

CENTRAL STERILE PROCESSING CERTIFICATION EXAM

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEUs/Hrs
18FCSPD010-1	CBSPD Central Sterile Processing Certification Exam Prep	F & Sa	09/28 09/29	4:00 PM – 8:00 PM 9:00 AM – 1:00 PM	H-312 H-312	Kelley Schmidt	\$50	4.0 Hrs

ESOL (English Speakers of Other Languages)

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEU/Hrs
18FESOL010-1	Beginning ESL	M & W	09/17 – 11/21	9:35 AM – 11:05 AM	H-309	TBA	\$210	30 Hrs.

LIMITED LICENSE CONTRACTOR (LLC)

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEU/Hrs
18FWKS0049-1	TN Limited Licensed Contractor	F & Sa	09/13 – 09/22	8:00 AM – 3:00 PM	TCAT-N	K. Pleger	\$495	2.4 CEUs
18FWKS0049-2	TN Limited Licensed Contractor	F & Sa	11/09 – 11/17	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
18FMOS001-1	Excel 2016 Basic	Sa	11/10 & 11/17	8:30 AM – 1:30 PM	TBA	TBA	\$180	1.0 CEU
18FMOS002-1	Excel 2016 Intermediate	W	11/21 & 11/28	4:45 PM – 9:45 PM	TBA	TBA	\$180	1.0 CEU
18FMOS003-1	Excel 2016 Advanced	Sa	12/01 & 12/08	8:30 AM – 1:30 PM	TBA	TBA	\$180	1.0 CEU
18FMOS004-1	Word 2016 Basic	Sa	10/06 & 10/13	8:30 AM – 1:30 PM	TBA	TBA	\$180	1.0 CEU
18FMOS005-1	Word 2016 Intermediate	W	10/17 & 10/24	4:45 PM – 9:45 PM	TBA	TBA	\$180	1.0 CEU
18FMOS006-1	Word 2016 Advanced	Sa	10/27 & 11/03	8:30 AM – 1:30 PM	TBA	TBA	\$180	1.0 CEU
18FMOS009-1	MOS Prep & Certification Exam	Sa	12/15	8:30 AM – 1:30 PM	TBA	TBA	\$180	0.4 CEU

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

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

Course		Fee	CEUs/Hrs
Introduction to QuickBooks 2018	Go to http://www.ed2go.com/workforce/ to register	\$119	24 Hrs
Intermediate QuickBooks 2018	Go to http://www.ed2go.com/workforce/ to register	\$119	24 Hrs
Project Management Fundamentals Series	Go to http://www.ed2go.com/workforce/ to register	\$174	48 Hrs
QuickBooks 2017 Series	Go to http://www.ed2go.com/workforce/ to register	\$199	48 Hrs

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 http://careertraining.ed2go.com/workforce/ to register	\$3295	455 Hrs
GES 124	CBCS Medical Billing and Coding (Voucher Included)	Go to http://careertraining.ed2go.com/workforce/ to register	\$1995	340 Hrs
GES 145	CPC Medical Billing and Coding (Voucher Included)	Go to http://careertraining.ed2go.com/workforce/ to register	\$2695	340 Hrs
GES 147	Certified Medical Administrative Assistant (CMAA) Voucher Included)	Go to http://careertraining.ed2go.com/workforce/ to register	\$1495	160 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
18FLDR085-1	Organizational Communication	Sa	10/13	9:00 AM – 1:00 PM	TBA	TBA	\$180	0.4 Hrs
18FLDR086-1	Problem Solving	Sa	10/20	9:00 AM – 1:00 PM	TBA	TBA	\$180	0.4 Hrs
18FLDR087-1	Teamwork	Sa	10/27	9:00 AM – 1:00 PM	TBA	TBA	\$180	0.4 Hrs
18FLDR088-1	Conflict Resolution	Sa	11/03	9:00 AM – 1:00 PM	TBA	TBA	\$180	0.4 Hrs
18FLDR089-1	Time Management	Sa	11/10	9:00 AM – 1:00 PM	TBA	TBA	\$180	0.4 Hrs

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WORKSHOPS

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

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