

Summer 2013

May - August

[www.nvcc.edu/workforce](http://www.nvcc.edu/workforce)

# WORKFORCE *Link*



**NOVA**

Northern Virginia  
Community College

Workforce Development Division

- Hundreds of classroom and online courses
- Customized training
- Instructors with real-world experience

# Welcome to The Workforce Link!

**Our catalog connects** you with learning and growth opportunities. We have a wealth of courses and delivery options to meet your needs.

**Topics include:**

- Professional Development
- Certificate Programs
- Enrichment Courses
- Continuing Education

## We've got the region covered.

Look inside for courses available at NOVA's six campuses, three centers and many off-campus sites.

Take a look —

*We're building skills and creating success!*

## Anywhere, anytime learning!

Online courses, designed with you in mind. Course listings begin on page 67.

## Stay connected:



[facebook.com/NOVAWDD](https://facebook.com/NOVAWDD)



[twitter.com/NOVAWDD](https://twitter.com/NOVAWDD)

[www.nvcc.edu/workforce](http://www.nvcc.edu/workforce)



## Customized training at your location or ours.

*Consider us your link.* NOVA's Workforce Development Division is ideally suited to provide training for local businesses and organizations. We have a reputation for providing high quality, affordable, customized training solutions. Training is available on a wide range of topics, and subject-matter experts can create customized curriculum for your organization. Most open enrollment courses can also be taught at your location. Phone us today at 703-323-3281 to discuss your training needs.

### Popular programs include:

- Cyber Security
- English as a Second Language (ESL)
- Federal Contract Management
- Healthcare
- IT Certificate Programs
- Languages, including Spanish for the Workplace
- Leadership and Management
- Microsoft Office Tools
- Project Management





*The class was amazing and I'm telling all my friends about it.*

It is for all levels. Karen makes us feel empowered to do anything with a computer. This class makes learning new things FUN!”

Diane Bernbaum  
MS Office Boot Camp student



Summer 2013

# What's Inside

- Business & Management . . . . . 4**
- Careers . . . . . 14**
- IT & Computer Skills . . . . . 21**
- Healthcare . . . . . 47**
- General Interest . . . . . 58**
- Online Courses . . . . . 67**
- Transportation . . . . . 74**
- Construction Trades & License Prep . . . . . 76**
- American Culture & Language Institute  
ESL Classes . . . . . 78**
- Classes for Students with  
Learning Disabilities . . . . . 91**
- The Fine Print**
- Campus Information . . . . . 93
- Registration Information . . . . . 96
- Course Registration Form . . . . . 97
- VCCS Application Form . . . . . 98
- General Information, Policies & Procedures . . . . . 99

## Register Early and Save!

Take advantage of our early registration discounts for these courses:

- Computer Keyboarding . . . . . 22
- MS Office Boot Camp . . . . . 22
- UNIX Levels I - IV . . . . . 26
- VA Automobile Dealer Licensing . 75

## New this Summer

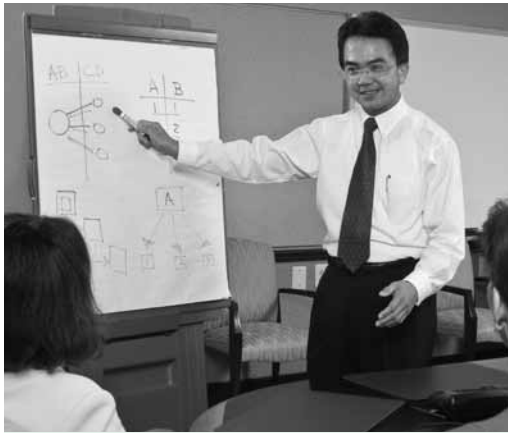


- Excel - The Power of Pivot Tables . . . . 23
- Oracle Developer Certificate . . . . . 33
- Adobe Photoshop CS6 . . . . . 37
- Hybrid Healthcare Courses . . . . . 54
- Digital Camera Basics . . . . . 59
- Be Your Own Bodyguard . . . . . 61
- Cyber Security Online . . . . . 67
- . . . and many more — see page 66.

**Alexandria Campus** | 703-845-6280  
**Annandale Campus** | 703-323-3168

**Loudoun Campus** | 703-450-2551  
**Manassas Campus** | 703-257-6630

**Medical Education Campus** | 703-822-6523  
**Woodbridge Campus** | 703-878-5770



Courses are offered at the following locations:

**Alexandria Campus**  
703-845-6280

**Annandale Campus**  
703-323-3168

**Loudoun Campus**  
703-450-2551

**Manassas Campus**  
703-257-6630

**Woodbridge Campus**  
703-878-5770

“*Dr. Geiger is an outstanding subject matter expert, as well as terrific instructor. I have already raved her praises and have 3 co-workers signed up for her classes. Beyond excellent.*”

PMP & CAPM Exam Prep student

# Business & Management

## Project Management ..... 5

Fundamentals, Risk & Change Management, Dynamic Teams, Process Definition & Measurement, Quality Management, PMP & CAPM Exam Prep, Intro to MS Project

## Federal Contract Management ..... 7

Introduction, Proposals & Costing, Federal Acquisition Regulation

## Management Practices ..... 8

Principles of Management, Coaching & Hiring Skills, Effective Delegation, Organizational Development & Leadership, Nonprofit Leadership, Grantwriting

## Human Resource Management ..... 10

HR Boot Camp, Principles, Human Resource Law, Recruiting & Placement, Organizational Change, Employee Performance, Benefits

## Business & Marketing ..... 12

Social Media, Facebook, LinkedIn, Workplace Resiliency, Emergency Action Plan, Continuity Areas of Business





## Project Management

### CERTIFICATE

ALEXANDRIA, ANNANDALE,  
LOUDOUN, MANASSAS

The Project Management Certificate Program provides you with skills you can apply immediately, helping your organization meet both internal and external challenges. These courses use the vocabulary and methodology of the latest version of the Project Management Institute's Body of Knowledge (PMBOK® version 5, 2012). You'll learn about the five process groups: Initiating, Planning, Executing, Monitoring and Controlling, and Closing. The courses address the following project management areas: planning and managing integration, scope, time, cost, risk, human resources, and communications.

To earn the program certificate, you must successfully complete all six core courses and pass a short exam.

The Continuing Education Units (CEU) and Professional Development Units (PDU) awarded for the Project Management Certificate courses satisfy the educational requirements needed to apply for and maintain PMI certifications. Please see [www.pmi.org](http://www.pmi.org) for complete application and recertification requirements. These courses, however, are not sufficient preparation for the PMP or CAPM exam. We highly recommend that all candidates for those exams take a PMP or CAPM preparation course. Courses in this program can be used to earn PDUs for PMP recertification. The classes offered by NOVA fall under PMI's Category B designation.

### Required Courses:

- Fundamentals of Project Management **–OR–** Fundamentals of Project Management with MS Project
- Risk & Change Management
- Developing & Managing a Dynamic Team
- Defining & Measuring Organizational Processes
- Project Management Communications
- Project Quality Management

## 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, and within budget, while meeting customer requirements. Managing projects effectively requires a structured approach to planning and disciplined implementation and reporting. This course reviews the standard phases of a project life cycle and explains project management terminology using the best practices from the Project Management Institute (PMI) applied by project managers worldwide. The course includes effective strategies to coordinate individual efforts to produce results as a project team.

Manassas Innovation Park, 142  
9485 Innovation Drive, Manassas  
Instructor: Michael Van Dyke, PMP  
Thu & Fri, May 30 & 31  
9 am – 5 pm, 2 sessions, \$585  
BUSC 1557–01M • 1.4 CEU/14 PDU

Alexandria Campus, AA 472  
Instructor: Meryl Rowley, PMP  
Wed & Thu, July 10 & 11  
9 am – 5 pm, 2 sessions, \$585  
BUSC 1557–01A • 1.4 CEU/14 PDU

Reston Center, Room 307  
Instructor: Michael Van Dyke, PMP  
Thu & Fri, Aug 15 & 16  
9 am – 5 pm, 2 sessions, \$585  
BUSC 1557–01L • 1.4 CEU/14 PDU

## Fundamentals of Project Management with MS Project

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. As you review the standard phases of a project, you'll learn how tools such as MS Project can help you develop a structured planning approach and a disciplined follow-through. You'll initiate an actual team project and then use the major features of MS Project to help you plan, track and manage the project effectively. This course focuses on the terminology, tools, techniques, and proven processes in use by PM professionals worldwide for projects of all sizes.

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: Dr. Leigh Geiger, PMP  
Tue & Thu, June 11 – 20  
6 – 9:30 pm, 4 sessions, \$585  
BUSC 1582–01N • 1.4 CEU/14 PDU

## Risk & Change Management

Change must be expected in today's business environment. Unmanaged change results in chaos. Understanding how to handle changes and risks, and how they are related, is both an art and a science. A good project manager needs 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 human aspect. Technical topics include risk identification and assessment, risk response development and control, configuration management, and change control. Human factor topics include acknowledging change, strategies to reduce stress induced by change, and perception as a factor in evaluating risk.

Manassas Innovation Park, 142  
9485 Innovation Drive, Manassas  
Instructor: Michael Van Dyke, PMP  
Thu & Fri, June 13 & 14  
9 am – 5 pm, 2 sessions, \$585  
BUSC 1522–01M • 1.4 CEU/14 PDU

Reston Center, Room 307  
Instructor: Michael Van Dyke, PMP  
Thu & Fri, July 25 & 26  
9 am – 5 pm, 2 sessions, \$585  
BUSC 1522–01L • 1.4 CEU/14 PDU

## Developing & Managing a Dynamic Team

Corporations, organizations, and projects are all forms of teams, and the effectiveness of the "team" makes or breaks the business. Learn how teams function, including individual and group behavior, roles, and relationships. Through lecture, discussion, and experiential activities, you'll become aware of the individual's responsibilities and seven team behaviors that create a high-performing team. In addition, strategies to create effective virtual or "long distance" teams round out the course content to meet the needs of today's cyber business relationships. You'll create an individual action plan to enhance your current team performance.

Reston Center, Room 307  
Instructor: Michael Van Dyke, PMP  
Thu & Fri, June 27 & 28  
9 am – 5 pm, 2 sessions, \$585  
BUSC 1558–01L • 1.4 CEU/14 PDU

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: Michael Van Dyke, PMP  
Mon & Tue, July 29 & 30  
9 am – 5 pm, 2 sessions, \$585  
BUSC 1558–01N • 1.4 CEU/14 PDU

## Defining & Measuring Organizational Processes

Project managers need to maximize performance and output from limited resources. PMI's global standard, the PMBOK®, mentions "Organizational Process Assets" more than 50 times as an input or output of the 48 processes it identifies. Project managers need to identify and understand the interactions between project processes, organizational processes, and support processes. Learn techniques to define repeatable processes, measure process execution effectiveness (metrics), and the need for continuous process improvement (efficiency). Topics include Business Process Identification; Business Process Mapping (Process Charts) techniques and goals; Process Relationships across the organization and other projects; metric determination, collection, and analysis; Continuous Process Improvement techniques to ensure efficient use of resources; and baseline determination and control of processes.

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: Julie DeSot, DM, PMP  
Mon, June 3  
9 am – 5 pm, 1 session, \$325  
BUSC 1556–01N • 0.7 CEU/7 PDU

Reston Center, Room 307  
Instructor: Julie DeSot, DM, PMP  
Mon, July 15  
9 am – 5 pm, 1 session, \$325  
BUSC 1556–01L • 0.7 CEU/7 PDU

## Project Management Communications

Effective projects require planning, delivery of goods and services, reporting results, and evaluating outcomes. Gathering and sharing information among project stakeholders, particularly the core project team, is the cornerstone of efficient project coordination. You'll examine communication requirements and strategies specific to each phase of the project life cycle including the project management plan, the communication plan, scope statements, performance appraisals, contract administration, and project performance reports. Through lecture, discussion, case study and role-play, you'll review and practice communication skills to enhance overall project management.

Manassas Innovation Park, 142  
9485 Innovation Drive, Manassas  
Instructor: Michael Van Dyke, PMP  
Mon, May 20  
9 am – 5 pm, 1 session, \$325  
COMM 1919–01M • 0.7 CEU/7 PDU

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: Michael Van Dyke, PMP  
Mon, Aug 12  
9 am – 5 pm, 1 session, \$325  
COMM 1919–01N • 0.7 CEU/7 PDU

## Project Quality Management

The quality characteristics of products or services must be clearly identified to meet customer expectations and are essential to successful project management. Quality is meeting the customer's expectations within the allocated budget and schedule. This course focuses on the basic principles of quality management, quality assurance, and quality control. Topics include: how to identify quality costs; document and measure quality attributes; process improvement tools and techniques; how audits, reviews, and assessments identify improvement opportunities; quality management plan contents, and how to gather and display data for quality control activities. Also, the course covers commercial models, such as ISO 9000, related to enterprise quality management.

Reston Center, Room 307  
Instructor: Meryl Rowley, MA, PMP  
Mon, June 10  
9 am – 5 pm, 1 session, \$325  
BUSC 1423–01L • 0.7 CEU/7 PDU

Annandale – CED, 5th floor  
7630 Little River Turnpike  
Instructor: Dr. Leigh Geiger, PMP  
Mon & Wed, June 24 & 26  
6 – 9:30 pm, 2 sessions, \$325  
BUSC 1423–01N • 0.7 CEU/7 PDU

## PMP & CAPM Exam Preparation

**Please note: This course prepares participants for the new version of the PMP and CAPM Exams that will not be available until August 1, 2013.**

This intensive, highly interactive course will provide the educational requirements and tools you need to pass the Project Management Institute's (PMI) Project Management Professional (PMP) or Certified Associate in Project Management (CAPM) exam. The course will focus on understanding, not memorizing, the key concepts tested on the exam. You will

determine gaps in your knowledge and develop your own personalized self-study plan. You will learn about the PMP/CAPM exam format and apply test-taking strategies and techniques in simulated exams throughout the course. This is a very "hands-on" class, designed to help you remember what you learn through active participation including games, exercises, flash cards, and case studies. You will receive help in completing the application and experience forms, which are prerequisites for the exam. A comprehensive student workbook, certification materials, practice exams, and a CD with additional resource materials are included in the tuition. The required text, *PMP Exam Prep, Eighth Edition, Rita's Course in a Book for Passing the PMP Exam* by Rita Mulcahy, PMP and Laurie Diethelm, PMP, is available through the campus bookstore or online stores. *A Guide to the Project Management Body of Knowledge (PMBOK®), version 5, 2012* is also a required text for the class. Membership in PMI provides a discounted exam fee and a complimentary electronic copy of the PMBOK. Alternatively, students may purchase a hardcopy of the PMBOK on their own.

Req. Textbooks: *A Guide to the Project Management Body of Knowledge, 5th Ed. & PMP® Exam Prep, 8th Ed.* If you are planning to take the CAPM Exam, you may prefer to substitute the *CAPM® Exam Prep, 2nd Ed.*

Loudoun, Signal Hill  
Instructor: Julie DeSot, DM, PMP  
Sat, June 22 – July 27 (No class July 6)  
9 am – 5 pm, 5 sessions, \$1,499  
TEST 1927–01L • 3.5 CEU/35 PDU

## PMP & CAPM Exam Preparation (Online)

This is the online version of our popular exam prep course. Listen to multimedia lectures equivalent to those delivered in the classroom and download a wealth of extra study materials, including flashcards, practice exercises, and study guides. View a presentation on how to fill out the exam application. You'll also have access to unlimited, timed practice exams, very similar to those on the actual exam. When you complete each test, you'll get a thorough explanation of the correct answers. You may access these materials 24/7 for at least 3 months. This course satisfies all educational credits needed to take either the PMP or the CAPM exam. For more information, visit [www.leighgeiger.com](http://www.leighgeiger.com). **Note: On July 31, 2013, the PMP and CAPM exams will**

**change.** During May and June, this course will provide training in PMBOK® 4th Ed. for those taking the exam **before** July 31st. As of July 1, lectures and materials will be added for those wishing to study only for the new version of the exam based on PMBOK® 5th Ed.

Req. Textbooks: *A Guide to the Project Management Body of Knowledge, 4th or 5th Ed.* & *Rita Mulcahy's PMP® Exam Prep, 7th Ed.* If you are planning to take the CAPM Exam, you may prefer to substitute *Rita Mulcahy's CAPM® Exam Prep, 2nd Ed.*

Instructor: Dr. Leigh Geiger, PMP  
05N – May – Aug  
06N – June – Sept  
07N – July – Oct  
08N – Aug – Nov  
Tuition: \$299  
TEST 1932 • 3.6 CEU/ 36 PDU

## Comprehensive Intro to MS Project

MS Project is a powerful and popular tool for managing schedules, tracking resources and costs, and analyzing the results. You'll learn all the skills you need to create and manage both small and large projects. You'll work through each phase of the life cycle from defining the project, linking and scheduling tasks and assigning resources, through managing and closing. Then you'll explore a wide variety of views and reports including Gantt and Network charts, calendars and to-do lists, complex resource allocation analyses, and statistical reports. We'll use MS Project 2010 in class, but instruction and assistance with differences in version 2007 will also be offered. Tuition includes an MS Project Reference Guide and access to many additional tutorials and learning aides.

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: Dr. Leigh Geiger, PMP  
Mon & Wed, July 8 – 17  
6 – 9:30 pm, 4 sessions, \$585  
ITEC 1640-01N • 1.4 CEU/14 PDU

### Need PDUs?

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

## Federal Contract Management

### Federal Contract Management

#### CERTIFICATE ALEXANDRIA

This program is designed for any business person thinking about or currently conducting business with the Federal Government. It will provide you with 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 courses listed below are not offered every semester. For further information, call 703-257-6631.

#### Required Courses:

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

#### Elective Courses (Choose two):

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

### 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.

Opt. Textbook: *Federal Contracting Made Easy*  
Alexandria Campus, AA 418  
Instructor: Paul Warring  
Tue & Thu, May 21 – 30  
7 – 10 pm, 4 sessions, \$285  
BUSC 1835-01A • 1.2 CEU

### Contracting II: The Federal Solicitation, Bid & Proposal Process

This continuation course covers the Federal procurement process by introducing you to the government Statement of Work (SOW), and the Request for Proposal (RFP). We will also explore how documents are posted for solicitation. Discussions also include the bid and proposal process, including the three main government purchasing processes.  
**Prerequisite:** Contracting I.

Alexandria Campus, AA 375  
Instructor: Paul Warring  
Tue & Thu, June 4 – 13  
7 – 10 pm, 4 sessions, \$285  
BUSC 1836-01A • 1.2 CEU

### Contracting III: Proposals & Costing of Federal Contracts

Build on your knowledge from I & II to obtain a practical application of a brief proposal development and project cost based on a Request for Proposal (RFP) posted on the Government Point of Entry (FedBizOps). Spend 3 sessions examining the proposal preparation process and the final session learning how projects are priced. **Prerequisites:** Contracting I & II.

Opt. Textbook: *Government Proposals: Cutting through the Chaos*  
Alexandria Campus, AA 375  
Instructor: Paul Warring  
Tue & Thu, June 18 – 27  
7 – 10 pm, 4 sessions, \$285  
BUSC 1837-01A • 1.2 CEU

### The Federal Acquisition Regulation

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

Alexandria Campus, AA 131  
Instructor: Paul Warring  
Tue & Thu, July 9 – 18  
7 – 10 pm, 4 sessions, \$285  
BUSC 1889-01A • 1.2 CEU



## Management Practices

### Certificate in Management Practices

#### CERTIFICATE

#### LOUDOUN

The Certificate in Management Practices provides a firm foundation in management with an emphasis on practical and applicable skills and techniques. The program is ideal for new managers or individuals who want to take on new and supervisory roles in their organizations. You'll gain an understanding of management practices, principles and organizational structure, learn fundamentals of supervision, and expand your leadership capabilities. To complete this certificate program, you must complete two required courses and four elective courses.

#### Required Courses:

- Introduction to Management & Organization Design
- Developing Quality Leadership (to be offered in fall 2013)

#### Elective Courses (Choose four):

- Effective Coaching: Skills to Improve Employee Performance for Managers & Team Leaders
- How to Delegate Confidently to Employees: An Essential Skill for Managers & Team Leaders
- Hiring Skills for Managers
- Fundamentals of Project Management
- Conflict Management & Resolution
- Negotiating Successful Outcomes
- Developing & Managing a Dynamic Team
- The Public Face of Leadership
- Contemporary Topics in Leadership

### Introduction to Management & Organization Design

New managers and supervisors benefit from a thorough understanding of the management concepts, processes and techniques practiced today in private business, non-profit organizations and government. This course examines the essential management functions – planning, organizing, leading and controlling – and how they relate to one another to provide effective managerial oversight. You also learn the fundamental concepts of organization design, how to interpret an organizational chart by applying these concepts and how the structure of your organization influences work activities. Other topics covered include what management is and what managers do, evolution of management theory and current applications in the workplace, business ethics and social responsibility and the fundamentals of strategic planning.

Loudoun Campus

Instructor: Sally Silberman

Sat & Sun, June 8 & 9

9 am – 5 pm, 2 sessions, \$535

BUSC 1697-01L • 1.4 CEU

### Effective Coaching: Skills to Improve Employee Performance for Managers & Team Leaders

Coaching is one of the most valued management skills in the organization today. By utilizing coaching techniques, managers and team leaders of all levels gain the ability to deal with a wide variety of employee conversations. The result of effective coaching includes improved employee productivity, loyalty and cooperation. As a result of this workshop you and your employees will be able to: set better goals; use coaching to provide focus, producing better results faster; implement coaching techniques to encourage innovation and creative solutions; foster a sense of ownership and personal satisfaction in a job well done; and generate motivation and enthusiasm as you help your employees connect their tasks to their values. An outline is also provided to help facilitate a more effective performance improvement discussion when dealing with challenging personnel issues.

Loudoun Campus

Instructor: Sally Silberman

Sat & Sun, July 20 & 21

9 am – 4 pm, 2 sessions, \$535

BUSC 1699-01L • 1.2 CEU

### How to Delegate Confidently to Employees: An Essential Skill for Managers & Team Leaders

Effective delegation is a critical skill a manager or team leader should master for success on the job. It reduces a manager's workload and develops employees' skills, knowledge, job satisfaction and commitment to the organization. Delegating prepares employees to be able to handle management responsibilities, thereby allowing the manager to advance to other professional opportunities within the organization. In this class, learn how to identify why managers fail to delegate; examine the concepts of responsibility, authority, and accountability; learn and apply the four major steps in the delegation process; examine the common mistakes made during the delegation process; decide what to delegate and how to do it successfully; match delegated tasks with abilities and avoid reverse delegation; recognize the types of responsibilities that can't be delegated and learn how to monitor progress without over managing.

Loudoun Campus

Instructor: Sally Silberman

Sat, Aug 3

9 am – 5 pm, 1 session, \$315

BUSC 1698-01L • 0.7 CEU

### Hiring Skills for Managers

Recruiting the best employees for your organization is an ongoing challenge for all managers and supervisors. If you're looking for solid, proven best practices and up-to-the-minute ideas in recruitment, interviewing, and selection, this is the class for you! In this highly interactive and fast paced class, learn how to recruit, interview and select great employees from a Human Resources professional who has overseen the recruitment of hundreds of positions. Through case studies and role play, you will also gain valuable public speaking and presentation skills during the class.

Loudoun Campus

Instructor: Bruce Robertson, MS, SPHR

Sat, July 27

9 am – 3 pm, 1 session, \$195

BUSC 1419-01L • 0.5 CEU



## Fundamentals of Project Management

See page 5 for course details and dates.

## Developing & Managing a Dynamic Team

See page 5 for course details and dates.

### Organizational Development & Leadership

#### CERTIFICATE

#### WOODBIDGE

Improve your leadership skills to gain a competitive advantage in any organization or business environment. This program will provide you with essential and practical tools to immediately improve individual, team, and organizational performance. It will provide you with basic and advanced background and practical hands-on experience in organizational leadership, teamwork development, effective communication, strategic planning, process improvement, and key legal and ethical considerations. Take your career, business, or organization to the next level and beyond. All required courses and electives are approved for VA benefits.

#### Required Courses:

- Organizational Leadership
- Teamwork Development
- Effective Business & Electronic Communication
- Strategic Organizational Planning
- Lean Six Sigma Fundamentals
- Legal & Ethical Issues in Business

#### Elective Courses (Choose two):

- Effective Win-Win Negotiations
- Customer Service & Customer Loyalty
- Growing a Successful Business or Non-Profit
- Effective Organizational & Public Presentation Skills

“Great content! Keeps students engaged. Active course that asks for all students’ participation. Able to apply knowledge and content to real world scenarios. Great instructor!”

Managing Employee Performance student

### Lean Six Sigma Fundamentals

Discover the benefits of Six Sigma and what it can do for you and your company. Explore the fundamental concepts of Lean and Six Sigma process improvement tools and methods as well as Return on Investment (ROI) for Lean Six Sigma. Both profit and non-profit organizations will benefit.

Woodbridge Campus, WS 236  
Instructor: Stephen Redmon  
Wed, June 5 - 19  
7 - 10 pm, 3 sessions, \$225  
BUSC 1788-01W • 0.9 CEU

### Legal & Ethical Issues in Business

In the current business climate, professionals are often confronted with opportunities to cheat in order to win. True winners don't cheat. Explore those areas that are often considered to be gray ethical areas. Discuss current legal and ethical issues that impact small businesses and employees. Topics include: business ethics, what are ethics and what is ethical, the difference between morals and ethics, evaluating ethical dilemmas, and critical thinking development.

Woodbridge Campus, WS 236  
Instructor: Stephen Redmon  
Wed, July 10 - 24  
7 - 10 pm, 3 sessions, \$225  
BUSC 1789-01W • 0.9 CEU

### Nonprofit Leadership & Administration

#### CERTIFICATE

#### ANNANDALE

Throughout the DC Metro region, approximately 14% of the workforce is employed at nonprofit organizations. Working for a nonprofit organization can be fulfilling for those interested in the arts, community, philanthropy, and other important causes, but special knowledge and skills are required. This certificate program will build and enhance your skills for success in the nonprofit sector. You must complete three required courses and any two elective courses to receive the overall certificate. Individual courses may be taken without pursuing the overall certificate.

#### Required Courses:

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

#### Electives Courses (Choose two):

- How to Start a Nonprofit Organization
- How to Create a Business Plan that Works
- The 3 R's of Volunteers: Recruitment, Retention & Recognition
- Event Planning
- Successful Fundraising

### Strategic Planning for Success

Long-range planning is time-consuming and frequently “the plan” ends up gathering dust on a shelf, yet every organization needs planning in order to stay on track and grow. This session helps you select a type of plan that your organization can really develop and use; then, you will learn how to carry out your strategic planning process and see that “the plan” is implemented. You'll leave with a completed SWOT analysis, strategies to position your organization for long-term success, and techniques to ensure your plan will stay activated.

Annandale Campus, CN 204  
Instructor: Lynn O'Connell  
Wed, June 5  
6 - 9 pm, 1 session, \$85  
BUSC 1993-01N • 0.3 CEU

## The Art of Grantwriting

Writing winning grants is a highly sought-after skill in today's world. All of us have dreams and passions, both in our professional lives and as members of our communities. And, how many times have you wanted to act on that dream, passion or inspiration, but thought: "I *could* do that; if only I had the money...?" This workshop teaches you how to get the necessary funding to carry out your inspiration. During this workshop, you will learn the 7 basic parts of a proposal and how to write them; 10 strategies to make your proposal stand out; and 6 common reasons grantmakers decline to fund a proposal.

Annandale Campus, CN 204  
Instructor: Lynn O'Connell  
Tue, July 16 & 23  
6 – 9 pm, 2 sessions, \$165  
COMM 1993-01N • 0.6 CEU

## Fundamentals of Nonprofit Organizations

Develop the skills and strategies you need to become an integral part of this growing service sector in America. You'll gain an understanding of the unique characteristics of nonprofit organizations while mastering core knowledge about the nonprofit field. You'll be introduced to key trends and issues of the sector, while investigating the purpose and scope of the nonprofit world both in the United States and internationally. Overall, the course is designed to build your awareness of the role and importance of the nonprofit sector, and the potential for employment within the sector.

Annandale Campus, CN 204  
Instructor: Lynn O'Connell  
Tue, Aug 13  
6 – 9 pm, 1 session, \$85  
BUSC 1778-01N • 0.3 CEU

## Human Resource Management

### HR Boot Camp for Non-HR Managers

If you are a non-HR supervisor/manager or small business owner, this course was designed for you. Explore these topics: Fundamentals of Human Resource Management, Talent Management, Managing Time Away from Work, Performance Management and Effective

Communication Skills. In addition, discover methods to prevent harassment in your workplace, tips on how to comply with a manager's heightened responsibilities under the law, managing leave of absence issues, how the FMLA and ADA impact absenteeism and tardiness, managing performance and attendance issues, documenting poor performance to create a "Paper Trail," how to ensure HR will allow you to terminate poor performers, and ways to draft excellent disciplinary letters to document poor performance. Visit our website for additional details.

Woodbridge Campus, WS 236  
Instructor: Sandra Hardeman, PHR  
Thu, July 11 – Aug 8  
7 – 10 pm, 5 sessions, \$245  
BUSC 1406-01W • 1.5 CEU

## Organizational Change & Development in the HR Domain

Explore 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. Case studies are provided by the instructor. This course is open to all but also fulfills requirements for the Woodbridge HR certificate program.

Woodbridge Campus, WS 306  
Instructor: Sandra Hardeman, PHR  
Mon & Wed, July 15 – July 29  
7 – 10 pm, 5 sessions, \$255  
BUSC 1867-01W • 1.5 CEU

## Human Resource Management

### CERTIFICATE

#### ANNANDALE

NOVA, in cooperation with the Northern Virginia Chapter of the Society for Human Resource Management, offers you the opportunity to obtain a certificate in Human Resource Management. This 123-hour certificate program provides a general overview of the dynamic and growing field of HR management. Core courses address human resource fundamentals, and provide practical techniques that can immediately be applied to the work setting. Elective

courses give you the opportunity to focus on specialized areas, enhance particular skills, and explore emerging trends in the HR management field.

To obtain the HR Management Certificate you must complete the eight core courses, plus two or more elective courses (totaling a minimum of 21 hours/2.1 CEU). Each course in the program meets for 12 hours (1.2 CEU) unless otherwise specified in the list below. Completion normally takes one to two years. All courses listed below are not offered every semester. Certificates are awarded for each individual course completed. In order to earn individual course certificates and the overall program certificate, you must attend at least 90% of the scheduled class hours for each course as well as completing all requirements set by the instructor. Individual courses may be taken without pursuing the overall program certificate.

### Core Courses:

- Principles of Human Resource Management
- Human Resource Law
- Intro to Employee Benefits
- Intro to Compensation
- Successful Recruiting, Selection & Placement (15 hrs.)
- Managing Employee Performance
- Training & Employee Development (15 hrs.)
- HR's Role in Organizational Development & Change Management

### Elective Courses: (Subject to change)

- Communication & Conflict Management Skills for HR Professionals
- Measuring HR Effectiveness
- HR Recordkeeping Compliance
- Ethics in Human Resources
- Technical Skills in Human Resources
- Practical Skills in Employee Relations
- Navigating a Successful Career in HR (9 hrs.)
- HR's Role in Creating a Positive Work Environment
- HR Challenges: Dealing with Problem Employees (9 hrs.)
- Readings in Human Resources (9 hrs.)

## Principles of Human Resource Management

Get a comprehensive overview of all aspects of HR management. You'll learn about the human resource manager's role in motivation, morale, and influencing organizational productivity, as well as employee relations, job satisfaction, personnel selection and placement, interviewing techniques, performance appraisal and training, and wage and salary administration.

Req. Textbook: *Managing Human Resources, 16th Ed.*

Annandale Campus, CN 217  
Instructor: Gloria Bonds, MS  
Tue & Thu, June 4 – 13  
7 – 10 pm, 4 sessions, \$249  
BUSC 1863-01N • 1.2 CEU

## Human Resource Law

Learn about personnel laws and issues including Title VII, FLSA, ADA, OSHA, FMLA, COBRA, immigration, sexual harassment, and other contractual and statutory human resource issues. The instructor is an attorney and a SHRM Director. Tuition includes all materials.

Annandale Campus, CN 219  
Instructor: Lee Webster, JD, SPHR  
Tue & Thu, May 21 – 30  
6 – 9 pm, 4 sessions, \$249  
LAWS 1920-01N • 1.2 CEU

## Successful Recruiting, Selection & Placement

Get an overview of effective employee recruitment and selection. You'll learn how to develop a recruiting strategy, write job descriptions, determine advertising sources, assess applicants, develop interview questions, comply with legal requirements, make the selection, and evaluate the process. Three additional hours have been added to expand your training in the area of effective interviewing.

Req. Textbook: *Human Resource Management, 13th Ed.*

Annandale Campus, CN 219  
Instructor: H. Varner Story, MA, SPHR  
Wed, May 22 – June 19  
7 – 10 pm, 5 sessions, \$315  
BUSC 1866-01N • 1.5 CEU

## Managing Employee Performance

Learn the basic principles of performance management as they apply to newer employees as well as more seasoned staff. You'll discover common areas of concern when developing performance appraisal standards, format, and evaluation methods. Legal issues related to reviewing managers' written evaluation comments will be identified. Other discussion topics include the merits of a well-defined, fair, and consistent progressive disciplinary process, the need to train managers in how to give specific behavior-based feedback, and how to set "smart" developmental goals.

Req. Textbook: *Managing Human Resources, 16th Ed.*

Annandale Campus, CN 219  
Instructor: Gloria Bonds, MS  
Tue & Thu, June 18 – 27  
7 – 10 pm, 4 sessions, \$249  
BUSC 1868-01N • 1.2 CEU

## Intro to Employee Benefits

Employee benefits in the US constitute a large, complex and ever-changing set of programs and are mandated either by Federal and/or state law. Become knowledgeable about the various aspects and fundamentals of employee benefits that are essential for your success as an HR professional. Learn about flexible compensation plans, defined contribution plans and pre-tax deductions, leave-of-absence policies, disability plans, paid time off, employee assistance programs and methods for funding employee benefits. Build your expertise in: communications, legal and regulatory issues, technology, metrics, and outsourcing, as well as effective benefits practices and benefits-related careers.

Opt. Textbook: *Handbook of Employee Benefits, 7th Ed.*

Annandale Campus, CN 219  
Instructor: Gloria Bonds, MS  
Tue & Thu, July 9 – 18  
7 – 10 pm, 4 sessions, \$249  
BUSC 1864-01N • 1.2 CEU

## Training & Employee Development

Keeping information interesting and reinforcing new learning is a challenge for new and seasoned trainers alike. This course will provide an introduction to the concepts, methods, and skills required for designing and delivering training for adult learners. You'll demonstrate your proficiency with the course material by developing and presenting a mini training session in class. Additionally, you will learn how to create and conduct needs assessments aimed at determining the underlying issues and areas for which training would be beneficial.

Annandale Campus, CN 219  
Instructor: H. Varner Story, MA, SPHR  
Wed, July 10 – Aug 14, No class Aug 7  
7 – 10 pm, 5 sessions, \$315  
BUSC 1660-01N • 1.5 CEU

## HR Management Certificate Program Electives

### Navigating a Successful Career in HR

Learn from a 20-year HR veteran what it takes to be a successful professional in Human Resources! Get the facts about the personality traits common to HR professionals, the differences between a "Generalist" and a "Specialist," and HR training and certifications. Understand the ways organizations evaluate HR, how to navigate office politics, the challenges of moving into an HR management role, and how the outsourcing trend has affected the career field. Finally, discover how to find jobs in HR and the best way to write your cover letter and resume, as well as handle an interview. Don't miss this opportunity to get the inside scoop on HR careers! Tuition includes all course materials.

Annandale Campus, CN 219  
Instructor: Bruce Robertson, MS, SPHR  
Mon, June 3 – 24  
7 – 10 pm, 4 sessions, \$249  
BUSC 1569-01N • 1.2 CEU

New!

## Readings in Human Resources

Remaining current with relevant literature can assist a human resources professional in developing a greater mastery of the field. Through group discussions and in-class work, you'll demonstrate a thorough understanding of the assigned text by outlining key issues raised by the authors while exploring relevant everyday practical uses for the material in your own workplace. This semester we'll cover the book *Nuts! Southwest Airlines' Crazy Recipe for Business and Personal Success*. We'll examine how encouraging employee autonomy, utilizing rewards and recognition, and designing a positive culture have contributed to the airline being selected as a "Best Place to Work" by Fortune Magazine. **Prerequisite:** You must read pages 1 – 96 of the required book prior to the first class meeting.

Annandale Campus, CM 218

Instructor: H. Varner Story, MA, SPHR  
Wed, June 26

Tue, July 23 & Aug 13

7 – 10 pm, 3 sessions, \$189

BUSC 1690-01N • 0.9 CEU

## Business & Marketing

### Beyond Words: Using Communication Techniques for Business Success

From the words you choose, to the conversations you have, to the questions you ask, to your body language, different parts of you speak volumes ... although it may not be what you wanted to communicate! Understanding these clues during everyday conversations or negotiations can give you the advantage. Do you or others express your goals positively or negatively, prefer to increase pleasure or decrease pain, notice what things you have in common with others or notice what is different, or think in terms of the past, present, or future? Are you motivated by what is necessary rather than by what is possible? Are you using the one word that increases the possibility of cooperation from 60% to 94%, or the

12 most persuasive words in the English language? Achieve your desired outcome by building rapport and understanding the role of congruence through techniques such as Neuro-Linguistic Programming. This course identifies ways to help you understand the deeper meaning of everyday conversations and negotiations, and arms you with immediate and impactful techniques to get you to your desired outcome.

Loudoun Campus

Instructor: Karen B. Smith, MBA, PMP

Sat, July 27

9 am – 5 pm, 1 session, \$275

PSYC 1813-01L • 0.7 CEU

New!

### Resiliency in the Workplace

Stress in the workplace isn't new, but today's rapid-fire pace has brought job stress to new levels. Many people are dealing with increased workloads, decreased benefits, and worries about job security. Exacerbating stress is the growing use of technology that makes it hard to "unplug". Studies show that individuals with high job stress incur significantly higher health care costs. In this one-day workshop, uncover ways to boost morale, increase productivity, and combat the effects of stress in challenging working conditions. This training is designed for individuals from any occupation. You'll acquire skills to persevere, adapt, and thrive in a challenging workplace setting. You will identify your own resiliency strengths and weaknesses, find new ways to deal with difficult situations, discover ways to increase resiliency, and learn valuable stress reduction techniques.

Annandale – CED, 6th floor

7630 Little River Turnpike

Instructors: Tracey Hardy & Kim Putens

Fri, June 7

9 am – 5 pm, 1 session, \$355

BUSC 1412-01N • 0.7 CEU

New!

## Create an Emergency Action Plan

As the recent tragedies have sadly shown, active shooter incidents continue to occur more frequently than ever. Learn the basics to create a plan for your business to help keep you and your employees safe. Discover the three strategies for dealing with an active shooter: Evacuation, Shelter-in-place or Direct Action--and how to best implement. Understand the roles and responsibilities of responding law enforcement and emergency personnel and how to interact with them during and after the incident. An active shooter incident is highly unpredictable, chaotic, and rapidly evolving. Prior planning, preparation, and mindset are crucial for making life-saving decisions under enormous stress. Your instructor is certified by the Commonwealth as a Personal Protection Specialist.

Manassas Innovation Park, 133

9485 Innovation Drive, Manassas

Instructor: Charles Sellens

Wed, June 5

6:30 – 9:30 pm, 1 session, \$95

LAWS 1949-01M • 0.3 CEU

### Continuity Areas of Business: COOP, CIP, IA, & CI/RM

Gain essential knowledge on four basic continuity areas that will help you, as a manager or security professional, prepare your business to respond and recover from a natural or manmade crisis. This course is designed to outline the continuity areas of Continuity of Operations (COOP), Critical Infrastructure Protection (CIP), Information Assurance (IA), and Counterintelligence and Risk Management (CI/RM), and explain how to integrate them into your business planning and implement them when necessary.

Manassas Innovation Park, 133

9485 Innovation Drive, Manassas

Instructor: Mark Centra

Tue, June 4 – 25

6:30 – 9:30 pm, 4 sessions, \$299

BUSC 1411-01M • 1.2 CEU



# Building Skills, Creating Success for Your Employees & Your Organization

## Let NOVA train your employees

- High quality programs at an affordable cost
- Customized to meet your needs
- Delivered directly at your location

NOVA's Workforce Development Division . . .  
we're in your community and we want to be your  
training partner! We've got all the pieces for success.

*Call us today to create a customized  
training solution for you!*

**703-323-3281**

## Training Spotlight on NOVA & Wegmans

NOVA's Workforce Development Division has been  
providing English as a Second Language (ESL) training  
to more than 200 Wegmans employees in Virginia and  
Maryland since 2004.

Here is what Geoff Nimmich, Manager, Training &  
Development at Wegmans said after the last training session:

*“ We just celebrated the  
graduation of 16 employees*

*from the Columbia Wegmans ESL class. Back in  
September, our employees were a quiet, timid group.  
Many spoke no English at all. Today, 16 sessions later,  
there was an 'awakening'. We heard 16 employees  
each give a short graduation speech in English and  
it was just an amazing, happy, emotional event . . .  
Thank you so much to Felicia the NOVA instructor  
who does such an incredible job.”*

*“ LOVED IT!!!!!!*

*The instructor was a joy to learn  
from. Thank you so much for  
making this a possibility!! I can't  
wait to at least be able to make  
that first step with my patients  
who speak Spanish.”*

*Hospital employee after completing  
Introduction to Spanish for the  
Healthcare Worker*





Courses are offered at the following locations:

**Alexandria Campus**  
703-845-6280

**Annandale Campus**  
703-323-3168

**Loudoun Campus**  
703-450-2551

**Manassas Campus**  
703-257-6630

**Woodbridge Campus**  
703-878-5770

“*Enjoyed the class. Lots of fun.*”

Basics of Interior Design student

# Careers

## Career Certificates . . . . . 15

Coaching, Wedding Coordinator, Interior Decoration & Design, Teaching ESL (TESOL/TESL Workshops)

## Career Development . . . . . 18

Job Search, Resumes & Cover Letters, Networking

## Business Careers . . . . . 19

Executive Protection, Accounting Fundamentals, How to Start a Business, Notary Preparation, Recording Project 101

## Food Safety Program . . . . . 20

Professional Food Handler Certificate, Professional Food Manager

## Acting Careers . . . . . 20

Breaking into Movies & TV, Professional Voice

## Career Switchers . . . . . 20

Teaching in VA Public Schools



## Career Certificates

### Coaching

#### CERTIFICATE

##### LOUDOUN

If you have a strong desire to learn foundational coaching training skills as conveniently as possible, you've come to the right place. The Coaching Certificate Program introduces you to the core coaching competencies and skills required to effectively coach others. After completing this introductory program, you will be able to facilitate an individual's development and potential through the use of coaching best practices. In addition, you will be provided with coaching forms and templates to use in working with coaching clients both within an organization and in private practice.

To complete this certificate program, you must complete four required courses (in the order listed). Each course in the program meets for 16 – 18 hours (1.6 – 1.8 CEU). Completion of this certificate program normally takes two semesters. Certificates are also awarded for each individual course completed. To earn individual course certificates, and the overall program certificate, you must attend at least 90% of the scheduled class hours for each course as well as completing all requirements set by the instructor. This program also meets the academic requirements for the Associate Certified Coach (ACC) – Portfolio certification through the International Coaches Federation (ICF).

#### Required Courses:

- Introductory Coaching Clinic
- Coaching Essentials, Competencies & Practices
- Coaching Practicum
- Coaching Mastery

### Introductory Coaching Clinic

Acquire a thorough understanding of the philosophical, historical, and ethical foundations of coaching. Explore similarities and differences between coaching and related disciplines and consider the scope of coaching's potential. Learn a defined coaching framework to structure a coaching session and practice using this process in real-time conversations and observe the effect of these skills as a coachee.

Loudoun Campus  
Instructor: Sally Silberman  
Sat & Sun, July 13 & 14  
9 am – 6 pm, 2 sessions, \$585  
BUSC 1415-01L • 1.6 CEU

### Coaching Essentials, Competencies and Practices

Building on *Introductory Coaching Clinic*, this course explores various coaching competencies, operating assumptions, and practices. Continue to experiment with the language of coaching and distinguish between the effects of various techniques. Students deepen their learning of implementing a defined coaching framework to structure a coaching session, learn its benefits, and employ a specific methodology to establish credibility and build trust with the coachee. Students complete the course with experience coaching and being coached in a classroom setting as well as working with practice clients between classroom sessions.

Loudoun Campus  
Instructor: Sally Silberman  
Will be offered in Fall 2013  
6 sessions, \$615  
BUSC 1416-01L • 1.8 CEU

**New!**

### Coaching Practicum

After taking the *Coaching Essentials, Competencies and Practices* course, you must coach practice clients under the guidance of a faculty member through this practicum.

Loudoun Campus  
Instructor: Sally Silberman  
Wed, June 5 – July 17, No class July 3  
6:30 – 9:30 pm, 6 sessions, \$615  
BUSC 1417-01L • 1.8 CEU

**New!**

### Coaching Mastery

Demonstrate your coaching knowledge and skills in a safe and supportive class environment. Feedback from a facilitator during a coaching interaction session clarifies strengths and identifies areas that require continued practice. The Coaching Certificate Program's emphasis on real-world practice and experience is reflected in this review of coaching core competencies.

**Prerequisite:** Completion of the first three courses in the certificate program.

Loudoun Campus  
Instructor: Sally Silberman  
Sat & Sun, Aug 10 & 11  
9 am – 6 pm, 2 sessions, \$585  
BUSC 1418-01L • 1.6 CEU

### The Hospitality Readiness certificate program, offered at the Alexandria campus, will return this fall.

You'll acquire a firm foundation in the best practices and strategies used in the hospitality industry. For additional information, phone 703-257-6631.

#### Required Courses:

- Hospitality & You: Introduction
- Quality Hospitality Professionals
- Essentials of Service

#### Elective Courses (Choose one):

- Essentials of Lodging Operations
- Essentials of Restaurant Operations

*Registration is continuous throughout the summer semester*

## Wedding Coordinator

### CERTIFICATE

#### WOODBIDGE

Enter this exciting field to become a professional wedding coordinator. You'll learn about the many facets of wedding etiquette. Through lecture, discussion, and in-class activities, you'll discover wedding traditions and current practices and gain expertise in managing the many details involved in wedding coordination. Individual courses may be taken without pursuing the certificate program. All courses are approved for VA benefits. For further information call 703-878-5770.

#### Required Courses:

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

## 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.

Req. Textbook: *The Military Wedding*

Woodbridge: Freedom High School  
15201 Neabsco Mills Road  
Instructor: Vanessa Baldwin  
Tue & Thu, May 21 – 28  
7 – 9 pm, 3 sessions, \$145  
BUSC 1877-01W • 0.6 CEU

## Weddings of Different Faiths & Cultures

As a wedding coordinator, we will explore the essentials needed for you to work with couples of various faiths, cultures and traditions.

Req. Textbooks: *Emily Post's Wedding Etiquette & Bride's Book of Etiquette*

Woodbridge Campus, WS 236  
Instructor: Vanessa Baldwin  
Tue & Thu, June 18 – 25  
7 – 9 pm, 3 sessions, \$145  
BUSC 1878-01W • 0.6 CEU

## Wedding Etiquette

Planning the "perfect" wedding using proper wedding etiquette is key to advising the bride and groom. Review etiquette for invitations, announcements, save-the-date cards, wedding formality, receiving lines, seating arrangements and second weddings.

Req. Textbooks: *Emily Post's Wedding Etiquette & Bride's Book of Etiquette*

Woodbridge Campus, WS 306  
Instructor: Vanessa Baldwin  
Tue & Thu, July 9 – 16  
7 – 9:30 pm, 3 sessions, \$175  
BUSC 1880-01W • 0.75 CEU

## 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.

Req. Textbooks: *Emily Post's Wedding Etiquette & Bride's Book of Etiquette*

Woodbridge Campus, WS 306  
Instructor: Vanessa Baldwin  
Tue & Thu, July 30 & Aug 1  
7 – 9 pm, 2 sessions, \$95  
BUSC 1881-01W • 0.4 CEU

## 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.

Req. Textbooks: *Emily Post's Wedding Etiquette & Bride's Book of Etiquette*

Woodbridge Campus, WS 306  
Instructor: Vanessa Baldwin  
Tue & Thu, Aug 8 – 15  
7 – 9 pm, 3 sessions, \$145  
BUSC 1882-01W • 0.6 CEU

## Interior Decoration & Design

### Interior Decoration

#### CERTIFICATE

#### ANNANDALE

Completion of the Interior Decoration Certificate Program will give you the skills to work in a variety of settings including:

- Upscale furniture or window treatment stores
- Carpet, fabric and wall covering stores
- As an assistant to Interior Decorators
- As a representative for industry-related products
- In Furniture & Finishes Libraries in Architectural & Design Firms

After gaining adequate experience in the field, you could eventually develop your own client base.

#### Required Courses:

- Basics of Interior Decoration & Design
- Intermediate Interior Decoration & Design
- Advanced Interior Decoration & Design (offered in Fall 2013)

## Basics of Interior Decoration & Design

Get the basics of interior decoration and design from a professional interior designer, including furniture arrangement, color schemes, fabrics, surface finish materials, interior lighting, and decorative accessories, as well as how to prepare detailed floor plans for living rooms, dining rooms and bedrooms. You'll have the opportunity to complete a design project budget using actual decorator's costs. The instructor will provide a required course materials list in the first class session. These materials will be used for all three courses in the certificate program. An optional daytime trip to the Washington Design Center (WDC) is also included in the course. WDC is open



Mon – Fri, 9 am – 5 pm. You must provide your own transportation.

Req. Textbook: *Interior Design Illustrated, 3rd Ed.*

Annandale Campus, CN 217

Instructor: Rafael A. Fuentes, ASID

Mon, May 20 – July 1, No class May 27

7:30 – 9:30 pm, 6 sessions, \$249

BLDG 1971-01N • 1.2 CEU

## Intermediate Interior Decoration & Design

As you continue to expand your decoration and design skills, this course will familiarize you with key practices and techniques in the decoration process. You'll learn how to prepare Design Directories, Design Briefs and Concept Boards, and you'll expand your knowledge of different building components, finish materials and hand drawing techniques for professional-style presentations. Out-of-class exercises will allow you to begin establishing a basic network of vendors and suppliers. The instructor will provide a required course materials list in the first class session.

**Prerequisite:** Basics of Interior Decoration & Design.

Req. Textbook: *Interior Design Illustrated, 3rd Ed.*

Annandale Campus, CN 217

Instructor: Rafael A. Fuentes, ASID

Mon, July 8 – Aug 12

7:30 – 9:30 pm, 6 sessions, \$249

BLDG 1972-01N • 1.2 CEU

## Teaching ESL TESOL/TESL Workshops

### TESOL/TESL

#### CERTIFICATE

ALEXANDRIA, ANNANDALE,  
MANASSAS, WOODBRIDGE

NOVA's TESOL/TESL Certificate Program prepares you to teach English as a Second Language by combining language acquisition theory with practical application. After completing the program, you are qualified to teach English as a Second Language to adults in an adult education setting, in a community-based program, or at a proprietary school in the U.S. or abroad. This program is designed for individuals interested in a career

change or seeking to refresh their skills.

Reminders: K–12 certification/licensure must be completed at a four-year institution. Higher education ESL requires a master's degree in addition to TESOL certification.

To earn the overall TESOL/TESL Certificate, you must successfully complete the two required courses, 11 elective courses, plus 25 hours of documented ESL class observation.

Elective courses are offered on a rotating basis and required courses are offered every semester. Individual courses may be taken without pursuing the certificate program. A Certificate of Completion is given for each course completed successfully. To receive the certificate, you must attend 90% of the course hours as well as completing all requirements set by the instructor, which may include microteaching.

All required courses and electives are approved for VA Benefits. Note: WDD's general refund policy applies to all TESOL/TESL courses. See page 96 for information.

Req. Textbook: *Teaching Adult ESL*

#### Prerequisites:

- High school completion
- Non-native English speakers: Accuplacer Score of 300+ points, TOEFL Score of 81+ points in the IBT, ACLI Score at an intermediate level of written and spoken English, or equivalent
- Prior ESL teaching experience is not required

#### Required Courses:

- Introduction to TESOL/TESL
- TESOL Review

Call 703-257-6530, e-mail

[acl@nvcc.edu](mailto:acl@nvcc.edu), or visit our website for information.

<http://www.nvcc.edu/wdce/pwregional/certifications/TESOLCert.html>



## Introduction to TESOL/TESL

Get an overview of language acquisition theory research and popular instructional strategies that are used in adult education and community ESL programs.

Alexandria Campus, AA 234

Sat, June 1

9 am – 4 pm, 1 session, \$90

EDUC 1817-01A • 0.6 CEU

Manassas Campus, TBA

Sat, July 27

EDUC 1817-01M • 0.6 CEU

## Teaching Content ESL

In this practical seminar, you'll learn how to adapt an ESL curriculum to meet the needs of a specific business or industry, such as ESL for Construction Workers.

Annandale Campus, CN 114

Sat, June 8

9 am – 4 pm, 1 session, \$90

EDUC 1816-01N • 0.6 CEU

## Assessing English Proficiency

Learn how to develop lesson plans that emphasize specific language skills and get an introduction to some assessment tools.

Woodbridge Campus, WS 109

Sat, June 15

9 am – 4 pm, 1 session, \$90

EDUC 1814-01W • 0.6 CEU

## Grammar Review

This course provides instruction and practice in English grammar. You'll develop ESL grammar lessons and classroom activities.

Manassas Innovation Park, 142

9485 Innovation Drive, Manassas

Sat, June 22

9 am – 4 pm, 1 session, \$90

EDUC 1820-01M • 0.6 CEU

## Teaching Speaking & Listening

You'll learn to prepare lessons covering conversation, pronunciation, presentation, and listening comprehension.

Alexandria Campus, AA 234

Sat, June 22

9 am – 4 pm, 1 session, \$90

EDUC 1723-01A • 0.6 CEU

## Lesson Planning

Discover how to develop lesson plans that emphasize language skills, create class activities, and use some assessment instruments.

Woodbridge Campus, WS 109  
Sat, June 29  
9 am – 4 pm, 1 session, \$90  
EDUC 1724-01W • 0.6 CEU

## Culture as Class Content

You'll learn to incorporate topics related to American culture in skills-based ESL classes. You'll create lesson plans and conduct teaching demonstrations.

Manassas Innovation Park, 142  
9485 Innovation Drive, Manassas  
Sat, July 13  
9 am – 4 pm, 1 session, \$90  
EDUC 1728-01M • 0.6 CEU

## Using Technology in ESL

You'll learn to harness social media and web-based technology to engage ESL students.

Annandale Campus, CN 114  
Sat, July 13  
9 am – 4 pm, 1 session, \$90  
EDUC 1754-01N • 0.6 CEU

## Teaching Reading & Writing

You'll learn strategies for creating lessons that focus on reading comprehension, vocabulary, composition, and grammar.

Woodbridge Campus, WS 109  
Sat, July 20  
9 am – 4 pm, 1 session, \$90  
EDUC 1821-01W • 0.6 CEU

## Realia as Course Content

Learn to incorporate authentic material into your lesson plans and also complete two teaching demonstrations.

Alexandria Campus, AA 234  
Sat, July 20  
9 am – 4 pm, 1 session, \$90  
EDUC 1731-01A • 0.6 CEU

## Teaching Pronunciation

Learn to teach phonetics, syllable structure, word stress, and intonation.

Woodbridge Campus, WS 109  
Sat, July 27  
9 am – 4 pm, 1 session, \$90  
EDUC 1824-01W • 0.6 CEU

## Teaching Entry-Level Students

You'll practice using Total Physical Response and Communicative Approaches to effectively teach students who are at proficiency level zero.

Annandale Campus, CN 114  
Sat, Aug 3  
9 am – 4 pm, 1 session, \$90  
EDUC 1727-01N • 0.6 CEU

## Tutoring Adult ESL Students

Learn the guidelines for working individually with students and tailoring lessons to address specific weaknesses.

Woodbridge Campus, WS 109  
Sat, Aug 10  
9 am – 4 pm, 1 session, \$90  
EDUC 1813-01W • 0.6 CEU

## TESOL Review

You'll review what you have learned in other TESOL workshops. You will lead a discussion and write a one-page report that will be submitted to the instructor and to the ACLI office. This is the final course in the certification program.

Alexandria Campus, AA 234  
Sat, Aug 17  
9 am – 4 pm, 1 session, \$90  
EDUC 1825-01A • 0.6 CEU

## Career Development

### Get Unstuck in Your Job Search

You may realize that your handshake is an important part of a job interview, but are you putting yourself at a disadvantage the moment you start an interview, or even before? What are you doing that might work against you? What can you do to gain a slight edge in your interviews and job search? This workshop provides instruction in self-assessment, resume preparation,

job search campaign, interviewing and negotiations. Target population includes recently downsized employees, the individual having internal interviews, as well as those looking for a career change. Get fresh insight into how and why people get hired. Your instructor will share insights she's gleaned in her 15-year career in human resources.

Manassas Innovation Park, 133  
9485 Innovation Drive, Manassas  
Instructor: Sandra Hardeman, PHR  
Tue & Thu, May 21 – 30  
6:45 – 8:45 pm, 4 sessions, \$155  
LLRN 1887-01M • 0.8 CEU

### How to Find a Job in Today's Tough Economy

Finding a good job in today's tough economy can be challenging. To get past the competition, you need top notch job-hunting skills. Get straightforward advice from an experienced HR recruiter. We'll cover all aspects of finding and keeping a good job – everything from how to locate jobs, the role of the Internet in the employment process, resume and cover letter preparation, interviewing skills, and obtaining great professional references, to background investigations, job offer evaluation, salary negotiations and tips for career success. This class is appropriate for all job seekers regardless of your experience. Bring a copy of your resume to the first class.

Annandale Campus, CM 218  
Instructor: Bruce Robertson, MS, SPHR  
Mon, July 8 & 15  
7 – 9:30 pm, 2 sessions, \$99  
LLRN 1813-01N • 0.5 CEU

### How to Write Winning Resumes & 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

“Great instructor – was enthusiastic and knowledgeable. Lots of learning for an all-day Saturday class, totally worth it!”

TESOL Cert. student

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.

Manassas Innovation Park, 142  
9485 Innovation Drive, Manassas  
Instructor: Sandra Hardeman, PHR  
Wed, June 5 & 12  
7 – 9 pm, 2 sessions, \$105  
COMM 1802–01M • 0.4 CEU

## Networking as Easy as A–B–C

Have you heard of Six Degrees of Separation? In networking, it's often fewer than six. Most people can arrange an introduction to almost anyone. The idea is to work your current network of contacts to progressively get one step closer to the person you most need to meet. Learn how the A–B–C concept works and how you can apply it to your own networking. This class is appropriate for both job seekers and small business owners.

Alexandria Campus, AA 454  
Instructor: Juli Monroe  
Thu, June 13 – 27  
7 – 9 pm, 3 sessions, \$99  
BUSC 1884–01A • 0.6 CEU

## Network Your Way to Success

Open doors, make connections, and enjoy the results. Learn the art of getting where you want to be and what you want through people you know. Explore the same networking techniques that thousands of successful people use to enhance their professional, social and family lives. These techniques will include the basics of using Internet sites, how to tailor your networking to accomplish your goals, how to work a room, how to pick the social and professional organizations that are right for you, and much, much more. Your instructor is a successful private business owner, an attorney, and former legal counsel for the United States Senate. Don't miss this opportunity to benefit from his wide range of experience!

Annandale Campus, CN 217  
Instructor: Bruce McBarnette, Esq.  
Thu, June 20 & 27  
7 – 10 pm, 2 sessions, \$99  
BUSC 1661–01N • 6 hrs.

## Business Careers



### Executive Protection as a Career

If you are looking for a challenging and rewarding career, the rapidly growing Executive Protection (Bodyguard) industry may be for you. This course is taught by a certified Personal Protection Specialist Instructor. Acquire a thorough understanding of the industry. Examine industry best practices, terminology, techniques, and tactics used by EP professionals. You will examine the duties and responsibilities of the EP provider and discover the environments and conditions in which EP providers operate. Explore the training requirements, certifications, education, and backgrounds beneficial to obtain employment. Specialty fields within the industry such as maritime security, medics, estate security, and K9 handlers will also be examined. Presenting a professional image, networking, and making a positive impression during the employment process will also be discussed.

Manassas Innovation Park, 133  
9485 Innovation Drive, Manassas  
Instructor: Charles Sellens  
Sat, June 1  
8 am – 5 pm, 1 session, \$95  
LAWS 1948–01M • 0.8 CEU

### Accounting Fundamentals for Bookkeepers

Prepare for a career in accounting! This 24-hour course provides you with the fundamentals to move into a promising future with any size organization. With this practical understanding of accounting theory, you will be able to more readily master and adapt to changes in popular computerized bookkeeping software. Successful completion awards you a certificate and 2.4 CEUs and equips you with a solid foundation for future study toward the Certified Bookkeeper designation. Bring a simple calculator to class.

Req. Textbook: *Schaum's Outline of Principles of Accounting I, 6th Ed., paperback*

Loudoun Campus  
Instructor: Ann Robinson  
Mon & Thu, July 8 – Aug 15  
6:30 – 8:30 pm, 12 sessions, \$375  
ACCT 1937–01L • 2.4 CEU

## How to Start a Business

Gain the “know-how” to start your own small business; beginning with deciding if owning or continuing to own a business is for you, and whether the business you have chosen is suitable. Learn about the organizational structure of a business, including choosing a legal entity such as sole proprietorship, general partnership, corporations and limited liability companies, joint ventures, strategic partnership, and acquisitions and mergers. Class discussions will cover marketing concepts and strategies, regulatory and employment issues, and simple accounting. Also, you'll learn how to develop an outline for a business plan. The course will be adapted to cover your particular business interests, and you'll be given lists of information sources to aid your business.

Annandale Campus, CM 242  
Instructor: John McGeehan, JD  
Tue, June 11 – July 9, No class July 2  
7 – 10 pm, 4 sessions, \$249  
BUSC 1829–01N • 1.2 CEU

### Notary Public Preparation

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

Woodbridge Campus, WS 236  
Instructor: Paul Giles  
Sat, June 15  
9 am – 12 pm, 1 session, \$95  
LAWS 1910–01W • 0.3 CEU

### Recording Project 101

See page 62 for course details.

Annandale Campus, CN 213  
Instructor: Kimberly Ross,  
Producer/Recording Artist  
Sat, June 1 – 15  
Field Trip – TBA  
9 am – 12 pm, 3 sessions, \$239  
June 15: 9 – 11 am  
ARTS 1669–01N • 0.8 CEU

## Food Safety Program

### Professional Food Handler Certificate Program

Taught by a Registered NEHA Trainer, this ANSI (American National Standards Institute) accredited course provides an introduction to the food service industry that covers the basic knowledge required to serve food safely and prevent foodborne illness. A food handler is defined as any person employed in a food premise, who at any time may be involved in the manufacturing, preparation, packing or service of food for sale. Topics include receiving, storage, preparation, serving, personal hygiene, cleaning, sanitizing, and pest prevention. Read the required textbook prior to class. Upon successful completion of this course, you will receive a NEHA (National Environmental Health Assn.) Food Handler Certificate. Please note: If you are seeking Professional Food Manager Training, register for HOST 1907.

Req. Textbook: *NEHA Certified Professional Food Handler*

Manassas Innovation Park, 142  
9485 Innovation Drive, Manassas  
Instructor: Rick Kurtz, MS  
Wed, July 17  
9 am – 1 pm, 1 session, \$99  
HOST 1924-01M • 0.4 CEU

### Professional Food Manager Training

Let a Registered NEHA Trainer teach you the information needed to prevent foodborne illness in your food service facility. Course topics include food microorganisms and allergens, cross contamination, time and temperature controls, personal hygiene, safe handling practices, cleaning and sanitizing, training and pest control. For Certified Professional Food Manager Certification (CPFM), you must pass the standardized test given at the end of the day. Tuition includes the \$28 Prometric test fee. You must bring two #2 pencils and a photo ID for the test. If you would like to take the test in Spanish, Chinese, Vietnamese or Korean, you must make this request at least two weeks prior to the class date. For classes at Manassas, call 703-257-6631; for classes at Annandale, call 703-323-3168. **Prerequisites:** Ability to read and understand spoken English. Please read and study the textbook prior to class.

Req. Textbook: *NEHA Certified Professional Food Manager*

Instructor: Rick Kurtz, MS  
8 am – 5:30 pm, 1 session, \$168

Annandale Campus, CN 109  
Wed, June 12  
HOST 1907-01N • 0.7 CEU

Manassas Innovation Park, 142  
9485 Innovation Drive, Manassas  
Wed, Aug 14  
HOST 1907-01M • 0.7 CEU

## Acting Careers

### Breaking into Movie & TV Acting

Do you want to be in movies, but do not know how? Breaking into Movie & TV Acting will show you. You will learn how to get on screen and how to market yourself, which is what distinguishes successful actors from aspiring actors. You will also get tips on auditioning and learn who the best agents in the region are and how you can use them to build your career. Your instructor, Bruce McBarnette, is a member of the Screen Actors Guild and has been in several TV shows, including *West Wing*, *Wire*, and *Homicide*; and movies including *State of Play*, *Contact*, *Deep Impact*, *Murder at 1600*, *Pelican Brief*, and *Clear and Present Danger*.

Woodbridge Campus, WS 306  
Instructor: Bruce McBarnette  
Sat, June 15  
9 am – 5 pm, 1 session, \$140  
LLRN 1848-01W • 0.7 CEU

### Getting Paid to Talk – An Introduction to Professional Voice Acting

Have you ever been told that you have a great voice? Explore the numerous aspects of voice-over work for television, film, radio, audio books, documentaries and the internet. Learn the basics, including how to prepare the all-important demo, and how to be successful and earn a great income in this exciting field. You'll have the opportunity to ask questions and listen to examples of demos recorded by professional voice actors. You'll even have a chance to record a commercial script under the direction of our Voicecoaches.com producer! This class is informative, lots of fun, and a great first step for anyone interested in voice acting professionally. Space is limited, and registration closes one week prior to class.

Alexandria Campus, AA 131  
Instructor: Voice Coaches  
01A – June 20  
02A – Aug 8  
Thu, 6:30 – 9 pm, 1 session, \$69  
ARTS 1725 • 0.25 CEU

## SOME CAREERS ARE > OTHERS

Teaching can be challenging, exhausting – and the most rewarding career you'll ever have. At EducateVA, we can help turn your existing education and job experience into the skills needed to make a difference. Because we are approved by the Virginia Department of Education, our program allows you to become a licensed teacher throughout the Commonwealth. And because we offer flexible online and weekend classes, you can even earn your license while keeping your current job.

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

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

### Career Switcher Program

Do you have a **four-year degree** and a minimum of **five years of 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". Six Saturday sessions, a mandatory 40-hour field placement, and 5 online courses are included in the 16 weeks. A one-year, Career Switcher Provisional teaching license is granted at the end of the 16 weeks, and will be converted to a full 5-year, renewable license after one year of successful teaching. The VCCS's **Career Switcher Alternative Route to Licensure Program is designed to train participants to teach in critical shortage areas such as mathematics, English, foreign languages, sciences, and English for Students of Other Languages (ESOL)**. First, please go to the program website at [www.educateva.com](http://www.educateva.com) to access all pertinent information. After reviewing the website you may direct program questions to Assistant Director Jim Gaines at [jgaines@nvcc.edu](mailto:jgaines@nvcc.edu) or 804-317-9007.

EducateVA.com





# IT & Computer Skills

Courses are offered at the following locations:

**Alexandria Campus**

703-845-6280

**Annandale Campus**

703-323-3168

**Loudoun Campus**

703-450-2551

**Manassas Campus**

703-257-6630

**Woodbridge Campus**

703-878-5770

“*Excellent professor. Really knows what he is talking about.*”

Well taught with good explanation of concepts and real life examples.”

Networking Fundamentals student

<b>Basic PC Skills</b> . . . . .	<b>22</b>
Keyboarding, Windows 7, Troubleshooting	
<b>Social Media</b> . . . . .	<b>22</b>
Facebook, Twitter, Google+	
<b>Microsoft Office</b> . . . . .	<b>22</b>
Word, Excel, Access, PowerPoint, Outlook, Publisher, Project	
<b>UNIX</b> . . . . .	<b>26</b>
UNIX Boot Camp	
<b>Accounting Software</b> . . . . .	<b>27</b>
Business Accounting, QuickBooks Pro 2012	
<b>CompTIA® Certification Preparation</b> . . . . .	<b>28</b>
A+, Network+, Security+	
<b>Cisco Networking/CCENT &amp; CCNA Prep.</b> . . . .	<b>29</b>
ICND 1 & 2, Cisco Router, Network Security/VPNs, Switching Technologies, Wireless Routing	
<b>AutoCAD</b> . . . . .	<b>31</b>
2012 Basics & Beyond	
<b>Computer &amp; Web Programming.</b> . . . . .	<b>32</b>
Intro to Programming, Visual Basic for Applications, Java, Computer Programming Bridge Program	
<b>Database Systems.</b> . . . . .	<b>33</b>
MS Access, Oracle 11g	
<b>MCTS•MCDST Preparation</b> . . . . .	<b>34</b>
TCP/IP, PowerShell, Windows 2008R2 Server, Windows 7 Configuration	
<b>Networking &amp; Security.</b> . . . . .	<b>35</b>
Networking Essentials, CyberWatch Security, Cloud Technology	
<b>Web Design &amp; Development.</b> . . . . .	<b>36</b>
WordPress®, Web Design, JavaScript, Photoshop, Dreamweaver, Illustrator, HTML/CSS, Content Management Systems, Social Media Integration	
<b>Multimedia &amp; Web Design</b> . . . . .	<b>40</b>
Windows Live Movie Maker, Adobe Premiere, Flash	
<b>Photography &amp; Digital Video</b> . . . . .	<b>43</b>
Basic & Advanced Photography, Digital Video & Filmmaking	
<b>TRiP Program.</b> . . . . .	<b>46</b>

## Basic PC Skills

### Computer Keyboarding for Beginners

It's time to stop the hunt and peck method. Learn to touch type using MS Word 2010, or improve your existing skills, by locating the alphabetic and numeric keys--without looking! Learn and understand basic proofreading symbols used when editing. Increase your job skills and decrease typing time. Bring a flash drive and bag lunch for a ½ hour lunch break. **Register early and save \$50!**

Manassas Innovation Park, 143  
9485 Innovation Drive, Manassas  
Instructor: Karen Szymanski  
Mon – Fri, July 8 – 12  
9:30 am – 3 pm, 5 sessions  
\$315 (Register by June 21 – section 01M)  
\$365 (After June 21 – section 02M)  
ITEC 1945 • 2.5 CEU

### Intro to Windows 7

Whether you're a complete novice or someone with limited computer experience, this is the course for you! Everything is explained in plain English. Using MS Explorer, you'll learn how to navigate through all Windows 7 programs just like a pro. You'll master basic word processing, find "lost" files, create graphic images using a drawing program and perform basic computer maintenance. In the free course booklet, everything is fully illustrated with copies of the Windows screens that you'll use in class. **Prerequisite:** Computer keyboarding skills.

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: Bob Dineen, MSE  
Mon, June 3  
9 am – 4 pm, 1 session, \$159  
ITEC 1531-01N • 0.6 CEU

### Windows Fundamentals & Intro to Windows 7

This course covers the basics of using a PC. Learn how to personalize your computer by changing the desktop background and theme, setting text sizes, and creating shortcuts. Learn all about file management including how to properly create, name, save, move, delete, copy and search for files. Learn keyboard shortcuts, and other time saving techniques. Become familiar with the features and layout of the Windows 7

operating system. Inexperienced computer users, or those who are switching to the Windows 7 Operating System, will benefit from this class. Course manual provided.

Reston Center, Room 319  
Instructor: Jennifer Horton  
Wed, May 29  
6:30 – 9:30 pm, 1 session, \$110  
ITEC 1531-01L • 0.3 CEU

### Troubleshoot Like a Geek!

Take control of your entire PC system! Learn how to troubleshoot your PC for the most irritating problems. Understand the secrets of the startup files and give new life to your old PC. Learn the quickest and best ways to maintain your current equipment, and the most efficient, cost-effective ways to upgrade aging PC systems. You'll learn about basic system components and architecture using live PCs with a variety of operating systems. The installation problems for hardware and software are also covered. Tuition includes the course handbook and the use of a thumb drive for all hands-on exercises.

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: David Campbell, MCITP, MCTS, A+, NET+, Security+  
Wed, July 24 – Aug 14, No class July 31  
12:30 – 4:30 pm, 3 sessions, \$299  
ITEC 1935-01N • 1.2 CEU

## Social Media



### Facebook, Twitter & Google+ for Beginners

There are hundreds of social media tools available on the Web. Facebook, Twitter and Google+ are three of the most popular. You'll learn how to set up accounts on these social media sites and the basics of using each. **Prerequisites:** Familiarity with the internet and social media.

Req. Textbook: *The Rough Guide to Social Media for Beginners: Getting Started with Facebook, Twitter and Google+*

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: Faydra Deon Fields, BA  
Wed, July 10 – 24  
6:30 – 9:30 pm, 3 sessions, \$149  
ITEC 1443-01N • 0.9 CEU

## Microsoft Office

### Microsoft Office Boot Camp

If you want to re-enter the job market and need to update your skills, this course is designed for you! Employers consider this an ideal course for new employees or employees interested in gaining new skills for promotion. Produce documents (Word), spreadsheets (Excel) and presentations (PowerPoint) using MS Office 2010. Learn how to enhance reports and projects using customized fonts, bullets, borders, graphic objects, headers/footers and indents. Create, edit and print spreadsheets. Learn the basics of formulas, functions and charts. Produce slide presentations with animation. Move easily between programs and integrate material. Discover useful tips and tricks when working with these three programs. All materials are included. Bring a flash drive and bag lunch for ½ hour lunch break. **Prerequisite:** Working knowledge of Windows. **Register early and save \$50.**

Manassas Innovation Park, 143  
9485 Innovation Drive, Manassas  
Instructor: Karen Szymanski  
Mon – Fri, Aug 12 – 16  
9:30 am – 4 pm, 5 sessions  
\$565 (Register by July 21 – section 01M)  
\$615 (After July 21 – section 02M)  
ITEC 1425 • 3.0 CEU

### MS Outlook 2010 – Essentials

Use Outlook e-mail features to send/receive, reply to and forward e-mail messages. Find out how to format, track messages and create auto-signatures. Learn to attach files to messages and open and save attached files. Discover how to use the calendar feature, manage contacts, create and send appointments and schedule meetings. Use Outlook options to work with tasks, add and utilize voting buttons and change message appearance. Customize your Outlook work area, use the Navigation Pane, and work with search options. Find out how to organize items with filters and categories. Learn how to use address books and how to archive e-mail.

Manassas Innovation Park, 143  
9485 Innovation Drive, Manassas  
Instructor: Yvonne Morton, MS Certified Trainer  
Thu, June 6  
9 am – 4 pm, 1 session, \$150  
ITEC 1948-01M • 0.6 CEU

## Intro to MS Excel 2010

Learn about all the basics of spreadsheet operations, including worksheet terminology, data entry (text versus values), formulas and functions. You'll create worksheets and input formulas to create calculations using both relative and absolute cell references, and learn how to edit worksheets by formatting cell and number styles, and by making modifications to the worksheet data and formulas. Finally, add impact by displaying data in graphical format using Excel's charting and graphing feature. If you're interested in becoming a Microsoft Certified Application Specialist (MCAS), this course will also help you begin your preparation for that exam. Please bring a thumb drive to class. Tuition includes course materials. **Prerequisite:** Basic knowledge of Windows.

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: Veronica Ortiz, MOS  
Mon, June 3 – 24  
6:30 – 9:30 pm, 4 sessions, \$299  
ITEC 1586-01N • 1.2 CEU

**New!**

## MS Excel 2010 – The Power of PivotTables

Excel's PivotTable feature is a powerful tool that makes it easy to tabulate and summarize spreadsheet data, particularly if it changes a lot. It can provide an excellent data snapshot and is helpful in producing management information. PivotTables let you automatically sum, rearrange, filter, generate, and extract important information from a large table. You get almost unlimited scope to display your data any way you wish. Its "drag-and-drop" tools can reduce hours of data manipulation to seconds. Learn how to create and work with PivotTables, saving time extracting, organizing, and summarizing meaningful data. Discover how to perform a variety of calculations, add report filters, change the structure/format of the PivotTable report, and create PivotChart graphical reports. Tuition includes all materials.

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: Veronica Ortiz, MOS  
Mon, July 8  
6 – 9:30 pm, 1 session, \$115  
ITEC 1910-01N • 0.35 CEU

**New!**

## PowerPoint Basics

If you have little or no knowledge of this software, this course is designed for you. Explore the elements of the PowerPoint window, how to create, save, open and navigate through a simple presentation. Discover how to run a slide show presentation, both manually and automatically. An introduction to themes, transitions and animation will also be included.

Manassas Innovation Park, 143  
9485 Innovation Drive, Manassas  
Instructor: Karen Szymanski  
Tue, June 4  
6:30 – 9:30 pm, 1 session, \$95  
ITEC 1441-01M • 0.3 CEU

## Intro to MS Access 2010

Get an introduction to relational database management systems. You'll learn the basics of Access 2010 including the design of database tables and how to prepare table structures. Data types are covered in detail, as well as data entry procedures. Basic input/output forms will be designed using the form wizard and Access reports generated using the report and label wizards. You'll also learn how to extract information from a database table using the Access query design screen. Tuition covers the course handbook and the use of a thumb drive for all hands-on exercises.

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

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: David Campbell, MCITP, MCTS,  
A+, NET+, Security+  
Mon, June 3 & 10  
12:30 – 4:30 pm, 2 sessions, \$249  
ITEC 1591-01N • 0.8 CEU

## Intermediate MS Access 2010

Learn to create and use a variety of queries, and do extensive editing of forms and reports. The high point of this course is learning when and how to create multiple database tables and join them effectively. You'll join up to three database tables and retrieve selected data. Forms and reports are generated from queries based on joined tables. Macros are introduced as a way to automate many of the daily database functions such as menu creation. Tuition covers the course handbook and use of a thumb drive for all hands-on exercises.

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

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: David Campbell, MCITP, MCTS,  
A+, NET+, Security+  
Mon, June 17 – July 8  
12:30 – 4:30 pm, 4 sessions, \$499  
ITEC 1592-01N • 1.6 CEU

## MS Publisher 2010

If you've used previous versions of Publisher in the past, we'll show you what's new and how to make the best use of the latest features. If this is your first time using Publisher, don't worry. We're going to start at the beginning and teach you everything you need to know. After completing this course, you should be able to use Publisher like a pro to create stunning publications from your computer—even if you don't have graphics design experience.

Manassas Innovation Park, 143  
9485 Innovation Drive, Manassas  
Instructor: Yvonne Morton, MS Certified Trainer  
Tue & Thu, June 18 & 20  
9 am – 12 pm, 2 sessions, \$150  
ITEC 1663-01M • 0.6 CEU

## Comprehensive Intro to MS Project

See page 7 for course details.

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: Dr. Leigh Geiger, PMP  
Mon & Wed, July 8 – 17  
6 – 9:30 pm, 4 sessions, \$585  
ITEC 1640-01N • 1.4 CEU/14 PDU

## Computer Technology

### CERTIFICATE

#### MANASSAS & WOODBRIDGE

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 using the following skills: word processing, spreadsheet development, data management, reports, desktop publishing and graphic presentations. Individual courses may be taken without pursuing the program certificate. For further information, call 703-257-6590 or 703-878-5770.

All required 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

## MS Word 2010 – Introduction

This hands-on course will introduce you to some of the basic features of this popular program. We will cover the options that allow you to create, save, edit, and format text, and move, copy, and share files.

Word is a robust program with hundreds of text, formatting, and graphics features.

**Prerequisites:** Keyboarding, mouse skills, and working in a Windows environment.

Opt. Textbook: *FastCourse Microsoft Word 2010: Level I*

Manassas Innovation Park, 143  
9485 Innovation Drive, Manassas  
Instructor: Nick Gabriel, MSC, MOUS  
Sat, May 18  
9 am – 4 pm, 1 session, \$195  
ITEC 1584-01M • 0.6 CEU

Woodbridge Campus, TBA  
Instructor: Yvonne Morton, MS Certified Trainer  
Sat, June 22  
9 am – 4 pm, 1 session, \$195  
ITEC 1584-01W • 0.6 CEU

Manassas Innovation Park, 143  
Instructor: Karen Szymanski  
Tue & Thu, July 16 & 18  
6:30 – 9:30 pm, 2 sessions, \$195  
ITEC 1584-02M • 0.6 CEU

## MS Word 2010 – Intermediate

Create complex and multi-page documents, and 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.

Req. Textbook: *FastCourse Word 2010: Level 2*  
Manassas Innovation Park, 143  
9485 Innovation Drive, Manassas  
Instructor: Nick Gabriel, MSC, MOUS  
Sat, June 1  
9 am – 4 pm, 1 session, \$195  
ITEC 1585-01M • 0.6 CEU

## MS Excel 2010 – Introduction

Build, edit, and format worksheets, and work with charts. You'll get practice working with formulas and functions, managing workbooks, automating worksheet tasks, using named ranges, and sharing data with other applications.

**Prerequisites:** Keyboarding, mouse skills, and working in a Windows environment.

Req. Textbook: *FastCourse Microsoft Excel 2010: Level 1*

Woodbridge Campus, TBA  
Instructor: Franklin Torres  
Sat, May 25  
9 am – 4 pm, 1 session, \$195  
ITEC 1586-01W • 0.6 CEU

Manassas Innovation Park, 143  
9485 Innovation Drive, Manassas  
Instructor: Nick Gabriel, MSC, MOUS  
Sat, June 29  
9 am – 4 pm, 1 session, \$195  
ITEC 1586-01M • 0.6 CEU

## MS Excel 2010 – Intermediate

Expand your knowledge of Excel by learning how to sort large worksheets; use various worksheet views; print worksheets; modify various Excel options; link cells; copy worksheets; use advanced statistical, mathematical and logical formula functions; trace and audit formulas; create and customize templates; and conclude by learning how to protect your worksheet. **Prerequisite:** MS Excel 2010 – Introduction.

Req. Textbook: *FastCourse Microsoft Excel 2010: Level 2*

Woodbridge Campus, TBA  
Instructor: Franklin Torres  
Sat, June 8  
9 am – 4 pm, 1 session, \$195  
ITEC 1587-01W • 0.6 CEU

Manassas Innovation Park, 143  
9485 Innovation Drive, Manassas  
Instructor: Nick Gabriel, MSC, MOUS  
Sat, July 13  
9 am – 4 pm, 1 session, \$195  
ITEC 1586-01M • 0.6 CEU

## 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. **Prerequisites:** Keyboarding, mouse skills, and working in a Windows environment.

Req. Textbook: *FastCourse Access 2010: Level 1*

Manassas Innovation Park, 143  
9485 Innovation Drive, Manassas  
Instructor: Nick Gabriel, MSC, MOUS  
Sat, June 8  
9 am – 4 pm, 1 session, \$195  
ITEC 1591-01M • 0.6 CEU

## 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 custom forms and reports. Learn the basics of importing, exporting and attaching data. **Prerequisite:** MS Access 2010 – Introduction.

Req. Textbook: *FastCourse Access 2010: Level 2*

Manassas Innovation Park, 143  
9485 Innovation Drive, Manassas  
Instructor: Nick Gabriel, MSC, MOUS  
Sat, June 22  
9 am – 4 pm, 1 session, \$195  
ITEC 1592-01M • 0.6 CEU



## MS PowerPoint 2010 – Introduction

Learn to create presentations, apply special effects, and other aspects that make the presentation interesting. **Prerequisites:** A solid working knowledge of Windows, basic mouse and keyboarding skills.

Req. Textbook: *FastCourse PowerPoint 2010: Level 1*

Woodbridge Campus, TBA  
Instructor: Franklin Torres  
Sat, June 1  
9 am – 4 pm, 1 session, \$195  
ITEC 1589–01W • 0.6 CEU

Manassas Innovation Park, 143  
9485 Innovation Drive, Manassas  
Instructor: Nick Gabriel, MSC, MOUS  
Sat, July 6  
9 am – 4 pm, 1 session, \$195  
ITEC 1589–01M • 0.6 CEU

## 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.

Req. Textbook: *FastCourse PowerPoint 2010: Level 2*

Woodbridge Campus, TBA  
Instructor: Franklin Torres  
Sat, June 15  
9 am – 4 pm, 1 session, \$195  
ITEC 1590–01W • 0.6 CEU

Manassas Innovation Park, 143  
9485 Innovation Drive, Manassas  
Instructor: Nick Gabriel, MSC, MOUS  
Sat, July 27  
9 am – 4 pm, 1 session, \$195  
ITEC 1590–01M • 0.6 CEU

*Does your class have a prerequisite or a required textbook? Be sure to check the course description for this important information!*

## Microsoft Office

### CERTIFICATE

#### LOUDOUN

This certificate emphasizes end user proficiency with the key components of the MS Office Suite. At the core of MS Office are Word, Excel, and PowerPoint. You must have a basic working knowledge of Windows to participate in this certificate program. Students completing this certificate program are required to complete a comprehensive exercise demonstrating proficiency in MS Office.

#### Required Courses:

- Microsoft Word – Introduction
- Microsoft Word – Intermediate
- Microsoft Excel – Introduction
- Microsoft Excel – Intermediate
- Microsoft PowerPoint – Introduction
- Microsoft PowerPoint – Intermediate

## Microsoft Word 2010 – Introduction

This course is designed for both new users and those who want to “fill in the gaps” of their knowledge of Word. You’ll become familiar with the Office 2007/2010 environment including the Ribbon, Quick Access toolbar, and other features. Learn to create documents, format text, adjust margins and other basic layout elements; copy and paste within a single document; use the spelling check and grammar check tools; and preview and print documents. Discover how to effectively use tabs, indentations, and bulleted and numbered lists. Course manual provided. **Prerequisite:** Basic Windows skills.

Reston Center, Room 319  
Instructor: Scott Wood  
Tue & Wed, June 4 & 5  
6:30 – 9:30 pm, 2 sessions, \$195  
ITEC 1584–01L • 0.6 CEU

## Microsoft Word 2010 – Intermediate

Extend your knowledge of Word and increase your efficiency. Learn how to create multi-column formats; apply desktop publishing features such as borders and shading; apply Styles; create and format tables; use the Track Changes feature; and

perform a mail merge. You’ll also learn to use the Reference tools to automatically create a bibliography, a Table of Contents, and an Index. Course manual provided.

**Prerequisite:** Microsoft Word 2010 – Introduction or a working knowledge of the topics covered in that class.

Reston Center, Room 319  
Instructor: Scott Wood  
Tue & Wed, July 9 & 10  
6:30 – 9:30 pm, 2 sessions, \$195  
ITEC 1585–01L • 0.6 CEU

## Microsoft Excel 2010 – Introduction

This course is designed for both new users and those who want to become more efficient users of Excel. Explore the basics of spreadsheet design and layout and as well as tips, tricks and shortcuts. You’ll learn how to add, rename and organized spreadsheets; add and format data; copy and paste data; insert/delete rows and columns; sort data; and create a simple chart. A key component of the course will be learning to manually write formulas and insert built-in functions. Course manual provided.

**Prerequisite:** Basic Windows skills.

Reston Center, Room 319  
Instructor: Scott Wood  
Tue & Wed, June 18 & 19  
6:30 – 9:30 pm, 2 sessions, \$195  
ITEC 1586–01L • 0.6 CEU

## Microsoft Excel 2010 – Intermediate

Build on the skills developed in the introductory class. More advanced aspects of spreadsheet design and layout are covered. Learn advanced formatting techniques including conditional formatting and creating your own style. You’ll work with multiple spreadsheets and workbooks, apply 3-D formulas and functions, and learn how to customize and edit charts. Also get an introduction to the database features of Excel, such as multi-criteria sorting and filtering data, Lookup functions, and Outlining. Course manual provided. **Prerequisite:** Microsoft Excel 2010 – Introduction or a strong working knowledge of the topics covered in that class.

Reston Center, Room 319  
Instructor: Scott Wood  
Tue & Wed, July 23 & 24  
6:30 – 9:30 pm, 2 sessions, \$195  
ITEC 1587–01L • 0.6 CEU

## Microsoft PowerPoint 2010 – Introduction

Get an introduction to the basics of creating and displaying PowerPoint presentations. You'll learn to create a presentation using a design theme including working with backgrounds, layouts, placeholders, text, clip art and images. Discover how to run a presentation in many different ways including using markup and setting up a presentation to run automatically. The course will be taught using Office 2010 with references to differences in the 2007 version. Course manual provided. **Prerequisites:** Entry-level knowledge of Windows and basic mouse and keyboard skills.

Reston Center, Room 319  
Instructor: Jennifer Horton  
Tue & Wed, June 11 & 12  
6:30 – 9:30 pm, 2 sessions, \$195  
ITEC 1589-01L • 0.6 CEU

## Microsoft PowerPoint 2010 – Intermediate

Build on your introductory course knowledge. Learn to use: tables, charts, shapes, embedded files, linked files, word art, narrations, animations, sound files, video files, action buttons, hyperlinks, and preset slide timings. You'll also learn how to create a custom design theme and how to save a presentation in such a way that the supporting files such as sound and video do not become disconnected from the presentation. The course will be taught using Office 2010 with references to differences in the 2007 version. Course manual provided. **Prerequisite:** Microsoft PowerPoint 2010 – Introduction or a working knowledge of the topics covered in that class.

Reston Center, Room 319  
Instructor: Jennifer Horton  
Tue & Wed, July 16 & 17  
6:30 – 9:30 pm, 2 sessions, \$195  
ITEC 1590-01L • 0.6 CEU

## Advanced MS Office

### CERTIFICATE

#### LOUDOUN

You must have completed the Microsoft Office Certificate Program or the equivalent (as approved by the Loudoun Campus Workforce Development Office) to participate in the Advanced MS Office Certificate Program.

#### Required Courses:

- Microsoft Access – Introduction (to be offered in fall 2013)
- Microsoft Access – Intermediate (to be offered in fall 2013)
- Microsoft Excel – Advanced (to be offered in fall 2013)

## Increasing Productivity using Microsoft 2010

Learn the ins-and-outs of using the recently enhanced Microsoft suite in a more integrated way! Microsoft Office 2010 includes a host of new features which can improve workplace productivity dramatically. Most users, however, don't know how to take full advantage of the enhanced communication and collaboration capabilities of the Microsoft applications. This hands-on class covers numerous topics, including new e-mail and appointment management features in Outlook; collaborative review and security features in Word; new and improved sorting and presentation tools of Excel; and improved PowerPoint capabilities to allow generation of media rich and interactive presentations. After this class, you'll be able to tap the power of Office 2010 to significantly boost your workplace productivity.

Reston Center, Room 319  
Instructor: Salvatore DeGennaro  
Tue & Wed, July 30 & 31  
6:30 – 9:30 pm, 2 sessions, \$195  
ITEC 1438-01L • 0.6 CEU

## UNIX

### UNIX Boot Camp

#### CERTIFICATE

#### LOUDOUN

Attend NOVA's UNIX Boot Camp and be ready to use UNIX in the real world in approximately six weeks! This program is designed for students pursuing careers in system management, system administration, configuration management, project management, database management, system programming and network management and operations. Our UNIX instructor has more than 20 years' experience in both working with a variety of systems and college level teaching. Our UNIX classes provide a significant depth of knowledge, and you'll gain the skills you need to advance your career in a short amount of time. The UNIX Boot Camp provides you with skills to develop UNIX shell script and programs, and manage and administer UNIX system environments, including networking.

#### Required Courses:

- UNIX Introduction – Level I
- UNIX Level II – Shell Scripts & Advanced Commands
- UNIX Level III – System Management
- UNIX IV – Administration I

### UNIX Introduction – Level I

In a lecture/hands-on lab format, learn the fundamentals of the UNIX (Solaris)/LINUX operating system basic structure, services and components. Topics include: UNIX functional characteristics; filing system; electronic office (electronic mail, filing, news); operating security; utilities; and the necessary and sufficient set of commands to use the UNIX/LINUX operating system. The latest Solaris UNIX operating system is used in the lab. Some exercises are performed on the LINUX platform.

#### Register by May 16 and save \$35!

Loudoun Campus  
Instructor: Hashem Anwari  
Fri, May 31, 6 – 10 pm  
Sat, June 1, 9 am – 6 pm  
2 sessions  
\$415 (Register by May 16 – section 01L)  
\$450 (After May 16 – section 02L)  
ITEC 1810 • 1.2 CEU

## UNIX Level II – Shell Scripts & Advanced Commands

This course is a continuation of UNIX/LINUX Level I and is focused on users who have some background in UNIX. The course covers the UNIX (Solaris)/LINUX operating system. Material includes: file creation and editing, vi editor, shell functioning, command and operations, characteristics and structure, I/O redirection of designated process and errors, writing shell scripts and functions to accomplish operational tasks, shell variable applications, shell script debugging and programming, environmental control, customization, and initial file configurations. sh, ksh and bash will be used. This is a lecture/hands-on format using the latest Solaris UNIX and LINUX operating systems in the lab. **Register by May 23 and save \$30!**

Loudoun Campus  
Instructor: Hashem Anwari  
Fri, June 7, 6 – 9 pm  
Sat, June 8, 9 am – 4:30 pm  
2 sessions  
\$395 (Register by May 23 – section 01L)  
\$425 (After May 23 – section 02L)  
ITEC 1811 • 0.95 CEU

## UNIX Level III – System Management

This is a continuation of UNIX/LINUX Level II with focus on more advanced shell programming. The course covers the UNIX (Solaris)/LINUX operating system. Information includes: customizing environments, developing menu script for users, database handling, multi-program integration, control flow structure, system management basics, maintenance (using SCCS/RCCS), system operations, introducing awk programming, and file management and integrity. This is a lecture/hands-on course using the latest Solaris UNIX and LINUX operating systems in the lab. **Register by May 30 and save \$30!**

Loudoun Campus  
Instructor: Hashem Anwari  
Fri, June 14, 6 – 9 pm &  
Sat, June 15, 9 am – 4:30 pm  
2 sessions  
\$395 (Register by May 30 – section 01L)  
\$425 (After May 30 – section 02L)  
ITEC 1813 • 0.95 CEU

## UNIX IV – Administration I

This course focuses on UNIX/LINUX System Administration. Information includes: file operations, processes priority, disk space management configurations files, process and program scheduling, users account management and security, backup and archives, managing systems, system files, network planning, and system configuration and management. The latest Solaris UNIX/LINUX operating system is used in the lab. **Register by June 27 and save \$30!**

Loudoun Campus  
Instructor: Hashem Anwari  
Fri, July 12, 6 – 9 pm  
Sat, July 13, 9 am – 4:30 pm  
2 sessions  
\$395 (Register by June 27 – section 01L)  
\$425 (After June 27 – section 02L)  
ITEC 1814 • 0.95 CEU

## Accounting Software



### Business Accounting Using QuickBooks Pro 2012 – Level I

This hands-on computerized accounting course will help you understand the accounting process used by businesses. Real world business transactions will be entered, using a fictitious business. Highlights include reconciling the bank account and end-of-period procedures. You will gain confidence in recording business transactions for a small to mid-size business and be able to use QuickBooks Pro in a real-world situation. **Prerequisite:** Basic accounting and computer skills.

Req. Textbook: *QuickBooks Fundamentals Learning Guide 2012*  
Manassas Innovation Park, 125  
9485 Innovation Drive, Manassas  
Instructor: Brown Dixon, Certified  
QB ProAdvisor  
Tue & Thu, July 9 – Aug 1  
7 – 9 pm, 8 sessions, \$359  
ITEC 1444-01M • 1.6 CEU

## QuickBooks Pro 2012 Part I – Essential Skills

Learn to effectively use QuickBooks Pro for your personal accounting needs as well as for small businesses. You'll receive a thorough introduction to the QuickBooks Pro software and learn how to work with customer and vendor transactions. You'll set up and perform banking tasks on the software and create your own company. **Prerequisites:** Basic accounting and computer knowledge.

Req. Textbook: *QuickBooks Pro 2012: Comprehensive*  
Woodbridge Campus, WS 334  
Instructor: Yvonne Morton, Certified  
QB ProAdvisor  
Sat, June 1 – 29  
9 am – 1 pm, 5 sessions, \$449  
ITEC 1594-01W • 2.0 CEU  
Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: David Campbell, MCITP, MCTS,  
A+, NET+, Security+  
Tue, June 4 – July 2  
12:30 – 4:30 pm, 5 sessions, \$449  
ITEC 1594-01N • 2.0 CEU

## QuickBooks Pro 2012 Part II – Advanced Skills

This course goes beyond the basics of QuickBooks. It allows you to become knowledgeable about physical inventory tracking, setting up payroll, creating checks, working with balance sheet accounts and budgets, creating estimates and using classes. Job costing and time tracking are also covered. You'll learn how to develop effective reports, close the books and adjust entries. **Prerequisite:** QuickBooks Pro 2012 Part I – Essential Skills.

Req. Textbook: *QuickBooks Pro 2012: Comprehensive*  
Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: David Campbell, MCITP, MCTS,  
A+, NET+, Security+  
Tue, July 9 – Aug 13, No class July 30  
12:30 – 4:30 pm, 5 sessions, \$449  
ITEC 1595-01N • 2.0 CEU

## CompTIA® Certification Preparation

For information on certification testing, go to [www.prometric.com](http://www.prometric.com).

### CompTIA® A+ Certification Preparation

Make the grade with CompTIA® A+ Certification! These four courses have been designed to prepare you to become a qualified PC diagnostic and repair technician. They'll also prepare you to take the CompTIA® A+ Certification examinations. CompTIA® A+ Certification Prep – Essentials 1 & 2 (hardware) courses will be offered in the Fall 2013 Semester.

### CompTIA® A+ Certification Prep Essentials – Part 3

Get prepared for the CompTIA® A+ Essentials Exam. The focus of this course is on software, operating systems and related problems. It will assist you in preparing to become a PC repairperson. You'll learn the proper startup procedures for DOS, the Windows environment and Windows 95/98/ME, Windows NT and Windows 2000/XP/Vista. Function, structure, operation and file management will be discussed in detail. Each session consists of lecture, demonstration and hands-on participation, and testing. **Prerequisites:** Working knowledge of computer hardware and software.

Req. Textbook: *CompTIA® A+ Complete Study Guide, 2nd Ed.*

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: David Campbell, MCITP, MCTS,  
A+, NET+, Security+  
Thu, June 6 – 27  
12:30 – 4:30 pm, 4 sessions, \$399  
ITEC 1791-01N • 1.6 CEU

### CompTIA® A+ Certification Prep Essentials – Part 4

Complete your preparation for the CompTIA® A+ Essentials Exam. The focus of this course is on software, operating systems and related problems. It will assist you in preparing to become a PC repairperson. You'll troubleshoot a variety of software-related problems in a hands-on testing environment. Network operating systems are also included. Operating systems installation, configuration and upgrade procedures will be thoroughly examined, and memory management and the diagnosis of memory-related problems will be investigated. Each session consists of lecture, demonstration and hands-on participation, and testing. **Prerequisite:** CompTIA® A+ Certification Prep Essentials – Part 3 or equivalent experience.

Req. Textbook: *CompTIA® A+ Complete Study Guide, 2nd Ed.*

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: David Campbell, MCITP, MCTS,  
A+, NET+, Security+  
Thu, July 11 – Aug 8, No class Aug 1  
12:30 – 4:30 pm, 4 sessions, \$399  
ITEC 1792-01N • 1.6 CEU

### CompTIA® A+ Certification Prep

This course will build on your existing user-level knowledge and experience with PC software and hardware to present fundamental skills and concepts you'll use on the job. You'll acquire the essential skills and information needed to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance on basic PC hardware and operating systems. This course will prepare you for the CompTIA A+ Support Technician certification exam, an international, vendor-neutral certification that proves competence in areas such as installation, maintenance, networking, security and troubleshooting. Excellent customer service skills are also emphasized. **Prerequisites:** End user skills with Windows Explorer, basic knowledge of computer operating systems, applications, file systems, and networks.

Req. Textbook: *CompTIA A+ Complete Study Guide: Exams 220-801 & 220-802*

Arlington Center, Room 200  
Instructor: Tommy T. Dang, BS, CCNP,  
Network+, A+  
Wed, June 5 – July 31, No class July 3  
6 – 10 pm, 8 sessions, \$799  
ITEC 1756-01A • 3.2 CEU

### CompTIA® A+ Computer Service Technician

CERTIFICATE  
*WOODBIDGE*

This certificate program is designed to provide you with the knowledge and essential skills needed to become a successful computer service technician and is an excellent foundation program for other certifications. The training also prepares you to take the CompTIA® A+ Certification Core and A+ OS exams. This two-course program covers hardware and software technologies and is not related to vendor-specific products. Upon completion of this program, you will be able to demonstrate basic knowledge of configuring, installing, diagnosing, repairing, upgrading and maintaining microcomputers and associated technologies. Both courses are approved for VA benefits.

#### Required Courses:

- CompTIA® A+ Essentials Part I (Hardware)
- CompTIA® A+ Part 2 (Software)

### CompTIA® A+ Essentials Part 1 (Hardware)

This course prepares you to take the hardware portion of the CompTIA® A+ certification which includes CompTIA® A+ Essentials Exam 1 and Practical Application Exam 2. Topics include installing, building, repairing, configuring, troubleshooting, and preventive maintenance of hardware. Through lectures and labs, you'll 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. **Prerequisite:** Working knowledge of personal computers.

Req. Textbook: *A+ Guide to Hardware: Managing, Maintaining and Troubleshooting, 5th Ed.*

Woodbridge Campus, WS 140  
Instructor: Kwabena Konadu, MS, BS,  
A+ Specialist  
Sat., June 1 – July 20  
9 am – 1 pm, 8 sessions, \$799  
ITEC 1782-01W • 3.2 CEU



## CompTIA® A+ Part 2 (Software)

This hands-on course prepares you for the hardware and software portions of the CompTIA® A+ certification exam. Topics include installing, building, repairing, configuring, and troubleshooting. Through lectures and labs, you will learn how to install and set up operating systems, configure, troubleshoot, maintain and manage hardware using operating systems. **Prerequisite:** Working knowledge of personal computers.

Req. Textbook: *A+ Guide to Software: Managing, Maintaining and Troubleshooting, 5th Ed.*

Woodbridge Campus, WS 140  
Instructor: Kwabena Konadu, MS, BS, A+ Specialist  
Wed, June 5 – July 24  
6 – 10 pm, 8 sessions, \$799  
ITEC 1623-01W • 3.2 CEU

## CompTIA® Network+ Certification Prep

Get ready to take the latest CompTIA® Network+ Certification Exam – N10-005. Most companies recognize this certification as the primary skill level for network technicians. CompTIA® Network+ is vendor neutral and provides you with a fundamental understanding of computer networks, including such topics as Network Media, Topologies, Technologies and Devices, Wireless Networking, Network Protocols and Standards, Network Management, Tools, Monitoring, Security and Troubleshooting. **Prerequisite:** Basic knowledge of PCs.

Opt. Textbook: *CompTIA Network+ Study Guide, 2nd Ed.*

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: Kofi Mitchual, BA, A+, NET+, Security+, MCP  
Mon & Wed, July 1 – 22, No class July 3  
6 – 10 pm, 6 sessions, \$599  
ITEC 1967-01N • 2.4 CEU

## 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. **Prerequisites:** Strong fundamentals of PC; experience in network support; CompTIA® A+ Certification is a plus but not a requirement.

Req. Textbook: *Network+ Guide to Networks, 6th Ed.*

Woodbridge Campus, WS 140  
Instructor: Tommy Dang, CCNA, Network+, A+  
Thu, June 6 – Aug 1, No class July 4  
6 – 10 pm, 8 sessions, \$799  
ITEC 1967-01W • 3.2 CEU

## CompTIA® Security+ Certification Prep

Get fully prepared to take the CompTIA® Security+ certification exam. This certification is recognized around the world as the first level of computer security competence. You'll be introduced to five areas of concentration: General Security Concepts (including the wide variety of network attacks), Communications Security, Infrastructure Security, the basics of Cryptography, and Operational Organizational Security. **Prerequisites:** Some knowledge of Windows operating systems, UNIX, Linux and Solaris accounts, file systems and password commands. A basic networking course is recommended.

Req. Textbook: *CompTIA Security+ Certification Study Guide (Exam SY0-301)*

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: David Campbell, MCITP, MCTS, A+, NET+, Security+  
Mon, July 15 – Aug 12, No class July 29  
10 am – 4 pm, 4 sessions, \$559  
ITEC 1826-01N • 2.0 CEU

## Cisco Networking/ CCENT & CCNA Prep

### ICND1 640-822 – Interconnecting Cisco Networking Devices – Part 1

Get prepared for the Interconnecting Cisco Networking Devices Part 1 Exam (640-822 ICND1). Passing this exam grants you certification as a Cisco Certified Entry Networking Technician (CCENT). The ICND1 exam is also the first of two exams required for certification as a Cisco Certified Network Associate (CCNA). You'll utilize state-of-the-art network simulators for hands-on practice during supervised lab sessions. Topics include Basic Networking, Routing and Switching Fundamentals, DOD and OSI Models, IP Addressing, WAN Technologies, Command Line Interface for IOS, NAT, and DHCP. If you're preparing for the CCNA Exam (640-802) you can take both ICND1 and ICND2

courses concurrently. **Prerequisites:** Good working knowledge of personal computers, math skills, and an understanding of basic networking and the Internet. Further details can be found on <http://www.nvcc.edu/home/pparker/ccna>.

Req. Textbook: *CCENT/CCNA ICND1 640-822 Official Cert Guide, 3rd Ed.*

Opt. Textbook: *CCNA Portable Command Guide, 2nd Ed.*

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: Paul Parker, BSCS, CCNA, CCAI  
Mon, May 20 – Aug 5, No class May 27 & July 1  
6 – 9 pm, 10 sessions, \$750  
ITEC 1506-01N • 3.0 CEU

“Thank you for the labs, ability to go over and ask questions on CLI commands and configuring CCNA devices. I really like your course tools and helpful material, PowerPoints, labs to make the course helpful in allowing someone to absorb the material.”

ICND1 640-822 student

## ICND2 640–816 – Interconnecting Cisco Networking Devices – Part 2

Get prepared for the Interconnecting Cisco Networking Devices Part 2 Exam (640–816 ICND2), the second of two exams required for certification as a Cisco Certified Network Associate (CCNA). You'll utilize state-of-the-art network simulators for hands-on practice during supervised lab sessions. Topics include VLSM, IPv6, OSPF and EIGRP IP routing protocols, enhanced switching technologies, verifying and troubleshooting Virtual LANs, and establishing Frame Relay connections. If you're preparing for the CCNA Exam (640–802) you can take both ICND1 and ICND2 courses concurrently. **Prerequisite:** Completion of ICND1 or concurrent enrollment in ICND1 and ICND2, or passing the CCENT 840–822 Exam.

Req. Textbook: *CCNA ICND2 640–816 Official Cert Guide, 3rd Ed.*

Opt. Textbook: *CCNA Portable Command Guide, 2nd Ed.*

Annandale – CED, 6th floor  
7630 Little River Turnpike

Instructor: Paul Parker, BSCS, CCNA, CCAI  
Tue, June 11 – Aug 20, No class July 2  
6 – 9 pm, 10 sessions, \$750  
ITEC 1507–01N • 3.0 CEU

“Awesome guy and helpful class. Not as difficult as I thought it was going to be, thank you! Well-informed and plenty of hands-on experience.”

CompTIA A+ student

## Cisco Networking/CCNA Prep

CERTIFICATE

LOUDOUN

Learn and acquire hands-on skills in a real network environment (not a simulator) to configure, operate, and troubleshoot small and medium-size routed and switched networks, and prepare for CCNA certification. Topics include networking essentials; the TCP/IP and OSI models; IP addressing; routing and switching; implementing network security and VPN; internetworking technologies; configuring, operating and troubleshooting IOS devices; extending switched networks with VLANs; managing IP traffic with Access Control Lists (ACL); wireless networking fundamentals; and IPv6 and CCNA practice test and review.

Opt. Textbook: *CCNA Cisco Certified Network Associate Study Guide, includes CD-ROM: Exam 640–802*

### Required Courses:

- Networking Fundamentals
- Cisco Router & IP Routing Protocols
- Network Security & Virtual Private Networks
- Switching Technologies & VLANs
- Wireless Networking

## Networking Fundamentals

This course introduces local area network (LAN) technologies, concepts and capabilities. Information includes: LAN concepts and functions, LAN components and integration, topologies, local/remote access, messaging protocol, connectivity options, cabling media, server choices, Internet connections, wide area networks (WAN), and LAN management.

Loudoun Campus, Room LR145

Instructor: Chris Kong

Sat, June 1

9 am – 4 pm, 1 session, \$325

ITEC 1420–01L • 0.6 CEU

## Cisco Router & IP Routing Protocols

Cisco routers are widely deployed in enterprises and the Internet to support the network infrastructure. Anyone interested in networking must become familiar with Cisco routers and IOS software. Taught by an experienced network engineer, this course introduces the following topics: router basics, Cisco router architecture and hardware components, Cisco router IOS software, Cisco IP routing protocols and configuration, router user interface, and user and privileged mode commands. In addition, see how Cisco routers are used in a “real” enterprise environment.

Loudoun Campus, Room LR145

Instructor: Chris Kong

Sat & Sun, June 15 & 16

9 am – 4 pm, 2 sessions, \$615

ITEC 1703–01L • 1.2 CEU

## Network Security & Virtual Private Networks

This course introduces network security concepts, technologies, and implementation. Topics include network security policy, AAA security architecture, IP access list (ACL) and controlling TCP/IP services, Virtual Private Networks (VPN) and IP Security (IPsec) with real world implementation examples. Hands-on labs for access lists configuration are included.

Loudoun Campus, Room LR145

Instructor: Chris Kong

Sat, June 29

9 am – 4 pm, 1 session, \$325

ITEC 1705–01L • 0.6 CEU

## Switching Technologies & VLANs

Through lectures and hands-on exercises, learn to place, configure, and maintain Catalyst LAN switches. Topics include bridging, switched Internetworking concepts, virtual LANs, and Layer 2 and Layer 3 LAN switching. The course also covers the Cisco Catalyst switch overview, switch family architecture, protocols and software, configuring Catalyst Series Switch, Catalyst Switch CLI and menu commands, and placing switches in the enterprise network environment. In addition, see how the Cisco Catalyst is used in a “real” enterprise environment.

Loudoun Campus, Room LR145

Instructor: Chris Kong

Sat & Sun, July 13 & 14

9 am – 4 pm, 2 sessions, \$615

ITEC 1704–01L • 1.2 CEU

## Wireless Networking

Wireless Local Area Networks are quickly becoming commonplace in the office, home, school, and many other places. Get an overview of Wireless LAN (WLAN) fundamentals, technologies, and implementation. Topics include WLAN networking concepts, IEEE 802.11 standards, WLAN Access Point (AP), Antennas, WLAN topology, architecture and WLAN security. Since this is the last class in this certificate program, additional topics, such as IPv6, reviews and practice tests for CCNA preparation will also be covered.

Loudoun Campus, Room LR145

Instructor: Chris Kong

Sat, July 27

9 am – 4 pm, 1 session, \$325

ITEC 1706-01L • 0.6 CEU

## AutoCAD

### AutoCAD Level I: Basic 2D Drawing

Taught by a professional civil engineer, and designed for both beginners and students with some AutoCAD experience, this introductory course focuses on the basic operation and application of the AutoCAD 2012 software. A wide variety of commands and applications will be covered. Also, get an introduction to AutoCAD's Design Center, plotting in Paper Space, and Templates. Hands-on experience in a supervised CAD lab is included in the instruction to increase precision, efficiency and productivity. Tuition includes all materials.

Annandale Campus, CT 209

Instructor: Edison B. Carlos, BS

Sat, June 1 – 22

8:30 am – 1:30 pm, 4 sessions, \$535

CADD 1902-01N • 2.0 CEU

### AutoCAD Level II: Beyond Basic

This hands-on course continues where Basic 2-D Drawing left off and is designed to give you advanced knowledge of AutoCAD 2012. You'll be introduced to more complex AutoCAD commands and techniques, and basic skills learned in the first class will be reinforced. Emphasis will be placed on creating complex

drawings, external references, advanced blocks, polylines and regions, advanced customization, Design Center, Layouts and Paper Space, Coordinate System, Object Linking and Embedding (OLE), Raster Images, web plotting (DWF) and an introduction to 3D. Hands-on experience in a supervised CAD lab is included in the instruction to increase precision, efficiency and productivity. Tuition includes all materials.

Annandale Campus, CT 209

Instructor: Edison B. Carlos, BS

Sat, July 13 – Aug 3

8:30 am – 1:30 pm, 4 sessions, \$535

CADD 1903-01N • 2.0 CEU

### AutoCAD Level I – Basic 2D Drawing

Get the tips and techniques you'll need to quickly become comfortable with AutoCAD 2012. The course begins with a tour of AutoCAD's interface and the tools used to create basic shapes. It then focuses on the methods used to modify and refine geometry while emphasizing accuracy and good habits to build a solid design foundation. Comprehensive hands-on tutorials are used for you to complete fun, competency-based project exercises to further enhance your learning in AutoCAD. Materials provided in class.

Loudoun Campus

Instructor: Keith Johnson

Sat, June 1 – 15

9 am – 4:30 pm, 3 sessions, \$535

CADD 1902-01L • 1.85 CEU

### AutoCAD Level II – Beyond the Basics

AutoCAD Level II introduces some of the more intermediate topics used to produce quality complex engineering drawings. You will learn to increase efficiency and productivity by exploring topics that include advanced object types, advanced editing commands, advanced blocks, external references, dimensioning, and plotting. Comprehensive hands-on tutorials are used for you to complete fun, competency-based project exercises to further enhance your learning in AutoCAD. Materials provided in class.

Loudoun Campus

Instructor: Keith Johnson

Sat, Aug 3 – 17

9 am – 4:30 pm, 3 sessions, \$535

CADD 1903-01L • 1.85 CEU

### AutoCAD 2012 – Basics of 2D Drawing

This hands-on course is an introduction into computer-aided drafting (CAD) and is designed for you to learn the basic commands to create and edit 2-D drawings. You'll complete projects in class to gain practical experience. This course is beneficial for all types of drafting and the skills learned can be applied to any field that requires CAD drawings.

Manassas Innovation Park, 143

9485 Innovation Drive, Manassas

Instructor: Kevin Bowling, AutoCAD Certified

Mon & Wed, June 3 – 26

6:30 – 9:30 pm, 8 sessions, \$595

CADD 1918-01M • 2.4 CEU

## 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 course, please e-mail one of the following program developers:

**Pat Carrow**  
Manassas & Woodbridge  
pcarrow@nvcc.edu

**Katie Jennings**  
Medical Education  
kjennings@nvcc.edu

**Lisa Karim**  
Loudoun & Alexandria  
lkarim@nvcc.edu

**Martha Kossoff**  
Annandale & Alexandria  
mkossoff@nvcc.edu

## Computer & Web Programming

**New!**

### Introduction to Programming

If you have no previous experience in programming, get a gentle introduction that will assist in preparing you to develop programming skills in more specific languages. You'll learn about planning and organizing programs, as well as the grammar of the various programming languages such as C, Java, and Basic. For specific examples, you'll be working with a basic programming language that is within MS Access. Example coding will be from there or given in pseudo code, which is applicable to all languages. Tuition includes all materials.

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: Bob Dineen, MSE  
Tue, May 28 & June 4  
9 am – 12 pm, 2 sessions, \$225  
ITEC 1442-01N • 0.6 CEU

### Access 2010 & Visual Basic for Applications (VBA)

Learn how to create quality MS Access applications that are fun to write, can make logical decisions based on VBA code (enhancing the power of Access), and easy to use. Techniques covered in this course include developing tables, forms, and macros, and then writing VBA code to enhance the product. For example, based upon your VBA logic, controls on the forms may change colors and check the data input. Debugging, error handling, and coding practices will be emphasized. **Prerequisite:** Familiarity with Access or Visual Basic is helpful, but is not required.

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: Bob Dineen, MSE  
Mon, June 10 – 24  
9 am – 12 pm, 3 sessions, \$335  
ITEC 1426-01N • 0.9 CEU

**New!**

### Java Programming

CERTIFICATE

ANNANDALE

The Java Programming Certificate will assist you in acquiring a solid, practical knowledge base and prepare you for a wide range of IT careers.

This 65-hour program is specifically tailored to go beyond basic concepts and skills in working with the Java programming language, which is universally accepted as the candidate programming language for developing web application systems.

Individual courses may be taken without pursuing the program certificate.

#### Required Courses:

- Intro to Java Programming
- Intermediate Java Programming
- Advanced Java Programming

### Intro to Java Programming

This fast-paced course focuses on basic object-oriented programming methodology. By the end of the course you'll be able to identify the components of a Java program and compile and execute Java applications. You'll learn how to use appropriate Java names, variables, data types and flow control in your programs. You'll get a solid foundation for learning the Java Programming Language and object-oriented programming methodology.

**Prerequisites:** Working knowledge of DOS commands and Windows. Programming experience is helpful.

Req. Textbook: *Java: How to Program, 9th Ed.*

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: Hung Vu, MS  
Sat, June 1 – 15  
9 am – 4:30 pm, 3 sessions, \$539  
ITEC 1978-01N • 1.95 CEU

## Intermediate Java Programming

This fast-paced course focuses on intermediate, object-oriented programming methodology, expanding on and reinforcing basic concepts learned in the introductory course. By the end of the course, you'll be able to write, compile and execute simple applications and applets using the Java programming language. You'll also explore new Java programming concepts and the Java Application Programming Interface (API). **Prerequisites:** Intro to Java Programming, or a solid fundamental knowledge of the Java programming language, object-oriented programming methodology, WWW and HTML.

Req. Textbook: *Java: How to Program, 9th Ed.*

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: Hung Vu, MS  
Sat, June 22 – July 20, No class July 6 & 13  
9 am – 4:30 pm, 3 sessions, \$539  
ITEC 1986-01N • 1.95 CEU

**New!**

### Advanced Java Programming

In this new, longer course, move your knowledge to the advanced level by learning about more swing GUI components and get an explanation of the concept of event-driven programming. You'll discuss how to create graphical user interfaces with various user-interface components; discover file properties using the FILE class, and understand Java I/O processing. Also, learn how to implement a dynamic list using an array; how to develop thread classes by extending the THREAD class, and how to get connected to an Oracle Relational Database using JDBC, as well as DML and DDL statements to work with the Oracle database. **Prerequisites:** Intro to Java Programming and Intermediate Java Programming or equivalent experience.

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: Hung Vu, MS  
Sat, July 27 – Aug 17  
9 am – 4:30 pm, 4 sessions, \$719  
ITEC 1988-01N • 2.6 CEU





## Database Systems

### Database Administrator

#### CERTIFICATE

#### ANNANDALE

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

#### Required Courses:

- Intro to MS Access 2010
- Intermediate MS Access 2010
- Oracle Database Administration 11g

Oracle Instance, unloading and loading data using Oracle SQL statements and the SQL LOADER utility and external tables. Classical Data export utility and import utility, new data pump export and import utilities, setting up of an audit trail and tuning are also covered. Database cold and hot backup recovery strategy will be discussed in depth and analyzed.

**Prerequisites:** Oracle SQL 11g and Oracle PL/SQL 11g or equivalent experience.

Req. Textbook: *Oracle Database 11g DBA Handbook*

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: Hung Vu, MS  
Mon, Tue & Thu, July 23 – Aug 15  
6 – 10 pm, 10 sessions, \$899  
ITEC 1571-01N • 4.0 CEU

**New!**

### Computer Programming Bridge Program

Workforce Development, in collaboration with Multivision, Inc., is offering qualified individuals an opportunity to prepare to enter Multivision's advanced computer programming training program.

Multivision, an IT services company with over 300 employees, was ranked 2nd fastest growing IT consulting firm in the Washington, DC metro area by Inc. Magazine. It's a socially responsible company dedicated to training and hiring unemployed Americans in the IT field, and is a certified partner of Oracle-BEA, IBM and Microsoft.

If you are accepted into NOVA's non-credit bridge program, and successfully complete the course, you'll be eligible for Multivision's training program. Go to [www.multivision.cc](http://www.multivision.cc) for more information.

Classes will be held at Multivision, located at 10565 Fairfax Blvd. #301, Fairfax, VA 22030, Mon – Fri, 9 am – 5 pm, for 3 weeks, 40 hrs./week. Scholarships may be available for qualifying students. Visit our website, [www.nvcc.edu/workforce](http://www.nvcc.edu/workforce), for prerequisites and information on the screening process.

### Intro to MS Access 2010

See page 23 for description.

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: David Campbell, MCITP, MCTS, A+, NET+, Security+  
Mon, June 3 & 10  
12:30 – 4:30 pm, 2 sessions, \$249  
ITEC 1591-01N • 0.8 CEU

### Intermediate MS Access 2010

See page 23 for description.

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: David Campbell, MCITP, MCTS, A+, NET+, Security+  
Mon, June 17 – July 8  
12:30 – 4:30 pm, 4 sessions, \$499  
ITEC 1592-01N • 1.6 CEU

### Oracle Database Administration 11g

Learn about identifying the main structure and functionality of the Oracle Engine, Oracle 11g, examining physical file structures that make up an Oracle database, starting up and shutting down, creating an Oracle instance and managing table space and users. Emphasis will be placed on DBA duties and tools, Oracle Database Administration features such as identifying the main structure and functionality of an

**New!**

### Oracle Developer

#### CERTIFICATE

#### ANNANDALE

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

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

#### Required Courses:

- Oracle SQL 11g
- Oracle PL/SQL 11g
- Advanced Oracle SQL & PL/SQL 11g (offered in Fall 2013)

## Oracle SQL 11g

Learn the theoretical and practical foundation concepts of the relational database and ANSI standard SQL. The Oracle relational database query language SQL\*Plus, set through Oracle version 11g, will be discussed. You'll learn to define database structure, construct database tables, set up constraints, make ad hoc queries and manipulate and access data from the database. You'll acquire an extensive knowledge of building relational database tables and in writing SQL scripts to manipulate data and generate reports. Creating and managing, new constraints in creating tables and new features from the Object-Relational database in Oracle Version 11g will also be discussed.

Req. Textbook: *Oracle Database 11g: The Complete Reference*

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: Hung Vu, MS  
Mon, Tue & Thu, May 20 – June 11  
No class May 27  
6 – 10 pm, 10 sessions, \$899  
ITEC 1568-01N • 4.0 CEU

## Oracle PL/SQL 11g

Discover more features of Oracle Version 11g PL/SQL. Topics covered include standard Oracle SQL/PL SQL functions, and PL/SQL procedural features such as IF-THEN-ELSE, FOR LOOP, and WHILE LOOP. You'll learn about Oracle PL/SQL cursors, Oracle PL/SQL stored functions and stored procedures, object types, packages, triggers, and newly added features in version 11g. Also discussed will be dynamic SQL statements and selected Oracle standard PL/SQL packages. By the end of this course you'll be able to access, manipulate, store, update and delete data from a relational Oracle database using Oracle PL/SQL programs. **Prerequisite:** Oracle SQL 11g or equivalent experience.

Req. Textbook: *Oracle PL/SQL by Example*

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: Hung Vu, MS  
Mon, Tue & Thu, June 17 – July 22  
No class July 1 – 11  
6 – 10 pm, 10 sessions, \$899  
ITEC 1569-01N • 4.0 CEU

## Oracle Database Administration 11g

See page 33 for description.

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: Hung Vu, MS  
Mon, Tue & Thu, July 23 – Aug 15  
6 – 10 pm, 10 sessions, \$899  
ITEC 1571-01N • 4.0 CEU

## MCTS • MCDST Preparation

### Network Server Administrator

#### CERTIFICATE

#### ANNANDALE

This certificate program gives you the skills to install, maintain and effectively administer the MS Windows 2008 Server on any network. You'll also get familiar with Microsoft's programming language, PowerShell. This certification prepares you to take the Windows Server 2008 Active Directory Configuration Exam 70-640 or the Windows Server 2008 Infrastructure Examination 70-642 or the Windows Server 2008 Server Administrator Examination 70-646.

#### Required Courses:

- TCP/IP
- Microsoft's PowerShell Scripting – 2008 Server

#### Plus, one of the following:

- MS Windows Server 2008 R2 – Active Directory Configuration
- MS Windows Server 2008 R2 – Network Infrastructure Configuration
- MS Windows Server 2008 R2 – Server Administrator

## TCP/IP 2013

Learn about TCP/IP in all networking environments. Areas covered include the planning for TCP/IP on a network, dealing with connectivity problems using TCP/IP with a UNIX host, and monitoring, optimizing and troubleshooting the TCP/IP Windows network. Every session includes a lecture followed by hands-on training in all aspects listed above. This is a great course for you if you're starting out in the networking field or you want a refresher course in TCP/IP. **Prerequisites:** Understanding of basic networking terminology and Windows.

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: David Campbell, MCITP, MCTS, A+, NET+, Security+  
Sat, June 29 – July 20, No class July 6  
9 am – 4 pm, 3 sessions, \$499  
ITEC 1893-01N • 1.8 CEU

## Microsoft's PowerShell Scripting – 2008 Server

Understand why every network administrator in the world needs to care about, learn about and use MS PowerShell. Learn about the Cmdlets and the commands that give you the most benefit, as well as the ones you'll use almost every day to automate administrative tasks. See Windows Management Instrumentation (WMI) in action, driven by PowerShell cmdlets. It can be used with Windows XP, VISTA, Windows 2003 Server, and is now included in MS Windows 7 and 2008 Server. Tuition includes all materials. **Prerequisite:** Experience as a network administrator – XP, Windows 2003 or 2008.

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: David Campbell, MCITP, MCTS, A+, NET+, Security+  
Fri, July 19  
9:30 am – 4 pm, 1 session, \$249  
ITEC 1622-01N • 0.6 CEU

All textbooks listed in course descriptions are available in NOVA's campus bookstores. Please purchase your book/materials from the bookstore on the campus offering your particular course. Also, you may purchase textbooks online using [www.whywaitforbooks.com](http://www.whywaitforbooks.com).

## MS Windows 2008 R2 Server Network Infrastructure Configuration

Learn how to establish and successfully maintain the network infrastructure for Windows Server 2008. Get prepared for the Microsoft Windows Certification Examination 70–642: Windows Server 2008 Network Infrastructure Configuration. Topics covered include: understanding Windows 2008 Server networking, the Domain Name System (DNS), managing the DHCP server and a TCP/IP review. Advanced topics include: managing routing and remote access services, establishing the security for remote access services, and monitoring and managing the network infrastructure. You'll deal with a variety of client access situations. **Prerequisite:** MS Windows Server course or equivalent networking experience.

Req. Textbook: *MCTS: Windows Server 2008 Network Infrastructure Configuration Study Guide*

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: David Campbell, MCITP, MCTS, A+, NET+, Security+  
Fri, June 7 – July 12, No class July 5  
10 am – 4 pm, 5 sessions, \$699  
ITEC 1575–01N • 2.5 CEU

## Windows 7, Configuration (70–680)

Get the skills and knowledge needed to support end users who run Windows 7 Professional Edition in a corporate or small business environment. You'll learn everything you need to know to prepare for the 70–680 exam including: installing, upgrading, migrating and deploying Windows 7, as well as configuring hardware, applications, network connectivity, backup and recovery. You'll also learn how to monitor, manage and maintain systems that run the Windows 7 Client and support mobile users. Please bring an 8 GB thumb drive to the first class session. **Prerequisites:** Basic knowledge of PCs and the MS Windows operating system.

Req. Textbook: *MCTS Microsoft Windows 7 Configuration Study Guide, 2nd Ed.*

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: Kofi Mitchual, BA, A+, NET+, Security+, MCP  
Sat, July 27 – Aug 10  
9 am – 4 pm, 3 sessions, \$499  
ITEC 1576–01N • 1.8 CEU

## Networking & Security

### Network Technician

#### CERTIFICATE

#### ANNANDALE

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

#### Required Courses:

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

### Networking Essentials

If you're new to local area networks (LANs) you'll get a good explanation of LAN, WAN and MAN terms, protocols and capabilities. Learn about the necessary hardware components of the basic LAN: the server, cabling, workstations, and network interface cards. Also, discover the intricacies of establishing advanced complex internetworks and the devices specific to them: switches and routers. The most popular network operating systems will be reviewed along with application software used on LANs. During practical exercises, you'll physically assemble and work with local area networks.

Req. Textbook: *Guide to Networking Essentials, 6th Ed.*

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: Kofi Mitchual, BA, A+, NET+, Security+, MCP  
Sat, June 1 – 22  
9 am – 4 pm, 4 sessions, \$649  
ITEC 1970–01N • 2.4 CEU

### TCP/IP 2013

See page 34 for description.

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: David Campbell, MCITP, MCTS, A+, NET+, Security+  
Sat, June 29 – July 20, No class July 6  
9 am – 4 pm, 3 sessions, \$499  
ITEC 1893–01N • 1.8 CEU

## Windows 7, Configuration (70–680)

See page 35 for description.

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: Kofi Mitchual, BA, A+, NET+, Security+, MCP  
Sat, July 27 – Aug 10  
9 am – 4 pm, 3 sessions, \$499  
ITEC 1576–01N • 1.8 CEU

### CyberWatch Security

Get an introduction to the evolving world of network security. Discover what the forces of evil are doing to pry into your network or PC. What are they using to exploit your organization? How can you protect yourself? You'll do hands-on exercises with firewalls and check out the strengths and weaknesses of leading Network Operating Systems. Discussions will focus on individual PCs and total network operations. You cannot afford to miss this course!

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: David Campbell, MCITP, MCTS, A+, NET+, Security+  
Sat, Aug 17  
9 am – 4 pm, 1 session, \$249  
ITEC 1714–01N • 0.6 CEU

### Cloud Technology

“The Cloud” quite simply refers to readily available storage that is accessible from another hard disk somewhere in the world. Cloud storage is now readily available and easily accessible. It is very secure, storage is free, and it enables you to access files anywhere and at any time. All you need to know is how to take advantage of it. This instructor-led course will describe the various service delivery models of a cloud computing architecture and the ways in which clouds can be deployed as public, private, hybrid, and community clouds. In addition, we will explore and address the security challenges that cloud deployments experience.

Manassas Innovation Park, 143  
9485 Innovation Drive, Manassas  
Instructor: Yvonne Morton, MS Certified Trainer  
Fri, June 21  
9 am – 1 pm, 1 session, \$99  
ITEC 1437–01M • 0.4 CEU

## Web Design & Development

**New!**

### Free Web Resources for Web Designers

Web designers and developers spend hundreds of dollars for the tools to work at their craft. Even though these tools are necessary for successful website creation, there are lots of free resources on the web that you may not know exist. Get an introduction to the many, many websites where you can find images, fonts, themes, templates and more to use in your web design/development projects. **Prerequisites:** Familiarity with web design and development.

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: Faydra Deon Fields, BA  
Wed, June 12 – 26  
6:30 – 9:30 pm, 3 sessions, \$199  
ARTS 1675-01N • 0.9 CEU

### Build a Website Quickly & Easily with WordPress®

Although WordPress® began as a blogging system, it has rapidly become a very popular, and full, content management system. Whether you are planning to use WordPress® for blogging or for building a full website, this course will provide enough basics to allow you to get started. This is a hands-on course taught in a lab environment. You will work directly with a WordPress® installation to configure WordPress®, add content, work with themes and more.

Woodbridge Campus, TBA  
Instructor: Debbi Rodgers  
Sat, Aug 3  
9:30 am – 4:30 pm, 1 session, \$199  
ARTS 1659-01W • 0.6 CEU

## Web Development Online Courses

### Web Development Online Courses using Blackboard

Your instructor, Donna Sellinger, is a 3D artist and web designer who specializes in small business websites. Prior to class, go to the 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'll use this information to log into Blackboard at: <http://tac.nvcc.edu/blackboard/student/> and begin your course. For more details, please go to <http://www.nvcc.edu/wdce/pwregional/courses/categories.asp> – Web Development – Online.

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

### For Designing Web Documents and Expression Web Courses:

If you don't already have your own website, you'll need to find a free one so you can post your lessons. Check with your Internet Service Provider first. Most will give you free web space. If not, find another and familiarize yourself with how they want you to upload files before the first lesson.

### For Photoshop I and II Courses:

Prior to class, if you don't already have one, create an account in an image-sharing website such as Picasa, Flickr, Snapfish, or Kodak. This site will be used to share your class assignments. Familiarize yourself with how to add images and where those images will be located.

## Designing Web Documents (Online)

Create web page content using hypertext markup language (HTML), extensible HTML (XHTML) and Cascading Style Sheets (CSS). Gain experience formatting documents as well as learning other vital concepts on X/HTML and X/HTML-related topics and content presentation with CSS.

Opt. Textbook: *HTML, XHTML +CSS: Visual QuickStart Guide*

Wed, May 22 – July 2, 6 sessions, \$175  
ARTS 1840-01M • 1.8 CEU

## Photoshop CS5 – Level I (Online)

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.

Opt. Textbook: *Photoshop CS F/wind +MAC*

Wed, May 22 – July 2, 6 sessions, \$175  
ARTS 1817-01M • 1.8 CEU

## Expression Web (Online)

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.

Opt. Textbook: *Microsoft Expression Web*

Wed, July 3 – Aug 13, 6 sessions, \$175  
ITEC 1676-01M • 1.8 CEU

## Photoshop CS5 – Level II (Online)

Armed with the knowledge of how Photoshop works, you will now put that to use with more advanced skills. **Prerequisite:** Photoshop I class or equivalent experience.

Opt. Textbook: *Photoshop CS5 for Windows and Macintosh*

Wed, July 3 – Aug 13, 6 sessions, \$175  
ARTS 1822-01M • 1.8 CEU

## Looking for Online Cyber Security Courses?

See page 67.



## Web Design

### CERTIFICATE

#### ANNANDALE

This Web Design Certificate Program is structured for those who wish to become professional web designers. The courses in this program will give you hands-on exposure to cutting-edge web design software, and you'll develop the wide array of skills needed to create a complete website. You must successfully complete the six core courses listed below, plus two electives totaling 24 hours (2.4 CEU) in order to receive the overall program certificate. Also, you must attend 90% of the class hours for each course as well as completing all requirements set by the instructor in order to receive a course certificate.

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

#### Required Core Courses:

- Intro to Web Page Design
- Intermediate Web Page Design
- Photoshop – Level 1
- Illustrator – Level 1
- Dreamweaver – Levels 1 & 2

#### Elective Courses:

- Introduction to JavaScript
- Illustrator – Level 2
- Photoshop – Levels 2 & 3
- InDesign – Levels 1 & 2
- Dreamweaver – Level 3

“Debbie Rodgers is excellent-upbeat, encouraging and very knowledgeable. Her patience in answering questions is much appreciated.”

Building a Website student

## Intro to Web Page Design

This hands-on course introduces you to the exciting world of web page creation for the Internet using the newly developed HTML5 coding standards. With a text editor, such as Notepad, you're able to write the code, validate it, upload it to the student host site at NOVA, and verify it, so that it can be seen by anybody in the world who has access to the Internet. Topics include links, images, lists and tables. Some exposure to the new CSS3, as well as the new audio and video tags, is also included. The first hour of class is crucial to your success. Please be on time and bring a thumb drive so you can save your work. **Prerequisites:** Familiarity with Windows and Notepad.

Req. Textbook: *HTML5 and CSS3, Illustrated Complete*

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: Dr. Albert Pinto  
Wed, May 22 – June 12  
6 – 9 pm, 4 sessions, \$399  
ARTS 1780-01N • 1.2 CEU

## Intermediate Web Page Design

Continue to develop your skills in designing sophisticated web pages, using the new CSS3 style and HTML5 standards. Topics covered include: new form elements, audio and video, scalable vector graphics, the new page structural elements, plus some additional details. The new CSS3 elements include HSLA color scheme, gradients, transform, transitions and animation. The QueryString will also be discussed. You'll get hands-on experience in creating forms and multicolumn page layouts, and will work with positioning, floating, navigation, fonts and colors, hover effects, and the DOM model. IE and Firefox will be the main browsers, but we'll also touch on Safari and Chrome. A brief introduction to JavaScript and jQuery will be made. Bring a thumb drive to class. **Prerequisite:** Intro to Web Page Design or equivalent course.

Req. Textbook: *CSS3: Visual QuickStart Guide, 6th Ed.*

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: Dr. Albert Pinto  
Wed, June 26 – July 17  
6 – 9 pm, 4 sessions, \$399  
ARTS 1620-01N • 1.2 CEU

## Introduction to JavaScript

This exciting hands-on course will allow you to go beyond the capabilities of HTML5 and CSS3. Learn the syntax of the JavaScript language, functions and events, the DOM model, menus, and how to add or modify windows; create, access or modify elements, use animation and graphics, and enter data through forms. Time permitting, other topics include: objects, date and timing events, and validation. An introduction to jQuery will also be made. Prior exposure to a programming language is helpful. Bring a thumb drive to save your work.

**Prerequisite:** Intermediate Web Page Design

Req. Textbook: *JavaScript Step by Step, 2nd Ed.*

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: Dr. Albert Pinto  
Wed, July 24 – Aug 14  
6 – 9 pm, 4 sessions, \$399  
ITEC 1981-01N • 1.2 CEU

**New!**

## Adobe Photoshop CS6: Level I

Adobe Photoshop is the professional standard for adjusting photographs and producing graphics for both print and the web. Get an introduction to some of its most popular capabilities in both areas. CS6 delivers the utmost power and creative control with the next generation of advanced tools for outstanding image manipulation and superior compositing. You'll be introduced to the new features of CS6. Working with digital photographs, you'll improve their color and contrast, "glamorize" them by using the Healing Brush and Clone Stamp tools to remove wrinkles or flaws, make and save selections with the selection tools, and organize artwork on layers. **Prerequisites:** Working knowledge of your computer and its operating system, and proficiency with at least one other software application.

Req. Textbook: *Adobe Photoshop CS6: Classroom in a Book*

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: Jane Edwards, BA,  
Adobe Certified Instructor  
Mon, May 20 – June 17, No class May 27  
6:30 – 9:30 pm, 4 sessions, \$399  
ARTS 1727-01N • 1.2 CEU

**New!**

## Effective Web Design with Dreamweaver CS6 – Level 1

Dreamweaver is the number one, third-party web design application on the market today. Thousands of designers use it to create beautiful and dynamic websites for their clients. You can too! Learn how to navigate and use Dreamweaver's workspace and tools; format and add text to your pages; implement cascading style sheets (CSS), and create the four types of links. Discover how to insert images in the background and foreground of your pages; create tables; use more advanced CSS; create different types of page layouts with CSS sheets; check your pages for browser compatibility; insert JavaScript into web pages, and create forms. Tuition includes all course materials. **Prerequisites:** Introduction to Web Page Design and Intermediate Web Page Design or equivalent experience.

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: Faydra Deon Fields, BA  
Thu, May 23 – June 27  
6:30 – 9:30 pm, 6 sessions, \$599  
ARTS 1631-01N • 1.8 CEU

**New!**

## Adobe Illustrator CS6 – Level 1

Adobe Illustrator software allows you to create sophisticated artwork for virtually any medium. Industry-standard drawing tools and flexible color controls help you capture your ideas and experiment freely, while timesaving features such as easier-to-access options let you work quickly and intuitively. Improved performance and tight integration with other Adobe applications also help you produce extraordinary graphics. You'll get an overview of Adobe Illustrator, learn the difference between the various selection tools, gain an understanding of the five methods to transform objects, and learn how to manipulate multiple Artboards. You'll learn to use the Pen and Pencil tools to create and edit shapes. **Prerequisites:** Experience with a personal computer. Experience with graphics is helpful, but not required

Req. Textbook: *Adobe Illustrator CS6: Classroom in a Book*

Annandale – CED, 6th floor  
7630 Little River Turnpike  
Instructor: Faydra Deon Fields, BA  
Thu, July 11 – Aug 1  
6:30 – 9:30 pm, 4 sessions, \$399  
ARTS 1634-01N • 1.2 CEU

### Web Design

#### CERTIFICATE

#### ARLINGTON CENTER

Get on the web design fast track! If you're the kind of person who likes to jump in and experiment, this program will assist in getting you ready to sell your first site, or land your first job as a web designer.

#### Required Courses:

- Intro to Web Page Design
- Intermediate Web Page Design  
**OR**  
CSS for Mobile Layout
- Dreamweaver for Effective Web Design
- Photoshop for the Web
- Building Websites with Free Content Management Systems
- Web Design Studio

#### Elective Courses (Choose one):

- Introduction to JavaScript
- Social Media Website Integration

To earn the certificate, all required courses must be taken in addition to one elective. It is recommended that courses be taken in the order listed. Individual courses may be taken without pursuing the program certificate, and individual course certificates will be awarded. Also, you must attend 90% of the class hours for each course as well as completing all requirements set by the instructor in order to receive a course certificate.

All courses in this program may not be offered every semester. Please bring a thumb drive to class.

### Intro to Web Page Design

Get an introduction to the exciting world of web page creation for the Internet using the newly developed HTML5 coding standards. With a text editor, such as Notepad, you're able to write the code, validate it, upload

it to the student host site at NOVA, and verify it, so that it can be seen by anybody in the world who has access to the Internet. Topics include links, images, lists and tables. Some exposure to the new CSS3, as well as the new audio and video tags, is also included. The first hour of class is crucial to your success. Please be on time and bring a thumb drive so you can save your work. **Prerequisites:** Familiarity with Windows and Notepad.

Req. Textbook: *HTML5 and CSS3, Illustrated Complete*

Arlington Center, Room 202  
Instructor: Dr. Albert Pinto  
Tue, May 21 – June 11  
6 – 9 pm, 4 sessions, \$399  
ARTS 1780-01A • 1.2 CEU

### Intermediate Web Page Design

Continue to develop your skills in designing sophisticated web pages, using the new CSS3 style and HTML5 standards. Topics covered include: new form elements, audio and video, scalable vector graphics, the new page structural elements, plus some additional details. The new CSS3 elements include HSLA color scheme, gradients, transform, transitions and animation. The QueryString will also be discussed. You'll get hands-on experience in creating forms and multicolumn page layouts, and will work with positioning, floating, navigation, fonts and colors, hover effects, and the DOM model. IE and Firefox will be the main browsers, but we'll also touch on Safari and Chrome. A brief introduction to JavaScript and jQuery will be made. Bring a thumb drive to class. **Prerequisite:** Intro to Web Page Design or equivalent course.

Req. Textbook: *CSS3: Visual QuickStart Guide, 6th Ed.*

Arlington Center, Room 202  
Instructor: Dr. Albert Pinto  
Tue, June 25 – July 16  
6 – 9 pm, 4 sessions, \$399  
ARTS 1620-01A • 1.2 CEU

### Introduction to JavaScript

This exciting hands-on course will allow you to go beyond the capabilities of HTML5 and CSS3. Learn the syntax of the JavaScript language, functions and events, the DOM model, menus, and how to add or modify windows; create, access or modify elements, use animation and graphics, and enter data through forms. Time permitting, other topics include: objects, date and timing events, and validation. An introduction to

jQuery will also be made. Prior exposure to a programming language will help with comprehension of the material. Bring a thumb drive to save your work.  
**Prerequisite:** Intermediate Web Page Design

Req. Textbook: *JavaScript Step by Step, 2nd Ed.*

Arlington Center, Room 202  
Instructor: Dr. Albert Pinto  
Tue, July 23 – Aug 13  
6 – 9 pm, 4 sessions, \$399  
ITEC 1981-01A • 1.2 CEU

## Dreamweaver for Effective Web Design

Dreamweaver is the tool-of-choice for professionals to create attractive and interactive websites. In this fast-paced, hands-on course you'll learn both the strategies of effective web design and the skills for creating sites in Dreamweaver. You'll lay out pages from scratch and using Dreamweaver's mobile starter pages, new in CS6. You'll add forms for user input, create templates that permit global changes across a site, and insert interactive media and the new CSS3 transformations. The course will finish with a project in which you create a site of your own design. Please bring a flash drive so you can save your work.  
**Prerequisite:** Familiarity with Windows and Internet Explorer.

Arlington Center, Room 202  
Instructor: Teri Murphy, MA  
Mon & Wed, May 29 – June 17  
6:30 – 9:30 pm, 6 sessions, \$599  
ARTS 1631-01A • 1.8 CEU

## Photoshop for the Web

Preparing images and video for the web, you'll create banners and background graphics with appropriate resolution and color space for viewing on screen. You'll create animations, compile sprites, and slice images to create navigation bars that can be finished in Dreamweaver to "rollover" to a different image. You'll edit video to add transitions, still images, and titles. Also get the basics of image editing and masking with a focus on new features in the latest version of Photoshop. Please bring a flash drive to class. **Prerequisite:** Experience with a PC.

Opt. Textbook: *Adobe Photoshop CS6: Classroom in a Book*

Arlington Center, Room 202  
Instructor: Teri Murphy, MA  
Mon & Wed, June 24 – July 10, No class July 1 & 3  
6:30 – 9:30 pm, 4 sessions, \$399  
ARTS 1824-01A • 1.2 CEU

## Building Websites with Free Content Management Systems

Interactive features such as blogs, photo galleries, and shopping carts require extensive programming to develop. But you can access free, "open source" versions of these features that either stand-alone or integrate to sites you build yourself. You can base a whole site on free Content Management Systems (CMS) that permit users to edit their site online. Learn the best sources of these systems, how to pick the ones that fit your needs, and how to install and customize them, including the popular WordPress® and Joomla, the versatile CMSMS and more. **Prerequisites:** Effective Web Design with Dreamweaver, or Intro to Web Page Design, or solid knowledge of CSS and HTML coding.

Arlington Center, Room 202  
Instructor: Teri Murphy  
Mon & Wed, July 15 – 24  
6:30 – 9:30 pm, 4 sessions, \$399  
ITEC 1518-01A • 1.2 CEU

## Social Media Website Integration

This course is for web designers and site owners who want to boost the power of their websites by integrating social media. Many people easily master the basics of social media but are stumped about how to put the pieces together for better networking, sales, or persuasion. Should the website display the feed from Twitter or Facebook? Should Facebook feed the blog or vice versa? You'll learn the relationship between websites and the major social media vehicles including Facebook, Twitter, LinkedIn, Meetup, blogs from WordPress® and Blogspot, Podcasting, and more. You'll be given tools for deciding which level of presence you want to maintain in each, and will use the apps from each to connect the pieces with a website. Please bring a flash drive so you can save your work.

Arlington Center, Room 202  
Instructor: Teri Murphy, MA  
Mon & Wed, July 29 & 31  
6:30 – 9:30 pm, 2 sessions, \$199  
ARTS 1663-01A • 0.6 CEU

## Web Design Studio Lab

Sharpen your web design skills by building a full site with support from your instructor coach. This lab is for those who have completed the Web Design Certificate

Program, or have comparable skills, and want to focus on a real-world project. You'll create a plan for the site's architecture, design, and search engine strategy. Working on your own, you will build the site either in Dreamweaver or in WordPress®. The instructor will offer support and will assess your completed project. Bring a project of your own or choose one proposed by the instructor. Please bring a flash drive to class.

Arlington Center, Room 202  
Instructor: Teri Murphy, MA  
Mon & Wed, Aug 5 – 14  
6:30 – 9:30 pm, 4 sessions, \$399  
ARTS 1671-01A • 1.2 CEU

## Web Development

### CERTIFICATE

#### WOODBIDGE

Gain control of any beginning and advanced website development. We will use a code-based, software-independent program designed to teach the foundation skills of web design using HTML/XHTML, CSS, JavaScript, PHP and MySQL working together to build interactive websites. The program also includes an overview course on basic web management to enable you to learn how to actually publish a small or medium size website in a shared hosting environment. Create sites for small business, non-profit or personal use or as a foundational lead-in to a professional development career with a large business.

Individual courses may be taken without pursuing the program certificate. You may choose to complete the Level I skills certificate only.

#### Required Courses:

##### Level I:

- Basic Web Management
- Web Basics – HTML/XHTML & CSS
- JavaScript Basics
- JavaScript Advanced

##### Level II:

- MySQL Basics
- PHP Basics
- PHP Advanced



## Basic Web Management

You'll learn the basics of setting up and managing in a shared web environment. Topics include: 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 e-mail accounts, e-mail forwarding, password protected directories, subdomains, ftp accounts, uploading websites and more. It's 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.

Woodbridge Campus, TBA  
Instructor: Debbi Rodgers  
Sat, May 18  
9:30 am – 12:30 pm, 1 session, \$100  
ITEC 1581-01W • 0.3 CEU

## Web Basics – HTML/XHTML & 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. Prerequisites: Basic understanding of your computer's operating system and the Internet.

Woodbridge Campus, TBA  
Instructor: Debbi Rodgers  
Sat, June 1 & 8  
9:30 am – 4:30 pm, 2 sessions, \$399  
ARTS 1639-01W • 1.2 CEU

## JavaScript 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. Prerequisite: Web Basics course or equivalent knowledge.

Woodbridge Campus, TBA  
Instructor: Debbi Rodgers  
Sat, June 15 & 22  
9:30 am – 4:30 pm, 2 sessions, \$399  
ITEC 1981-01W • 1.2 CEU

## JavaScript Advanced

Expand your JavaScript knowledge with special JavaScript frameworks. Learn 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. Prerequisite: JavaScript Basics or equivalent knowledge.

Woodbridge Campus, TBA  
Instructor: Debbi Rodgers  
Sat, July 13  
9:30 am – 4:30 pm, 1 session, \$199  
ITEC 1991-01W • 0.6 CEU

## Multimedia & Web Design

The Loudoun Campus offers a cross-platform Multimedia & Web Design Certificate Program. You may select one of two tracks: Multimedia Design or Web Design.

### Multimedia & Web Design – Web Design Track

CERTIFICATE  
LOUDOUN

To earn the Web Design Track certificate, you must complete 8 required courses and 24 hours of elective courses. Upon completion of this certificate program you must submit a final project prior to receiving your overall program certificate. You should have basic knowledge in using either a Macintosh or Windows-based computer. All applications in this program are cross-platform, and can be taught/used on a Macintosh or PC. The computer system used in a specific course will depend on lab availability.

#### Required Courses:

- Introduction to Computer Graphics
- Introduction to Web Design
- Adobe Photoshop CS6 – Level I
- Adobe Illustrator – Level I
- Web Authoring using Adobe Dreamweaver CS6 – Part I
- Web Authoring using Adobe Dreamweaver CS6 – Part II
- Flash – Introduction
- Advanced Web Design for Designers

## Introduction to Computer Graphics

Get a solid foundation in general computer graphics principles and concepts. Essential concepts for both the web and print mediums are covered, including raster versus vector, resolution, color depth, color models, color management, compression, file formats, pixels, resolution, font properties, optimization, anti-aliasing, and half-toning. Discover the particular roles and capabilities of the major graphics software packages such as Adobe Illustrator and Photoshop, so that you'll be clear on which software package(s) will meet your needs. If you are new to computer graphics, this course prepares you to use the software more quickly and efficiently, and is highly recommended before you take Illustrator and Photoshop classes. If you have some experience using computer graphics software but have questions about terms and basic concepts, this course answers them for you.

Loudoun, Signal Hill  
Instructor: Peter Berking  
Tue & Thu, June 4 & 6  
7 – 10 pm, 2 sessions, \$199  
ARTS 1840-01L • 0.6 CEU

## Introduction to Web Design

Want to learn how to create Flash animations, place them on a Web page, and then create a dynamic website? This comprehensive overview course introduces the fundamental techniques and principles involved in the planning, design, and production of web-based designs. Learn how to plan, design, and produce creative, interactive materials for the web.

Loudoun, Signal Hill  
Instructor: Robert Brown  
Mon & Wed, June 3 & 5  
7 – 10 pm, 2 sessions, \$199  
ARTS 1713-01L • 0.6 CEU

## Adobe Photoshop CS6 – Level I

Adobe Photoshop is the imaging industry standard for image manipulation and preparation. Graphic images used in print, multimedia, and the internet are often created in Photoshop and then imported into other programs. This class provides a hands-on introduction to Photoshop, exploring its workspace, tools, palettes, and menu options and discussing their



potential uses. No previous Photoshop or art knowledge is required. **Prerequisite:** Ability to locate, open, and save files in a Windows environment and be comfortable using a mouse.

Instructor: Jolita Rector  
Loudoun, Signal Hill  
Mon & Wed, June 17 – 26  
6:30 – 9:30 pm, 4 sessions, \$399  
ARTS 1727-01L • 1.2 CEU

Loudoun, Signal Hill  
Mon & Wed, July 8 – 17  
6:30 – 9:30 pm, 4 sessions, \$399  
ARTS 1727-02L • 1.2 CEU

## Adobe Illustrator – Level I

Learn how to use the popular graphic design application Adobe Illustrator to create graphics and artwork to be used for the web, multimedia, and print. Topics covered include: when to use Illustrator vs. Photoshop; an overview of Illustrator's tools, palettes, and menus; drawing objects and editing them; incorporating text and using text effects; applying color; and optimizing graphics for the web. At the conclusion of the course, you'll be able to competently use Illustrator to create basic graphic designs. If you are new to computer graphics, the Introduction to Computer Graphics class is highly recommended before you take this class.

Loudoun, Signal Hill  
Instructor: Peter Berking  
Tue & Thu, June 18 – 27  
7 – 9 pm, 4 sessions, \$299  
ARTS 1852-01L • 0.8 CEU

## Web Authoring with Dreamweaver CS6 – Part I

In this introduction to Dreamweaver CS6, you harness the power of this professional tool that is the industry standard. This class provides an overview along with extensive hands-on projects in Dreamweaver CS6, plus an introduction to HTML-based coding. You also explore basic formatting of web pages, implementing cascading style sheets, and creating dynamic forms.

Instructor: Christian Lopez  
Loudoun, Signal Hill  
Tue & Thu, June 11 – 20  
6:30 – 9:30 pm, 4 sessions, \$399  
ARTS 1729-01L • 1.2 CEU

Loudoun, Signal Hill  
Tue & Thu, July 23 – Aug 1  
6:30 – 9:30 pm, 4 sessions, \$399  
ARTS 1729-02L • 1.2 CEU

## Web Authoring with Dreamweaver CS6 – Part II

In this class you'll be provided advanced hands-on projects in Dreamweaver CS6. You will explore Dreamweaver templates, JavaScript, database-driven pages, and website project management. **Prerequisite:** Web Authoring with Dreamweaver CS6 – Part I.

Loudoun, Signal Hill  
Instructor: Christian Lopez  
Tue & Thu, Aug 6 – 15  
6:30 – 9:30 pm, 4 sessions, \$399  
ARTS 1730-01L • 1.2 CEU

## Flash – Introduction

Learn how to spice up your website with Adobe's vector-based animation program. This course covers the basics in creating, animating, and distributing Flash projects. Topics include: the Flash interface; creating simple to complex animations; creating interactive Flash movies; and integrating sound and video into Flash projects.

Loudoun, Signal Hill  
Instructor: Robert Brown  
Fri, July 12 & 19, 7 – 10 pm &  
Sat, July 13 & 20, 9:30 am – 12:30 pm  
4 sessions, \$399  
ARTS 1848-01L • 1.2 CEU

## Advanced Web Design for Designers

Learn additional Web design techniques for producing more sophisticated Web pages. The course re-examines Web design techniques, including the use of JavaScript to enhance the capabilities of Web pages. After participating in discussions and exercises, you produce a sophisticated Web site suitable for publishing. Participants must complete all required courses prior to enrolling in this course.

Loudoun, Signal Hill  
Instructor: Christian Lopez  
Tue & Thu, Aug 20 – 29  
6:30 – 9:30 pm, 4 sessions, \$399  
ARTS 1843-01L • 1.2 CEU

## Electives for Web Design & Multimedia Tracks

### Adobe Illustrator – Level II

Build on the skills learned in the Level I course. Topics covered include: shape transformations, advanced text effects, appearance attributes such as transparency and multiple fills, masks and other special purpose objects, enhanced productivity features such as graphic styles, and advanced layer management. At the conclusion of the course, you'll be able to competently use Illustrator to create complex graphics incorporating a variety of objects and techniques. **Prerequisite:** Adobe Illustrator – Level I or a solid working knowledge of the application.

Loudoun, Signal Hill  
Instructor: Peter Berking  
Tue & Thu, July 9 – 18  
7 – 9 pm, 4 sessions, \$299  
ARTS 1853-01L • 0.8 CEU

### Adobe Photoshop CS6 – Level II

Expand your knowledge of the Photoshop workspace by exploring the benefits of tool presets, layer comps, actions, file browser, automate options, and other advanced menu and palette options. Masks, channels, paths, shapes, styles, filters, layer properties, and blending modes will also be used as you learn to combine images seamlessly. **Prerequisite:** Adobe Photoshop – Level I or equivalent Photoshop experience.

Loudoun, Signal Hill  
Instructor: Jolita Rector  
Mon & Wed, July 22 – 31  
6:30 – 9:30 pm, 4 sessions, \$399  
ARTS 1728-01L • 1.2 CEU

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



## Digital Video/Filmmaking & Adobe Premiere – Level II

Build on the skills and understanding developed in Premiere Level I. You'll learn more advanced techniques in using Premiere to edit and assemble digital videos. Topics covered in the course include: the concepts of compressors/decompressors (known as CODEC's); more specific and detailed information on how to utilize various tools in the Tool Palette; how to perform more advanced editing procedures; the actual capture/transfer of digital video materials (via Firewire or USB); and integrating Adobe Photoshop, After Effects, and Encore into the Premiere editing process. You will use these and other techniques acquired in the course to create a 1 to 3 minute final digital video project. The course will utilize discussions and exercises in order to develop your skills in the digital video editing process. **Prerequisite:** Digital Video/Filmmaking & Adobe Premiere – Level I.

Loudoun, Signal Hill  
 Instructor: Robert Brown  
 Mon & Wed, Aug 5 – 14  
 7 – 10 pm, 4 sessions, \$399  
 ARTS 1838–01L • 1.2 CEU

### Elective Courses Offered in a Future Term:

- Flash – Level II
- Web Graphic Design using Adobe Fireworks CS6

## Multimedia



### Making Movies with Windows Live Movie Maker

Windows Live Movie Maker is a free movie–editing application created by Microsoft. It gives you the power to create movies and slideshows. Movies can be a combination of pictures and movies set to a soundtrack. You can add cool effects to transition between scenes, and captions to add a narrative to your movie. Authors are also using Windows Movie Maker to create book video trailers to visually introduce readers to their writing. **Prerequisites:** Familiarity with Windows 7 or later.

Req. Textbook: *Getting Started with Windows Live Movie Maker*

Annandale – CED, 6th floor  
 7630 Little River Turnpike  
 Instructor: Faydra Deon Fields, BA  
 Wed, May 22 – June 5  
 6:30 – 9:30 pm, 3 sessions, \$199  
 ARTS 1721–01N • 0.9 CEU

## Multimedia & Web Design – Multimedia Design Track CERTIFICATE

### LOUDOUN

To earn the Multimedia Design Track certificate, you must complete 7 required courses and 24 hours of elective courses. Upon completion of this certificate program you must submit a final project prior to receiving your overall program certificate. You should have basic knowledge in using either a Macintosh or Windows–based computer. All applications in this program are cross–platform, and can be taught/used on a Macintosh or PC. The computer system used in a specific course will depend on lab availability.

#### Required Courses:

- Introduction to Multimedia Media Design
- Adobe Photoshop CS6 – Level I
- Introduction to DVD Authoring
- Adobe Illustrator – Level I
- Flash – Introduction
- Digital Video/Filmmaking & Adobe Premiere – Level
- Advanced Multimedia Design (offered in a future term)

### Introduction to Multimedia Media Design

Want to learn what it takes to create a digital video or digital slide show and apply it to a DVD? This comprehensive overview course introduces the fundamental techniques and principles involved in the planning, design, and production of dynamic media, such as digital videos and interactive DVDs. You will learn how to plan, design, and produce creative, interactive materials for DVDs.

Loudoun, Signal Hill  
 Instructor: Robert Brown  
 Mon & Wed, July 1 & 3  
 7 – 10 pm, 2 sessions, \$199  
 ARTS 1712–01L • 0.6 CEU

## Adobe Photoshop CS6 – Level I

See page 40 for course details.

Loudoun, Signal Hill  
Mon & Wed, June 17 – 26  
6:30 – 9:30 pm, 4 sessions, \$399  
ARTS 1727-01L • 1.2 CEU

Loudoun, Signal Hill  
Mon & Wed, July 8 – 17  
6:30 – 9:30 pm, 4 sessions, \$399  
ARTS 1727-02L • 1.2 CEU

## Introduction to DVD Authoring

This course expands on the various techniques introduced in Introduction to Dynamic Media on how to create interactive DVDs. In this class you receive detailed information concerning the proper planning, preparation, and eventual execution of creating sophisticated interactive DVDs. Through several hands-on DVD projects, you learn how to properly implement both video and still images as part of an interactive DVD. You also create interactive DVDs, learning how to use such DVD authoring systems as iDVD and DVD Studio Pro on the Macintosh computer, and Adobe Encore on Windows. Students should purchase at least 3 or more blank recordable DVDs for the course (DVD-R discs are recommended).

Loudoun, Signal Hill  
Instructor: Robert Brown  
Fri, Aug 9 & 16, 7 – 10 pm &  
Sat, Aug 10 & 17, 9:30 am – 12:30 pm  
4 sessions, \$399  
ARTS 1749-01L • 1.2 CEU

## Adobe Illustrator – Level I

See page 41 for course details.

Loudoun, Signal Hill  
Tue & Thu, June 18 – 27  
7 – 9 pm, 4 sessions, \$299  
ARTS 1852-01L • 0.8 CEU

## Flash – Introduction

See page 41 for course details.

Loudoun, Signal Hill  
Fri, July 12 & 19, 7 – 10 pm &  
Sat, July 13 & 20, 9:30 am – 12:30 pm  
4 sessions, \$399  
ARTS 1848-01L • 1.2 CEU

## Digital Video/Filmmaking & Adobe Premiere – Level I

This course introduces the Adobe Premiere digital video-editing program, one of the most popular software programs used for non-linear editing by both professionals and those with little or no experience in performing digital video editing. You learn basic digital video editing techniques for creating digital video/film projects. Topics include: understanding the Adobe Premiere interface, importing digital video clips, editing digital video clips, creating and importing graphics, using digital sound, and creating special effects in Premiere. This hands-on course culminates in the production of a digital video project showcasing the techniques learned. Through lectures, discussions, and hands-on assignments, you develop skills that will enable you to use Premiere to produce creative digital projects.

Loudoun, Signal Hill  
Instructor: Robert Brown  
Mon & Wed, June 17 – 26  
7 – 10 pm, 4 sessions, \$399  
ARTS 1837-01L • 1.2 CEU

## Multimedia Design Track Electives

### Digital Video/Filmmaking & Adobe Premiere – Level II

This class builds on the skills and understanding developed in Premiere Level I. You'll learn more advanced techniques in using Premiere to edit and assemble digital videos. Topics covered in the course include: the concepts of compressors/decompressors (known as CODEC's); more specific and detailed information on how to utilize various tools in the Tool Palette; how to perform more advanced editing procedures; the actual capture/transfer of digital video materials (via Firewire or USB); and integrating Adobe Photoshop, After Effects, and Encore into the Premiere editing process. You will use these and other techniques acquired in the course to create a 1 to 3 minute final digital video project. The course will utilize discussions and exercises in order to develop your skills in the digital video editing process. **Prerequisite:** Digital Video/Filmmaking & Adobe Premiere – Level I.

Loudoun, Signal Hill  
Instructor: Robert Brown  
Mon & Wed, Aug 5 – 14  
7 – 10 pm, 4 sessions, \$399  
ARTS 1838-01L • 1.2 CEU

### Adobe Illustrator – Level II

See page 41 for course details.

Loudoun, Signal Hill  
Tue & Thu, July 9 – 18  
7 – 9 pm, 4 sessions, \$299  
ARTS 1853-01L • 0.8 CEU

### Adobe Photoshop CS6 – Level II

See page 41 for course details.

Loudoun, Signal Hill  
Instructor: Jolita Rector  
Mon & Wed, July 22 – 31  
6:30 – 9:30 pm, 4 sessions, \$399  
ARTS 1728-01L • 1.2 CEU

### Elective Courses Offered in a Future Term:

- Flash – Level II
- Web Graphic Design using Adobe Fireworks CS6

## Photography & Digital Video

### Photography & Emerging Imaging

CERTIFICATE

LOUDOUN

The Photography & Emerging Imaging Certificate Program was created for persons interested in photography, multimedia professionals, and graphic artists so they may gain knowledge and practical skills in the areas of traditional and digital photography. To earn the Photography & Emerging Imaging Certificate, you must complete 3 required courses and 24 hours of elective courses.

#### Required Courses:

- Basic Photography – 35mm & Digital
- Adobe Photoshop CS6 – Level I
- Advanced Photography – 35mm & Digital

## Basic Photography – 35mm & Digital

If you've never used a 35mm camera before, are new to digital photography, or just feel a little intimidated by the subject, this is the class for you. We cover all the basics – digital and film – including formats, lenses, exposure, lighting, and composition, as well as tips and tricks and creative ideas. You learn how digital cameras work, the terminology of digital photography, and capturing, storage, and archiving of images on your computer. Field trips near the campus are fun and let you share your adventures, ideas and insights with your classmates. You must provide your own SLR camera, either film or digital, as well as pay for your own film or memory cards and developing. It's important to bring your camera and manual to class. The first two Saturday sessions include afternoon field trips.

Loudoun Campus  
 Instructor: Matthew Randall  
 Sat, May 25 – June 8  
 May 25 & June 1: 10 am – 4 pm  
 June 8: 10 am – 12:30 pm  
 3 sessions, \$250  
 PHTG 1947-01L • 1.25 CEU



## Adobe Photoshop CS6 – Level I

See page 40 for course details.

Loudoun, Signal Hill  
 Mon & Wed, June 17 – 26  
 6:30 – 9:30 pm, 4 sessions, \$399  
 ARTS 1727-01L • 1.2 CEU

Loudoun, Signal Hill  
 Mon & Wed, July 8 – 17  
 6:30 – 9:30 pm, 4 sessions, \$399  
 ARTS 1727-02L • 1.2 CEU

## Advanced Photography – 35mm & Digital

Explore techniques and procedures that allow you to use your camera more creatively. Topics include composing the shot, shooting creatively, making photographic inventories, lens selection, use of flash, and more. Go from taking snapshots to professional-quality photographs in just three weeks! Weekly photographic assignments via field trips allow you to gain practical experience that is shared in class. You must provide a manual or automatic accessory flash (separate from the one in your camera). Bring your camera, accessory flash, and manuals to class. **Prerequisite:** Basic Photography – 35mm & Digital class or instructor permission.

Loudoun Campus  
 Instructor: Matthew Randall  
 Sat, July 13 – 27  
 July 13 & 20: 10 am – 4 pm  
 July 27: 10 am – 12:30 pm  
 3 sessions, \$250  
 PHTG 1946-01L • 1.25 CEU

## Photography & Emerging Imaging Electives

### Adobe Photoshop CS6 – Level II

See page 41 for course details.

Loudoun, Signal Hill  
 Mon & Wed, July 22 – 31  
 6:30 – 9:30 pm, 4 sessions, \$399  
 ARTS 1728-01L • 1.2 CEU

### Digital Video/Filmmaking & Adobe Premiere – Level I

See page 43 for course details.

Loudoun, Signal Hill  
 Mon & Wed, June 17 – 26  
 7 – 10 pm, 4 sessions, \$399  
 ARTS 1837-01L • 1.2 CEU

### Introduction to Web Design

See page 40 for course details.

Loudoun, Signal Hill  
 Mon & Wed, June 3 & 5  
 7 – 10 pm, 2 sessions, \$199  
 ARTS 1713-01L • 0.6 CEU

### Introduction to Multimedia Media Design

See page 42 for course details.

Loudoun, Signal Hill  
 Mon & Wed, July 1 & 3  
 7 – 10 pm, 2 sessions, \$199  
 ARTS 1712-01L • 0.6 CEU

### Studio Portrait Photography

Actors call them headshots, models use them for their “comp” cards, and you’ll always be in demand when you know how to create professional-quality studio portraits for family and friends! We cover the basic equipment you need to create a home studio, a studio at another location, or even one that’s portable. We discuss how to use and manipulate light (and shadow), find and work with models (including your friends and family), props, and interesting ideas for portraits that stand the test of time. Bring your camera to class. **Prerequisite:** Basic Photography – 35mm & Digital course or instructor’s permission.

Loudoun Campus  
 Instructor: Matthew Randall  
 Sun, July 14  
 10 am – 4 pm, 1 session, \$175  
 PHTG 1528-01L • 0.5 CEU



## Digital Video & Filmmaking Production

### CERTIFICATE

#### LOUDOUN

A dynamic program for the digital age, the Digital Video & Filmmaking Production Certificate Program teaches you how to take advantage of today's digital technology to produce creative digital video visions. Whether you are an artist, video professional, aspiring filmmaker, or digital video home enthusiast, this program will take you to the next level. To earn this certificate, you must complete seven required and two elective courses. Also, you will create and submit a final project in the Advanced Digital Filmmaking course.

#### Required Courses:

- Introduction to Digital Filmmaking
- Digital Filmmaking Production – Level II (offered in a future term)
- Digital Video/Filmmaking & Adobe Premiere – Level I
- Digital Video/Filmmaking & Final Cut – Level I
- Introduction to Screenwriting (offered in a future term)
- Adobe After Effects
- Advanced Digital Filmmaking (offered in a future term)

## Introduction to Digital Filmmaking

Designed for those with little or no digital video/film production experience, this course provides a comprehensive overview of the various techniques and procedures used to produce creative digital video/film projects. Explore the technology used in creating digital productions, focusing on digital hardware and software considerations. While pre-production procedures that include scriptwriting and storyboarding are touched on, the main emphasis will focus on a discussion of post-production procedures that include non-linear digital editing and applying special visual effects to a digital project. Through lectures, discussions, and hands-on assignments, you'll gain a basic understanding of the fundamental procedures and techniques involved in digital video/filmmaking production.

Loudoun, Signal Hill  
Instructor: Robert Brown  
Tue & Thu, June 11 & 13  
7 – 10 pm, 2 sessions, \$199  
ARTS 1864-01L • 0.6 CEU

## Digital Video/Filmmaking & Adobe Premiere – Level I

See page 43 for course details.

Loudoun, Signal Hill  
Mon & Wed, June 17 – 26  
7 – 10 pm, 4 sessions, \$399  
ARTS 1837-01L • 1.2 CEU

## Digital Video/Filmmaking & Final Cut – Level I

This course introduces the latest version of Apple's Final Cut (Final Cut Pro X) digital video editing software. You learn basic digital video editing techniques for creating digital video/film projects using this robust non-linear digital video-editing tool. Topics include: understanding the new Final Cut interface; nonlinear editing techniques using the application; importing video clips, sound, and graphics; creating graphics and special effects while within the application; and techniques to properly export a final digital video project by incorporating the Compressor application with Final Cut. This hands-on course culminates in the production of a digital video project showcasing the techniques learned in the course. After participating in lectures, discussions, and hands-on assignments, you will have the skills to use Final Cut to produce creative digital projects.

Loudoun, Signal Hill  
Instructor: Robert Brown  
Mon & Wed, July 8 – 17  
7 – 10 pm, 4 sessions, \$399  
ARTS 1865-01L • 1.2 CEU

## Adobe After Effects

Adobe After Effects is regarded as the industry standard digital video composition tool. This course introduces you to its many facets. Topics covered include: motion paths; special effects animation; and using Photoshop, Illustrator, and digitized video and sound files to create digital composites. Exercises range from animating a flying logo to a complex composited presentation. Upon completing the course, you will have the skills necessary to design and create digital video compositions. **Prerequisites:** Basic knowledge of Photoshop Layers, Illustrator graphics, and video timecode is recommended.

Loudoun, Signal Hill  
Instructor: Jolita Rector  
Mon & Wed, June 3 – 12  
6:30 – 9:30 pm, 4 sessions, \$399  
ARTS 1863-01L • 1.2 CEU

## Digital Video & Filmmaking Production Electives

### Adobe Photoshop Class

You may take any Adobe Photoshop class offered by NOVA and advertised in this catalog as an elective for the Digital Video and Filmmaking Production certificate program.

### Scriptwriting I – Fundamentals

See page 60 for course details.

Alexandria Campus, AA 160  
Instructor: Clinton Parker  
Fri, May 31 – July 5  
7 – 9 pm, 6 sessions, \$169  
COMM 1812-01A • 1.2 CEU

### Filmmaking for Beginners

See page 62 for course details.

Alexandria Campus, AA 160  
Instructor: Clinton Parker  
Sat, July 6 – Aug 10  
4 – 6 pm, 6 sessions, \$169  
ARTS 1916-01A • 1.2 CEU

## Digital Video/Filmmaking & Adobe Premiere – Level II

See page 43 for course details.

Loudoun, Signal Hill  
Mon & Wed, Aug 5 – 14  
7 – 10 pm, 4 sessions, \$399  
ARTS 1838-01L • 1.2 CEU

## Introduction to DVD Authoring

See page 43 for course details.

Loudoun, Signal Hill  
Fri, Aug 9 & 16, 7 – 10 pm &  
Sat, Aug 10 & 17, 9:30 am – 12:30 pm  
4 sessions, \$399  
ARTS 1749-01L • 1.2 CEU

# Seeking a New Career in Information Technology (IT)?

## Consider NOVA's "TRiP" Program

### VA Approved!

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

**"TRiP" is the only program in Northern Virginia that offers an optional internship. This experience enables you to add actual IT experience to your resume. In addition, some companies sponsoring internships offer full-time employment at the completion of the internship. For more information, go to [www.nvcc.edu/wdce/annandale/specialized/tripweb](http://www.nvcc.edu/wdce/annandale/specialized/tripweb).**

**If you're interested in the program, you should attend a "TRiP" Orientation Open House. The next orientation sessions will be held on Wed, May 22, 2013.**

**Session A: 11 am – 12 pm**

**Session B: 5:30 – 6:30 pm**

Both sessions will be held at:  
Northern Virginia Community College  
Center for Employee Development  
7630 Little River Turnpike, 6th floor  
Annandale, VA.

Please register in advance for either orientation session by contacting David Campbell – 703-323-3859 or Kofi Mitchual – 703-323-3829.

**The next TRiP session starts Sat, June 1, 2013, with the "Networking Essentials" course.**

### The "TRiP" Curriculum

#### Program Requirements:

**You are required to complete a total of 168 class hours to finish the program. Sixty-six (66) hours are required from the Saturday Core Courses. The remaining 102 hours may be obtained by choosing elective courses from the list below:**

#### Required Core Courses:

**Sat: 9 am – 4 pm**

- Networking Essentials 24 hrs.
- TCP/IP 2013 18 hrs.
- Windows 7 Configuration 18 hrs.
- CyberWatch Security 6 hrs.

#### Elective Courses: (partial listing)

- Windows Server 2008 R2 – Active Dir. Configuration 25 hrs.
- UNIX Commands & Shell Programming 28 hrs.
- Effective Web Design with Dreamweaver – Level 1 18 hrs.
- Intro to Java Programming 19.5 hrs.
- Comprehensive Intro to MS Project 14 hrs.
- CompTIA® Security+ Certification Prep 18 hrs.
- Intro to MS Access 2010 8 hrs.
- Intermediate MS Access 2010 16 hrs.
- CompTIA® A+ Cert. Prep. Essentials – Part 1 16 hrs.
- CompTIA® A+ Cert. Prep. Essentials – Part 2 16 hrs.
- CompTIA® A+ Cert. Prep. Essentials – Part 3 16 hrs.
- CompTIA® A+ Cert. Prep. Essentials – Part 4 16 hrs.
- CompTIA® Network+ Certification Prep 24 hrs.
- Intro to MS Excel 2010 12 hrs.
- Intermediate MS Excel 2010 12 hrs.

All classes are taught at the Center for Employment Development (CED) – 7630 Little River Tnpk., 6th fl., Annandale, VA. Course descriptions, dates, times, and prices are listed in the IT & Computer Skills section of this publication, as well as on the NOVA website at [www.nvcc.edu/wdce/annandale](http://www.nvcc.edu/wdce/annandale). All courses listed above may not be offered every semester.



## Customized Healthcare Training:

Contact Lynn Orosco to customize any of the Healthcare courses in this catalog to meet the individual needs of your workforce at your location, or ours.

703-764-5075  
[lorosco@nvcc.edu](mailto:lorosco@nvcc.edu)

Courses are offered at the following locations:

### Loudoun Campus

703-450-2551

### Manassas Campus

703-257-6630

### Medical Education Campus

703-822-6523

# Healthcare

<b>Healthcare Course Information</b> . . . . .	<b>48</b>
<b>Healthcare Course Requirements</b> . . . . .	<b>48</b>
<b>American Heart Association Courses</b> . . . . .	<b>49</b>
<b>Certified Clinical Medical Assistant</b> . . . . .	<b>50</b>
<b>Nurse Aide Program (CNA)</b> . . . . .	<b>50</b>
<b>Dental Courses</b> . . . . .	<b>50</b>
<b>EMT</b> . . . . .	<b>51</b>
<b>EKG Technician Certification</b> . . . . .	<b>51</b>
<b>Medical Billing</b> . . . . .	<b>52</b>
<b>Medical Coding</b> . . . . .	<b>52</b>
<b>Pharmacy Technician Certification</b> . . . . .	<b>52</b>
<b>RN Return to Practice</b> . . . . .	<b>53</b>
<b>Practical Nurse Program (LPN)</b> . . . . .	<b>53</b>
<b>Hybrid Courses</b> . . . . .	<b>54</b>
<b>E-Learning Online Courses</b> . . . . .	<b>54</b>
<b>E-Learning Online Registration &amp; Info</b> . . . . .	<b>56</b>
<b>MyCAA FAQs</b> . . . . .	<b>57</b>

# Healthcare Course Information & Requirements

## Background Checks

Nurse Aide Prep (CNA), LPN, RN Return to Practice, Certified Clinical Medical Assistant (CCMA), Dental Assistant, Pharmacy Technician, Phlebotomy Technician, and ALL programs that have a clinical or externship: The Virginia Board of Nursing and our clinical affiliates require a background check and drug screening. Positive drug results and backgrounds including arrest and/or convictions will result in not being accepted into these programs. The criteria to pass the background check and drug screen are:

- No felony convictions
- No misdemeanor convictions (exception: a single alcohol-related misdemeanor conviction more than five years ago may be waived)
- Negative drug screen

## Drug Testing

Instructions on how to complete your drug test are located in your CertifiedProfile account. Once you have logged in, go to the To-Do List titled "Drug Test," and click on the red plus sign to view all the steps required to complete the process.

## Student Immunization Tracker

From the CertifiedProfile website, you submit your records by way of digital upload, mail, or fax. Once records have been uploaded, administrators and students are able to view records and follow progress online.

### iPhone App



The exclusive CertifiedProfile iPhone App gives students access to all of the features of CertifiedProfile on-the-go. You can take pictures of documents for upload and receive messages from administrators directly to your iPhone.

The entire process can be completed online at [certifiedbackground.com](http://certifiedbackground.com), use **Packet Code: NV00**. The price is \$114 and is not included in the course price. **Please call 888-914-7279 if you need help, NVCC staff cannot help you with CertifiedBackground.com issues.**

**Confidentiality:** All background checks and drug tests are completely confidential and available only to the student and the school requiring the tests. Students can be confident that results will never be viewed by unauthorized sources or users. Records are not kept with your student file.

**If you do not think that you will pass the background check or the drug screen, do not register for the class.**

## COURSE REQUIREMENTS

Course Title	Immunizations	Criminal Background & Urine Drug Screening	Current BLS CPR	Other Info/Req.
CCMA	Neg. TB, Tetanus/Diphtheria, MMR, Varicella, Hepatitis B	YES	YES	MyCAA Approved Course
CNA	Neg. TB, Tetanus/Diphtheria, MMR, Varicella, Hepatitis B	YES	YES	x
CPC Prep	X	X	X	Medical Coding Basics Required
Dental Assisting	Neg. TB, Tetanus/Diphtheria, MMR, Varicella, Hepatitis B	YES	YES	Only Hybrid & Online Course is MyCAA Approved
Dialysis Technician	Neg. TB, Tetanus/Diphtheria, MMR, Varicella, Hepatitis B	YES	YES	MyCAA Approved Course
EKG Technician	Neg. TB, Tetanus/Diphtheria, MMR, Varicella, Hepatitis B	YES	YES	MyCAA Approved Course
Local Anesthesia & Nitrous Oxide for Dental Hygienist	Neg. TB, Tetanus/Diphtheria, MMR, Varicella, Hepatitis B	NO	YES	Current DH license, proof of liability coverage
Medical Administration Assistant	Neg. TB, Tetanus/Diphtheria, MMR, Varicella, Hepatitis B	YES	YES	MyCAA Approved Course
Medical Billing 1 & 2	X	X	X	Medical Terminology Required
Online & Hybrid: Medical Billing & Coding with Med. Admin.	Neg. TB, Tetanus/Diphtheria, MMR, Varicella, Hepatitis B	YES	YES	MyCAA Approved Course
Pharmacy Technician	Neg. TB, Tetanus/Diphtheria, MMR, Varicella, Hepatitis B	YES	YES	MyCAA Approved Course
Phlebotomy Technician	Neg. TB, Tetanus/Diphtheria, MMR, Varicella, Hepatitis B	YES	YES	MyCAA Approved Course
Physician's Office Asst. w/ Electronic Records	Neg. TB, Tetanus/Diphtheria, MMR, Varicella, Hepatitis B	YES	YES	MyCAA Approved Course
RN Return to Practice	Neg. TB, Tetanus/Diphtheria, MMR, Varicella, Hepatitis B Physical Exam	YES	YES	Active or Inactive RN License



## American Heart Association Courses for Healthcare Providers & Students

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

You must arrive on time for all AHA courses and should wear roomy, comfortable clothing to class. BLS, ACLS, & PALS students will be required to perform CPR skills on the floor with the Americans with Disabilities Act of 1990 modification of equipment being placed on a table. You will sign a health risk statement for physical activity and infection control steps during CPR performance. This will be provided to you on class day. Students who successfully complete the written exam and practical skills testing will receive an American Heart Association Course Completion Card that is valid for two years.

### HeartSaver® First Aid

This course provides First Aid training for laypersons, healthcare providers, designated first responders, and individuals needing credentialed training for job or regulatory requirements. You'll learn adult first aid – first aid basics for medical and injury emergencies, and environmental emergency first aid. During the course, an AHA instructor conducts video-based lessons and works with you to complete your first aid skills practice.

Req. Textbook: *Heartsaver First Aid with CPR and AED (AHA# 90-1026)*

9 am – 12:30 pm    0.35 CEU    \$85

Manassas Innovation Park, 133  
 Sat, May 18            HLTH 1985-01M  
 Sat, June 8            HLTH 1985-02M  
 Sat, July 13            HLTH 1985-03M  
 Sat, Aug 3              HLTH 1985-04M

Medical Education Campus  
 Sun, May 19            HLTH 1985-01H  
 Sat, June 15            HLTH 1985-02H  
 Sat, July 27            HLTH 1985-03H  
 Sat, Aug 10             HLTH 1985-04H

### HeartSaver® – CPR AED

This course provides CPR AED training for laypersons, designated first responders, and individuals needing credentialed training for job or regulatory requirements. You'll learn basic CPR and AED skills: adult and child CPR, how to use an AED and mask or barrier device, and adult/child choking relief.

Req. Textbook: *Heartsaver First Aid with CPR and AED (AHA# 90-1026)*

1 – 4 pm                    0.30 CEU    \$80

Manassas Innovation Park, 133  
 Sat, May 18            HLTH 1525-01M  
 Sat, June 8            HLTH 1525-02M  
 Sat, July 13            HLTH 1525-03M  
 Sat, Aug 3              HLTH 1525-04M

Medical Education Campus  
 Sun, May 19            HLTH 1525-01H  
 Sat, June 15            HLTH 1525-02H  
 Sat, July 27            HLTH 1525-03H  
 Sat, Aug 10             HLTH 1525-04H

### Basic Life Support for Healthcare Providers (BLS-CPR)

This 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. This course covers BLS CPR and AED skills including: adult, child and infant CPR/AED, relief of choking, and adult/child/infant bag-mask use.

Req. Textbook: *Basic Life Support for Healthcare Providers Student Manual (AHA# 90-1038)*

9 am – 4:30 pm            0.65 CEU    \$120

Loudoun Campus, Signal Hill  
 Sat, June 8            HLTH 1534-01L  
 Sat, July 20            HLTH 1534-02L

Manassas Innovation Park, 133  
 Fri, May 17            HLTH 1534-01M  
 Sat, May 25            HLTH 1534-02M  
 Sat, June 22            HLTH 1534-03M  
 Sat, July 27            HLTH 1534-04M

Medical Education Campus  
 Sat, May 18            HLTH 1534-01H  
 Sat, May 25            HLTH 1534-02H  
 Sat, June 1            HLTH 1534-03H  
 Sun, June 2            HLTH 1534-04H  
 Sun, June 9            HLTH 1534-05H  
 Sun, June 23           HLTH 1534-06H  
 Sun, June 30           HLTH 1534-07H  
 Sun, July 14            HLTH 1534-08H  
 Sat, July 20            HLTH 1534-09H  
 Sun, Aug 4             HLTH 1534-10H  
 Sat, Aug 10            HLTH 1534-11H

### Basic Life Support for Healthcare Providers Renewal (BLS-RE)

This course is for those wishing to renew their current BLS for Healthcare Providers Certification. You must bring a copy of your current BLS Healthcare Provider card to class. These will be collected for the course record.

Req. Textbook: *Basic Life Support for Healthcare Providers Student Manual (AHA# 90-1038)*

Fri 12:30 – 4 pm            0.35 CEU    \$95

Medical Education Campus  
 May 31                    HLTH 1637-01H  
 July 12                    HLTH 1637-03H  
 Aug 2                      HLTH 1637-05H

Fri 6 – 9:30 pm            0.35 CEU    \$95

Medical Education Campus  
 June 14                    HLTH 1637-02H  
 July 26                    HLTH 1637-04H



### Basic Life Support for Healthcare Providers Skills Check (BLS-SC)

This hybrid course is for those wishing to renew their current BLS for Healthcare Providers Certification. You will need to complete the AHA's BLS for Healthcare Providers Part 1, web-based self-directed course. Submit the certificate of completion along with a copy of your current unexpired BLS for Healthcare Providers Certification Card. You'll receive one-on-one practice time with an AHA BLS Instructor before testing. Successful completion of this course includes all three (3) parts:

- Part 1: online portion
- Part 2: hands-on skills session with an authorized AHA BLS Instructor
- Part 3: skills test with an authorized AHA BLS Instructor.

An AHA BLS for Healthcare Providers course completion card will be issued upon successful completion.

Enroll by Appointment Only 0.2 CEU \$75

**E-mail April at [CEHealth@nvcc.edu](mailto:CEHealth@nvcc.edu) for more information and to schedule your appointment! Please submit your certificate of completion and current BLS card when scheduling your skills check appointment.**

### Prerequisites for ACLS, ACLS-RE, PALS & PALS-RE:

A basic understanding of human anatomy and physiology, current knowledge and recognition of ECG rhythms. Current knowledge of **adult** emergency medications for **ACLS** only and **pediatric** emergency medications for **PALS** only. Pre-course work will be sent prior to class via e-mail.

### Advanced Cardiac Life Support Provider (ACLS)

This 2-day course enables healthcare providers to enhance their skills in treating adult victims of cardiac arrest or other cardiopulmonary emergencies.

Req. Textbook: *Advanced Cardiac Life Support Provider Manual (AHA# 90-1014)*

Sat & Sun 9 am – 6 pm 1.6 CEU \$350

Medical Education Campus

June 1 & 2 HLTH 1972-01H  
July 13 & 14 HLTH 1972-02H  
Aug 3 & 4 HLTH 1972-03H

### Advanced Cardiac Life Support Provider Renewal (ACLS-RE)

This course is for those wishing to renew their current ACLS Provider Certification. You must bring a copy of your current ACLS Provider card to class. These will be collected for the course record.

Req. Textbook: *Advanced Cardiac Life Support Provider Manual (AHA# 90-1014)*

Sat 9 am – 6 pm 0.8 CEU \$200

Medical Education Campus

June 1 HLTH 1822-01H  
July 13 HLTH 1822-02H  
Aug 3 HLTH 1822-03H

### Pediatric Advanced Life Support Provider (PALS)

This 2-day course enables healthcare providers to enhance their skills in treating pediatric victims of cardiac arrest or other cardiopulmonary emergencies.

Req. Textbook: *Pediatric Advanced Life Support Provider Manual (AHA# 90-1052)*

Sat & Sun 9 am – 6 pm 1.6 CEU \$350

Medical Education Campus

June 22 & 23 HLTH 1644-01H

### Pediatric Advanced Life Support Provider Renewal (PALS-RE)

This course is for those wishing to renew their current PALS Provider Certification. You must bring a copy of your current PALS Provider card to class. These will be collected for the course record.

Req. Textbook: *Pediatric Advanced Life Support Provider Manual (AHA# 90-1052)*

Sat 9 am – 6 pm 0.8 CEU \$200

Medical Education Campus

June 22 HLTH 1823-01H

### Certified Clinical Medical Assistant (CCMA) with Clinical Externship

**MyCAA Approved!** Are you interested in working in a physician's office or clinical setting? Take a step toward becoming a Certified Clinical Medical Assistant (CCMA). A GED or high school diploma is required to sit for the CCMA exam from NHA. The clinical externship will be scheduled after the last day of lecture. 140 hours lecture/ 160 hours clinical externship. **Prerequisites:** See page 48.

Weekdays: 6 – 9:30 pm

Sat: 9 am – 4:30 pm

30 CEU \$2,950

Loudoun Campus, Signal Hill

Tue & Thu, June 18 – Sept 24

Sat, June 29, July 13 & 27,

Aug 24 & Sept 7

HLTH 1587-01L

Manassas Innovation Park, 134

Mon & Wed, June 24 – Sept 30

Sat, July 13 & 27, Aug 10 & 24, Sept 7 & 21

HLTH 1587-01M

Medical Education Campus

Tue & Thu, June 11 – Sept 17

Sat, June 29, July 13 & 27,

Aug 10 & 24, Sept 7

HLTH 1587-01H

### Nurse Aide Program (CNA)

This comprehensive program prepares you to provide direct care and services to nursing home residents under the supervision of a licensed professional. It also prepares you to be employed as a Nurse Technician in a hospital. The course is accredited by the Commonwealth of Virginia, State Board of Nursing. Upon completion of this course, you'll be eligible to take the Virginia Nurse Aide Competency Evaluation Exam that is required for certification. Clinical training is held at a local site near each campus. You must be at least 16 years of age to register.

**Prerequisites:** See page 48.

Mon – Fri 12 CEU \$1,400

Loudoun Campus, Signal Hill

June 17 – July 12 9 am – 4 pm

HLTH 1748-01L

Medical Education Campus

May 20 – July 15

Various times, please see website for details

HLTH 1749-01H

June 3 – 25 8 am – 4:30 pm

HLTH 1748-02H

### Dental Office Administration Certificate

This certificate program is designed to prepare you to work in a dental office environment. To be awarded a certificate, you must pass a final exam. The required courses are Dental Terminology and Procedures, Dental Office Workflow, Billing & Coding, and OSHA Regulations for Medical/Dental Offices. The OSHA course may be taken at any point in the series. Individual courses may be taken without pursuing the certificate program.

### Dental Terminology & Procedures

Get prepared for a fun and exciting career in a dental office. Discover commonly used dental terms and procedures used in both administrative and clinical positions.

Sat 9 am – 3 pm 0.6 CEU \$255

Loudoun Campus, Signal Hill

June 1 DENT 1922-01L

Manassas Innovation Park

July 27 DENT 1922-01M

## OSHA Regulations for Medical/Dental Offices

The Occupational Safety and Health Administration (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 and commitment. Course materials are provided.

Sat 9 am – 12 pm 0.3 CEU \$125

Loudoun Campus, Signal Hill  
July 27  
HLTH 1697-01L

Manassas Innovation Park, 142  
July 20  
HLTH 1697-01M

## Dental Office Workflow, Billing & Coding

This course provides an overview of general dental practice in private dental offices. You'll learn the workflow in a dental office, from receiving patients in the office or by phone to registering a patient, verifying demographics and insurance benefits, managing schedules, discharging patients, getting referrals, filing/appealing reimbursement, and managing patient accounts using Dentrix software. **Prerequisite:** Dental Terminology & Procedures.

Sat 9 am – 3 pm 1.2 CEU \$375

Loudoun Campus, Signal Hill  
June 8 & 15  
DENT 1921-01L

Manassas Innovation Park, 142  
Aug 3 & 10  
DENT 1921-01M

## Dental Assistant Program

In this exciting course you'll learn to work in a general dentistry practice under the supervision of a licensed dentist or dental hygienist. You'll participate in 3 modules composed of lecture, clinical and radiation safety, plus 80 hours of clinical dates coordinated with your instructor. This program does not lead to national or state certification. **Prerequisites:** See page 48, additional requirements will be included in your course confirmation letter.

21.6 CEU \$2,755

Medical Education Campus  
Tue & Sat May 21 – Aug 17  
Tue 6 – 10 pm  
Sat 9 am – 3 pm  
DENT 1912-01H

## Dental Professional Development

### Dental Radiation Safety

This is a one-day program for Virginia certification. Our course meets the requirements of the Virginia State Board of Dentistry for certification in radiography safety. The course includes x-ray production, radiation biology, radiation safety and hygiene, dental radiography techniques, film placement and proper positioning of the cone. This class will not provide clinical competence in taking X-rays.

Sat 9 am – 5 pm 0.8 CEU \$175

Medical Education Campus  
June 15 DENT 1902-01H  
June 22 DENT 1902-02H  
July 13 DENT 1902-03H  
Aug 24 DENT 1902-04H

### Dental Hygiene Local Anesthesia & Nitrous Oxide

This course is designed to provide dental hygienists with the knowledge and skills necessary to effectively administer block and infiltration anesthesia, as well as nitrous oxide/oxygen analgesia. This program includes: anatomy, neurophysiology, psychological aspects of pain control, pharmacology of local anesthetics, vasoconstrictors and adjunctive medications, clinical action of specific agents, indications and contraindications for administration, drug selection and dosages, emergency prevention and management. This program is required by the Commonwealth of Virginia for the delivery of local anesthesia and nitrous oxide. **Prerequisites:** See page 48; additional requirements will be included in your course confirmation letter.

3.6 CEU \$2,495

Medical Education Campus  
Didactic: Fri & Sat  
July 28 & 29  
9 am – 3 pm

Clinical: Fri, Sat & Sun  
July 12 – 14  
9 am – 5 pm  
DENT 1925-01H

## Emergency Medical Technician Training

Using the DOT National Curriculum and the Virginia Office of Emergency Medical Services State Curriculum, obtain your certification as an EMT in Virginia. Your focus will be 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. Upon successful completion, you will be eligible to take the Virginia State Certification Exam for the EMT Basic level. You will obtain both Virginia and National Registry EMT certification with this course. Tuition fee includes the textbook and exam fee. Minimum age is 16. **Prerequisite:** BLS for Healthcare Providers. Need a course? See page 49.

Manassas Innovation Park, 134  
Mon & Wed, 9 am – 4 pm &  
Fri, 9 am – 12 pm  
May 29 – Aug 9, No class July 5  
EMTS 1902-01M 14.6 CEU \$1,600

## EKG Technician Certification

**MyCAA approved!** The course provides the necessary background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, and legal aspects of patient contact, electrocardiography and stress testing. You'll practice with EKG equipment and perform hands-on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices. Course fee includes textbooks. You'll be eligible to sit for the certification through ASPT – EKG Technician Certification Exam. **Prerequisites:** See page 48.

6 CEU \$1,600

Loudoun Campus, Signal Hill  
Mon & Wed June 17 – Aug 12 6 – 9:30 pm  
HLTH 1573-01L

Manassas Innovation Park, 134  
Tue & Thu June 18 – Aug 15 6 – 9:30 pm  
HLTH 1573-01M

## Medical Billing Courses

### Medical Terminology for the Allied Health Professional

Learn the language of medicine including medical root words, prefixes, suffixes and how it all relates to the medical world. Pronunciation and spelling are key components in this course. Textbook required.

1.5 CEU \$375

Loudoun Campus, Signal Hill

Wed May 22 – June 19 6 – 9 pm  
HLTH 1567-01L

Manassas Innovation Park, 134

Tue & Thu May 21 – June 6 6:30 – 9:30 pm  
HLTH 1567-01M

Medical Education Campus

Tue & Thu June 11 – 25 6 – 9 pm  
HLTH 1567-01H

### Medical Billing Part I

This is a fast-paced introduction to physicians' billing. Comprehensive in approach, it covers the foundations of the following topics: insurance, billing, reimbursements, EOBS, ERA, EMR, EHR and HIPAA. Textbook required. **Prerequisite:** Medical Terminology.

1.2 CEU \$375

Loudoun Campus, Signal Hill

Fri & Sat July 12 – July 19  
Fri 7-10 pm Sat 9 am – 3 pm  
HLTH 1745-01L

Manassas Innovation Park, 134

Tue & Thu June 11 – June 18 6 pm – 10 pm  
HLTH 1745-01M

Medical Education Campus

Sat June 29 & July 13 9 am – 3 pm  
HLTH 1745-01H

### Medical Billing Part II (Computerized)

Everything learned in Part I will be put into practical application. **Prerequisite:** Medical Billing Part I.

1.2 CEU \$375

Loudoun Campus, Signal Hill

Sat July 20 & 27 9 am – 3 pm  
HLTH 1746-01L

Manassas Innovation Park, 143

Tue & Thu July 9 – July 16 6 pm – 10 pm  
HLTH 1746-01M

Medical Education Campus

Sat July 20 & 27 9 am – 3 pm  
HLTH 1746-01H

## Medical Coding Courses

**New!**

### Medical Coding Basics – Part I

Coding professionals abstract clinical data from health records and assign appropriate medical codes. These codes are used for reimbursement, planning, and research. Get comprehensive training in chapter specific guidelines and a review of chapters that will prepare you for the AAPC or AHIMA Exam. Textbook required. **Prerequisite:** Medical Terminology. Textbook required.

1.2 CEU \$375

Loudoun Campus, Signal Hill

Fri & Sat Aug 1 – 10  
Fri 7 – 10 pm Sat 9 am – 3 pm  
HLTH 1887-01L

Manassas Innovation Park

Tue & Thu July 18 – 25 6 pm – 10 pm  
HLTH 1887-01H

Medical Education Campus

Sat June 1 – 15 10 am – 2 pm  
HLTH 1887-01H

### Certified Professional Coder (CPC) Preparation – Part II

Are you thinking about taking the AAPC or AHIMA certification exam? This intensive prep course will make you a better coder and enable you to assign procedure and diagnosis codes to the highest level of specificity. The CPC prep course includes: practice exercises, discussions, assignments, module review tests and much more to get you prepared for the exam. Our expert instructors show you a unique way to tag and highlight your coding reference books so that you can move quickly from question to question. A list of required textbooks will be included in your class confirmation e-mail. **Prerequisites:** Medical Terminology and Medical Coding Basics.

3.0 CEU \$995

Manassas Innovation Park

Tue & Thu July 30 – Aug 15 6 pm – 10 pm  
Sat Aug 10 9 – 3 pm  
HLTH 1873-01M

Medical Education Campus

Sat June 29 – Aug 10 10 am – 4 pm  
HLTH 1873-01H

## ICD-10 Preparation & Basics

Get ready for the implementation that will soon be mandated by the Federal government. This course focuses on diagnostic and procedural coding for ICD-10. Specific attention to each chapter guidelines will be reviewed through a hands-on approach. Topics include ICD-10 history, code structure, general equivalency mapping guidelines (GEMS) and chapter specific coding. Instruction will be provided by a certified AAPC ICD-10 Trainer. Textbook required.

9 am – 3 pm 1.2 CEU \$375

Loudoun Campus, Signal Hill

Sat June 8 & 15  
HLTH 1886-01L

Manassas Innovation Park Campus

Sat July 20 & 27  
HLTH 1886-01M

**New!**

### Medical Math

Are you a little rusty on your fractions and decimals? Do you have difficulty solving drug dosage problems? Lives will depend on this skill and there is no room for error! Review the metric system, metric equivalents, dosages, ratios, drug calculations and conversions, just to name a few topics. Textbook required.

Medical Education Campus

Tue June 4 – July 9 9 – 11 am  
HLTH 1412-01H 1.2 CEU \$375

## Pharmacy Technician Certification with Clinical Externship

**MyCAA Approved!** This comprehensive program will prepare you to work as a pharmacy technician in retail or other pharmacies. Course content includes pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, calculations, measurements, reading and interpreting prescriptions, and defining drugs by generic and brand names. Upon completion, you will be eligible to sit for the Pharmacy Technician Certification Board's PTCB Exam. A GED or high school diploma is required to sit for the PTCB exam. Your clinical externship will be scheduled after the last lecture date posted below. **Prerequisites:** See page 48.

14 CEU \$1,655

Loudoun Campus, Signal Hill

Tue & Thu June 18 – Aug 15 6 – 9:30 pm  
HLTH 1503-01L



Manassas Innovation Park, 133  
Mon & Wed June 24 – Aug 19 6 – 9:30 pm  
HLTH 1503-01M

Medical Education Campus  
Mon & Wed June 3 – Aug 7 6 – 9:30 pm  
Sat June 15 – Aug 17 9 am – 3:30 pm  
HLTH 1503-01H

## RN Return to Practice

Are you ready to return to work? This program is designed for RNs who are interested in returning to the workplace. It incorporates four weeks of web-based program with instructor support, nursing skills, pharmacology and IV infusion therapy components. It also incorporates a one-week preceptorship done in a group rotation. **Prerequisites:** See page 48.

Medical Education Campus  
Online: June 10 – Aug 10  
IV Therapy: Sat & Sun June 29 & 30 9 am – 5 pm  
Skills: Sat & Sun July 13 & 14 9 am – 5 pm  
Clinical: Mon – Fri July 15 – 19  
HLTH 1756-01H 11.2 CEU \$2,695

## Physical Assessment for Healthcare Providers

This self-paced online program helps you to develop and refine assessment skills which are needed to care for a diverse population of clients in a variety of settings. You'll complete an overview of the anatomy and physiology of body systems, as well as enhance your physical skills in a virtual lab setting. The program provides 40 hours of computer module study time and 4 hours of optional hands-on laboratory practice at the Medical Education Campus. This program is approved for reactivation of a Virginia Nursing License.

Req. Textbook: *Health & Physical Assessment in Nursing*.

Medical Education Campus  
Online Class: June 10 – Aug 10  
Skills Weekend: TBA  
HLTH 1759-01H 4 CEU \$725

## IV Infusion Therapy

RNs, LPNs, EMTs – update and refresh your IV therapy skills! You'll focus on IV therapy techniques, central lines, mid lines and PICC lines. You'll also learn risk and complications, maintenance of lines, calculating flow rates and IV drugs. This is a great course for reactivating your Virginia RN license!

Medical Education Campus  
Sat & Sun June 29 & 30 9 am – 5 pm  
HLTH 1572-01H 1.6 CEU \$725

## Practical Nurse Program (LPN)

Hurry, time is running out for Fall 2013 LPN registration! Licensed Practical Nurses (LPNs) are concerned with basic therapeutic, rehabilitative and preventative care for people of all ages and in various stages of dependency. Graduates of this non-credit program will be eligible to take the National Council Licensing Examination for Practical Nurses (NCLEX-PN). This program will provide you with an opportunity to enter the nursing field after three consecutive semesters of study. It is approved by the Virginia Board of Nursing.

**Applications will be accepted from Mar. 4th to June 21st for Fall Semester 2013.**

### Entrance (Application) Requirements:

- Complete College Application
- Take Test of Essential Academic Skills – TEAS Exam
- Receive a score of 65% or higher on TEAS
- Official High School Transcript or GED
- Complete Practical Nursing Program Application Form
- Personal Interview

### Admission Criteria:

Admission to this program is competitive and only a limited number of students will be accepted. Fully-qualified students will be ranked according to previous education and experience and TEAS scores.

### General Information:

- Tuition: \$5,500 per semester
- Total program tuition: \$16,500
- Approved for GI Bill Benefits.
- WIA (The Workforce Investment Act) tuition assistance is available.
- Financial aid is not available.
- Estimated expense for books and supplies: \$900
- Criminal background check, drug screen test & immunization tracker: \$114

### 2013 Calendar:

March 4: Application acceptance begins  
June 21: Application deadline  
July 1: Notification of acceptance  
August 2: Payment deadline  
August 7: Orientation  
August 9: Last date to drop with tuition refund  
August 23: First semester begins

**Classroom:** 8:30 am – 5 pm, Fri – Sun

**Clinical:** Hours may vary, Fri – Sun

For more information, please e-mail us at [CEhealth@nvcc.edu](mailto:CEhealth@nvcc.edu) or call 703-822-6523.

Scan to our website:



## **Hybrid & Online Courses with Clinical Externships**

Hybrid and Online E–courses were developed through an alliance with leading educational organizations including Pearson Education, E–College and Condensed Curriculum International. All courses are MyCAA approved!

Hybrid Courses are a unique combination and blending of online learning and face–to–face instruction. The didactic portion of the course is attended through your online classroom portal. The skills/lab portions are held on one of two campuses; Loudoun Campus, Signal Hill, in Sterling, VA or at the Medical Education Campus in Springfield, VA. The following courses will include a Clinical Externship. **Prerequisites:** See page 48.

See page 55 for full course descriptions.

### **Program features include:**

- **24–hour instructor and mentor access** – ongoing discussion threads, collaboration, and student support
- **All textbooks and materials are included in tuition!**
- **Interactive content** – engaging labs, student exercises, and course videos
- **Career services** – career mentors, resume writing, interview techniques, job coaching, job search engine, and related career guidance
- **Student portal** – career services, lifelong learning skills (math, reading, etc.), and healthcare career and industry information
- **Clinical externships and national certification**

Hybrid Course Title	Course Code	Certification	Duration	Tuition
Certified Clinical Medical Assistant, 5 lab days	HLTH 1419	CCMA	6 MONTHS/780 HRS	\$3,800
Dental Assisting, 4 lab days	DENT 1926	DANB–RHS	6 MONTHS/750 HRS	\$3,200
Dialysis Technician, 3 lab days	HLTH 1420	BONENT,ANNA	4 MONTHS/350 HRS	\$2,500
EKG Technician, 3 lab days	HLTH 1421	ASPT,EKG	4 MONTHS/350 HRS	\$2,500
Medical Administrative Assistant, 2 lab days	HLTH 1422	CBCS,CMAA	6 MONTHS/800 HRS	\$3,850
Pharmacy Technician, 3 lab days	HLTH 1423	PTCB	4 MONTHS/350 HRS	\$2,500
Phlebotomy Technician, 5 lab days	HLTH 1424	CPT	4 MONTHS/350 HRS	\$2,500

**All lab days on Saturday: TBA**



## **E–Learning Online Courses with Clinical Externships**

Although the U.S. economy remains sluggish and the overall job market has not improved, the demand for healthcare staff and professionals is growing at a staggering rate. There are enormous job opportunities for individuals trained in leading healthcare professions. Start training for an exciting new career in the

healthcare field, available in an online format. All courses are MyCAA Approved! **Prerequisites:** See page 48.

See page 55 for full course descriptions.

E–Learning Course Title	Course Code	Certification	Duration	Tuition
Certified Clinical Medical Assistant	HLTH 1403	CCMA	6 MONTHS/780 HRS	\$3,800
Dental Assisting	DENT 1924	DANB–RH	6 MONTHS/750 HRS	\$3,200
Dialysis Technician	HLTH 1404	BONENT, ANNA	4 MONTHS/350 HRS	\$2,500
Medical Administrative Assistant	HLTH 1413	CBCS,CMAA	4 MONTHS/350 HRS	\$2,500
Medical Billing & Coding w/ Medical Administration	HLTH 1407	CBCS,CMAA	6 MONTHS/800 HRS	\$3,800
Pharmacy Technician	HLTH 1408	PTCB	4 MONTHS/350 HRS	\$2,500
Pharmacy Technician w/ Medical Administration	HLTH 1409	PTCB, CMAA	6 MONTHS/800 HRS	\$3,850
Phlebotomy Technician	HLTH 1410	CPT	4 MONTHS/350 HRS	\$2,500
Physician’s Office Assistant w/ Electronic Medical Records	HLTH 1411	CMAA & CEHRS	6 MONTHS/780 HRS	\$3,800

All programs below include an optional clinical externship with a local healthcare provider.

**Certified Clinical Medical Assistant Online with Clinical Externship** – This program prepares students to assist physicians by performing functions related to the clinical aspects of a medical office. Instruction includes preparing patients for examination and treatment, routine laboratory procedures, pharmacology, taking and documenting vital signs, technical aspects of phlebotomy, the 12-lead EKG and the cardiac life cycle.

**Dental Assisting Online with Clinical Externship** – This course prepares students for entry-level positions as a chair-side dental assistant. This course covers the history of dentistry, introduction to the dental office, the legal aspects of dentistry, oral anatomy, dental operator, tooth structures, primary and permanent teeth, the oral cavity, and other areas.

**Dialysis Technician Online with Clinical Externship** – This Dialysis Technician Program provides students with the knowledge needed to perform the responsibilities of a Dialysis Technician. It reviews normal kidney physiology, the basic principles of hemodialysis, kidney dialysis machines, dialyzer preparation and reprocessing as well as how to assist dialysis patients in managing their disease and treatment.

**Medical Administrative Assistant Online with Clinical Externship** – This course covers information on the medical assisting profession, interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. A great course for physicians medical office professionals!

**Medical Billing & Coding with Medical Administration Online with Clinical Externship** – This billing and coding course offers the skills needed to perform complex coding and billing procedures. The course covers CPT (Introduction, Guidelines, Evaluation, and Management), specialty fields (such as surgery, radiology, and laboratory), ICD-9 (Introduction and Guidelines), and basic claims processes for insurance reimbursements. Additionally, this program includes a Medical Administration course covering key topics such as billing ethics, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and a detailed review of Microsoft Office end user tools including Word, PowerPoint, Access, Outlook and Excel.

**Pharmacy Technician Online with Clinical Externship** – This course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. Course content includes pharmacy terminology, pharmacy calculations, reading and interpreting prescriptions, defining generic and brand name drugs and much more!

**Pharmacy Technician with Medical Administration Online with Clinical Externship** – This course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. Course content includes pharmacy terminology, pharmacy calculations, reading and interpreting prescriptions and defining generic and brand name drugs. Additionally, this program includes a Medical Administration course covering key topics such as medical ethics and law, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and a detailed review of Microsoft Office end user tools including Word, PowerPoint, Access, Outlook and Excel.

**Phlebotomy Technician Online with Clinical Externship** – This course prepares students to collect blood specimens from clients for the purpose of laboratory analysis. Students will review blood collection, the skills needed to perform venipunctures and other collection techniques. This course also includes terminology, blood collection procedures, order of draw and other topics.

**Physician's Office Assistant with Electronic Health Record Online with Clinical Externship** – This course provides a well-rounded experience preparing students to assist physicians in multiple administrative areas of the medical office and the requirements of maintaining the electronic health record (EH R). Instruction includes medical terminology, interpersonal skills, medical records management, implementation and management of electronic health information, medical ethics and law, basics of insurance billing and coding, maintaining the regulatory requirements of the EH R and a detailed review of Microsoft Office end user tools including Word, PowerPoint, Access, Outlook and Excel.



“*The coding courses laid a solid foundation that I can build my new career on. The instructors were personable, highly experienced and understanding of the challenges of juggling job and expanding education. Having the AAPC certification was the ace up my sleeve walking into a billing office with no prior experience. CPC certified in December and hired in January...*”

Kelly M...CPC-A

## E-Learning Online Courses without Clinical Externships

E-Learning Course Title	Course Code	Certification	Duration	Tuition
EKG Technician	HLTH 1413	ASPT-EKG	4 MONTHS/350 HRS	\$2,500
Electronic Health Record Management	HLTH 1415	CEHRS	4 MONTHS/350 HRS	\$2,500
Medical Administrative Assistant	HLTH 1416	CMAA	4 MONTHS/350 HRS	\$2,500
Medical Billing & Coding	HLTH 1417	CBCS	4 MONTHS/350 HRS	\$2,800
Medical Terminology	HLTH 1418	N/A	1 MONTH/100 HRS	\$799

**These courses are online only, no externship.  
MyCAA approved! Start any time! Books included in tuition!**

**EKG Technician** – This EKG Technician Program prepares students to perform EKG's. This course covers anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, and legal aspects of patient contact, electrocardiography, and stress testing. A highly interactive course!

**Electronic Health Record Management** – This Electronic Health Record (EH R) Management program prepares students to understand and use electronic records in a medical practice. Course reviews the implementation and management of electronic health information using common electronic data interchange systems and maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record.

**Medical Administrative Assistant** – This course covers information on the medical assisting profession, interpersonal

skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. A great course for physicians medical office professionals!

**Medical Billing & Coding** – This billing and coding course offers the skills needed to perform complex coding and billing procedures. The course covers CPT (Introduction, Guidelines, Evaluation, and Management), specialty fields (such as surgery, radiology, and laboratory), ICD-9 (Introduction and Guidelines), and basic claim processes for insurance company submission.

**Medical Terminology** – In this self-directed course, you'll learn the language of medicine. Learn medical root words, prefixes, suffixes and how it all relates to the medical world.

### E-Learning Online Registration & Information

**Step 1:** Obtain or update your NOVA Student ID Number. See page 58 for details.

**Step 2:** Register and pay for your course via the web or by calling any campus Workforce Development office. You will then be e-mailed a Student Portal Username and Password to start accessing your online course.

#### Online Courses System Requirements:

##### Windows Users:

- Windows 7, XP or Vista
- 56K modem or higher
- Soundcard & Speakers
- Firefox, Chrome or Microsoft Internet Explorer

##### Mac OS User:

- Mac OS X or higher (in classic mode)
- 56K modem or higher
- Soundcard & Speakers
- Apple Safari

##### iPad Users:

- iPad – iOS 5.1 (or latest)

##### Screen Resolution:

- We recommend setting your screen resolution to 1024 x 768 pixels.

##### Browser Requirements:

- System will support the two latest releases of each browser. When using older versions of a browser, users risk running into problems with the course software.
- Windows Users: Mozilla Firefox, Google Chrome, Microsoft Internet Explorer
- Mac OS Users: Apple Safari, Google Chrome Mozilla Firefox

##### Suggested Plug-ins:

- Flash Player
- Real Player
- Adobe Reader
- Java



## Military Spouse Career Advancement Accounts (MyCAA) FAQs



As of March 1, 2013 MyCAA funding was exempt from sequestration, but is subject to change. Please log on to **MyCAA website** for further updates.

### How to Apply?

- Step 1:** If you have never taken classes at Northern Virginia Community College, you will need to complete the VCCS Application online at [www.nvcc.edu](http://www.nvcc.edu). After completion, you will receive a **Student ID Number**. If it has been more than 3 years since you've taken classes at NOVA, you'll need to submit a new application, using your current Student ID Number, to update your records before registering. This process is free.
- Step 2:** Establish a MyCAA Account by visiting the MyCAA website: <https://aiportal.acc.af.mil/mycaa/default.aspx>, and click on ★ "Create an Account".
- Step 3:** Select a Workforce Development portable career program and submit your financial award letter and Student ID Number via e-mail to [kjennings@nvcc.edu](mailto:kjennings@nvcc.edu).

### Contact Info

**Katie Jennings**  
Workforce Development Division  
Medical Program Developer  
703-450-2551  
E-mail: [kjennings@nvcc.edu](mailto:kjennings@nvcc.edu)

## Customized Training for Your Employees

*Take a Class To Save a Life!*



Most courses can be offered in one day or expanded over several days.

Our instructors bring with them the added value of real world experience from the emergency medical field. This experience enables our instructors to help the students better associate the course content to their workplace environment.

The NVCC AHA Training Center utilizes the latest training equipment including the New LifePak 15 and SimMan! Our Manikins are 2010 AHA Guideline compliant.

Contact our Training Center Coordinator, April McMullen-Eldert, at 703-822-9040 to discuss the various, flexible training opportunities available.

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



Courses are offered at the following locations:

**Alexandria Campus**

703-845-6280

**Annandale Campus**

703-323-3168

**Loudoun Campus**

703-450-2551

**Manassas Campus**

703-257-6630

**Woodbridge Campus**

703-878-5770

“*Super presentation!*

Excellent mix of tips and hands-on. The time flew by. Much more than I expected.”

Home Electricity student

# General Interest

**Art & Photography . . . . . 59**

Mixed Media Painting, Basic & Advanced Photography, Digital Camera Basics, Studio Portrait Photography

**Writing . . . . . 59**

Creative Writing, Scriptwriting, How to Write a Documentary, Writing Fiction for Publication

**Enrichment . . . . . 61**

Be Your Own Bodyguard, Movie & TV Acting, How to Price Your Artwork, Recording Project 101, Filmmaking, Speed Reading, Dance, Well Read, Turbo Charge Your Memory, Retirement Planning for Federal Employees, Parenting & Divorce

**Health & Wellness . . . . . 63**

Homeopathy, Power of the Subconscious Mind, Virtual Gastric Band Hypnosis for Weight Loss

**Languages . . . . . 63**

Arabic, Spanish

**Homeowners . . . . . 64**

Choosing & Qualifying for a Mortgage, For Sale by Owner, Homeowner’s Association & Landlord Tenant Law, Home Electricity

**Test Preparation . . . . . 65**

Pre-Licensing for Insurance, SAT, GRE, PMP & CAPM

## Art & Photography

**New!**

### Mixed Media Painting Using Collage

Unleash your creativity as a beginning painter. Design mixed media paintings on watercolor paper or canvas, using watercolors, oil pastels, acrylics, markers, tissue papers and collage. A list of required supplies is available on our website.

Woodbridge Campus, WS 306  
Instructor: Sunny Lee  
Sat, July 20 – Aug 10  
10 am – 12 pm, 4 sessions, \$95  
ARTS 1978-01W • 8 hrs

### Basic Photography – 35mm & Digital

If you've never used a 35mm camera before, are new to digital photography, or just feel a little intimidated by the subject, this is the class for you. We'll cover all the basics – digital and film -- including formats, lenses, exposure, lighting, and composition, as well as tips and tricks and creative ideas. You'll learn how digital cameras work, the terminology of digital photography, capturing, storage, and archiving of images on your computer. Field trips near the campus are fun and let you share your adventures, ideas and insights with your classmates. You must provide your own SLR camera, either film or digital, as well as pay for your own film or memory cards and developing. Bring your camera and manual to class. The first two Saturday sessions include afternoon field trips.

Instructor: Matthew Randall

Loudoun Campus  
Sat, May 25 – June 8  
May 25 & June 1: 10 am – 4 pm  
June 8: 10 am – 12:30 pm  
3 sessions, \$250  
PHTG 1947-01L • 1.25 CEU

Alexandria Campus, AA 254  
Sat, June 15 – 29  
June 15 & 22: 10 am – 4 pm  
June 29: 10 am – 12:30 pm  
PHTG 1947-01A • 1.25 CEU

**New!**

### Digital Camera Basics

Are you new to using a digital SLR camera or thinking about moving up to an SLR? We'll cover the fundamentals of operating your camera, the fundamentals of image making, how to choose the appropriate lens, how to use and optimize the automatic modes on your camera, and how to use the features of the camera to give your photographs more impact. We'll spend considerable time going through the photographic thought process and relating the thought process to your camera's features. The course will utilize both classroom instruction and practice with your camera. The textbook is optional—but recommended. Bring a bag lunch for ½ hour break. Your instructor is a professional photographer.

Opt. Textbook: *Beyond Point & Shoot*  
Instructor: Jim Harrington

Manassas Innovation Park, 142  
9485 Innovation Drive, Manassas  
Sat, June 8  
9 am – 4:30 pm, 1 session, \$145  
PHTG 1923-01M • 7 hrs

Woodbridge Campus, WS 306  
Sat, June 29  
9 am – 4:30 pm, 1 session, \$145  
PHTG 1923-01W • 7 hrs

### Advanced Photography – 35mm & Digital

In this course, you'll explore techniques and procedures that allow you to use your camera more creatively. Topics include composing the shot, shooting creatively, making photographic inventories, lens selection, use of flash, and more. You'll go from taking snapshots to professional-quality photographs in just three weeks. Weekly photographic assignments via field trips allow you to gain practical experience that is shared in class. You must provide a manual or automatic accessory flash, separate from the one in your camera. Bring your camera, accessory flash, and manuals to class. The first two Saturday sessions include afternoon field trips. **Prerequisite:** Basic Photography – 35mm & Digital class or instructor permission.

Instructor: Matthew Randall

Loudoun Campus  
Sat, July 13 – 27  
July 13 & 20: 10 am – 4 pm  
July 27: 10 am – 12:30 pm  
3 sessions, \$250  
PHTG 1946-01L • 1.25 CEU

Alexandria Campus, AA 254  
Sat, Aug 3 – 17  
Aug 3 & 10: 10 am – 4 pm  
Aug 17: 10 am – 12:30 pm  
3 sessions, \$250  
PHTG 1946-01A • 1.25 CEU

### Studio Portrait Photography

Actors call them headshots, models use them for their “comp” cards, and you'll always be in demand when you know how to create professional-quality studio portraits for family and friends! We'll cover the basic equipment you'll need to create a home studio, a studio at another location, or even one that's portable. We'll discuss how to use and manipulate light (and shadow), find and work with models, props, and interesting ideas for portraits that stand the test of time. Bring your camera to class. **Prerequisite:** Basic Photography – 35mm & Digital or instructor permission.

Instructor: Matthew Randall

Loudoun Campus  
Sun, July 14  
10 am – 4 pm, 1 session, \$175  
PHTG 1528-01L • 0.5 CEU

Alexandria Campus, AA 254  
Sun, July 21  
10 am – 4 pm, 1 session, \$175  
PHTG 1528-01A • 0.5 CEU

## Writing

### Beginning Creative Writing

With the guidance of an award-winning author, learn the basics of writing creatively in a fun atmosphere of support and encouragement. You'll start with learning to view the world around you creatively, then move on to the basic techniques: plotting, character development, dialogue, foreshadowing, metaphor and symbolism, and language. You'll have a reading and writing assignment each week. Both fiction and nonfiction will be covered. Marketing and publication of your work will also be explored. E-mail any questions to the instructor at [cpage5@verizon.net](mailto:cpage5@verizon.net).

Arlington Center, Room 300  
Instructor: Carolyn Page  
Thu, May 23 – July 18, No class July 4  
6:30 – 8:30 pm, 8 sessions, \$199  
LLRN 1875-01A • 1.6 CEU

## Creative Writing: The Next Step

Take the next step to not just writing, but writing well. Writing is more than simply telling a story, which we do whether we are writing flash fiction or a novel, a memoir or an essay, or a poem. Writing is more than putting thoughts and feelings and imaginings into rows of words. Learn to unleash the power of words to help you tell more powerful stories. Learning how to manipulate and order “words, words, words,” as Hamlet answered when asked by Polonius what he was reading, so they compel, so that they rivet, so that they tell, not just a story, but an unforgettable story, is the goal of this class. E-mail any questions to the instructor at [cpage5@verizon.net](mailto:cpage5@verizon.net).

Arlington Center, Room 300  
Instructor: Carolyn Page  
Tue, May 21 – July 9  
6:30 – 8:30 pm, 8 sessions, \$199  
COMM 1813-01A • 1.6 CEU

## Writing Workshop

In this workshop, writers will read their individual work and get feedback on it -- as well as give feedback to fellow writers on their work – in an atmosphere of support and encouragement. For writers of both fiction and nonfiction of every form – short stories, long stories, literary novels, mainstream novels, historical novels, genre writing such as mystery, suspense, thriller, romance, horror, as well as poetry, essays, and memoirs – from beginning to advanced writers. Marketing and publication will be explored. E-mail any questions to the instructor at [cpage5@verizon.net](mailto:cpage5@verizon.net).

Arlington Center, Room 300  
Instructor: Carolyn Page  
Wed, May 22 – July 10  
6:30 – 8:30 pm, 8 sessions, \$199  
LLRN 1876-01A • 1.6 CEU

## Scriptwriting I – Fundamentals

Get an introduction to the building blocks upon which film and television scripts are based. You'll learn the fundamentals from original concept to finishing a screenplay. Great emphasis will be placed on dramatic structure, the core of scriptwriting. This class includes discussions on story concept, character development, dialogue and visual storytelling. You'll write a film treatment, story outline and log line upon which your screenplay will be based. Learn about the

practical elements of the scriptwriting process and the relationship of the film industry and the screenwriter. Taught by a film director, screenwriter who will answer your questions and get you started.

Alexandria Campus, AA160  
Instructor: Clinton Parker  
Fri, May 31 – July 5  
7 – 9 pm, 6 sessions, \$169  
COMM 1812-01A • 1.2 CEU

## Scriptwriting – Intermediate

Go deeper into the work of scriptwriting – developing the scenes, using visual elements and moviemaking techniques in storytelling, and bringing overall cohesion to the screenplay. You learn the techniques screenwriters use to speak to the emotional and psychological needs of an audience. Film is a dynamic experience and the scriptwriter is the one who takes the audience on that journey through film language, a language of images and sounds. If you've always dreamt of writing a script, this is the course for you, as each student develops a script by the end of the class.

Alexandria Campus, AA 160  
Instructor: Clinton Parker  
Fri, July 12 – Aug 16  
7 – 9 pm, 6 sessions, \$169  
COMM 1997-01A • 1.2 CEU

## How to Write a Documentary

Documentary film writing is demanding, but also an exciting and growing profession. Learn how documentaries are written, step by step, from the original film idea to the proposal, film synopsis, treatment, and finally the screenplay. Learn the type of research needed and get advice on implementing interviews. Special attention is given to defining and clarifying the documentary story structure. These filmmaking classes have been used as a training resource by professionals at a local television station as well as a source of entry level information for newcomers to the film industry.

Alexandria Campus, AA 457  
Instructor: Clinton Parker  
Thu, May 23 – June 27  
7 – 9 pm, 6 sessions, \$169  
COMM 1818-01A • 1.2 CEU



## Creative Writing – Introduction

Do you want to write a great short story, novel, play, or screenplay? Then – above all – you must learn how to write a terrific story. Taught by a published author and seasoned adjunct English college professor, this class is guaranteed to be both engaging and highly informative. Learn in detail about the ancient, essential storytelling elements, such as how to create compelling characters, an unpredictable plot, a profound theme, an exciting setting, effective dialogue and so on. Each class session is designed to be fun, engaging, and filled with a tremendous amount of vital information. Instructor Jeanne Dallman received her MFA from UCLA and is also a literary consultant and national speaker on such topics as the creative process and the arts.

Loudoun Campus  
Instructor: Jeanne Dallman  
Tue, June 4 – 25  
6:30 – 9:30 pm, 4 sessions, \$200  
LLRN 1875-01L • 1.2 CEU



## Creative Writing – Intermediate

This course picks up where the introductory course left off. If you want to write a terrific short story, novel, play or screenplay, attend these sessions and learn all you need to know. Delve even deeper into the elements of creative writing by exploring such additional topics as The Master Plots, The Master Characters, and The Hero's Journey, as defined by Joseph Campbell.

Loudoun Campus  
Instructor: Jeanne Dallman  
Tue, July 9 – 30  
6:30 – 9:30 pm, 4 sessions, \$200  
COMM 1813-01L • 1.2 CEU

## Writing Fiction for Publication

Writing publishable fiction is hard work, especially for unpublished authors. Not only do you have to worry about plot, characters and pacing, you also have to spend many unforgiving hours researching markets, writing query letters and trying to understand proper manuscript



formatting. This class combines writing fundamentals with practical knowledge, offering students a chance to learn the nuts and bolts of getting published while they improve their writing through exercises, group critics and professional analysis. Writing assignments are designed to help students improve not only their skill, but also their understanding of what editors are actually looking for. Kevin G. Summers is a professional author whose published writings include the novelette *The Paladin*, the short story *His Soul Goes Morning On*, the Star Trek stories *Morning Bells Are Ringing* and *Ha'mara*, and the critically acclaimed short story *Isolation Ward 4*. You should submit a 1000-word writing sample to [Kevin@kevingsummers.com](mailto:Kevin@kevingsummers.com) before the first class.

Manassas Innovation Park, TBA  
9485 Innovation Drive, Manassas  
Instructor: Kevin G. Summers  
Wed, June 5 – 26  
6:30 – 9:30 pm, 4 sessions, \$235  
COMM 1975-01M • 1.2 CEU

## Enrichment

**New!**

### Be Your Own Bodyguard

Discover how to develop your own Personal Safety Plan using techniques, tactics, and procedures utilized by professional bodyguards to protect their clients. The best way to counter a criminal attack is to prevent it from happening. Explore the importance of situational awareness, proper mindset, proactive security measures, and how to implement them into your daily life. We will examine the color code alertness level matrix and how it is used to avoid a criminal attack, or lessen the panic and chaos of an attack should one occur. Active shooter responses and personal safety best practices will also be addressed. This course is taught by a certified Personal Protection Specialist Instructor.

Manassas Innovation Park, TBA  
9485 Innovation Drive, Manassas  
Instructor: Charles Sellens  
Sat, June 8  
9 am – 1 pm, 1 session, \$75  
LLRN 1703-01M • 4 hrs

## Movie & TV Acting

Do you want to be in movies but do not know how? Breaking into Movie & TV Acting will show you. You will learn how to get on screen and how to market yourself, which is what distinguishes successful actors from aspiring actors. You will also get tips on auditioning and learn who the best agents in the region are and how you can use them to build your career. Your instructor, Bruce McBarnette, is a member of the Screen Actors Guild and has been in several TV shows, including *West Wing*, *Wire*, and *Homicide*; and movies including, *State of Play*, *Contact*, *Deep Impact*, *Murder at 1600*, *Pelican Brief*, and *Clear and Present Danger*.

Woodbridge Campus, WS 306  
Instructor: Bruce McBarnette  
Sat, June 15  
9 am – 5 pm, 1 session, \$140  
LLRN 1705-01W • 0.7 CEU

## Network Your Way to Success

See page 19 for course details.

Annandale Campus, CN 217  
Instructor: Bruce McBarnette, Esq.  
Thu, June 20 & 27  
7 – 10 pm, 2 sessions, \$99  
BUSC 1661-01N • 6 hrs

**New!**

### How to Price Your Artwork

Not sure how to price your artwork? Are you afraid you may be pricing your work too high or too low? This course will demystify pricing, and aid you in developing a basic pricing formula based on elements essential to your art-making process and career path. Class discussion will focus on how to place value on your art based on your talent, time, materials and exhibition experience; the importance of assessing your sales history and consistency in pricing, and pricing mistakes to avoid. You'll be assisted in developing a pricing structure and provided a critique and valuation of your artwork. The instructor has over 20 years of experience in preparing artists for the art market.

Optional Textbook: *Pricing Guide for Visual Artists*

Arlington Center, Room 300  
Instructor: Myrtis Bedolla, BA, Gallery Owner, Art Consultant  
Sat, June 22 & 29  
11 am – 1 pm, 2 sessions, \$99  
BUSC 1943-01A • 0.4 CEU

## Recording Project 101

You're ready to make your first recording, or you're not sure if your producer is taking advantage of you, or your last project cost much more than you had anticipated. Learn how to eliminate the guesswork associated with creating an audio recording project, whether it's a full CD or a single digital download. Get step-by-step instructions that will enable you to confidently make a quality recording project. Topics include developing a project budget, choosing a producer and recording studio, and digital downloads, as well as an optional field trip to a professional recording studio. Producers, musicians, vocalists, poets and rappers will all get the vital information needed to skillfully and efficiently manage audio recording projects.

Annandale Campus, CN 213  
Instructor: Kimberly Ross, Producer & Recording Artist  
Sat, June 1 – 15  
Field Trip – TBA  
9 am – 12 pm, 3 sessions, \$239  
June 15: 9 – 11 am  
ARTS 1669-01N • 0.8 CEU

## Filmmaking for Beginners

Learn step by step how movies are made – what needs to be done, in what order, and how to put your movie together. We'll discuss filmmaking pre-production basics such as how to organize your film project. You'll learn about production basics: how to shoot the movie, what type of digital camera will fit your needs, and tips on lighting, sound, and camera angles. You'll also learn the basics of directing: how to find actors and work with a crew, visualizing the story, and directing the camera and actors. Finally, you'll get post-production tips on editing, completing your film, and getting it out to the public using the Internet and other tools. Whether you are making a movie for fun, as a hobby, or planning a career in movie making, this class is a plus.

Alexandria Campus, AA 160  
Instructor: Clinton Parker  
Sat, July 6 – Aug 10  
4 – 6 pm, 6 sessions, \$169  
ARTS 1916-01A • 1.2 CEU

## Dance Repertory Class – Contemporary

Be prepared to move and learn selected modern dance repertory with a dance company while gaining experience in group choreography for studio and stage. Performance opportunities are possible with the Kathy Harty Gray Dance Theatre. Dance attire (leotard and tights) required. For more information, contact the Kathy Harty Gray Dance Theatre at 703-413-3811.

**Prerequisite:** Modern dance and/or ballet experience.

Alexandria Campus, AT 206  
Instructor: Kathy Harty Gray  
Mon, May 20: Introductory Class  
Wed, May 22 – July 10, No class July 3  
8:30 – 9:30 pm, 9 sessions, \$89  
ARTS 1872-01A • 0.9 CEU

## Speed Reading

With instruction from a reading specialist, in just six short weeks you can triple or quadruple your reading speed, while improving reading skills. Do you remember nights when you stayed up late to catch up on work from the office? If your job or chosen profession requires extensive reading, you can learn to read more efficiently – up to 600 or more words per minute with 90 percent comprehension. Perhaps you're taking a college course that requires a lot of reading, and it seems to be taking far too much of your time, or you are a high school student who needs to improve your reading speed and ability for college; this is a great place to start! **Prerequisite:** Good command of the English language.

Req. Textbooks: *Timed Reading, Books 7 & 8*  
Instructor: N. Poteat Day, MA

Manassas Innovation Park, 142  
9485 Innovation Drive, Manassas  
Tue, May 21 – June 25  
7 – 9:30 pm, 6 sessions, \$199  
COMM 1948-01M • 1.5 CEU

Annandale Campus, CM 216  
Wed, May 22 – June 26  
7 – 9:30 pm, 6 sessions, \$199  
COMM 1948-01N • 1.5 CEU

Alexandria Campus, AA 472  
Thu, May 23 – June 27  
7 – 9:30 pm, 6 sessions, \$199  
COMM 1948-01A • 1.5 CEU



## Well Read: Reading in the 21st Century

So many books! So many ways to read them! How do we sort through the onslaught of bestsellers and the clamor of book reviews, publishers' advertising, and blogs? What should we read? If it's a "masterpiece," why don't we "get" it? Why is a book we read and didn't like a bestseller and one we did like not on the bestseller list? Should we read paper or pixels or listen on audio? This course is designed to empower readers to confidently e-read or turn pages – or listen – and to decipher industry rhetoric. Study writing over time and through technology and get the tools to make up your own mind – and heart – about it all. E-mail any questions to the instructor at [cpage5@verizon.net](mailto:cpage5@verizon.net).

Arlington Center, Room 300  
Instructor: Carolyn Page  
Mon, June 3 – July 22  
6:30 – 8:30 pm, 8 sessions, \$199  
LLRN 1704-01A • 1.6 CEU

## Turbo Charge Your Memory

Master names, faces and important business information. Improve your grades and cut study time! You can achieve these goals by learning and practicing the memory techniques taught in this course. Learn how to memorize quickly and effectively names, vocabulary, foreign words, lists, concepts, numbers, dates and other useful information. Overcome forgetfulness and learn how to remember important information when you need it.

Annandale Campus, CN 125  
Instructor: Bruce McBarnette, Esq.  
Thu, June 6 & 13  
7 – 10 pm, 2 sessions, \$99  
LLRN 1939-01N • 0.6 CEU

## Retirement & Benefit Planning for Federal Government Employees

If you're a 50+ year-old Federal government employee, get practical professional advice and answers to all of your retirement planning questions and concerns. An experienced financial planning instructor will provide you with easy-to-use, web-based Excel spreadsheets to accurately calculate your projected retirement income and expenses. Course topics include: all

Federal Pension Plans – CSRS, FERS, CSRS Offset and the benefits of each; a review of Federal Life, Health, and Long Term Care Insurance and recommendations on the level of insurance coverage needed as well as the lowest cost option for each. You'll also get an explanation of an effective long term retirement investment strategy for TSP Plan investing and how to set up systematic monthly income withdrawal plans for retirement. Tuition includes all course materials.

Annandale Campus, CN 105  
Instructor: Gerald A. Cannizzaro, MBA  
Mon, June 10 – 24  
7 – 9:15 pm, 3 sessions, \$99  
LLRN 1896-01N • 6 hrs

## Parenting & Divorce – Parent Education Seminar

Virginia 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 that they shall attend within 45 days thereafter an educational seminar ... approved by the court." This four-hour interactive seminar fulfills these requirements. Learn about the importance of protecting and enhancing your child's emotional development. Emphasis is placed on strengthening the family unit by focusing on what the children are going through. Tuition includes all materials. Please arrive 15 minutes before the class start time for check-in. A photo ID is required. Under no circumstance are children of any age allowed to attend this class. It is also recommended that the parties involved in the dispute attend separate sessions.

Annandale Campus, CN 225  
Instructor: Sarah Tyler, LCSW  
Sat, 1 session, \$50  
8:50 am – 1 pm  
01N – June 15  
02N – July 20  
PSYC 1595 • 4 hrs

Manassas Innovation Park, 133  
9485 Innovation Drive, Manassas  
Instructor: Ginger Hall  
Sat, 1 session, \$50  
9 am – 1 pm  
01M – June 29  
02M – Aug 17  
PSYC 1595 • 4 hrs

Woodbridge Campus, WS 306  
Instructor: Ginger Hall  
Fri, July 26  
6 – 10 pm, 1 session, \$50  
PSYC 1595-01W • 4 hrs

## Health & Wellness

### Intro to Homeopathy

In the US, many people are familiar with the word “homeopathy”, but few know what it actually means. Homeopathy is a 200-year-old holistic system of medicine which is used widely around the world today. It has very specific principles for understanding and treating disease – concepts which are becoming increasingly relevant and utilized in modern science and medicine. Learn about this dynamic and sophisticated system of healing: basic principles, use in medicine, modern research findings, and its significant yet almost unknown history in the US. The instructor is a Doctor of Naturopathic Medicine.

Req. Textbook: *Homeopathy: Beyond Flat Earth Medicine, 2nd Ed.*

Instructor: Christopher Johnson, ND

Alexandria Campus, AA 131

Mon, June 10 – 24

7 – 9 pm, 3 sessions, \$99

HLTH 1777-01A • 6 hrs

Annandale Campus, CN 105

Wed, June 12 – 26

7 – 9 pm, 3 sessions, \$99

HLTH 1777-01N • 6 hrs

### Power of the Subconscious Mind

Discover the power of your mind, and use it to be your best! Through self-hypnosis you can learn to change unwanted habits, manage stress, office and road rage, draw on stored energy for immediate use, and attain goals that you believed were unattainable. You’ll learn to use the power of your mind and discover how to take control of your life and health in new and exciting ways. Through relaxation techniques, visualization, imagination and your intuition, you can easily overcome life’s obstacles. Please wear comfortable clothing and bring a pad or mat for stretching out on the floor. A workbook and conditioning CDs will be provided. The instructor is a Registered Hypnotic Anesthesiologist.

Annandale Campus, CC 208

Instructor: Kay Walkinshaw, CI

Tue, June 4 – July 8

7 – 9:30 pm, 6 sessions, \$229

PSYC 1516-01N • 15 hrs

### Virtual Gastric Band Hypnosis for Weight Loss

Virtual Gastric Band Hypnosis is a powerful technique that can be used to change your behavior, enabling you to take charge and control your weight. It utilizes the concept of a “virtual” gastric band being placed around the top of the stomach, limiting the capacity of the stomach to the size of a golf ball. With the guidance of a Registered Hypnotic Anesthesiologist, you’ll learn and then practice centering and focusing techniques designed to bring about a permanent change in eating habits, as well as assisting you in making better choices within your daily routine. Also, you’ll gain an understanding of your individual blocks and your relationship with food. Tuition includes a backup CD for reinforcing new messages and placing them firmly in your mind.

Annandale Campus, CM 242

Instructor: Kay Walkinshaw, CI

Thu, June 6 – July 18, No class July 4

7 – 9:30 pm, 6 sessions, \$229

HLTH 1780-01N • 15 hrs

## Languages

### Arabic for Beginners

With the guidance of a native speaker, learn the fundamentals necessary to read, write and speak Arabic. You’ll master the Arabic alphabet, greetings, basic conversation and grammar. By the end of this course you’ll be able to form basic sentences and conduct simple conversations in Arabic.

Req. Textbook: *Functional Modern Standard Arabic for Beginners: Letters & Sounds of the Arabic Language*

Annandale Campus, CC 204

Instructor: Mousa Al-Naseri

Wed, June 5 – Aug 14, No class July 3

7 – 9 pm, 10 sessions, \$219

ARAB 1901-01N • 2.0 CEU

### Basic Conversational Spanish – Level I

If you’ve ever thought about learning Spanish, and you know nothing about the language, this class was specifically designed for you. It will teach the absolute beginner the skills needed to start conversing with native Spanish speakers. You’ll learn basic greetings as well as how to talk about yourself, your family and your interests. How to form questions and conduct a conversation on a variety of topics will also be covered. Grammar lessons will be minimal. With a bit of effort you’ll be well on your way to reaching out to a Spanish-speaking neighbor or co-worker. If you have some background in Spanish, please register for “The Next Level” course.

Req. Textbook: *See It and Say It in Spanish*

Alexandria Campus, AA 472

Instructor: Alex Belmonte, BS

Tue, June 4 – Aug 6

7:30 – 9:30 pm, 10 sessions, \$219

SPAN 1508-01A • 2.0 CEU

### Conversational Spanish for the Absolute Beginner

If you’ve ever thought about learning Spanish, and you know nothing about the language, this class was specifically designed for you. It will teach the absolute beginner the skills needed to start conversing with native Spanish speakers. You’ll learn basic greetings as well as how to talk about yourself, your family and your interests. How to form questions and conduct a conversation on a variety of topics will also be covered. Grammar lessons will be minimal. Tuition includes all course materials. If you have some background in Spanish, please register for “The Next Level” course.

Annandale Campus, CM 245

Instructor: Felicia Blakeney, MS-Ed

Tue, June 4 – July 30, No class July 2

7 – 9 pm, 8 sessions, \$199

SPAN 1936-01N • 1.6 CEU

## Conversational Spanish – The Next Level

This course is designed for you if you're seeking to broaden your vocabulary and move your range of communication to a higher level of basic Spanish. Led by a native Spanish speaker, this course covers the expanded use of verbs in present tense, introduces use of past and future tenses, and increases your capacity to converse with native speakers on a variety of topics. **Prerequisite:** Some background/skill in Spanish.

Req. Textbook: *Tune Up Your Spanish*

Annandale Campus, CN 118  
Instructor: Alex Belmonte, BS  
Mon, June 3 – Aug 5  
7:30 – 9:30 pm, 10 sessions, \$219  
SPAN 1940-01N • 2.0 CEU

## Introduction to Practical Spanish

This class provides practical but entertaining instruction in Spanish speaking and comprehension. If you don't have the time or patience to take a formal Spanish language course, this class is a great option. Easy exercises, dialogues, and illustrations help you speak and be understood in Spanish – and this will be especially rewarding if you deal with people in the Hispanic community. This class is a great way to learn more Spanish and have a good time while doing it!

Req. Textbook: *Spanish for Gringos, Level One*

Reston Center  
Instructor: Mike Hurley  
Sat, June 8 – July 20  
10 am – 12 pm, 7 sessions, \$200  
SPAN 1923-01L • 1.4 CEU

## Spanish for the Workplace

**Attention employers and supervisors:**

*Do you need to communicate more effectively with your Spanish-speaking employees?*

This course is available at the college or it can be customized and delivered at your place of business.

**Contact us today for a free consultation at 703-323-3281.**

## Homeowners

**New!**

### Choosing & Qualifying for a Mortgage

Signing a mortgage is the largest financial commitment you'll probably make in your lifetime. Be sure you sign the right one. Get a basic understanding of mortgages and how to shop for one. You'll learn the advantages and disadvantages of various types of mortgages, including VA, FHA, conventional, fixed, and adjustable. Discover how lenders determine your eligibility for a mortgage and what you can do to increase the likelihood of your mortgage application being approved. The instructor is a former Senior Counsel of the Federal National Mortgage Association. Be sure to bring your calculator.

Annandale Campus, CN 109  
Instructor: Bruce McBarnette, Esq.  
Wed, June 5 & 12  
7 – 10 pm, 2 sessions, \$105  
LLRN 1941-01N • 6 hrs

**New!**

### For Sale by Owner

In today's economic climate, if the idea of selling your home without a real estate agent appeals to you, check out this course! Get proven tools and learn the techniques that can potentially save you thousands of dollars. The insider secrets revealed will help you to do online market research, price your home appropriately, attract potential buyers, and complete the transaction. You'll also get information about properly staging your home for sale. Tuition includes all course resource materials.

Annandale Campus, CN 109  
Instructor: Ray Hamilton, BBA  
Thu, June 6  
7 – 10 pm, 1 session, \$99  
REAL 1504-01N • 3 hrs

## Homeowner's Association Law – Basic

Gain 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. Your instructor is a retired attorney.

Woodbridge Campus, WS 236  
Instructor: Paul Giles  
Sat, June 8  
9 am – 12 pm, 1 session, \$85  
LAWS 1918-01W • 0.3 CEU

## 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.

Woodbridge Campus, WS 236  
Instructor: Paul Giles  
Sat, June 8  
12:30 – 3:30 pm, 1 session, \$85  
LAWS 1919-01W • 0.3 CEU

## Landlord Tenant Law

Designed for you as a non-lawyer landlord, information will focus on using Small Claims/General District court forms to file eviction and secure court ordered possession of premises plus money judgment. Topics include: criteria for picking the right tenant applicant, accessing Internet court records to check credit/eviction history of rental applicants, customizing standard Internet form leases, notice and rights regarding rent and non-rent lease tenant breach, court forms to use and when, applicable portions of the VA Residential Landlord/Tenant Act, and Federal and Virginia Fair Housing Acts.

Annandale Campus, CN 104  
Instructor: Paul Giles  
Sat, June 1  
9 am – 12 pm, 1 session, \$85  
LAWS 1947-01N • 0.3 CEU  
  
Woodbridge Campus, WS 236  
Instructor: Paul Giles  
Sat, July 20  
9 am – 12 pm, 1 session, \$85  
LAWS 1947-01W • 0.3 CEU



## Home Electricity 1 – Wires/Boxes/Outlets

This is a good starting point for understanding electricity in your home by familiarizing you with the basics of wiring outlets and switches and taking the mystery and fear out of attempting small electrical repairs. Topics include: types and uses of electrical boxes and switches, outlets, new requirements for Ground Fault, Arch-fault, child proof outlets, and why a particular electrical use requires a particular type/size wire. Your instructor uses lecture as well as visual and hands-on learning aids.

Woodbridge Campus, TBA

Instructor: Paul Giles

Sat, June 22

9 am – 12 pm, 1 session, \$75

ELEC 1902-01W • 3 hrs

## Home Electricity 2 – Hands-On Lights/Fans/Outlets

Discover the basics of wiring 110 Volt lighting, switches, and outlets. You can 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, installing a ceiling fan, recessed lighting, and individual student home projects. All materials and tools are supplied, but you are encouraged to bring in any electrical tools you own.

Woodbridge Campus, WS 356

Instructor: Paul Giles

Sat, June 22

12:30 – 3:30 pm, 1 session, \$89

ELEC 1906-01W • 3 hrs

## Home Electricity 3 – Breaker Box Basics

Explore the basics of breaker boxes—the “starting point” of all electricity within your home 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.

Woodbridge Campus, TBA

Instructor: Paul Giles

Sat, June 29

9 am – 12 pm, 1 session, \$75

ELEC 1921-01W • 3 hrs

## Home Electricity 4 – Hands-On 220 Projects

You are now ready to discover the basics of wiring 220 Volt household electrical circuits. You may either participate in wiring projects or just observe others. All 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 of 220 Volt circuit wiring to your individual home projects. All materials and tools are supplied, but you are encouraged to bring in any electrical tools you own.

Woodbridge Campus, TBA

Instructor: Paul Giles

Sat, June 29

12:30 – 3:30 pm, 1 session, \$89

ELEC 1914-01W • 3 hrs

## Test Preparation

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

This 3-day course, offered in conjunction with Virginia Association of Insurance Agents (VAIA), will assist you in passing the Virginia Life & Health exam. Learn about life and health insurance basics and Virginia laws and regulations. Types of life insurance policies, annuities, policy options, retirement plans, and the different types of health insurance are included. Frequent quizzes and exams are administered to help you prepare for the state exam. (Registration and payment for the state exam is administered through Pearson Vue.) VAIA is affiliated with the Independent Insurance Agents of Virginia: [www.IIAV.com](http://www.IIAV.com). Tuition includes book.

Manassas Innovation Park, 142

9485 Innovation Drive, Manassas

Instructor: Bryant Langham

9 am – 6 pm, 3 sessions, \$300

01M – Mon – Wed, June 24 – 26

02M – Mon – Wed, Aug 26 – 28

INSR 1901 • 2.4 CEU

## Pre-Licensing for Property & Casualty Insurance

This 3-day course, offered in conjunction with Virginia Association of Insurance Agents (VAIA), will assist you in passing the Virginia Property & Casualty exam. Learn about property and casualty insurance basics and Virginia laws and regulations. Auto, personal, liability, workers comp and commercial insurance will be topics discussed, along with many more. Frequent quizzes and exams are administered to help you prepare for the state exam. (Registration and payment for the state exam is administered through Pearson Vue.) VAIA is affiliated with the Independent Insurance Agents of Virginia: [www.IIAV.com](http://www.IIAV.com). Tuition includes book.

Manassas Innovation Park

9485 Innovation Drive, Manassas

Instructor: Bryant Langham

9 am – 6 pm, 3 sessions, \$300

01M: Mon – Wed, May 20 – 22, MIP 133

02M: Mon – Wed, July 29 – 31, MIP 142

INSR 1900 • 2.4 CEU

### SAT Preparation – Math

Get a “jump start” on the skills and concepts needed to be successful on the SAT, and identify your particular math strengths and weaknesses. You’ll review concepts from arithmetic, algebra, and geometry; explore approaches to the SAT’s math questions; practice with sample test items, and learn some successful test-taking tips and strategies. Take an official SAT Practice Test, available online at <http://satcollegeboard.com/practice>. Click on “Free Practice Test.” For more personalized study, print the score report and bring it to the first class. Please bring the required textbooks to every class session.

Req. Textbooks: *The Official SAT Study Guide, 2nd Ed.* & *Barron’s Math Workbook for the New SAT, 5th Ed.*

Annandale Campus, CT 218

Instructor: Margaret Roberts, MA, CAGS

Tue & Thu, July 9 – 25

9 am – 12 pm, 6 sessions, \$299

TEST 1903-01N • 1.8 CEU

Req. Textbook: *The Official SAT Study Guide, 2nd Ed.*

Woodbridge Campus, WS 306

Instructor: Brandon Boles

Tue & Thu, July 9 – 25

2 – 5 pm, 6 sessions, \$299

TEST 1903-01W • 1.8 CEU

## SAT Preparation – Critical Reading & Writing

Get ready for the SAT! You'll review the writing and critical reading sections as well as English grammar concepts. Get comfortable with the test format while learning and practicing successful test-taking strategies. Take an official online SAT Practice test to identify your particular strengths and weaknesses. Go to <http://Satcollegeboard.com/practice> and select "Free Practice Test." For more personalized study, print the score report and bring it to the first class. Please bring the required textbook to every class session, as well as a bag lunch.

Req. Textbook: *The Official SAT Study Guide, 2nd Ed.*

Annandale Campus, CN 219

Instructors: April Michelle Davis, MPS & Benjamin Davis, MS

Sat, July 13 – Aug 3

9 am – 2 pm, 4 sessions, \$299

TEST 1902–01N • 1.8 CEU

## GRE Prep for Revised General Test

In this new, longer version, get a comprehensive review of the verbal, quantitative and analytical writing skills required for the latest version of the GRE. You'll review basic concepts, learn test-taking techniques and strategies, and practice with sample test questions. Computer-based pre- and post-tests will be given and time will be spent on computer-based practice problems as well. Please bring the required textbook to the first class meeting.

Req. Textbook: *The Official Guide to the GRE Revised General Test*

Annandale – CED, 6th floor

7630 Little River Turnpike

Instructors: Amy Brener, BA &

Karla Mahoney, MS

Tue & Thu, June 18 – July 25

6:30 – 9:30 pm, 11 sessions, \$659

TEST 1933–01N • 3.3 CEU

## Getting ready for the PMP or CAPM Exam?

NOVA has both classroom and online courses to help you prepare – see page 6.

**New!**

## Certified Administrative Professional (CAP) Exam Prep Training

NOVA's Workforce Development Division is developing an extensive training program designed to prepare administrative professionals to take the Certified Administrative Professional (CAP) Exam. The series of instructional modules will focus specifically on the *CAP Exam Guidelines* as provided by the International Association of Administrative Professionals (IAAP). Course offerings will be available this fall. For more information, please e-mail James Fabian at [jfabian@nvcc.edu](mailto:jfabian@nvcc.edu).

## New Courses – Summer 2013

### Business & Marketing

Readings in Human Resources  
Resiliency in the Workplace  
Create an Emergency Action Plan  
Coaching Practicum and Mastery  
Executive Protection as a Career

### IT & Computer Skills

MS Excel 2010 – The Power of PivotTables  
PowerPoint Basics  
Business Accounting Using QuickBooks Pro 2012  
Introduction to Programming  
Advanced Java Programming  
Computer Programming Bridge Program  
Oracle Developer Certificate Program  
Free Web Resources for Web Designers  
Adobe Photoshop CS6: Level I  
Effective Web Design with Dreamweaver CS6: Level I  
Adobe Illustrator CS6: Level I  
Making Movies with Windows Live Movie Maker



### Healthcare

BLS for Healthcare Providers Skills Check  
Medical Math  
Hybrid & Online Courses  
E-Learning Online Courses

### General Interest

Mixed Media Painting Using Collage  
Digital Camera Basics  
Creative Writing  
Be Your Own Bodyguard  
How to Price Your Artwork  
Well Read: Reading in the 21<sup>st</sup> Century  
Choosing & Qualifying for a Mortgage  
For Sale by Owner

### Online

Cyber Security  
Introduction to CorelDRAW X5  
Creating jQuery Mobile Websites with Dreamweaver  
Intro to Microsoft Word 2011 for Mac  
Photoshop Elements 11 for the Digital Photographer  
Writing Young Adult Fiction  
QuickBooks 2012 for Contractors  
Management Boot Camp  
LEED AP+ Building Design & Construction

### Construction Trades

Become a Certified Energy Auditor  
EPA Lead-Certified Renovator Training  
EPA Paperwork Management & Recordkeeping

### English as a Second Language

Words with Friends

### Classes for Students with Learning Disabilities

Smart Phone & Tablet Photography Club



Enjoy the flexibility and convenience of online learning. Hundreds of courses are available 24/7.

“ I really enjoyed taking this class. It gave me a preview of how real world robust enterprise database applications are built. It also enabled me to expand the skill set I need for my job, including identifying issues that undermine the efficiency of our current DB maintenance approaches. Thank you!”

Ed2Go: Introduction to Database Development student

# Online Courses

## Web Development Online Courses using Blackboard. . . . . 36

Administered by the Manassas Campus Workforce Development Office. For additional information and assistance, call 703-257-6590 or e-mail [clanguth@nvcc.edu](mailto:clanguth@nvcc.edu).

## Ed2Go Online Courses . . . . . 68

Administered by the Annandale Campus Workforce Development Office. Call 703-323-3168 for additional information and assistance.

## UGotClass Online Courses & Certificates . . . . . 72

Administered by the Annandale Campus Workforce Development Office. Call 703-323-3168 for additional information and assistance.

## The Income Tax School Online Courses . . . . . 73

Call 703-323-3168 for additional information and assistance.



### Cyber Security Workforce Education Program

Enhance your career! InfoSec Learning provides training and education to broaden your expertise. Our courses are designed for the practicing IT professional, using up-to-date content and state-of-the-art technology. Gain relevant skills and knowledge quickly to advance your career.

Enrollment is open, self-paced, and instructor facilitated. Begin your course at a time convenient for you. Our qualified instructors have decades of industry knowledge and experience and are available by e-mail throughout the course. Our virtual labs provide real-world, hands-on experience in online, remote live lab settings. We provide easily accessible eBook content for your study and reference. Courses range from 20-31 hours and contain a prerequisite. CEUs are awarded upon successful completion. Tuition fee is \$900. Additional information is available on our website [www.nvcc.edu/wdce/pwregional](http://www.nvcc.edu/wdce/pwregional) or phone 703-257-6590.

- Locking Down Linux User Accounts, Filesystems, & Services
- Protecting Networks with Firewalls & VPNs
- Protecting Windows Systems with Access Controls, Encryption, & Group Policy
- Securing Web Applications
- Business Continuity & Disaster Recovery
- Computer Forensics Evidence Collection
- Ethical Hacking Tools & Techniques
- Managing Information Security Risks, Threats, & Vulnerabilities
- Network Security Essentials
- Information Security and Risk Management Planning



Learn More

## Graphic & Multimedia Design

### Creating Web Pages (HTML)

Learn the basics of HTML so you can design, create and post your very own site on the Web.

ITEC 1870 – \$149

### Advanced Web Pages

ARTS 1653 – \$149

### Introduction to CSS3 & XHTML5

Learn how to create state-of-the-art websites using modern CSS and XHTML techniques. Take your existing HTML skills to the next level and start building sites like the pros.

ARTS 1739 – \$149

### Intermediate CSS3 & XHTML5

Discover the methods the pros use to quickly build effective professional sites that are easy to maintain and modify.

ARTS 1750 – \$149

### Creating Mobile Apps with HTML5

Learn to use HTML5, CSS3, JavaScript, jQuery, and Web APIs to create cross-platform mobile apps and mashups.

ITEC 1431 – \$149



### Introduction to CorelDRAW X5

Learn to draw with confidence, using CorelDRAW to design professional newsletters, greeting cards, web graphics, logos, and amazing works of art created from your own photos.

ARTS 1656 – \$149

### Creating WordPress® Websites

Learn how to use WordPress®, a free and popular Web design tool, to quickly and easily create attractive blogs and interactive websites.

ARTS 1641 – \$149

## Online Courses: [www.ed2go.com/nvccan](http://www.ed2go.com/nvccan)

Our instructor-facilitated online courses are informative, fun, convenient and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. 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'll 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](http://www.ed2go.com/nvccan).**

### Getting Started:

- Register and pay with NOVA's **Annandale Campus** for the online course of your choice. See list of course starting dates below. You can register for an online class up to one week after the official start date.
- Go to [www.ed2go.com/nvccan](http://www.ed2go.com/nvccan) and complete the online orientation process for each and every course for which you have registered. (Completing the "orientation" process alone does not register you for the course.)
- On the course start date, go to the web site above, log in, and begin your course in the online classroom.
- If you have any questions or concerns, call 703-323-3168.

All online courses listed in this section begin on the same starting dates once per month. For registration purposes, please indicate the starting date you want by using the following section numbers (01N – 04N) along with the course code listed at the end of each course description. Every course offered by Ed2go is not listed in this publication. Check with the Annandale Campus WD Office if you do not see the course you'd like to take.

### Summer 2013 Online Class Start Dates:

- 01N – May 15
- 02N – June 19
- 03N – July 17
- 04N – Aug 21

To successfully complete an online course, you need to make 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.)

Online Courses

## The Internet

### Achieving Top Search Engine Positions

Learn proven, step-by-step strategies to achieve the highest possible position with the major search engines.

ITEC 1855 – \$149

### Web 2.0: Blogs, Wikis, & Podcasts

In this course, you'll join the Web 2.0 world as you learn how to create and maintain your own blog, wiki, and podcast.

ITEC 1522 – \$149



## Designing Effective Websites

Learn powerful graphic design techniques and build websites that are both attractive and wickedly effective.

ITEC 1879 – \$149

## Intro to Photoshop CS6

Learn how to use Photoshop CS6, the world's best graphics program for photographers, to edit photos and create original images

ARTS 1666 – \$149

## Intermediate Photoshop CS6

ARTS 1667 – \$149

## Introduction to Dreamweaver CS5

Learn to use Adobe Dreamweaver CS5 to design, create, and maintain user-friendly websites full of professional-quality web pages.

ARTS 1625 – \$149

## Intermediate Dreamweaver CS5

ARTS 1648 – \$149

**New!**

## Creating jQuery Mobile Websites with Dreamweaver

Learn how to build mobile-friendly websites for devices such as smartphones and tablets using Dreamweaver and jQuery Mobile.

ARTS 1674 – \$149

## Introduction to InDesign CS5

Learn how to use Adobe InDesign CS5 software to design and produce professional-quality letterhead, brochures, business cards, and more.

ARTS 1636 – \$149

## Intermediate InDesign CS5

ARTS 1655 – \$149

## Intro to Illustrator CS5

ARTS 1647 – \$149

## Introduction to Flash CS5

ARTS 1637 – \$149

## Intermediate Flash CS5

ARTS 1654 – \$149

## Web & Computer Programming

### Macintosh, iPhone, & iPad Programming

Learn to create Mac, iPhone, and iPad apps and programs using Objective-C and the Xcode compiler.

ITEC 1427 – \$149

### Introduction to ASP.NET

Create exciting, interactive, and professional websites and add the power of interactive controls to your web pages. Connect to a database, put the information it contains on public display, and develop a true community-based website.

ITEC 1789 – \$149

### Introduction to Ajax Programming

Discover how to use the technologies that comprise Ajax (HTML, JavaScript, XML, PHP, and more) to create Web applications with desktop-like performance.

ITEC 1536 – \$149

### Introduction to Python 3 Programming

Learn the fundamentals of computer programming in Python with topics that include basic decisions and loops, advanced data structures, object-oriented programming, and graphical user interfaces.

ITEC 1413 – \$149

### Introduction to Java Programming

An experienced Java programmer introduces important Java topics with clear, step-by-step instructions.

ITEC 1993 – \$149

## Introduction to C# Programming

Learn the fundamentals of computer programming with C#, the in-demand and incredibly useful programming language that incorporates the best features of Visual Basic, C++, and Java.

ITEC 1847 – \$149

## Basic Computer Literacy

### Computer Skills for the Workplace

ITEC 1940 – \$149

### Keyboarding

ITEC 1947 – \$149

## Computer Applications

**New!**

### Introduction to Microsoft Word 2011 for Mac

Learn to use the world's most popular word processor for creating documents and formatting text, now available on the Macintosh.

ITEC 1903 – \$149

### Introduction to Microsoft Word 2010

ITEC 1562 – \$149

### Intermediate Microsoft Word 2010

ITEC 1573 – \$149

### Introduction to Microsoft Excel 2007

Discover shortcuts for setting up fully formatted worksheets. Learn to write powerful formulas, using functions, sorting and analyzing data, creating custom charts and 3-dimensional workbooks, building links, and creating macros and custom toolbar buttons.

ITEC 1605 – \$149

**Intermediate  
Microsoft Excel 2007**

ITEC 1687 – \$149

**Advanced Microsoft  
Excel 2007**

ITEC 1521 – \$149

**Introduction to  
Microsoft Excel 2010**

ITEC 1551 – \$149

**Intermediate  
Microsoft Excel 2010**

ITEC 1409 – \$149

**Advanced MS Excel 2010**

ITEC 1434 – \$149

**Introduction to  
Microsoft Access 2007**

ITEC 1641 – \$149

**Intermediate Microsoft Access  
2007**

ITEC 1510 – \$149

**Introduction to Microsoft  
Access 2010**

ITEC 1414 – \$149

**Intermediate Microsoft Access  
2010**

ITEC 1421 – \$149

**Introduction to Microsoft  
PowerPoint 2010**

ITEC 1411 – \$149

**Introduction to Microsoft  
Publisher 2010.**

ITEC 1423 – \$149

**Introduction to Microsoft  
Project 2010**

Learn how to effectively plan, implement, and control projects.

ITEC 1567 – \$149

**PC Networking & Security**

**Advanced PC Security**

Use ethical hacking techniques to locate and close security holes in your own network.

ITEC 1795 – \$149

**Introduction to PC  
Troubleshooting**

ITEC 1943 – \$149

**Introduction to Networking**

Learn the fundamentals of networking and prepare for a career in a fast-growing field.

ITEC 1968 – \$149

**Intermediate Networking**

ITEC 1969 – \$149

**Database Management**

**Introduction to  
Database Development**

ITEC 1824 – \$149

**Introduction to SQL**

ITEC 1823 – \$149

**Intermediate SQL**

ITEC 1549 – \$149

**Certification/Certificate  
Prep**

**Basic CompTIA® A+  
Certification Prep**

Prepare for the CompTIA® A+ Exam .

ITEC 1964 – \$185

**Intermediate CompTIA® A+  
Certification Prep**

ITEC 1965 – \$185

**Advanced CompTIA® A+  
Certification Prep**

ITEC 1966 – \$185

**CompTIA® Security+  
Certification Prep 1**

ITEC 1785 – \$185

**CompTIA® Security+  
Certification Prep – Part 2**

ITEC 1422 – \$185

**CompTIA® Network+  
Certification Prep**

ITEC 1778 – \$185

**PMP® Certification Prep 1**

BUSC 1840 – \$179

**PMP® Certification Prep 2**

BUSC 1841 – \$179

**Digital Photography**

**Photoshop CS6 for the Digital  
Photographer**

Learn to use Adobe's Photoshop CS6 to edit and enhance your photographic images.

ARTS 1668 – \$149



**Photoshop Elements 11  
for the Digital Photographer**

Learn to use Adobe Photoshop Elements 11 to edit and fix your photos and images.

PHTG 1957 – \$149

**Photoshop Elements 10  
for the Digital Photographer**

PHTG 1954 – \$149

**Photoshop Elements 10  
for the Digital Photographer –  
Part II**

PHTG 1955 – \$149

**Secrets of Better  
Photography**

PHTG 1530 – \$149

## Languages

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### Speed Spanish

SPAN 1507 – \$149

### Speed Spanish II

SPAN 1526 – \$149

### Grammar for ESL

ESLA 1918 – \$149

### Writing for ESL

ESLA 1821 – \$149

## Creative Writing

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### Beginning Writer's Workshop

COMM 1960 – \$149

### The Keys to Effective Editing

COMM 1934 – \$149



### Writing Young Adult Fiction

Develop your own young adult novel and learn how to break into one of today's hottest publishing markets.

COMM 1820 – \$149

### Writing for Children

COMM 1910 – \$149

## Business Writing

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### Effective Business Writing

COMM 1914 – \$149

### Fundamentals of Technical Writing

COMM 1941 – \$149

### Grammar Refresher

COMM 1930 – \$149

## Writing Essentials

COMM 1995 – \$149

## Grant Writing & Nonprofit

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### A to Z Grant Writing

COMM 1927 – \$149

### Introduction to Nonprofit Management

BUSC 1843 – \$149

## Start Your Own Business

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### Start Your Own Small Business

BUSC 1604 – \$149

### Start a Pet Sitting Business

BUSC 1586 – \$149

## Accounting

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### Accounting Fundamentals

ACCT 1521 – \$149

### Accounting Fundamentals II

ACCT 1531 – \$149

### Intro to QuickBooks 2012

ITEC 1417 – \$149



### QuickBooks 2012 for Contractors

Learn how to best utilize the Premier Contractor Edition of QuickBooks 2012.

ITEC 1424 – \$149

## Intermediate QuickBooks 2012

ITEC 1430 – \$149

## Introduction to QuickBooks 2011

ITEC 1598 – \$149

## Business & Management

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### Administrative Assistant Fundamentals

BUSC 1705 – \$149

### Fundamentals of Supervision & Management

BUSC 1714 – \$149

### Project Management Fundamentals

BUSC 1767 – \$149

## Test Prep

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### GED Preparation

TEST 1905 – \$149

### Praxis I Preparation

TEST 1930 – \$149

### GMAT Preparation

TEST 1912 – \$149

### LSAT Preparation – Part 1

TEST 1914 – \$149

### LSAT Preparation – Part 2

TEST 1915 – \$149

To read more extensive descriptions of Ed2go online courses, go to the website at <http://www.ed2go.com/nvccan> and enter the course name in the search panel at the top of the page.

## UGotClass Online Courses & Certificates

Check out even more great online offerings! UGotClass courses generally run one or two months each, are available to you on the web 24/7, and most are offered 4 times per year. Online learning tutorials are available the week before classes start. For more information about specific courses and/or to register, go to <http://www.yougotclass.org/catalog.cfm/Nvcc>. These classes are administered by the Annandale Campus – 703-323-3168.

### Cyber Security for Managers

Get the knowledge needed to safeguard your business and work information. Designed for non-technical managers, directors and others in the work place, you'll find out about threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recover planning, intrusion detection/prevention, basic security architecture, introductory forensics, and cyber terrorism.

July 1 – 26, \$245  
ITEC 1439-01N • 1.6 CEU

### Business Coaching Certificate

Take home the toolkit you have been searching for to improve your employees' performance and create the working environment that your employees will find truly rewarding.

June 3 – July 26, \$295  
BUSC 1588-01N • 3.2 CEU

**New!**

### Management Boot Camp

Enhance your management skills through this course for supervisors, managers, and emerging leaders. Nothing creates success like a solid foundation. Discover the keys for effectively managing your employees!

July 1 – 26, \$295  
BUSC 1427-01N • 2.4 CEU

### Entrepreneur Boot Camp

Statistics show that most businesses fail within the first five years. This course provides insight into the characteristics, knowledge and skills needed to become a successful entrepreneur.

June 3 – 28, \$195  
BUSC 1587-01N • 1.6 CEU

### Media Buying Strategies

Learn about the marketing decisions business owners are most likely to confront when meeting with various media outlets and managing their marketing campaigns. Come away with knowledge of media buying strategies to promote your organization and boost sales/profits.

July 1 – 26, \$195  
BUSC 1400-01N • 1.6 CEU

### Successful Survey Techniques

Surveys are one of the best ways to find out what your customers want, and how they want it. Discover who to survey, what questions to ask, and the key to getting a higher response to your surveys. Course includes a personal FREE critique of one of your surveys!

June 3 – 28, \$395  
BUSC 1684-01N • 1.6 CEU

### Practical Math for the Workplace

Business owners and managers will find this particularly beneficial in providing clear insight into the basic math skills/processes needed to perform financial tasks in the workplace. You'll need to purchase a textbook: *Schaum's Outline – Basic Business Mathematics, 2<sup>nd</sup> Ed.*

June 3 – 28, \$145  
FINL 1918-01N • 1.6 CEU

### Creating Cell Phone Apps for Your Business

Cell phone apps are the latest way smart businesses are reaching their customers. Get step-by-step instructions on how **non-technical** users can build, deploy and market smart phone applications across Android, iPhone and Blackberry platforms.

July 1 – 26, \$245  
ITEC 1566-01N • 1.6 CEU

### Designing Successful Webinars

Good webinar presentation techniques are critical. Discover the power of successful webinars for your business organization, and take home techniques and tips that will make your webinars winners.

June 3 – 28, \$195  
BUSC 1685-01N • 1.6 CEU

### Facebook for Business: Advanced Skills for Businesses & Organizations

Discuss how to adapt your marketing message for the Facebook platform and how to integrate Facebook across all marketing areas. This is an advanced class and assumes you have started a Page on Facebook and have some basic knowledge of the platform.

July 1 – 26, \$245  
BUSC 1686-01N • 1.6 CEU

### LEED Green Associate Exam Preparation

Students who successfully complete this course are eligible and prepared to sit for the US Green Building Council's Leadership in Energy and Environmental Design (LEED) Green Associate exam.

June 3 – July 26, \$695  
ENVR 1951-01N • 3.2 CEU

**New!**

### LEED AP+ Building Design & Construction

Discover the real-world application of Green Building Design and Construction practices on LEED projects. Prepare yourself for the LEED AP+BD&C accreditation exam that (after passing) will allow you to operate as a successful LEED practitioner on and off job sites.

June 3 – July 26, \$795  
ENVR 1971-01N • 3.2 CEU



## Gender in the Classroom

Discover how boys and girls learn differently. Take away 10 top tips each for helping girls and boys learn more. Get research data not available anywhere else.

June 3 – 28, \$145  
EDUC 1829-01N • 1.6 CEU

## Online Learning & Teaching for K–12 Teachers

Discover the fascinating world of online learning and teaching. This course will show you why and how your students learn online from drag-and-drop games to virtual labs.

June 3 – 28, \$145  
EDUC 1830-01N • 1.6 CEU

## Social Media & Online Tools for K–12 Teachers

Discover tips for using a variety of social media and online tools to help your students, and discuss ways to overcome the resistance you might encounter in using these programs.

July 1 – 26, \$145  
EDUC 1827-01N • 1.6 CEU

## Generational Learning Styles for K–12 Teachers

Explore the influence of generational characteristics on learning styles. Your students learn differently than you do.

Find out how to help them learn more, and discover something new about yourself, as well!

July 1 – 26, \$145  
EDUC 1828-01N • 1.6 CEU

## Dementia Care Specialist

Get the essential knowledge and understanding of neurological diseases that affect cognition and memory, and learn about the practical application of effective skills for supporting persons with dementia. Expertise in this growing area of human services also enhances your resume.

June 3 – July 26, \$495  
HLTH 1786-01N • 3.2 CEU

## PMP & CAPM Exam Preparation – Online

This is the online version of our popular exam prep course. Listen to multimedia lectures equivalent to those delivered in the classroom and download a wealth of extra study materials, including flashcards, practice exercises, and study guides.

View a presentation on how to fill out the exam application. You'll also have access to unlimited, timed practice exams, very similar to those on the actual exam. When you complete each test, you'll get a thorough explanation of the correct answers. You may access these materials 24/7 for at least 3 months. This course satisfies all educational credits needed to take either the PMP or the CAPM exam. For more information, visit [www.leighgeiger.com](http://www.leighgeiger.com). **Note: On July 31, 2013 the PMP and CAPM exams will change.** During May and June, this course will provide training in PMBOK® 4th Ed. for those taking the exam **before** July 31st. As of July 1, lectures and materials will be added for those wishing to study only for the new version of the exam based on PMBOK® 5th Ed.

Req. Textbooks: *A Guide to the Project Management Body of Knowledge, 4th or 5th Ed.* & *Rita Mulcahy's PMP® Exam Prep, 7th Ed.* **If you are planning to take the CAPM Exam, you may prefer to substitute Rita Mulcahy's CAPM® Exam Prep, 2nd Ed.**

Instructor: Dr. Leigh Geiger, PMP  
05N – May – Aug  
06N – June – Sept  
07N – July – Oct  
08N – Aug – Nov  
Tuition: \$299  
TEST 1932 • 3.6 CEU/ 36 PDU

## The Income Tax School® – Online Courses

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

### New IRS Regulation of Professional Tax Preparers

All professional tax preparers must now register with the IRS. All registered preparers will have until Dec. 31, 2013 to pass a competency exam, and will be required to complete 15 hours of continuing professional education (CPE) annually to continue to practice. The Income Tax School's® Comprehensive Individual Tax Course covers all topics that will be on the IRS competency exam. In addition, by taking a continuing education course or seminar, professionals can enhance their understanding of taxes and complete required continuing education.

### **\*Important Update:**

Effective January 18, 2013, the IRS has been ordered by the U.S. District court to suspend the RTRP requirements. Tax Return Preparers covered by this program are **not** currently required to complete competency testing and to secure continuing education. The IRS, working along with the Department of Justice, is addressing all options, including an appeal of this ruling. For the most up-to-date information on the requirements, please visit [www.irs.gov/taxpros](http://www.irs.gov/taxpros).

### Become a Tax Professional

Courses are available for professionals to develop and grow in the tax preparation field. Millions of Americans pay for preparation and filing of their tax returns every year. As Congress continues to make more changes to the tax code, and the number of taxpayers continues to grow, so does the need for qualified tax professionals.

**Course/Registration Information:** Go to [www.theincometaxschool.com/nvcc](http://www.theincometaxschool.com/nvcc) to learn more about available courses and registration.



# Transportation

**Driver Improvement . . . . . 74**

**Motorcycle Training . . . . . 75**

**Virginia Automobile Dealer  
Operator Licensing . . . . . 75**

Courses are offered at the following locations:

**Alexandria Campus**

703-845-6280

**Loudoun Campus**

703-450-2551

**Manassas Campus**

703-257-6630

**Woodbridge Campus**

703-878-5770

*Questions about the motorcycle program? Please call:*

*Alexandria: 703-845-6280*

*Loudoun: 703-450-2551*

**Motorcycle Class**

**Refund Policy:**

Students must provide 2-week notice in writing to change motorcycle class dates or request a refund.

E-mail notifications should be sent to:

Alexandria Campus:  
[awilliamsfor@nvcc.edu](mailto:awilliamsfor@nvcc.edu)

Loudoun Campus:  
[cwynn@nvcc.edu](mailto:cwynn@nvcc.edu)

**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 the National Safety Council Driver Improvement Course awards five bonus points toward your driving record, if specific requirements are met. You must attend the complete 8-hour day and pass the exam to receive the points. 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. If you currently hold a Commercial Driver's License (CDL), you must take a Commercial Driver Improvement class.

Fee: \$75

Alexandria Campus, AA 242

Sat, 8 am – 5:15 pm

June 8 TRNS 1901-01A

July 13 TRNS 1901-02A

Aug 10 TRNS 1901-03A

Loudoun Campus

Call 703-450-2551 for classroom location.

Sat, 9 am – 6 pm

June 15 TRNS 1901-01L

July 13 TRNS 1901-02L

Aug 17 TRNS 1901-03L

Manassas Innovation Park

9485 Innovation Drive

Instructor: J. D. Anglin

Sat, 8 am – 5 pm

June 8 TRNS 1901-01M, MIP 134

July 13 TRNS 1901-02M, MIP TBA

Aug 3 TRNS 1901-03M, MIP 134

Woodbridge Campus, TBA

Instructor: Shari Auckerman

Sat, 8 am – 5 pm

May 18 TRNS 1901-01W

June 15 TRNS 1901-02W

Aug 10 TRNS 1901-04W

Fri, 8 am – 5 pm

July 19 TRNS 1901-03W

## Motorcycle Training

NOVA has *affordable and available* classes for earning your motorcycle license!

Basic – \$150

Advanced – \$90

Sidecar/Trike – \$170

Jump Start – \$75

### Basic Rider Course

Co-sponsored by the Virginia Rider Training Program, DMV, and NOVA, this 15-hour course (8 hours on the range and 7 hours in the classroom) is for anyone who wants to learn to ride a motorcycle. The course is offered at both the Loudoun and Alexandria Campuses. You'll learn the basic skills of motorcycle operation, effective braking and obstacle avoidance, as well as safe riding strategies – skills normally acquired only after several years of trial-and-error riding. Successful completion of the Basic Rider Course provides you with a temporary State motorcycle license. Enrollment is limited and classes fill very quickly. This is a very physically demanding program. If, in the instructor's opinion, you are unable to meet the minimum physical or coordination requirements, you may be required to discontinue the riding portion of the course with no refund provided. You must be 18 years of age or older or have parental permission. Weekend classes are offered every weekend from mid-Mar. through mid-December. At both the Alexandria and Loudoun locations, classes meet Fri. from 6:45 – 10 pm, Sat. from 7:30 am – 6:30 pm and Sun. from 7:30 am – 6:30 pm. Classes are held rain or shine and you must attend all sessions. The college provides motorcycles and helmets.

Visit the website [www.nvcc.edu/workforce](http://www.nvcc.edu/workforce) for class dates and availability at both locations – Alexandria and Loudoun.

TRNS 1903 (weekend) OR

TRNS 1904 (weekday) • \$150

### Advanced Rider Training

In this advanced course, you'll learn further safety skills in both a classroom and range situation. You must possess a valid motorcycle license and provide your own motorcycle and equipment, proof of registration and insurance. You must have accrued a minimum of 1000 miles on the motorcycle you will be riding in the training class. Enrollment is limited. Classes meet on Sunday from 8 am – 3 pm at the Loudoun Campus. To register for a class you must have a NOVA Student ID #. If you do not already have one, you can apply for one at the college website [www.nvcc.edu](http://www.nvcc.edu) (select "Apply Now" tab). Once you have an ID #, call Workforce Development at 703-450-2551 for registration instructions. Private group classes may be arranged by calling Claire Wynn at the Loudoun Campus at 703-450-2551.

Visit the website [www.nvcc.edu/workforce](http://www.nvcc.edu/workforce) for class dates and availability.

Loudoun Campus  
TRNS 1906 • \$90

### Sidecar/Trike – Loudoun Campus

Constructed in a similar manner as the Virginia Rider Training Program Basic and Advanced Rider courses, this course is a combination of classroom instruction and range exercises. Topics include: understanding the differences between motorcycles and sidecars, the secrets of successful cornering, proper braking techniques, swerving, and airborne chairs and what to do about them. Motorcycle, sidecar, and helmets provided. To register for a class you must have a NOVA Student ID #. If you do not already have one, you can apply for it on the college website: [www.nvcc.edu](http://www.nvcc.edu).

Call the Loudoun Campus 703-450-2551 or check the website [www.nvcc.edu/workforce](http://www.nvcc.edu/workforce) for class dates.

TRNS 1907-01L • \$170

### Jump Start – Alexandria Campus

The 3-hour Jump Start class is designed for those who have never ridden a motorcycle but would like to become familiar with a motorcycle and the basics of motorcycling. The Jump Start class does not substitute for the Basic Rider Course, which is the introductory motorcycle course. Come experience the fun! Jump Start also serves as remedial training for those who have tried a Basic Rider Course but need more time with clutch and throttle coordination in order to move on in class. Jump Start gives you the time to practice motorcycle skills in smaller classes where you can receive more attention from the instructors. Classes are held on the Alexandria Campus motorcycle range (B-1 parking lot at the corner of West Campus Dr. and Filmore Ave.) You'll meet at the campus motorcycle range for class and must be on time; loaner motorcycles are provided. There is no classroom work.

Call the Alexandria Campus 703-845-6280 or check the website [www.nvcc.edu/workforce](http://www.nvcc.edu/workforce) for class dates.

TRNS 1908 • \$75

### Questions about the motorcycle program?

Alexandria: 703-845-6280

Loudoun: 703-450-2551

### Virginia Automobile Dealer Operator Licensing

The path to a dealer-operator license begins with this required two-day course, with the curriculum and instruction provided by the Virginia Independent Automobile Dealers Association. The course includes information on establishing the dealership under local zoning and Dealer Board requirements; understanding the sales process with its multitude of forms, laws and regulations; opening and operating expenses; and a discussion on ethics. Course tuition is \$325 if you register at least two weeks prior to the course; starting June 25, course tuition increases to \$375.

Woodbridge Campus, WS 236  
Tue & Wed, July 9 & 10  
8:30 am – 5 pm, 2 sessions  
\$325 (Register by June 25)  
TRNS 1909-01W • 1.5 CEU  
\$375 (After June 25)  
TRNS 1909-02W • 1.5 CEU

*Very impressed with the quality of this course!*

All 4 instructors were knowledgeable, friendly and incredibly motivated. All went above and beyond their duties and exceeded my expectations. Worth every penny."

Basic Rider Course student



Courses are offered at the following locations:

**Manassas Campus**  
703-257-6630

**Woodbridge Campus**  
703-878-5770

### Become a Certified Energy Auditor

This new program will lead to certification through the Building Performance Institute (BPI). Certified instructors will teach courses based on the Virginia Weatherization Assistance Program approved curriculum. Summer courses include Building Analyst I and II. For additional information, please visit our website: [www.nvcc.edu/wdce/pwregional](http://www.nvcc.edu/wdce/pwregional) or call 703-257-6631.

“*I learned more than I bargained for. Great instructor.*”

Basic Contractor Licensing student

# Construction Trades & License Prep

## EPA Lead-Safe Training . . . . . 76

Certified Renovator Training, Paperwork Management & Recordkeeping

## License Preparation . . . . . 77

Basic & Advanced Contractor Licensing

## Continuing Education for Tradesmen . . . . . 77

Classroom & Online Courses – Electricians, Mechanical (HVAC), Plumbers, Gas Fitters



### EPA Lead-Certified Renovator Training

Become a certified renovator. This 8-hour course includes both training and certification. Renovation firms must be EPA certified and have at least one EPA Certified Renovator. The course includes hands-on training in the skills essential to conduct the renovation, repair and painting in compliance with the law and concludes with a 25-question EPA required exam. Tuition includes: a customized manual, Renovate Right pamphlet, all personal protective apparel, materials and equipment needed for the hands-on skills exercises and registration with the EPA. This course is taught by an EPA-approved instructor. Visit our website for additional details.

Manassas Innovation Park, 134  
9485 Innovation Drive, Manassas  
Instructor: Chuck Faigle  
8 am – 5 pm, 1 session, \$245  
01M – Tue, May 28  
02M – Wed, June 19  
03M – Thu, July 18  
04M – Tue, Aug 13  
BLDG 1989 • 0.8 CEU



### EPA Paperwork Management & Recordkeeping

Certified Firms and Certified Renovators must be in compliance with the law or face enormous fines. We've developed a detailed Renovation Repair and Painting Project Manual, included in the tuition fee. Gain the skills to set up, maintain and keep accurate, concise and uniform files. The appropriate EPA forms, reports and project documents must be retained in the project Renovate Repair and Painting 3-year file, available for spontaneous audit by the EPA. Visit our website for additional course sections and details.

Instructor: Chuck Faigle  
Manassas Innovation Park  
9485 Innovation Drive, Manassas  
Wed, May 22, MIP 134  
8 am – 12 pm, 1 session, \$135  
BLDG 1990-01M • 0.4 CEU  
Wed, June 12, MIP 134  
1 – 5 pm, 1 session, \$135  
BLDG 1990-02M • 0.4 CEU  
Tue, July 9, MIP 133  
6 – 10 pm, 1 session, \$135  
BLDG 1990-04M • 0.4 CEU



## License Preparation

### Basic Contractor Licensing

This course fulfills the pre-licensing education required by the VA Board for Contractors and DPOR. It is designed to provide you with an overview of the laws and regulations that govern contractor licensing and practicing in Virginia and help you take Parts 1 and 2 of the contractor's exams. It is recommended that you take both the Basic and Advanced Contractor Licensing courses to obtain full coverage of information that is vital to run 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.

Req. Textbook: *NASCLA Contractors Guide to Business, Law & Project Management, Virginia 8th Ed.*

Instructor: Jim Bateman, GMB, GRM  
Woodbridge Campus, WS 236  
Sat, June 1  
8 am – 5 pm, 1 session, \$255  
BLDG 1513-01W • 0.8 CEU

Manassas Innovation Park, TBA  
9485 Innovation Drive, Manassas  
Sat, July 13  
8 am – 5 pm, 1 session, \$255  
BLDG 1513-01M • 0.8 CEU

Manassas Innovation Park, 133  
Sat, Aug 10  
8 am – 5 pm, 1 session, \$255  
BLDG 1513-02M • 0.8 CEU

### Advanced Contractor Licensing

This 3-day course fulfills the pre-licensing education required by the VA Board for Contractors and DPOR. Gain an advanced understanding of business management subjects for contractor license applicants to become successful in business as well

as in taking the "A" and/or "B" contractor licensing exams in Virginia. The course is helpful for every contractor (Class A, B, or C), and will help you take Parts 2 and 3 of the exams. It is recommended that you take both the Basic and Advanced Contractor Licensing courses. This course is recognized by the Commonwealth of Virginia, Department of Professional and Occupational Regulation (DPOR), 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.

Req. Textbook: *See Basic Course*

Manassas Campus, TBA  
Instructor: James Bateman, GMB, GMR  
Sun & Sat, July 14 – 21 (last class ends at 3 pm)  
8 am – 4 pm, 3 sessions, \$485  
BLDG 1520-01M • 2.0 CEU

## Continuing Education for Tradesmen • Classroom & Online Options

Journeyman, Master Plumbers, Electricians, HVAC Mechanics, and Gas Fitters are required by the Virginia Board for Contractors to take a pre-determined number of continuing education hours specific to their trades as part of the licensing process. Anyone obtaining or renewing a license must take continuing education in their respective profession. Each course covers new definitions, code changes, general requirements, impacts on the job, general use and special equipment included in the respective codes. These classes are recognized by the Commonwealth of Virginia's Department of Professional and Occupational Regulation and the Virginia Board for Contractors. Questions? Phone 703-257-6630.

### CE for Electricians

Three hours of continuing education are required. A CEU award of completion certificate, and a workbook highlighting changes, are included and will be distributed in class.

Manassas Innovation Park, 142  
9485 Innovation Drive, Manassas  
Instructor: James Bateman, GMB, GMR  
Sat, July 27  
9 am – 12 pm, 1 session, \$125  
ELEC 1918-01M • 0.3 CEU

### CE for Plumbers

Three hours of continuing education are required. A CEU award of completion certificate, and a workbook highlighting changes, are included and will be distributed in class.

Woodbridge Campus, WS 236  
Instructor: James Bateman, GMB, GMR  
Sun, June 2  
8 – 11 am, 1 session, \$125  
PLMB 1901-01W • 0.3 CEU

Manassas Campus, TBA  
Instructor: James Bateman, GMB, GMR  
Sun, Aug 11  
8 – 11 am, 1 session, \$125  
PLMB 1901-01M • 0.3 CEU

### CE for Gas Fitters

Designed for Journeyman and Master Gas Fitters, Liquefied Petroleum Gas Fitters, and Natural Gas Fitters. A CEU award of completion certificate, and a workbook highlighting changes, are included and will be distributed in class.

Woodbridge Campus, WS 236  
Instructor: James Bateman, GMB, GMR  
Sun, June 2  
11 am – 12 pm, 1 session, \$65  
GASF 1902-01W • 0.1 CEU

Manassas Campus, TBA  
Instructor: James Bateman, GMB, GMR  
Sun, Aug 11  
11 am – 12 pm, 1 session, \$65  
GASF 1902-01M • 0.1 CEU

### CE for Mechanical (HVAC)

Three hours of continuing education are required. A CEU award of completion certificate, and a workbook highlighting changes, are included and will be distributed in class.

Woodbridge Campus, WS 236  
Instructor: James Bateman, GMB, GMR  
Sun, June 2  
12 – 3 pm, 1 session, \$125  
HVAC 1901-01W • 0.3 CEU

Manassas Campus, TBA  
Instructor: James Bateman, GMB, GMR  
Sun, Aug 11  
12 – 3 pm, 1 session, \$125  
HVAC 1901-01M • 0.3 CEU

### CE for Tradesmen Online

Electricians: ELEC 1924  
Gas Fitters: GASF 1903  
Mechanical: HVAC 1902  
Plumbers: PLMB 1904

To register, visit:  
[www.nvcc.edu/wdce/pwregional](http://www.nvcc.edu/wdce/pwregional)



# American Culture & Language Institute

## English as a Second Language

Courses are offered at the following locations:

**Alexandria Campus**  
703-845-6329

**Annandale Campus**  
703-323-3323

**Loudoun Campus**  
703-450-2597

**Manassas Campus**  
703-257-6536

**Woodbridge Campus**  
703-878-5770

Visit ACLI Online:



NOVA's American Culture & Language Institute (ACLI) offers English as a Second Language (ESL) to local residents and to students from all over the world. The ACLI is part of NOVA's Workforce Development Division. We offer classes at all NOVA campuses and in some off-campus locations in Northern Virginia. ACLI also offers customized contract training in ESL for the work environment and in the areas of cross-cultural communication, multiculturalism, and diversity awareness. For more information about our programs and locations, visit [www.nvcc.edu/future-students/esl/acli](http://www.nvcc.edu/future-students/esl/acli).

**Information for ESL Students . . . . . 78**

**Part-Time Courses . . . . . 80**

Morning, Evening, Saturday

**Specialty Courses . . . . . 86**

TOEFL and Test Preparation, American Culture and Business, Academic Readiness

**Intensive English Program . . . . . 89**

### Important Information for All ESL Students

#### New Students

- Complete an application for admission online at [www.nvcc.edu](http://www.nvcc.edu) (click on "Apply Now"). Apply as a "non-credit" student. You will receive a NOVA student ID number (also called EMPLID).
- Take the ACLI ESL placement test. The test consists of a writing sample and an oral interview. You may take the placement test at any campus; however, you should contact the campus at which you wish to test to find out more about their testing schedule.
- After you have completed the test, you will receive your ACLI placement level and you can register for classes. Please keep the test result for reference.

*"I think the vocabulary was very helpful, and the teacher knew the importance of that. The topics were interesting and got my attention."*

ESL student

## ACLI ESL Placement Test

### Alexandria Campus – ACLI 703-845-6329

1. Sign up for an ACLI Placement Test appointment one of three ways:
  - Come to the ACLI Office (AA 230) in the Bisdorf Building
  - E-mail us at [al-acli@nvcc.edu](mailto:al-acli@nvcc.edu)
  - Call 703-845-6329
2. Bring a photo ID and your NOVA ID number (EMPLID) to the ACLI Office (AA 230) when you come for testing.

### Annandale Campus – ACLI 703-323-3323

1. Call 703-323-3323 or e-mail us at [AN-ACLI@nvcc.edu](mailto:AN-ACLI@nvcc.edu) to make an appointment for the ACLI ESL placement test.
2. Bring a photo ID and your NOVA ID number (EMPLID) to the ACLI Office (CA 114) when you come for testing.

### Loudoun Campus – ACLI 703-450-2551

1. Call 703-450-2551 or e-mail us at [loesl@nvcc.edu](mailto:loesl@nvcc.edu) to make an appointment for the ACLI ESL placement test. For testing dates see our website at [www.nvcc.edu/wdce/loudoun/esl](http://www.nvcc.edu/wdce/loudoun/esl)
2. Bring a photo ID and your NOVA ID number (EMPLID) to the ACLI Office (Signal Hill, 3rd floor) when you come for testing.

### Manassas Campus – ACLI 703-257-6536

1. Call 703-257-6536 or e-mail us at [acl@nvcc.edu](mailto:acl@nvcc.edu) to make an appointment for the ACLI ESL placement test.
2. Bring a photo ID and your NOVA ID number (EMPLID) to the ACLI Office (MH 411) when you come for testing.

### Woodbridge Campus – ACLI 703-878-5770

1. Call 703-878-5770 to make an appointment for the ACLI ESL placement test.
2. Bring a photo ID and your NOVA ID number (EMPLID) to the ACLI Office (WS 226) when you come for testing.

## Returning Students

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

## ESL Registration Information

### Register early because classes fill quickly!

You may register for classes any time before a class begins. Classes are filled on a first-come, first-served basis. Enrollment depends upon space availability, so register early to avoid being disappointed. Payment is due at the time of registration. For information on payment options, see page 96.

### Register at any of the following locations:

#### Alexandria Campus

Registration starts May 8.  
Bisdorf Building Room AA 230  
3001 North Beauregard Street  
Alexandria, Virginia 22311  
703-845-6329

#### Annandale Campus

Testing and registration start April 1.  
Student Services Building Room CA 114  
8333 Little River Turnpike  
Annandale, Virginia 22003  
703-323-3323

#### Loudoun Campus

Registration starts May 1.  
Signal Hill Building 3rd floor (off-campus location)  
21335 Signal Plaza  
Sterling, Virginia 20164  
703-450-2551

#### Manassas Campus

Registration starts May 1.  
Howsmon Hall Room 110  
6901 Sudley Road  
Manassas, Virginia 20109  
703-257-6536

#### Woodbridge Campus

Registration starts May 1.  
Seefeldt Building Room 226  
15200 Neabsco Mills Road  
Woodbridge, Virginia 22191  
703-878-5770

## ESL Refund Policy

You will receive a full refund if you cancel your class within 7 days after the start date of the first scheduled class session. No tuition refunds will be made after these dates. All refund requests must be made in writing or in person. If your class is cancelled by the college, a full refund will be issued. All refunds are issued as checks from the Commonwealth of Virginia and will be mailed to the student's current mailing address. Refunds take approximately 2-4 weeks to be processed. Refund checks will be made payable to the student, regardless of who paid for a course. **Failure to attend:** If you are not in class by the refund deadline and have not contacted us, you may be dropped from your class without a refund. If you miss 20% of the class without ever attending, you will be withdrawn without a refund. Note: This refund policy applies to ESLA courses only. For the general refund policy see page 96.

## Textbooks

Books are required for most classes and can be purchased at the campus bookstore where your course is scheduled. Also, you may purchase your textbooks online at: [whywaitforbooks.com](http://whywaitforbooks.com). Please keep your receipt. Books are subject to change. For bookstore locations see campus information on pages 93-95.

## Parking Information

**There is no free parking on any NOVA campus!** You may park at parking meters (\$2/per hour) or parking garages; or you can purchase a semester parking permit for \$95 online at <http://parking.nvcc.edu> or directly from the Parking Services Office for \$105 on any campus. This permit allows you to park in any of the B (Student) Lots on all NOVA campuses. No parking permits are needed at off-campus locations. See campus information on pages 93-95.

## ESL Classrooms & Locations

Classrooms and locations are subject to change. Please check your class schedule or registration confirmation for classroom information. See campus information on pages 93-95.

## Introductory Level Courses

### Integrated Skills – Intro

In this course, students learn basic communication, life–skills vocabulary, and engage in simple conversations. It also introduces basic sentence structure. Students build essential writing skills.

#### Loudoun, Signal Hill

Tue & Thu	May 23 – Aug 15	7 – 9:30 pm
ESLA 1710-01L	6.0 CEU	\$430

### Speaking & Listening – Intro

This course focuses on everyday listening and speaking skills to build and improve vocabulary, grammar, and pronunciation. Activities include speaking and listening in class, working in small groups, and role–playing.

#### Alexandria Campus

Tue & Thu	May 30 – Aug 8	10:15 am – 12:15 pm
ESLA 1730-01A	4.0 CEU	\$360
Tue & Thu	June 4 – July 30	6:30 – 9 pm
ESLA 1730-02A	4.0 CEU	\$360

### Reading & Writing – Intro

This course focuses on building and improving English grammar, writing skills and vocabulary. The reading activities focus on speed, comprehension, and critical thinking skills. Students become more confident in writing English.

#### Alexandria Campus

Tue & Thu	May 30 – Aug 8	8 – 10 am
ESLA 1750-01A	4.0 CEU	\$360
Mon & Wed	June 3 – July 24	6:30 – 9 pm
ESLA 1750-02A	4.0 CEU	\$360

### Conversation & Pronunciation – Intro

This course is designed for students who wish to improve their speaking and listening skills through dialogues, discussions and oral presentations. Besides practicing correct pronunciation, students will also have the opportunity to enrich their vocabulary through occasional reading exercises. *Several class levels present material of increasing difficulty.*

#### Loudoun, Signal Hill

Mon & Wed	July 8 – Aug 14	9 am – 12:10 pm
ESLA 1771-01L	4.0 CEU	\$325

### Writing & Grammar – Intro

This course is designed for students with basic to low beginning English skills to develop writing skills at the sentence level. The course introduces basic grammar and sentence structures.

#### Loudoun, Signal Hill

Tue & Thu	July 9 – Aug 15	9 am – 12:10 pm
ESLA 1781-01L	4.0 CEU	\$325

## Low Beginning Level Courses

### Integrated Skills – Low Beginning

In this course, students will improve their conversation fluency, read simple paragraphs, write phrases and simple sentences, expand their vocabulary, and begin learning basic grammar.

#### Alexandria Campus

Sat	June 1 – Aug 10	8:30 am – 1 pm
ESLA 1711-01A	4.0 CEU	\$360

#### Loudoun, Reston Center

Tue & Thu	May 23 – Aug 15	9:30 am – 12 pm
ESLA 1711-01L	6.0 CEU	\$430

#### Loudoun, Signal Hill

Tue & Thu	May 23 – Aug 15	7 – 9:30 pm
ESLA 1711-02L	6.0 CEU	\$430

### Speaking & Listening – Low Beginning

This course focuses on everyday listening and speaking skills to build and improve vocabulary, grammar, and pronunciation. Activities include speaking and listening in class, working in small groups, and role–playing.

#### Alexandria Campus

Tue & Thu	May 30 – Aug 8	10:15 am – 12:15 pm
ESLA 1731-01A	4.0 CEU	\$360
Tue & Thu	June 4 – July 30	6:30 – 9 pm
ESLA 1731-02A	4.0 CEU	\$360

#### Manassas Campus

Tue & Thu	May 30 – Aug 8	9 – 11:30 am
ESLA 1731-01M	5.0 CEU	\$390

#### Woodbridge Campus, WS 236

Tue & Thu	May 30 – Aug 8	9 – 11:30 am
ESLA 1731-01W	5.0 CEU	\$390

### Reading & Writing – Low Beginning

This course focuses on building and improving English grammar, writing skills and vocabulary. The reading activities focus on speed, comprehension, and critical thinking skills. Students become more confident in writing English.

#### Alexandria Campus

Tue & Thu	May 30 – Aug 8	8 – 10 am
ESLA 1751-01A	4.0 CEU	\$360
Mon & Wed	June 3 – July 24	6:30 – 9 pm
ESLA 1751-02A	4.0 CEU	\$360

#### Manassas Campus

Tue & Thu	May 30 – Aug 8	7 – 9:30 pm
ESLA 1751-01M	5.0 CEU	\$390

#### Woodbridge Campus, WS 334

Tue & Thu	May 30 – Aug 8	7 – 9:30 pm
ESLA 1751-01W	5.0 CEU	\$390





## Words with Friends

This course is intended for low beginning students to help them build a practical English vocabulary and develop vocabulary acquisition skills. Students will work with a picture dictionary and focus on different themes that will help them in their daily life. This class will help students understand American English spelling rules and provide opportunities to practice using new vocabulary in conversation and writing. Individualized instruction will address the spelling challenges of speakers of specific languages.

### Annandale, CED Building

Mon & Wed May 22 – July 31 9:20 – 11:30 am  
ESLA 1791-01N 4.0 CEU \$380

### Annandale Campus

Mon & Wed May 22 – July 31 7 – 9:10 pm  
ESLA 1791-02N 4.0 CEU \$380

## Beginning Conversation

This course is for students who understand some English but want to practice and learn essential listening and speaking skills. It reviews and expands simple dialogues used in everyday life situations.

### Manassas Campus

Mon & Wed July 8 – Aug 14 7 – 9:30 pm  
ESLA 1808-01M 3.0 CEU \$295

## Conversation & Pronunciation – Low Beginning

This course is designed for students who wish to improve their speaking and listening skills through dialogues, discussions and

oral presentations. Besides practicing correct pronunciation, students will also have the opportunity to enrich their vocabulary through occasional reading exercises. *Several class levels present material of increasing difficulty.*

### Loudoun, Signal Hill

Mon & Wed July 8 – Aug 14 9 am – 12:10 pm  
ESLA 1771-01L 4.0 CEU \$325

## Writing & Grammar – Low Beginning

This course is designed for students with basic to low beginning English skills to develop writing skills at the sentence level. The course introduces basic grammar and sentence structures.

### Loudoun, Signal Hill

Tue & Thu July 9 – Aug 15 9 am – 12:10 pm  
ESLA 1781-01L 4.0 CEU \$325

## Vocabulary Building & Spelling Strategies

For more information, see *Intensive English Program*, page 89.

### Annandale Campus

Mon – Thu June 3 – July 29 12 – 1:15 pm  
ESLA 1881-01N 4.0 CEU \$380

### Loudoun, Signal Hill

Tue & Thu July 9 – Aug 15 12:45 – 2:15 pm  
ESLA 1881-01L 1.8 CEU \$220

## Pronunciation & Speech

For more information, see *Intensive English Program*, page 89.

### Annandale Campus

Mon – Thu June 3 – July 29 12 – 1:15 pm  
ESLA 1891-01N 4.0 CEU \$380

## Beginning Level Courses

### Integrated Skills – Beginning

In this course, students develop beginning listening and reading skills. Students integrate English grammar points and vocabulary development into speaking and writing.

### Alexandria Campus

Sat June 1 – Aug 10 8:30 am – 1 pm  
ESLA 1712-01A 4.0 CEU \$360

### Speaking & Listening – Beginning

This course focuses on everyday listening and speaking skills to build and improve vocabulary, grammar, and pronunciation. Activities include speaking and listening in class, working in small groups, and role-playing.

### Alexandria Campus

Tue & Thu May 30 – Aug 8 10:15 am – 12:15 pm  
ESLA 1732-01A 4.0 CEU \$360  
Tue & Thu June 4 – July 30 6:30 – 9 pm  
ESLA 1732-02A 4.0 CEU \$360

Tue & Thu May 30 – Aug 8 10:15 am – 12:15 pm  
ESLA 1742-01A 4.0 CEU \$360

Tue & Thu June 4 – July 30 6:30 – 9 pm  
ESLA 1742-02A 4.0 CEU \$360

### Annandale, CED Building

Mon, Wed, Thu May 23 – July 31 9:20 – 11:40 am  
ESLA 1732-01N 6.0 CEU \$430

### Annandale Campus

Mon, Wed, Thu May 23 – July 31 7 – 9:20 pm  
ESLA 1732-02N 6.0 CEU \$430

### Loudoun, Signal Hill

Tue & Thu May 23 – Aug 15 7 – 9:30 pm  
ESLA 1732-01L 6.0 CEU \$430

### Manassas Campus

Tue & Thu May 30 – Aug 8 9 – 11:30 am  
ESLA 1732-01M 5.0 CEU \$390

### Woodbridge Campus

Tue & Thu May 30 – Aug 8 9 – 11:30 am  
ESLA 1732-01W 5.0 CEU \$390

## Reading & Writing – Beginning

This course focuses on building and improving English grammar, writing skills and vocabulary. The reading activities focus on speed, comprehension, and critical thinking skills. Students become more confident in writing English.

### Alexandria Campus

Tue & Thu	May 30 – Aug 8	8 – 10 am
ESLA 1752-01A	4.0 CEU	\$360
Mon & Wed	June 3 – July 24	6:30 – 9 pm
ESLA 1752-02A	4.0 CEU	\$360
Tue & Thu	May 30 – Aug 8	8 – 10 am
ESLA 1762-01A	4.0 CEU	\$360
Mon & Wed	June 3 – July 24	6:30 – 9 pm
ESLA 1762-02A	4.0 CEU	\$360

### Annandale, CED Building

Mon, Wed, Thu	May 23 – July 31	9:20 – 11:40 am
ESLA 1752-01N	6.0 CEU	\$430
Mon, Wed, Thu	May 23 – July 31	9:20 – 11:40 am
ESLA 1762-01N	6.0 CEU	\$430

### Annandale Campus

Mon, Wed, Thu	May 23 – July 31	7 – 9:20 pm
ESLA 1752-02N	6.0 CEU	\$430
Mon, Wed, Thu	May 23 – July 31	7 – 9:20 pm
ESLA 1762-02N	6.0 CEU	\$430

### Loudoun, Reston Center

Tue & Thu	May 23 – Aug 15	9:30 am – 12 pm
ESLA 1752-01L	6.0 CEU	\$430

### Manassas Campus

Tue & Thu	May 30 – Aug 8	7 – 9:30 pm
ESLA 1752-01M	5.0 CEU	\$390

### Woodbridge Campus

Tue & Thu	May 30 – Aug 8	7 – 9:30 pm
ESLA 1752-01W	5.0 CEU	\$390

## Conversation & Pronunciation – Beginning

This course is designed for students who wish to improve their speaking and listening skills through dialogues, discussions and oral presentations. Besides practicing correct pronunciation, students will also have the opportunity to enrich their vocabulary through occasional reading exercises. *Several class levels present material of increasing difficulty.*

### Loudoun, Signal Hill

Mon & Wed	July 8 – Aug 14	9 am – 12:10 pm
ESLA 1772-01L	4.0 CEU	\$325

## Writing & Grammar – Beginning

This course is designed for students with beginning English skills to develop writing skills at the paragraph level. The course reviews basic grammar and sentence structures.

### Loudoun, Signal Hill

Tue & Thu	July 9 – Aug 15	9 am – 12:10 pm
ESLA 1782-01L	4.0 CEU	\$325



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## Beginning Grammar

This course is for beginning level students who need to develop basic grammar structures. This course will enable students to practice basic grammatical structures correctly in both spoken and written English.

### Woodbridge Campus

Mon & Wed	July 8 – Aug 14	7 – 9:30 pm
ESLA 1792-01W	3.0 CEU	\$295

## Beginning Writing

This beginning level course reviews basic sentences structure and introduces simple descriptive paragraph skills.

### Loudoun, Signal Hill

Mon & Wed	July 8 – Aug 14	7 – 9:30 pm
ESLA 1814-01L	3.0 CEU	\$295

### Manassas Campus

Mon & Wed	July 8 – Aug 14	7 – 9:30 pm
ESLA 1814-01M	3.0 CEU	\$295

## Vocabulary Building & Spelling Strategies

For more information, see *Intensive English Program*, page 89.

### Annandale Campus

Mon – Thu	June 3 – July 29	12 – 1:15 pm
ESLA 1882-01N	4.0 CEU	\$380

### Loudoun, Signal Hill

Tue & Thu	July 9 – Aug 15	12:45 – 2:15 pm
ESLA 1882-01L	1.8 CEU	\$220

## High Beginning Level Courses

### Integrated Skills – High Beginning

In this course, students begin writing creatively and participate in group discussions about what they have written and read. They learn to organize ideas, edit their work, and use grammar appropriately.

#### Alexandria Campus

Sat	June 1 – Aug 10	8:30 am – 1 pm
ESLA 1713-01A	4.0 CEU	\$360

#### Manassas Campus

Sat	June 1 – Aug 10	8:30 am – 1 pm
ESLA 1713-01M	4.0 CEU	\$360

#### Woodbridge Campus

Sat	June 1 – Aug 10	8:30 am – 1 pm
ESLA 1713-01W	4.0 CEU	\$360

### Speaking & Listening – High Beginning

This course focuses on everyday listening and speaking skills to build and improve vocabulary, grammar, and pronunciation. Activities include speaking and listening in class, working in small groups, and role-playing.

#### Alexandria Campus

Tue & Thu	May 30 – Aug 8	10:15 am – 12:15 pm
ESLA 1733-01A	4.0 CEU	\$360

Tue & Thu	June 4 – July 30	6:30 – 9 pm
ESLA 1733-02A	4.0 CEU	\$360

Tue & Thu	May 30 – Aug 8	10:15 am – 12:15 pm
ESLA 1743-01A	4.0 CEU	\$360

Tue & Thu	June 4 – July 30	6:30 – 9 pm
ESLA 1743-02A	4.0 CEU	\$360

#### Annandale, CED Building

Mon, Wed, Thu	May 23 – July 31	9:20 – 11:40 am
ESLA 1733-01N	6.0 CEU	\$430

#### Annandale Campus

Mon, Wed, Thu	May 23 – July 31	7 – 9:20 pm
ESLA 1733-02N	6.0 CEU	\$430

#### Loudoun, Signal Hill

Tue & Thu	May 23 – Aug 15	7 – 9:30 pm
ESLA 1733-01L	6.0 CEU	\$430

#### Manassas Campus

Tue & Thu	May 30 – Aug 8	9 – 11:30 am
ESLA 1733-01M	5.0 CEU	\$390

#### Woodbridge Campus

Tue & Thu	May 30 – Aug 8	9 – 11:30 am
ESLA 1733-01W	5.0 CEU	\$390

### Reading & Writing – High Beginning

This course focuses on building and improving English grammar, writing skills and vocabulary. The reading activities focus on speed, comprehension, and critical thinking skills. Students become more confident in writing English.

#### Alexandria Campus

Tue & Thu	May 30 – Aug 8	8 – 10 am
ESLA 1753-01A	4.0 CEU	\$360

Mon & Wed	June 3 – July 24	6:30 – 9 pm
ESLA 1753-02A	4.0 CEU	\$360

Tue & Thu	May 30 – Aug 8	8 – 10 am
ESLA 1763-01A	4.0 CEU	\$360

Mon & Wed	June 3 – July 24	6:30 – 9 pm
ESLA 1763-02A	4.0 CEU	\$360

#### Annandale, CED Building

Mon, Wed, Thu	May 23 – July 31	9:20 – 11:40 am
ESLA 1753-01N	6.0 CEU	\$430

Mon, Wed, Thu	May 23 – July 31	9:20 – 11:40 am
ESLA 1763-01N	6.0 CEU	\$430

#### Annandale Campus

Mon, Wed, Thu	May 23 – July 31	7 – 9:20 pm
ESLA 1753-02N	6.0 CEU	\$430

Mon, Wed, Thu	May 23 – July 31	7 – 9:20 pm
ESLA 1763-02N	6.0 CEU	\$430

#### Loudoun, Reston Center

Tue & Thu	May 23 – Aug 15	9:30 am – 12 pm
ESLA 1753-01L	6.0 CEU	\$430

#### Manassas Campus

Tue & Thu	May 30 – Aug 8	7 – 9:30 pm
ESLA 1753-01M	5.0 CEU	\$390

#### Woodbridge Campus

Tue & Thu	May 30 – Aug 8	7 – 9:30 pm
ESLA 1753-01W	5.0 CEU	\$390

### Conversation & Pronunciation – High Beginning

This course is designed for students who wish to improve their speaking and listening skills through dialogues, discussions and oral presentations. Besides practicing correct pronunciation, students will also have the opportunity to enrich their vocabulary through occasional reading exercises. *Several class levels present material of increasing difficulty.*

#### Loudoun, Signal Hill

Mon & Wed	July 8 – Aug 14	9 am – 12:10 pm
ESLA 1773-01L	4.0 CEU	\$325

### Writing & Grammar – High Beginning

This course is designed for students with high-beginning English skills to develop writing skills at the paragraph level with focus on accurate use of punctuation, grammatical usage and spelling. Students will be introduced to summarizing academic written English.

#### Loudoun, Signal Hill

Tue & Thu	July 9 – Aug 15	9 am – 12:10 pm
ESLA 1783-01L	4.0 CEU	\$325

## Attention Au Pairs!

Most courses fulfill the academic requirement of J-1 visa holders (Au Pairs).  
6.0 credits = 8.0 CEU or  
a total of 80 instructional hours.

## Focus on Grammar

In this high-beginning level course, students will review and expand basic grammar structures. Students will practice various grammatical structures in both spoken and written English.

### Woodbridge Campus

Mon & Wed	July 8 – Aug 14	7 – 9:30 pm
ESLA 1817-01W	3.0 CEU	\$295

## Focus on Writing

This course reviews and expands writing strategies that will assist high-beginning level students to organize their writing. It focuses on sentence structure review and introduces short paragraph structures.

### Loudoun, Signal Hill

Mon & Wed	July 8 – Aug 14	7 – 9:30 pm
ESLA 1815-01L	3.0 CEU	\$295

### Manassas Campus

Mon & Wed	July 8 – Aug 14	7 – 9:30 pm
ESLA 1815-01M	3.0 CEU	\$295

## Vocabulary Building & Spelling Strategies

For more information, see *Intensive English Program*, page 89.

### Annandale Campus

Mon – Thu	June 3 – July 29	12 – 1:15 pm
ESLA 1883-01N	4.0 CEU	\$380

### Loudoun, Signal Hill

Tue & Thu	July 9 – Aug 15	12:45 – 2:15 pm
ESLA 1883-01L	1.8 CEU	\$220

## Pronunciation & Speech

For more information, see *Intensive English Program*, page 89.

### Annandale Campus

Mon – Thu	June 3 – July 29	12 – 1:15 pm
ESLA 1893-01N	4.0 CEU	\$380

## Low Intermediate Level Courses

### Integrated Skills – Low Intermediate

In this course, students learn academic vocabulary, develop listening and note-taking skills, and refine their composition skills. Students who wish to move to the college program at NOVA or elsewhere will find this class good preparation.

#### Alexandria Campus

Sat	June 1 – Aug 10	8:30 am – 1 pm
ESLA 1714-01A	4.0 CEU	\$360

#### Manassas Campus

Sat	June 1 – Aug 10	8:30 am – 1 pm
ESLA 1714-01M	4.0 CEU	\$360

#### Woodbridge Campus

Sat	June 1 – Aug 10	8:30 am – 1 pm
ESLA 1714-01W	4.0 CEU	\$360

#### Manassas Campus

Tue & Thu	May 30 – Aug 8	9 – 11:30 am
ESLA 1734-01M	5.0 CEU	\$390

#### Woodbridge Campus

Tue & Thu	May 30 – Aug 8	9 – 11:30 am
ESLA 1734-01W	5.0 CEU	\$390

### Reading & Writing – Low Intermediate

This course focuses on building and improving English grammar, writing skills and vocabulary. The reading activities focus on speed, comprehension, and critical thinking skills. Students become more confident in writing English.

#### Alexandria Campus

Tue & Thu	May 30 – Aug 8	8 – 10 am
ESLA 1754-01A	4.0 CEU	\$360

Mon & Wed	June 3 – July 24	6:30 – 9 pm
ESLA 1754-02A	4.0 CEU	\$360

Tue & Thu	May 30 – Aug 8	8 – 10 am
ESLA 1764-01A	4.0 CEU	\$360

Mon & Wed	June 3 – July 24	6:30 – 9 pm
ESLA 1764-02A	4.0 CEU	\$360

#### Loudoun, Reston Center

Tue & Thu	May 23 – Aug 15	9:30 am – 12 pm
ESLA 1754-01L	6.0 CEU	\$430

#### Manassas Campus

Tue & Thu	May 30 – Aug 8	7 – 9:30 pm
ESLA 1754-01M	5.0 CEU	\$390

#### Woodbridge Campus

Tue & Thu	May 30 – Aug 8	7 – 9:30 pm
ESLA 1754-01W	5.0 CEU	\$390

### Speaking & Listening – Low Intermediate

This course focuses on everyday listening and speaking skills to build and improve vocabulary, grammar, and pronunciation. Activities include speaking and listening in class, working in small groups, and role-playing.

#### Alexandria Campus

Tue & Thu	May 30 – Aug 8	10:15 am – 12:15 pm
ESLA 1734-01A	4.0 CEU	\$360

Tue & Thu	June 4 – July 30	6:30 – 9 pm
ESLA 1734-02A	4.0 CEU	\$360

Tue & Thu	May 30 – Aug 8	10:15 am – 12:15 pm
ESLA 1744-01A	4.0 CEU	\$360

Tue & Thu	June 4 – July 30	6:30 – 9 pm
ESLA 1744-02A	4.0 CEU	\$360

#### Loudoun, Signal Hill

Tue & Thu	May 23 – Aug 15	7 – 9:30 pm
ESLA 1734-01L	6.0 CEU	\$430



## Conversation & Pronunciation – Low Intermediate

This course is designed for students who wish to improve their speaking and listening skills through dialogues, discussions and oral presentations. Besides practicing correct pronunciation, students will also have the opportunity to enrich their vocabulary through occasional reading exercises. *Several class levels present material of increasing difficulty.*

### Loudoun, Signal Hill

Mon & Wed	July 8 – Aug 14	9 am – 12:10 pm
ESLA 1774-01L	4.0 CEU	\$325

## Writing & Grammar – Low Intermediate

This course is designed for students with low-intermediate English skills to develop writing skills at the composition level with focus on accurate use of punctuation, grammatical usage and spelling. Students will be introduced to summarizing academic written English.

### Loudoun, Signal Hill

Tue & Thu	July 9 – Aug 15	9 am – 12:10 pm
ESLA 1784-01L	4.0 CEU	\$325

## More Focus on Grammar

This course provides low-intermediate level students the opportunity to review and practice complex rules of grammar. It will enable students to communicate their ideas clearly in both spoken and written English.

### Woodbridge Campus

Mon & Wed	July 8 – Aug 14	7 – 9:30 pm
ESLA 1818-01W	3.0 CEU	\$295

## More Focus on Writing

This course focuses on a variety of writing skills needed for academic and professional purposes. It offers students practice in writing paragraphs and introduces descriptive essays. This is the

perfect course to prepare low-intermediate or intermediate level students for academic writing classes.

### Loudoun, Signal Hill

Mon & Wed	July 8 – Aug 14	7 – 9:30 pm
ESLA 1816-01L	3.0 CEU	\$295

### Manassas Campus

Mon & Wed	July 8 – Aug 14	7 – 9:30 pm
ESLA 1816-01M	3.0 CEU	\$295

## News for You

This course is intended for low intermediate students to help them develop reading and conversation skills. Students will read an ESL newspaper and discuss local, national and world news. The course will help students build better vocabulary, improve reading skills and help express their opinions in English.

### Annandale, CED Building

Mon & Wed	May 22 – July 31	9:20 – 11:30 am
ESLA 1793-01N	4.0 CEU	\$380

### Annandale Campus

Mon & Wed	May 22 – July 31	7 – 9:10 pm
ESLA 1793-02N	4.0 CEU	\$380

## Vocabulary Building & Spelling Strategies

For more information, see *Intensive English Program*, page 89.

### Annandale Campus

Mon – Thu	June 3 – July 29	12 – 1:15 pm
ESLA 1884-01N	4.0 CEU	\$380

### Loudoun, Signal Hill

Tue & Thu	July 9 – Aug 15	12:45 – 2:15 pm
ESLA 1884-01L	1.8 CEU	\$220

## Pronunciation & Speech

For more information, see *Intensive English Program*, page 89.

### Annandale Campus

Mon – Thu	June 3 – July 29	12 – 1:15 pm
ESLA 1894-01N	4.0 CEU	\$380

## Intermediate Level Courses

### Intermediate Oral Communication

This course introduces academic vocabulary and develops listening and note taking skills. This class is a good option for students who wish to pursue college entrance or equivalent.

### Loudoun, Signal Hill

Tue & Thu	May 23 – Aug 15	7 – 9:05 pm
ESLA 1934-01L	5.0 CEU	\$390

### Intermediate Reading & Composition

This course develops essay structure and introduces research processes essential for college readiness. It focuses on reading accuracy and speed skills. This class is a good option for students who wish to pursue college entrance or equivalent.

### Loudoun, Reston Center

Tue & Thu	May 23 – Aug 15	9:30 – 11:35 am
ESLA 1911-01L	5.0 CEU	\$390



### From Essay to Speech

Learn a method for clear, concise, organized essay writing on a variety of topics that offer practice in expository, descriptive and persuasive writing. Edit for correct mechanics of English. Learn the principles of successful oral communication, including tips for an effective opening and compelling closing. Convert the essay to note cards, then to power point or other visual media for use in oral presentations. Learn to be an active listener in preparing to critique classmates' speeches. This course is for students pursuing college entrance or equivalent.

### Loudoun, Signal Hill

Mon & Wed	July 8 – Aug 14	9 am – 12:10 pm
ESLA 1797-01L	4.0 CEU	\$325

## Writing & Grammar – Intermediate

The primary purpose of this course is to develop students' skills at writing more complex short essays, with an emphasis on grammar and vocabulary building. The course concentrates on methods of developing ideas and emphasizes the importance of revision. This course continues to cultivate and polish the skills required for entering NOVA's academic program, or other U.S. colleges and universities.

### Loudoun, Signal Hill

Tue & Thu	July 9 – Aug 15	9 am – 12:10 pm
ESLA 1785-01L	4.0 CEU	\$325

## Intermediate/Advanced Grammar

This course offers intermediate and advanced level students a review of important grammatical forms specific to the English language particularly troublesome to non-native speakers. It includes a review of all tenses, the use of irregular plurals, and mixed constructions.

### Loudoun, Signal Hill

Tue & Thu	July 9 – Aug 15	7 – 9:30 pm
ESLA 1917-01L	3.0 CEU	\$295

## Reader's Theatre

Reader's Theatre or "dramatic reading" is an effective method for building speaking fluency and reading comprehension. This course, designed for intermediate students, will offer them opportunities to read aloud from and act out movie and TV show scripts, as well as plays and dialogues and scenes from literary works. Reading aloud will help improve comprehension, and expression as well as build confidence speaking before a group. The course will also focus on discussion of situations and characters, as

well as help improve pronunciation and acquire new vocabulary. Readings will be performed in front of the class.

### Annandale Campus

Mon – Thu	June 3 – July 29	12 – 1:15 pm
ESLA 1875-03N	4.0 CEU	\$380

## Reading & Discussing Fiction

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

### Annandale Campus

Mon – Thu	June 3 – July 29	12 – 1:15 pm
ESLA 1924-03N	4.0 CEU	\$395

## Reading for Academic Success

This course is designed for students who want to focus on improving their reading skills and strategies. Students will study academic reading and TOEFL materials, and work on vocabulary development and grammar. There will be required reading homework, and tests in class to work on test-taking strategies.

### Annandale Campus

Tue & Thu	June 6 – Aug 15	9:20 – 11:45 am
ESLA 1926-01N	4.5 CEU	\$445

## Vocabulary Building & Spelling Strategies

For more information, see *Intensive English Program*, page 89.

### Loudoun, Signal Hill

Tue & Thu	July 9 – Aug 15	12:45 – 2:15 pm
ESLA 1885-01L	1.8 CEU	\$220

## Specialty Courses

### TOEFL & Test Preparation Courses

#### Introduction to TOEFL

This overview course is designed for low-intermediate students who want to improve their grammar, reading, listening, and test-taking skills. The course introduces them to all aspects of the TOEFL exam, but focuses on vocabulary, reading, and grammar skills, as well as test-taking strategies.

##### Alexandria Campus

Tue & Thu	May 30 – Aug 8	5 – 7 pm
ESLA 1844-01A	4.0 CEU	\$430

##### Annandale Campus

Tue & Thu	June 6 – Aug 15	5 – 7:25 pm
ESLA 1844-01N	4.5 CEU	\$445

“The TOEFL Prep course has good examples and practice tests, especially for speaking activities. The teacher created a great atmosphere in the class and had many good tips for every section of the TOEFL exam.”

ESL student

## TOEFL Preparation

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

### Alexandria Campus

Mon & Wed	June 3 – Aug 7	10 am – 12 pm
ESLA 1944-01A	4.0 CEU	\$430

### Annandale Campus

Tue & Thu	June 6 – Aug 15	5 – 7:25 pm
ESLA 1944-01N	4.5 CEU	\$445

## Writing & Reading for the TOEFL

This course will prepare students to write an essay on a given topic within a set time period and to write a summary or a response to a text. Strategies for doing well on timed writing tests will be covered, including developing an outline and a thesis, time management, and essay revision. The course will also cover several other aspects of writing, such as advanced grammar and vocabulary, proper use of transitions, and complex sentence structure. This class would be helpful for any intermediate to advanced students looking to improve their writing.

### Annandale Campus

Fri	May 31 – Aug 16	10 am – 2:20 pm
ESLA 1945-01N	4.5 CEU	\$445

### Loudoun, Signal Hill

Mon & Wed	July 8 – Aug 14	7 – 9:30 pm
ESLA 1945-01L	3.0 CEU	\$295

### Manassas Campus

Mon & Wed	July 8 – Aug 14	7 – 9:30 pm
ESLA 1945-01M	3.0 CEU	\$295

### Woodbridge Campus

Mon & Wed	July 8 – Aug 14	7 – 9:30 pm
ESLA 1945-01W	3.0 CEU	\$295

## Speaking & Listening for the TOEFL

This course prepares students for the oral communication component of the TOEFL exam, focusing on speaking and listening skills. Students will practice reading and listening to test questions and then work on spoken responses. This course is intended for intermediate to advanced students who would like either to prepare for the test or to simply improve their speaking and listening ability.

### Annandale Campus

Mon & Wed	June 5 – Aug 12	7 – 9:25 pm
ESLA 1902-01N	4.5 CEU	\$445

## IELTS Test Preparation

The IELTS preparation course is designed to successfully prepare students to take the IELTS exam. The course provides a detailed explanation of the necessary strategies for the reading, writing, listening, and speaking portions of the exam, as well as an abundance of practice within the classroom. **Prerequisites:** Successful completion of ACLI low-intermediate level or current enrollment in ACLI intermediate level or higher.

### Alexandria Campus

Mon & Wed	June 3 – Aug 7	5 – 7 pm
ESLA 1789-01A	4.0 CEU	\$430

### Annandale Campus

Mon & Wed	June 5 – Aug 12	7 – 9:25 pm
ESLA 1789-01N	4.5 CEU	\$445

## Accuplacer Test Preparation

This course is designed for ESL students interested in taking the Accuplacer test, the ESL placement test in use at NOVA. The course will help students improve their reading, vocabulary, and grammar skills, and provide guidelines for essay writing. The course will also cover test-taking strategies designed to help students do their best on this important exam. **Prerequisites:** Successful completion of ACLI low-intermediate level or current enrollment in ACLI intermediate level or higher.

### Alexandria Campus

Tue & Thu	May 30 – Aug 8	7 – 9 pm
ESLA 1795-01A	4.0 CEU	\$430

## American Culture & Business Courses

### Intro to American Culture

This course forms the basis for understanding the United States, its way of life, and its cultural heritage.

#### Alexandria Campus

Tue & Thu	May 30 – Aug 8	10 am – 12 pm
ESLA 1953-01A	4.0 CEU	\$430

#### Loudoun, Signal Hill

Mon & Wed	July 8 – Aug 14	12:45 – 2:15 pm
ESLA 1953-01L	1.8 CEU	\$220

### Business Communication

This course helps students address problems encountered in the business world. Topics include speaking/listening on the telephone, meeting the public, and giving presentations in the workplace.

#### Alexandria Campus

Tue & Thu	May 30 – Aug 8	7 – 9 pm
ESLA 1943-01A	4.0 CEU	\$430

#### Annandale Campus

Tue & Thu	June 6 – Aug 15	9:20 – 11:45 am
ESLA 1943-01N	4.5 CEU	\$445

Tue & Thu	June 6 – Aug 15	7 – 9:25 pm
ESLA 1943-02N	4.5 CEU	\$445

## Intro to Public Speaking

This course provides low–intermediate to advanced level students with the skills needed to deliver formal and informal presentations. Students learn how to research, organize, and prepare presentations that will inform and persuade an audience. Topics include developing platform skills (body language, eye contact, voice projection), and delivering clear, concise, and relevant messages.

### Annandale Campus

Wed & Fri	June 7 – Aug 16	9:20 – 11:30 am
ESLA 1829–01N	4.0 CEU	\$395

## Contemporary Issues & Current Events

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

### Alexandria Campus

Mon & Wed	June 3 – Aug 7	7 – 9 pm
ESLA 1857–01A	4.0 CEU	\$430

### Annandale Campus

Tue & Thu	June 6 – Aug 15	7 – 9:25 pm
ESLA 1857–01N	4.5 CEU	\$445

## Advanced English for Professional Success

The course will focus on intercultural issues, including different values and styles of communication as well as build an awareness of the multi–cultural business environments. Students will practice their English language skills to obtain, clarify, analyze and present information; discuss their ideas, express their opinions; participate in and conduct business meetings effectively, prepare and deliver speeches on business topics and controversial issues. Students will work independently and/or cooperatively in a team environment, use high intermediate business vocabulary to speak and write about a range of business topics in the forms of memos, emails, written and oral reports and demonstrate knowledge and understanding of current trends in American business and the global business environment.

### Annandale Campus

Call 703–323–3323 for schedule.

ESLA 1876–01N	6.0 CEU	\$690
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## Academic Readiness

### Writing Workshop I (Intensive)

This intensive course is designed for students who need to master their sentence structure as well as expand their vocabulary. The course focuses on grammar, writing and vocabulary development at a high–beginning/low–intermediate level. Students spend a lot of time working on their individual writing with the instructor. Students need a recommendation from ACLI staff or placement test referral to take this course.

### Alexandria Campus

Mon – Fri	May 29 – July 2	9:20 am – 3:20 pm
ESLA 1995–01A	12.5 CEU	\$1,395

Schedule includes a 40–minute lunch break

### Writing Workshop II (Intensive)

This intensive course focuses on developing academic writing skills, improving essay writing, grammar, and vocabulary development at the intermediate/advanced level. Students spend a lot of time working on their individual writing with the instructor. Reading materials provide themes for essays and other writing assignments, as well as vocabulary. Grammar is taught through specific writing tasks. Students need a recommendation from ACLI staff or placement test referral to take this course.

### Alexandria Campus

Mon – Fri	May 29 – July 2	9:20 am – 3:20 pm
ESLA 1986–01A	12.5 CEU	\$1,395

Schedule includes a 40–minute lunch break

### Annandale Campus

Mon – Fri	May 30 – Aug 2	2 – 5:05 pm
ESLA 1986–01N	13.0 CEU	\$1,390

### Advanced Writing Seminar (Intensive)

This course provides intensive instruction in English language studies at a level appropriate for college–educated non–native speakers, such as prospective graduate students, diplomats, and professionals in various fields. Students write reports, essays, stories, studies and research papers and work on advanced grammar and vocabulary. The class includes readings of various types and topics.

### Annandale Campus

Mon – Fri	May 30 – Aug 2	2 – 5:05 pm
ESLA 1916–01N	13.0 CEU	\$1,390



### 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 pre–requisite:** At the time of application participants need to have demonstrated completion or near completion of their TESOL degree.

**Annandale Campus** • By appointment only. Call 703–323–3323. ESLA 1877–01N 6.0 CEU \$890



## Intensive English Program

The summer Intensive English Program (IEP) offers both new and current students an opportunity to improve in all areas of the English language. It challenges students in all levels of language proficiency to use and improve their oral and written communication skills. Course work includes academic skills such as conversation, listening comprehension, pronunciation, reading, writing, and grammar. In addition, we offer specialized courses like the TOEFL Prep, Business English, and American Culture courses. Students participate in classroom activities such as oral presentations, group work, and discussions. \* **For fall and spring semester schedules and tuition, contact the campus of your choice.**

New students must take the ACLI ESL placement test (an oral interview and a writing sample) before enrolling in classes. Test results can be used at all NOVA locations. See page 79. Accuplacer or TOEFL test scores will not be considered when placing students into the Intensive English Program.

**New F-1 students** must enroll full-time to fulfill their visa requirements. See campus specific information.

**Non F-1 students and returning F-1 students may enroll full-time or part-time according to their academic goals during the summer semester.**

**Non-instructional day: July 4, 2013**

See page 88 for additional intensive courses offerings.

### Alexandria Campus

New F-1 students attending the Intensive Summer Program at the Alexandria Campus are required to take two intensive core courses to fulfill their visa requirements. Students will be assigned a level-specific course after taking the placement test. Continuing students should talk to an ESL counselor about choosing their schedule for the summer.

#### Intensive Core Reading & Writing: Levels Intro – Intermediate

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

##### Alexandria Campus

Mon – Fri	May 29 – July 2	9:20 am – 3:20 pm
ESLA 1981–1985	12.5 CEU	\$1,395

Schedule includes a 40-minute lunch break

#### Intensive Core Speaking & Listening: Levels Intro – Intermediate

These intensive oral communication courses include work in listening, speaking, pronunciation, vocabulary, and grammar. There are six levels of proficiency in these courses. Students at the Intro level start developing simple conversation skills for everyday life, and students at the highest level practice academic note taking and public speaking skills as well as acquire advanced vocabulary.

##### Alexandria Campus

Mon – Fri	July 8 – Aug 9	9:20 am – 3:20 pm
ESLA 1971–1975	12.5 CEU	\$1,395

Schedule includes a 40-minute lunch break

### Annandale Campus

New F-1 students attending the Intensive Summer Program at the Annandale Campus are required to take two intensive core courses and one required elective course of their choice to fulfill their visa requirements. Students will be assigned a level-specific course after taking the placement test. Continuing students should talk to an ESL counselor about choosing their schedule for the summer.

#### Intensive Core Speaking & Listening: Levels Intro – Intermediate

These intensive oral communication courses include work in listening, speaking, pronunciation, vocabulary, and grammar. There are six levels of proficiency in these courses. Students at the Intro level start developing simple conversation skills for everyday life, and students at the highest level practice academic note taking and public speaking skills as well as acquire advanced vocabulary.

##### Annandale Campus

Mon – Fri	May 30 – Aug 2	9 – 11:30 am
ESLA 1970–1975	10.5 CEU	\$1,210

#### Intensive Core Reading & Writing: Levels Intro – Intermediate

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

##### Annandale Campus

Mon – Fri	May 30 – Aug 2	2 – 4:30 pm
ESLA 1980–1985	10.5 CEU	\$1,210

## Intensive Electives

New F-1 students must take one required elective course in addition to the intensive core courses to fulfill their visa requirement.

### Vocabulary Building & Spelling Strategies

This course develops students' vocabulary range and vocabulary acquisition skills through readings. Students learn new vocabulary by mastering prefixes, suffixes and roots. This class will help students understand American English spelling rules and provide opportunities to practice. Individualized instruction will address the spelling challenges of speakers of specific languages. *Several class levels present material of increasing difficulty.*

#### Annandale Campus

Mon – Thu	June 3 – July 29	12 – 1:15 pm
ESLA 1881–1884	4.0 CEU	\$380

### Pronunciation & Speech

This course focuses on increasing student awareness of the sounds of American English, improving intelligibility, and helping them to speak more fluently. This class provides practice in English pronunciation with focus on rhythm, stress, and intonation. Students learn to evaluate their own speech in order to become more competent, self-assured speakers. *Several class levels present material of increasing difficulty.*

#### Annandale Campus

Mon – Thu	June 3 – July 29	12 – 1:15 pm
ESLA 1891–1894	4.0 CEU	\$380

## Loudoun Campus

New F-1 students attending the Intensive Summer Program at the Loudoun Campus are required to take a total of four courses (two morning and two afternoon courses – 4 days a week). Students will be assigned a level-specific course after taking the placement test. Because the Loudoun Campus's Intensive Summer Program is not a full-length IEP program, students will be retested at the end of the summer semester for continued studies in the fall semester.

### Conversation & Pronunciation: Levels Intro – Low Intermediate

This course is designed for students who wish to improve their speaking and listening skills through dialogues, discussions and oral presentations. Besides practicing correct pronunciation, students will also have the opportunity to enrich their vocabulary through occasional reading exercises. *Several class levels present material of increasing difficulty.*

#### Loudoun, Signal Hill

Mon & Wed	July 8 – Aug 14	9 am – 12:10 pm
ESLA 1771–1774	4.0 CEU	\$325

### Writing & Grammar: Levels Intro – Intermediate

In addition to writing, these courses include work on grammar and critical thinking. There are five levels of proficiency. Students at the Intro level are introduced to writing sentences and students at the highest level work on writing academic essays.

#### Loudoun, Signal Hill

Tue & Thu	July 9 – Aug 15	9 am – 12:10 pm
ESLA 1781–1785	4.0 CEU	\$325

## Reader's Theatre

Reader's Theatre or "dramatic reading" is an effective method for building speaking fluency and reading comprehension. This course, designed for intermediate students, will offer them opportunities to read aloud from and act out movie and TV show scripts, as well as plays and dialogues and scenes from literary works. Reading aloud will help improve comprehension, and expression as well as build confidence speaking before a group. The course will also focus on discussion of situations and characters, as well as help improve pronunciation and acquire new vocabulary. Readings will be performed in front of the class.

#### Annandale Campus

Mon – Thu	June 3 – July 29	12 – 1:15 pm
ESLA 1875–03N	4.0 CEU	\$380



**Questions about  
how to apply for an  
F-1 student visa?**

**Call 703-323-3423 or visit  
[www.nvcc.edu/international](http://www.nvcc.edu/international)**

### Vocabulary Building & Spelling Strategies

This course develops students' vocabulary range and vocabulary acquisition skills through readings. Students learn new vocabulary by mastering prefixes, suffixes and roots. This class will help students understand American English spelling rules and provide opportunities to practice. Individualized instruction will address the spelling challenges of speakers of specific languages. *Several class levels present material of increasing difficulty.*

#### Loudoun, Signal Hill

Tue & Thu	July 9 – Aug 15	12:45 – 2:15 pm
ESLA 1881–1885	1.8 CEU	\$220

### Intro to American Culture

This course forms the basis for understanding the United States, its way of life, and its cultural heritage. Open to students at all levels.

#### Loudoun, Signal Hill

Mon & Wed	July 8 – Aug 14	12:45 – 2:15 pm
ESLA 1953–01L	1.8 CEU	\$220



Courses are offered at the following location:

**Annandale Campus**  
703-323-3168

The **STRIVE Program** provides opportunities for young adults with learning disabilities to transition from school to post-secondary training, employment and successful community living. All classes listed in this section are ongoing classes that change in content each semester so that students can participate regularly (enroll more than once) and have continual support. Students will be required to cover the minimal cost of entrance and activity fees. Each course includes highly recommended parent meetings.

*Questions?  
Please call the  
STRIVE Program  
Coordinator,  
Dr. Jean Robinson,  
at 301-292-7600*

# Classes for Students with Learning Disabilities

## Job Exploration

This course can enhance the job readiness of students with learning disabilities through observation and participation in a variety of work experiences in the community. Classes will include outside speakers from the business community and on-site business visits, as well as potential on-site training with employers. Parent Meeting: Thu, July 18, 12:30 – 1:30 pm

Annandale Campus, CE 202  
Instructor: Dr. Jean Robinson  
Thu, June 27 – Aug 1, No class July 4 & 25  
1:30 – 5 pm, 4 sessions, \$229  
BUSC 1816-01N • 1.4 CEU

## Intro to Assistive Technology

If you have a reading, speech, language, or writing disability, or it is difficult for you to use a keyboard, assistive technology can help you overcome these obstacles. This course introduces innovative computer options such as Kurzweil 3000, Inspiration, Co:Writer, Write Out Loud, AlphaSmart/NEO, Dragon Dictates, Intel Reader, Echo Smartpen, and the Internet. You'll explore integrating assistive technology into mainstream software such as MS Word and PowerPoint. Prior knowledge of MS Word is helpful. This class is also useful for prospective trainers and tutors. Parent Meeting: Tue, July 16, 5 – 6 pm

Off-Campus Location: CED, 6th floor  
7630 Little River Turnpike, Annandale  
Instructor: Zina Facemire, MEd  
Tue, June 25 – Aug 6  
6 – 8 pm, 7 sessions, \$229  
ITEC 1723-01N • 1.4 CEU



## Smart Phone & Tablet Photography Club

Capture your memories with smart phone photography as the journey of your life unfolds. Join the club and learn how to use the Instagram app to take, enhance and instantly share your smart phone photos with family and friends as they are uploaded to Flickr, the photo-sharing website. This class will use the Apple iPhone, iPad and iCloud to demonstrate these concepts. Having a smart phone is not required. The course is also open to teachers, parents, advocates and counselors. Parent Meeting: Wed, July 17, 5 – 6 pm

Annandale Campus, CE 202  
Instructor: Zina Facemire, MEd  
Wed, June 26 – Aug 7  
3 – 5 pm, 7 sessions, \$229  
PHTG 1958-01N • 14 hrs

## Reading Boot Camp

Would you like to refine your skills in reading comprehension, fluency and vocabulary? This fun course offers a diagnostic-prescriptive approach to conquer your reading challenges, using the most innovative technology and techniques. Group and individual tutoring using such programs as the Free Natural Reader, Jamestown and the Challenger reading series is being offered. Reinvent yourself by gaining new insight into tactical strategies to improve and jump-start your reading for pleasure and independent skills. Tuition includes all course materials. Parent Meeting: Tue, July 16, 5 – 6 pm

Off-Campus Location: CED, 6th floor  
7630 Little River Turnpike, Annandale  
Instructor: Jackie Fleming, MAT  
Tue, June 25 – Aug 6  
3 – 5 pm, 7 sessions, \$229  
COMM 1807-01N • 1.4 CEU

## Accessing Recreational, Cultural & Community Service Opportunities

Students will acquire leadership and decision-making skills by initiating, planning, directing and participating in recreational, cultural and community service projects with peers. Students can develop independent living and job skills transferable to the work place. Classes include discussions about dating, relationship building, budgeting, goal setting, time and conflict management, using public transportation and helping others. Students are required to cover the minimal cost of entrance and activity fees. Parent Meeting: Mon, July 8, 6 – 7 pm

Annandale Campus, CE 202  
Instructors: Dr. Jean Robinson & Richard Stone  
Mon, June 24 – July 29  
7 – 9 pm, 6 sessions, \$199  
4 Sat Activities: June 29, July 6, 13 & 20  
LLRN 1916-01N • 12 hrs.

## Architecture Around the World

Join us for a fascinating virtual trip around the world to explore magnificent works of engineering and architecture. The audiovisual “tour” includes Russia, Mongolia, China, Thailand, Malaysia, Japan, India, Australia, Iran, Turkey, Egypt, Saudi Arabia, and South Africa. You’ll learn about the culture and traditions of various countries from an architectural perspective, and examine the variety of influences on

their architectural design. You’ll have the opportunity to construct paper models of related works of architecture. Well-crafted models may be showcased in VSA Exhibits, and employment opportunities working as docents with The Noble Architect Foundation also may be available. This course is useful for teachers, prospective trainers, tutors and assistants interested in working with young people with disabilities.

Off-Campus Location: CED, 6th floor  
7630 Little River Turnpike, Annandale  
Instructor: Bahram AzabDaftari, AIA, Architect  
Thu, June 27 – Aug 1, No class July 4  
6 – 8 pm, 5 sessions, \$179  
LLRN 1868-01N • 10 hrs.

## Transformative Therapeutic Art

Art and the process of creating can be therapeutic, transporting you from the stresses of your life and the world. Discover ways to tap into your inner resources and experience the healing power of creativity. Classes will feature demonstrations as well as making your own personal creations using ageless techniques such as jewelry-making and wirework. Being artistically inclined is not a prerequisite. Tuition includes all course materials. Parent Meeting: Wed, July 17, 5:30 – 6:30 pm

Off-Campus Location: Strive Cornerstone Residence  
10616 Golden Eye Lane, Fairfax, VA  
Instructor: Donna Reinsel, BA, BFA  
Wed, June 26 – Aug 7  
6:30 – 8:30 pm, 7 sessions, \$239  
ARTS 1771-01N • 14 hrs.

## Life 101 – Part III

Improve your overall well-being and emotional fitness by improving your relationships. This is the continuation of the new “Life Smart” video series including: being “People Smart” and “Date Smart”. It covers important strategies to develop, protect and maintain boundaries while dating, and understanding the opposite sex. Emphasis is placed on principles of building emotional competence, optimism, empathy and self-worth, as well as teaching self-regulation, coping and self-evaluation. Parent Meeting: Wed, July 17, 2 – 3 pm

Annandale Campus, CE 202  
Instructor: Karen Lee, BBA  
Wed, June 26 – Aug 7  
3 – 5 pm, 7 sessions, \$229  
LLRN 1944-01N • 14 hrs.

## Personal Life Coaching – Part III

Create the future you desire! Life Coaching is an ongoing professional relationship that helps people produce extraordinary results in their lives, relationships, careers, businesses or organizations. Through the process of coaching, people deepen their learning, improve their performance, and enhance achievement, fulfillment and quality of life. Parent Meeting: Mon, July 8, 7 – 8 pm

Annandale Campus, CE 202  
Instructor: Donna Reinsel, BA, BFA  
Mon, June 24 – Aug 5  
5 – 7 pm, 7 sessions, \$229  
LLRN 1945-01N • 14 hrs.

## Lifelong Fitness & Health

Young adults with learning disabilities can design diet, exercise and personal fitness programs for mind and body using a holistic approach to develop healthy lifestyles. Aerobic activities maximizing cardiovascular efficiency combined with relaxation strategies elevate mood, jump-start energy and reduce stress. Students will learn from demonstrations, participant initiated activities, workouts, trips, and team activities. Classes will be held at local recreation centers and the STRIVE Cornerstone Residence. Call 703-323-9420 for directions. Parent Meeting: Sun., July 14, 12:30 – 1:30 pm

Off-Campus Locations:  
Audrey Moore Rec. Center  
8100 Braddock Rd., Annandale  
South Run Rec. Center  
7550 Reservation Dr., Springfield  
STRIVE Cornerstone Residence  
10616 Golden Eye Lane, Fairfax  
Instructor: Richard Stone  
Sun, June 30 – July 28  
1:30 – 3:30 pm, 5 sessions, \$165  
RECR 1927-01N • 10 hrs.



# Campus Information

## Alexandria Campus Workforce Development

**Bisdorf Building – AA 230**  
3001 N. Beauregard St.  
Alexandria, VA 22311

**Phone: 703-845-6280**  
**Fax: 703-845-6083**  
**Office Hours:**  
**Mon. – Fri.: 8:30 am – 5 pm**

**Off-Campus Location:**  
**The Arlington Center**  
4600 N. Fairfax Dr.  
Arlington, VA 22203

**Finding Your Classroom:** To find the building in which your class will be held, please check your e-mailed confirmation letter and then consult the maps on our website: [www.nvcc.edu/wdce/alexandria](http://www.nvcc.edu/wdce/alexandria).

### Parking on Campus:

Parking is enforced 24/7.

- Semester Parking Permit: \$105  
\$95 if purchased online at <http://parking.nvcc.edu>
- Parking Meters: \$2/hr., \$12 max per day – Change machines are available on campuses with metered parking.
- One-day Hangtag: \$12 - Currently enrolled students may purchase online or at a campus parking services office – once purchased, it is non-refundable.

You have the choice of parking in the metered lot located at Campus Dr. and Dawes Ave., or purchasing a semester permit or one-day hangtag that allows you to park in any of the B (Student) Lots on campus. The Parking Services Office is located in AA 189A, phone: 703-845-6499. The Arlington Center is located behind the Holiday Inn at Fairfax Drive and Glebe Road. Free student parking is available at that location after 5:30 pm, weeknights and all day on weekends. Public parking is available next door in the George Washington University building, at the Ballston Mall and many other public parking lots.

**Bookstore Information:** All books listed under course descriptions are available in the campus bookstore. Hours: Mon. – Thurs., 9 am – 7 pm and Fri., 9 am – 2 pm.

Location: Tyler Building, Room 104.  
Phone: 703-845-6221. You may also purchase your textbooks online using [whywaitforbooks.com](http://whywaitforbooks.com).

**Students with Disabilities:**  
Counselors are located in AA 229. Phone: 703-845-6301.

**Senior Citizen Policy:** Read the complete policy on page 99. Call 703-845-6280, between 2 and 5 pm only, to check on course availability.

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## Annandale Campus Workforce Development

**Richard J. Ernst Community Cultural Center - CE 202**  
8333 Little River Tpke.  
Annandale, VA 22003-3796

**Phone: 703-323-3168**  
**Fax: 703-323-3399**  
**Office Hours:**  
**Mon. – Thurs.: 8:30 am – 8 pm**  
**Fri.: 8:30 am – 5 pm**

**Off-Campus Location:**  
**Center for Employee Development (CED)**  
**Pitney Bowes Building**  
7630 Little River Tpke., 5th & 6th fl.  
Annandale, VA 22003

**Finding Your Classroom:** To find the building in which your class will be held, please check your e-mailed confirmation letter and then consult the maps on our website: [www.nvcc.edu/wdce/annandale](http://www.nvcc.edu/wdce/annandale). The CED phone number is 703-323-3102. (Please be aware that for security purposes, the entrance to this building is locked at 7 pm on weekdays, and is not open until 9 am on Saturdays.)

### Parking on Campus:

Parking is enforced 24/7.

- Semester Parking Permit: \$105  
\$95 if purchased online at <http://parking.nvcc.edu>
- Parking Garage: \$2/hr., \$12 max per day
- One-day Hangtag: \$12 - Currently enrolled students may purchase online or at a campus parking services office – once purchased, it is non-refundable.

You have the choice of parking in the multi-story garage (enter on level 1), or purchasing a semester permit or one-day hangtag. The permit and hangtag allow you to park in any of the B (student) Lots on campus. The Parking Services Office is located on the first floor of the CA Building, phone: 703-323-4267. Parking permits are not required at the Center for Employee Development (CED) - 7630 Little River Tpke. Annandale, VA.

**Bookstore Information:** All books listed under course descriptions are available in the campus bookstore. Hours: Mon. – Thurs., 8 am – 8 pm, Fri., 8 am – 6 pm, & Sat., 9 am – 5 pm. Location: CA Building - second level. Phone: 703-323-3185. You may also purchase your textbooks online at [whywaitforbooks.com](http://whywaitforbooks.com).

**Students with Disabilities:** Annandale counselors are located on the first floor of the CA Building, Room 112. Phone: 703-323-3200. Interpreter Services Office Phone: 703-323-3187 (Voice/TTY).

**Senior Citizen Policy:** Read the complete policy on page 99. Phone 703-323-3168, between 2 and 5 pm only, to check on course availability.

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## Loudoun Campus Workforce Development

**21335 Signal Hill Plaza, Suite 300**  
Sterling, VA 20164

**Phone: 703-450-2551**  
**Fax: 703-421-4121**  
**Office Hours:**  
**Mon. – Fri.: 8:30 am – 5 pm**

**Classroom Locations:**  
**Loudoun Campus**  
1000 Harry Byrd Highway  
Sterling, VA 20164

**Loudoun – Signal Hill**  
21335 Signal Hill Plaza  
Sterling, VA 20164

**Reston Center**  
1831 Wiehle Avenue  
Reston, VA 20190

# Campus Information

## Potomac Falls High School

46400 Algonkian Parkway  
Sterling, VA 20165

**Finding Your Classroom:** To find the building in which your class will be held, please check the board in the main lobby of the LR building on campus or call the office at 703-450-2551. Room numbers for classes held at the Loudoun Campus will be posted the day of the class. For classes held at the Reston Center, classrooms will be posted in the lobby as you exit the elevator. For classes held at Loudoun – Signal Hill, room assignments will be posted in the third floor lobby when you exit the elevator.

### Parking on Campus:

Parking is enforced 24/7.

- Semester Parking Permit: \$105 \$95 if purchased online at <http://parking.nvcc.edu>
- Parking Meters: \$2/hr., \$12 max per day – Change machines are available on campuses with metered parking.
- One-day Hangtag: \$12 - Currently enrolled students may purchase online or at a campus parking services office – once purchased, it is non-refundable.

You have the choice of using a campus parking meter or purchasing a semester parking permit or one-day hangtag prior to class. The permit and hangtag allow you to park in any of the B (Student) Lots on campus. The Parking Services Office is located in LR 241, phone: 703-450-2523. Parking permits are not required at Reston, Signal Hill, or Potomac Falls High School. Students parking at Signal Hill must use only the areas designated for NOVA students.

**Bookstore Information:** All books listed under course descriptions are available in the campus bookstore. Hours: Mon. – Thurs., 9 am – 7 pm and Fri., 9 am – 2 pm. Location: LR Building, Room 135. Phone: 703-450-2589. You may also purchase your textbooks online using [whywaitforbooks.com](http://whywaitforbooks.com).

**Students with Disabilities:** Counselors are located in LR 253. Phone: 703-450-2571.

**Senior Citizen Policy:** Read the complete policy on page 99. Call 703-450-2551, between 2 and 5 pm only, to check on course availability.

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## Manassas Campus Workforce Development

**Manassas Innovation Park**  
9485 Innovation Drive  
Manassas, VA 20110

**Phone:** 703-257-6630  
**Fax:** 703-365-2378  
**Office Hours:**  
Mon. – Fri.: 8:30 am – 5 pm

**In Person Registration:**  
**Manassas Campus**  
**Enrollment Services Office,**  
**Room MH 111**  
6901 Sudley Road  
Manassas, VA 20109

**ACLI Office & Testing**  
**Manassas Campus**  
**Room MH 411**  
**Phone:** 703-257-6536

**Finding Your Classroom:** To find the building in which your class will be held, check our website [www.nvcc.edu/wdce/pwregional](http://www.nvcc.edu/wdce/pwregional). Updates are posted daily. Classroom locations will also be posted at our off-campus site, MIP- Manassas Innovation Park, located within the Innovation Business Center.

### Parking on Campus:

Parking is enforced 24/7.

- Semester Parking Permit: \$105 \$95 if purchased online at <http://parking.nvcc.edu>
- Parking Meters: \$2/hr., \$12 max per day – Change machines are available on campuses with metered parking.
- One-day Hangtag: \$12 - Currently enrolled students may purchase online or at a campus parking services office – once purchased, it is non-refundable.

You have the choice of using a campus parking meter or purchasing a semester parking permit or one-day hangtag prior to class. The permit and hangtag allow you to park in any of the B (Student) Lots on campus. The Parking Services Office is located in Room MH 312, phone: 703-257-6650. Parking permits are not required at Manassas Innovation Park (MIP).

**Bookstore Information:** All books listed under course descriptions are available in the campus bookstore. Hours: Mon. – Thurs., 9 am – 7 pm and Fri., 9 am – 2 pm. Location: Howsmon Hall, Room 109. Phone: 703-368-8554. You may also purchase your textbooks online using [whywaitforbooks.com](http://whywaitforbooks.com).

**Students with Disabilities:** Counselors are located in MH 110. Phone: 703-257-6610, TDD# 703-368-3748.

**Senior Citizen Policy:** Read the complete policy on page 99. Call 703-257-6620, between 2 and 5 pm only, to check on course availability.

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## Medical Education Campus Workforce Development

6699 Springfield Center Drive  
Suite 210  
Springfield, VA 22150

**Phone:** 703-822-6523  
**Fax:** 703-822-2083  
**Office Hours:**  
Mon. – Thurs.: 8:30 am – 6:30 pm  
Fri.: 8:30 am – 5 pm

**Finding Your Classroom:** Your classroom location will be posted on a sign in the main corridor of the Medical Education Campus building the morning of your first class session. Classroom assignments are also listed on the TV monitor outside Room 210, or you can call our office at 703-822-6523.

# Campus Information

## Parking on Campus:

Parking is enforced 24/7.

- Semester Parking Permit: \$105 \$95 if purchased online at <http://parking.nvcc.edu>
- Parking Garage: \$2/hr., \$12 max per day
- One-day Hangtag: \$12 - Currently enrolled students may purchase online or at a campus parking services office – once purchased, it is non-refundable.

You have the choice of parking in the parking garage, purchasing a semester permit or one-day hangtag. The permit and hangtag allow you to park in any of the B (Student) Lots on campus. The Parking Services Office is located in Room 204-A, phone: 703-822-6688.

**Bookstore Information:** All books listed under course descriptions are available in the campus bookstore. Hours: Mon. & Thurs., 8:30 am – 7 pm, Tues. & Wed., 8:30 am – 5 pm and Fri., 8:30 am - 2 pm. Location: MEC, Room 117. Phone: 703-922-2841. You may also purchase your textbooks online using [whywaitforbooks.com](http://whywaitforbooks.com).

**Students with Disabilities:** Counselors are located in Room 202. Phone: 703-822-6510.

**Senior Citizen Policy:** Read the complete policy on page 99. Call 703-822-6623, between 2 and 5 pm only, to check on course availability.

## Woodbridge Campus Workforce Development

Seefeldt Building, Room WS 226  
15200 Neabsco Mills Road  
Woodbridge, VA 22191

Phone: 703-878-5770

Fax: 703-670-0246

Office Hours:

Mon. – Thurs.: 8:30 am – 7:30 pm

Fri.: 8:30 am – 5 pm

**Finding Your Classroom:** To find the building in which your class will be held, check our website [www.nvcc.edu/wdce/pwregional](http://www.nvcc.edu/wdce/pwregional). Updates are posted daily. If your classroom is listed as TBA, please call 703-878-5770.

## Parking on Campus:

Parking is enforced 24/7.

- Semester Parking Permit: \$105 \$95 if purchased online at <http://parking.nvcc.edu>
- Parking Meters: \$2/hr., \$12 max per day – Change machines are available on campuses with metered parking.
- One-day Hangtag: \$12 - Currently enrolled students may purchase online or at a campus parking services office – once purchased, it is non-refundable.

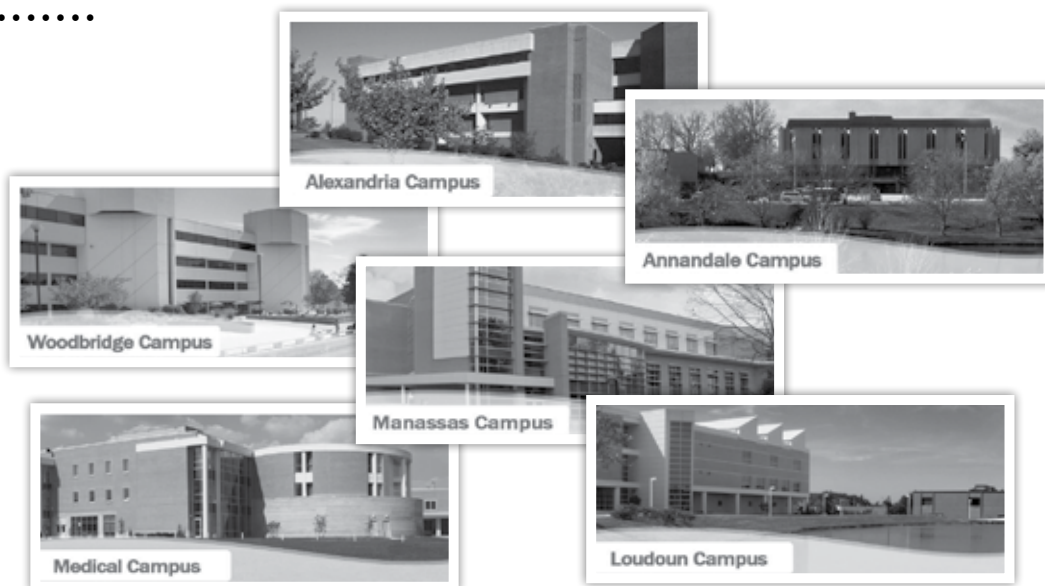
You have the choice of using a campus parking meter or purchasing a semester parking permit or one-day hangtag prior to class. The permit and hangtag allow you to park in any of the B (student) Lots on campus. The Parking Services Office is located in Room WS 126, phone: 703-878-5815.

**Bookstore Information:** All books listed under course descriptions are available in the campus bookstore. Hours: Mon. – Thurs., 9 am – 7 pm and Fri., 9 am – 2 pm. Location: WB Building. Phone: 703-878-5774. You may also purchase your textbooks online using [whywaitforbooks.com](http://whywaitforbooks.com).

**Students with Disabilities:** Counselors are located in WC 202. Phone: 703-878-5761, TDD# 703-878-5790.

**Senior Citizen Policy:** Read the complete policy on page 99. Call 703-878-5770, between 2 and 5 pm only, to check on course availability.

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# Registration Information

## Register Today! *The Process is Easy.*

Registration begins with your Student ID Number. Need one? See directions below.

If you have never taken a course at NOVA, complete the VCCS (non-credit) Application for Admission. You can do this online at [www.nvcc.edu](http://www.nvcc.edu). Click the "Apply Now" tab. Your Student ID Number will be generated and will be used for all future college transactions. If you prefer, you can complete the application form on page 98 and submit it to any Workforce Development Division (WDD) office. If it's been more than **3 years** since you've taken a course at NOVA, submit a new application, **using your current Student ID Number**, to update your records before registering. Don't remember your Student ID Number? Call any WDD office for assistance.

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### 4 Easy Ways to Register:

Registration is continuous from **May 1** throughout the summer semester and remains open until the class maximum is reached. If the class you want is full, contact the WDD office at that campus and ask to be placed on a waiting list. **To be sure you get the class you want, register and pay for it as soon as possible.**

For ESL registration dates, see page 79.



#### Online:

[www.nvcc.edu/workforce](http://www.nvcc.edu/workforce)

Select the campus. Select your class(es), register and pay using your MasterCard, VISA or American Express credit card.



Campus locations are identified by the following letters, which are part of every course section number.

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



**Telephone:** With your MasterCard, VISA or American Express credit card. See the Campus Information section for hours of operation.

#### WDD Office Phone Numbers:

Alexandria:	703-845-6280
Annandale:	703-323-3168
Loudoun:	703-450-2551
Manassas:	703-257-6630
Medical Education:	703-822-6523
Woodbridge:	703-878-5770



**Mail:** Complete the registration form on page 97 and mail with your check or money order payable to NVCC to: Workforce

Development Office, Northern Virginia Community College, 8333 Little River Tpke., Annandale, VA 22003.



**In Person:** You are welcome to register in person at any campus during regular office hours. Payment can be made by credit card (VISA, MasterCard or American Express) or with check or cash at any campus Business Office. See the Campus Information section for locations and hours of operation.

.....

**Payment:** Workforce Development course fees are due when you register, unless you have acceptable documented proof of guaranteed payment (see Third Party Payment). Non-credit tuition is not eligible to be paid by any payment plan. You are not permitted to audit or sit in a class for which you have not paid.

**Third Party Payment:** If your tuition is being paid by a third party (employer, government agency, foreign embassy), submit a purchase order or letter of authorization with your registration form. You can submit these forms in person, by mail, or fax (use black ink); but we must have the original copy of the purchase order or authorization in order to process your payment. If the **original** copy of this form is not submitted with your registration, please mail it to the attention of Yookie Lee at the Annandale Campus Workforce

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

#### NOVA Course Changes & Cancellations:

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

#### Student Requested Course Changes:

To **change** classes or transfer to another section of a course, call the WDD Office at that campus a minimum of 4 calendar days before the start date.

#### Enrollment Cancellation with

**Full Refund:** E-mail your request to [wddrefunds@nvcc.edu](mailto:wddrefunds@nvcc.edu) at least 4 calendar days prior to the first class session. We will gladly refund your tuition after we receive your written request. A refund check will be sent to your mailing address within 2 - 4 weeks.

Refund requests for **motorcycle classes** require two-week notice; see page 74 for details. For **ESL** course refund request procedures, see page 79.

**Senior Citizens' Registration:** If you are a resident of Virginia, 60 years of age or older, and have lived in the state for a minimum of one year, you may participate tuition-free in non-credit courses on a space-available basis as determined by the College. See page 99 for complete policy information.

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



# Registration Form • Workforce Development • All Locations

Student/User ID# \_\_\_\_\_  
(Required)

Birth Date: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Day/Work Phone: \_\_\_\_\_

**Mail completed form with  
 payment to:**

Northern Virginia Community College  
 Workforce Development – CE 202  
 8333 Little River Turnpike  
 Annandale, VA 22003-3796

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	ITEC	1234	01W	Computer Basics	6/25-8/6	\$145
1.						
2.						
3.						
4.						
5.						

Enclose your check or money order payable to NVCC. **Cash payments must be made at any campus business office.** Make credit card payments on our website – [www.nvcc.edu/workforce](http://www.nvcc.edu/workforce).

Check/Money Order enclosed \_\_\_\_\_

**Office Use:**

Reg. Processed: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Initials: \_\_\_\_\_ Service Indicator: \_\_\_\_\_

# Attention New Students • VCCS Application

If you have never taken a class at Northern Virginia Community College, you will need to complete the VCCS Application. You can fill out the application online at [www.nvcc.edu](http://www.nvcc.edu), or you can complete the form below and submit it to the Workforce Development Office of the campus you wish to take a course from via mail, in person, or fax. Contact information can be found on pages 93 – 95. If you fax this application, please type or use black ink.

By completing this application, you will receive a **Student ID #** to use for all future transactions with the college. If it has been more than three years since you have taken classes at NOVA, you will need to submit a new application, using your current Student ID#, to update your records before registering. Please call the Workforce Development Office at any campus for assistance.



<b>FOR OFFICE USE ONLY</b>	
Empl. ID	_____
Staff Initial	_____
Date	_____

## APPLICATION FOR ADMISSION • Workforce Development • Check a Campus:

- Alexandria    Annandale    Loudoun    Medical Education    Manassas    Woodbridge

- Name: \_\_\_\_\_  
Prefix (Mr., Mrs., etc.)      First      Full Middle      Last      Suffix (Jr., Sr., etc.)
- Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
See privacy statement, which can be obtained in the Admissions Office.
- Former name: \_\_\_\_\_  
First      Full Middle      Last
- Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month      Day      Year
- In what type of class will you be enrolling?    Credit classes    Non-credit classes
- 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: \_\_\_\_\_
- What term will you begin classes? 20 \_\_\_\_\_ Term:    Fall (Aug-Dec)    Spring (Jan-May)    Summer (May-Aug)
- Primary phone (include area code): ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_
- Mailing address/Street: \_\_\_\_\_  
City/State/ZIP: \_\_\_\_\_  
Country, if not USA: \_\_\_\_\_
- Current residence (City/County): \_\_\_\_\_
- Have you lived in Virginia for the last twelve months?    Yes    No  
If no, where else did you live? (US state or foreign country) \_\_\_\_\_
- E-mail address \_\_\_\_\_
- Emergency contact information – Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Phone Number: \_\_\_\_\_
- Employer: \_\_\_\_\_
- Business phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ ext. \_\_\_\_\_
- Ethnicity:    White    Black/African American    Hispanic/Latino    Asian    American Indian/Alaska Native    Native    Hawaiian/Other Pacific Islander
- Gender:    Male    Female
- 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 US." 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? \_\_\_\_\_
- Primary language:    English    Other
- 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 GAURDIAN SIGNATURE (IF UNDER 18 YEARS OF AGE)

\_\_\_\_\_  
DATE

**VCCS APPLICATION**

# Workforce Development General Information, Policies & Procedures

## 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. At NOVA, non-credit courses are offered by the Workforce Development Division. (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. Students establish a permanent record of non-credit experiences that may be used to enhance their 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.

## Earning CEUs

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

## Veterans’ Benefits

Are you eligible for Veterans’ Benefits?

Some campus-specific courses and certificate programs are currently approved. For additional information, please contact a campus representative.

- Alexandria: Alicia Street, [tstreet@nvcc.edu](mailto:tstreet@nvcc.edu), 703-933-1437
- Annandale: Romulo Sarmiento, [rsarmiento@nvcc.edu](mailto:rsarmiento@nvcc.edu), 703-323-3145
- Loudoun: Gert Heslin, [gheslin@nvcc.edu](mailto:gheslin@nvcc.edu), 703-450-2501
- Manassas: Carol Oandasan, [coandasan@nvcc.edu](mailto:coandasan@nvcc.edu), 703-257-6612
- Medical Education: Dietrich Giles, [dgiles@nvcc.edu](mailto:dgiles@nvcc.edu), 703-822-6540
- Woodbridge: Diane Malone, [cmalone@nvcc.edu](mailto:cmalone@nvcc.edu), 703-878-5748

## Testing Services

The three testing services listed below are administered by the Alexandria Campus Workforce Development Office.

### CLEP® Testing - College Level Examination Program

You do not have to be a NOVA student to take a CLEP exam at NOVA. For test details, go to [www.collegeboard.com/clep](http://www.collegeboard.com/clep). Registration and payment for testing are done by e-mailing [ALCETesting@nvcc.edu](mailto:ALCETesting@nvcc.edu) to schedule a registration appointment.

### Combine DSST with Other Prior Learning Assessment

DSST is an effective method to provide your college with evidence of prior learning. Get information and choose relevant exams by going to [www.getcollegecredit.com](http://www.getcollegecredit.com). Registration and payment for testing are done by e-mailing [ALCETesting@nvcc.edu](mailto:ALCETesting@nvcc.edu) to schedule a registration appointment.

### Proctoring Services

Exam proctoring services are available at the Alexandria Campus at a cost of \$75 per exam. Registration and payment for testing are done by e-mailing [ALCETesting@nvcc.edu](mailto:ALCETesting@nvcc.edu) to schedule a registration appointment.

## Weather Policy

If the college is closed due to inclement weather, all non-credit classes will be cancelled, and you will be notified of the make-up date for your class. College delays and closings are announced on local radio and TV stations as well as on the college website – [www.nvcc.edu](http://www.nvcc.edu).

If a non-credit course is held off-campus, listen for the announcement on local radio and television stations for that closing. Also, you can receive emergency and college closing messages on your mobile device by signing up for **NovaAlert** at <http://alert.nvcc.edu>.

## Lifetime Learning Tax Credit

Taxpayers may be eligible to claim a non-refundable Lifetime Learning Tax Credit to help them pay for post-secondary education for themselves and/or their dependent children. These tax credits can reduce the amount of federal income tax on returns filed in 1999 or later. This credit applies to tuition and fees for undergraduate, graduate, and **continuing education course work taken part time to improve or upgrade job skills**. For more information, call 800-829-1040 or visit the IRS Website at: [www.irs.gov](http://www.irs.gov). Information is also available on NOVA’s website at [www.nvcc.edu](http://www.nvcc.edu).

## Senior Citizen Enrollment Policy

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, who wish to take a Workforce Development course, 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 Workforce Development Division Office on any campus. (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 and the class is still open. For classes that begin in the morning or afternoon, 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. **Please call the Workforce Development Office on the campus offering the course you wish to attend.** To guarantee a place in a course, payment is required. A senior who has already made payment for a particular course may not reverse that registration to free tuition at a later time.

## Workforce Development Mission

To provide customer focused workforce solutions for the community that assist and support regional businesses and employers develop and sustain a qualified workforce enabling them to be a high-performing operation.

**NOVA** is an Equal Opportunity/Affirmative Action Institution. **Workforce Development offerings are supported entirely through the fees paid by participants.**

# Training that fits.

**Days | Evenings | Weekends | Online**



**Register 24/7 at [www.nvcc.edu/workforce](http://www.nvcc.edu/workforce)**

Alexandria | 703-845-6280  
Annandale | 703-323-3168  
Loudoun | 703-450-2551

Manassas | 703-257-6630  
Medical Education | 703-822-6523  
Woodbridge | 703-878-5770

