Information for All Students

The Adult Learning Center does not conduct business transactions, including registration, over the phone.

Accepted Forms of Payment–Discover, Mastercard, Visa, check, cash (no bills over $50), and money order.

Eligibility Requirements–ALC courses and programs are open to adults 18 and older who are not enrolled in public or private high school.

Holidays–Classes will not be held September 4, November 10, November 22 - 24, December 20 - December 29, and January 1, 2018.

School Closings–Closings and delays for Virginia Beach City Public Schools include Adult Learning Center classes. Information will be available on radio and TV, online at www.vbschools.com, or by calling the 24-hour Beach-Line at 263-1000. Please call on the next business day that school is open for further information about Community Education courses.

Information for Community Education Students Only

Financial Aid–Financial aid may be available through OppInc. for selected programs. Look for the thumbs up symbol! Call 461-7537 or visit www.opp-inc.org for eligibility information.

Continuing Education Unit (CEU)–Old Dominion University awards one CEU for every ten hours of class time – $30 processing fee per course. Subject to change without notice.

Continuing Professional Education (CPE)–Awarded to accountants for each 50 minutes of class time.

Senior Discount–Selected courses are discounted for Seniors aged 60 plus. To qualify for the discount include your birth date on your registration form.

Course Prerequisites–Prerequisites are listed for some Community Education courses. Courses without a prerequisite listed have no special requirement.

Course Registration Confirmation–Mailed and/or emailed; MAY contain additional information about your course.

Course Cancellation–Courses may be cancelled due to insufficient enrollment. You will be notified by phone or email and offered another section or issued a full refund. Be sure to include your email address and a local phone number on your registration form.

Waiting List–If a class fills before we receive your registration, we will contact you to offer other dates or a place on the waiting list.

Course Completion Certificate–Available upon request for pick up at the ALC or delivery by email. Allow two weeks for processing.

Withdrawals/Transfers and Refunds–Student-initiated transfers and withdrawals will be assessed a $15 processing fee. Withdrawals must be submitted in writing five days before the class start date to be eligible for refund. Allow two weeks for processing. No refunds are issued once class has started or if you fail to attend class.

Register for Community Education Courses–Four Easy Ways!

1. Online at www.vbschools.com. From our homepage follow the online registration link any time–day or night. Discover, Mastercard or Visa required.

2. In Person. Visit the Adult Learning Center office at 5100 Cleveland Street, Virginia Beach, VA, 23462.

3. By Mail. Mail registration and Discover, Mastercard or Visa information or check to the Adult Learning Center, Attn: Registrar.

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Virginia Beach City Public Schools and the Adult Learning Center assume no liability for products, services, or statements made by the advertisers, nor can we be held liable for typographical errors, misprints, or misinformation contained herein. Randi R. Riesbeck, Ph.D., Director
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No part of this publication may be produced or shared in any form without giving specific credit to the Virginia Beach City Public Schools. Created by Adult Learning Center Staff.
A new year, a new building, a new director!

2017 has been a year of changes for ALC's staff and students. In January we moved into the Renaissance Academy and have spent the ensuing months settling into our new home.

In June we said farewell to our director, Mr. Paul Palombo, to whom we wish a happy retirement. In July we welcomed our new director, Dr. Randi Riesbeck, the former principal at Cox High School.

VIRGINIA TIDEWATER CONSORTIUM FOR HIGHER EDUCATION

The Virginia Tidewater Consortium’s Educational Opportunity Center (EOC) is a federally funded program of the U.S. Department of Education designed to encourage adults to enroll and participate in post-secondary education. VTC’s EOC staff provides counseling services for adults transitioning from GED® to post-secondary education, including in-depth career information, and academic and financial aid counseling. All the services of the VTC’s EOC are free and confidential. The VTC’s EOC is pleased to be a partner with the Adult Learning Center and to support the educational needs of their students. To make an appointment or for more information, please call 757-683-2312, email: eoc@edufind.org, web: www.vtc.odu.edu/outreach/

The ALC is located inside Renaissance Academy at 5100 Cleveland Street, Virginia Beach, VA 23462.

Our Location, NEW Courses!

From the Oceanfront: Take 264 West to the Witchduck Rd exit (exit 16) toward Virginia Beach Blvd. At the light at the bottom of the ramp turn right on to S. Witchduck Road. Turn left on to Cleveland St. Arrive at Renaissance Academy on the right.

From Norfolk: Take 264 East to the Witchduck Rd exit (exit 16) toward Virginia Beach Blvd. At the light at the bottom of the ramp turn right on to S. Witchduck Road. Turn left on to Cleveland St. Arrive at Renaissance Academy on the right.
Licensed Practical Nursing (LPN)

Adult Estimated cost: $5,978.00

View brochure online at www.alc.vbschools.com/nursing.html.

Compare us to others!

We think you will agree; a high-quality education from Virginia Beach School of Practical Nursing is one of the most affordable LPN Programs in Hampton Roads!

This is an 18-month program; open to high school seniors and adults. Day classes are held at the Virginia Beach Career and Technical Education Center, 2925 North Landing Road, Virginia Beach, VA.

You will learn in a state-of-the-art lab and on-site at hospitals for real clinical experiences. After the first nine months, you will have the opportunity to earn a Certified Nurse Aide certification. At the completion of the second nine months, students may take the NCLEX-PN Licensure Examination if eligible by the Virginia Board of Nursing.

Adult* Application Process for Fall Class of September 2018:

Step 1: **Beginning in January 2018:** Pick up nursing program catalog and application at the Virginia Beach School of Practical Nursing, the Adult Learning Center, or online at http://www.alc.vbschools.com/nursing.html.

Step 2: Application Deadline: May 1, 2018 by 3:00 pm. Submit application and required documentation to the Virginia Beach School of Practical Nursing, 2925 North Landing Road, Virginia Beach, VA 23456.

Step 3: Sit for the ATI TEAS Entrance Exam (Exam fee: $70. Exam will be scheduled upon successful completion of the application process.)

(Eligible students may receive financial aid through the GI Bill, VA Benefits, or Pell Grants.)

*High school students, please call 757-648-5889 for application information.

Questions about the LPN Program?

Call 757-648-5889

VBSPN is approved by the Department of Education of the Commonwealth of Virginia, the Virginia Board of Nursing and is accredited by the Accrediting Commission for Education in Nursing, Inc., 3343 Peachtree Rd NE, Suite 850, Atlanta, GA 30326. Information regarding fees, entrance requirements, school policies and regulations is subject to change as need dictates.
**Pharmacy Technician**

Cost & hours: $1199/80 hrs + 60-hr externship

**3505 Pharmacy Technician**

This comprehensive 80-hour program will prepare students to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board’s PTCB exam. Course content includes: pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions, and defining drugs by generic and brand names. Through classroom lecture and hands on labs, students will review dosage calculations, drug classifications, the “top 200 drugs”, I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parental nutrition (TPN), dispensing of prescriptions, inventory control, and billing and reimbursement.

24 classes @ 3.5 hrs ea  8.4 CEU  101 CPE

3505-01 RA M, Tu & Th 9:00am-12:30pm  9/11-11/2  Staff
3505-02 RA M, Tu & Th  6:00pm-9:30pm  10/2-11/27  Staff

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**Clinical Externships—Included in Some Programs**

To be eligible for a clinical externship, students must successfully complete the 80 hour program, submit to a thorough FBI background check, drug screening, immunizations and meet other requirements. Externships are arranged through the course instructor.

**PLEASE NOTE:** The background check, drug screening fees, and immunizations are not included in your tuition cost and will vary depending on the testing location.

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**Phlebotomy Technician**

Cost & hours: $1599/90 hrs

**3533 Phlebotomy Technician**

This Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy, and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods.

**PLEASE NOTE:** An externship is not included with this program.

26 classes @ 3.5 hrs ea  9.1 CEU  109 CPE

3533-01 RA M, Tu & Th 12:30pm-4:00pm  10/9-12/7  Staff
**Medical Administrative Assistant**

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Cost & hours: $1899/80 hrs

**Certified Medical Administrative Assistant**

This 50-hour course prepares students to function effectively in many of the administrative and clerical positions in the health care industry. Medical Administrative Assistants, Medical Secretaries, and Medical Records Clerks are all positions in great demand. This program covers important background information on the medical assisting profession and 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. This program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required to obtain a medical administrative assistant position in the health care field. PLEASE NOTE: This program meets the necessary requirements to take the National Healthcareer Association (NHA) - Certified Medical Administrative Assistant (CMAA) exam. 15 classes @ 3.5 hrs ea 5.3 CEU 63 CPE

Cost & hours: $1099/52 hrs + 40-hr externship

**Dental Assistant**

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Cost & hours: $2399/140 hrs + 160 hr externship

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**Medical Career Training**

An Opportunity Inc. Youth Services program funded by the Department of Labor, Workforce Innovation and Opportunity Act. Auxiliary aids and services available upon request to individuals with disabilities. Equal Opportunity Employer/Program.
**PHYSICAL THERAPY AIDE**

Cost & hours: $1199/50 hrs + 80-hr externship

**NEW! 3549 PHYSICAL THERAPY AIDE**

This comprehensive 50-hour Physical Therapy Aide Program prepares students for the growing field of Physical Therapy. The Physical Therapy Aide is generally responsible for carrying out the non-technical duties of physical therapy, such as preparing treatment areas, ordering devices and supplies, and transporting patients working under the direction of the physical therapist. Furthermore, these workers assist physical therapists in providing services that help improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. Physical Therapy Aides may be employed in nursing homes, hospitals, sports rehabilitation centers and some orthopedic clinics. **PLEASE NOTE:** This program does not include a national or state certification as part of its overall objectives.

15 classes @ 3.5 hrs ea    5.3 CEU     63 CPE

3549-01  LKMS  M & W  6:00pm-9:30pm  10/23-12/13  Staff

**MANDATORY PREREGISTRATION REQUIREMENTS**

For Certified Nurse Aide ONLY

1. Before registering you must call Tidewater Medical Training at 757-320-1780, ext. 1. Allow 15 minutes to complete the phone interview and to discuss any questions you may have.

2. You must have a PPD test or screening completed within 6 months of class start date.

**CERTIFIED NURSE AIDE**

Cost & hours: $950/96 hrs + 40-hr externship

**3548 CERTIFIED NURSE AIDE**

This nursing course prepares the student to assess and provide for the basic physical and emotional needs of clients in all areas of healthcare and prepares the student for the State Certification Examination to become a Certified Nurse Aide (CNA). This course is required by the Virginia State Board of Nursing for Certified Nurse Aides. **PLEASE NOTE:** Students must wear a white uniform, white shoes and a watch with a second hand. 40-hour clinical externship starts when classroom hours end.

27 classes @ 8 hrs ea    21.6 CEU     259 CPE

3548-01  M through F  7:00am-3:00pm     9/8-10/26    Staff
3548-02  M through F  7:00am-3:00pm  10/27-12/21  Staff

ALL classes are held at Tidewater Medical Training, 1300 Diamond Springs Rd, Suite 102, Virginia Beach VA, 23455.
NEW!  2205  RESEARCH & WRITING FOR SUCCESS  
$82  Senior Price $63
This course will introduce the basics of qualitative research as it applies to writing reports for presentations and business projects. You will learn the basics of how to write a clear and concise research paper, including grammar rules and spelling tools and the APA format.  
PREREQUISITE: Some mid-level computer experience with MS Word suggested.  
6 classes @ 2 hrs ea    1.2 CEU     14.4 CPE 
2205-01  LKMS   Tu   6:00pm-8:00pm   9/12-10/17   Hamlet

NEW!  2207  ETHICS & INTEGRITY IN BUSINESS  
$82  Senior Price $63
Ethics is a foundation concept that permeates our lives. We expect others to be ethical in their treatment of us and they expect the same from us, but what is ethical and what are the conflicts in being ethical? This course examines the concepts of ethics and integrity in the real world.  
PREREQUISITES: Some mid-level computer experience with MS Word suggested.  
6 classes @ 2 hrs ea    1.2 CEU     14.4 CPE 
2207-01  LKMS   M  6:00pm-8:00pm   10/23-11/27   Hamlet

2664  EBAY BASICS  
$49  Senior Price $40
Have something to sell? New to EBAY? This course provides step-by-step instruction for beginners on how to set up your account, create strong passwords, and list and sell your items for the best price. Tips on taking pictures of your item and when is the best time of day to list it.  
PREREQUISITE: Basic computer skills.  
2 classes @ 3 hrs ea    0.6 CEU     7.2 CPE 
2664-01  LKMS   W & Th   6:00pm-9:00pm   8/23-8/24   Schmidt

2209  MAKE MONEY FLIPPING HOUSES  
$58  Senior Price $45
Learn the in’s and out’s of how to actually make money flipping houses. Learn what you need to know about investing in real estate and the mistakes to avoid.  
4 classes @ 2 hrs ea    0.8 CEU     9.6 CPE 
2209-01  LKMS   Th   6:00pm-8:00pm   10/5-10/26   Phillips

2210  CREATIVE PRESENTATIONS  
$62  Senior Price $49
Many people list public speaking as the thing they fear most. Learn creative techniques that will reduce your fear and help you become an interesting and comfortable speaker. Whether you are giving a presentation in a staff meeting or to a client, learn tips that will enhance your communication skills.  
4 classes @ 2 hrs ea    0.8 CEU     9.6 CPE 
2210-01  LKMS   Tu & Th   6:00pm-8:00pm   10/3-10/12   Boyd

Questions about Health Ed Today? Call toll free 1-888-963-5967. To try a course demo and learn more about these exciting programs visit:  
http://www.healthedtoday.com/AdultLearning
Health Ed Today courses were developed through a partnership with leading education organizations including Pearson Education, E-College and Condensed Curriculum International.
Personal Fitness Trainer

Cost and hours: $649/30 hrs + 30-hr internship

For more information visit www.witseducation.com

Opplnc. approved!

3130 PERSONAL FITNESS TRAINER—NATIONAL CERTIFICATION THROUGH WORLD INSTRUCTOR TRAINING SCHOOLS

6 WEEK COURSE! 2 Nationally Certified Personal Trainer Certifications for 1 Price!

Whether for a career move or for personal knowledge, get all the information needed to become a Certified Personal Trainer. Our personal trainer course is a great way to prepare to be a successful nationally Certified Personal Trainer. The collegiate course is for candidates wanting in-depth instruction and hands-on experience with a top veteran instructor to master the career skills and knowledge to be a successful trainer. The course consists of 15 hours of lecture with key topics that include biomechanics, exercise physiology, fitness testing, equipment usage, and health assessment, 15 hours of hands-on practical training labs with role playing drills on exercises, presentation skills, etc. to professionally master the position.

LEVEL 1 - Nationally Certified Personal Trainer: Successfully complete the written and practical exams. CPR/AED required.

LEVEL 2 - Nationally Certified Personal Trainer: Successfully complete your Level 1 exams followed by a 30 hour internship that will help connect to local employers.

A hybrid program is available. Please contact W.I.T.S. for more details.


PLEASE NOTE: College credits are available through W.I.T.S. Call W.I.T.S at 428-4796 with any questions. For more information check out www.witseducation.com.

Please note:

Students are required to purchase the following: QuickBooks Pro 2015 Quick Reference Training Card (4-page quick reference guide). Not available at the ALC.

4 classes @ 2 hrs ea 0.8 CEU 9.6 CPE
2211-01 LKMS M 6:00pm-8:00pm 8/21-9/18 Thomas
2211-02 LKMS M 6:00pm-8:00pm 10/2-10/23 Thomas

NEW! 2216 NEW ENTREPRENEURS: DO THE MATH

$82 Senior Price $63

Are you a new or potential entrepreneur? This course will introduce the math skills needed to evaluate business potential and competition. Emphasis will be on capital planning, budgeting, and possible sources of funding for a new business, and will help the budding entrepreneur determine a strategy for success. PREREQUISITE: Basic math with some computer experience suggested.

PLEASE NOTE: Students are required to purchase the following: QuickBooks Pro 2015 Quick Reference Training Card (4-page quick reference guide). Not available at the ALC.

6 classes @ 2 hrs ea 1.2 CEU 14.4 CPE
2216-01 LKMS M 6:00pm-8:00pm 9/11-10/16 Hamlet

NEW! 2212 QUICKBOOKS PRO—BASIC SKILLS FOR BUSINESS

$87 Senior Price $68

This course will introduce the small business owner or bookkeeper to the financial functions and reporting capabilities of QuickBooks Pro. Learn how to track your business financially, the difference between cash flow and earnings, and how to generate reports. PREREQUISITES: Basic math and computer experience required.

6 classes @ 2 hrs ea 1.2 CEU 14.4 CPE
2212-01 RA Tu 6:00pm-8:00pm 10/24-11/28 Hamlet

2213 QUICKBOOKS COMPREHENSIVE

$163 Senior Price $125

Are you considering becoming a bookkeeper? As a small business owner are you struggling with managing your records? Learn how most small businesses take control of and enhance their financial capabilities. All the essential steps are explained and used in hands-on practice. This class covers lists, forms, reports, and payroll as well as invoicing. Save yourself money utilizing this program. PREREQUISITE: 2601 Computer Basics 101 or previous experience opening and saving files, and basic editing skills. Not for a novice. PLEASE NOTE: Students are required to purchase the following textbook: QuickBooks Pro 2015 Comprehensive, ISBN: 978-1-59136-779-6. Textbook is not available at the ALC.

8 classes @ 3 hrs ea 2.4 CEU 28.8 CPE
2213-01 RA Tu & Th 6:00pm-9:00pm 9/5-9/28 McGrady

For the most current information, visit www.alc.vbschools.com
NEW! 2214 QUICKBOOKS ONLINE: ACCOUNTING ON THE GO!

$125  Senior Price $97
Learn how most small businesses manage their records while on the move! All the essential steps of bookkeeping are explained and used with hands-on practice. This class covers lists, forms, reports and payroll as well as invoicing. QuickBooks 2017 will be used. Save money utilizing this program!


6 classes @ 2 hrs ea  1.8 CEU  21.6 CPE
2214-01 RA Tu & Th 6:00pm-9:00pm  1/2-1/18 McGrady

1-on-1 Class Just For You!

2219 1-ON-1 RÉSUMÉ AND JOB SEARCH

$112
Face-to-face consultation for the job market and realistic goal setting as it relates to your résumé. Gain an honest evaluation and assessment of your hopes, talents, experiences, likes and dislikes. Hear the latest techniques, tips, and expectations when interviewing. With help from a professional résumé writer, you will learn the tools needed to develop a powerful market-specific résumé. Available throughout the semester and résumés can be designed through email. Register by mail or in person at the Adult Learning Center. The instructor will contact you to arrange a meeting time.

1 class @ 3 hrs  0.3 CEU  3.6 CPE  Awanyo

Business

2227 INTRODUCTION TO ECONOMICS

$74  Senior Price $58
The focus on the principle of economics includes how markets work, markets and welfare, and the economics of the public sector. The distinction between macroeconomics and microeconomics, and the interactions between the real sector of economy and the monetary sector will be clarified. The course is based on relevant concepts that students can relate to and understand.

5 classes @ 2 hrs ea  1 CEU  12 CPE
2227-01 LKMS Tu & Th 6:00pm-8:00pm  1/9-1/23  Awanyo

2210 1-ON-1 MATH

$95
1-on-1 time with an instructor for your individual math level needs. Learn advanced math, algebra, linear algebra and pre-calculus. This course is perfect for students interested in enhancing basic math skills, preparing for the SATs and college entrance exams, or even those who want to sharpen their math skills in the workforce. Available throughout the semester. Register by mail or in person at the Adult Learning Center. The instructor will contact you to arrange a meeting time.

1 class @ 3 hrs  0.3 CEU  3.6 CPE  Awanyo

2215 1-ON-1 QUICKBOOKS PRO

$245
Use this 1-on-1 class to develop bookkeeping skills and better manage your business finances. QuickBooks helps you take control of and enhance your financial capabilities. The instructor will tailor this course to your specific QuickBooks needs, goals, and requirements and help you develop skills needed in the workplace and at home. PREREQUISITE: 2601 Computer Basics 101 or previous experience opening and saving files, and basic editing skills. Not for a novice. PLEASE NOTE: Students are required to purchase the following textbook: QuickBooks 2016 - The Missing Manual: The Official Intuit Guide to QuickBooks - ISBN: 9781491917893. Textbook is not available at the ALC. Class is available throughout the semester. Register by mail or in person at the Adult Learning Center. The instructor will contact you to arrange a meeting time.

4 classes @ 2 hrs ea  0.8 CEU  9.6 CPE  McGrady

2211 1-ON-1 MATH

$95
1-on-1 time with an instructor for your individual math level needs. Learn advanced math, algebra, linear algebra and pre-calculus. This course is perfect for students interested in enhancing basic math skills, preparing for the SATs and college entrance exams, or even those who want to sharpen their math skills in the workforce. Available throughout the semester. Register by mail or in person at the Adult Learning Center. The instructor will contact you to arrange a meeting time.

1 class @ 3 hrs  0.3 CEU  3.6 CPE  Awanyo

2219 1-ON-1 RÉSUMÉ AND JOB SEARCH

$112
Face-to-face consultation for the job market and realistic goal setting as it relates to your résumé. Gain an honest evaluation and assessment of your hopes, talents, experiences, likes and dislikes. Hear the latest techniques, tips, and expectations when interviewing. With help from a professional résumé writer, you will learn the tools needed to develop a powerful market-specific résumé. Available throughout the semester and résumés can be designed through email. Register by mail or in person at the Adult Learning Center. The instructor will contact you to arrange a meeting time.

1 class @ 3 hrs  0.3 CEU  3.6 CPE  Awanyo

2211 1-ON-1 MATH

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1 class @ 3 hrs  0.3 CEU  3.6 CPE  Awanyo

2215 1-ON-1 QUICKBOOKS PRO

$245
Use this 1-on-1 class to develop bookkeeping skills and better manage your business finances. QuickBooks helps you take control of and enhance your financial capabilities. The instructor will tailor this course to your specific QuickBooks needs, goals, and requirements and help you develop skills needed in the workplace and at home. PREREQUISITE: 2601 Computer Basics 101 or previous experience opening and saving files, and basic editing skills. Not for a novice. PLEASE NOTE: Students are required to purchase the following textbook: QuickBooks 2016 - The Missing Manual: The Official Intuit Guide to QuickBooks - ISBN: 9781491917893. Textbook is not available at the ALC. Class is available throughout the semester. Register by mail or in person at the Adult Learning Center. The instructor will contact you to arrange a meeting time.

4 classes @ 2 hrs ea  0.8 CEU  9.6 CPE  McGrady

ALC Fall/Winter Catalog  August 2017–January 2018
# Digital Devices

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Fee</th>
<th>Senior Fee</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2674</td>
<td>Windows Phone Basics BYOD</td>
<td>$33</td>
<td>$28</td>
<td>Learn to effectively use the tools that come with your Windows phone: check email, add contacts, and send messages. Add free apps from the App store. Use MS Office on your phone. PLEASE NOTE: Windows phones will not be provided but students are welcome to bring their own Windows phones. Students without phones will observe presentations. ALC isn't responsible for any damage, loss or replacement of your personal devices.</td>
</tr>
<tr>
<td>2676</td>
<td>iPhone for Beginners</td>
<td>$33</td>
<td></td>
<td>Get the most out of your new iPhone. In this course, the participants will learn how to put the &quot;Smart&quot; back into their Smartphone by learning some of the basic aspects of the Apple iPhone. The hands-on course will provide you with the confidence that you need to use your iPhone more effectively. PLEASE NOTE: Bring your iPhone 4, 5, 6 or 7. ALC isn't responsible for any damage, loss or replacement of your personal device.</td>
</tr>
<tr>
<td>2678</td>
<td>Get to Know Your iPad</td>
<td>$33</td>
<td></td>
<td>So you have purchased your iPad...now what? In this informative hands-on class, you will learn how to use your iPad for more than just playing games. Discover how to customize your iPad to suit your needs while reflecting your unique personality. This class is perfect for beginners. PLEASE NOTE: Bring your iPad. ALC isn't responsible for any damage, loss or replacement of your personal device.</td>
</tr>
</tbody>
</table>

# Basics

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Fee</th>
<th>Senior Fee</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2601</td>
<td>Computer Basics 101</td>
<td>$143</td>
<td>$110</td>
<td>This course is a good starting point for learning computer basics, mouse skills and keyboard shortcuts. Get to know the hardware, learn common terminology, how to shop for a new computer, and how to buy software for an existing computer. Learn basic file management, how to create secure passwords that you will remember, and obtain an introduction to software applications.</td>
</tr>
</tbody>
</table>

# New Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Fee</th>
<th>Senior Fee</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2679</td>
<td>Get to Know Your Tablet</td>
<td>$33</td>
<td></td>
<td>This class is the perfect introduction for a variety of tablet users. Obtain hands on experience and learn to use basic functions including applications and email. PLEASE NOTE: Students must bring their own tablet to class. ALC isn't responsible for any damage, loss or replacement of your personal devices.</td>
</tr>
<tr>
<td>2682</td>
<td>Basics of an Android Phone 101</td>
<td>$36</td>
<td>$30</td>
<td>Are you ready to enhance your abilities to use your Android phone? In this course you will get hands-on instructions on how to successfully operate an Android phone. Learn how to make and receive phone calls, send and receive text messages, use the camera, and send photos. PLEASE NOTE: An example phone will be provided unless you prefer to use your own personal device. ALC isn't responsible for any damage, loss or replacement of your personal devices.</td>
</tr>
</tbody>
</table>

For the most current information, visit [www.alc.vbschools.com](http://www.alc.vbschools.com)
Computers

**2621  MS OFFICE 2016 OVERVIEW**  
$106  Senior Price $82  
An overview of the Microsoft Office Suite 2016 (Word, Excel, Publisher, PowerPoint, Access, OneNote) will show you how to produce files in each program. Learn quick tips and tools that will help you understand the fundamentals of each program.  
5 classes @ 3 hrs ea  
1.5 CEU  18 CPE  
2621-01  RA  Tu, W & Th  12:30pm-3:30pm  9/5-9/13  
2621-02  LKMS  Tu, W & Th  6:00pm-9:00pm  9/19-9/27  
2621-03  RA  Tu & Th  8:30am-11:30am  10/10-10/24  
2621-04  LKMS  Tu, W & Th  6:00pm-9:00pm  11/28-12/6  
2621-05  RA  Tu, W & Th  12:30pm-3:30pm  1/9-1/17

**2624  INTRO TO MS OFFICE 2016**  
$106  Senior Price $82  
Learn how to create a file in each of Microsoft Office 2016 applications (Word, Excel, Access, and PowerPoint) and integrate the documents within the Microsoft family. Specifically, you will learn how to share files in Word, Excel, and PowerPoint and co-author shared Word, Excel and PowerPoint files. You will learn how to sync files and folders between your computer and OneDrive.  
PREREQUISITE: Ability to understand the English language. Computer 101 or equal knowledge.  
5 classes @ 3 hrs ea  
1.5 CEU  18 CPE  
2624-01  RA  M, Tu & Th  9:00am-12:00pm  10/16-10/24  

**2628  INTRO TO WINDOWS 10**  
$69  Senior Price $55  
Windows 10 is the latest operating system on the market, and it packs a host of innovative features. Learn about the Notification Pane and Action Center, Cortana, Microsoft Edge, using multiple desktops, and executing the Tablet Mode. Specifically, learn how to pin and unpin applications, establish tiled groups, design your notification pane which will allow you to receive your incoming email, customize quick actions, and use the digital assistant, Cortana, to ask questions and issue commands quickly.  
PREREQUISITE: Ability to understand the English language. Computer 101 or equal knowledge.  
3 classes @ 3 hrs ea  
0.9 CEU  10.8 CPE  
2628-01  RA  M, Tu & W  9:00am-12:00pm  10/9-10/11  
2628-02  LKMS  M, Tu & W  6:00pm-9:00pm  11/8-11/10  

**2630  WINDOWS 10 TRANSITION**  
$49  Senior Price $40  
This course will cover features new to the Windows 10 operating system. Learn to modify the start menu; add, use, and remove apps.  
PREREQUISITE: 2601 Computer Basics 101 or equal knowledge.  
PLEASE NOTE: Windows 10 computers will be provided but portable Windows 10 devices (Laptop/Tablets only) are welcome. ALC isn’t responsible for any damage, loss or replacement of your personal devices.  
2 classes @ 3 hrs ea  
0.6 CEU  7.2 CPE  
2630-01  LKMS  W & Th  6:00pm-9:00pm  8/30-8/31  
2630-02  RA  Tu & Th  8:30am-11:30am  11/14-11/16

**2634  MS ONE NOTE 2016 BASICS**  
$49  Senior Price $40  
This course will cover the basics of OneNote. Learn to create notebooks with sections and pages. Create text containers, tables, drawings, and insert pictures, clips, and hyperlinks.  
PREREQUISITE: 2601 Computer Basics 101 or equal knowledge.  
2 classes @ 3 hrs ea  
0.6 CEU  7.2 CPE  
2634-01  RA  W & Th  12:30pm-3:30pm  10/11-10/12  
2634-02  RA  S  12:30pm-3:30pm  1/6-1/20

**2636  MS OUTLOOK 2016 BASICS**  
$69  Senior Price $55  
This course will provide a basic overview of Outlook. Learn how to create, read, and reply to email. Learn to add attachments, and contacts and appointments including reminders.  
PREREQUISITE: 2601 Computer Basics 101 or equal knowledge.  
3 classes @ 3 hrs ea  
0.9 CEU  10.8 CPE  
2636-01  RA  Tu, W & Th  12:30pm-3:30pm  10/17-10/19  
2636-02  LKMS  M  6:00pm-9:00pm  11/27-12/11

**2638  MS PUBLISHER 2016 BASICS**  
$69  Senior Price $55  
This course will cover the basics of Publisher. Learn to create and format text frames, and add graphics, lists, and tables. Use templates to create cards and calendars.  
PREREQUISITE: 2601 Computer Basics 101 or equal knowledge.  
3 classes @ 3 hrs ea  
0.9 CEU  10.8 CPE  
2638-01  RA  Tu, W & Th  12:30pm-3:30pm  10/24-10/26  
2638-02  LKMS  M  6:00pm-9:00pm  11/27-12/11

**2640  MS POWERPOINT 2016 BASICS**  
$69  Senior Price $55  
Learn the basics of MS PowerPoint 2016 by creating presentations using textboxes, images, shapes, charts and tables. Also learn how to modify themes, add animations, add transitions, change background, add sound, make a presentation from a set of pictures automatically, and add automatic timing for showing a presentation.  
3 classes @ 3 hrs ea  
0.9 CEU  10.8 CPE  
2640-01  LKMS  M  6:00pm-9:00pm  11/6-11/20  
2640-02  RA  Tu, W & Th  12:30pm-3:30pm  1/18-1/24
NEW! 2646 MS 2016 WORD: CREATING FLYERS
$33 Senior Price $28
Create outstanding flyers in Microsoft Word 2016 using advanced techniques. PREREQUISITE: Ability to understand the English language. Computer 101 or equal knowledge.
1 class @ 3 hrs 0.3 CEU 3.6 CPE
2646-01 RA S 1:00pm-4:00pm 12/2 Scott
2646-02 RA S 1:00pm-4:00pm 1/6 Scott
2646-03 RA S 1:00pm-4:00pm 1/20 Scott

NEW! 2648 MS 2016 WORD: CREATING NEWSLETTERS
$33 Senior Price $28
Create outstanding newsletters in Microsoft Word 2016 using advanced techniques. PREREQUISITE: Ability to understand the English language. Computer 101 or equal knowledge.
1 class @ 3 hrs 0.3 CEU 3.6 CPE
2648-01 RA M 9:00am-12:00pm 10/2 Scott
2648-02 RA S 9:00am-12:00pm 12/2 Scott
2648-03 RA S 9:00am-12:00pm 1/6 Scott
2648-04 RA S 9:00am-12:00pm 1/20 Scott

2650 MS EXCEL 2016 SIMPLIFIED
$106 Senior Price $82
This outstanding course will help you to quickly learn essential spreadsheet design and development skills. Major topics covered are: basic structure, formatting and custom formatting, absolute/relative addressing, basic formulas, sorting/searching, ranges, charts, graphics, pivot tables, filters, and more! Plenty of shortcuts and practical applications are included. PREREQUISITE: 2601 Computer Basics 101 or some experience with Microsoft Office applications.
5 classes @ 3 hrs ea 1.5 CEU 18 CPE
2650-01 RA Tu, W & Th 12:30pm-3:30pm 9/14-9/26 Schmidt
2650-02 LKMS Tu, W & Th 6:00pm-9:00pm 10/10-10/18 Schmidt
2650-03 RA Tu & Th 8:30am-11:30am 10/26-11/9 Schmidt
2650-04 LKMS Tu, W & Th 6:00pm-9:00pm 12/7-12/19 Schmidt

2651 MS EXCEL 2016 LEVEL 2
$106 Senior Price $82
This course covers advanced functions such as the IF and VLOOKUP functions. Learn to customize ribbons and the work area, use built in tools such as Goal Seek and Scenarios, link data to other programs, mail merge from Excel to Word and create simple macros. PREREQUISITE: 2650 Excel Simplified or equal knowledge.
5 classes @ 3 hrs ea 1.5 CEU 18 CPE
2651-01 RA Tu, W & Th 12:30pm-3:30pm 11/15-11/30 Schmidt
2651-02 LKMS M, Tu, W & Th 6:00pm-9:00pm 1/11-1/22 Schmidt
Computers

NEW! 2652 INTRO TO MS 2016 EXCEL 1
$69 Senior Price $55
Learn how to design Excel spreadsheets! Major topics covered: basic structure, formatting, absolute/relative addressing, basic formulas, sorting/searching, ranges, charts, graphics, pivot tables, filters and more. **PREREQUISITE:** Ability to understand the English language. Computer 101 or equal knowledge.
3 classes @ 3 hrs ea 0.9 CEU 10.8 CPE
2652-01 RA M, Tu & W 9:00am-12:00pm 8/21-8/23 Scott
2652-02 RA S 9:00am-12:00pm 9/9-10/7 Scott

NEW! 2653 INTRO TO MS 2016 EXCEL 2
$69 Senior Price $55
Continue your introduction to Excel covering more advanced Excel functions such as Financial, Logical, Date and Time, Lookup and Statistical. These functions are useful for everyday situations. Before the end of the course, you will have an opportunity to ask about functions we do not cover. **PREREQUISITE:** Ability to understand the English language. Computer 101 or equal knowledge.
3 classes @ 3 hrs ea 0.9 CEU 10.8 CPE
2653-01 RA M, Tu & W 9:00am-12:00pm 9/11-9/13 Scott
2653-02 RA S 9:00am-12:00pm 10/21-11/18 Scott

2656 MS ACCESS 2016 SIMPLIFIED
$125 Senior Price $97
Access isn’t rocket science - it’s a database. This is the most simplified Access 2016 course you can find. The class will learn to design and create a basic database using tables, queries, forms, and reports. **PREREQUISITE:** 2601 Computer Basics 101 or equal knowledge.
6 classes @ 3 hrs ea 1.8 CEU 21.6 CPE
2656-01 RA Tu, W & Th 12:30pm-3:30pm 10/31-11/9 Schmidt
2656-02 LKMS M, Tu, W & Th 6:00pm-9:00pm 1/23-1/31 Schmidt

NEW! 2657 INTRO TO MS 2016 ACCESS 1
$69 Senior Price $55
Learn how to plan and build a database from scratch. Design the structure, query the database, and create forms and reports. This class is perfect for those running a small business or who are required to make simple business decisions. **PREREQUISITE:** Ability to understand the English language. Computer 101 or equal knowledge.
3 classes @ 3 hrs ea 0.9 CEU 10.8 CPE
2657-01 RA S 1:00pm-4:00pm 9/9-10/7 Scott
2657-02 RA M, Tu & W 9:00am-12:00pm 11/13-11/15 Scott

NEW! 2658 INTRO TO MS 2016 ACCESS 2
$69 Senior Price $55
Continue to build your proficiency with Microsoft Access with this level 2 course. **PREREQUISITE:** 2657 Intro to MS 2016 Access 1 or very comfortable with Access Basics. Ability to understand the English language. Computer 101 or equal knowledge.
3 classes @ 3 hrs ea 0.9 CEU 10.8 CPE
2658-01 RA S 1:00pm-4:00pm 10/21-11/18 Scott

1-on-1—Class Just For You!

2687 1-ON-1 COMPUTER BASICS
$190
Need tutoring or help with a subject not covered in our catalog? Have specific questions that are not appropriate for a classroom setting? Maybe a 1-on-1 class is best for you. **PLEASE NOTE:** You must consult with a Program Planner at 648-6062 prior to enrolling in this course. Available throughout the semester. Register by mail or in person at the Adult Learning Center. The instructor will contact you to arrange a meeting time.
3 classes @ 2 hrs ea 0.6 CEU 7.2 CPE Staff

2688 1-ON-1 MS EXCEL 2016
$190
A 1-on-1 class is a great way to learn how to design and develop an Excel spreadsheet. Major topics covered are: basic structure, formatting, absolute/relative addressing, basic formulas, sorting/searching, ranges, charts, graphics, pivot tables, filters and more. Available throughout the semester. Register by mail or in person at the Adult Learning Center. The instructor will contact you to arrange a meeting time. **PREREQUISITE:** Ability to understand the English language. Computer 101 or equal knowledge.
3 classes @ 2 hrs ea 0.6 CEU 7.2 CPE Scott

2689 1-ON-1 MS ACCESS 2016
$190
A 1-on-1 Access class customized to your needs! Learn how to plan a database from scratch. Design the structure, query the database, and create forms and reports. Perfect class for those running a small business or who are required to make simple business decisions. Available throughout the semester. Register by mail or in person at the Adult Learning Center. The instructor will contact you to arrange a meeting time. **PREREQUISITE:** Ability to understand the English language. Computer 101 or equal knowledge.
3 classes @ 2 hrs ea 0.6 CEU 7.2 CPE Scott
Fermentation

2701 FERMENTATION BASICS: SAUERKRAUT & KIMCHI
$57  Senior Price $51
Turn fresh heads of cabbage into homemade sauerkraut or the Korean side dish kimchi. You will be learning the basics of fermentation and its history, methods and the health benefits. The class includes samples of sauerkraut and kimchi to taste, all ingredients/utensils, and a fermentation kit to make your own batch to take home.
1 class @ 2 hrs  0.2 CEU  2.4 CPE
2701-01 RA Th 6:00pm-8:00pm  9/7  Gutierrez
2701-02 RA Tu 6:00pm-8:00pm  11/28  Gutierrez

2703 FERMENTATION BASICS: KOMBUCHA
$54  Senior Price $48
Make your own Kombucha - the effervescent beverage called the “Immortal Health Elixir” by the Chinese. Kombucha is sweetened tea fermented by a symbiotic colony of bacteria and yeast (SCOBY). You will taste and practice making Kombucha while learning its history, methods and health benefits. Class includes a taste testing of a variety of Kombuchas, utensils/ingredients, and a Kombucha kit to make your own batch to take home.
1 class @ 2 hrs  0.2 CEU  2.4 CPE
2703-01 RA Tu 6:00pm-8:00pm  9/19  Gutierrez
2703-02 RA Th 6:00pm-8:00pm  11/30  Gutierrez

2707 FERMENTATION BASICS: SOURDOUGH
$43  Senior Price $37
Make and bake with Sourdough Starter and enjoy your homemade waffle or pancake creations in class. You will learn the history and methods of baking with sourdough and the benefits of “fermenting” your own flour. Class includes all ingredients/utensils, maple syrup for class creations, and your own Sourdough Starter to take home.
1 class @ 2 hrs  0.2 CEU  2.4 CPE
2707-01 RA Tu 6:00pm-8:00pm  9/5  Gutierrez
2707-02 RA Th 6:00pm-8:00pm  11/16  Gutierrez

Kitchen Basics

2709 KITCHEN BASICS: QUICK BREAD
$33  Senior Price $27
Bake and eat your made-from-scratch scones and quick breads. You will learn the science and methods of quick bread baking. Class includes all ingredients and needed utensils.
1 class @ 2 hrs  0.2 CEU  2.4 CPE
2709-01 RA Tu 6:00pm-8:00pm  10/31  Gutierrez
KITCHEN BASICS: CONDIMENTS
$43  Senior Price $37
Make your own variations of mustard, mayonnaise, ketchup and barbeque sauce. Learn about the history of condiments, methods of preparation, benefits of making your own condiments, and basic food safety. Class includes samples to take home.
1 class @ 2 hrs  0.2 CEU  2.4 CPE
2715-01 RA  Tu  6:00pm-8:00pm  10/17  Gutierrez

KITCHEN BASICS: PICKLING
$40  Senior Price $34
Make your own pickles! Pickling doesn't just have to be dill slices. It can be used to preserve so many fun and tasty things. Make your own jar of pickles using seasonal ingredients while learning about the history and different methods of pickling. Class includes pickles to taste, all ingredients and samples to take home.
1 class @ 2 hrs  0.2 CEU  2.4 CPE
2717-01 RA  Th  6:00pm-8:00pm  9/21  Gutierrez
2717-02 RA  Tu  6:00pm-8:00pm  12/5  Gutierrez

KITCHEN BASICS: PASTA MAKING
$35  Senior Price $29
Make your own pasta and fresh sauces; and then eat your results in this fun cooking class. You will practice making pasta traditionally by hand just like "Nonna" did, as well as using more modern equipment. Everything you need is included in the class.
1 class @ 2 hrs  0.2 CEU  2.4 CPE
2720-01 RA  Th  6:00pm-8:00pm  10/5  Gutierrez
2720-02 RA  Th  6:00pm-8:00pm  1/11  Gutierrez

KITCHEN BASICS: JAMS AND JELLIES
$41  Senior Price $36
So many fun ways to use fall fruits for jam making! We will play with a couple of seasonal recipes, learn a few different techniques and cover the basics. Class includes all ingredients and samples to take home.
1 class @ 2 hrs  0.2 CEU  2.4 CPE
2722-01 RA  Tu  6:00pm-8:00pm  10/3  Gutierrez
2722-02 RA  Tu  6:00pm-8:00pm  1/9  Gutierrez

KITCHEN BASICS: HEARTY FALL SOUPS
$43  Senior Price $38
Fall means soups! Learn how to make your own rich, hearty, nourishing soups from scratch. Try two classics-chicken and rice & tomato basil. Class includes all ingredients and needed utensils.
1 class @ 3 hrs  0.3 CEU  3.6 CPE
2726-01 RA  Th  5:30pm-8:30pm  11/2  Gutierrez

PIZZA PARTY!
$38  Senior Price $33
Learn how to make your own pizzas at home from scratch. Class includes all ingredients and needed utensils.
1 class @ 2 hrs  0.2 CEU  2.4 CPE
2724-01 RA  Th  6:00pm-8:00pm  10/19  Gutierrez

APPETIZERS FOR ENTERTAINING
$43  Senior Price $38
Entertain in style or impress at your next gathering by making your own appetizers! Stuffed mushrooms, bacon-wrapped dates and herbed deviled eggs. Class includes all ingredients and needed utensils.
1 class @ 2 hrs  0.2 CEU  2.4 CPE
2728-01 RA  Tu  6:00pm-8:00pm  11/14  Gutierrez
2728-02 RA  Th  6:00pm-8:00pm  12/7  Gutierrez

1-ON-1 HEALTHY FOODS & COOKING—BASIC
$110
Work one-on-one with your own Certified Integrative Health Coach. Empower yourself to take charge of your health and lifestyle. Learn what foods are right for you, how to prepare them, and how to adopt a healthier lifestyle and improve your habits. Available throughout the semester. Register by mail or in person at the Adult Learning Center. The instructor will contact you to arrange a meeting time.
2 classes @ 1.5 hrs ea  0.3 CEU  3.6 CPE
2742-01  Tu & Th  5/12-5/26  Gutierrez

1-ON-1 HEALTHY FOODS & COOKING—ADVANCED
$110
Continue working one-on-one with our Certified Integrative Health Coach to develop your healthier lifestyle in this advanced coaching class.
PREREQUISITE: Course 2742, 1-on-1 Healthy Foods & Cooking Basic. Available throughout the semester. Register by mail or in person at the Adult Learning Center. The instructor will contact you to arrange a meeting time.
2 classes @ 1.5 hrs ea  0.3 CEU  3.6 CPE
2744-01  Tu & Th  6/12-6/26  Gutierrez
3201  GETTING STARTED IN AMATEUR ASTRONOMY  $36  Senior Price $29
Got a telescope, but don't know which end to look in? Don't know a star-chart from a horoscope? Even if you don't own a telescope, but are interested in exploring the night sky, this course will help you find your way around the stars and planets, and give you better understanding of the techniques and hardware used in “backyard” astronomy.
2 classes @ 2.5 hrs ea  0.5 CEU  6 CPE
3201-01  LKMS  M  6:00pm-8:30pm  10/23-10/30  Neale

3205  BEGINNING GENEALOGY  $36  Senior Price $29
Course will provide an overview of basic genealogy techniques for tracing family history using home records, census records and vital records (birth, marriage, death).
5 classes @ 1 hr ea  0.5 CEU  6 CPE
3205-01  RA  W  10:00am-11:00am  9/6-10/4  Moore
3205-02  LKMS  W  6:30pm-7:30pm  10/18-11/15  Moore

3232  1-ON-1 SEWING PROJECTS  $95
This course is for students who want assistance with a specific sewing project in a one-on-one setting. PLEASE NOTE: Students must know the basics of sewing and use of a sewing machine. Students need to provide all necessary materials including a sewing machine. ALC isn't responsible for any damage, loss or replacement of your personal sewing machine. Only available on Thursdays and Fridays. Register by mail or in person at the Adult Learning Center. The instructor will contact you to arrange a meeting time.
1 class @ 3 hrs  0.3 CEU  3.6 CPE  Th & F  Tyler

3233  SEWING FOR BEGINNERS  $120  Senior Price $92
The course will teach students the basics of sewing. The student will learn sewing terminology, how to read patterns, determine tools and notions needed to construct a garment, how to use a sewing machine, and how to sew fabric pieces and complete a garment. PLEASE NOTE: Supply list available online at www.alc.vbschools.com. Bring supplies to the first class.
6 classes @ 3 hrs ea  1.8 CEU  21.6 CPE
3233-01  LKMS  M  6:00pm-9:00pm  9/25-10/30  Tyler

3234  SEWING—BEYOND THE BASICS  $120  Senior Price $92
This course is for persons who are ready to expand their sewing knowledge and skills. Students will learn complex sewing techniques and use more challenging patterns. PREREQUISITE: Basic sewing knowledge and experience. PLEASE NOTE: Supply list available online at www.alc.vbschools.com. Bring supplies to the first class.
6 classes @ 3 hrs ea  1.8 CEU  21.6 CPE
3234-01  LKMS  M  6:00pm-9:00pm  11/13-12/18  Tyler

3236  QUILTING 101  $99
This course will teach you the basics of quilting, including how to select fabrics, what tools are required and how to use them. You will learn how to correctly cut fabrics, the importance of accurate seam allowance, and basic sewing machine operation. Class projects are: a table runner and various quilt blocks to make a “sampler” quilt. Sewing machines will be provided; however, if you own a sewing machine it is best to bring your machine to learn on. PLEASE NOTE: Supply list including ISBN for required book online at www.alc.vbschools.com. Bring supplies to first class.
5 classes @ 2.5 hrs ea  1.3 CEU  15 CPE
3236-01  Tu  6:00pm-8:30pm  9/5-10/3  Doubts

3237  QUILTING 102  $99
This course will teach you how to take the quilt top previously made and turn it into a completed quilt. You will learn how to: correctly measure the quilt top to add borders, measure and prepare the batting and back fabric, layer the 3 layers (quilt top, batting and back fabric) and prepare for quilting, quilt your quilt sandwich on your sewing machine, measure and add binding to your quilt, and make a label and put on the back of your quilt. PREREQUISITE: Quilting 101. Textbook from Quilting 101. Please call the ALC prior to the first class to request the ISBN#.
5 classes @ 2.5 hrs ea  1.3 CEU  15 CPE
3237-01  Tu  6:00pm-8:30pm  10/24-11/21  Doubts

3228  CROCHET TODAY!  $74  Senior Price $58
Learn to crochet bags, jewelry, scarves, etc. with a variety of yarns and textures. Students will learn to read patterns and advanced students will create their own patterns. PLEASE NOTE: Supply list available online at www.alc.vbschools.com. Bring supplies to first class.
4 classes @ 2.5 hrs ea  1.0 CEU  12 CPE
3228-01  RA  Tu  1:00pm-3:30pm  9/12-10/3  Wertheimer

Astronomy

Genealogy

1-on-1 Class Just For You!

Needlework

DIY, Hobbies & Crafts
Health, Wellness & Safety

Fitness

3110  YOGA VINYASA FLOW
$53  Senior Price $40
Workout for body, mind and spirit synchronizing breath with movement through a flowing series of basic asanas and sequences. The flow is designed to develop balance, build strength and increase flexibility. This class will help reduce stress and increase inner calm and heighten awareness. **PLEASE NOTE:** Students should bring a yoga mat and water bottle. Yoga block is optional.
8 classes @ 1 hr ea  0.8 CEU  9.6 CPE
3110-01 RA Tu 6:00pm-7:00pm  9/5-10/24  Staff
3110-02 RA Tu 6:00pm-7:00pm  11/14-1/9  Staff

3115  A HAPPIER YOU
$70  Senior Price $54
Do you want to get more enjoyment out of every day, focus on the things that really matter to you, and become more inspired and motivated to live a fuller, happier life? Using techniques and suggestions from Gretchen Rubin’s books, *The Happiness Project* and *Happier at Home*, this course will provide a practical application for a more joyful life. **PLEASE NOTE:** Purchase of the textbook is optional for students. Please call the ALC to request the ISBN#.
5 classes @ 2 hrs ea  1 CEU  12 CPE
3115-01 RA Th 6:30pm-8:30pm  9/21-10/19  McAbee

Mental Health

NEW!  3105  MENTAL HEALTH FIRST AID
$85  Senior Price $72
Mental Health First Aid is a groundbreaking public education program that introduces participants to risk factors and warning signs of mental health problems, builds understanding of their impact, and overviews common treatments. Mental Health First Aid is a live training course, which uses role-playing and simulations to demonstrate how to assess a mental health crisis; select interventions and provide initial help; and connect persons to professional, peer and social supports as well as self-help resources. **PLEASE NOTE:** Lunch is included in the cost of the class.
1 class @ 9 hrs  0.9 CEU  10.8 CPE
3105-01 RA  S 8:00am-5:00pm  9/9  Simon
3105-02 RA  S 8:00am-5:00pm  10/7  Simon
3105-03 RA  S 8:00am-5:00pm  12/16  Simon

NEW!  3140  DON'T BE A VICTIM! SITUATIONAL AWARENESS WORKSHOP
$28  Senior Price $23
Protect yourself and your family! This course is designed to help you develop awareness techniques as a form of self-defense. Learn how mental preparation and strategic avoidance, not physical force, can be used in various surroundings including home, elevators, gas stations, and vehicles.
1 class @ 3 hrs  0.3 CEU  3.6 CPE
3140-01 RA  W 6:00pm-9:00pm  8/30  Ocampo
3140-02 RA  S 9:00am-12:00pm  9/23  Ocampo
3140-03 RA  Th 6:00pm-9:00pm  10/19  Ocampo
3140-04 RA  S 9:00am-12:00pm  11/18  Ocampo

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3105-03 RA  S 8:00am-5:00pm  12/16  Simon

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8 classes @ 1 hr ea  0.8 CEU  9.6 CPE
3110-01 RA  Tu 6:00pm-7:00pm  9/5-10/24  Staff
3110-02 RA  Tu 6:00pm-7:00pm  11/14-1/9  Staff

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1 class @ 9 hrs  0.9 CEU  10.8 CPE
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3105-03 RA  S 8:00am-5:00pm  12/16  Simon

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5 classes @ 2 hrs ea  1 CEU  12 CPE
3115-01 RA  Th 6:30pm-8:30pm  9/21-10/19  McAbee

Safety

3140  DON'T BE A VICTIM! SITUATIONAL AWARENESS WORKSHOP
$28  Senior Price $23
Protect yourself and your family! This course is designed to help you develop awareness techniques as a form of self-defense. Learn how mental preparation and strategic avoidance, not physical force, can be used in various surroundings including home, elevators, gas stations, and vehicles.
1 class @ 3 hrs  0.3 CEU  3.6 CPE
3140-01 RA  W 6:00pm-9:00pm  8/30  Ocampo
3140-02 RA  S 9:00am-12:00pm  9/23  Ocampo
3140-03 RA  Th 6:00pm-9:00pm  10/19  Ocampo
3140-04 RA  S 9:00am-12:00pm  11/18  Ocampo

3143  THE BASICS OF DISASTER PREPAREDNESS FOR FAMILIES
$45
Prepare and protect yourself and your family; aid could be days away in case of a weather or other large scale disaster. Course covers the basics of family preparation for an emergency including supplies of food and water, creating first aid and emergency supply kits, evacuation routes, communications planning, and where to turn for latest information.
1 class @ 2 hrs  0.2 CEU  2.4 CPE
3143-01 RA  W 6:30pm-8:30pm  9/13  Staff
3143-02 RA  W 6:30pm-8:30pm  10/18  Staff
3143-03 RA  W 6:30pm-8:30pm  11/8  Staff

NEW!  3240  DECLUTTERING YOUR LIFE INSIDE & OUT
$44  Senior Price $35
If your life is stressed and out of balance, your home will be too. In this class, you will learn how to get and stay organized, use a variety of strategies for eliminating clutter, and identify blockages to progress. In addition to eliminating physical clutter, you will also learn to remove the emotional clutter, stress and negativity that keep us from fully enjoying our lives.
4 classes @ 1.5 hrs ea  0.6 CEU  7.2 CPE
3240-01 RA  Th 6:30pm-8:00pm  11/2-11/30  McAbee

TORNADO WARNING
Type:  Tornado Warning
Cities:  Virginia Beach
Until:  Friday 7:00 PM EDT
Health, Wellness & Safety

1-on-1 Class Just For You!

3125  1-ON-1 WEIGHT MANAGEMENT; PREVENTING TYPE 2 DIABETES
       $95
Learn how to lose and manage your weight without dieting by improving your dietary and lifestyle habits. Improve your health through a natural set of dietary and lifestyle habits that prevent obesity and type 2 diabetes, to enjoy a healthier you for the rest of your life. Available throughout the semester. Register by mail or in person at the Adult Learning Center. The instructor will contact you to arrange a meeting time.
3 classes @ 1 hr ea   0.3 CEU   3.6 CPE  Tompanis

NEW!  2742  1-ON-1 HEALTHY FOODS & COOKING—BASIC
       $110
Work one-on-one with your own Certified Integrative Health Coach. Empower yourself to take charge of your health and lifestyle. Learn what foods are right for you, how to prepare them, and how to adopt a healthier lifestyle and improve your habits. Available throughout the semester. Register by mail or in person at the Adult Learning Center. The instructor will contact you to arrange a meeting time.
2 classes @ 1.5 hrs ea   0.3 CEU   3.6 CPE  Tu & Th  Gutierrez

NEW!  2744  1-ON-1 HEALTHY FOODS & COOKING—ADVANCED
       $110
Continue working one-on-one with our Certified Integrative Health Coach to develop your healthier lifestyle in this advanced coaching class. PREREQUISITE: Course 2742, 1-on-1 Healthy Foods & Cooking Basic. Available throughout the semester. Register by mail or in person at the Adult Learning Center. The instructor will contact you to arrange a meeting time.
2 classes @ 1.5 hrs ea   0.3 CEU   3.6 CPE  Tu & Th  Gutierrez

Take advantage of a free seminar!

These seminars require individual registration using the link at the end of each description. You will not be able to register through our website, in person, or by mail. PLEASE NOTE: A confirmation email will not be sent but you will be notified of any schedule changes.

DEVELOPING A HEALTHIER LIFESTYLE
Health advocate, Nick Tompanis, will discuss improving your health through natural dietary and lifestyle habits. Nick provides a holistic approach to managing your weight without dieting and explores strategies to significantly decrease the odds of developing various diseases.

Prepare for the holiday season with a new health regimen!
Adult Learning Center, Saturday, November 4, 11:00 am – 1:00 pm
Registration for this seminar is available only through https://goo.gl/forms/87b2zoCIPmmxMrRS2
### Sign

**3730 SIGN LANGUAGE 1**  
$155  Senior Price $130  
This course is designed for students who have no knowledge of American Sign Language. The topics will cover basic signing vocabulary, finger-spelling, American Sign Language linguistic features, simple phrases and cultural protocols. Basic American Sign Language conversations will include answering questions; introductions and exchanging personal information; and discussing family, friends and surroundings. **PREREQUISITE:** Student should be fluent in reading and writing the English language.

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**3731 SIGN LANGUAGE 2**  
$131  Senior Price $106  
Expand vocabulary skills and learn to chain signs together. Simple grammatical concepts will be addressed and as always, we will review all the signing skills in a fun classroom setting. Adapting signs as a means of alternative communication will be incorporated as needed. You will continue to focus on finger-spelling, numbers, structure, syntax and grammar. Learn how to develop the conversational/cultural behaviors necessary to hold a beginning level conversation. **PREREQUISITE:** Sign Language I and/or previous Sign Language experience and knowledge of topics described in Sign Language I. Textbook from Sign Language 1. Please call the ALC prior to the first class to request the ISBN#.

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### Spoken

**3741 ITALIAN 1**  
$140  Senior Price $115  
Learn Italian! This course, designed for absolute beginners, covers greetings and basic communications for daily life situations while exploring the culture. Develop elementary skills in grammar, reading and writing.

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**3742 ITALIAN 2**  
$107  Senior Price $82  
If you have already taken Italian 1 or have some experience with the language, this is your level. Elevate your proficiency and increase vocabulary while learning new verbs and the future tense. There will be an emphasis on speaking. **PREREQUISITE:** Textbook from Italian 1. Please call the ALC prior to the first class to request the ISBN#.

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**3751 CHINESE MANDARIN LEVEL 1**  
$107  Senior Price $82  
Are you interested in learning Chinese Mandarin? This basic course begins with an introduction to Pinyin and builds a foundation to learning basic Chinese words and conversations. **PLEASE NOTE:** Students must purchase textbook prior to the first class. Textbook is Short-term Spoken Chinese: Threshold, Vol 1 (2nd ed.), ISBN: 9787561913642.

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**3761 SPANISH 1**  
$140  Senior Price $115  
Learn Spanish! Designed for absolute beginners, this course covers greetings and basic communications for daily life situations while exploring the culture. Develop elementary skills in grammar, reading and writing.

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**3762 SPANISH 2**  
$107  Senior Price $82  
If you took Spanish 1 or have some experience with the language, here is a chance to practice your conversation skills. Elevate your proficiency and increase vocabulary while learning new verbs and the future tense; speaking will be emphasized. **PREREQUISITE:** Textbook from Spanish 1. Please call the ALC prior to the first class to request the ISBN#.

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**3765 FRENCH - BEGINNERS 1**  
$161  Senior Price $136  
This course focuses on learning the French language through a cultural perspective. It uses a variety of resources, including video and audio, which help students develop excellent communication in French.

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**3766 FRENCH - BEGINNERS 2**  
$112  Senior Price $87  
This continuation of French 1 will focus on oral communication with emphasis on grammar/conjugation/vocabulary. In this intermediate-level course, you will practice speaking French with attention to comprehension and oral expression. **PREREQUISITE:** French I and/or previous French experience and comfort with topics described in French I. Textbook from French 1. Please call the ALC prior to the first class to request the ISBN#.

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NEW! 2102  WATERCOLOR PENCILS
$58 Senior Price $45
You may find that watercolor painting lacks the control you long for, but you love the way it looks when finished. Watercolor pencils are the answer. The pencils give the artist control over their work and the ability to soften, blend colors and create strong drawings/watercolors. PLEASE NOTE: Some drawing experience preferred. Supply list available online at www.alc.vbschools.com. Bring supplies to the first class. 4 classes @ 2 hrs ea  0.8 CEU  9.6 CPE
2102-01 RA Th 6:00pm-8:00pm  9/7-9/28 Woodruff
2102-02 RA Th 6:00pm-8:00pm  10/12-11/2 Woodruff

NEW! 2103  YOU CAN DRAW!
$90 Senior Price $70
Learn to sketch and draw in this class! Understanding shading, value, textures, and creative composition will take your drawings to a new level. PLEASE NOTE: Bring supplies and a reference photo or drawing to first class. Supply list available online at www.alc.vbschools.com. 5 classes @ 2.5 hrs ea  1.3 CEU  15 CPE
2103-01 LKMS W 6:00pm-8:30pm  9/27-10/25 Wertheimer

NEW! 2104  EASTERN WATERCOLORS
$86 Senior Price $66
Explore traditional watercolor techniques of China and Japan, using bamboo brushes, imported rice paper, and vibrant watercolor paints. Complete a painting at every class. PLEASE NOTE: Supply list available online at www.alc.vbschools.com. Bring supplies and a reference photo or drawing to first class. 5 classes @ 2.5 hrs ea  1.3 CEU  15 CPE
2104-01 RA Th 1:00pm-3:30pm  9/28-10/26 Wertheimer

NEW! 2105  WATERCOLOR: A WORLD OF COLOR AWAITS
$82 Senior Price $63
Discover how to paint in vibrant watercolors. In this beginner's watercolor class you will learn basic skills, techniques and painting strategies. PLEASE NOTE: Supply list available online at www.alc.vbschools.com. Bring supplies to the first class. 6 classes @ 2 hrs ea  1.2 CEU  14.4 CPE
2105-01 RA Th 6:00pm-8:00pm  8/22-9/26 Woodruff
2105-02 RA Th 6:00pm-8:00pm  11/7-12/12 Woodruff

NEW! 2106  INTERMEDIATE WATERCOLOR PAINTING
$70 Senior Price $54
You have learned the basics of watercolor and desire to improve your skills and learn more about the medium. This class will help you develop your skills and improve your control of this medium while you paint. Students will apply these skills and create their own masterpiece in class. PLEASE NOTE: Supply list online at www.alc.vbschools.com. Bring supplies to first class. 5 classes @ 2 hrs ea  1 CEU  12 CPE
2106-01 RA Tu 6:00pm-8:00pm  10/3-10/31 Woodruff
2106-02 RA Tu 6:00pm-8:00pm  1/2-1/30 Woodruff

NEW! 2136  CARVING PLASTER ORGANICALLY
$70 Senior Price $54
Discover the beauty and tactile pleasure of carving plaster in an organic way, without previous planning and a perceived outcome! Learn to release your inhibitions and flow with your imagination. You will learn the meaning of "organic" and learn about the famous artists who have worked in this style. The proper method of preparing plaster, carving techniques, and mounting your project will be covered. PLEASE NOTE: Supply list online at www.alc.vbschools.com. Bring supplies to first class. 5 classes @ 2 hrs ea  1 CEU  12 CPE
2136-01 RA Tu 6:00pm-8:00pm  9/12-10/10 Amme
2136-02 RA Tu 6:00pm-8:00pm  10/24-11/21 Amme

NEW! 2101  ACRYLIC PAINTING
$86 Senior Price $66
Learn to build up creative textures using line and color theory while combining realistic and/or innovative acrylic painting techniques. PLEASE NOTE: Supply list online at www.alc.vbschools.com. Bring supplies and a photo or picture to first class. 5 classes @ 2.5 hrs ea  1.3 CEU  15 CPE
2101-01 LKMS M 6:00pm-8:30pm  10/30-11/27 Wertheimer

METAMORPHOSIS BY DEBRA AMME

Visual

NEW! 2102  WATERCOLOR PENCILS
$58 Senior Price $45
You may find that watercolor painting lacks the control you long for, but you love the way it looks when finished. Watercolor pencils are the answer. The pencils give the artist control over their work and the ability to soften, blend colors and create strong drawings/watercolors. PLEASE NOTE: Some drawing experience preferred. Supply list available online at www.alc.vbschools.com. Bring supplies to the first class. 4 classes @ 2 hrs ea  0.8 CEU  9.6 CPE
2102-01 RA Th 6:00pm-8:00pm  9/7-9/28 Woodruff
2102-02 RA Th 6:00pm-8:00pm  10/12-11/2 Woodruff

NEW! 2103  YOU CAN DRAW!
$90 Senior Price $70
Learn to sketch and draw in this class! Understanding shading, value, textures, and creative composition will take your drawings to a new level. PLEASE NOTE: Bring supplies and a reference photo or drawing to first class. Supply list available online at www.alc.vbschools.com. 5 classes @ 2.5 hrs ea  1.3 CEU  15 CPE
2103-01 LKMS W 6:00pm-8:30pm  9/27-10/25 Wertheimer

NEW! 2104  EASTERN WATERCOLORS
$86 Senior Price $66
Explore traditional watercolor techniques of China and Japan, using bamboo brushes, imported rice paper, and vibrant watercolor paints. Complete a painting at every class. PLEASE NOTE: Supply list available online at www.alc.vbschools.com. Bring supplies and a reference photo or drawing to first class. 5 classes @ 2.5 hrs ea  1.3 CEU  15 CPE
2104-01 RA Th 1:00pm-3:30pm  9/28-10/26 Wertheimer

NEW! 2105  WATERCOLOR: A WORLD OF COLOR AWAITS
$82 Senior Price $63
Discover how to paint in vibrant watercolors. In this beginner's watercolor class you will learn basic skills, techniques and painting strategies. PLEASE NOTE: Supply list available online at www.alc.vbschools.com. Bring supplies to the first class. 6 classes @ 2 hrs ea  1.2 CEU  14.4 CPE
2105-01 RA Th 6:00pm-8:00pm  8/22-9/26 Woodruff
2105-02 RA Th 6:00pm-8:00pm  11/7-12/12 Woodruff

NEW! 2106  INTERMEDIATE WATERCOLOR PAINTING
$70 Senior Price $54
You have learned the basics of watercolor and desire to improve your skills and learn more about the medium. This class will help you develop your skills and improve your control of this medium while you paint. Students will apply these skills and create their own masterpiece in class. PLEASE NOTE: Supply list online at www.alc.vbschools.com. Bring supplies to first class. 5 classes @ 2 hrs ea  1 CEU  12 CPE
2106-01 RA Tu 6:00pm-8:00pm  10/3-10/31 Woodruff
2106-02 RA Tu 6:00pm-8:00pm  1/2-1/30 Woodruff

NEW! 2136  CARVING PLASTER ORGANICALLY
$70 Senior Price $54
Discover the beauty and tactile pleasure of carving plaster in an organic way, without previous planning and a perceived outcome! Learn to release your inhibitions and flow with your imagination. You will learn the meaning of "organic" and learn about the famous artists who have worked in this style. The proper method of preparing plaster, carving techniques, and mounting your project will be covered. PLEASE NOTE: Supply list online at www.alc.vbschools.com. Bring supplies to first class. 5 classes @ 2 hrs ea  1 CEU  12 CPE
2136-01 RA Tu 6:00pm-8:00pm  9/12-10/10 Amme
2136-02 RA Tu 6:00pm-8:00pm  10/24-11/21 Amme

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Learn to build up creative textures using line and color theory while combining realistic and/or innovative acrylic painting techniques. PLEASE NOTE: Supply list online at www.alc.vbschools.com. Bring supplies and a photo or picture to first class. 5 classes @ 2.5 hrs ea  1.3 CEU  15 CPE
2101-01 LKMS M 6:00pm-8:30pm  10/30-11/27 Wertheimer

METAMORPHOSIS BY DEBRA AMME

For the most current information, visit www.alc.vbschools.com
**DIGITAL SLR CAMERA FOR BEGINNERS**

$58  Senior Price $45

It is a daunting task to set a digital SLR so that you get that special picture. This course for beginners will demystify all those knobs, dials, buttons and menus on your DSLR, while also taking time to actually have you take pictures and rate them based on the knowledge in the “how to take pictures part of the course.”

**PLEASE NOTE:** Bring camera, all cables, extra batteries and instruction book to ALL classes.

4 classes @ 2 hrs ea  0.8 CEU  9.6 CPE
2107-01 RA  Tu & Th  6:00pm-8:00pm  8/22-8/31  McGrady
2107-02 RA  W  6:00pm-8:00pm  10/4/10/25  McGrady

**PHOTOSHOP FOR BASIC PHOTO EDITING**

$31  Senior Price $25

Good at taking pictures but not good at editing them? Take this course to learn basic retouching, cropping, and saving techniques for your photos.

2 classes @ 2 hrs ea  0.4 CEU  4.8 CPE
2108-01 LKMS  M  6:30pm-8:30pm  9/18-9/25  Burrrs
2108-02 LKMS  M  6:30pm-8:30pm  1/8-1/22  Burrrs

**ADVANCED DIGITAL PHOTOGRAPHY & EDITING**

$31  Senior Price $25

Expand your knowledge of photography and learn the basics of photo editing and restoration. Picasa and Photo Shop Elements will be covered. This class will give you tips to capture amazing photos that will impress your family and friends! **PLEASE NOTE:** Bring camera, all cables, extra batteries and instruction book to ALL classes. A small picture is optional.

2 classes @ 2 hrs ea  0.4 CEU  4.8 CPE
2109-01 RA  W  6:00pm-8:00pm  11/8-11/15  McGrady

**BEGINNING GUITAR**

$58  Senior Price $45

An introduction to the guitar and the basics of playing chords, notes, strumming and picking techniques are covered. An introduction to music theory is also included in the course. **PLEASE NOTE:** Students must possess a guitar to play and practice. ALC isn't responsible for any damage, loss or replacement of your personal instrument.

8 classes @ 1 hr ea  0.8 CEU  9.6 CPE
2124-01 LKMS  Th  6:30pm-7:30pm  8/31-10/19  Allred

**BEGINNING GUITAR: THE NEXT STEP**

$58  Senior Price $45

This course continues from where the BEGINNING GUITAR course leaves off; however, those with preliminary knowledge obtained elsewhere may benefit from the course. A continuing and deeper analysis of chords, notes, strumming, picking and basic theory is administered. **PLEASE NOTE:** Student must possess a guitar to play and practice. ALC isn't responsible for any damage, loss or replacement of your personal instrument.

8 classes @ 1 hr ea  0.8 CEU  9.6 CPE
2126-01 LKMS  Tu  6:30pm-7:30pm  8/22-10/10  Allred
2126-02 LKMS  Tu  6:30pm-7:30pm  10/24-12/12  Allred
Improve your reading, language, and math skills, and prepare for the GED® test. Register for PRE-GED®/ABE and Fast Track GED® classes by attending a placement evaluation to take the Test of Adult Basic Education (TABE). TABE scores determine which class you are placed in. Placement evaluation cost is $5 and takes 3 ½ hours. First-come, first-served. Maximum of 55 participants per test. A valid, current government-issued picture ID for proof of age and identity is required.

Open to adults age 18 and older who are not enrolled in private or public high school.

Testing begins on time. No exceptions.

**CLASS SCHEDULES & COSTS**

<table>
<thead>
<tr>
<th>Class Type</th>
<th>Schedule</th>
<th>Virginia Beach Residents</th>
<th>Non-Residents (live in other cities)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day Classes</td>
<td>Monday through Thursday</td>
<td>$30 registration fee</td>
<td>$40 per month</td>
</tr>
<tr>
<td></td>
<td>September 11 - May 24</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8:29 am - 11:37 am</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>12:07 pm - 3:15 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evening Classes</td>
<td>Monday &amp; Wednesday</td>
<td>$30 registration fee</td>
<td>$30 per month</td>
</tr>
<tr>
<td></td>
<td>September 18 - May 16</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6:30 pm - 9:00 pm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Study Group occurs once a week—day or evening $2 per session

Attend a placement evaluation, and/or ABE/GED® classes, and pass the GED® test to participate in the May Recognition Ceremony.

Call 757-648-6056 for more GED®/ABE information.

To take the GED® test create an account and register online at www.GED.com.

- Take an Official Practice test (GED® Ready)
- Find a testing center
- Schedule and pay for tests
- View test history
- Request a transcript

For the most current information, visit www.alc.vbschools.com
Are you in need of a STRONG FOUNDATION for your future? Build one with the Virginia Beach Adult Learning Center’s Foundations Transition Program.

We are seeking out-of-school youth between the ages of 18 and 24 who are interested in enhancing their lives through personal growth, job enrichment, and career development. Participants must be in need of a GED® certificate and must not be attending public school.

The Foundations Transition Program will support those youth who qualify with:

- GED® preparation
- financial assistance for the GED® test
- tutoring for the GED® test, ASVAB, Virginia Placement Test (VPT)
- monetary incentives
- mentoring

Participants will be able to:

- attend college tours & career fairs
- meet with military recruiters
- participate in a variety of workshops
- receive paid work experience
- develop workplace readiness skills

*Bring your high school withdrawal papers to the placement evaluation.*

For more information & program requirements, please contact Lisa Belcher at (757) 648-6066 or Lisa.Belcher@vbschools.com

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ESOL classes are available for adult non-native speakers of English. Five levels of classes in reading, writing, speaking, and listening are held daily Monday through Friday or twice a week in the evening. New students must come to one of the interview times; students will enter the program based on class availability. If classes are full, students will be placed on a waiting list and contacted when openings occur. A valid, current government-issued picture ID and proof of residency are required at the interview. The Adult Learning Center does not provide childcare or transportation.

**2017 - 2018 ESOL INTERVIEW DATES**

Interviews are held at the Adult Learning Center—located inside Renaissance Academy at 5100 Cleveland Street. Register and interview at the same time. No appointment is necessary.

- Tuesday, August 22 at 8:30 am
- Thursday, August 24 at 5:45 pm
- Tuesday, August 29 at 8:30 am
- Monday, October 9 at 8:30 am
- Thursday, October 12 at 5:45 pm
- Tuesday, November 14 at 8:30 am
- Thursday, November 16 at 5:45 pm
- Thursday, January 25 at 5:45 pm
- Saturday, January 27 at 8:30 am
- Tuesday, February 20 at 8:30 am
- Thursday, February 22 at 5:45 pm

**CLASS SCHEDULES**

<table>
<thead>
<tr>
<th>DAY</th>
<th>EVENING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Learning Center</td>
<td>Larkspur Middle School</td>
</tr>
<tr>
<td>Monday through Friday</td>
<td>Monday &amp; Wednesday</td>
</tr>
<tr>
<td>September 11 – May 22</td>
<td>September 13 – May 14</td>
</tr>
<tr>
<td>8:30 am - 11:00 am</td>
<td>6:30 pm – 9:00 pm</td>
</tr>
<tr>
<td>11:30 am - 2:00 pm</td>
<td></td>
</tr>
</tbody>
</table>

**CLASS COSTS**—Fees are not refundable

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>VIRGINIA BEACH RESIDENTS</td>
<td>$50 registration fee</td>
</tr>
<tr>
<td>NON-RESIDENTS (live in other cities)</td>
<td>One time $100 registration/non-resident fee</td>
</tr>
<tr>
<td>Textbooks</td>
<td>$25 to $90 depending upon class level</td>
</tr>
</tbody>
</table>

Call 757-648-6057 for more ESOL information.

For the most current information, visit www.alc.vbschools.com
Take courses from the comfort of your home or office at times that are most convenient for you.

The ALC teams up with ed2go to bring you hundreds of engaging online courses. Our courses are affordable, fun, fast, convenient, and geared just for you.

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- Business
- Computers & Technology
- Design & Composition
- Language & Arts
- Law & Legal
- Personal Development
- Teaching & Education
- Writing & Publishing

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- Career Certification
- Computer Applications & Programming
- Construction, Repair & Manufacturing Trades
- Finance & Accounting
- Graphics, Design, Media & Web
- Healthcare, Medical & Veterinary
- Languages & Writing
- Law Enforcement
- Legal, Paralegal & Legal Compliance
- Marketing & Advanced Business Skills
- Non-Profit & Public Service
- Nursing
- Personal Development
- Professional Development of Educators
- Safety & Workplace Compliance
- Service & Hospitality Trades
- Software, Technology, Project Management & Security
- Workplace Readiness

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www.vbschools.com
your virtual link to Virginia Beach City Public Schools,
Hampton Roads’ largest school system

### Understanding Course Listings

<table>
<thead>
<tr>
<th>Course Fees</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>$107</td>
<td>NEW! 2015 YOUR CLASS AT THE ALC</td>
</tr>
<tr>
<td>Senior Price $82</td>
<td></td>
</tr>
</tbody>
</table>

This simple tutorial is designed to help you easily decode the Community Education course listings. Learn how to determine the specifics of each course: cost, location, dates and times, etc. Now, you should be able to decide which courses best fit your needs and schedule.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Days of the Week</th>
<th>Class Dates</th>
<th>Location</th>
<th>Class Time</th>
<th>Instructor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-01</td>
<td>RA Tu &amp; F</td>
<td>4/10 - 4/13</td>
<td>Tatum</td>
<td>8:00am - 10:00am</td>
<td>0.6 CEU, 10.2 CPE</td>
</tr>
</tbody>
</table>

### Locations for Community Education Courses

- **Adult Learning Center (RA)**
  5100 Cleveland Street
  Virginia Beach, VA 23462

- **Larkspur Middle School (LKMS)**
  4696 Princess Anne Road,
  Virginia Beach, VA 23462

If you have any questions, please call 757-648-6050.

For the most current information, visit www.alc.vbschools.com
COMMUNITY EDUCATION REGISTRATION FORM

Accurate phone and email information will allow us to contact you about unforeseen date or time changes.

STUDENT NUMBER ________________________________ LAST NAME ________________________________ FIRST NAME ________________________________ MI ________________________________

STREET ADDRESS __________________________________________ CITY ________________________________

STATE ________________________________ ZIP ________________________________ EMAIL __________________________________________

☐ Please check if you are a SENIOR Citizen (60 or older)

BIRTH DATE (To verify ADULT/SENIOR status) ___________ - ___________ - ___________ MM - DD - YYYY

GENDER ☐ M ☐ F

HOME PHONE ________________________________ WORK PHONE ________________________________ CELL PHONE ________________________________

☐ Check this box to join our email list and LEARN MORE about upcoming courses!

COURSE NUMBER ________________________________ COURSE TITLE ________________________________ START DATE ___________ START TIME ___________ LOCATION ________________________________ FEE ________________________________

COURSE NUMBER ________________________________ COURSE TITLE ________________________________ START DATE ___________ START TIME ___________ LOCATION ________________________________ FEE ________________________________

COURSE NUMBER ________________________________ COURSE TITLE ________________________________ START DATE ___________ START TIME ___________ LOCATION ________________________________ FEE ________________________________

Accurate phone and email information will allow us to contact you about unforeseen date or time changes.

Additional $12 per course for non-Virginia Beach Residents ______________________

TOTAL ______________________

PAYMENT METHOD: ☐ CASH - Bills over $50 not accepted ☐ MONEY ORDER

☐ CHECK–Payable to ALC ☐ DISCOVER ☐ MASTERCARD ☐ VISA

PRINT Cardholder’s Name (as it appears on card)________________________________________________________

Card Number ___________ - ___________ - ___________ - ___________ Exp. Date _____/_____

Cardholder’s Signature ________________________________ Three Digit Security Code ______

(from back of card)

WITDRAWAL/TRANSFER POLICY: Student-initiated transfers and withdrawals will be assessed a $15 processing fee. Withdrawals must be submitted in writing five days before the class start date to be eligible for refund. Allow two weeks for processing. No refunds are issued once class has started or if you fail to attend class.

OFFICE USE ONLY

Office Receipt Number ___________ Amount Paid ________ Initials ________ Date ________

Check ___ Credit Card ___ Cash ___ Money Order ___

Bookkeeper Receipt Number ___________
For the most current information, visit www.alc.vbschools.com
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Do more!

• Make more money
• Secure your future
• Be more qualified
• Get a promotion
• Change careers
• Improve your lifestyle
• Learn from experts
• Learn something new
• Expand your network
• Prove you can
• Take an online class

The power is in your hands.

The Adult Learning Center follows the Security and Safe Schools’ rules and regulations of all Virginia Beach City Public Schools. The facility is a no-smoking, drug-free environment. Students are expected to adhere to School Board policies.