

### ACCOUNTING

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEU/Hrs.
19SCRT074-1	QuickBooks Pro	W Th	3/6 & 7/19	8:30 AM – 4:30 PM	TBA	TBA	\$350	1.4 CEUs

### CENTRAL STERILE PROCESSING

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEU/Hrs.
19SCSPD010-1	CBSPD Certification Exam Prep Course	SA	1/12	9:00 AM – 3:00 PM	H312	K. Schmidt	\$50	5 Hrs.

### ESOL (English Speakers of Other Languages)

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEU/Hrs.
19SESOL010-1	Beginning ESL	M & W	2/4 – 4/10	9:35 AM – 11:05 AM	SEC 1223	A. Duke	\$210	30 Hrs.

### LIMITED LICENSE CONTRACTOR (LLC)

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEU/Hrs.
19SWKS0049-1	TN Limited Licensed Contractor	F & Sa	1/11 - 19	8:00 AM – 3:00 PM	TCAT-N	K. Pleger	\$495	2.4 CEUs
19SWKS0049-2	TN Limited Licensed Contractor	F & Sa	3/8 - 16	8:00 AM – 3:00 PM	TCAT-N	K. Pleger	\$495	2.4 CEUs

### MS OFFICE TRAINING

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEU/Hrs.
19SMOS004-1	Word 2016 Basic	M W Sat	1/28, 1/30, & 2/2	6:00 – 9:00 PM 9:00 AM – 1:00 PM	TBA	TBA	\$200	1.0 CEU
19SMOS005-1	Word 2016 Intermediate	M W Sat	2/4, 2/6, & 2/9	6:00 – 9:00 PM 9:00 AM – 1:00 PM	TBA	TBA	\$200	1.0 CEU
19SMOS006-1	Word 2016 Advanced	M W Sat	2/11, 2/13 & 2/16	6:00 – 9:00 PM 9:00 AM – 1:00 PM	TBA	TBA	\$200	1.0 CEU

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### MS OFFICE TRAINING (continued)

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEU/Hrs.
19SMOS001-1	Excel 2016 Basic	M W Sat	2/18, 2/19, & 2/23	6:00 – 9:00 PM 9:00 AM – 1:00 PM	TBA	TBA	\$200	1.0 CEU
19SMOS002-1	Excel 2016 Intermediate	M W Sat	2/25, 2/27, & 3/2	6:00 – 9:00 PM 9:00 AM – 1:00 PM	TBA	TBA	\$200	1.0 CEU
19SMOS003-1	Excel 2016 Advanced	M W Sat	3/4, 3/6, & 3/9	6:00 – 9:00 PM 9:00 AM – 1:00 PM	TBA	TBA	\$200	1.0 CEU
19SMOS007-1	Power Point 2016 Basic	M W Sat	3/11, 3/13 & 3/16	6:00 – 9:00 PM 9:00 AM – 1:00 PM	TBA	TBA	\$200	1.0 CEU
19SMOS008-1	Power Point 2016 Advanced	M W Sat	3/18, 3/20, & 3/23	6:00 – 9:00 PM 9:00 AM – 1:00 PM	TBA	TBA	\$200	1.0 CEU
19SMOS009-1	MOS Prep for Certification Exam	M	3/25	6:00 – 9:00 PM	TBA	TBA	\$180	0.4 CEU

### ONLINE COURSES (Skill Building) NOTE: Visit website below for more class offerings.

Course		Fee	CEUs/Hrs.
Introduction to Oracle	Go to <a href="http://www.ed2go.com/workforce/">http://www.ed2go.com/workforce/</a> to register	\$119	24 Hrs.
Introduction to QuickBooks 2018	Go to <a href="http://www.ed2go.com/workforce/">http://www.ed2go.com/workforce/</a> to register	\$119	24 Hrs.
Intermediate QuickBooks 2018	Go to <a href="http://www.ed2go.com/workforce/">http://www.ed2go.com/workforce/</a> to register	\$119	24 Hrs.
Introduction to SQL	Go to <a href="http://www.ed2go.com/workforce/">http://www.ed2go.com/workforce/</a> to register	\$119	24 Hrs.
Project Management Fundamentals Series	Go to <a href="http://www.ed2go.com/workforce/">http://www.ed2go.com/workforce/</a> to register	\$174	48 Hrs.
QuickBooks 2018 Series	Go to <a href="http://www.ed2go.com/workforce/">http://www.ed2go.com/workforce/</a> to register	\$199	48 Hrs.
SQL Series	Go to <a href="http://www.ed2go.com/workforce/">http://www.ed2go.com/workforce/</a> to register	\$199	48 Hrs.

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**ONLINE COURSES (Career Training) NOTE: Visit website below for more class offerings.**

Course No.	Course		Fee	CEUs/Hrs.
GES 871	Administrative Professional with MS Office Specialist 2016 (Vouchers Included)	Go to <a href="http://careertraining.ed2go.com/workforce/">http://careertraining.ed2go.com/workforce/</a> to register	\$3295	455 Hrs.
GES 124	CBCS Medical Billing and Coding (Voucher Included)	Go to <a href="http://careertraining.ed2go.com/workforce/">http://careertraining.ed2go.com/workforce/</a> to register	\$1995	340 Hrs.
GES 145	CPC Medical Billing and Coding (Voucher Included)	Go to <a href="http://careertraining.ed2go.com/workforce/">http://careertraining.ed2go.com/workforce/</a> to register	\$2695	340 Hrs.
GES 147	Certified Medical Administrative Assistant (CMAA) (Voucher Included)	Go to <a href="http://careertraining.ed2go.com/workforce/">http://careertraining.ed2go.com/workforce/</a> to register	\$1495	160 Hrs.
GES251	The Complete Project Manager with CAPM® and PMP® Prep	Go to <a href="http://careertraining.ed2go.com/workforce/">http://careertraining.ed2go.com/workforce/</a> to register	\$1995	250 Hrs.
GES291	Certified Administrative Professional (Voucher Included)	Go to <a href="https://careertraining.ed2go.com/workforce/">https://careertraining.ed2go.com/workforce/</a> to register	\$1695	90 Hrs.
GES2012	Certified Administrative Professional with Microsoft Office Specialist 2016 (Vouchers Included)	Go to <a href="https://careertraining.ed2go.com/workforce/">https://careertraining.ed2go.com/workforce/</a> to register	\$3295	452 Hrs.

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## ORGANIZATIONAL SOFT SKILLS CURRICULUM *(NEW)*

Nashville State Community College is committed to providing Career and Technical Education training necessary for meeting today's workforce demands. The college provides comprehensive AAS degree programs in Business and STEM disciplines that develops students to go into the workforce. Yet, the rigorous academic curriculum does not allot a bulk of time towards training in the desired "soft skills" of communication, problem solving, time management, etc. In conjunction with the Career and Technical Education programs provided, the Workforce and Community Development department now offers organizational soft skills training to supplement employee preparedness in the workplace. These courses are offered on a quarterly basis. There must be a minimum of five (5) full-paid participants to run the course.

Organizational Communications – Learn communication skills such as listening; creating clear messages; and how to use communication to improve interactions with others.

Problem Solving – Analyze a situation from multiple perspectives and apply creative thinking skills to arrive at the best solution.

Conflict Resolution – Discover how to recognize different types of conflict and how to resolve conflicts before they become destructive.

Teamwork – Research what it means to be a team, and enhance the way teams work together.

Time Management – Apply time management skills to maximize personal efficiency.

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEU/Hrs.
19SLDR085-1	Organizational Communication	SA	2/1	9:00 AM – 1:00 PM	TBA	TBA	\$180	0.4 Hrs.
19SLDR086-1	Problem Solving	SA	2/8	9:00 AM – 1:00 PM	TBA	TBA	\$180	0.4 Hrs.
19SLDR087-1	Teamwork	SA	2/15	9:00 AM – 1:00 PM	TBA	TBA	\$180	0.4 Hrs.
19SLDR088-1	Conflict Resolution	SA	2/22	9:00 AM – 1:00 PM	TBA	TBA	\$180	0.4 Hrs.
19SLDR089-1	Time Management	SA	3/1	9:00 AM – 1:00 PM	TBA	TBA	\$180	0.4 Hrs.

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January – March 2019  
 615-353-3456  
 www.workforce.nsccl.edu

### SERVSAFE MANAGER

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEUs/Hrs.
19SCUL0020-1	ServSafe Manager Re-Certification Training	F & Sa	1/25 & 26	9:00 AM – 1:00 PM	TBA	R. Siegel	\$200	0.5 Hrs.
19SCUL0020-2	ServSafe Manager Re-Certification Training	F & Sa	2/15 & 16	9:00 AM – 1:00 PM	TBA	R. Siegel	\$200	0.5 Hrs.
19SCUL0020-3	ServSafe Manager Re-Certification Training	F & Sa	3/29 & 30	9:00 AM – 1:00 PM	TBA	R. Siegel	\$200	0.5 Hrs.

### WORKSHOPS

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEUs/Hrs.
	Parenting and Divorce ( <i>Online Course Available check website for details.</i> ) <a href="https://parentingclasses.educationprograms.com/nashville-state-college-parenting-and-divorce-class.html">https://parentingclasses.educationprograms.com/nashville-state-college-parenting-and-divorce-class.html</a>						\$35	4.0 Hrs.

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