
► 01M Woodbridge Campus
Sat, June 18 12:30 – 3:30 pm
Instructor: Paul Giles, Retired Attorney

Dealing with Difficult People
Discover how to communicate effectively with family, friends, and in your workplace.
See page 14 for details.
**Home Electricity 1:**
**Wires/Boxes/Outlets**
Take the mystery and fear out of attempting small electrical repairs. Topics include: types and uses of electrical boxes and switches, outlets, new requirements for Ground Fault, Arc-Fault, child proof outlets, and why a particular electrical use requires a particular type/size wire. Your knowledge is reinforced through lecture, visual and hands-on learning.

3 hrs | $79

улM Manassas Innovation Park
Sat, May 21 9 am – 12 pm
Instructor: Paul Giles

**Home Electricity 3:**
**Breaker Box Basics**
The breaker box is the “starting point” of all electricity within your home. Topics include: basic electrical principles, components of the box, the service entrance cable, grounding bars and rods, tandem breakers and basic breaker functions, ground and arc fault breakers, panel box projects, and more. **Prerequisite:** 1 or equivalent knowledge.

3 hrs | $79

улM Manassas Innovation Park
Sat, June 4 9 am – 12 pm
Instructor: Paul Giles

**Home Electricity 2:**
**Hands-On Lights/Fans/Outlets**
Explore the basics of 110 Volt lighting, switches, and outlets by participating in wiring projects. Topics include: stripping and connecting wires, wiring a pull chain light, changing a single switch to a double or 3-way switch, installing a ceiling fan, recessed lighting, and individual home projects. All materials supplied. Bring any electrical tools you own. **Prerequisite:** I or equivalent knowledge.

3 hrs | $95

улM Manassas Innovation Park
Sat, May 21 12:30 – 3:30 pm
Instructor: Paul Giles

**Home Electricity 4:**
**Hands-On 220 Projects**
Conquer the basics. Projects include: from panel box to end of circuit, whole house surge protection, 3 and 4-prong clothes dryer circuits, oven circuits, water heater circuits with disconnect, 50 amp subpanel, and discussion of applications to your home projects. All materials supplied. Bring any electrical tools you own. **Prerequisite:** I or equivalent knowledge.

3 hrs | $95

улM Manassas Innovation Park
Sat, June 4 12:30 – 3:30 pm
Instructor: Paul Giles

**Home Electricity 5:**
**Hands-On Resolutions**
Light doesn’t work? Outlets dead? Broken lamp? Trouble charging your phone? Bring your own electrical testers, or use ours, to figure out why. **Prerequisite:** I or equivalent knowledge.

3 hrs | $95

улM Manassas Innovation Park
Sat, June 11 9 am – 12 pm
Instructor: Paul Giles

**My Estate: My Way**
With just a little forethought and easy steps, you can lighten the workload for family members in closing out the probate of your estate. It’s a good idea to know how it works and move beyond just having a will.

0.3 CEU | $95

улM Manassas Innovation Park
Sat, June 25 12:30 – 3:30 pm
Instructor: Paul Giles, Retired Attorney

**Italian Travel Seminar**
Have you started planning your trip to Italy? Join our informative seminar designed to help you craft an unforgettable trip! Bring your itinerary or wish list – because in just one day, your Italian fantasy could easily turn into a reality!

7 hrs | $99

улN Annandale Campus
Sat, May 21 9 am – 5 pm
Instructor: Sybil Haynes

**Basic Conversational Spanish – Level 1**
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 for Alexandria location.**

2.0 CEU | $225

улN Annandale Campus
Tue, May 17 – July 19 7 – 9 pm
Instructor: Felicita D. Blakeney, MS-Ed
(No textbook req.)

улA Alexandria Campus
Mon, May 16 – Aug 1 7:30 – 9:30 pm
(No class May 30 & July 4)
Instructor: Alex Belmonte, BS

**Basic Conversational Spanish – Level 2**
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 – Level 1. **Textbook required.**

2.0 CEU | $225

улA Alexandria Campus
Tue, May 24 – July 26 7:30 – 9:30 pm
Instructor: Alex Belmonte, BS

улN Annandale Campus
Thu, May 26 – July 28 7:30 – 9:30 pm
Instructor: Alex Belmonte, BS

Visit our website for up-to-date course offerings.
www.nvcc.edu/workforce
Motorcycle Training

Our affordable courses are co-sponsored by the Virginia Rider Training Program, DMV, and NOVA Workforce Development, and offered at the Alexandria and Loudoun campuses. Visit our website www.nvcc.edu/workforce for class information. Please note our motorcycle class refund policy on page 74. Questions? Call Alexandria 703-845-6280 or Loudoun 703-450-2551.

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.

Intermediate Skills Practice II
Practice what you were taught when learning to ride, using your own bike. Obtain a professional evaluation of your riding skills. There is no classroom work or formal testing. If you complete all of the exercises in either course, you will receive an MSF Course Completion Card. Prerequisite: Motorcycle license.

Advanced Rider Training
Learn further safety skills in the classroom and on the range. To arrange private group classes, call Claire Wynn: 703-450-2551. Prerequisites: Valid motorcycle license, providing your own motorcycle and equipment, proof of registration and insurance, and having accrued a minimum of 1,000 miles on the motorcycle you will be riding in class.

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, Personal Interest: Pat Carrow – pcarrow@nvcc.edu
- ACLI/ESL: Visit www.nvcc.edu/employment and search for ‘ACLI Instructor’
# Photography

## Photography – Basic
New to photography? Intimidated? Here’s your class. Learn how your camera works and what the buttons do, the lingo, and concepts. Afternoon field trips are included. Bring your SLR camera and manual to class.

Instructor: Matthew Randall

1.0 CEU | $215

- **01L** Loudoun Campus | Sat, June 4 & 11 | 10 am – 4 pm
- **01A** Alexandria Campus | Sat, June 18 & 25 | 10 am – 4 pm
- **01N** Annandale Campus | Sat, July 9 & 16 | 10 am – 4 pm

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## Photography – More Advanced
A deeper dive into the subject, we’ll explore techniques and ways to use your camera more creatively. Field trips allow you to gain practical experience with your classmates. Bring your SLR camera and manual to class. **Prerequisite:** Photography – Basic or instructor’s permission.

Instructor: Matthew Randall

1.0 CEU | $215

- **01L** Loudoun Campus | Sat, July 23 & 30 | 10 am – 4 pm
- **01A** Alexandria Campus | Sat, Aug 6 & 13 | 10 am – 4 pm
- **01N** Annandale Campus | Sat, Aug 20 & 27 | 10 am – 4 pm

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## Photography – Studio Portrait
Actors and models need headshots, and you’ll be in demand creating studio portraits for family and friends! Learn about lighting and what’s needed for a home or portable studio. Bring your camera - you’ll do an actual photoshoot! **Prerequisite:** Photography – Basic or instructor’s permission.

Instructor: Matthew Randall

0.5 CEU | $159

- **21A** Alexandria Campus | Sat, May 21 | 10 am – 4 pm

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## Photography I
Introduces fundamental techniques of digital camera operation. Explores creative and technical aspects of picture taking. Introduces Adobe Lightroom software for photographers. **Textbook required. This course is also offered for college credit: PHT 101. Phone: 703-878-5715.**

4.8 CEU | $515

- **01W** Woodbridge Campus | Tues, May 17 – Aug 2 | 10 am – 1:40 pm

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## The STRIVE Program
**Classes 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. All classes listed change in content each semester so students can participate regularly. Students will be required to cover the cost of entrance/activity fees. Each course includes highly recommended parent meetings.

### Conquer Your Daily Life Challenges for Purposeful Living
Boost your skills in navigating daily challenges such as shopping; travel (local, out-of-town and international); safe and productive email/Internet/social media/smartphone use; self-care, medical care and medical insurance; navigating the legal system (criminal and civil), and personal finance. Parent Meeting: Thu, July 7, 1:30 – 2:30 pm

1.2 CEU | $199

- **01N** Annandale Campus, CE 202 | Thu, June 30 – Aug 4 | 2:30 – 4:30 pm
  Instructor: Dr. Jeffrey Deutsch

### Transformative Therapeutic Art
Art and the process of creating can be therapeutic, transporting you from the stresses of your life. Discover ways to tap into your inner resources and experience the healing power of creativity. Classes will feature demonstrations as well as making your own personal creations. Tuition includes all course materials. Parent Meeting: Wed, July 6, 5:30 – 6:30 pm

12 hrs | $199

- **01N** Annandale Campus | Wed, June 29 – Aug 3 | 6:30 – 8:30 pm
  Instructor: Donna Reinsel, BA, BFA
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 Meeting: Mon, July 11, 6 – 7 pm

5 classroom sessions | 10 hrs | $165
► 01N Annandale Campus, CE 202
Mon, June 27 – Aug 1 7 – 9 pm
(No class July 4)
4 Sat Activities: July 9, 16, 23 & 30
Comm. Service Project: TBA
Instructor: Richard Stone

Personal Life Coaching – Part III

Life Coaching is an ongoing professional relationship that helps people produce extraordinary results in their lives, relationships, and careers. Through the process of coaching, people deepen their learning, improve their performance, and enhance achievement, fulfillment and quality of life. Parent Meeting: Fri, July 8, 2 – 3 pm

12 hrs | $199
► 01N Annandale Campus, CE 202
Fri, July 1 – Aug 5 12 – 2 pm
Instructor: Donna Reinsel, BA, BFA

iPad & Smart Phone 101

iPad and Smart Phone technology can be invaluable resources for students with learning disabilities, providing them with tools for independence and assisting them in improving a wide range of communication and social skills. Parents, teachers and therapists are encouraged to attend. Parent Meeting: Wed, July 6, 3 – 4 pm

12 hrs | $199
► 01N Annandale Campus
Wed, June 29 – Aug 3 4 – 6 pm
Instructor: Shavonne Noble, MA, MEd

Test Preparation

GRE Prep for Revised General Test

Get a comprehensive review of required verbal, quantitative and analytical writing skills. Refresh basic concepts, learn test-taking techniques and strategies, and practice with sample test questions. Includes computer-based pre- and post-tests and practice problems. Bring textbook to the first class session. Textbook required.

3.3 CEU | $665
► 01N Annandale, CED – 6th floor
Mon & Wed, May 16 – June 22
6:30 – 9:30 pm
(No class May 30)
Instructors: Amy Brenner, BA & Karla Mahoney, MS

Writing

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.

0.8 CEU | $119
► 01N Annandale Campus
Wed, June 1 – 22 7 – 9 pm
Instructor: Nina Sichel, 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
► 01N Annandale Campus
Tue, June 7 – July 26 7 – 9 pm
Instructor: Tracee L. Garner, Published Author

Effective Business Writing Made Easy

See page 15 for details.

NEW

Growing Up Global: A Guided Writing Program

Were you raised internationally? Were you an expat, an immigrant, a child who moved among countries? Guided writing sessions will explore the benefits and challenges of growing up global. Prompts will focus on themes of enrichment, estrangement, rootlessness and identity.

0.8 CEU | $119
► 01N Annandale Campus
Wed, June 1 – 22 7 – 9 pm
Instructor: Nina Sichel, Published Author & Editor

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 | $169
► 01A Alexandria Campus
Thu, May 26 – June 30 7 – 9 pm
Instructor: Clinton Parker, Experienced Filmmaker

Writing for the Fun of It

This relaxed and fun overview ranges from learning to think like a writer to publishing your work. Discussion and exercises reveal simple yet effective tools for placing and organizing your thoughts on paper, including a quick grammar and style review. Learn to choose the best form to convey your unique vision. On a project you’ll begin in class, learn to apply professional techniques that will elevate your writing to the next level.

1.4 CEU | $195
► 01W Woodbridge Campus
Sat & Sun, June 25 & 26 9 am – 5 pm
Instructor: Frank Milligan, Published Author
Online Courses

Continuing Education for Tradesmen
See page 55 for course information. Call 703-257-6630.

Healthcare E-Learning
See page 44 for course information. Call 703-450-2551.

Ed2go • UGotClass
Online Courses & Certificates
Contact the Annandale Workforce Development Office at 703-323-3168 for information.

Web Development & Web Design
See page 38 for course information. Call 703-257-6590 or e-mail clangguth@nvcc.edu.

The Income Tax School® Online Courses
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.

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June 14–28
July 12–26
Sept. 13–27
Oct. 4–18
Nov. 1–15

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Questions? NOVAWorkforceAnswers@nvcc.edu | (703) 503-6300
Ed2go Online Courses

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.

Summer 2016
Ed2go Online Class Start Dates:
01N – June 15
02N – July 13
03N – Aug 17

Some of the most popular courses include:
• Accounting Fundamentals
• Effective Business Writing
• MS Office Courses
• Speed Spanish
• Project Management Fundamentals
• Grammar Refresher
• Introduction to SQL
• Introduction to QuickBooks
• Writing Essentials

Looking for more online courses?
www.nvcc.edu/workforce
American Culture & Language Institute

English as a Second Language

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/.

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Morning, Evening, Saturday
Specialty Courses 70
TOEFL & Test Preparation, American Culture & Business

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

Connect with ACLI on Facebook
facebook.com/ACLIAlexandria
facebook.com/ACLIAnnandale
facebook.com/ACLILoudoun
facebook.com/ACLIManassas

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 52.
New Students

- Complete a MyWorkforce profile online at nvcc.augusoft.net (click on “Sign In”). An email address is required for this process. If you don’t have an email address, please contact any ACLI office.

- Take the ACLI ESL placement test. The test consists of a writing sample and an oral interview. Tests are given by appointment only. To make an appointment, contact the campus of your choice or 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).

  Bring a photo ID to the ACLI office 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 Registration Information

Register early because classes fill quickly!

You may register for classes any time before they begin. 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 payment options, see page 75.

ACLI office locations:

Alexandria Campus
  Bisdorf Building, Room AA 230
  5000 Dawes Avenue
  Alexandria, VA 22311
  703-845-6329     AL-ACLI@nvcc.edu

Annandale Campus
  Student Services Building, Room CA 114
  8333 Little River Turnpike
  Annandale, VA 22003
  703-323-3323     AN-ACLI@nvcc.edu

Loudoun Campus
  Signal Hill Building, 3rd floor (off-campus location)
  21335 Signal Hill Plaza
  Sterling, VA 20164
  703-450-2597     LO-ACLI@nvcc.edu

Manassas Campus
  Hoswmon Hall, Room MH 112
  6901 Sudley Road
  Manassas, VA 20109
  703-257-6536     MA-ACLI@nvcc.edu

Woodbridge Campus
  Seefeldt Building, Room 226
  15200 Neabsco Mills Road
  Woodbridge, VA 22191
  703-878-5770     WO-ACLI@nvcc.edu

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 72.

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 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 account 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 in the form of a check and mailed to you 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 74.

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 73.

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 http://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 73.
Intensive English Program

The Intensive English Program (IEP) is designed to prepare students for college at NOVA or at another American college or university. ACLI’s Summer Intensive English Program offers both new and current students an opportunity to improve in all areas of the English language. It challenges students in all levels of language proficiency to use and improve their oral and written communication skills. Course work includes academic skills such as conversation, listening comprehension, pronunciation, reading, writing, and grammar. In addition, we offer specialized courses like the TOEFL iBT, Business English, and American Culture.

New students must take the ACLI ESL placement test (an oral interview and a writing sample) before enrolling in classes. See page 67 for testing locations.

New F-1 students must enroll full-time to fulfill their visa requirements. New F-1 students attending the Intensive Summer Program at the Alexandria or Annandale Campus (10 weeks) are required to take two intensive courses, and new F-1 students attending the Intensive Summer Program at the Loudoun, Manassas or Woodbridge Campus (6 weeks) are required to take one intensive course.

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 | $1,470

► Alexandria Campus
  Mon – Fri, June 1 – Aug 12  10 am – 12:45 pm
► Annandale Campus
  Mon – Fri, June 1 – Aug 5  9:30 am – 12:30 pm
► Loudoun, Signal Hill
  Mon – Fri, July 6 – Aug 12  9 am – 2:30 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 | $1,470

► Alexandria Campus
  Mon – Fri, June 1 – Aug 12  10 am – 12:45 pm
► Annandale Campus
  Mon – Fri, June 1 – Aug 5  9:30 am – 12:30 pm
► Loudoun, Signal Hill
  Mon – Fri, July 6 – Aug 12  9 am – 2:30 pm

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 | $1,470

► Alexandria Campus
  Mon – Fri, June 1 – Aug 12  2 – 4:45 pm
► Annandale Campus
  Mon – Fri, June 1 – Aug 5  1:30 – 4:30 pm
► Manassas Campus
  Mon – Fri, July 6 – Aug 12  9 am – 2:30 pm
► Woodbridge Campus
  Mon – Fri, July 6 – Aug 12  9 am – 2:30 pm

Intensive 6 Writing Workshop

This intensive course focuses on developing academic and essay writing skills while improving grammar and developing vocabulary at the intermediate/advanced level. Students need a recommendation from ACLI staff or placement test referral to take this course.

12.5 CEU | $1,470

► Alexandria Campus
  Mon – Fri, June 1 – Aug 12  2 – 4:45 pm
► Annandale Campus
  Mon – Fri, June 1 – Aug 5  1:30 – 4:30 pm

Register early because classes fill quickly!
New students must take the ACLI ESL placement test before enrolling in classes. See page 67 for testing locations.

**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 and develop vocabulary acquisition skills. 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 | $430
- **Loudoun, Signal Hill**
  Tue & Thu, May 31 – Aug 23  7 – 9:35 pm
- **Woodbridge Campus**
  Tue & Thu, May 31 – Aug 23  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. *Course levels offered vary by location.*

6.0 CEU | $430
- **Alexandria Campus**
  Mon & Wed, June 1 – Aug 24  7:05 – 9:50 am
  Mon & Wed, June 1 – Aug 24  6:30 – 9:15 pm
- **Annandale, CED Building**
  Mon, Wed & Thu, June 6 – Aug 10  9:20 – 11:40 am
- **Annandale Campus**
  Mon, Wed & Thu, June 6 – Aug 10  7 – 9:20 pm
- **Loudoun, Signal Hill**
  Tue & Thu, May 31 – Aug 23  7 – 9:35 pm
- **Manassas Innovation Park**
  Tue & Thu, May 31 – Aug 23  7 – 9:35 pm
- **Woodbridge Campus**
  Sat, May 28 – Aug 27  8:30 am – 1 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. *Course levels offered vary by location.*

6.0 CEU | $430
- **Alexandria Campus**
  Tue & Thu, June 2 – Aug 23  7:05 – 9:50 am
  Tue & Thu, June 2 – Aug 23  6:30 – 9:15 pm
- **Annandale, CED Building**
  Mon, Wed & Thu, June 6 – Aug 10  9:20 – 11:40 am
- **Annandale Campus**
  Mon, Wed & Thu, June 6 – Aug 10  7 – 9:20 pm

**Grammar & Conversation**

**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 | $380
- **Manassas Campus**
  Sat, June 11 – Aug 27  9 am – 1 pm

**Pronunciation & Speech**

**Low Beginning – Low Intermediate**
These courses focus on increasing student awareness of the sounds of American English. Students practice English pronunciation with focus on rhythm, stress, and intonation. Students learn to evaluate their own speech in order to become more competent, self-assured speakers. *Course levels offered vary by location.*

3.0 CEU | $295
- **Loudoun, Signal Hill**
  Sat, June 4 – Aug 20  9 – 11:45 am
- **Woodbridge Campus**
  Fri, May 27 – Aug 19  9 am – 12:20 pm

**Vocabulary & Spelling**

**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. Individualized instruction will address the spelling challenges of speakers of specific languages.

4.0 CEU | $380
- **Annandale, CED Building**
  Mon & Wed, June 1 – Aug 10  9:20 – 11:30 am

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**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.
TOEFL & Test 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.

4.5 CEU | $430
► Annandale Campus
  Tue & Thu, June 2 – Aug 9  9:30 – 11:55 am

5.0 CEU | $455
► Loudoun, Signal Hill
  Mon & Wed, June 1 – Aug 17  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, including developing an outline and a thesis, time management, and essay revision. The course will also cover several other aspects of writing, such as advanced grammar and vocabulary, proper use of transitions, and complex sentence structure. This course would be helpful for any intermediate to advanced level student looking to improve their writing.

4.5 CEU | $430
► Annandale Campus
  Tue & Thu, June 2 – Aug 9  7 – 9:25 pm

TOEFL Mini–Workshop
1.0 CEU | $115
► Annandale Campus
  Sat, June 25 & July 9  9:30 am – 3 pm

Accuplacer 360 Online
• Get the skills to score high on the Accuplacer with this 4-week online course.
• Learn from the comfort of your home.
• Includes instructional videos, practice exams, discussion boards and online resources.
• Start anytime! Talk to an ACLI staff member about how to register.
• Recommended for students at the High Beginning level and higher.
Online | 1.0 CEU | $99
► Start anytime

American Culture & Business Courses

Business Communication
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, practice telephone calls, interviews, negotiations and meetings, and also prepare and deliver presentations. This course will focus on oral communication skills, but will also include writing assignments. (Recommended levels: intermediate – advanced)

4.5 CEU | $430
► Annandale Campus
  Tue & Thu, June 2 – Aug 9  7 – 9:25 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.

4.5 CEU | $430
► Annandale Campus
  Mon & Wed, June 1 – Aug 10  10 am – 12:25 pm

Creative Writing
Students in this course will experiment with different genres of non-academic writing: personal narratives, travel writing, journalism, retelling 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)

4.5 CEU | $430
► Annandale Campus
  Tue & Thu, June 2 – Aug 9  9:30 – 11:55 am

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.

4.5 CEU | $430
► Annandale Campus
  Mon & Wed, June 1 – Aug 10  7 – 9:25 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 and academic work.

1.0 CEU | $75
► Manassas Campus
  Sat, May 7, 14 & 21  9 am – 12:40 pm

Woodbridge Campus
Sat, May 7, 14 & 21  9 am – 12:40 pm
Workforce Professional Test Center Services

Email: workforceetestcenter@nvcc.edu  Website: 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.

Career Test Proctoring Services:
Industry certification and licensing examinations are available from the following vendors. We also support other private associations and businesses with proctoring services to meet their specific needs.

• Certiport
• Comira®*
• Kryterion®*
• NOCTI® Business Solutions
• Manufacturing Skill Standards Council (MSSC)
• Pearson Vue*
• ETS-Praxis®
• ACT WorkKeys®

Academic Test Proctoring Services:
Earn high school and/or college credit by completing exams from the following vendors or institutions other than NOVA.

• Distance Education
• CLEP
• DSST®
• GED®
• NOCTI Prior Learning Assessments
• NYU Foreign Language Proficiency Exams

English and Foreign Language Proficiency:
Demonstrate English or foreign language proficiency in over 50 different languages from the following vendors. May be used for academic credit or professional business objectives.

• ETS-TOEFL®
• NYU Foreign Language Proficiency Exams

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

Alexandria Campus, Bisdorf AA230
5000 Dawes Avenue
Alexandria, VA 22311
703-845-6280

Regional Center for Workforce Education & Training (WRC)
2645 College Drive
Woodbridge, VA 22191

*Not available at Alexandria location

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 or call 703-425-5245.
### Workforce Development, Campus & General Information

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<tr>
<th>Workforce Office Location &amp; Hours</th>
<th>Alexandria Campus</th>
<th>Annandale Campus</th>
<th>Loudoun Campus</th>
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<th>Medical Education Campus</th>
<th>Woodbridge Campus</th>
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<tbody>
<tr>
<td>Bisdorf Building – AA 230 5000 Dawes Avenue Alexandria, VA 22311</td>
<td>Ernst Community Cultural Center – CE 202 8333 Little River Trpk Annandale, VA 22003</td>
<td>Loudoun, Signal Hill (off-campus) 21335 Signal Hill Plaza Suite 300 Sterling, VA 20164</td>
<td>Manassas Innovation Park (off-campus) 9485 Innovation Drive, Room 140 Manassas VA 20110</td>
<td>6699 Springfield Center Drive, 210 Springfield, VA 22150</td>
<td>Seefeldt Building, WC 226 2645 College Drive Woodbridge, VA 22191</td>
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<tr>
<td>703-845-6280  Mon – Fri: 8:30 am – 5 pm</td>
<td>703-323-3168  Mon – Fri: 8:30 am – 5 pm</td>
<td>703-450-2551  Mon – Fri: 8:30 am – 5 pm</td>
<td>703-257-6630  Mon – Fri: 8:30 am – 5 pm</td>
<td>703-822-6523  Mon – Fri: 8:30 am – 5 pm</td>
<td>703-878-5770  Mon – Fri: 8:30 am – 5 pm</td>
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Office hours subject to change. For additional hours of operation, visit [www.nvcc.edu/workforce](http://www.nvcc.edu/workforce).

### Classroom & Off-Campus Locations

| Alexandria Campus | Annandale, CED 7630 Little River Trpk 5th & 6th floors Annandale, VA 22003 [www.nvcc.edu/annandale/maps.html](http://www.nvcc.edu/annandale/maps.html) Pender/Fairfax, Rm 121 3922 Pender Dr., Fairfax, VA 22030 [eli.nvcc.edu/directions.htm](http://eli.nvcc.edu/directions.htm) | Loudoun Campus 21200 Campus Drive Sterling, VA 20164 | Manassas Innovation Park 9485 Innovation Drive, Manassas VA 20110 | Medical Education Campus 6699 Springfield Center Drive Springfield, VA 22150 | Woodbridge Campus 2645 College Drive Woodbridge, VA 22191 |
| 5000 Dawes Avenue Alexandria, VA 22311 | | | | |

Loudoun Campus: Classroom locations are posted in the LR building main lobby.

Reston Center: Classroom locations are posted in the third floor lobby.

Manassas Campus: Classroom locations are posted on the website: [www.nvcc.edu/workforce](http://www.nvcc.edu/workforce)

Classroom locations are posted in the main corridor of the Medical Education Campus building and are also listed on the Room 210 door and on the TV monitor outside Room 210.

Classroom locations are posted on the bulletin board located at WC 226.

### Finding Classrooms

E-mail confirmations are sent to students after registration and include classroom location information.

Campus maps are available online: [www.nvcc.edu/alexandria/maps.html](http://www.nvcc.edu/alexandria/maps.html)

Annandale, CED: The entrance to this building is locked at 7 pm on weekdays, and is open 9 am - 1 pm on Saturdays. Location phone: 703-323-3102.

### 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.

The **Workforce Professional Test Center** will be opening soon at this location. For additional Test Center information, contact: [workforcetestcenter@nvcc.edu](mailto:workforcetestcenter@nvcc.edu).
### Workforce Development, Campus & General Information

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**Bookstore**

All required and optional textbooks are listed online [www.nvcc.edu/workforce](http://www.nvcc.edu/workforce) under the course descriptions. Books are available in the campus bookstore where the course is being held. You may also purchase your textbooks online at [nvcc.bncollege.com](http://nvcc.bncollege.com).

**Location & Hours**

- **Tyler Building, 104**
  - Mon & Tue: 9 am – 7 pm
  - Wed & Thu: 9 am – 5 pm
  - Fri: 9 am – 2 pm
  - 703-671-0043

- **CA Building, 2nd level**
  - Mon – Thu: 8 am – 8 pm
  - Fri: 8 am – 6 pm
  - Sat: 9 am – 2 pm
  - 703-323-3185

- **LR Building, 135**
  - Mon – Thu: 8 am – 7 pm
  - Fri: 8 am – 2 pm
  - 703-450-2589

- **Parrish Hall, 1st Floor**
  - Mon – Thu: 9 am – 7 pm
  - Wed & Thu: 9 am – 5 pm
  - Fri: 9 am – 2 pm
  - 703-368-8554

- **MEC, Room 117**
  - Mon – Thu: 9 am – 5 pm
  - Fri: 9 am – 2 pm
  - 703-822-6605

- **WB Building**
  - Mon & Tue: 9 am – 7 pm
  - Wed & Thu: 9 am – 5 pm
  - Fri: 9 am – 2 pm
  - 703-878-5774

**Students with Disabilities**

NOVA is committed to providing an accessible education and a supportive learning environment for all students, including those with documented disabilities. If you require special services or accommodation, you should contact the NOVA Counselor for Students with Disabilities at least 4 weeks prior to the start of class.

- Counselors are located in AA 194.
  - 703-933-1840

- Counselors are located on the first floor of the CA Building, Room 112.
  - 703-323-3200

  - 703-933-1840

- Counselors are located in LR 253.
  - 703-450-2590

- Counselors are located in MH 110.
  - 703-257-6610

- Counselors are located in Room 202.
  - 703-822-6633

- Counselors are located in WC 202.
  - 703-878-5760

**Parking**

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](http://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.

- **Parking Services: AA 189A**
  - Parking Services: AA 189A
    - 703-845-6499
  - Metered parking lot located at Campus Dr and Dawes Ave

- **Parking Services: CA 103**
  - Parking Services: CA 103
    - 703-323-4267
  - Multi-story parking garage (enter on level 1)

- **Annandale, CED: Free student parking**
  - Annandale, CED: Free student parking
  - 703-933-8374

- **Parking Services: LR 241**
  - Parking Services: LR 241
    - 703-450-2523
  - Metered parking available

- **Reston Center: Free student parking**
  - Reston Center: Free student parking

- **Loudoun, Signal Hill: Free student parking**
  - Loudoun, Signal Hill: Free student parking
  - 703-845-6280

- **Parking Services: MH 312**
  - Parking Services: MH 312
    - 703-257-6650
  - Metered parking available

- **Manassas Innovation Park: Free student parking**
  - Manassas Innovation Park: Free student parking

- **Parking Services: Room 204-A**
  - Parking Services: Room 204-A
    - 703-822-6688
  - Parking garage

- **Parking Services: WC 120**
  - Parking Services: WC 120
    - 703-878-5815
  - Metered parking available

**Veterans Benefits**

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:

- Vonzell Mattocks: [vmattocks@nvcc.edu](mailto:vmattocks@nvcc.edu) or 703-878-6144

You may also contact a campus representative:

- **Diana St. Amand-Campos**
  - veterans-al@nvcc.edu
  - 703-933-8374

- **Romulo Sarmiento**
  - rsarmiento@nvcc.edu
  - 703-323-3145

- **Gert Heslin**
  - nvheslg@nvcc.edu
  - 703-450-2583

- **Danae Erickson**
  - derickson@nvcc.edu
  - 703-257-6622

- **Denise Hitzeman**
  - dhitzeman@nvcc.edu
  - 703-822-6540

- **Angela Sawyer**
  - asawyer@nvcc.edu
  - 703-878-4636

**Senior Citizen Registration**

Read the complete Senior Citizen Enrollment Policy on page 74. Call between 2 – 4 pm only to check on course availability.

- 703-845-6280
- 703-323-3168
- 703-450-2551
- 703-257-6630
- 703-822-6523
- 703-878-5770
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 apply to the college to get a student ID number, 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 the WDD Office on any campus. 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 the Workforce Development Office on the campus offering the course you wish to attend. 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-Pitney Bowes, Manassas Innovation Park 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 the WDD Office at that campus a minimum of 4 calendar days before the course start date.

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: Refund requests must be made within 7 days of the first scheduled class session; see page 67.

American Heart Assoc. Courses:

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.

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.
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

30+ New Courses this Summer
Now is the perfect time to challenge yourself to learn a new skill, expand your knowledge, or boost your career. This summer you have over 30 new reasons to invest in your future. The question is, which course will you take first?

Business & Management
Accounting Fundamentals 7  Tax Tips for Starting & Operating a Business 7  Writing & Managing a Proposal 9  HR Management for Government Contractors 10  Interviewing for Jobs in the Proposal Field 10  How to Analyze a Solicitation & Create a Compliance Matrix 10  Writing Executives Summaries & Theme Statements 10  Resolving Conflict! 13  Dealing with Difficult People 14  Branding Theory & Workshop 14  Social Media Marketing Theory 14  Social Media Practical for Small Business & Entrepreneurs 15  Fundamentals of Project Management (OL) 16

IT & Computer Skills

Professional Education & Training
Grammar Refresher 47  Kick Start Your Job Search 47  Drones – Introduction to Unmanned Aircraft Systems 50  CDL “Class A” Training 51  CDL “Class B” Training 51

Trades & Industry

Personal Interest & Enrichment
Compare Your Daily Life Challenges for Pecuniary Living (SYNBE) 62  Growing Up Global: A Guided Writing Program 63

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

New Class
Class or certificate program includes core or revised content.

Enroll Today! Easy Ways to Register:

Online: www.nvcc.edu/workforce

This field 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  M – Manassas
N – Annandale  H – Medical Education
L – Loudoun  W – Woodbridge

In Person: Register at any Workforce Development office during office hours. Pay with check or cash at any campus Business Office. Credit card payments are not accepted in person. See Campus Information page #2 for office hours.

Mail: Complete the registration form below and enclose a check or money order payable to NVCC. 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. The fastest and most convenient way to register for classes is online. Using the new MyWorkforce online registration system is the fastest and most convenient way to register for classes.

Step 1: Create a New Profile or Sign In – If you are new to MyWorkforce, please create a new student profile. This is a one-time process and will provide you with your own personal, password-protected account. You must have an e-mail address to complete the profile. On your next visit to MyWorkforce simply sign in to your account.

Step 2: Locate classes – Browse all classes by category or search for a specific class by name. You also have the option to sort classes by location, instructor, price, and start class.

Step 3: Add classes to your “cart” & check out – To select a class for registration, click “Add to Cart.” If a class is full, you can add your name to the waiting list (if available). Once you’ve selected your classes, click “Checkout,” agree to the refund policy, and follow the directions to complete your registration with your VISA, MasterCard or American Express credit card. You will receive an e-mail confirmation within 24 hours.

If you need assistance, please call 703-555-6000 or e-mail NOVAWorkforceAnswers@nvcc.edu.

Workforce Development Vision & Mission: NOVA's Workforce Development programs and services help people of all ages and educational levels acquire new skills and improve or expand their job readiness or career readiness, ultimately leading to increased earnings and improved quality of life. Our vision is to develop a highly skilled and competitive workforce for the region, with a focus on key industry clusters. Our mission is to offer workforce education and training programs that meet the needs of employers and the region's workforce, providing access to quality education and training opportunities. We serve the business community and individuals to help member communities become more competitive and prosperous.

Enrollment Information:

Registration is continuous from April 6 throughout the summer semester and remains open until the course maximum is reached.

Get the course you want – register and pay for it early!

Office Use:  Date:  Time:  Initials:  75
1: to seek to attain or accomplish a particular goal
2: ascend, soar