

Days: **M**-Monday, **Tu**-Tuesday, **W**-Wednesday, **Th**-Thursday, **F**-Friday, **Sa**-Saturday

ACCOUNTING

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEU/CR
CRT074-1	QuickBooks Pro	W & Th	9/22 & 23	8:30 AM – 4:30 PM	C241	John Sawyer	\$285	1.4 CEUs
CRT074-2	QuickBooks Pro	Tu & W	10/26 & 27	8:30 AM – 4:30 PM	C241	John Sawyer	\$285	1.4 CEUs
CRT074-3	QuickBooks Pro	M & Tu	11/22 & 23	8:30 AM – 4:30 PM	C241	John Sawyer	\$285	1.4 CEUs
CRT074-4	QuickBooks Pro	Tu & W	12/14 & 15	8:30 AM – 4:30 PM	C241	John Sawyer	\$285	1.4 CEUs

AUTOMOTIVE

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEU/CR
WCD052-1	Practical Electrical & Electronics	W & Th	10/20 – 11/18	6 – 9 PM	A31	B. McCulloch	\$295	30 Hrs
WCD057-1	Engine Performance Fuel, Air Induction & Ignition Systems	W & Th	9/8 – 9/16	6 – 9 PM	A31	B. McCulloch	\$125	12 Hrs
WCD059-1	Body Control & Communication Systems	W & Th	10/6 – 10/14	6 – 9 PM	A31	B. McCulloch	\$125	12 Hrs
WCD060-1	Hydraulic Brake Systems Operation & Diagnosis	W & Th	9/29 & 30	6 – 9 PM	A31	B. McCulloch	\$65	6 Hrs
WCD065-1	Automotive Maintenance 101	Sa	10/23 & 30	8:30 AM – 12:30 PM	A21	B. McCulloch	\$110	0.8 CEUs

CAD

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEU/CR
CAD0030-1	CAD 3-D Graphics with REVIT		(Call 615-353-3456 for schedule)				\$495	3.0 CEUs

CCNA CERTIFICATION

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEU/CR	
CRT086-1	Cisco Certified Network Associate		(Call 615-353-3456 for schedule)			TBA	Charlie Hoover	\$4000	256 Hrs

Days: **M**-Monday, **Tu**-Tuesday, **W**-Wednesday, **Th**-Thursday, **F**-Friday, **Sa**-Saturday

CERTIFIED PROFESSIONAL SECRETARY

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEU/CR
OAD0021-1	CPS 1/ Office Systems and Technology	M & Th	9/27 – 10/21	5:30 – 8:40 PM	C242	Debbie Green	\$150	2.5 CEUs

Mock Exam 10/18/2010

CERTIFIED QUALITY AUDITOR

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEU/CR
TTC020-1	Certified Quality Auditor Exam Refresher	M-F	10/25-29	12 – 5 PM (M) 8 AM – 5 PM (Tu – Th) 8 AM – 12 PM (F)	C242	Robert Thrash	\$595	3.2 CEUs

COMPTIA CERTIFICATION

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEU/CR
TSS016-1	CompTIA A+ Hardware	Tu & Th	9/14 – 10/14	5:45 – 9:45 PM	C241	Michael Baxter	\$750	4.0 CEUs
TSS017-1	CompTIA A+ Software	Tu & Th	10/19 – 11/18	5:45 – 9:45 PM	C241	Michael Baxter	\$750	4.0 CEUs

CONTRACTOR LICENSING

Course No.	Course	Instructor	Fee	CEU/CR
WCD067	Limited License Contractor New!	Tom Dorsey	\$395	2.0 CEUs
WCD068	Residential Contractor & TN Business & Law New!	Tom Dorsey	\$425	2.0 CEUs
WCD069	Residential Contractor/Small Commercial New!	Tom Dorsey	\$425	2.0 CEUs
WCD070	Building Contractor New!	Tom Dorsey	\$425	2.0 CEUs

Days: **M**-Monday, **Tu**-Tuesday, **W**-Wednesday, **Th**-Thursday, **F**-Friday, **Sa**-Saturday

LEADERSHIP

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEU/CR
WCD053-1	How to Communicate with Professionalism & Diplomacy	Tu	10/5	8:30 AM – 12:30 PM	C242	Kelvin Elston	\$99	4 Hrs
WCD053-2	How to Communicate with Professionalism & Diplomacy	Th	12/16	8:30 AM – 12:30 PM	C242	Kelvin Elston	\$99	4 Hrs
WFT046-1	Time Management	Th	10/7	8:30 AM – 12:30 PM	C242	Kelvin Elston	\$99	4 Hrs
WFT047-1	Communicating with Confidence	Tu	10/26	8:30 AM – 12:30 PM	C242	Kelvin Elston	\$99	4 Hrs
WFT047-2	Communicating with Confidence	Tu	12/21	8:30 AM – 12:30 PM	C242	Kelvin Elston	\$99	4 Hrs
WFT071-1	Exceptional Customer Service	Th	10/28	8:30 AM – 12:30 PM	C242	Kelvin Elston	\$99	4 Hrs
WFT071-2	Exceptional Customer Service	Tu	11/30	8:30 AM – 12:30 PM	C242	Kelvin Elston	\$99	4 Hrs
WFT094-2	Conflict Resolution	Tu	11/23	8:30 AM – 12:30 PM	C242	Kelvin Elston	\$99	4 Hrs

MOTORCYCLE RIDER PROGRAM

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEU/CR
GEN022	Basic Rider Class				M2			
				(Visit LearnToRide.org for a complete schedule & to register)				
GEN023	Experienced Rider Class				M2			
				(Visit LearnToRide.org for a complete schedule & to register)				

MS OFFICE PRODUCTS **NOTE: We will be upgrading to Windows 7 & MS Office 2010 sometime during the fall semester.**

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEU/CR
AIS0020-1	Intro to Computers 2007 (10 Weeks)	M	9/13 – 11/15	6 – 9 PM	C241	TBA	\$375	3.0 CEUs
CIS0015-1	Excel Intro/Intermediate 2007 (10 Weeks)	W	10/6 – 12/15	6 – 9 PM	C241	TBA	\$375	3.0 CEUs
CRT023-1	Access Intro/Intermediate 2007 (2-Day)	Tu & W	9/14 & 15	8:30 AM – 4:30 PM	C241	TBA	\$285	1.4 CEUs
CRT023-2	Access Intro/Intermediate 2007(3 Half-Day)	Sa	11/6 – 11/20	8:30 AM – 1:10 PM	C241	TBA	\$285	1.4 CEUs
CRT025-1	Excel Intro/Intermediate 2007 (2-Day)	Tu & W	9/21 & 22	8:30 AM – 4:30 PM	C241	TBA	\$285	1.4 CEUs

Days: **M**-Monday, **Tu**-Tuesday, **W**-Wednesday, **Th**-Thursday, **F**-Friday, **Sa**-Saturday

MS OFFICE PRODUCTS (cont'd) NOTE: We will be upgrading to Windows 7 & MS Office 2010 sometime during the fall semester.

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEU/CR
CRT025-2	Excel Intro/Intermediate 2007 (3 Half-Day)	Sa	10/16 – 10/30	8:30 AM – 1:10 PM	C241	TBA	\$285	1.4 CEUs
CRT025-3	Excel Intro/Intermediate 2007 (2-Day)	Tu & W	11/16 & 17	8:30 AM – 4:30 PM	C241	TBA	\$285	1.4 CEUs
CRT027-1	Word Intro/Intermediate 2007 (2-Day)	Th & F	9/9 & 10	8:30 AM – 4:30 PM	C241	TBA	\$285	1.4 CEUs
CRT027-2	Word Intro/Intermediate 2007 (2-Week)	M & Tu	11/22 – 11/30	5:30 – 9 PM	C241	TBA	\$285	1.4 CEUs
CRT027-3	Word Intro/Intermediate 2007 (3 Half-Day)	Sa	12/4 – 12/18	8:30 AM – 1:10 PM	C241	TBA	\$285	1.4 CEUs
CRT026-1	Excel 2007 Advanced (2 Half-Day)	Sa	10/2 & 9	8:30 AM – 12:10 PM	C241	TBA	\$175	0.7 CEUs
CRT026-2	Excel 2007 Advanced (1-Day)	F	12/17	8:30 AM – 4:30 PM	C241	TBA	\$175	0.7 CEUs
CRT028-1	Word 2007 Advanced (1-Day)	W	10/27	8:30 AM – 4:30 PM	C241	TBA	\$175	0.7 CEUs
CRT028-2	Word 2007 Advanced (1-Day)	M	12/20	8:30 AM – 4:30 PM	C241	TBA	\$175	0.7 CEUs
CRT031-1	PowerPoint 2007 (3 Half-Day)	Sa	9/11 – 9/25	8:30 AM – 1:10 PM	C241	TBA	\$285	1.4 CEUs
CRT031-2	PowerPoint 2007 (2-Day)	Tu & W	10/19 & 20	8:30 AM – 4:30 PM	C241	TBA	\$285	1.4 CEUs
CRT031-3	PowerPoint 2007 ((2-Week)	M & Tu	12/6 – 12/14	5:30 – 9 PM	C241	TBA	\$285	1.4 CEUs
CRT046-1	Publisher 2007 (2-Day)	Tu & W	10/5 & 6	8:30 AM – 4:30 PM	C241	TBA	\$285	1.4 CEUs
CRT060-1	Outlook 2007 (3 Half-Day)	Th	9/16 – 9/30	8:30 AM – 1:10 PM	C241	TBA	\$285	1.4 CEUs
CRT060-2	Outlook 2007 (2-Day)	Tu & W	11/9 & 10	8:30 AM – 4:30 PM	C241	TBA	\$285	1.4 CEUs
CRT061-1	Visio 2007 (2-Day)	TBA		8:30 AM – 4:30 PM	C241	TBA	\$285	1.4 CEUs
CRT072-1	MS Project 2007 (2-Day)	TBA		8:30 AM – 4:30 PM	C241	TBA	\$285	1.4 CEUs
CRT024-1	Access 2007 Advanced (1-Day)	Tu	11/30	8:30 AM – 4:30 PM	C241	TBA	\$175	0.7 CEUs
OAD0010-1	Keyboarding (7 Weeks)	F	9/17 – 10/29	9 AM – 12 PM	C241	TBA	\$225*	2.0 CEUs
*NOTE: The book is not included in the cost. The book will be available at the NSCC Bookstore.								
OAD0015-1	Intro to MS Word 2007 (10 Weeks)	M	9/13 – 11/15	9 AM – 12 PM	C241	TBA	\$375	3.0 CEUs
OAD0020-1	MS Office Intro 2007 (10 Weeks)	Th	10/7 – 12/16	8:30 AM – 12 PM	C241	TBA	\$375	3.5 CEUs

Days: **M**-Monday, **Tu**-Tuesday, **W**-Wednesday, **Th**-Thursday, **F**-Friday, **Sa**-Saturday

PERSONAL ENRICHMENT

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEU/CR
GEN0010-3	Floral Design	W	10/6 – 12/15	6 – 9 PM	M3	Jimm Wright	\$160	3.0 CEUs

PROJECT MANAGEMENT

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEU/CR
WCD064-1	PMP Exam Prep		(Call 615-353-3456 for schedule)		TBA	Ty Tabernik	\$950*	3.5 CEUs
*NOTE: The book is not included in the cost. The book will be available at the NSCC Bookstore.								

SUPPLY CHAIN MANAGEMENT

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEU/CR
WFT092-1	CSCP Exam Review		(Please call 615-353-3456 for schedule)		C242	Ty Tabernik	\$2,495	4.0 CEUs

WORKSHOPS & ORGANIZATIONS

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEU/CR
	NSCC Toastmasters Club		W 2 nd & 4 th	12:15-1:15 PM	C242			
WKS013	Instant Piano for Hopelessly Busy People	Tu	11/2	6 – 9:30 PM	TBA	David Haynes	\$60	3.5 Hrs
WKS016	Parents, Children, & Divorce		See Web Site for Dates & Times		C242	Jan Spencer	\$44	4 Hrs

WRITING COURSES

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEU/CR
ENG0020-1	Business English Review (8 Weeks)	W	9/29 – 11/17	6 – 8:30 PM	C242	Phil Sparks	\$230	2.0 CEUs
ENG0027-1	Writing for Publication		(Call 615-353-3456 for schedule)		C242	Randy Rudder	\$99	4 Hrs
ENG0028-1	Freelance Writing for Magazines		(Call 615-353-3456 for schedule)		C242	Randy Rudder	\$99	4 Hrs
WFT027-1	Business Writing	Tu	9/21	8:30 AM – 12:30 PM	C242	Phil Sparks	\$99	4 Hrs
WFT027-2	Business Writing	F	11/19	8:30 AM – 12:30 PM	C242	Phil Sparks	\$99	4 Hrs