

Workforce Development



Enhance your **Career.**
Enrich your **Life.**

Prince William Regional

www.nvcc.edu/wdce/pwregional

Manassas Campus 703-257-6630 • Woodbridge Campus 703-878-5770

Welcome to Workforce Development at NOVA's Prince William Regional Campuses.

We offer:

- Hundreds of classroom and online courses.
- Certificate programs, workshops and seminars.
- Customized training – Your site or ours?
- Instructors with real-world experience and credentials.
- In-depth, quality instruction.
- Easy registration – 24/7.

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Creating a Successful Business Plan
Essentials of Community Assoc. Management
Event Planning
Homeowner's Association Law: Basic & Advanced
How to Find & Write Grants
How to Get People to Do What You Want
How to Write Winning Resumes and Cover Letters
Implementing Configuration Management
Managing Stress & Maintain Self Esteem
Managing Your Public Speaking Anxiety
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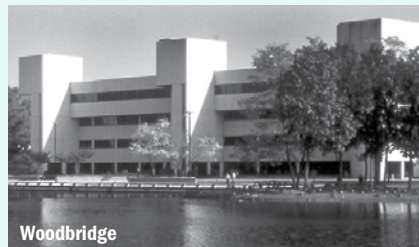
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Manassas



Woodbridge

Prince William County has the distinction of being served by two campuses of Northern Virginia Community College--the Manassas campus in the western part of the county and the Woodbridge campus in the eastern part. The Workforce Development units of both campuses are working as one regional unit to meet your workforce development and continuing education needs. No matter where you are located within Prince William County or the surrounding region, the regional workforce development team is here to assist you and your employees with professional development and lifelong learning. We invite you to explore what we have to offer. Feel free to contact us with any questions. We look forward to working with you!

Manassas Campus
6901 Sudley Road
Manassas, VA 20109
Phone: 703-257-6630

Woodbridge Campus
15200 Neabsco Mills Road
Woodbridge, VA 22191
Phone: 703-878-5770

Four Easy Ways to Register



See page 46 for complete information.

Registration is continuous throughout the fall semester.

Our classes are supported entirely through the fees paid by participants.

What is a CEU?

The Continuing Education Unit

CEU stands for Continuing Education Unit. CEUs are earned for participation in non-credit continuing education experiences. Please do not confuse “non-credit” with “audit” of courses in NOVA’s regular academic credit program.

The Continuing Education Unit was designed as a uniform unit of measurement to facilitate the accumulation and exchange of standardized information about individual participation in non-credit continuing education. You establish a permanent record of non-credit experiences that may be used to enhance your opportunities for personal and professional development.

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.

Business & Career Development

Become a Certified Bookkeeper



Working professionals, further your career by obtaining certification from the American Institute of Professional Bookkeepers. This course focuses on preparing you for the national Certified

Bookkeeper examination by helping you truly master the skills and knowledge required for certification. To become a certified bookkeeper, you need at least two years of working bookkeeping experience and must sign a written code of ethics. You may sit for the examination before your two years experience is completed. Certification can increase your earning potential, enhance your standing as a professional, and give you an edge in the competitive job market. Course material covers adjusting entries (accruals and deferrals), correction of accounting errors (including the bank reconciliation), basic book and tax depreciation, basic payroll (includes paying wages, withholding, reporting taxes, use of basic forms) and recording and costing out merchandise inventory, and internal controls/fraud prevention. Six workbooks are used, one for each of the six exam subjects. The CB exam is administered at Prometric Test Centers. Prerequisite: Bookkeeping experience. The required textbook, *Certified Bookkeeper Workbook Set*, is available in the campus bookstore.

Instructor: Ann Robinson
Tues., Aug. 30–Dec. 20, 6:30 p.m.–9:30 p.m.
17 Sessions, \$595 – 5.1 CEUs
Manassas Location: MIP 132 – ACCT 1936–01M

Creating a Successful Business Plan

Do you have a dream of owning your own business? Your first step is to develop a business plan that will enable you to focus on the steps necessary to establish and build a new business through financial support development, marketing/sales strategies, and proper management techniques for day to day operations. Dr. Payden manages his own successful consulting business. Prerequisite: none. The required textbook, *The Small Business Start Up Kit*, is available in the campus bookstore.

Instructor: Dr. Bryant Payden
Tues., Sept. 13–Oct. 18, 6:30 p.m.–9:30 p.m.
6 Sessions, \$490 – 1.8 CEUs
Manassas Location: TBA – BUSC 1894–01M

The Essentials of Community Association Management

This course is a comprehensive community association management course which provides a practical overview for new managers, an essential review for veteran managers, and an advanced course for board members. The Essentials of Community Association Management will cover: the legal documents and statutes that enable a community to operate; roles and responsibilities of managers, owners, committees, and the board; management ethics; developing and enforcing community association rules; the manager’s role in organizing, assisting, and conducting board meetings; the manager’s role in preparing the budget and funding reserves; effective assessment collections policies and procedures; effective risk management and insurance programs; methods for implementing and evaluating a maintenance program; and more. A 90-minute, multiple-choice examination is given at the end of class. The program is also offered at the Loudoun Campus. Call 703-450-2551 for information. Non CAI member tuition fee is \$445. Register by calling 703-257-6634. Purchase the required textbook in the Manassas or Loudoun Campus bookstore. Prerequisite: none. The required textbook, *The Essentials of Community Association Management*, is available in the campus bookstore.

Instructor: Nick Mazzarella
Tues., Sept. 20–Oct. 25, 6:30 p.m.–9:30 p.m.
6 Sessions, \$345 – 1.7 CEUs
Manassas Location: MIP 133 – BUSC 1664–01M

Event Planning

Are you interested in a new career as an event leader or want to successfully plan your next event? Discover and examine the five step process to successfully plan special events-- Research, Design, Planning, Coordinating, and Evaluation. An optional project will be assigned to provide practical and applied knowledge from in-class discussions. Discover the tools necessary in planning any event--from a corporate party to a family reunion. Your instructor is a professional events manager. Prerequisite: none. The optional textbook, *Special Events: The Roots and Wings of Celebration*, is available in the campus bookstore.

Instructor: Amanda Corrigan
Tues., Sept. 20–Oct. 11, 7:00 p.m.–9:00 p.m.
4 Sessions, \$199 – 0.8 CEUs
Woodbridge Location: FRE – BUSC 1735–01W

Homeowner's Association Law-Basic

This course provides an overview of the Virginia Property Owners' Association Act, including requirements of full disclosure of association actions and records, homeowner disclosure packets and rights of associations to pass and enforce regulations. Tuition includes all course materials. This class is taught by a retired attorney, with many years experience teaching both college and legal classes. Prerequisite: none.

Instructor: Paul Giles, Retired Attorney
Sat., Sept. 10, 9:00 a.m.-12:00 p.m.
1 Session, \$75 - 0.3 CEUs
Woodbridge Location:
WS 236 - LAWS 1918-01W

Homeowner's Association Law-Advanced

Continue to explore the association's right to set dues and special assessments, collect dues/assessments by garnishment sale of personal property, or by lien and foreclosure. Discussion of enforcement of association regulations by daily or one-time fines, will also be included. Prerequisite: none.

Instructor: Paul Giles, Retired Attorney
Sat., Sept. 10, 12:30 p.m.-3:30 p.m.
1 Session, \$75 - 0.3 CEUs
Woodbridge Location:
WS 236 - LAWS 1919-01W

How to Write Grants

Have you ever wondered how to start the grant writing process? If so, this course is for you. Discover how to take your mission, goals and objectives and turn them into effective statements for a proposal document or an application. The course will also help you organize your information so that it follows a logical pattern that enables your readers to make an informed decision. This course is designed for people who are new to grant writing. The instructor is a documentation specialist. Prerequisite: none. The required textbook, *Power for Purpose: Your Guide to Getting Grants*, is available in the campus bookstore.

Instructor: Shauna Brown
Tues., Oct. 4, 6:30 p.m.-9:30 p.m.
1 Session, \$85 - 0.3 CEUs
Manassas Location:
MIP 134 - COMM 1993-01M

How to Find Grants

Do you know that there are numerous strategies for identifying corporate, foundation and government grants? Discover multiple techniques for becoming aware of grantmaker listings. This course will also help you determine how to maximize your submission efforts. Some familiarity with submitting grant proposals and applications is encouraged. The instructor has served as a grant writer and coordinator, applied for, and successfully obtained several grants. Prerequisite: Familiarity with grant proposals. The required textbook, *Power for Purpose: Your Guide to Getting Grants*, is available in the campus bookstore.

Instructor: Shauna Brown
Tues., Oct. 18, 6:30 p.m.-9:30 p.m.
1 Session, \$85 - 0.3 CEUs
Manassas Location: MIP 134 - BUSC 1662-01M

Aviation

Airline/Aviation Training

Introduction to Flight Operations, Phase I

This 120-hour FAA approved classroom program provides instruction leading to the appropriate knowledge and skills needed in a variety of jobs and professions in Airport Operations, Airline Station (City) Operations, General Aviation Operations, Corporate Flight Operations, and promotion points for military personnel.
AERO 1915

Introduction to Flight Operations (Online instruction), Phase I

The same 120-hour FAA approved program described above, but all training is done online using the web-based Blackboard system.
AERO 1916

Advanced Flight Operations, Phase II

This 120-hour FAA approved program provides practical application of the knowledge and skills acquired in the Introduction to Flight Operations course. Prerequisite: Introduction to Flight Operations.
AERO 1917

Classes are now forming. Visit our website or phone the WD Aviation Department, 703-257-6633, for details.

“EXCELLENT. Shauna is very knowledgeable and a great communicator.”

—Student Evaluation/How to Write Grants

NEW!

How to Get People to Do What You Want—and Like It!

Have you ever wondered if there's a better way to get your customer to buy, or your teenagers to clean up their rooms, or to convince that special someone to call you? Learn fun and easy ways to communicate with and persuade others (without begging, arguing or whining) in a way that leaves you both feeling good. Have you ever wondered what you would attempt, if you knew you couldn't fail? Learn how to run your brain to create motivation, have confidence and take action. You'll learn basic Neuro-Linguistic Programming (NLP) and Neuro-Semantic skills that you can use in any situation: selling, negotiating, interviewing, coaching, conflict resolution, and business and personal relationships. Your instructor is a Certified Neuro-Linguistic & Programming Practitioner. Prerequisite: none.

Instructor: Sterling Harris
Mon., Sept. 12-26, 7:00 p.m.-9:30 p.m.
3 Sessions, \$99 - 0.7 CEUs
Woodbridge Location: FRE - PSYC 1603-01W

Implementing Configuration Management Within Your Organization

Configuration Management is a management process that identifies, reports and maintains integrity and control of your organization's systems and projects. This course will look at the five basic elements of configuration management: planning, identification, status accounting, auditing, and control. We will look at how the configuration management process enhances other processes, including project management, software development, and the budget process. Your instructor has over 25 years experience as a Certified Configuration and Project Manager. Prerequisite: none.

Instructor: Mark Shrader, PMP, MIS
Mon., Oct. 3-24, 6:30 p.m.-9:30 p.m.
4 Sessions, \$285 - 1.2 CEUs
Manassas Location: MIP 132 - BUSC 1677-01M

How to Write Winning Resumes and Cover Letters



Are you tired of writing endless applications and resumes, only to hear nothing back from your target company? Have you ever felt overwhelmed at the prospect of drafting yet another cover letter or resume for one more application? More than ever in today's marketplace, the key skills required to obtain employment cannot be overlooked. Learn how to write an outstanding resume and cover letter, how to market your life experience and bring added value to an employer. During this useful workshop, you will also have a chance to develop an Individual Action Plan and Personal Statement to act as a guidepost in your professional development. Prerequisite: none.

Instructor: Jennifer Chambers
Sat., Sept. 10, 9:30 a.m.-11:30 a.m.
1 Session, \$59 - 0.2 CEUs
Manassas Location: TBA - COMM 1802-01M
Instructor: Jennifer Chambers
Sat., Nov. 12, 9:30 a.m.-11:30 a.m.
1 Session, \$59 - 0.2 CEUs
Woodbridge Location:
WS 236 - COMM 1802-01W

NEW!

Manage Stress & Maintain Self Esteem

Some people experience failure or setbacks and manage to bounce back stronger than before, while others allow those same situations to stop them in their tracks. Self esteem is the quality identified by practically every top-level performer, from Donald Trump to Oprah Winfrey, as the critical key to success. High self esteem can be developed. Get rid of all the fears and "excuses" that have been holding you back. Learn the secret to handling that "nagging little voice" in your head that says you can't do it. You can achieve a core sense of self worth, learn to act in spite of fear, and believe in yourself! Your instructor is a Certified Neuro-Linguistic & Programming Practitioner. Prerequisite: none.

Instructor: Sterling Harris
Fri., Sept. 16-30, 7:00 p.m.-9:30 p.m.
3 Sessions, \$99 - 0.7 CEUs
Woodbridge Location:
WS 236 - PSYC 1808-01W

Parking Enforced 24/7 on Campus.

No permits needed at off-campus locations. See page 47 for details.

Managing Your Public Speaking Anxiety

Whether you're giving a speech at a wedding, at a conference, or in a college classroom, there are strategies that you can use to give yourself a leg up when it comes to managing anxiety. Fear of public speaking is one of the most commonly reported social fears. Learn techniques in public speaking and networking that will help you overcome anxiety and become an effective networker and communicator. You will have an opportunity to present to an audience and practice the techniques you have learned. Prerequisite: none.

Instructor: Jamie Gorman

Tues., Oct. 4–25, 6:45 p.m.–9:45 p.m.

4 Sessions, \$355 – 1.2 CEUs

Woodbridge Location: FRE – COMM 1991–01W

Are you looking for additional learning and growth opportunities?

NOVA's Annandale Campus has a variety of courses and certificates including:

- Technology Retraining Internship Program (TRiP)
- Operations Management Consulting
- Interior Decoration Certificate
- Project Management Certificate
- Classes for Students with Learning Disabilities
- Test Preparation: SAT, GRE, GMAT, PMP & CAPM
- Speed Reading & Reading Comprehension
- Virtual Gastric Band Hypnosis for Weight Loss

For details and assistance, visit our website at: www.nvcc.edu/wdce/annandale or call 703-323-3168.

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. Prerequisite: none.

Instructor: Thomas Gentile, Practicing Attorney
Mon., Oct. 10, 6:45 p.m.–9:45 p.m.

1 Session, \$95 – 0.3 CEUs

Manassas Location: MIP 133 – LAWS 1910–01M

Instructor: Paul Giles, Retired Attorney
Sat., Sept. 17, 9:00 a.m.–12:00 p.m.

1 Session, \$95 – 0.3 CEUs

Woodbridge Location:

WS 236 – LAWS 1910–01W

Paralegal Studies: Fundamentals

Are you looking for a new career? Paralegals, also called legal assistants, support lawyers by performing many of the same tasks as the lawyers for which they work. Typical duties include: researching case facts, scheduling meetings, hearings, and trials, identifying relevant case law, writing recommendations on the disposition of cases, preparing trial documents such as motions, pleadings and legal memoranda, organizing and keeping track of case documents, being present to assist lawyers while in court, and drafting other legal documents such as contracts, mortgages, living wills, trust funds and separation agreements. Paralegals may also coordinate the activities of other staff members, handle administrative tasks and manage accounting. This class is geared toward employment in Virginia but the District of Columbia and Maryland will also be addressed. A total of 16 hours of training in class plus an additional 16 hours of home study is required. Upon successful completion of the class, you may be able to obtain work as an entry level paralegal in the \$30,000 salary range and will receive a certificate from NVCC and 1.6 CEUs. Your instructor is a practicing attorney. Class includes a visit to the Prince William County Law Library in Manassas. Prerequisite: Basic computer skills and a high school diploma or GED. The required textbook, *Intro. To Law & Paralegal Studies*, is available in the campus bookstore.

Instructor: Constance Bourne, JD, CSA

Mon. & Wed., Sept. 7–Oct. 3

7:00 p.m.–9:00 p.m.

8 Sessions, \$395 – 1.6 CEUs

Manassas Location: MIP 134 – LAWS 1904–01M

NEW!

Law Office Management for Paralegals

Are you looking to add industry level hands on training to your current paralegal experience? If so, Law Office Management for Paralegals is the second class in the Paralegal Studies Program. Paralegals, also called legal assistants, support lawyers by performing many of the same management tasks as the lawyers for which they work. Typical duties include: performing basic administrative tasks in the office, invoicing clients, answering the phone, drafting legal correspondence, conducting legal research, attending clients' meetings and taking notes for the attorneys, running office errands, filing legal papers with the court under attorney's supervision and attending law firm's networking meetings when needed. Law Office Management may also include staff management, controlling office expenses, office inventory, and facilities management. This class is geared toward employment in Virginia but general issues relevant to all states will be addressed. A total of 16 hours of training in class plus an additional 16 hours of home study is required. Upon successful completion of the class, you may be able to obtain work as an entry level paralegal in a competitive salary range and will receive a certificate from NVCC and 1.6 CEUs. Your instructor is a local practicing attorney. The class may include a visit to an actual law office. Previous work in a law firm or a Paralegal Studies Fundamentals class is suggested but not required. Prerequisite: Basic computer skills and a high school diploma or GED. The required textbook, *Law Office Management for Paralegals*, is available in the campus bookstore.

Instructor: Constance Bourne, JD, CSA

Mon. & Wed., Oct. 10–Nov. 2

7:00 p.m.–9:00 p.m.

8 Sessions, \$395 – 1.6 CEUs

Manassas Location: MIP 134 – LAWS 1946–01M

Classroom Designations and Locations

FRE: Freedom High School, Woodbridge

MC: Colgan Hall, Manassas Campus

MH: Howsmon Hall, Manassas Campus

MIP: Innovation Park Center, Manassas

WS: Seefeldt Building, Woodbridge Campus

Successful Small Business Management

You need tools to operate your own successful small business, which include managing financial resources, business planning, effective marketing and sales techniques, correct organizational form for effective human resource management and law, insurance and tax strategies to improve the bottom line. Dr. Payden manages his own successful consulting business. Prerequisite: none. The required textbook, *Starting a Successful Business*, is available in the campus bookstore.

Instructor: Dr. Bryant Payden

Tues., Nov. 1–Dec. 6, 6:30 p.m.–9:30 p.m.

6 Sessions, \$490 – 1.8 CEUs

Manassas Location: MIP 134 – BUSC 1964–01M

Writing as a Business Tool



Every business communication you send impacts the image of your organization. Refresh your understanding of the rules of proper punctuation and basic grammar. Learn to enhance your techniques for making letters, short reports, memos, and emails clearer and more effective. Prerequisite: none.

Instructor: Frank Milligan

Fri. & Sat., Sept. 16 & 17, 10:00 a.m.–5:00 p.m.

2 Sessions, \$220 – 1.2 CEUs

Woodbridge Location: TBA – COMM 1913–01W

Looking for a New Career?

Aircraft Dispatcher

Contractor Licensing

Dental Orthodontic Assistant

Dental Terminology and Procedures

Emergency Medical Technician

Food Safety Manager

How to Write Grants

Notary Public Preparation

Paralegal Studies

TESOL/TESL (Teaching English)

Web Developer

Wedding Coordinator

Consult the course descriptions in this brochure.

Federal Contract Management Certificate

Woodbridge

This program is designed for any business person thinking about or currently conducting business with the Federal Government. It 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. Individual courses may be taken without pursuing the certificate program.

All required courses and electives are approved for VA benefits.

All courses listed below are not offered every semester.

Required Courses:

- Contracting I: Introduction
- Contracting II: The Federal Solicitation, Bid and Proposal Process
- Contracting III: Proposals & Costing of Federal Procurements
- Contracting IV: Contract Performance & Management
- Contracting V: Contract Closeout

Electives: (Choose two)

- The Federal Acquisition Regulation
- Marketing to the Federal Government
- Statements of Work
- Writing as a Business Tool

For further information, call 703-878-5770.

Contracting I: Introduction

Discover how federal agencies post, evaluate and award contracts to private businesses, beginning with an overview of the contracting process. You will also explore basic regulations and laws, types of contracts, proposals and cost schedules and the submission and evaluation process. Prerequisite: none. The [required textbook](#), *Federal Contracting Made Easy*, is available in the campus bookstore.

Instructor: Paul Holbert

Tues. & Thurs., Sept. 20-29

7:00 p.m.-10:00 p.m.

4 Sessions, \$275 - 1.2 CEUs

Woodbridge Location: FRE - BUSC 1835-01W

Contracting II: Federal Solicitation, Bid & Proposal Process

You will continue to explore the Federal procurement process, including the important government Statement of Work (SOW), the Request for Proposal (RFP), how documents are posted for solicitation, and the bid and proposal process. Prerequisite: Contracting I: Introduction. The [required textbooks](#), *Federal Acquisition* and *Federal Contracting Made Easy*, are available in the campus bookstore.

Instructor: Paul Holbert

Tues. & Thurs., Oct. 25-Nov. 3

7:00 p.m.-10:00 p.m.

4 Sessions, \$275 - 1.2 CEUs

Woodbridge Location: FRE - BUSC 1836-01W

Contracting III: Proposals & Costing of Federal Procurements

Provides practical application by developing a brief response proposal and project cost based on a Request for Proposal (RFP) posted on the Government Point of Entry (FedBizOps). Spend three sessions examining the proposal preparation process and the final session learning how projects are priced. Prerequisite: none. The [required textbooks](#), *Federal Contracting Made Easy* and *Federal Acquisition*, are available in the campus bookstore.

Instructor: Paul Holbert

Tues. & Thurs., Nov. 8-17, 7:00 p.m.-10:00 p.m.

4 Sessions, \$275 - 1.2 CEUs

Woodbridge Location: FRE - BUSC 1837-01W

Contracting IV: Contract Performance & Management

This course takes you through the requirements of performing the contract and invoicing the government for payment. Prerequisite: none. The [required textbooks](#), *Federal Contracting Made Easy* and *Federal Acquisition*, are available in the campus bookstore.

Instructor: Paul Holbert

Tues. & Thurs., Dec. 6-15, 7:00 p.m.-10:00 p.m.

4 Sessions, \$275 - 1.2 CEUs

Woodbridge Location: FRE - BUSC 1886-01W

Contracting V: Contract Closeout

Learn how to complete the contract, submit final invoices, maintain required documents and review the government's contractor performance and evaluation forms. Prerequisite: none.

Instructor: Paul Holbert

Tues. & Thurs., Sept. 6-15

7:00 p.m.-10:00 p.m.

4 Sessions, \$275 - 1.2 CEUs

Woodbridge Location: FRE - BUSC 1887-01W

Statements of Work

The Statement of Work (SOW) is the starting point of every federal contract. This course will help you gain a general understanding of the importance of the SOW, the types and formatting of SOWs and the common problems encountered when writing the required documents.

Prerequisite: none.

Instructor: Paul Holbert

Tues. & Thurs., Oct. 11-20

7:00 p.m.-10:00 p.m.

4 Sessions, \$275 - 1.2 CEUs

Woodbridge Location: FRE - BUSC 1559-01W

Project Management Certificate

Manassas

This program provides you with project management skills that you can apply immediately to your work situation, helping your organization meet its internal and external challenges. These courses use the latest version of the Project Management Institute's (PMI) Body of Knowledge (PMBOK version 4, 2008). You will gain knowledge of the five basic process groups (Initiating, Planning, Executing, Controlling, and Closing). The courses address in detail the following process areas: planning; integration management, scope management, time management, cost management, quality management, human resource management, communication management, risk management, and procurement management. The Continuing Education Units (CEUs) and Professional Development Units (PDUs) awarded for the Project Management Certificate courses satisfy the educational requirements to sit for both PMI project management certification exams. The classes offered by NOVA fall under PMI's Category 4 designation. The required six courses are:

- Fundamentals of Project Management
- Developing and Managing a Dynamic Team
- Effective Process Definition and Metrics
- Project Management Communications
- Quality Management and Assurance
- Risk and Change Management

Additional required courses will be added in future semesters. All of the required courses are currently offered at the Annandale and Loudoun campuses and are approved for VA benefits.

For further information call 703-257-6590.

Fundamentals of Project Management

With limited resources and tight schedules, businesses find that focusing on project management discipline is a crucial success factor for delivering projects on time, within budget, and in conformance to customer requirements. Managing projects effectively requires a structured approach to the planning and disciplined follow-through that are key factors to the success of any project. This course reviews the standard phases of a project, explains terminology used in the project management arena, and covers the proven set of processes in use by project management professionals worldwide for projects of all sizes. Participants also review effective strategies to lead a project team and manage a project using these methods and tools. Prerequisite: none.

Instructor: Michael Van Dyke, PMP

Thurs. & Fri., Oct. 6 & 7, 9:00 a.m.-5:00 p.m.

2 Sessions, \$535 - 1.4 CEUs/14 PDUs

Manassas Location: MIP 132- BUSC 1557-01M

NEW!

Risk & Change Management

Change is to be expected in today's business environment, but unmanaged change is chaos. Likewise, a project must identify and address risks, or be forced into a reactionary mode. Understanding how to handle changes and risks, and how they are related, is both an art and a science. A good project manager must have the tools necessary to identify, quantify, measure, and report on all aspects of a project, including these unknowns. This course embraces not only the technical aspects of risk and change, but also the people aspect. Technical topics include risk identification and assessment, risk response development and control, configuration management, and change control, including change verification and baseline control. Personnel topics include acknowledging change, understanding how people find change stressful, timely updating of policies and procedures to reflect change, and ensuring communication throughout the project. Prerequisite: none.

Instructors: Elizabeth McQueen, PMP/

Michael Van Dyke, PMP

Mon. & Tues., Nov. 28 & 29

9:00 a.m.-5:00 p.m.

2 Sessions, \$535 - 1.4 CEUs/14PDUs

Manassas Location: MIP 132 - BUSC 1522-01M

NEW!

Developing & Managing a Dynamic Team

Corporations, organizations, and small businesses all have teams, and the “team” can make or break a business. You’ll learn how teams function, including individual and group behaviors, roles, and relationships. Through lecture, discussion and experiential activities, you’ll become aware of the individual’s responsibilities and the seven team behaviors that create a Trust-Motivated Environment (SM). In addition, you’ll explore methods to create effective “distance” teams to meet the demands of today’s cyber business relationships. At the end of the course, you’ll create an action plan to improve or enhance your own business team. Prerequisite: none.

Instructor: Michael Van Dyke, PMP

Mon. & Tues., Dec. 12 & 13

9:00 a.m.-5:00 p.m.

2 Sessions, \$535 - 1.4 CEUs/14 PDU

Manassas Location: MIP 132 - BUSC 1558-01M

Are you looking for additional learning and growth opportunities?

NOVA's Alexandria Campus offers a variety of specialized programs, including:

- Motorcycle Rider Training
- CLEP & DSST Testing
- Documentary Film Making
- Practical Landscape Design
- Professional Voice Acting
- Retirement Planning Today

Visit our website for complete course descriptions and additional details:
www.nvcc.edu/wdce/alexandria
or call 703-845-6280.

Human Resource Development & Management Certificate

Woodbridge

This program addresses the dynamic and growing field of *Human Resource Development and Management*. Required courses focus on human resource fundamentals and provide you with hands-on practical techniques that can be immediately applied to your work setting. Elective courses give you the opportunity to focus on a specialized area, enhance particular skills, and explore “hot topics.” Trends in the Human Resources Development and Management field are also discussed. Newly employed human resource professionals, as well as any manager, supervisor or business owner responsible for managing employees should attend. Individual courses may be taken without pursuing the overall program certificate.

Each course meets for 15 hours (1.5 CEUs) unless otherwise specified. All courses are not offered every semester.

All required courses and electives are approved for VA benefits.

Required Courses:

Human Resource Management
Legal & Ethical Issues in Human Resources
Interpersonal Skills & Techniques
Employee Benefits and Compensation
Employee Performance Appraisal System
Organizational Change & Development
Personnel Recruitment, Selection & Placement

Electives: (Choose two)

Benefiting from Workforce Diversity
Business Communication
Conversational Spanish I-III
Writing as a Business Tool

For further information, call 703-878-5770.

The required textbook for all classes in this program is *Human Resource Management, 13th Ed.*, available in the Woodbridge campus bookstore or **order online at whywaitforbooks.com**

Human Resource Management

This is a survey course that touches on all aspects. Topics include the human resource manager’s role in motivation, morale, and influencing organizational productivity. Also covered are employee relations, job satisfaction, personnel selection and placement, job analysis and design, techniques of interviewing, performance appraisal and training, and wage and salary administration. Classroom exercises. Prerequisite: none. The required textbook, *Human Resource Management, 13th Edition*, is available in the campus bookstore.

Instructor: Sandra Hardeman

Mon. & Wed., Sept. 12-26

7:00 p.m.-10:00 p.m.

5 Sessions, \$270 - 1.5 CEUs

Woodbridge Location: FRE - BUSC 1863-01W

Interpersonal Skills & Techniques

Key concepts include group dynamics, coaching, building trust, recognition, conflict management, and occupational stress. Specific skills include identifying strengths of self and team members, delivering effective positive feedback, process observation, performing employee satisfaction audits, rewarding employee behaviors in non-monetary ways, responding to conflict, and developing a positive atmosphere. Prerequisite: none. The required textbook, *Human Resource Management, 13th Edition*, is available in the campus bookstore.

Instructor: Sandra Hardeman

Mon. & Wed., Sept. 28-Oct. 12

7:00 p.m.-10:00 p.m.

5 Sessions, \$270 - 1.5 CEUs

Woodbridge Location: FRE - BUSC 1513-01W

Legal & Ethical Issues in Human Resources

Personnel laws and issues including, but not limited to, the Civil Rights Acts of 1964 and 1991, FLSA, ADA, ERISA, OSHA, selected immigration laws, affirmative action, sexual harassment, and other issues of gender and racial/ethnic equity are addressed in this course. It also deals with business ethics issues as they relate to Human Resources. Prerequisite: none. The required textbook, *Human Resources Management, 13th Edition*, is available in the campus bookstore.

Instructor: Sandra Hardeman

Mon. & Wed., Oct. 17-31, 7:00 p.m.-10:00 p.m.

5 Sessions, \$270 - 1.5 CEUs

Woodbridge Location: FRE - LAWS 1902-01W

Employee Benefits and Compensation

This course includes existing theories and practices as well as new and emerging human resource topics. You will explore a working knowledge of benefits and compensation theory and the variety of methods used by organizations to compensate their employees. Current and significant issues in employee benefits and compensation are examined. Prerequisite: none. The required textbook, *Human Resource Management, 13th Edition*, is available in the campus bookstore.

Instructor: Sandra Hardeman

Mon. & Wed., Nov. 2-16, 7:00 p.m.-10:00 p.m.

5 Sessions, \$270 - 1.5 CEUs

Woodbridge Location: FRE - BUSC 1864-01W

Organizational Change & Development

This course teaches concepts and theories in organizational behavior and organizational development. The focus is on the development of diagnostic skills necessary to effectively manage organizational change. Additional discussions deal with specific issues and trends facing today’s organizations. Prerequisite: none. The required textbook, *Human Resource Management, 13th Edition*, is available in the campus bookstore.

Instructor: Sandra Hardeman

Mon. & Wed., Nov. 28-Dec. 12

7:00 p.m.-10:00 p.m.

5 Sessions, \$270 - 1.5 CEUs

Woodbridge Location: FRE - BUSC 1867-01W

Career Switcher Program

Do you have a four-year degree and a minimum of five years work experience? If so, the Virginia Community College System invites you to “bring your passion to the future” and become a licensed Virginia public school teacher by enrolling in its 16-week “Career Switcher Program.” The VCCS’s Career Switcher Alternative Route to Licensure Program is designed to train participants to teach in critical shortage areas such as mathematics, foreign languages, sciences, and English as a Second Language. Please direct program questions to jgaines@nvcc.edu.

For detailed official program information, visit: www.educateva.com.

Wedding Coordinator Certificate

Woodbridge

This program is designed for individuals who want to become professional wedding coordinators. Students who complete the certificate will learn about the many facets of wedding etiquette. Through lecture, discussion, and in-class activities, you will learn about wedding traditions and current practices, and will gain expertise in managing the many details involved in wedding coordination. Individual courses may be taken without pursuing the overall program certificate.

All required courses are approved for VA benefits.

All courses listed below are not offered every semester.

Required Courses:

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

For further information call 703-878-5770.

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. Prerequisite: none. The required textbooks, *Emily Post's Wedding Etiquette*, *Bride's Book of Etiquette* and *The Military Wedding*, are available in the campus bookstore.

Instructor: Vanessa Baldwin
Tues. & Thurs., Sept. 6-13, 7:00 p.m.-9:00 p.m.
3 Sessions, \$135 - 0.6 CEUs
Woodbridge Location: FRE - BUSC 1877-01W

Please visit our website:

www.nvcc.edu/wdce/pwregional

It is updated daily with room numbers, changes, cancellations, additional classes and other important announcements.

Weddings of Different Faiths & Cultures

This course will cover the essentials for wedding coordinators to work with couples of various faiths, cultures and traditions. Prerequisite: none. The required textbooks, *Emily Post's Wedding Etiquette* and *Bride's Book of Etiquette*, are available in the campus bookstore.

Instructor: Vanessa Baldwin
Tues. & Thurs., Sept. 15-22
7:00 p.m.-9:00 p.m.
3 Sessions, \$135 - 0.6 CEUs
Woodbridge Location: FRE - BUSC 1878-01W

Wedding Planning Strategies

Creating the "perfect" wedding requires planning by a coordinator to work with the bride and groom, plan the calendar, create a wedding vision, select and work with vendors and manage the budget. Wedding planning assignments given in class. Classes held on - September 27 & 29, October 13 & 18, November 17 & 22. Prerequisite: Wedding Coordination and Weddings of Different Faiths and Cultures. The required textbooks, *Emily Post's Wedding Etiquette* and *Bride's Book of Etiquette*, are available in the campus bookstore.

Instructor: Vanessa Baldwin
Tues. & Thurs., Sept. 27-Nov. 22
7:00 p.m.-9:00 p.m.
6 Sessions, \$225 - 1.2 CEUs
Woodbridge Location: FRE - BUSC 1879-01W

Wedding Etiquette

Planning the "perfect" wedding, using wedding etiquette, is key to properly advising a bride and groom. Review etiquette for invitations, announcements, save the date cards, wedding formality, receiving lines, seating arrangements and second weddings. Prerequisite: none. The required textbooks, *Emily Post's Wedding Etiquette* and *Bride's Book of Etiquette*, are available in the campus bookstore.

Instructor: Vanessa Baldwin
Thurs. & Tues., Oct. 4-11, 7:00 p.m.-9:30 p.m.
3 Sessions, \$175 - 0.75 CEUs
Woodbridge Location: FRE - BUSC 1880-01W

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, wedding music, order of the ceremony, and the rehearsal and itinerary preparation. Prerequisite: none. The required textbooks, *Emily Post's Wedding Etiquette* and *Bride's Book of Etiquette*, are available in the campus bookstore.

Instructor: Vanessa Baldwin
Tues. & Thurs., Oct. 20 & 25
7:00 p.m.-9:00 p.m.
2 Sessions, \$115 - 0.4 CEUs
Woodbridge Location: FRE- BUSC 1881-01W

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. Prerequisite: none. The required textbooks, *Emily Post's Wedding Etiquette* and *Bride's Book of Etiquette*, are available in the campus bookstore.

Instructor: Vanessa Baldwin
Tues. & Thurs., Oct. 27-Nov. 3
7:00 p.m.-9:00 p.m.
3 Sessions, \$135 - 0.6 CEUs
Woodbridge Location: FRE - BUSC 1882-01W

Wedding Related Events and Business Practices

Become familiar with planning events associated with weddings such as engagement parties, bridal showers, the long weekend wedding, the rehearsal dinner, and the honeymoon. This course also includes the business side of being a wedding coordinator. Prerequisite: none.

Instructor: Vanessa Baldwin
Tues. & Thurs., Nov. 8-15, 7:00 p.m.-9:30 p.m.
3 Sessions, \$175 - 0.75 CEUs
Woodbridge Location: FRE - BUSC 1883-01W

No time to go to the bookstore?

Order online at: www.whywaitforbooks.com. Pick up your order at the bookstore or have it shipped. When your order is received at the bookstore, you will receive a confirmation e-mail with pick up directions or a tracking number if your book is to be shipped.

Food Safety Program

Manassas

Food Handler's Safety Training

This class is ideal for anyone preparing for employment in the food industry, or as a great orientation for employees already working as food handlers, to learn what is needed to work safely. Learn all the essential microbiological and technical food safety principles in ways that are easy to read, understand, and retain. Purchase the required textbook, *NEHA Certified Professional Food Handler*, in the Campus Bookstore or order online at www.whywaitforbooks.com. Students who successfully pass the class will receive an award of completion certificate from NVCC and 0.4 CEUs. Questions? Call 703-257-6631. Prerequisite: none. The required textbook, *NEHA Certified Professional Food Handler*, is available in the campus bookstore.

Instructor: Frederick Kurtz Jr., MS & NEHA
Registered Trainer
Thurs., Sept. 8, 9:00 a.m.-1:00 p.m.
1 Session, \$79 - 0.4 CEUs
Manassas Location: TBA - HOST 1924-01M

Food Safety Manager Certification Training



Food operators and managers gain the information needed to prevent the occurrence of food-borne illness incidents. Tuition includes the fee to take the Prometric Certified Professional Food Manager exam at the end of class. If you would like to take the test in Spanish, Chinese, Vietnamese or Korean, or need to use a translator during class, call 703-257-6631 at least two weeks prior to registering. Questions? Call 703-257-6631. Visit our website for additional important information. Prerequisite: Read and understand spoken English; Read/review textbook prior to class. The required textbook, *NEHA Certified Professional Food Manager*, is available in the campus bookstore.

Instructor: Frederick Kurtz Jr., MS & NEHA
Registered Trainer
Thurs., Oct. 6, 8:00 a.m.-5:30 p.m.
1 Session, \$149 - 0.7 CEUs
Manassas Location: TBA - HOST 1907-01M
Instructor: Frederick Kurtz Jr., MS & NEHA
Registered Trainer
Thurs., Nov. 3, 8:00 a.m.-5:30 p.m.
1 Session, \$149 - 0.7 CEUs
Manassas Location: TBA - HOST 1907-02M

Dental Office Administration Certificate Program

This certificate program is designed to prepare you to work in a dental office environment. To be awarded a certificate, you must take a final exam. Individual courses may be taken without pursuing the certificate program.

Required Courses:

- Dental Terminology and Procedures
- Dental Office Workflow, Billing and Coding
- OSHA Regulations for Medical/Dental Offices

Dental Orthodontic Assistant Certificate Program

This certificate program is designed to prepare you to work in a dental orthodontic office as an orthodontic assistant. To be awarded a certificate, you must take a final exam. Individual courses may be taken without pursuing the certificate program.

Required Courses:

- Dental Orthodontic Assistant: Part I
- Dental Orthodontic Assistant: Part II
- Dental Terminology and Procedures
- OSHA Regulations for Medical/Dental Offices

For further information, and to schedule your final exam, call 703-257-6631 or e-mail pcarrow@nvcc.edu

Both programs are also offered at the Loudoun Campus. Phone 703-450-2551 or visit their website: www.nvcc.edu/wdce/loudoun

Dental Terminology and Procedures

Prepare yourself for an exciting career. You will discover commonly used dental words and terms and apply skills learned from the Dental Terminology section to transform procedures and diagnosis to numeric CDT codes. Learn about computers in the dental office, including entering patient data and insurance billing procedures. Handouts provided. Prerequisite: none.

Instructor: Kim Yermak
Sat., Oct. 22, 9:00 a.m.–3:00 p.m.
1 Session, \$200 – 0.6 CEUs
Manassas Location: MH 210 – DENT 1922-01M

Dental Office Workflow, Billing & Coding

Explore the general dental practices in private dental offices. Learn the workflow—from receiving patients in the office or by phone, registering a patient, verifying demographics and insurance benefits, managing schedules, discharging patients, getting referrals, filing/appealing reimbursement and managing patient accounts. Bring a bag lunch or snack. Prerequisite: Dental Terminology and Procedures class. The required textbook, *Complete Dental Terminology (with CD Rom)*, is available in the campus bookstore.

Instructor: Kim Yermak
Sat., Nov. 19, 9:00 a.m.–3:00 p.m.
1 Session, \$200 – 0.6 CEUs
Manassas Location: MH 210 – DENT 1921-01M

Dental Orthodontic Assistant: Part I

This course provides an overview of orthodontic treatment and the responsibilities of a dental orthodontic assistant. You will become familiar with orthodontic vocabulary and learn about sterilization, x-rays and OSHA regulations related to orthodontics. This class will also cover the tooth numbering schema, pre-medication and potential allergies, establishing and maintaining appointment information in the computer, and records management. Prerequisite: none.

Instructor: Rosemarie Caravana
Sat., Nov. 5, 12:00 p.m.–3:00 p.m.
1 Session, \$100 – 0.3 CEUs
Manassas Location: MH 210 – DENT 1918-01M

Dental Orthodontic Assistant: Part II

You will continue to learn specific vocabulary as well as a complete explanation and visualization of both fixed and removable interceptive appliances. Explore fixed comprehensive treatment, with a complete understanding of braces, brackets, archwires, cements, and retention. Learn about state-of-the-art braces, as well as placement of these braces. A directory of practicing orthodontists will also be provided. Prerequisite: none.

Instructor: Rosemarie Caravana
Sat., Nov. 12, 12:00 p.m.–3:00 p.m.
1 Session, \$100 – 0.3 CEUs
Manassas Location: MH 210 – DENT 1919-01M

OSHA Regulations for Medical/Dental Offices



OSHA aims to reduce the number of worker injuries, illnesses, and fatalities. The issues discussed in this course are relevant to the healthcare industry and are based on OSHA's strategic plan, which contains goals to improve workplace safety and health for all workers, change workplace culture to increase employer and worker awareness of, commitment to, and involvement in safety and health, and to secure public confidence through excellence in the development and delivery of OSHA's programs and services. Prerequisite: none.

Instructor: Catherine Berard
Sat., Oct. 29, 9:00 a.m.–12:00 p.m.
1 Session, \$100 – 0.3 CEUs
Manassas Location: MH 210 – HLTH 1697-01M

Classroom Designations and Locations

- FRE: Freedom High School, Woodbridge
- MC: Colgan Hall, Manassas Campus
- MH: Howsmon Hall, Manassas Campus
- MIP: Innovation Park Center, Manassas
- WS: Seefeldt Building, Woodbridge Campus

NEW!

BLS for Healthcare Providers

This 6.5 hour course provides BLS CPR training with AED for healthcare providers, healthcare students, designated first responders, and individuals needing credentialed training for job or regulatory requirements. Upon successful completion of the written examination (must score 84% or better) and skills testing, students will receive an American Heart Association BLS for Healthcare Providers Course Completion Card that is valid for two years. Prerequisite: none.

AHA Disclaimer: "Use of American Heart Association materials in an educational course does not represent course sponsorship by the American Heart Association. Any fees charged for such a course, except for a portion of fees needed for AHA course materials, do not represent income to the Association."

Instructor: AHA Staff
Sat., Oct. 8, 9:00 a.m.–3:30 p.m.
1 Session, \$120 – 0.6 CEUs
Manassas Location: MIP 133 – HLTH 1534-01M
Instructor: AHA Staff
Sat., Nov. 12, 9:00 a.m.–3:30 p.m.
1 Session, \$120 – 0.6 CEUs
Manassas Location: MIP 133 – HLTH 1534-02M
Instructor: AHA Staff
Sat., Dec. 10, 9:00 a.m.–3:30 p.m.
1 Session, \$120 – 0.6 CEUs
Manassas Location: MIP 133 – HLTH 1534-03M

Emergency Medical Technician Training

This course follows the DOT National Curriculum and the Virginia Office of Emergency Medical Services State Curriculum to allow certification as an E.M.T. in the state of Virginia and focuses on the assessment, treatment and transportation of individuals who are injured or become ill outside the confines of a hospital. It includes emergency medical care for adults, children and infants and incorporates treatment for individual patients and the management of Mass Casualty Incidents. You will be proficient in the provision of emergency medical care for injured and ill patients and be eligible to take the Virginia State certification exam for the EMT Basic level. Tuition fee includes the textbook and exam fee. Saturday dates are: Sept. 24, Oct. 8, 22, Nov. 5, 12, 19 and Dec. 3 and includes a one hour lunch break. Prerequisite: State minimum age is 16.

Instructor: Patricia Mercer
Tues. & Thurs (7:00–10:00 p.m.) & Sat. (8:30 a.m. – 5:00 p.m.)
Sept. 20–Dec. 3, No class 11/24
30 Sessions, \$1,265 – 12.0 CEUs
Manassas Location: TBA – EMTS 1902-01M

“This class was very informative and a delight to be in.”
—Student Evaluation/Dental Office Workflow

Computer Skills

Taking a Computer Class?

You will need a login and password to have access to a classroom computer. Once you have registered and your registration has been processed into our system, go to: <http://www.nvcc.edu/ithd/student/student-web/> and follow the directions. Then call the NOVA IT Help Desk at 703-426-4141 to reset your password before the class. Logins take 3 days to be generated after registration. For students registering a few days before a computer class begins, the instructor will be able to assist you the day of class.

Please note: If you receive the following message, try again the next day. It means that you are not in the NOVA system yet. That message will say:

An account was not found for your emplid 555555, please check your emplid. E-mail the IT Helpdesk: IThelpdesk@nvcc.edu to request the LAN/Web Id if you are currently enrolled.

CompTIA® A+ Certification Preparation

Through lectures and labs, you will learn how to set-up, configure, upgrade, troubleshoot, and maintain microcomputer systems hardware and software. This intensive course will help prepare you to pass the two exams required to attain CompTIA® A+ 2009 Edition Certification: CompTIA® Essentials and CompTIA® Practical Application. Prerequisite: You should have a very good working knowledge of the PC, including basic hardware and software. Techs with one year or more of experience can expect to need up to 60 hours of study outside of class to certify. You should be familiar with the CompTIA® A+ 2009 Objectives at www.CompTIA.org before registering for this 48-hour prep course. The [required textbooks](#), *CompTIA® A+ 2009, In Depth; Supporting Windows 7*; and *CompTIA® A+ Practice Questions Exam Cram*, are available in the campus bookstore.

Instructor: Gary Vitt, A+, Network+, i-Net+, Server+, and MCSE on NT 4.0
Sat., Aug. 27–Nov. 19, 9:00 a.m.–1:00 p.m.
(no class 9/3)

12 Sessions, \$1250 – 4.8 CEUs
Manassas Location: MC 229 – ITEC 1756–01M

CompTIA® A+ Essential Part 1 (Hardware)

This course prepares you to take the hardware portion of the CompTIA® A+ 2009 Edition certification which includes CompTIA® A+ Essentials Exam 1 & Practical Application Exam 2. Topics include installing, building, repairing, configuring, troubleshooting, and preventive maintenance of hardware. Through lectures and labs, you will learn how to select parts and build your own computer, configure, troubleshoot, and maintain systems hardware. At the end of course, you will build your own personal computer. A list of required tools will be distributed at the first class meeting. Your instructor holds an M.S. Telecommunication Networks degree, B.S. Electrical & Computer Engineering degree and CompTIA® A+ Certification. Prerequisite: Students should have a working knowledge of personal computers. The [required textbook](#), *A+ Guide to Hardware: Managing, Maintaining and Troubleshooting, 5th Edition*, is available in the campus bookstore.

Instructor: Kwabena Konadu
Wed., Sept. 7–Oct. 26, 6:00 p.m.–10:00 p.m.
8 Sessions, \$698 – 3.2 CEUs
Woodbridge Location: WS 140 – ITEC 1782–01W

CompTIA® A+ Exam #220-226 Part 2 (Software)

This course prepares you for the hardware & software portions of the CompTIA® A+ 2009 Edition certification. Topics include installing, building, repairing, configuring, & troubleshooting. Through lectures and labs, you will learn how to install and setup operating systems, configure, troubleshoot, and maintain & manage hardware using operating systems. This is a hands-on course of knowledge through application. Your instructor holds an M.S. Telecommunication Networks degree, B.S. Electrical & Computer Engineering degree and CompTIA® A+ Certification. Prerequisite: CompTIA® A+ Essentials– Part 1 (Hardware) The [required textbook](#), *A+ Guide to Software: Managing, Maintaining and Troubleshooting, 5th Ed.*, is available in the campus bookstore.

Instructor: Kwabena Konadu
Sat., Sept. 10–Oct. 29, 9:00 a.m.–1:00 p.m.
8 Sessions, \$698 – 3.2 CEUs
Woodbridge Location: WS 140 – ITEC 1623–01W

Certification Testing Information
is available at www.prometric.com

CompTIA® Network+ Certification Prep

This Certification is the worldwide standard for professional network support or administration. Learn to configure and troubleshoot basic networking hardware, protocols and services, as well as network implementation, network support diagnosing and troubleshooting, media topologies, protocols and standards. This is a hands-on course. Prerequisite: Strong fundamentals of PC; experience in network support; CompTIA® A+ Certification is a plus but not a requirement. The [required textbook](#), *Network+ Guide to Networks*, is available in the campus bookstore.

Instructor: Tommy Dang , CCNA, Network+, A+
Mon., Sept. 19–Nov. 7, 6:00 p.m.–10:00 p.m.
8 Sessions, \$698 – 3.2 CEUs
Woodbridge Location: WS 140 – ITEC 1967–01W

NEW! Blogging Basics

Got something to say? With the Internet, you can have the whole world as your audience. This hands-on course uses WordPress to teach you how to configure a blog, write posts, work with images, change themes, install plug-ins, stop spam and more. You will be set up with your own practice blog so you can work through the exercises for this hands-on class. Prerequisite: Basic understanding of your computer's operating system and the internet.

Instructor: Debbi Rodgers, NOVA Staff
Sat., Dec. 3 & 10, 9:30 a.m.–12:30 p.m.
2 Sessions, \$185 – 0.6 CEUs
Woodbridge Location: WS 334 – ITEC 1545–01W

QuickBooks: Essentials

QuickBooks is designed to help small and medium sized businesses keep their books easily and accurately. You will be introduced to the software as well as general file management tasks, the basic skills needed to effectively deal with customer, vendor and banking transactions. These classes do not have to be taken in sequence. Prerequisite: Basic accounting and computer knowledge. The [required textbook](#), *QuickBooks Pro 2011: Comprehensive*, is available in the campus bookstore.

Instructor: Debra Wilson
Tues. & Thurs., Sept. 6–20
7:00 p.m.–10:00 p.m.
5 Sessions, \$320 – 1.5 CEUs
Woodbridge Location: WS 334 – ITEC 1659–01W

NEW! QuickBooks: Payroll

Payroll is a major part of running a business. This class is designed to demonstrate most of the QuickBooks payroll features and review common mistakes when using QuickBooks for payroll. We will review Virginia and Federal payroll laws. This class will complete exercises in job costing, estimates and time-tracking. We will set up payroll, collect timesheets, and track and pay your payroll liabilities. We'll review the 941 (Employer's Quarterly Federal Tax Return) and the Form 940 (Employer's Annual Federal Unemployment). We will also review the five different payroll services QuickBooks offers including a manual (non paying service). Learn how to correct payroll errors and create unscheduled payroll checks. The class will end with year-end filings such as preparing W-2's and 1099's. Prerequisite: Basic accounting and computer knowledge.

Instructor: Debra Wilson
Tues. & Thurs., Oct. 4–18, 7:00 p.m.–10:00 p.m.
5 Sessions, \$320 – 1.5 CEUs
Woodbridge Location: WS 334 – ITEC 1579–01W

NEW! QuickBooks: Advanced

What else can you do with QuickBooks? Do you want to push your skill level to the limit. We will learn about the accounting cycle and review generally accepted accounting principles (GAAP). We will work in depth on the first two steps of the accounting cycle while exploring classes and how to invoice for billable costs. You will produce a Statement of Cash Flows, Balance Sheets, and Profit and Loss Statements and learn how to use the budgeting feature in QuickBooks. We'll work with inventory and Inventory Assets, Cost of Goods Sold and produce inventory, sales, and collection reports. Finally, you will learn what closing the books looks like in QuickBooks. Prerequisite: Basic accounting and computer knowledge.

Instructor: Debra Wilson
Tues. & Thurs., Nov. 1–15, 7:00 p.m.–10:00 p.m.
5 Sessions, \$320 – 1.5 CEUs
Woodbridge Location: WS 334 – ITEC 1580–01W

Does your class have a prerequisite or a required textbook?

Be sure to check the class description for this important information!

Computer Technology Certificate Program

Today, employers are looking for top-notch skills to support a higher level professional staff. Interpersonal and technology skills are a key to your success. This certificate prepares you to work in an office environment and do the following: word processing, spreadsheet development, data management, reports, desktop publishing and graphic presentations. Individual courses may be taken without pursuing the program certificate. All courses are approved for VA benefits.

Required Courses:

- Microsoft Word - Introduction
· Microsoft Word - Intermediate
· Microsoft Excel - Introduction
· Microsoft Excel - Intermediate
· Microsoft Access - Introduction
· Microsoft Access - Beyond the Basics
· Microsoft PowerPoint - Introduction
· Microsoft PowerPoint - Intermediate

For further information, call 703-257-6590 or 703-878-5770.

NEW!

MS Word 2010: Introduction

This hands-on course teaches you the basics of word processing. You will create, save, edit, and format documents and tables. Prerequisite: A solid working knowledge of Windows (any version); basic mouse and keyboarding skills. The required textbook, FastCourse Word 2010: Level 1, is available in the campus bookstore.

Instructor: Nick Gabrielatos, MSC, MOCE
Sat., Sept. 10, 9:00 a.m.-4:00 p.m.
1 Session, \$179 - 0.6 CEUs
Manassas Location: MH 220 - ITEC 1584-01M
Instructor: Maria Watson, NOVA Staff
Sat., Sept. 17, 9:00 a.m.-4:00 p.m.
1 Session, \$179 - 0.6 CEUs
Woodbridge Location: WS 334 - ITEC 1584-01W

NEW!

MS Word 2010: Intermediate

Create complex and multi-page documents, generate a table of contents and an index. Illustrate your documents with graphics and plan a website. Practice using mail merge and work with styles and templates. Prerequisite: MS Word 2010: Introduction. The required textbook, FastCourse Word 2010: Level 2, is available in the campus bookstore.

Instructor: Nick Gabrielatos, MSC, MOCE
Sat., Sept. 17, 9:00 a.m.-4:00 p.m.
1 Session, \$179 - 0.6 CEUs
Manassas Location: MH 220 - ITEC 1585-01M

NEW!

MS Excel 2010: Introduction

Build, edit, and format worksheets, and work with charts. Practice working with formulas and functions, managing workbooks, automating worksheet tasks, using named ranges, and sharing data with other applications. Prerequisite: A solid working knowledge of Windows (any version); basic mouse and keyboarding skills. The required textbook, FastCourse Excel 2010: Level 1, is available in the campus bookstore.

Instructor: Nick Gabrielatos, MSC, MOCE
Sat., Oct. 1, 9:00 a.m.-4:00 p.m.
1 Session, \$179 - 0.6 CEUs
Manassas Location: MH 220 - ITEC 1586-01M
Instructor: Nick Gabrielatos, MSC, MOCE
Sat., Nov. 5, 9:00 a.m.-4:00 p.m.
1 Session, \$179 - 0.6 CEUs
Manassas Location: MH 220 - ITEC 1586-02M
Instructor: Hector Revollo, NOVA Staff
Tues. & Thurs., Oct. 11 & 13
7:00 p.m.-10:00 p.m.
2 Sessions, \$179 - 0.6 CEUs
Woodbridge Location: WS 140 - ITEC 1586-01W

One-hour lunch break for Saturday classes meeting from 9:00 a.m.-4:00 p.m.

NEW!

MS Excel 2010: Intermediate

Learn how to manage workbooks and prepare for the Web. Automate your worksheet tasks by using macros. Use lists versus databases. Analyze list data and enhance charts and worksheets by customizing charts and data series. Prerequisite: MS Excel 2010: Introduction. The required textbook, FastCourse Excel 2010: Level 2, is available in the campus bookstore.

Instructor: Nick Gabrielatos, MSC, MOCE
Sat., Oct. 15, 9:00 a.m.-4:00 p.m.
1 Session, \$179 - 0.6 CEUs
Manassas Location: MH 220 - ITEC 1587-01M
Instructor: Nick Gabrielatos, MSC, MOCE
Sat., Nov. 19, 9:00 a.m.-4:00 p.m.
1 Session, \$179 - 0.6 CEUs
Manassas Location: MH 220 - ITEC 1587-02M
Instructor: Hector Revollo, NOVA Staff
Tues. & Thurs., Oct. 18 & 20
7:00 p.m.-10:00 p.m.
2 Sessions, \$179 - 0.6 CEUs
Woodbridge Location: WS 140 - ITEC 1587-01W

NEW!

MS Access 2010: Introduction

In this hands-on course, you will be introduced to the database concept and learn how to create, modify, and query a database, and design forms and reports to produce professional results. Prerequisite: A solid working knowledge of Windows (any version); basic mouse and keyboarding skills. The required textbook, FastCourse Access 2010: Level 1, is available in the campus bookstore.

Instructor: Nick Gabrielatos, MSC, MOCE
Sat., Dec. 3, 9:00 a.m.-4:00 p.m.
1 Session, \$179 - 0.6 CEUs
Manassas Location: MH 220 - ITEC 1591-01M

NEW!

MS Access 2010: Beyond the Basics

Advanced features are introduced to you in this class. You will create queries that calculate, multi-table queries, and create custom forms and reports. Learn the basics of importing, exporting and attaching data. Prerequisite: MS Access 2010: Introduction. The required textbook, FastCourse Access 2010: Level 2, is available in the campus bookstore.

Instructor: Nick Gabrielatos, MSC, MOCE
Sat., Dec. 10, 9:00 a.m.-4:00 p.m.
1 Session, \$179 - 0.6 CEUs
Manassas Location: MH 220 - ITEC 1592-01M

NEW!

MS PowerPoint 2010: Introduction

Learn to create presentations, apply special affects, and other aspects that make the presentation interesting. Prerequisite: A solid working knowledge of Windows (any version); basic mouse and keyboarding skills. The required textbook, FastCourse PowerPoint 2010: Level 1, is available in the campus bookstore.

Instructor: Nick Gabrielatos, MSC, MOCE
Sat., Oct. 22, 9:00 a.m.-4:00 p.m.
1 Session, \$179 - 0.6 CEUs
Manassas Location: MH 220 - ITEC 1589-01M
Instructor: Maria Watson, NOVA Staff
Sat., Oct. 22, 9:00 a.m.-4:00 p.m.
1 Session, \$179 - 0.6 CEUs
Woodbridge Location: WS 334 - ITEC 1589-01W

NEW!

MS PowerPoint 2010: Intermediate

Customize and enhance a presentation and a chart using advanced drawing and formatting tools, work with embedded and linked objects and hyperlinks, and use advanced presentation features such as slide shows, timings, and Web publishing. Prerequisite: MS PowerPoint 2010: Introduction. The required textbook, FastCourse PowerPoint 2010: Level 2, is available in the campus bookstore.

Instructor: Nick Gabrielatos, MSC, MOCE
Sat., Oct. 29, 9:00 a.m.-4:00 p.m.
1 Session, \$179 - 0.6 CEUs
Manassas Location: MH 220 - ITEC 1590-01M

No time to go to the bookstore?

Order online at: www.whywaitforbooks.com. Pick up your order at the bookstore or have it shipped. When your order is received at the bookstore, you will receive a confirmation e-mail with pick up directions or a tracking number if your book is to be shipped.

Does your class have a prerequisite or a required textbook?

Be sure to check the class description for this important information!

“Class was very informational and the instructor’s teaching is excellent. I can’t wait to take another course with Nick.”

—Student Evaluation/Microsoft Excel Level I

Web Developer Certificate

Manassas

This program is designed for both individuals who are entering into the website development arena or seasoned professionals who want to enhance their existing skills through the benefits of instructor-led curriculum. Whether designing web pages for yourself, your business or non-profit organization, this program provides you with the basic skills you need to accomplish this task. The courses in this program will give you hands-on exposure to the latest cutting-edge web design software. You will gain knowledge on an array of skills to create a complete website.

Each course consists of three hands-on lectures. You must successfully complete all eight courses to receive a program certificate.

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

All required courses are approved for VA benefits.

Required Courses:

- HTML: Web Authoring – Level I
- HTML: Web Authoring – Level II
- Dreamweaver: Getting Started
- Dreamweaver: Effective Web Design
- Photoshop: Basic Skills
- Photoshop: Web Production
- Fireworks: Introduction to Web Graphics
- Flash: Introduction to Web Animation

For further information, call 703-257-6590 or e-mail clangguth@nvcc.edu

HTML: Web Authoring–Level I

This course provides a foundation for anyone interested in learning HTML to create Web documents. It contains vital concepts on HTML and HTML-related topics, which are then demonstrated in a variety of tasks and labs intended to get students' hands and minds around each concept. Topics covered include: creating links to other Web pages; defining different content types; establishing basic HTML structure; identifying and implementing a variety of HTML tags; incorporating graphics into Web documents as embedded images, links, and backgrounds; using a simple text editor to create HTML documents; and using introductory-level style sheet rules. Prerequisite: Basic knowledge of your computer's operating system, and using the Internet. The [required textbook](#), *HTML: 4.01: Web Authoring, Level I*, is available in the campus bookstore.

Instructor: Hector Revollo, NOVA Staff
Tues., Aug. 23–Sept. 6, 7:00 p.m.–10:00 p.m.
3 Sessions, \$275 – 0.9 CEUs
Manassas Location: MIP 143 – ITEC 1671-01M

HTML: Web Authoring– Level II

Designed for experienced computer users who are familiar with the Internet and HTML. You will learn a variety of elements and attributes to create Web documents. Topics include: understanding how JavaScript is embedded into HTML documents; controlling the sizing, spacing, and alignment of images, and describing how image maps work; creating Web forms with a variety of controls and attributes; creating well-formed code that conforms to the XHTML standard; modifying tables with a variety of attributes and creating nested tables; and using style sheets (CSS) to add color and functional layouts. Prerequisite: HTML 4.01: Web Authoring, Level I. The [required textbook](#), *HTML: Web Authoring, Level II*, is available in the campus bookstore.

Instructor: Hector Revollo, NOVA Staff
Tues., Sept. 13–27, 7:00 p.m.–10:00 p.m.
3 Sessions, \$275 – 0.9 CEUs
Manassas Location: MIP 143 – ITEC 1672-01M

Dreamweaver CS5: Getting Started

Use Adobe Dreamweaver's powerful tools to create attractive Web pages and organize them into a professional quality Web site. After completing the course, you will be able to import and format text using character styles and paragraph formats, add images to Web pages and modify them to create image maps, create hyperlinks between pages for navigation through a Web site, and work with reusable site assets such as Library Items and Snippets. Topics include: designing a site from scratch, beginning with developing a site map, through final uploading of the site to a Web server; adding links within a site; creating anchors; navigating in the Dreamweaver work environment; performing character and paragraph formatting on text, importing graphics, and defining and applying HTML styles to speed up repetitive formatting. Prerequisite: HTML: Web Authoring–Level I and HTML: Web Authoring–Level II strongly recommended. The [required textbook](#), *Adobe Dreamweaver CS5: Level I*, is available in the campus bookstore.

Instructor: Hector Revollo, NOVA Staff
Tues., Nov. 1–15, 7:00 p.m.–10:00 p.m.
3 Sessions, \$275 – 0.9 CEUs
Manassas Location: MIP 143 – ARTS 1631-01M

Are you looking for additional Healthcare classes?

NOVA's Medical Education Campus offers the very latest in advanced technology for healthcare students.

- Dental Hygienist/Local Anesthesia and Nitrous Oxide
- IV Infusion Therapy
- Legal Nurse Consultant
- Personal Fitness Trainer Certification
- RN Return to Practice
- Nurse Aide (CNA)
- Dental Assisting
- Dental Administration & Billing
- Clinical Coding
- Pharmacy Technician
- Orthotics & Therapeutic Shoe Fitters
- All American Heart Association Programs (AHA)

Visit the Medical Education website
www.nvcc.edu/wdce/mec
or call 703-822-6523.

Web Development

Woodbridge

Build a Website Quickly & Easily with Dreamweaver

Using Dreamweaver, one of the most popular Web design tools on the market, you will learn to build a site, add content, format, layout and link pages to create a unified website. Use templates to simplify your site design. Whether you are building a personal website, a website for a non-profit group or just want a quick start to learn the Dreamweaver software, this course gives you the basics you need. Prerequisite: Familiar with using Web browser to view Web pages and using a mouse.

Instructor: Debbi Rodgers, NOVA Staff
Sat., Sept. 24, 9:30 a.m.–4:30 p.m.
1 Session, \$185 – 0.6 CEUs
Woodbridge Location:
WS 334 – ARTS 1842-01W

Build a Website Quickly & Easily with Joomla

Joomla has rapidly become one of the most popular and powerful Content Management Systems for website development. Using Joomla, you can build a website without any special tools. In this hands-on course, you will learn how to install components, add and change templates, manage users, optimize for search engines, add content and more. You will be set up with your own practice Joomla site so you can work through the exercises for this hands-on class. Prerequisite: Basic understanding of your computer's operating system.

Instructor: Debbi Rodgers, NOVA Staff
Sat., Oct. 1, 9:30 a.m.–4:30 p.m.
1 Session, \$185 – 0.6 CEUs
Woodbridge Location: WS 334 – ITEC 1546-01W

Facilities Rental for Community Use

Community groups and individuals are welcome to use our campus facilities for all types of special events, including company picnics, concerts, and recitals. To schedule an event, or to request additional information, contact Cindi Hill at Manassas (including the Mary Louise Jackson Amphitheater): e-mail chill@nvcc.edu or Stephanie Loving at Woodbridge: e-mail sloving@nvcc.edu

Please visit our website:
www.nvcc.edu/wdce/pwregional

It is updated daily with room numbers, changes, cancellations, additional classes and other important announcements.

NEW!**Web Basics-HTML/HTML & CSS**

Learn the basics of web design by learning the actual code used to build web pages. No special software is required. In this hands-on course you will use XHTML to create pages using text formatting, images, lists and tables. You will enhance the pages using Cascading Style Sheets (CSS) to add color, fonts, and many other special visual effects. This class is one of four required classes for the level I, Web Development Certificate. Level II classes will be offered in Spring 2012. Prerequisite: Basic understanding of your computer's operating system and the internet.

Instructor: Debbi Rodgers, NOVA Staff
Sat., Oct. 22 & 29, 9:30 a.m.-4:30 p.m.
2 Sessions, \$360 - 1.2 CEUs
Woodbridge Location: TBA - ARTS 1639-01W

NEW!**Java Script Basics**

Add functionality to your web pages using JavaScript. No special software is required. In this hands-on course, you will learn the basics of programming in JavaScript, the most scripting language of the Web. You will also learn how to embed JavaScript in your XHTML pages, create rollover images, add form validation, and more. This class is one of four required classes for the level I, Web Development Certificate. Level II classes will be offered in Spring 2012. Prerequisite: Web Basics - HTML/XHTML & CSS or equivalent knowledge.

Instructor: Debbi Rodgers, NOVA Staff
Sat., Nov. 5 & 12, 9:30 a.m.-4:30 p.m.
2 Sessions, \$360 - 1.2 CEUs
Woodbridge Location: WS 334 - ITEC 1981-01W

NEW!**Java Script Advanced**

Expand your JavaScript knowledge with special JavaScript frameworks. This class will show you how to work with cross-browser functionality to create animation effects and dynamic page formatting, fading and sliding elements and more. This course uses the JQuery Framework for JavaScript. This class is one of four required classes for the level I, Web Development Certificate. Level II classes will be offered in Spring 2012. Prerequisite: JavaScript Basics or equivalent knowledge.

Instructor: Debbi Rodgers, NOVA Staff
Sat., Nov. 19, 9:30 a.m.-4:30 p.m.
1 Session, \$360 - 0.6 CEUs
Woodbridge Location: WS 334 - ITEC 1991-01W

NEW!**Basic Web Management**

You will learn the basics of setting up and managing in a shared web environment. This class will discuss acquiring domain names and contracting for shared web services, advantages and disadvantages of shared hosting, and shared hosting feature comparisons. This class will demonstrate managing a hosted site through several management interfaces to include setting up email accounts, email forwarding, password protected directories, subdomains, ftp accounts, uploading websites and more. This course is ideal for someone who wishes to set up an affordable small personal website or for non-profit activities. The concepts may apply to larger scale projects as well. This class is one of four required classes for the level I, Web Development Certificate. Level II classes will be offered in Spring 2012. Prerequisite: Basic understanding of your computer's operating system.

Instructor: Debbi Rodgers, NOVA Staff
Sat., Dec. 3, 1:00 p.m.-4:00 p.m.
1 Session, \$100 - 0.3 CEUs
Woodbridge Location: WS 140 - ITEC 1581-01W

Five 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 brochure.** Get them to read it. Attach it to your request.
- **Stress the benefits.** Courses and workshops 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?
- **Compare the price!** Your supervisor will be pleased to know that he/she is paying less and getting a lot. We can also customize classes to bring to your place of employment.

Web Development/Online

These online courses are administered through Blackboard. Prior to class, go to My NOVA Portal: <https://nvcc.my.vccs.edu/jsp/home.jsp> to look up your User Name and Password. On the first day of class, you will use this information to log in to Blackboard at: <http://tac.nvcc.edu/blackboard/student/> and begin. Please see our website for additional details. Your instructor is a web designer who specializes in small business websites and is a 3D artist.

Prerequisites for these courses: Basic knowledge of a web browser that's not more than 3 years old, basic knowledge of your computer's operating system, and using the Internet. You must know how to download and open zip files. Questions about these courses? Call 703-257-6590 or email clangguth@nvcc.edu.

Students taking Designing Web Documents and Expression Web:

If you don't already have your own website, you will need to find a free one so you can post your lessons. Check with your ISP first. Most give you free web space you can use. If not, find another and familiarize yourself with how they want you to upload files. You will then be ready for the first lesson.

Students taking Photoshop I, II and 3D for Photoshop:

Prior to class, create an account in an image-sharing website, such as Picassa, Flickr, Snapfish, Kodak, etc. This site will be used to share your class assignments. Familiarize yourself with the site - how to add images, where those images are located, etc. If you already have a website that you want to use, that will work as well.

Designing Web Documents (Online Course)

Create web page content using hypertext markup language (HTML), extensible HTML (XHTML) and cascading style sheets (CSS). Gain experience formatting documents and other vital concepts on X/HTML and X/HTML-related topics and content presentation with CSS. The optional textbook, HTML, XHTML +CSS: Visual Quickstart Guide, is available in the campus bookstore.

Instructor: Donna Sellinger
Wed., Aug. 24-Oct. 4,
6 Sessions, \$169 - 1.8 CEUs
Manassas Location: Online - ARTS 1840-01M

Photoshop Level I (Online Course)

Learn to repair old photos, colorize black and white photos, or freshen up a faded one. Create your own graphics from scratch and do amazing things to them. The optional textbook, Photoshop CS F/wind +MAC, is available in the campus bookstore.

Instructor: Donna Sellinger
Wed., Sept. 7-Oct. 18,
6 Sessions, \$169 - 1.8 CEUs
Manassas Location: Online - ARTS 1817-01M

Introduction to 3D for Photoshop (Online Course)

Get hands-on experience each week while you create a basic model, paint it, add textures, add and manipulate lights and cameras... the list goes on. Prerequisite: You must have Photoshop CS4 Extended to take this class and a thorough knowledge of how to manipulate files in Photoshop.

Instructor: Donna Sellinger
Wed., Oct. 5-Nov. 15,
6 Sessions, \$169 - 1.8 CEUs
Manassas Location: Online - ARTS 1603-01M

Expression Web (Online Course)

Create a basic website, assign attributes, hyperlinks and images and learn document control and placement. Create forms, learn to use predesigned templates and much more. Tie this all up with publishing your site to the Web. Prerequisite: Knowledge of HTML, XHTML and CSS is highly recommended. The optional textbook, Microsoft Expression Web, is available in the campus bookstore.

Instructor: Donna Sellinger
Wed., Nov. 9-Dec. 20,
6 Sessions, \$169 - 1.8 CEUs
Manassas Location: Online - ITEC 1676-01M

Photoshop Level II (Online Course)

Armed with the knowledge of how Photoshop works, you will now put that to use with more advanced skills. Prerequisite: Photoshop I class or proof of having taken a Photoshop class in the past. The optional textbook, Photoshop CS F/wind +MAC, is available in the campus bookstore.

Instructor: Donna Sellinger
Wed., Oct. 19-Nov. 29,
6 Sessions, \$169 - 1.8 CEUs
Manassas Location: Online - ARTS 1822-01M

Photography and Arts

Adobe Photoshop Elements: Introduction



Adobe Photoshop Elements is included with many digital cameras or available separately at a modest cost. The course, designed for beginners, will provide an introduction to the basic features and functionality most needed by beginning photographers. Subjects to be covered include importing and cataloging photos using the Organizer module, basic editing functions and photo adjustments. In addition, this course will also cover preparing images for distribution via e-mail or the web. You will leave the course with a solid understanding of how to use Photoshop Elements to edit images and prepare them for printing at home or by a photo lab. Handouts provided. The instructor is a versatile photographer with many years experience in producing quality images on a wide variety of subjects—resulting in many award winning photographs. Prerequisite: none.

Instructor: Andy Jezioro
Sat., Sept. 24 & Oct. 1, 9:00 a.m.–12:00 p.m.
2 Sessions, \$115
Woodbridge Location: TBA – ARTS 1745-01W

NEW!

Adobe Photoshop Elements: Advanced Features

This course is designed for the experienced Photoshop Elements user, comfortable with basic navigation and basic photo editing functions. Subjects include advanced editing features including adjustment layers, advanced retouching techniques, using software filters to enhance images, using add-in tools to expand the functionality of the base product, and creating products such as greeting cards and brochures. You will leave the course with a solid understanding of how to use the full power of advanced Photoshop Elements tools to produce the best possible images. Handouts provided. The instructor is a versatile photographer with many years experience in producing quality images on a wide variety of subjects—resulting in many award winning photographs. Prerequisite: Elements prior experience.

Instructor: Andy Jezioro
Fri., Sept. 23 & 30, 6:45 p.m.–9:45 p.m.
2 Sessions, \$115
Manassas Location: TBA – ARTS 1645-01M

NEW!

Digital Asset Management

This course covers the protection, preservation and cataloging of digital photographs and other digital media. Learn methods for proper storage, retrieval archiving and cataloging of their irreplaceable digital memories. Various forms of backup strategies will be covered including combinations of local backups, offsite storage and cloud storage. Advantages and disadvantages of these methods will be presented. At the end of the course, you will be able to develop a strategy that will best meet your needs for preserving your digital assets. Handouts will be provided. The instructor is a versatile photographer with many years experience in producing quality images on a wide variety of subjects—resulting in many award winning photographs. Prerequisite: none.

Instructor: Andy Jezioro
Sat., Nov. 5, 9:00 a.m.–12:00 p.m.
1 Session, \$60
Woodbridge Location: TBA – ITEC 1582-01W

Digital Camera Basics

Find out how to really use your digital camera, including working with memory cards, transferring images to your computer, basic editing, exposure, composition, outputting your work for print and display on the Web. Explore the basic shooting modes built into your camera, as well as customized camera settings, aperture and shutter settings, white balance and flash. Bring your camera, manual and textbook to class. Assignments will be given and reviewed in class. Prerequisite: none. The [required textbook](#), *Welcome to Digital Photography*, is available in the campus bookstore.

Instructor: James Harrington
Sat., Sept. 17 & 24, 8:30 a.m.–11:00 a.m.
2 Sessions, \$99
Manassas Location: TBA – PHTG 1524-01M

Interested in Developing and Teaching a New Course?

The Workforce Development Division is continually expanding its course offerings. If you would like to propose a new class, contact Patricia Carrow by email: pcarrow@nvcc.edu or phone 703-257-6631.

NEW!

Digital Photography: Intermediate Level

This course builds on the understanding of camera controls and image making from the Digital Camera Basics class. The goal of this course is to enable you to take control of your camera and make great images under a variety of conditions. The course assumes you have a working knowledge of your camera and the camera's controls. Class format includes lecture, demonstration, and practical class exercises. Topics include:

- Advanced Composition
- Thinking photographically and solving common photographic challenges
- Seeing and manipulating light
- Classic lighting and posing for people and groups
- Using your camera in manual mode as well as automatic
- Using flash indoors and outdoors
- Digital imaging post-processing and presentation

Prerequisite: Digital camera basics class. The [required textbook](#), *Welcome to Digital Photography*, is available in the campus bookstore.

Instructor: James Harrington
Sat., Nov. 5 & 12, 8:30 a.m.–11:00 a.m.
2 Sessions, \$99
Manassas Location: TBA – PHTG 1924-01M

NEW!

Introduction to HDR Photography

High Dynamic Range (HDR) photography allows the creation of images with a greater range of tonal values than can be captured in a single image. The process consists of shooting multiple images at different exposures and using the proper software to combine the images into a single image. You will learn why and how to shoot HDR images and how to process the resulting images using various software packages. This course is intended for the intermediate to advanced photographer using a digital SLR or other advanced digital camera having the ability to shoot in Aperture Priority mode. Handouts provided. The instructor is a versatile photographer with many years experience in producing quality images on a wide variety of subjects—resulting in many award winning photographs. Prerequisite: See course description

Instructor: Andy Jezioro
Fri., Nov. 4, 6:45 p.m.–9:45 p.m.
1 Session, \$60
Manassas Location: TBA – PHTG 1951-01M

Photoshop for Photographers: Introduction

If you are new to Photoshop, this course is for you. We'll cover getting your images into Photoshop, converting camera raw images, and the essential image adjustment and editing techniques. You will learn how to use Photoshop's layers capabilities to make your editing easier and more flexible. The course will also cover how to select items or backgrounds, make local adjustments to parts of your images, and the main Photoshop tools for retouching. Color management, printing, web conversions, and various image formats will be covered. You may bring your own images to work on or use sample images supplied by the instructor. Read the box on page 45, Using a Classroom Computer, to obtain your student log in and password prior to the first class meeting. Prerequisite: none.

Instructor: James Harrington
Fri., Sept. 16-30, 7:00 p.m.–10:00 p.m.
3 Sessions, \$185
Manassas Location: MC 229 – ARTS 1895-01M

NEW!

Visual Design

Looking beyond just a photograph, visual design takes your photography to a new level. This course considers the basic building blocks including light, shape, lines, texture, perspective, dominance, balance, proportion and rhythm. This course is intended for the intermediate to advanced photographer using a digital SLR or other advanced digital camera. You must have a good working knowledge of your camera and its functions. Handouts will be provided. Prerequisite: none.

Instructor: Andy Jezioro
Fri., Dec. 2, 6:45 p.m.–9:45 p.m.
1 Session, \$60
Manassas Location: TBA – ARTS 1644-01M

Scrapbooking on Canvas

Do you enjoy scrapbooking photos of your family, friends and pets or you have special photos and would like to learn how? You'll make a gorgeous wall art with your special photos. Please bring to the first session: photos, magazines, tissue papers or any decorative papers, glue, black pen, acrylics (three or four colors of your choice), brushes, crayons or colored pencils, and any size canvas. Your instructor has extensive experience teaching students of all ages and interests. Prerequisite: none.

Instructor: Sunny Lee
Sat., Oct. 1-22, 9:45 a.m.–11:45 a.m.
4 Sessions, \$120
Manassas Location: MH 413 – ARTS 1604-01M

General Interest

Driver Improvement

The Virginia DMV has declared NOVA a center for this program. This course is offered at the Alexandria, Loudoun, Manassas and Woodbridge campuses. Successful completion of this National Safety Council Drive Improvement course awards five bonus points toward your driving record, if specific requirements are met. If you currently hold a Commercial Driver's License (CDL), you must take a Commercial Driver Improvement class. Students must attend the complete day(s) and pass the exam to receive points. This course is offered as one eight-hour day (with a 30 minute lunch break) or two four-hour evening sessions. Register no later than Thursday at 3 p.m. for a Saturday section or Monday at 10 a.m. for an evening section. It is recommended that you arrive 15 minutes before class begins and bring your driver's license and/or another form of picture ID. In order to prepare your Certificate of Completion, include your driver's license number on the registration form and indicate the campus location, date and time. Prerequisite: none.

Instructor: D.J. Anglin

01M – Tues. & Thurs., Aug. 23 & 25

5:45 p.m.–10:00 p.m.

02M – Sat., Sept. 10, 8:00 a.m.–5:00 p.m.

03M – Tues. & Thurs., Sept. 27 & 29, 5:45 p.m.–10:00 p.m.

04M – Sat., Oct. 8, 8:00 a.m.–5:00 p.m.

05M – Sat., Nov. 5, 8:00 a.m.–5:00 p.m.

06M – Tues. & Thurs., Nov. 15 & 17
5:45 p.m.–10:00 p.m.

07M – Sat., Dec. 10, 8:00 a.m.–5:00 p.m.

\$75, Manassas Location: TBA – TRNS 1901

Instructor: Randall Carlock or Debera Long

01W – Sat., Aug. 20, 8:00 a.m.–5:00 p.m.

02W – Sat., Sept. 17, 8:00 a.m.–5:00 p.m.

03W – Sat., Oct. 22, 8:00 a.m.–5:00 p.m.

04W – Sat., Nov. 19, 8:00 a.m.–5:00 p.m.

05W – Sat., Dec. 3, 8:00 a.m.–5:00 p.m.

06W – Sat., Dec. 17, 8:00 a.m.–5:00 p.m.

\$75, Woodbridge Location: TBA – TRNS 1901

Registration is
continuous throughout the
fall semester.

Estate Planning Made Easy

This is a “must attend” hands-on class for anyone who wants to ensure that their wishes are followed in the event they become disabled. This class will also cover what will happen with your property and estate. Topics include: Wills, Powers of Attorney, Trusts, Survivorship Property, Living Wills, Advanced Medical Directives, and Health Care Powers of Attorney. Other topics such as funeral planning, long term care, Last Wishes documents, guardianship, conservatorship, and representative payee status will also be addressed. This Virginia-specific interactive class will include real life scenarios, detailed handouts, Q&A session, key contact numbers and where to find reliable information on the Internet. The instructor is a practicing attorney in Elder and disability Law and is admitted as an attorney to the Bar in several states. You will receive a multipage guide to use as a reference. Prerequisite: none.

Instructor: Constance Bourne, JD, CSA

Wed., Oct. 5, 6:30 p.m.–9:30 p.m.

1 Session, \$89

Manassas Location: MIP 134 – LLRN 1972-01M

NEW!

Family Issues Through the Years

This three-session course will explore a range of issues and conflicts facing today's families including relationships; behavioral, gender, and cultural issues; and legal implications. We will offer ideas as well as strategies for resolution and community support systems and ways to access them. Prerequisite: none.

Instructor: Dr. Donna Minnich,

Assistant Professor of Sociology, NOVA

Sat., Sept. 10–24, 10:00 a.m.–12:30 p.m.

3 Sessions, \$60

Manassas Location: TBA – PSYC 1618-01M

Financial Empowerment Basics for Women

Learn easy, smart, money management and credit savvy skills as well as new methods of budgeting, banking skills and your consumer rights. Discover ways to improve your credit score and make the most of your resources. Learn savings ideas that will pay off! Let a seasoned trainer walk you through the experts' recommendations to keep YOU in control of your money. Tuition includes all materials. The instructor is a certified Money Smart trainer. Prerequisite: none.

Instructor: Victoria Neeley

Wed., Sept. 14–Oct. 5, 7:00 p.m.–9:30 p.m.

4 Sessions, \$125 – 1.0 CEUs

Manassas Location: MIP 132 – FINL 1917-01M

“Very well organized, clear, and to the point.”

—Student Evaluation/Estate Planning and Legal Issues

Financial Strategies for Successful Retirement

Designed for beginning investors, ages 45-up, who want to learn about financial planning from an educational standpoint. Topics include: maximizing investment returns, minimizing risk, how to inflation proof your retirement income, estate planning, selecting pension benefits, minimizing taxes and much more. Prerequisite: none.

Instructor: Margaret Swinney,

CFEBS Financial Professional

4 Sessions, \$85

Tues., Sept. 20–Oct. 11, 6:30 p.m.–9:30 p.m.

Manassas Location: MIP – FINL 1901-01M

Wed., Oct. 26–Nov. 16, 6:30 p.m.–9:30 p.m.

Manassas Location: MIP – FINL 1901-02M

Sat., Oct. 29–Nov. 19, 9:00 a.m.–12:00 p.m.

Manassas Location: TBA – FINL 1901-03M

Thurs., Sept. 22–Oct. 13, 6:30 p.m.–9:30 p.m.

Woodbridge Location: FRE – FINL 1901-01W

Sat., Sept. 24–Oct. 15, 9:00 a.m.–12:00 p.m.

Woodbridge Location: WS 236 – FINL 1901-02W

Mon., Oct. 24–Nov. 14, 6:30 p.m.–9:30 p.m.

Woodbridge Location: FRE – FINL 1901-03W

Parenting and Divorce

Virginia amended and reenacted legislation stating that “the parties to any petition where a child whose custody, visitation, or support is contested shall show proof that they have attended, within the 12 months prior to their court appearance or shall attend within 45 days thereafter, an educational seminar.... approved by the court.” This seminar fulfills these requirements. See website for additional important information. Prerequisite: none.

Instructor: Catherine Borkowski

1 Session, \$50

Wed., Sept. 7, 6:00 p.m.–10:00 p.m.

Manassas Location: MIP 133 – PSYC 1595-01M

Sat., Nov. 5, 9:00 a.m.–1:00 p.m.

Manassas Location: TBA – PSYC 1595-02M

Wed., Dec. 7, 6:00 p.m.–10:00 p.m.

Manassas Location: MIP 133 – PSYC 1595-03M

Sat., Oct. 1, 9:00 a.m.–1:00 p.m.

Woodbridge Location: TBA – PSYC 1595-01W

Wed., Nov. 30, 6:00 p.m.–10:00 p.m.

Woodbridge Location: TBA – PSYC 1595-02W

Successful Real Estate Investing in a Down Market



Even today, you can create wealth by investing in real estate, just as most self-made millionaires do. Learn the fundamentals of safe and successful real estate investing. Topics include how to

locate good buys, negotiate with sellers, creative financing, work deals with investors and much more. The instructor is President of the real estate investment company, Summit Connection and has owned investment property in five different states. Prerequisite: none. The required textbook, *Nothing Down for the 2000's*, is available in the campus bookstore.

Instructor: Bruce McBarnette, Esq.

Sat., Sept. 17, 9:00 a.m.–5:00 p.m.

1 Session, \$185

Manassas Location: TBA – REAL 1502-01M

NEW!

The Tao of Conflict Management

Most of us seek to avoid or run from conflict. We perceive it as negative, and it can provoke fear. Because we all have our own beliefs, values and wants, conflict is natural and inevitable. Knowing how to manage conflict means that you won't have to run, hide or avoid conflicts when they arise. Learn the five styles of handling conflict and when to use each one; how to hear the “hard to hear” stuff without getting caught up in the emotion, and how to disagree without being disagreeable. Also discover how to find the real underlying issues that are driving a conflict and address them, plus effective techniques for dealing with the “impossible” people in your life. Your instructor is a Certified Neuro-Linguistic & Programming Practitioner. Prerequisite: none.

Instructor: Sterling Harris

Sat., Sept. 10–24, 9:30 a.m.–12:00 p.m.

3 Sessions, \$99 – 0.7 CEUs

Woodbridge Location: TBA – PSYC 1809-01W

Unleashing the Writer Within- Creative Writing for Beginners



Think you don't have enough time to write? Do you want to write interesting fiction but don't know where to begin? Are you convinced that if you just had an understanding of the basic tenants

of fiction writing, then you would have a saleable manuscript? Then this two hour workshop may be for you. Learn how to craft fiction worthy of submitting to publishers. Learn how to add voice to your writing, create strong characters and a page turning plot. Ultimately, learn how to write wherever you are, and to mine your life experiences for great stories. Prerequisite: none.

Instructor: Jennifer Chambers

Sat., Sept. 10, 12:30 p.m.-2:30 p.m.

1 Session, \$55

Manassas Location: TBA - COMM 1996-01M

Writing: Making the Un-Dead and Other Unbelievable Believable

Think you could do better than 'Twilight' or the 'Harry Potter' series? Are you a fan of these books and would love to write one of your own? Then this workshop is for you. Learn the difference between speculative fiction, paranormal romance and magical realism. Learn how to take vampires to the next level, how to understand the laws of paranormal fantasy and how to take moments in history and craft them into your novel. Read the required book before attending class. Your instructor is a published paranormal/fantasy author and book coach. Prerequisite: Interest in paranormal fiction writing. The required textbook, *Among other Edens*, is available in the campus bookstore.

Instructor: Jennifer Chambers

Sat., Nov. 12, 12:30 p.m.-2:30 p.m.

1 Session, \$50 - 0.2 CEUs

Woodbridge Location: TBA - LLRN 1865-01W

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. Prerequisite: none.

Instructor: Frank Milligan

Sat. & Sun., Sept. 24 & 25, 9:00 a.m.-5:00 p.m.

2 Sessions, \$240

Woodbridge Location: TBA - COMM 1946-01W



We've Moved!

The Manassas WD staff is now located at MIP—Manassas Innovation Park. Both registration and the ACLI staff remain on campus in Howsmon Hall.

Certificate Programs

Invest in yourself today to advance your career tomorrow. Certificate programs are offered to provide focused training and updated skills in specific areas. Most are approved for VA benefits:

- CompTIA® A+ Computer Service Technician
- Computer Technology
- Dental Office Administration
- Dental Orthodontic Assistant
- Federal Contract Management
- Human Resource Development
- Project Management
- TESOL
- Web Developer
- Wedding Coordinator

Visit our website for complete details and requirements.

www.nvcc.edu/wdce/pwregional

Let NOVA Train Your Employees

Classes can be held at your place of business or any one of our six campus locations. Contact Ron Beckwith, Business Development, for additional information.

Phone: 703-323-4068 or e-mail rbeckwith@nvcc.edu

Home Improvement

Your instructor, Paul Giles, has 20 years experience working with volunteer groups to build and repair homes. He specializes in the repair topics covered in these Home Improvement classes.

Home Electricity – Hands-On Basic

This class teaches the basics of wiring 110 Volt lighting, switches, and outlets. Students may either be "hands-on" and participate in wiring projects or just observe others. Topics include: stripping and connecting wires; wiring a pull chain light; changing a single switch to a double (three-way) switch; and tapping into existing wires to secure a power source. All materials and equipment are supplied, though students are encouraged to bring in any electrical tools they may have. Prerequisite: none.

Instructor: Paul Giles

Sat., Sept. 24, 12:30 p.m.-3:30 p.m.

1 Session, \$90

Woodbridge Location: TBA - ELEC 1906-01W

Home Electricity – Wires/ Switches/Outlets/Boxes

We will focus on the type, use and application of all wires, switches outlets and boxes in your home. This includes 110/220 wires, 3-way switches and ground fault interrupter (GFI) outlets. Prerequisite: none.

Instructor: Paul Giles

Sat., Sept. 24, 9:00 a.m.-12:00 p.m.

1 Session, \$75

Woodbridge Location: TBA - ELEC 1902-01W

Home Electricity – Panel/Breaker Box

This class provides you the basics of breaker boxes- the "starting point" of all electricity within the house, and the beginning of most electrical projects. Topics include basic electrical principles; components of the box; the service entrance cable; grounding bars and rods; tandem breakers, and basic breaker function; ground and arc fault breakers; panel box projects, and more. Adding new circuit and breaker to box will be covered. Course goal is the practical understanding of the working of the breaker box and the confusion/intimidation about "all those wires". All projects are done without use of, or exposure to, any electrical current or voltage. Prerequisite: none.

Instructor: Paul Giles

Sat., Oct. 1, 9:00 a.m.-12:00 p.m.

1 Session, \$75

Woodbridge Location: TBA - ELEC 1921-01W

Home Electricity – Hands-On Advanced

This class teaches you the basics of wiring 220 Volt household electrical circuits. Students may either be "hands-on" and participate in wiring projects or just observe others. Topics cover basic 220 volt principles. Wiring projects include (from panel box to end of circuit) 3- and 4-prong clothes dryer circuits; oven circuits; water heater circuits, with disconnect; 50 amp subpanel; and discussion of the application 220 Volt circuit wiring to individual student home projects. All materials and equipment are supplied, though students are encouraged to bring in any electrical tools they may have. All projects are done without use of, or exposure to, any electrical current or voltage. Prerequisite: none.

Instructor: Paul Giles

Sat., Oct. 1, 12:30 p.m.-3:30 p.m.

1 Session, \$90

Woodbridge Location: TBA - ELEC 1914-01W

Are you looking for additional learning and growth opportunities?

NOVA's Loudoun Campus has a variety of specialized programs and services, including:

- Certificate in Management Practices
- Healthcare - including medical billing and coding and nurse aide preparation
- Marketing with an emphasis on social media
- Digital Video and Filmmaking
- Studio Portrait Photography
- Fiction and Non-fiction Writing Workshops
- UNIX Bootcamp
- Virginia Automobile Dealer Operator Licensing

Visit our website for complete course descriptions and additional information:
www.nvcc.edu/wdce/loudoun
or call 703-450-2551.

Construction Trades & License Preparation

Continuing Education for Tradesmen

Journeyman, Master Plumbers, Electricians, HVAC Mechanics, and Gas Fitters are now required by the Virginia Board for Contractors to take a pre-determined number of continuing education hours, specific to their trade, as part of the licensing process. Anyone obtaining or renewing a license must take continuing education in his/her respective profession. These classes are recognized by the Commonwealth of Virginia's Department of Professional and Occupational Regulation and the Virginia Board for Contractors. Upon successful completion, certificates awarding CEUs will be issued to all Virginia tradesmen. Questions? Call 703-257-6630.

Basic Contractor Licensing

This eight-hour course is designed to provide an overview of the laws and regulations that govern contractor licensing and practice in Virginia and will help those taking Parts 1 and 2 of the contractor's exams. The course is approved to fulfill the pre-licensing education required by the VA Board for contractors and DPOR. It is recommended that students take both the Basic Contractor Licensing and the Advanced Contractor Licensing classes in order to get the full coverage of information that is important to running any type of contracting business in Virginia. The required textbook is a resource for practicing in the profession of contracting. The NASCLA book and Virginia Rules and Regulations are allowed in the open-book "A" and "B" examinations. The last day to register for this class is 3 p.m. on the Thursday before the class. Prerequisite: none. The required textbook, *Virginia, Contractors Guide to Business, Law and Project Management, 7th Edition*, is available in the campus bookstore.

Instructor: James Bateman
1 Session, \$210 - 0.8 CEUs
Sat., Sept. 10, 8:00 a.m.-5:00 p.m.
Manassas Location: TBA - BLDG 1513-01M
Sat., Oct. 1, 8:00 a.m.-5:00 p.m.
Manassas Location: TBA - BLDG 1513-02M
Sat., Nov. 5, 8:00 a.m.-5:00 p.m.
Manassas Location: TBA - BLDG 1513-03M
Sat., Dec. 3, 8:00 a.m.-5:00 p.m.
Manassas Location: TBA - BLDG 1513-04M

Advanced Contractor Licensing

This three-day class is approved to fulfill the pre-licensing education required by the VA Board for contractors and DPOR. It is designed to provide an advanced understanding of business management subjects for contractor license applicants so that they may be successful in business as well as in taking the "A" and/or "B" contractor licensing tests in Virginia. The course is helpful for every contractor (Class A, B, or C) and will help those taking Parts 2 and 3 of the exams. It is recommended that you take both the Basic and Advanced Contractor Licensing classes. This course is recognized by the Commonwealth of Virginia, Department of Professional and Occupational (DPOR) Regulation, Board for Contractors. The required textbook is a resource for practicing in the profession of contracting. The NASCLA book and Virginia Rules and Regulations are allowed in the open-book "A" and "B" examinations. The last day to register is the Thursday by 3:00 p.m. before the class begins. Prerequisite: none. The required textbook, *Virginia, Contractors Guide to Business, Law and Project Management, 7th Edition*, is available in the campus bookstore.

Instructor: James Bateman
3 Sessions, \$425 - 2.0 CEUs
Sun., Sat. & Sun., Sept. 11-18
8:00 a.m.-4:00 p.m.
Last class ends at 3:00 p.m.
Manassas Location: TBA - BLDG 1520-01M
Sun., Sat. & Sun., Nov. 6-13
8:00 a.m.-4:00 p.m.
Last class ends at 3:00 p.m.
Manassas Location: TBA - BLDG 1520-02M

Does your class have a prerequisite or a required textbook?

Be sure to check the class description for this important information!

Register and pay for your classes online using MasterCard, Visa, or American Express credit cards.

"I learned more than I bargained for. Great instructor."

-Student Evaluation/Basic Contractor Licensing

Continuing Education for Tradesmen - Electricians

You must take three hours of continuing education in your field. A workbook highlighting the changes is included in the tuition fee and will be distributed in class. Prerequisite: none.

Instructor: James Bateman or Roger Mercer
1 Session, \$125 - 0.3 CEUs
Sat., Sept. 24, 9:00 a.m.-12:00 p.m.
Manassas Location: TBA - ELEC 1918-01M
Sat., Oct. 15, 9:00 a.m.-12:00 p.m.
Manassas Location: TBA - ELEC 1918-02M
Sat., Nov. 19, 9:00 a.m.-12:00 p.m.
Manassas Location: TBA - ELEC 1918-03M
Sat., Dec. 10, 9:00 a.m.-12:00 p.m.
Manassas Location: TBA - ELEC 1918-04M

Continuing Education for Tradesmen - Gas Fitters

This one-hour class is intended for Journeyman and Master Gas Fitters, Liquefied Petroleum Gas Fitters, and Natural Gas Fitters. A workbook highlighting the changes is included in the tuition fee and will be distributed in class. Prerequisite: none.

Instructor: James Bateman or Roger Mercer
1 Session, \$65 - 0.1 CEUs
Sat., Sept. 10, 8:00 a.m.-9:00 a.m.
Manassas Location: TBA - PLMB 1902-01M
Sun., Oct. 2, 8:00 a.m.-9:00 a.m.
Manassas Location: TBA - PLMB 1902-02M
Sat., Nov. 19, 8:00 a.m.-9:00 a.m.
Manassas Location: TBA - PLMB 1902-03M
Sun., Dec. 4, 8:00 a.m.-9:00 a.m.
Manassas Location: TBA - PLMB 1902-04M

Continuing Education for Tradesmen - Mechanical (HVAC)

You must take three hours of continuing education in your field. A workbook highlighting the changes is included in the tuition fee and will be distributed in class. Prerequisite: none.

Instructor: James Bateman or Roger Mercer
1 Session, \$125 - 0.3 CEUs
Sat., Sept. 10, 12:00 p.m.-3:00 p.m.
Manassas Location: TBA - HVAC 1901-01M
Sun., Oct. 2, 12:00 p.m.-3:00 p.m.
Manassas Location: TBA - HVAC 1901-02M
Sat., Nov. 19, 12:00 p.m.-3:00 p.m.
Manassas Location: TBA - HVAC 1901-03M
Sun., Dec. 4, 12:00 p.m.-3:00 p.m.
Manassas Location: TBA - HVAC 1901-04M

Continuing Education for Tradesmen - Plumbers

You must take three hours of continuing education in your field. A workbook highlighting the changes is included in the tuition fee and will be distributed in class. Prerequisite: none.

Instructor: James Bateman or Roger Mercer
1 Session, \$125 - 0.3 CEUs
Sat., Sept. 10, 9:00 a.m.-12:00 p.m.
Manassas Location: TBA - PLMB 1901-01M
Sun., Oct. 2, 9:00 a.m.-12:00 p.m.
Manassas Location: TBA - PLMB 1901-02M
Sat., Nov. 19, 9:00 a.m.-12:00 p.m.
Manassas Location: TBA - PLMB 1901-03M
Sat., Dec. 4, 9:00 a.m.-12:00 p.m.
Manassas Location: TBA - PLMB 1901-04M

Please visit our website:

www.nvcc.edu/wdce/pwregional

It is updated daily with room numbers, changes, cancellations, additional classes and other important announcements.

OSHA Safety—Who Should Attend?

Safety personnel, facility managers, production managers, line supervisors, safety committee members, human resource personnel, business owners, supervisors and managers, plant managers, industrial engineers, leadsmen, maintenance personnel, and production engineers. OSHA statistics show nearly \$160 million in fines and penalties are handed out yearly during approximately 100,000 inspections..

OSHA Safety for Construction Industry (10–Hour)

The construction industry ranks the highest industry for fatalities and disabling injuries. The purpose of this class is to provide you with the skills and information you need to: minimize your organization’s exposure to costly penalties and fines; assess the effectiveness of overall safety programs and determine proper levels of compliance; and reduce downtime and worker compensation claims.

Instructor: Tamia Boyer

Sat., Oct. 22 & 29, 8:00 a.m.–1:00 p.m.

2 Sessions, \$219 – 1.0 CEUs

Manassas Location: TBA – BLDG 1983-01M

Instructor: Tamia Boyer

Sat., Nov. 5 & 19, 8:00 a.m.–1:00 p.m.

2 Sessions, \$219 – 1.0 CEUs

Woodbridge Location: TBA – BLDG 1983-01W

OSHA Safety for Construction Industry (30–Hour)

The construction industry ranks the highest industry for fatalities and disabling injuries. The purpose of this class is to provide you with the skills and information you need to: minimize your organization’s exposure to costly penalties and fines; assess the effectiveness of overall safety programs and determine proper levels of compliance; and reduce downtime and worker compensation claims. For specific topics, visit our website.

Instructor: Tamia Boyer

Mon.–Thurs., Dec. 5–8, 8:00 a.m.–3:00 p.m.

5 Sessions, \$659 – 3.0 CEUs

Manassas Location: TBA – BLDG 1984-01M

Instructor: Tamia Boyer

Mon.–Thurs., Nov. 7–10, 8:00 a.m.–3:00 p.m.

5 Sessions, \$659 – 3.0 CEUs

Woodbridge Location: TBA – BLDG 1984-01W

OSHA Safety for General Industry (10–Hour)

The purpose of this class is to provide you with the skills and information you need to: minimize your organization’s exposure to costly penalties and fines; assess the effectiveness of overall safety programs and determine proper levels of compliance; and reduce downtime and worker compensation claims.

Instructor: Tamia Boyer

Sat., Sept. 10 & 17, 8:00 a.m.–1:00 p.m.

2 Sessions, \$219 – 1.0 CEUs

Manassas Location: TBA – BLDG 1981-01M

OSHA Safety for General Industry (30–Hour)

The purpose of this class is to provide you with the skills and information you need to: minimize your organization’s exposure to costly penalties and fines; assess the effectiveness of overall safety programs and determine proper levels of compliance; and reduce downtime and worker compensation claims. For specific topics, visit our website.

Instructor: Tamia Boyer

Mon.–Thurs., Sept. 19–22, 8:00 a.m.–3:00 p.m.

5 Sessions, \$659 – 3.0 CEUs

Manassas Location: TBA – BLDG 1982-01M

Instructor: Tamia Boyer

Mon.–Thurs., Sept. 26–30, 8:00 a.m.–3:00 p.m.

5 Sessions, \$659 – 3.0 CEUs

Woodbridge Location: TBA – BLDG 1982-01W

Registration is continuous throughout the fall semester.

American Culture and Language Institute (ACLI)

The Institute, located on NOVA’s Manassas and Woodbridge campuses, serves the academic, residential, and business communities of greater Prince William County.

ESL (English as a Second Language) classes are open to both community residents and international (F1) students. The TESOL (Teaching English to Speakers of Other Languages) certification program prepares individuals to teach English to non-native English speakers. Language classes in Arabic, Chinese, French, Farsi, Italian, Spanish, Turkish, and Basic Urdu are offered on a rotating basis.

ACLI also offers consulting services and customized contract training in ESL for the work environment; in foreign languages; and in the areas of cross-cultural communication, multiculturalism, and diversity awareness. ACLI also collaborates with educators and students from other countries who visit NOVA for English training or to study local educational systems.

Visit our website for additional information or call 703-257-6536.

World Languages

Beginning Conversational French

Develop listening, speaking, reading, and writing skills through conversation and exposure to cultural aspects of French-speaking countries. Emphasis will be on pronunciation and simple vocabulary related to daily activities. Textbook required. Prerequisite: none.

Tues., Sept. 20–Dec. 20, 7:00 p.m.–9:00 p.m.

(no class 10/11 & 11/22)

12 Sessions, \$245 – 2.4 CEUs

Manassas Location: MS2 – FREN 1901-01M

Does your class have a prerequisite or a required textbook?

Be sure to check the class description for this important information!

NEW!

Mandarin Chinese I

Develop listening, speaking, reading, and writing skills through conversation and exposure to Chinese culture. Emphasis will be on pronunciation and simple vocabulary related to daily activities. Textbook required.

Prerequisite: none.

Wed., Sept. 21–Dec. 14, 7:00 p.m.–9:00 p.m.

(no class 11/23)

12 Sessions, \$245 – 2.4 CEUs

Woodbridge Location: FRE – CHIN 1902-01W

Spanish I

Students develop listening, speaking, reading, and writing skills through conversation and exposure to cultural aspects of Spanish-speaking countries. Emphasis will be on pronunciation, rules of grammar, and simple vocabulary related to daily activities. Textbook required.

Prerequisite: none.

Mon., Sept. 12–Dec. 12, 7:00 p.m.–9:00 p.m.

(no class 10/10 & 11/21)

12 Sessions, \$245 – 2.4 CEUs

Manassas Location: MS2 – SPAN 1902-01M

Wed., Sept. 21–Dec. 14, 7:00 p.m.–9:00 p.m.

(no class 11/23)

12 Sessions, \$245 – 2.4 CEUs

Woodbridge Location: FRE – SPAN 1902-01W

Spanish II

Students who have some knowledge of the language through previous study or travel in Spanish-speaking countries improve their oral language and listening comprehension skills. They will also expand their vocabulary and knowledge of grammar. Textbook required. Prerequisite: Spanish I or equivalent.

Wed., Sept. 14–Dec. 7, 7:00 p.m.–9:00 p.m.

(no class 11/23)

12 Sessions, \$245 – 2.4 CEUs

Manassas Location: MS2 – SPAN 1907-01M

World Languages and Business

Essential Skills of Leadership for Spanish Speakers

The course, taught in Spanish, is part of the Management Certificate for Spanish Speakers, a series of seminars in those areas most challenging to managers at all levels. Participants learn practical strategies such as how to motivate employees, how to resolve conflict, and how to work as a team.

Sat., Nov. 5, 9:30 a.m.–4:00 p.m.

(30-min lunch break)

1 Session, \$275 – 0.6 CEUs

Manassas Location: MH 204 – BUSC 1682-01M

Please visit our website: www.nvcc.edu/wdce/pwregional

It is updated daily with room numbers, changes, cancellations, additional classes and other important announcements.

TESOL/TESL Workshops

TESOL/TESL Certificate Program

NOVA's TESOL/TESL Certificate Program prepares students to teach English as a Second Language by combining language acquisition theory with practical application. After completing NOVA's TESOL/TESL certification, our students are qualified to teach English as a second language to adults in an adult education setting, in a community program, or at a proprietary school in the US or abroad. Reminders: K-12 certification/licensure must be completed at a four-year institution. Higher education ESL requires a masters degree in addition to TESOL certification.

To earn a TESOL/TESL program certificate in community and adult ESL programs, you must successfully complete Introduction to TESOL/TESL and TESOL Review and 11 of 15 other workshops and complete 25 hours of documented ESL class observation. Classes are offered on a rotating basis, with Introduction to TESOL/TESL and TESOL Review offered each semester. Individual courses may be taken without pursuing the certificate program. No textbooks are required.

Required courses and all electives for this certificate are approved for VA Benefits.

Required Courses:

- Introduction to TESOL/TESL
- TESOL Review

Electives: (Choose 11 of 15)

See website: www.nvcc.edu/pwregional or call 703-257-6530 or email acl@nvcc.edu

Introduction to TESOL/TESL

This course offers an overview of language acquisition theory research and popular instructional strategies that are used in adult education and community ESL programs. Prerequisite: none.

Sat., Sept. 17, 9:00 a.m.–4:00 p.m.

1 Session, \$90 – 0.6 CEUs

Manassas Location: MH 204 – EDUC 1817-01M

Sat., Sept. 24, 9:00 a.m.–4:00 p.m.

1 Session, \$90 – 0.6 CEUs

Medical Education Campus Location:

HE 254 – EDUC 1817-01H

Assessing English Proficiency

This course teaches participants how to develop lesson plans that emphasize specific language skills and introduces some assessment tools.

Prerequisite: none.

Sat., Dec. 3, 9:00 a.m.–4:00 p.m.

1 Session, \$90 – 0.6 CEUs

Manassas Location: MH 204 – EDUC 1814-01M

Culture as Class Content

In this course, participants will learn to incorporate topics related to American culture in skills-based ESL classes. They will create lesson plans and conduct teaching demonstrations.

Prerequisite: none.

Sat., Nov. 19, 9:00 a.m.–4:00 p.m.

1 Session, \$90 – 0.6 CEUs

Manassas Location: MH 204 – EDUC 1728-01M

Grammar Review

This course provides instruction and practice in English grammar. Participants will develop ESL grammar lessons and classroom activities.

Prerequisite: none.

Sat., Nov. 5, 9:00 a.m.–4:00 p.m.

1 Session, \$90 – 0.6 CEUs

Woodbridge Location: TBA – EDUC 1820-01W

Lesson Planning

This class teaches participants how to develop lesson plans that emphasize language skills, how to create class activities, and how to use some assessment instruments. Prerequisite: none.

Sat., Oct. 1, 9:00 a.m.–4:00 p.m.

1 Session, \$90 – 0.6 CEUs

Woodbridge Location: TBA – EDUC 1724-01W

Strategies for Teaching Entry-level Students

Participants in this class will practice using Total Physical Response and Communicative Approaches to effectively teach students who are at proficiency level zero. Prerequisite: none.

Sat., Oct. 15, 9:00 a.m.–4:00 p.m.

1 Session, \$90 – 0.6 CEUs

Medical Education Campus Location:

HE 254 – EDUC 1727-01H

One-hour lunch break for Saturday TESOL classes meeting from 9:00 a.m.–4:00 p.m.

Strategies for Teaching Reading and Writing

In this course, participants learn strategies for creating lessons that focus on reading comprehension, vocabulary, composition, and grammar. Prerequisite: none.

Sat., Oct. 15, 9:00 a.m.–4:00 p.m.

1 Session, \$90 – 0.6 CEUs

Manassas Location: MH 204 – EDUC 1821-01M

Strategies for Teaching Speaking and Listening

In this course, participants will learn to prepare lessons covering conversation, pronunciation, presentation, and listening comprehension.

Prerequisite: none.

Sat., Nov. 12, 9:00 a.m.–4:00 p.m.

1 Session, \$90 – 0.6 CEUs

Manassas Location: MH 204 – EDUC 1723-01M

Teaching Content ESL

In this practical seminar, participants will learn how to adapt an ESL curriculum to meet the needs of a specific business or industry, such as ESL for Construction Workers. Prerequisite: none.

Sat., Oct. 22, 9:00 a.m.–4:00 p.m.

1 Session, \$90 – 0.6 CEUs

Woodbridge Location: TBA – EDUC 1816-01W

Teaching ESL at the Elementary School Level

Students acquire guidelines for working with students and learn to target ESL student strengths and weaknesses. Prerequisite: none.

Fri., Nov. 4, 9:00 a.m.–4:00 p.m.

1 Session, \$90 – 0.6 CEUs

Manassas Location: MH 204 – EDUC 1726-01M

Teaching Pronunciation

In this course, students learn to teach phonetics, syllable structure, work stress, and intonation. They also conduct a teaching demonstration and write a one-page report at the conclusion of the session. Prerequisite: none.

Sat., Oct. 1, 9:00 a.m.–4:00 p.m.

1 Session, \$90 – 0.6 CEUs

Manassas Location: MH 204 – EDUC 1824-01M

TESOL Review

In this class, participants review what they have learned in other TESOL workshops. Each participant will lead a discussion and write a one-page report that will be submitted to the instructor and to the ACLI office. Note: this class will be the final class in the certification program. Prerequisite: none.

Sat., Dec. 10, 9:00 a.m.–4:00 p.m.

1 Session, \$90 – 0.6 CEUs

Manassas Location: MH 204 – EDUC 1825-01M

English as a Second Language

All new ESL students must take an English Placement Test. Manassas students take the test in the Testing Center, MH 112. Woodbridge students, go to WS 226. Returning students may register online. Questions? Call 703-257-6536.

ESL Integrated Skills

Introduction

Students improve English sound production, participate in simple dialogues, and practice basic speaking and listening skills. Students also develop basic English reading and writing skills. Prerequisite: ACLI Placement Test, or prior class equivalent.

Tues. & Thurs., Sept. 8–Dec. 13

7:30 p.m.–9:30 p.m.

(no class 10/11, 11/22, & 11/24)

25 Sessions, \$395 – 5.0 CEUs

Manassas Location: MH 202 – ESLA 1720-01M

Tues. & Thurs., Sept. 8–Dec. 13

7:00 p.m.–9:00 p.m.

(no class 10/11, 11/22 & 11/24)

25 Sessions, \$395 – 5.0 CEUs

Woodbridge Location: FRE – ESLA 1720-01W

Low Beginning

Students develop conversation fluency, practice listening comprehension, and read and write longer paragraphs. Prerequisite: ACLI Placement Test, or prior class equivalent.

Tues. & Thurs., Sept. 8–Dec. 13

12:00 p.m.–2:00 p.m.

(no class 10/11, 11/22, & 11/24)

25 Sessions, \$395 – 5.0 CEUs

Manassas Location: MH 202 – ESLA 1721-01M

Tues. & Thurs., Sept. 8–Dec. 13

7:00 p.m.–9:00 p.m.

(no class 10/11, 11/22 & 11/24)

25 Sessions, \$395 – 5.0 CEUs

Woodbridge Location: FRE – ESLA 1721-01W

ESL ONLY: Required textbooks are announced at the first class and are available for purchase in the campus bookstores.

IMPORTANT: Please keep your receipt! Books are subject to change. If you buy your books before the first day of class, do not open any CDs, book bundles, or write in your books. Otherwise, you will not be able to return or exchange your books!

Beginning

Students develop accurate speaking skills and integrate strong English grammar and writing skills with vocabulary development. Thirty minute break included. Prerequisite: ACLI Placement Test, or prior class equivalent.

Sat., Sept. 10–Nov. 19, 9:00 a.m.–2:30 p.m.
(no class 10/8)

10 Sessions, \$395 – 5.0 CEUs
Manassas Location: MH 202 – ESLA 1722-01M

Mon. & Wed., Sept. 12–Dec. 14
7:00 p.m.–9:00 p.m.

(no class 10/10, 11/21, & 11/23)
25 Sessions, \$395 – 5.0 CEUs

Medical Education Campus Location: Mon–HE 225, Wed–HE 329 – ESLA 1722-01H

Wed. & Fri., Sept. 14–Dec. 14
9:00 a.m.–11:00 a.m.

(no class 11/23 & 11/25)
25 Sessions, \$395 – 5.0 CEUs

Medical Education Campus Location: Wed.–HE 253, Fri.–HE 254 – ESLA 1722-02H

Tues. & Thurs., Sept. 8–Dec. 13
7:00 p.m.–9:00 p.m.

(no class 10/11, 11/22 & 11/24)
25 Sessions, \$395 – 5.0 CEUs

Woodbridge Location: FRE – ESLA 1722-01W

Beginning for Parent and Child

Parent and child (ages 6–12) learn together to develop accurate speaking skills and integrate strong English grammar and writing skills with vocabulary development. Prerequisite: ACLI Placement Test for parent only.

Mon. & Wed., Sept. 19–Dec. 5,
7:00 p.m.–8:00 p.m.

(no class 10/10, 11/21, & 11/23)
20 Sessions, \$225 – 2.0 CEUs

Manassas Location: MPRC – ESLA 1786-01M

High Beginning

Students work on assignments of increased difficulty, including reading for content and restatement, evaluating text, and editing their writing. Prerequisite: ACLI Placement Test, or prior class equivalent.

Mon. & Wed., Sept. 7–Dec. 12
7:30 p.m.–9:30 p.m.

(no class 10/10, 11/21, & 11/23)
25 Sessions, \$395 – 5.0 CEUs

Manassas Location: MH 202 – ESLA 1723-01M

Tues. & Thurs., Sept. 8–Dec. 13

9:30 a.m.–11:30 a.m.

(no class 10/11, 11/22, & 11/23)

25 Sessions, \$395 – 5.0 CEUs

Manassas Location: MH 202 – ESLA 1723-02M

Mon. & Wed., Sept. 7–Dec. 12

7:00 p.m.–9:00 p.m.

(no class 10/10, 11/21 & 11/23)

25 Sessions, \$395 – 5.0 CEUs

Woodbridge Location: FRE – ESLA 1723-01W

Low Intermediate

Students prepare for college-level ESL classes and learn and practice good study skills. Students who wish to move to the college program at NOVA or elsewhere will find this class good preparation. Prerequisite: ACLI Placement Test, or prior class equivalent.

Mon. & Wed., Sept. 7–Dec. 12

9:30 a.m.–11:30 a.m.

(no class 10/10, 11/21, & 11/23)

25 Sessions, \$395 – 5.0 CEUs

Manassas Location: MH 202 – ESLA 1724-01M

Tues. & Thurs., Sept. 13–Dec. 15

7:00 p.m.–9:00 p.m.

(no class 10/11, 11/21 & 11/24)

25 Sessions, \$395 – 5.0 CEUs

Medical Education Campus Location: HE 253 – ESLA 1724-01H

Mon. & Wed., Sept. 7–Dec. 12

7:00 p.m.–9:00 p.m.

(no class 10/10, 11/21 & 11/23)

25 Sessions, \$395 – 5.0 CEUs

Woodbridge Location: FRE – ESLA 1724-01W

Low Intermediate for Parent and Child

Parent and child (ages 6–12) learn together to prepare for higher-level ESL classes and learn and practice study skills. Students improve speaking skills and integrate strong English grammar and writing skills and expand their vocabulary. Prerequisite: ACLI Placement Test for parent only.

Mon. & Wed., Sept. 19–Dec. 5,

7:00 p.m.–8:00 p.m.

(no class 10/10, 11/21, & 11/23)

20 Sessions, \$225 – 2.0 CEUs

Manassas Location: MPRC – ESLA 1787-01M

ESL Classroom Codes

FRE: Freedom High School, Woodbridge
MC: Colgan Hall, Manassas Campus
MH: Howson Hall, Manassas Campus
MS: Rear classroom building,
Manassas Campus

MIP: Innovation Park Center, Manassas
WS: Seefeldt Building, Woodbridge Campus
HE: Medical Education Campus
MPRC: Manassas Park Recreation Center

ESL Specialty Classes

Accent Improvement

This low-intermediate level course is designed to help speakers of English as a second language learn how to communicate clearly and effectively in English. It will provide instruction in the sound system of English: individual sounds, combinations of sounds, stress and intonation, or prior class equivalent.

Tues., Sept. 6–Dec. 20, 7:00 p.m.–9:30 p.m.

(no class 10/11 & 11/22)

14 Sessions, \$325 – 3.25 CEUs

Manassas Location: TBA – ESLA 1946-01M

Accent Improvement for Medical Professionals

This 14-week course is designed to help future medical professionals, who are speakers of English as a second language, learn how to communicate clearly and effectively in English. It will provide instruction in the sound system of English: individual sounds, combinations of sounds, stress and intonation. A large part of the course will be practice with audio materials outside of class. You will also learn how to use stress for emphasis and clarification, and how to use intonation to calm and reassure. Prerequisite: ACLI placement test or prior class equivalent.

Tues., Sept. 6–Dec. 20, 7:00 p.m.–9:30 p.m.

(no class 10/11 & 11/22)

14 Sessions, \$325 – 3.25 CEUs

Medical Education Campus Location:
HE 352 – ESLA 1788-01H

American Culture

In this intermediate-level course, students will learn about American culture and heritage.

Improve their language skills as they think, speak, read, and write about American history and culture. Prerequisite: ACLI Placement Test, or prior class equivalent.

Fri., Sept. 9–Nov. 11, 9:00 a.m.–1:00 p.m.

10 Sessions, \$360 – 4.0 CEUs

Manassas Location: MH 202 – ESLA 1954-01M

Basic Computer Skills for ESL Students

Non-native English speakers with high-beginning level language skills will learn how to use Word to write letters and build a resume, use an email program, and search and navigate the Internet. Prerequisite: ACLI Placement Test, or prior class equivalent.

Sat., Oct. 22–Dec. 17, 9:00 a.m.–11:00 a.m.
(no class 11/26)

8 Sessions, \$100 – 1.6 CEUs

Manassas Location: TBA – ESLA 1819-01M

Focus on Grammar

In this beginning to low-intermediate level course, students learn about verb tenses, noun usage, and prepositions, as well as other language structures. Students will apply this knowledge to their writing assignments. Prerequisite: ACLI Placement Test, or prior class equivalent.

Sat., Sept. 10–Nov. 19, 9:00 a.m.–1:00 p.m.
(no class 10/8)

10 Sessions, \$360 – 4.0 CEUs

Manassas Location: TBA – ESLA 1817-01M

Mon. & Wed., Sept. 19–Dec. 5

7:00 p.m.–9:00 p.m.

(no class 10/10, 11/21 & 11/23)

20 Sessions, \$360 – 4.0 CEUs

Woodbridge Location: FRE – ESLA 1817-01W

Focus on Speaking

In this beginning to low-intermediate level course, students will improve listening, comprehension, conversation, and pronunciation skills. Prerequisite: ACLI Placement Test, or prior class equivalent.

Mon. & Wed., Sept. 19–Dec. 5

12:00 p.m.–2:00 p.m.

(no class 10/10, 11/21 & 11/23)

20 Sessions, \$360 – 4.0 CEUs

Manassas Location: MH 202 – ESLA 1896-01M

Tues. & Thurs., Sept. 29–Dec. 15

7:00 p.m.–9:00 p.m.

(no class 10/11, 11/22 & 11/24)

20 Sessions, \$360 – 4.0 CEUs

Manassas Location: MS 1 – ESLA 1896-02M

Mon. & Wed., Sept. 19–Dec. 5

7:00 p.m.–9:00 p.m.

(no class 10/10, 11/21 & 11/23)

20 Sessions, \$360 – 4.0 CEUs

Woodbridge Location: FRE – ESLA 1896-01W

Focus on Writing

In this intermediate to advanced-level course, students will develop and improve their written English and grammar skills. The class will focus on academic composition skills and more complex everyday writing. Prerequisite: ACLI Placement Test, or prior class equivalent.

Mon. & Wed., Sept. 7–Nov. 16

7:00 p.m.–9:00 p.m.

(no class 10/10)

20 Sessions, \$360 – 4.0 CEUs

Manassas Location: MS 1 – ESLA 1815-01M

Sat., Sept. 10–Nov. 19, 9:00 a.m.–1:00 p.m.

10 Sessions, \$360 – 4.0 CEUs

Woodbridge Location:

WS 306 – ESLA 1815-01W

ESL Intensive English Program

Intensive English courses are designed for students who wish to improve their English skills for personal and professional growth or to prepare for entry into college-level courses. Each full-time intensive course meets two hours Monday-Thursday and focuses on speaking and listening or on reading and writing. New students will take a placement test to determine the course level most appropriate for their needs. **Students on an F-1 visa and enrolled in the Intensive English program** must take one Speaking and Listening class, one Reading and Writing class, and one Elective class for a total of 20 hours of class time per week, to satisfy the requirements of their visa.

Reading and Writing 82

By the end of the term, students will have high-beginning reading skills; read and write for various tasks; know basic sentence structure, grammar and spelling rules; have a working vocabulary of 750 words; and organize their writing to reflect the sequence and importance of events. Prerequisite: ACLI Placement Test or ESL Intensive Reading/Writing 81
Mon.-Thurs., Sept. 7-Dec. 19
10:30 a.m.-12:30 p.m.
(no class 10/10, 10/11 & 11/21-11/24)
53 Sessions, \$1160 - 10.5 CEUs
Manassas Location: MS 1 - ESLA 1982-01M
Mon.-Thurs., Sept. 7-Dec. 19
3:45 p.m.-5:45 p.m.
(no class 10/10-10/11; 11/21-11/24)
53 Sessions, \$1160 - 10.5 CEUs
Woodbridge Location: WS 306 - ESLA 1982-01W

ESL ONLY: Required textbooks are announced at the first class and are available for purchase in the campus bookstores.

IMPORTANT: Please keep your receipt! Books are subject to change. If you buy your books before the first day of class, do not open any CDs, book bundles, or write in your books. Otherwise, you will not be able to return or exchange your books!

Reading and Writing 83

By the end of the term, students will be expected to use organization and comprehension skills reliably, write using fully developed paragraph forms, and have good spelling and punctuation skills. Prerequisite: ACLI Placement Test or ESL Intensive Reading/Writing 82.
Mon.-Thurs., Sept. 7-Dec. 19,
10:30 a.m.-12:30 p.m.
(no class 10/10, 10/11 & 11/21-11/24)
53 Sessions, \$1160 - 10.5 CEUs
Manassas Location: MS 2 - ESLA 1983-01M
Mon.-Thurs., Sept. 7-Dec. 19,
3:45 p.m.-5:45 p.m.
(no class 10/10-10/11; 11/21-11/24)
53 Sessions, \$1160 - 10.5 CEUs
Woodbridge Location:
WS 236 - ESLA 1983-01W

Reading and Writing 84

By the end of the term, students will be expected to use analysis, opinion, interpretation, and synthesis to solve problems in English; they will write longer paragraphs using revising, editing, style, and register accurately; and they will begin reflective writing. Prerequisite: ACLI Placement Test or ESL Intensive Reading/Writing 83.
Mon.-Thurs., Sept. 7-Dec. 19
3:30 p.m.-5:30 p.m.
(no class 10/10, 10/11 & 11/21-11/24)
53 Sessions, \$1160 - 10.5 CEUs
Manassas Location: MS 1 - ESLA 1984-01M
Mon.-Thurs., Sept. 7-Dec. 19
11:00 a.m.-1:00 p.m.
(no class 10/10-10/11; 11/21-11/24)
53 Sessions, \$1160 - 10.5 CEUs
Woodbridge Location:
WS 334 - ESLA 1984-01W

Reading and Writing 85

By the end of the term, students will read for a variety of purposes, master short essay writing, use research techniques, have grammar skills firmly in place, and begin to read formal literature. Prerequisite: ACLI Placement Test or ESL Intensive Reading/Writing 84.
Mon.-Thurs., Sept. 7-Dec. 19
3:30 p.m.-5:30 p.m.
(no class 10/10, 10/11 & 11/21-11/24)
53 Sessions, \$1160 - 10.5 CEUs
Manassas Location: MS 2 - ESLA 1985-01M
Mon.-Thurs., Sept. 7-Dec. 19
11:00 a.m.-1:00 p.m.
(no class 10/10-10/11; 11/21-11/24)
53 Sessions, \$1160 - 10.5 CEUs
Woodbridge Location:
WS 140 - ESLA 1985-01W

Speaking and Listening 72

By the end of the term, students will be at a high-beginning level of social and workplace English; have a vocabulary of 1000+ words; understand most day-to-day spoken English; know basic sentence structure, grammar, and spelling rules; and improve accuracy in sound production. Prerequisite: ACLI Placement Test or ESL Intensive Speaking/Listening 71.
Mon.-Thurs., Sept. 7-Dec. 19
8:00 a.m.-10:00 a.m.
(no class 10/10, 10/11 & 11/21-11/24)
53 Sessions, \$1160 - 10.5 CEUs
Manassas Location: MS 1 - ESLA 1972-01M
Mon.-Thurs., Sept. 7-Dec. 19
1:15 p.m.-3:15 p.m.
(no class 10/10-10/11; 11/21-11/24)
53 Sessions, \$1160 - 10.5 CEUs
Woodbridge Location:
WS 236 - ESLA 1972-01W

Speaking and Listening 73

By the end of the term, students will have intermediate conversation skills and a vocabulary of 1500+ words, speak freely in largely grammatical English, and use English organization skills in their spoken language. Prerequisite: ACLI Placement Test or ESL Intensive Speaking/Listening 72.
Mon.-Thurs., Sept. 7-Dec. 19
8:00 a.m.-10:00 a.m.
(no class 10/10, 10/11 & 11/21-11/24)
53 Sessions, \$1160 - 10.5 CEUs
Manassas Location: MS 2 - ESLA 1973-01M
Mon.-Thurs., Sept. 7-Dec. 19
1:15 p.m.-3:15 p.m.
(no class 10/10-10/11; 11/21-11/24)
53 Sessions, \$1160 - 10.5 CEUs
Woodbridge Location:
WS 334 - ESLA 1973-01W

Additional Testing and Registration Locations

For registration and testing information, and to schedule an appointment at the Medical Education Campus, please call 703-822-6523.

For registration and testing information, and to schedule an appointment at the Manassas Park Recreation Center, located at One Park Center Court, in Manassas Park, please call 703-257-6536.

Speaking and Listening 74

By the end of the term, students will converse easily in high-intermediate English for multiple purposes; have a vocabulary of 2,000+ words; improve accent; begin analyzing and interpreting what they hear and using their own opinion and reflective skills in those processes; begin using a variety of inflections and rhythms in their spoken English; and refine their oral grammar skills. Prerequisite: ACLI Placement Test or ESL Intensive Speaking/Listening 73.
Mon.-Thurs., Sept. 7-Dec. 19
1:00 p.m.-3:00 p.m.
(no class 10/10, 10/11 & 11/21-11/24)
53 Sessions, \$1160 - 10.5 CEUs
Manassas Location: MS 1 - ESLA 1974-01M
Mon.-Thurs., Sept. 7-Dec. 19
8:30 a.m.-10:30 a.m.
(no class 10/10-10/11; 11/21-11/24)
53 Sessions, \$1160 - 10.5 CEUs
Woodbridge Location:
WS 236 - ESLA 1974-01W

Speaking and Listening 75

By the end of the term, students will listen and speak largely independently, approaching the collegiate level; speak without grammatical flaws; think in English; and accurately take notes from lectures. Prerequisite: ACLI Placement Test or ESL Intensive Speaking/Listening 74.
Mon.-Thurs., Sept. 9-Dec. 19
1:00 p.m.-3:00 p.m.
(no class 10/10, 10/11 & 11/21-11/24)
53 Sessions, \$1160 - 10.5 CEUs
Manassas Location: MS 2 - ESLA 1975-01M
Mon.-Thurs., Sept. 7-Dec. 19
8:30 a.m.-10:30 a.m.
(no class 10/10-10/11; 11/21-11/24)
53 Sessions, \$1160 - 10.5 CEUs
Woodbridge Location:
WS 306 - ESLA 1975-01W

Register and pay for your classes online using MasterCard, Visa, or American Express credit cards.

ESL Intensive English Elective Courses

Pronunciation Skills 92

This high-beginning-level course focuses on increasing student awareness of the sounds of American English, improving their intelligibility, and helping them to speak more fluently. This class will provide extensive, in-depth practice in English pronunciation with special focus on rhythm, stress, and intonation. Students will learn to evaluate their own speech in order to become more competent, self-assured speakers. Short readings and poetry will be used to facilitate the unique expressive and communicative features of spoken English. Prerequisite: ACLI placement test or instructor recommendation.

Fri., Sept. 9–Nov. 11, 12:00 p.m.–4:00 p.m.
10 Sessions, \$360 – 4.0 CEUs

Manassas Location: TBA – ESLA 1892–01M

Fri., Sept. 9–Nov. 11, 12:00 p.m.–4:00 p.m.

10 Sessions, \$360 – 4.0 CEUs

Woodbridge Location:

WS 236 – ESLA 1892–01W

Pronunciation Skills 94

This low-intermediate-level course will help students expand their awareness of the sounds of American English, refine their intelligibility, and speak fluently. This class will provide extensive, in-depth practice in English pronunciation with special focus on rhythm, stress, and intonation. Basic features of English phonology and morpho-phonology will be reviewed. Students become even more aware of their own speech in order to become self-assured speakers. Short readings and poetry will be used to facilitate the unique expressive and communicative features of spoken English. Prerequisite: ACLI placement test or instructor recommendation.

Fri., Sept. 9–Nov. 11, 12:00 p.m.–4:00 p.m.
10 Sessions, \$360 – 4.0 CEUs

Manassas Location: TBA – ESLA 1894–01M

Fri., Sept. 9–Nov. 11, 12:00 p.m.–4:00 p.m.

10 Sessions, \$360 – 4.0 CEUs

Woodbridge Location:

WS 306 – ESLA 1894–01W

ESL Classroom Codes

FRE: Freedom High School, Woodbridge
MC: Colgan Hall, Manassas Campus
MH: Howsmon Hall, Manassas Campus
MS: Rear classroom building,
Manassas Campus

MIP: Innovation Park Center, Manassas
WS: Seefeldt Building, Woodbridge Camp.
HE: Medical Education Campus
MPRC: Manassas Park Recreation Center

Vocabulary and Spelling Skills 82

This high-beginning-level 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. The teacher explains how to use memory, dictionaries and computers to improve spelling. Prerequisite: ACLI Placement Test or instructor recommendation.

Fri., Sept. 9–Nov. 11, 9:00 a.m.–1:00 p.m.

10 Sessions, \$360 – 4.0 CEUs

Manassas Location: MS1 – ESLA 1882–01M

Fri., Sept. 9–Nov. 11, 9:00 a.m.–1:00 p.m.

10 Sessions, \$360 – 4.0 CEUs

Woodbridge Location:

WS 334 – ESLA 1882–01W

Vocabulary and Spelling Skills 84

This low-intermediate-level course helps students expand their vocabulary range and vocabulary acquisition skills through readings. They will build their proficiency with American English spelling rules and take advantage of further opportunities to practice. Individualized instruction will address the spelling challenges of speakers of specific languages. The teacher explains how to use memory, dictionaries and computers to improve spelling. Prerequisite: ACLI placement test or instructor recommendation.

Fri., Sept. 9–Nov. 11, 9:00 a.m.–1:00 p.m.

10 Sessions, \$360 – 4.0 CEUs

Manassas Location: MS2 – ESLA 1884–01M

Fri., Sept. 9–Nov. 11, 9:00 a.m.–1:00 p.m.

10 Sessions, \$360 – 4.0 CEUs

Woodbridge Location:

WS 140 – ESLA 1884–01W

ESL ONLY: Required textbooks are announced at the first class and are available for purchase in the campus bookstores.

IMPORTANT: Please keep your receipt! Books are subject to change. If you buy your books before the first day of class, do not open any CDs, book bundles, or write in your books. Otherwise, you will not be able to return or exchange your books!

English Plus Program

The ACLI English Plus Program is designed for students at pre-university, undergraduate, and post-graduate levels as well as professionals interested in improving their English language skills and developing their understanding of American culture. Students will improve in all areas of English as they apply critical thinking and use and improve their oral and written communication skills. Coursework includes academic skills such as conversation, listening comprehension, pronunciation, reading, writing, and grammar. Call 703-257-6530 for more information.

F1 students who have completed Speaking and Listening level 1975 and Reading and Writing level 1985: Students who do not plan to move to the college program may take this class in satisfaction of the Reading/Writing and Speaking/Listening portions of their semester requirement. They may satisfy their remaining requirement by taking any higher-level Integrated or Specialty classes of at least 40 hours (4.0 CEU). An F-1 student who wishes to do this should make an appointment to meet with an ACLI counselor by calling 703-257-6530 or 703-257-6536.

English Plus American Culture

An opportunity to acquire a basic understanding of American culture and to improve oral and written communication skills, this course exposes students to aspects of U.S. history and government, cultural values, and life in the United States. It enables participants to apply critical thinking skills as they engage in activities with native and non-native English-speaking students. Course work will include academic skills such as conversation, listening comprehension, oral presentation and discussion, and pronunciation. Content will combine Intensive English training with a subject focus. Prerequisite: the ability to communicate verbally and understand spoken English at a basic level. Prerequisite: ESLA 1975 and ESLA 1985, or equivalent.

Mon.–Thurs., Sept. 7–Dec. 19

9:00 a.m.–11:00 a.m.; 11:30 a.m.–1:30 p.m.
(no class 10/10, 10/11 & 11/21–11/25)

53 Sessions, \$2320 – 21.0 CEUs

Manassas Location: TBA – ESLA 1899–01M

Mon.–Thurs., Sept. 7–Dec. 19

8:30 a.m.–10:30 a.m.; 11:00 a.m.–1:00 p.m.
(no class 10/10–10/11; 11/21–11/24)

53 Sessions, \$2320 – 21.0 CEUs

Woodbridge Location: TBA – ESLA 1899–01W

Four Easy Ways to Register



See page 46 for complete information.

Registration is continuous throughout the fall semester.

Our classes are supported entirely through the fees paid by participants.

English Teaching Mini-Practicum

The practicum will provide an opportunity to observe an intensive English course, work with a mentor instructor, discuss assessment and teaching methodology, and assist with course planning and materials development. It will include opportunities for practical mini-lesson delivery in an ESL classroom. Participants will receive detailed feedback on the practicum and recommendations for using best practice methodology as well as discuss the program as a whole with senior faculty and administrators. Participants will work one-on-one with an assigned mentor throughout the length of the course. **Course prerequisite: At the time of application, participants need to have demonstrated completion or near completion of their master's degree in TESOL.**

This class will be held at the Annandale campus. For further information, please phone Tonia Rodgers, 703-323-2450.

ESLA 1877 – 6.0 CEUs – \$990

Education to Go Online Courses — www.ed2go.com/nvccan

All Ed2go online courses are now administered by NOVA's **Annandale Campus**. For a complete listing of courses, go to www.ed2go.com/nvccan. To register and pay for online courses, use the campus web site: www.nvcc.edu/wdce/annandale. If you need information or assistance, please call 703-323-3168.

Our instructor-facilitated online courses are informative, fun, convenient and highly interactive. **All courses start once a month and run for six weeks (with a 10-day grace period at the end)**. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office – any time of the day or night. **You need a Web browser, and in some cases, additional software. Course requirements are listed in the extended course descriptions on our Instruction Center web page: www.ed2go.com/nvccan.**

Courses are available in the following areas:

Accounting/Business & Management	PC Networking & Security
Certification Prep - CompTIA®, PMP	Personal Enrichment/Job Search
Childcare & Parenting	Publishing
Computer Applications	Sales & Marketing
Computer Literacy	Start Your Own Business
Database Management	Teaching & Education
Digital Photography	Test Prep – GED, GMAT, GRE, LSAT,
Grant Writing & Nonprofit	Praxis, SAT/ACT
Graphic/Multimedia Design	The Internet
Health Care/Wellness	Veterinary
Languages	Web & Computer Programming
Law & Legal Careers	Writing – Business & Creative

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

For registration purposes, please indicate which starting date you want by using the following section numbers:

Fall 2011 Online Class Start Dates:

01N – Sept. 21 **02N – Oct. 19** **03N – Nov. 9** **04N – Dec. 14**

To successfully complete an online course, you need a score of 70 or higher on the final exam. You'll be awarded 2.4 CEUs for each successfully completed course. (CEUs are not awarded for leisure courses.)

Additional Online Programs

- **UGotClass** is the newest addition to our online offerings. Specialized course areas include: Creating Cell Phone Apps for Your Business, Designing Successful Webinars, Virtual Meeting Planner Certificate, LEED Green Associate Exam Prep, Entrepreneur Boot Camp, Courses for K-12 Teachers, Digital Brochures, Successful Survey Techniques, Mentoring & Coaching in the Workplace, and Practical Math for the Workplace. **To learn more about available courses, go to <http://www.yougotclass.org/catalog.cfm/Nvcc>.**
- **The Income Tax School** 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. **To learn more about available courses and registration, click on <http://www.theincometaxschool.com/shop/shopcontent.asp?type=northern-virginia>.**
- **RedVector** provides online courses that cover continuing education requirements and corporate training for the engineering, architectural, interior design, construction, land surveying, building inspection and landscape architecture industries. Students who register through NOVA's website receive a 10% discount on RedVector's regular course prices. **To learn more about their courses and the registration process, click on <https://vccs.redvector.com/nvcc>.**
- **Green Builder College** is an online educational platform to provide professionals with essential tools to help them access new business opportunities and green collar careers. **For additional information, visit www.nvcc.edu/wdce/alexandria/courses/green.asp.**

Important Information

Please use parking meters when coming to campus to register. There is no free parking on campus.

We've Moved!

The Manassas WD staff is now located at MIP—Manassas Innovation Park. Both registration and the ACLI staff remain on campus in Howsmon Hall.

Hours of Operation:

Manassas: Mon.-Fri., 8:30 a.m.-5:00 p.m.
Fax number: 703-361-5269

Woodbridge: Mon.-Thurs., 8:30 a.m.-7:30 p.m. and Fri., 8:30 a.m.-5:00 p.m.
Fax number: 703-670-0246

You can use MasterCard, VISA or American Express to pay for your classes.

Register Early. Don't take a chance that your course may be filled or cancelled due to low enrollment. Our classes are supported entirely through the fees paid by participants. Only registered students may attend class.

Visit our website:

www.nvcc.edu/wdce/pwregional

- expanded course descriptions
- classroom numbers
- off-campus location maps
- changes/cancellations

Off Campus Locations

FRE: Freedom High School, 15201 Neabsco Mill Road, Woodbridge

MIP: Manassas Innovation Park, 9485 Innovation Drive, Manassas

MPRC: Manassas Park Recreation Center, One Park Center Court, Manassas Park
Visit website for directions.

Interested in Teaching a Course?

Complete the form on our website: www.nvcc.edu/wdce/pwregional or e-mail pcarrow@nvcc.edu

Are You Eligible for Veteran's Benefits?

Most certificate programs are currently approved. For additional program information, call Pat Carrow at Manassas: 703-257-6631 or Michele Sizer at Woodbridge: 703-878-5770. For specific veteran's benefits, call Carol Oandasan at Manassas: 703-257-6612 or Diane Malone at Woodbridge: 703-878-5748.

Using a Classroom Computer

You will need a login and password to have access to a classroom computer. Once you have registered and your registration has been processed into our system, go to: <http://www.nvcc.edu/ithd/student/student-web/> and follow the directions. Then call the NOVA IT Help Desk at 703-426-4141 to reset your password before the class. Logins take 3 days to be generated after registration. For students registering a few days before a computer class begins, the instructor will be able to assist you the day of class.

Please note: If you receive the following message, try again the next day. It means that you are not in the NOVA system yet. That message will say:

An account was not found for your emplid 555555, please check your emplid. E-mail the IT Helpdesk: ITHelpdesk@nvcc.edu to request the LAN/Web Id if you are currently enrolled.

Registration is continuous throughout the fall semester.

Couldn't Find the Non-Credit Course You Were Looking For?

You may want to contact the WDCE programs on the other NOVA campuses. Check out their current offerings at: www.nvcc.edu Click on Business & Community and then the campus name. You can also reach them by telephone.

Alexandria Campus 703-845-6280

Annandale Campus 703-323-3168

Loudoun Campus 703-450-2551

Medical Education Campus 703-822-6523

NOVA Mission:

The mission of Northern Virginia Community College is to respond to the educational needs of its dynamic and diverse constituencies. This is done through an array of comprehensive programs and services that facilitate learning and workforce development in an environment of open access, and through lifelong educational opportunities.

NOVA is an Equal Opportunity/Affirmative Action Institution.

Continuing Education offerings are supported entirely through the fees paid by participants.

Sign Up Now!

Easy Registration & Payment Procedures

Registration is continuous throughout the fall semester and remains open until the class maximum is reached. If the class you wanted is full, contact the WDCE staff for assistance. **To make sure you get the course you want, register and pay for the class as soon as possible.**

Questions?
Manassas 703-257-6630
Woodbridge 703-878-5770

4 Easy Ways to Register:



Online: <http://www.nvcc.edu/wdce/pwregional> Pay with your MasterCard, VISA or American Express credit card.



Mail: Mail your completed registration form, and application for admission if you are a new student, with a check or money order payable to "NVCC." Send to either campus address: Northern Virginia Community College, WDCE Manassas, 6901 Sudley Road, Manassas, VA 20109 or WDCE Woodbridge, 15200 Neabsco Mills Road, Woodbridge, VA 22191.



Telephone:
Manassas: 703-257-6634. A Manassas WDCE staff member will be glad to accept your registration with payment Monday-Friday from 8:00 a.m. to 4:00 p.m.
Woodbridge: 703-878-5770. A Woodbridge WDCE staff member will be glad to accept your registration with payment Monday-Thursday from 8:30 a.m. to 7:30 p.m. and Friday from 8:30 a.m. to 5:00 p.m.



In Person:
Manassas: Register at the Manassas Student Services Office, Howsmon Hall, Room 111, Monday-Friday from 9:00 a.m. to 4:30 p.m.
Woodbridge: Register at the WDCE Office, Room 226, Monday-Thursday from 8:30 a.m. to 7:30 p.m. and Friday from 8:30 a.m. to 5:00 p.m. Cash, checks and credit cards accepted.

Application for Admission: If you have never taken a credit or non-credit class at NOVA, or any other Virginia Community College, you must complete the Application for Admission. If you fill out the application online at <https://apply.vccs.edu>, you will receive your Student ID when you submit your completed application. You will use this Student ID to register for classes. If you have taken a credit or non-credit class at NOVA and cannot remember your Student ID number, visit the NOVA Registration Payment link on our website to find your number.

Third Party Payment: If your tuition is being paid by a third party (employer, government agency, foreign embassy, etc.), you must register in person and present a letter of authorization or purchase order from the third party at the time of registration, with the understanding that you accept responsibility for full payment of the tuition fee if the third party does not pay. You cannot register using one form of payment and then switch to a third party payment at a later date.

Classroom Numbers: Once a TBA classroom is assigned, it will be posted on our website. Our WD Calendar will be updated weekly and posted on campus bulletin boards and at off-campus locations.

Textbooks: Purchase your textbooks online using whywaitforbooks.com or in person at the Manassas Campus Bookstore, Howsmon Hall, Room 109, or the Woodbridge Campus Bookstore, WB Building. Questions? Phone Manassas, 703-368-8554, or Woodbridge, 703-878-5774, Bookstores.

Cancelled Classes & Refunds: You will receive a telephone notification for course cancellations and/or changes. Please make sure we have up-to-date contact information for you. If we cancel a class, you will automatically receive a full refund. If you are unable to attend a course, you are eligible to receive a full refund if you call our office a minimum of 4 days before the start date of the first scheduled class session. A refund check will be sent to your mailing address within two to four weeks. Visit our website for additional refund information.

Earning CEUs: You can earn Continuing Education Units for many Workforce Development courses. You 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.

Parking on Campus: Parking is by permit only or use of parking meters at a cost of 75¢ per hour. If you would like to purchase a semester parking permit, you can do so online at parking.nvcc.edu or at the Parking Services Offices at the Manassas Campus, Room MH 309, phone 703-257-6650, or the Woodbridge Campus, Room 126, phone 703-878-5815. If your class is held off campus, parking permits are not required.

Inclement Weather Policy: For the latest information on delayed openings and cancellations, visit the college website: www.nvcc.edu Local radio and television stations will also make announcements. Make-up dates will either be announced in your next class, or we will telephone you with the date.

Accommodations for Students with Disabilities: NOVA is committed to providing an accessible education and a supportive learning environment for all students. Manassas students with disabilities who require special accommodations must contact Disability Student Services at 703-257-6610, TDD# 703-368-3748, in order to receive an Accommodations Packet. This packet should be returned at least four weeks in advance of the class start date. Woodbridge students should contact Disability Student Services at 703-878-5761, TDD# 703-878-5790. All information will be kept confidential.

Senior Citizens' Registration: The *Virginia Senior Citizens Higher Education Act of 1974* and amendments allow senior citizens to take classes at no charge under certain circumstances. Before the beginning of the semester in which you want to enroll, you must have (1) reached the age of sixty and (2) had legal domicile in Virginia for one year. A senior citizen is entitled to enroll and pay no tuition on a space-available basis for the following types of courses, as specified:

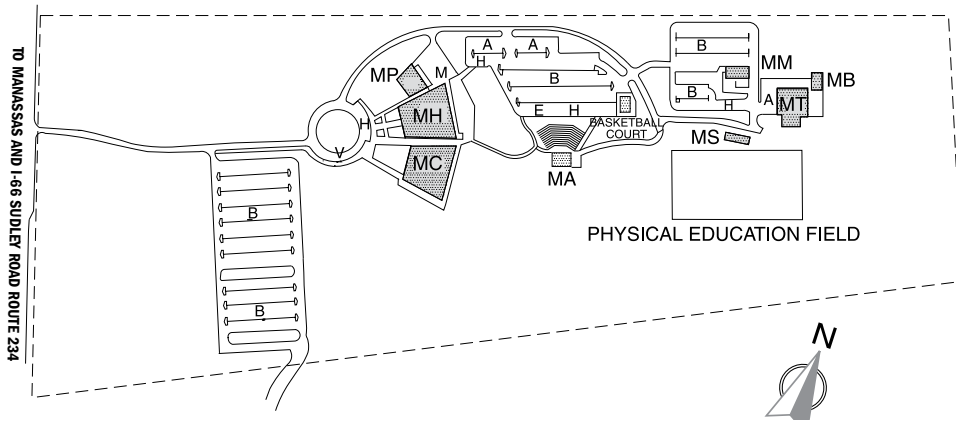
1. Credit courses – eligible if taxable income did not exceed \$15,000 in the previous year.
2. Credit courses for audit (receive no credit) – eligible regardless of income.
3. Non-credit courses – eligible regardless of income.

Notes:

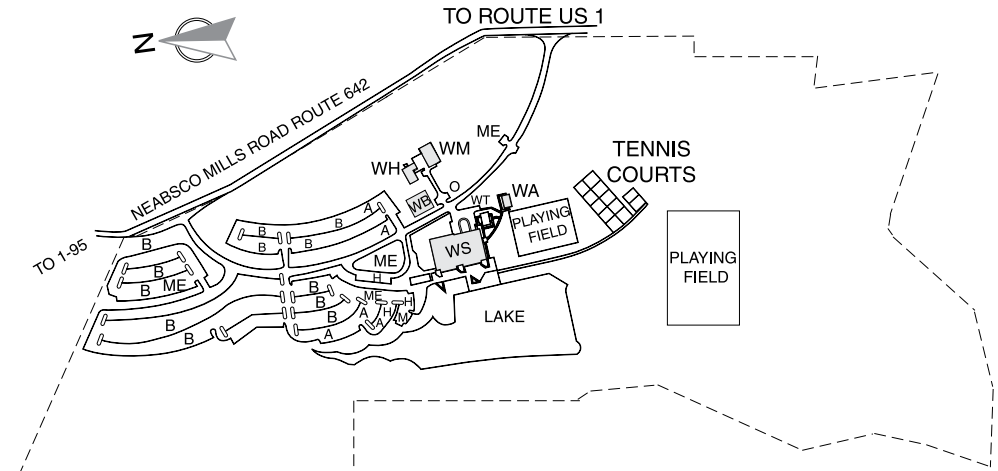
- Tuition-paying students are accommodated in courses before senior citizens participating in this program are enrolled.
- If you apply for free tuition AFTER you register and pay for a class, you are not eligible for a refund for that class. If qualified, senior citizens shall pay no tuition or fees for courses, except fees established for the purpose of paying for course materials, such as books and supplies.
- The College reserves the right to cancel any class.
- Audit and non-credit enrollment is limited to three courses in one term.

Senior citizens must come in person to campus and apply to the college, present proof of age and fill out a Senior Citizen Certification of Eligibility for Free Tuition form, which may be obtained from the Office of Workforce Development and Continuing Education. (Note: A new Senior Citizen Certification of Eligibility form must be completed in person each semester.) Once the necessary paperwork has been filled out, the applicant must call to determine if space is available. For classes that begin in the morning, students must call between 2:00 and 5:00 p.m. the day prior to the class; for evening classes, students must call between 2:00 and 5:00 p.m. the day of the class. To check on class availability at the Manassas Campus, call 703-257-6622 or the Woodbridge Campus, call 703-878-5770. To guarantee a place in a course, payment is required. A senior who has already made payment for a particular course may not reverse that registration to free tuition at a later time.

Manassas Campus Map



Woodbridge Campus Map



MANASSAS CAMPUS

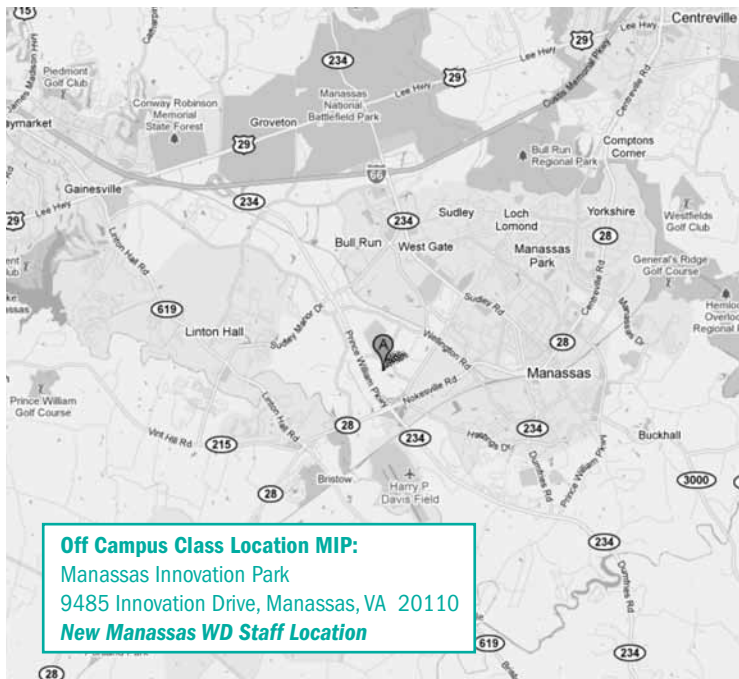
Manassas Campus
6901 Sudley Road
Manassas, VA 20109

PARKING		BUILDING IDENTIFICATION	
A	Faculty/Staff Parking	MA	Mary Louise Jackson Amphitheater
B	Student Parking	MC	Colgan Hall and Library
H	Handicapped Parking	MH	Howson Hall
M	Motorcycle Parking	MS	Classroom Building
V	Visitor Parking	MT	Power Tech Building
E	Event Parking	MB	Building Trades

WOODBIDGE CAMPUS

Woodbridge Campus
15200 Neabsco Mills Road
Woodbridge, VA 22191

PARKING		BUILDING IDENTIFICATION	
A	Faculty/Staff Parking	WA	Arts Building
B	Student Parking	WB	Bookstore
H	Handicapped Parking	WS (WC)	Seefeldt Classroom Building
M	Motorcycle Parking	WH	HVAC Lab Building
ME	Metered Parking	WM	Maintenance Building
O	Official State Parking	WT	HVAC Lab Trailer





NOVA

Northern Virginia Community College
125-030 · ContEd · Rev 10/08

Workforce Development · Prince William Regional

FOR OFFICE USE ONLY

Empl. ID _____

Staff Initial _____

Date _____

APPLICATION FOR ADMISSION

1. Name: _____
Prefix (Mr., Mrs., etc.) First Full Middle Last Suffix (Jr., Sr., etc.)

2. Social Security Number: _____ - _____ - _____
See privacy statement, which can be obtained in the Admissions Office.

3. Former name: _____
First Full Middle Last

4. Date of birth: _____ / _____ / _____
Month Day Year

5. In what type of class will you be enrolling? Credit classes Non-credit classes

6. Have you previously attended, applied for admission to, or been employed by any Virginia Community College?
 Yes No If yes, SIS ID (Empl ID), if known: _____

7. What term will you begin classes? 20____ Term: Fall (Aug-Dec) Spring (Jan-May) Summer (May-Aug)

8. Primary phone (include area code): (_____) _____ - _____

9. Mailing address/Street: _____
City/State/ZIP: _____
Country, if not USA: _____

10. Current residence (City/County): _____

11. Have you lived in Virginia for the last twelve months? Yes No
If no, where else did you live? (US state or foreign country) _____

12. E-mail address _____

13. Emergency contact information - Name: _____
Relationship: _____ Phone Number: _____

14. Employer: _____

15. Business phone: (_____) _____ - _____ ext. _____

16. Ethnicity: White Black/African American Hispanic/Latino Asian
 American Indian/Alaska Native Native Hawaiian/Other Pacific Islander

17. Gender: Male Female

18. U.S. Citizen status: Native Naturalized Alien Permanent Alien Temporary Not reported or not living in the U.S.
Note: If you have been a U.S. Citizen since birth, choose Native. If you became a U.S. Citizen after birth, choose Naturalized. If you are not a U.S. Citizen, choose one of the types of alien statuses based on your visa: "Alien Permanent," "Alien Temporary," or "Not reported or Not living in the U.S." Applicants must complete the remainder of the questions on Citizen Status.

Country of citizenship: _____ Permanent Status: Resident Alien Asylum Refugee
A#: _____ Visa type: _____

Visa expiration date: _____
If you chose "Not reported or Not living in the US," what Visa Status are you requesting? _____

19. Primary language: English Other

20. Military status: No Military Service Spouse Dependent Active Duty Active Reserves
 Inactive Reserves Retired Veteran/VA Ineligible Veteran Branch: _____

NVCC promotes and maintains equal educational opportunities without regard to race, color, religion, national origin, marital status, veteran status, political affiliation, sexual orientation, sex, age, or disability (except when age, sex, or disability is a bona fide programmatic qualification), or other non-merit factors. Employer, social security number, sex, military and race/ethnicity information are optional, however your social security number is required in order for you to qualify for a tuition tax credit and most financial aid. Employer, sex, and race/ethnicity information are used for research, reporting and/or management of records. Failure to provide U.S. military information could result in loss of veteran's benefits.

APPLICANT'S SIGNATURE DATE

PARENT/LEGAL GUARDIAN'S SIGNATURE (IF UNDER 18 YEARS OF AGE) DATE

Registration Form

Student/User ID# _____ (REQUIRED)

Birth Date: _____

Home Phone: _____

Day/Work Phone: _____

Name: _____ (FIRST) (M.I.) (LAST)

Address: _____ (STREET) (APT. #)

(CITY) (STATE) (ZIP CODE)

Current E-mail Address _____ (USED ONLY FOR CLASS-RELATED NOTIFICATION PURPOSES)

See course example in color below.

	Course Prefix	Course Number	Section Number	Course Title	Course Dates	Fee
EX	ACCT	1936	01M	Become a Certified Bookkeeper	8/30-12/20	\$595
1.						
2.						
3.						
4.						
Total						_____

Employer's Federal I.D.# _____ (FOR TUITION ASSISTANCE BILLING AND REFUND PURPOSES ONLY)

PAYMENT IS REQUIRED AT THE TIME OF REGISTRATION. Enclose your check or money order (payable to NVCC). **Please do not send cash in the mail.** Cash payments should be made to the Manassas Campus Student Services Office in MH 111 or the Woodbridge Campus WDCE Office in WS 226. Credit card payments must be made on the Web. See Page 46 for additional registration/payment details. If you have questions, please call us at 703-257-6630 (MA) or 703-878-5770 (WO).

Check/money order enclosed (Payable to NVCC) _____

OFFICE USE:

Reg. Processed: Date: _____ Time: _____ Initials: _____ Service Indicator: _____



Northern Virginia
Community College

Workforce Development
6901 Sudley Road
Manassas, VA 20109-2399

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Business & Career Development	Pages 5–15
Computers, Web Development & MS Office	Pages 18–25
Construction Trades & License Preparation	Pages 32–34
English as a Second Language	Pages 37–43
General Interest	Pages 28–30
Healthcare	Pages 16–17
Online Courses	Page 44
Photography & Arts	Pages 26–27
World Languages and TESOL	Pages 35–37

Easy Registration & Payment Procedures See Page 46 for Details.

Continuous Registration: www.nvcc.edu/wdce/pwregional

Keep Until December 2011.

Manassas Campus
703–257-6630

Woodbridge Campus
703–878-5770



Please Recycle

NOVA is committed to the environment. PLEASE RECYCLE when done with this publication.