



www.alc.vbschools.com



Move forward.

Fall 2012



With hundreds of classes to choose from, you'll find courses to help you explore new skills, refresh old ones or even step into a brand new career path.

Invest in yourself.

Move forward.

ACADEMIC PROGRAMS

Adult Basic Education (ABE)	31
GED® Test	
Credential Information	32
Extra Help for GED® Exam	33
English for Speakers of Other Languages (ESOL)	34

CAREER TRAINING

Clinical Medical Assistant	4
Personal Care Aide Level 1	4
Personal Care Aide Level 2	4
EKG Technician	5
Medical Administrative Assistant ...	5
Pharmacy Technician	5
Physical Therapy Aide	6
Medical Billing & Coding	6
CNA Certification Prep	6
Dental Assistant	7
Licensed Practical Nursing	7

COMMUNITY EDUCATION

Art	8
Business & Marketing	9
Computers	11
Fun Things To Do	17
Health & Fitness	19
Job Search & Careers	20
Languages	21
Math	23
Medical	23
Money	28
Photography	28
Writing	29
Online Learning	
www.ed2go.com/vbalc	30

INFORMATION

Office Hours, Registration & Other Information	35
Index	36
VBCPS School Board	37
Class Locations and Map ...	38
Registration Form	39

Questions?
Call
757-648-6050



Find us on Facebook at ...

Adult Learning Center -
Virginia Beach City Public Schools

GED® and GED Testing Service® are registered trademarks of the American Council on Education (ACE). They may not be used or reproduced without the express written permission of ACE or GED Testing Service. The GED® and GED Testing Service® brands are administered by GED Testing Service LLC under license from the American Council on Education.

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. The Adult Learning Center reserves the right to edit and/or refuse advertisements that do not meet publication standards. - Paul Palombo, Director

Community Education

Explore opportunities to improve your skills, expand your knowledge base, and discover all the ways lifelong learning can enhance your life.

- ✓ **Brush up on business skills!**
Keyboarding, computer programs, and web design
- ✓ **Earn certification!**
Explore our Career Training Programs
- ✓ **Get tech savvy!**
Learn about Facebook, eBay, YouTube, and Skype
- ✓ **Experience the arts!**
Painting, writing, beading, and more
- ✓ **Discover benefits for seniors!**
Many classes are designed and specially priced for students 60+
- ✓ **Focus on fitness!**
Try a nutrition coach, join Zumba or Yoga

Don't miss these brand NEW courses!

Clinical Medical Assistant
Discover Your Genius!
Beginner Greek
Colombian Craft Dough
Foundations of Web Design 1 & 2
Intro to Stand-Up Comedy
LinkedIn - What, Why, & How
Pet First Aid & Disaster Response
Setting Up a Home Studio
Storing on the Net - Alternatives & Pitfalls



What's black and white and read by your mobile phone?

It's a QR code! These funky black and white squares give you easy mobile access to handy information. **Give it a try!**

Find QR codes throughout our catalog and follow 3 easy steps:

1. Download a QR Reader app for your mobile smartphone.
2. Now, open your QR Reader app and point your phone's camera at the coded square.
3. The QR Reader will use your phone's camera to scan the code and you'll get great information!



**SCAN THIS CODE
to visit the ALC
website.**

Career Training Programs

Our well-established, affordable career training courses allow you to learn new skills, fine tune old ones, or forge a new career path in less than a year.

CLINICAL MEDICAL ASSISTANT Opplnc. approved!

View brochure online at www.alc.vbschools.com

This program prepares medical assistant students to perform clinical skills in the medical office setting. Clinical procedures include administering medications, assisting with minor surgery, performing an electrocardiogram, obtaining laboratory specimens for testing, educating patients, and maintaining clinical equipment. After completing the course, students will be prepared to take the NHA Clinical Medical Assistant national certification exam. Upon completion of the 140 hour classroom requirement, students will be eligible to participate in a 160 hour clinical externship rotation.

Estimated cost: \$2400

Estimated hours: 140 + 160 hour externship

See course description on page 27.



Call
757-648-6050,
EXT. 64608
Move forward.



PERSONAL CARE AIDE Opplnc. approved!

View brochure online at www.alc.vbschools.com

Whether you want to step into a career in the medical field or learn skills to address family personal care needs, this program prepares Personal Care Aides to care for individuals with mild dementia, various disabilities, and the elderly. Following a curriculum from the Virginia Department of Medical Assistance Services, our program offers two levels of training:

Personal Care Aide Level 1

Learn to take basic vital signs, communicate effectively, move clients safely, bathe, and dress clients. Individuals who complete training will be eligible to provide care to Medicaid recipients and receive a PCA Level 1 Certificate.

Estimated cost: \$340

Estimated hours: 49

See course description on page 26.

Personal Care Aide Level 2

American Heart Association Heartsaver courses are often required by healthcare employers. Students who complete Medical Career First Aid, CPR, and Bloodborne Pathogen certifications will receive a PCA Level 2 Certificate.

Estimated cost: \$190

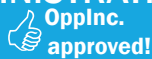
Estimated hours: 7

See course descriptions on page 27.



Financial aid may be available through Opplnc. for selected programs. Call 461-7537 or visit www.opp-inc.org for eligibility information.

MEDICAL ADMINISTRATIVE ASSISTANT



View brochure online at www.alc.vbschools.com

Develop skills designed to help you forge a career path as a medical administrative assistant and find work in the expanding field of healthcare.

This program prepares students for the Medical Administrative Assistant Certification exam (CMAA). Course study includes medical terminology, medical office skills, and medical software training.

Estimated cost: \$1100 **Estimated hours: 105**

See medical course descriptions on pages 24 & 25.



PHARMACY TECHNICIAN

View brochure online at www.alc.vbschools.com

Approved by the Virginia Board of Pharmacy, this program prepares students to take the National Pharmacy Technician Certification Board (PTCB) exam.

This comprehensive program includes history of pharmacology, pharmacy math, drug definitions, laws, and handling of hazardous material. Additional support and study courses are available to students throughout the semester. Program alumni work in local hospitals and pharmacies including Sentara, Walgreens, and Kroger.

Estimated cost: \$1100 **Estimated hours: 130**

See course descriptions on pages 23 and 24.



EKG TECHNICIAN



View brochure online at www.alc.vbschools.com

This 50 hour program prepares students to function as EKG Technicians and to take the ASPT national certification exam. This course will include anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, the Holter monitor, electrocardiography, and echocardiography.

Instruction will include introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement, and other clinical practices.

Estimated cost: \$1000 **Estimated hours: 52**

See course description on page 25.



PHYSICAL THERAPY AIDE

View brochure online at www.alc.vbschools.com

This program prepares students to step into the growing field of physical therapy. Course instruction prepares students for non-technical duties of physical therapy, such as preparing treatment areas, ordering devices and supplies, transporting patients, and working under the direction of the physical therapist. Students learn techniques to 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.

Estimated cost: \$1000 Estimated hours: 52

See course description on page 26.

MEDICAL BILLING & CODING

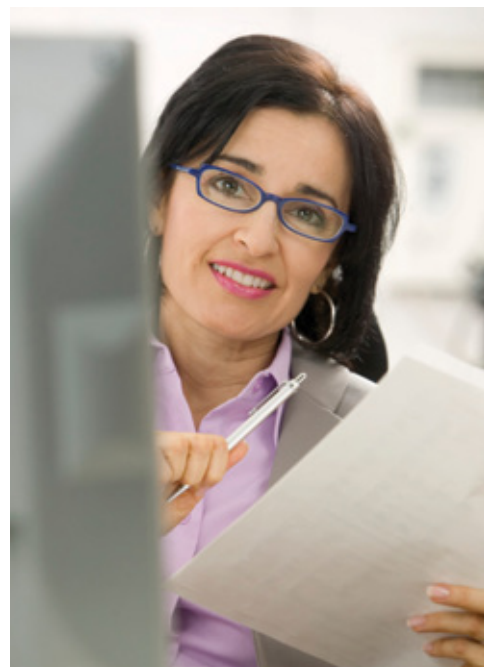


View brochure online at www.alc.vbschools.com

This course teaches skills needed to solve insurance billing problems, file and trace claims, complete common insurance forms, and use generic forms to streamline billing procedures. The course content includes CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), ICD-9 (Introduction and Guidelines) and basic claims processes for medical insurance and third party reimbursements. Students will learn how to find the service and codes using manuals (CPT, ICD-9 and HCPCS). Students who complete this course could be qualified to sit for a national certification exam.

Estimated cost: \$1800 Estimated hours: 80

See course description on page 26.



CNA CERTIFICATION PREP

Are you a Certified Nursing Aide whose certification has lapsed? Are you worried about passing the CNA certification exam? This course is designed for individuals preparing to take the CNA certification exam. Content will include a review of the NNAP written exam and nursing skills evaluation with experience in the classroom. Whether you want to get recertified or are preparing to take the test for the first time, this course will offer you the preparation and confidence you need to pass your exam.

For questions about individual Eligibility Routes for Nurse Aide Application for Certification by Examination, visit the Virginia Board of Nursing at www.dhp.virginia.gov/nursing or call (804) 367-4515.

Estimated cost: \$200 Estimated hours: 30

See course description on page 26.





Career Training Programs
and
Community Education
courses are open to
adults 18 and older who
are not enrolled in public
or private high school.

DENTAL ASSISTANT



View brochure online at www.alc.vbschools.com

Recognized by the American Dental Association, this 60 hour program prepares students for entry level positions in one of the fastest growing healthcare fields. Students will become familiar with all areas of pre-clinical dental assisting and become trained to function as an assistant in a dental practice.

This course is ideal for students interested in pursuing a future dental hygienist program.

Estimated cost: \$1200 Estimated hours: 60
See course description on page 25.



Move forward.

LICENSED PRACTICAL NURSING (LPN) 18 Months (Including PN I, II & III)

The Practical Nursing program prepares adult men and women for the NCLEX-PN examination for licensure in Virginia as a Licensed Practical Nurse (LPN). Graduates are prepared for opportunities in nursing homes, office nursing, clinics, hospices, and hospitals.

Follow these steps for classes beginning September 2013:

1. Please visit the nursing program's online catalog at http://www.techcenter.vbschools.com/nursing_ex.html or <http://www.alc.vbschools.com/nursing.html>.
2. Print the application from the websites listed above or pick one up at the Adult Learning Center or the Virginia Beach Technical and Career Education Center from October 1, 2012 through May 1, 2013. Submit the application to the Technical and Career Education Center, 2925 North Landing Road, Virginia Beach, VA 23456. Applications must be RECEIVED in the nursing office by 4:00 pm May 1, 2013. Classes are held at the Virginia Beach Technical and Career Education Center.
3. Take an entrance practical nursing exam.
4. Following graduation, the graduate's profile is submitted to the Virginia Board of Nursing who then determines if the graduate is eligible to take the NCLEX-PN licensure examination. Thereafter, should the graduate meet all the requirements and successfully pass the NCLEX-PN examination per the Virginia Board of Nursing then he/she will begin practice as an LPN.
5. Eligible students can receive financial aid through the GI Bill, Veteran's Affairs benefits, and/or PELL Grants.

Estimated cost: \$5,937.00

For additional LPN information, call 648-5889.

The program is approved by the Department of Education of the Commonwealth of Virginia, P.O. Box 2120, James Monroe Building, 101 N. 14th Street, Richmond, VA 23216-2120, 800-292-3820 and the Virginia Board of Nursing, 9960 Mayland Drive, Suite 300, Henrico, VA 23233-1463, 804-367-4515 and accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, 404-975-5000.

Information regarding entrance requirements, school policies and regulations, and fees is subject to change, as need dictates.

Community Education Courses

ART



DRAWING & PAINTING

2103 BASIC DRAWING 1

\$102 Senior Price \$78

Uncover your hidden talent! Learn the basics of sketching and drawing - strokes, shapes, shading, value, textures, perspective, and composition - in a relaxed atmosphere.

PLEASE NOTE: Supply list available online at www.alc.vbschools.com.

6 classes @ 2.5 hours each 1.5 CEU 18 CPE

2103-01 LKMS M 6:30 - 9:00 pm 9/24-10/29 Wertheimer

NEW! 2104 WATERCOLOR: FROM DRAWING TO PAINTING

\$99 Senior Price \$75

Sharpen your drawing skills and learn to turn them into wonderful watercolor paintings! Start with sketches or photos to expand drawing techniques; then expand to a color-balanced and textured composition in watercolor. All levels welcome! PLEASE NOTE: Supply list available online at www.alc.vbschools.com.

6 classes @ 2.5 hours each 1.5 CEU 18 CPE

2104-01 LKMS W 6:30 - 9:00 pm 10/3-11/7 Wertheimer

2122 WATERCOLOR 1

\$99 Senior Price \$75

Discover watercolor painting! Work on the basics of value, color mixing and paint handling in a relaxed setting. PLEASE NOTE: Supply list available online at www.alc.vbschools.com.

5 classes @ 3 hours each 1.5 CEU 18 CPE

2122-01 ALC F 10:00 am - 1:00 pm 9/7-10/5 Staicer



2123 WATERCOLOR 2

\$99 Senior Price \$75

Continue exploring watercolor techniques. Students will be encouraged to experiment with new ways of painting and develop their own style. PREREQUISITE: Previous experience with watercolor. PLEASE NOTE: Supply list available online at www.alc.vbschools.com.

5 classes @ 3 hours each 1.5 CEU 18 CPE

2123-01 ALC F 10:00 am - 1:00 pm 10/19-11/16 Staicer

2124 WATERCOLOR 3

\$99 Senior Price \$75

Expand your horizons with new, exciting watercolor techniques and improve your painting. Try out some new painting tools. Students may choose to purchase additional supplies based on their personal projects. PREREQUISITE: Watercolor 1, 2 or equivalent experience.

5 classes @ 3 hours each 1.5 CEU 18 CPE

2124-01 ALC F 10:00 am - 1:00 pm 1/4-2/1 Staicer

2125 WATERCOLOR PENCILS AND CRAYONS

\$42 Senior Price \$33

Spend a Saturday learning how to add watercolor pencils and crayons to your watercolor paintings. Discover new techniques to add detail and depth to your work. PREREQUISITE: Previous watercolor experience. PLEASE NOTE: Supply list available online at www.alc.vbschools.com.

1 class @ 6 hours each 0.6 CEU 7.2 CPE

2125-01 ALC S 9:00 am - 3:00 pm 9/15 Staicer

NEW! 2126 HOLIDAY CARDS IN WATERCOLOR

\$42 Senior Price \$33

Have fun using your watercolor skills to make beautiful holiday cards! Explore the different ways to make hand painted cards to give and/or frame as gifts for the holiday season. PREREQUISITE: Previous watercolor experience. PLEASE NOTE: Supply list available online at www.alc.vbschools.com.

1 class @ 6 hours each 0.6 CEU 7.2 CPE

2126-01 ALC S 9:00 am - 3:00 pm 11/17 Staicer

2127 WATERCOLOR WEEKENDER

\$42 Senior Price \$33

Join fellow painters for an all day watercolor class to fine tune skills and learn new techniques. PREREQUISITE: Previous watercolor experience required. PLEASE NOTE: Supply list available online at www.alc.vbschools.com.

1 class @ 6 hours each 0.6 CEU 7.2 CPE

2127-01 ALC S 9:00 am - 3:00 pm 9/15 Woodruff

2127-02 ALC S 9:00 am - 3:00 pm 1/26 Woodruff

NEW! 2128 AUTUMN LEAVES ONE DAY WATERCOLOR

\$29 Senior Price \$23

Celebrate the colors of fall with this one-day watercolor class that teaches techniques for painting fall foliage and leaves. PREREQUISITE: Previous watercolor experience required. PLEASE NOTE: Supply list available online at www.alc.vbschools.com.

1 class @ 4 hours each 0.4 CEU 4.8 CPE

2128-01 ALC S 9:00 am - 1:00 pm 11/17 Woodruff

NEW! 2129 SNOW-COVERED HOME ONE DAY WATERCOLOR

\$29 Senior Price \$23

Bring in a photo of your home and create a winter watercolor portrait. Learn how to add snowy effects to the landscape, structures and winter sky. Great for holiday cards or a gift for your family. PREREQUISITE: Previous watercolor experience required. PLEASE NOTE: Supply list available online at www.alc.vbschools.com.

1 class @ 4 hours each 0.4 CEU 4.8 CPE

2129-01 ALC S 9:00 am - 1:00 pm 12/15 Woodruff

NEW! 2132 BEGINNER OIL PAINTING

\$75 Senior Price \$59

In 4 weeks you will paint several small pieces as you learn oil painting fundamentals and the basics of design and color.

PLEASE NOTE: Supply list available online at

www.alc.vbschools.com.

4 classes @ 2.5 hours each 1 CEU 12 CPE

2132-01 ALC F 1:00 - 3:30 pm 10/26-11/16 Fasanaro

STAINED GLASS**2140 STAINED GLASS MOSAIC ART FORMS**

\$190 Senior Price \$143

Create simple or complex stained glass projects, including large and small glasswork, plates, bowls, and mosaics, and any art made from glass. Project costs begin at \$40.00.

Class is designed for all experience levels including beginner.

PLEASE NOTE: A list of stained glass tools and supplies will be given during the first class.

10 classes @ 3 hours each 3 CEU 36 CPE

2140-01 FC Tu 6:30 - 9:30 pm 9/18-11/20 Gilliatt

BUSINESS & MARKETING**BUSINESS SKILLS****NEW! 2208 ONE-ON-ONE TALENT AND GOAL ALIGNMENT**

\$179

Do you know what your natural talents are and do you consider them when you set goals? A personal assessment will help you understand what your natural talents are, why you are motivated to use them, and how you prefer to use them. Develop an action plan that maximizes YOU! This course is available throughout the semester. Register by mail, fax (306-0999), or in person at the Adult Learning Center. The instructor will contact you to arrange a meeting time.

4 classes @ 1 hour each 0.4 CEU 4.8 CPE ALC Murden

2220 ONE-ON-ONE LIFE COACH

\$179

If you've always wanted a personal coach to help you achieve your goals, but thought they were only available to Fortune 500 CEOs, then this course is for you. You will identify a challenge you'd like to meet or a goal you'd like to achieve, then work with the instructor to identify how you think and make decisions, what motivates you, and how you prefer to use your natural talents. Armed with this information and an understanding of the goal setting process, you'll walk away with an action plan to achieve your goal. Taught by experienced management consultant Denise Murden. Available throughout the semester. Register by mail, fax (306-0999), or in person at the Adult Learning Center. The instructor will contact you to arrange a meeting time.

4 classes @ 1 hour each 0.4 CEU 4.8 CPE

ALC M,Tu,W & Th Murden

2230 STARTING A BUSINESS 101

\$35

Thinking of starting a business? This course is for you! Learn how to turn great ideas or hobbies into a money-making venture. Lay a solid foundation for success by learning about different legal structures, licensing and registration, and funding options. This course will provide you with valuable tips and things to think about before you begin operation. Get expert guidance to help you get started.

2 classes @ 2 hours each 0.4 CEU 4.8 CPE

2230-01 RA Th 6:00 - 8:00 pm 9/6-9/13 Jeanguenat

2230-02 RA Th 6:00 - 8:00 pm 11/1-11/8 Jeanguenat

2231 STAY IN BUSINESS BY DOING IT RIGHT

\$35

Acquire the knowledge to run a successful business! Understand the importance of record-keeping, ordinary business expenses versus start-up costs, and how to interpret Profit and Loss statements and Balance sheets to know if you are making money. Learn how to choose the right business structure and get a loan, and the important difference between independent contractors and employees in the eyes of the IRS. Leave this course with vital information and a real understanding of the operation of your business.

2 classes @ 2 hours each 0.4 CEU 4.8 CPE

2231-01 RA Th 6:00 - 8:00 pm 9/27-10/4 Jeanguenat

2231-02 RA Th 6:00 - 8:00 pm 11/29-12/6 Jeanguenat

2232 NEW BUSINESS BOOKKEEPING PREP

\$31 Senior Price \$25

Starting a new business? Is gathering information for your bookkeeping near the top of your priority list? Did you know that many new businesses fail because of poor bookkeeping and taxes? Save time by knowing what information to gather and what software to consider, if any. QuickBooks will be used for demonstrations, but other options will be discussed. Also recommend: 2230 Starting A Business 101 and 2231 Stay In Business by Doing It Right.

2 classes @ 2 hours each 0.4 CEU 4.8 CPE

2232-01 ALC Tu 6:30 - 8:30 pm 10/23-10/30 McGrady

2235 SURVIVAL SKILLS FOR SMALL BUSINESS

\$54 Senior Price \$45

Are you confident that you will stay in business? Do you plan your goals, and implement your plan, and then plan again? Add effective leadership to ensure a sustainable organization. This course offers a practical set of tools to help you clarify and achieve your business goals, monitor progress, and overcome obstacles. If you are struggling to keep your head above water, this course will offer fresh insights into how to make a business last through proper planning.

3 classes @ 2 hours each 0.6 CEU 7.2 CPE

2235-01 LHS W 6:30 - 8:30 pm 9/12-9/26 Murden



**SCAN THIS CODE
to visit the ALC
website.**



Registration form
on page 39
or
register online at
www.alc.vbschools.com

MARKETING TECHNOLOGY

NEW! 2240 BLOGGING 101

\$65 Senior Price \$58

Start blogging today if you want to spread the word and sell your idea, product, or service! Technology expert Ed Sykes will take you step-by-step through the most cost-effective, efficient way of setting up your blog. Learn about low-cost ways of picking the best domain name and full-featured hosting services. Learn how to use WordPress plugins and widgets to make your blog attractive, drive traffic to your blog, and create a social media marketing machine.

2 classes @ 2.5 hours each 0.5 CEU 6 CPE

2240-01 ATC Tu & Th 6:30 - 9:00 pm 10/2-10/4 Sykes

2240-02 ATC Tu & Th 6:30 - 9:00 pm 12/11-12/13 Sykes

POPULAR
COURSE!

2241 EBAY 101

\$65 Senior Price \$58

Discover eBay and how to make money on it today! E-commerce expert Ed Sykes will take you step-by-step through setting up your eBay business. Learn what items sell well and how to get the best price for them, little known secrets on how to list your items to get the best offers, when is the best time and day to list your items, how to drive potential buyers to your offerings, and how to get paid quickly.

2 classes @ 2.5 hours each 0.5 CEU 6 CPE

2241-01 ATC Tu & Th 6:30 - 9:00 pm 9/11-9/13 Sykes

2241-02 ATC Tu & Th 6:30 - 9:00 pm 11/27-11/29 Sykes

NEW! 2242 MAKE MONEY BLOGGING

\$65 Senior Price \$58

Start pulling cash from your blog today! Whether you are a growing business, a non-profit organization, or stay-at-home parent, NPR social media expert Ed Sykes will show you how to make money with your blog. Discover the secrets to creating traffic, massive mailing lists, and an E-commerce site. Learn how to use free marketing tools and how to create "buzz".

2 classes @ 2.5 hours each 0.5 CEU 6 CPE

2242-01 ATC Tu & Th 6:30 - 9:00 pm 10/9-10/11 Sykes

2242-02 ATC Tu & Th 6:30 - 9:00 pm 12/18-12/20 Sykes

NEW! 2243 USE MOBILE MARKETING TO MAKE MONEY TODAY

\$65 Senior Price \$58

Use the power of the smartphone to sell your products and services online. E-commerce expert Ed Sykes will take you step-by-step through setting up online tools to market your products and services to mobile users! Learn the secrets to changing your website and/or blog to a more user-friendly selling tool, formatting your products for mobile devices, and what low-cost or

no-cost applications you can use to make it easy for potential customers to find you and buy from you.

2 classes @ 2.5 hours each 0.5 CEU 6 CPE

2243-01 ATC Tu & Th 6:30 - 9:00 pm 10/23-10/25 Sykes

NEW! 2244 VIDEO MARKETING

\$65 Senior Price \$58

Video marketing is a powerful selling tool designed to reach global customers and gain exposure for your ideas, products, and services. Learn from NPR social media expert Ed Sykes how to make videos that sell your products and service and make you money! Learn the secrets of driving traffic to your organization, the elements of a great video, how to use YouTube's secret tools to create excitement about your videos, and how to convert viewers to customers. Learn the best low-cost video tools for producing great videos.

2 classes @ 2.5 hours each 0.5 CEU 6 CPE

2244-01 ATC Tu & Th 6:30 - 9:00 pm 10/16-10/18 Sykes

2245 LET'S GET SOCIAL!

\$65 Senior Price \$58

Make money marketing with social media and spread the message about your product, idea, cause, or service. Learn from NPR social media expert Ed Sykes how to use Facebook, Twitter, LinkedIn, YouTube, StumbleUpon, Digg, and your blog as a powerful marketing system that brings new customers to your organization. Learn the secrets of combining various social media resources and the secrets to social marketing time management so that you can maximize your marketing results.

2 classes @ 2.5 hours each 0.5 CEU 6 CPE

2245-01 ATC Tu & Th 6:30 - 9:00 pm 9/18-9/20 Sykes

2245-02 ATC Tu & Th 6:30 - 9:00 pm 11/13-11/15 Sykes

2246 MAKE MONEY PUBLISHING ONLINE TODAY!

\$65 Senior Price \$58

Use the power of Amazon and other online booksellers to sell your ebooks, reports, and products online. E-commerce expert Ed Sykes will take you step-by-step through setting up your Amazon digital publishing account. Start making money today selling your ebooks, reports, and other online products and services! Learn how to price your items, what publications sell well, marketing secrets and how to use your publications to brand you as an expert in your field.

2 classes @ 2.5 hours each 0.5 CEU 6 CPE

2246-01 ATC Tu & Th 6:30 - 9:00 pm 10/30-11/1 Sykes



Find us on Facebook at ...

Adult Learning Center -
Virginia Beach City Public Schools

NEW! 2247 MAKE MONEY MARKETING WITH FACEBOOK

\$65 Senior Price \$58

Discover the power of using Facebook to spread the message about your product, service, idea, or cause and make money! Learn from NPR social media expert Ed Sykes how to "connect" with others and how to use Facebook's timelines, lists, groups, Fanpage, and advertising and e-commerce features to create targeted customers to buy your products and services. Learn the secrets to social marketing time management so that you can maximize your marketing results.

2 classes @ 2.5 hours each 0.5 CEU 6 CPE

2247-01 ALC Tu & Th 6:30 - 9:00 pm 9/25-9/27 Sykes

2247-02 ALC Tu & Th 6:30 - 9:00 pm 12/4-12/6 Sykes

NEW! 2249 LINKEDIN - WHAT, WHY AND HOW

\$40 Senior Price \$33

Are you comfortable with LinkedIn and its capabilities? Here is a great course that will discuss why LinkedIn is important, how it works and suggested uses. Quick setup, and a "you have a profile, now what?" discussion are included.

2 classes @ 2.5 hours each 0.5 CEU 6 CPE

2249-01 ALC M & W 6:30 - 9:00 pm 9/5-9/10 Harrison

2249-02 ALC F 9:00 - 11:30 am 10/12-10/19 Harrison

2249-03 ALC M & W 6:30 - 9:00 pm 11/26-11/28 Harrison

COMMUNICATIONS

2300 ONE-ON-ONE PERSONAL COACHING FOR PUBLIC SPEAKING

\$90

Gain an introduction to public speaking with this one-on-one course taught by an experienced, successful public speaker. This is a great place to build confidence, overcome fears, and see instant improvement in your public speaking ability. Taught by a Distinguished Toastmaster (33+ years). Available throughout the semester. Register by mail, fax (306-0999), or in person at the Adult Learning Center. The instructor will contact you to arrange a meeting time.

2 classes @ 1.5 hours each 0.3 CEU 3.6 CPE ALC Biondo

GRANT WRITING

2250 INTRODUCTION TO GRANT WRITING FOR NON-PROFITS

\$44 Senior Price \$35

Discover the potential of grants for your non-profit organization and explore the world of grant writing. This short course will help you find funding sources, understand proposal applications and eligibility, and approach potential funders. Learn how to put a proposal together, find reputable statistics, and how to handle the follow-up and reporting. Taught by a professional grant writer, you'll get industry insights and tips to help you reach your goal.

3 classes @ 2 hours each 0.6 CEU 7.2 CPE

2250-01 RA Th 7:00 - 9:00 pm 10/4-10/18 Harris



2251 ADVANCED GRANT BUDGETS AND NARRATIVES

\$56 Senior Price \$43

This course focuses on budget preparation and the narrative portion of a non-profit grant request. Learn about outcomes, how to use statistics to make your case, and writing for clarity. Explore budget terminology, how to use your audit and 990, hints on including as many expenses as possible, and how to allocate costs. **PREREQUISITE:** Introduction to Grant Writing or comparable experience.

4 classes @ 2 hours each 0.8 CEU 9.6 CPE

2251-01 RA Th 7:00 - 9:00 pm 9/6-9/27 Harris

2251-02 RA Th 7:00 - 9:00 pm 12/13-1/10 Harris

COMPUTERS

APPLE

2697 APPLE TO APPLE - MAC TO MAC

\$40 Senior Price \$33

New to Mac computers? Don't know your Finder from your Dock? If you are transitioning from a PC to a Mac, this is the course for you! Learn the Mac environment while covering Apple Menu, Finder, the Doc, the Desktop, Spotlight, and an introduction to the pre-installed applications that make up iLife.

2 classes @ 2.5 hours each 0.5 CEU 6 CPE

2697-01 ATC Tu 6:30 - 9:00 pm 10/2-10/9 Delancey

2697-02 ATC Th 6:30 - 9:00 pm 10/25-11/1 Delancey



2699 GET AN ILIFE!

\$115 Senior Price \$96

Not sure what to do with all the software that came with your Mac computer? Using iLife09, learn the basics of iPhoto, iDVD, iMovie, iTunes, and how to get the most out of your digital media. (GarageBand will not be covered in this course.)

4 classes @ 3 hours each 1.2 CEU 14.4 CPE

2699-01 ATC Tu 6:30 - 9:30 pm 11/13-11/20 Delancey

3320 IPHONE POWER USER

\$28

The iPhone is more than just a fancy smart phone. Are you using it to the fullest? Spend a few hours making sure you use and access all features from the web browser to mobile game device. Bring your iPhone, or before purchasing, come see what it can do!

1 class @ 2 hours each 0.2 CEU 2.4 CPE

3320-01 LHS W 6:30 - 8:30 pm 9/26 Pinto

3320-02 ALC S 9:00 - 11:00 am 11/17 Pinto

NEW! 3324 THEY SAID THE IPAD WAS EASY

\$35 Senior Price \$29

If the iPad is so easy to use, why are there so many articles on how to operate it? Save yourself hours of research and learn tips and tricks for your iPad in this hands-on course! Learn to personalize settings, maximize battery life, download apps and more. Most tips can also be applied to the iPhone and the iPod touch running on the same mobile operating system. Bring your iPad and join the fun!

2 classes @ 2 hours each 0.4 CEU 4.8 CPE

3324-01 ALC W 6:30 - 8:30 pm 9/12-9/19 Sanders

3324-02 ALC Tu & Th 6:30 - 8:30 pm 12/11-12/13 Sanders

INTERNET**NEW! 3322 SO YOU THINK YOU CAN SEARCH ON THE INTERNET****\$32 Senior Price \$27**

Now that you depend on the Internet all the time, it is time to upgrade your research skills. Learn important tips about search engines, find what you need quickly and filter "junk" by using the proper phrases and tools. The time you save will pay for the course!

1 class @ 2 hours each 0.2 CEU 2.4 CPE**3322-01 ALC Th 6:30 - 8:30 pm 9/20 Sanders****3322-02 ALC Tu 6:30 - 8:30 pm 10/16 Sanders****NEW! 2640 STORING ON THE NET - ALTERNATIVES AND PITFALLS****\$28 Senior Price \$23**

Are you worried that you may lose your valuable data, music, or photos? Online storage offers lots of space and is accessible from almost anywhere. Understand storage, pros and cons of "cloud" storage and other choices.

1 class @ 2.5 hours each 0.3 CEU 3 CPE**2640-01 ALC S 9:00 - 11:30 am 9/15 Kapadwala****2640-02 ALC M 6:30 - 9:00 pm 10/8 Kapadwala****2640-03 ALC W 6:30 - 9:00 pm 1/2 Kapadwala****2664 ALTERNATIVES TO CABLE TV AND PHONE LINES****\$32 Senior Price \$27**

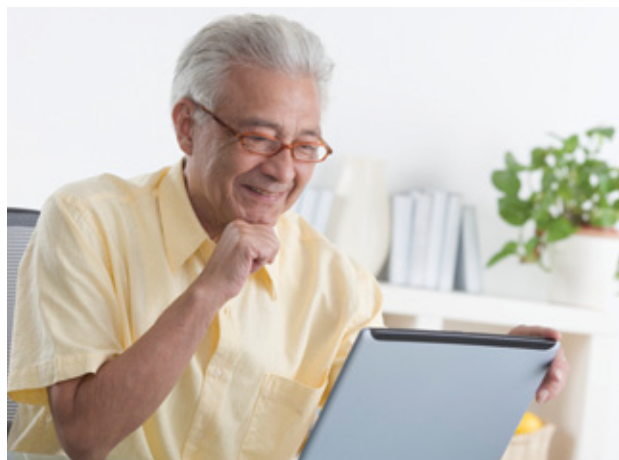
Do you hate paying \$150 or more for cable and telephone service each month? Find other resources that are available through the Internet at a fraction of the cost and the alternatives available to the traditional cable and phone services via "streaming". You can cut your phone and cable subscription cost by as much as 64%.

1 class @ 2.5 hours each 0.3 CEU 3 CPE**2664-01 ALC Th 6:30 - 9:00 pm 9/6 Kapadwala****2664-02 ALC S 9:00 - 11:00 am 10/20 Kapadwala****FACEBOOK****2659 FACEBOOK OVERVIEW****\$21**

Find out what over 400 million Facebook users are talking about. Profile and privacy settings, learn about gaming applications, and how to find friends. Students will create a Facebook account by the end of this class. **PREREQUISITE:** An active email account is required to create a Facebook profile. Please bring your email account and login information to this class.

1 class @ 3 hours each 0.3 CEU 3.6 CPE**2659-01 ALC Th 8:30 - 11:30 am 10/4 Edwards****2659-02 ALC Tu 12:30 - 3:30 pm 10/16 Edwards****2659-03 ALC Tu 8:30 - 11:30 am 11/6 Edwards****2661 FACEBOOK SECURITY****\$32**

Have you secured your Facebook information? If you don't understand the social network privacy settings or cannot name at least 5 ways you have secured your Facebook information - this class is a must!

1 class @ 2.5 hours each 0.3 CEU 3 CPE**2661-01 ALC W 8:30 - 11:00 am 9/5 Schmidt****2661-02 ALC M 6:30 - 9:00 pm 9/10 Schmidt****GETTING STARTED FOR SENIORS (60 & OLDER)****2601 IMPORTANT BASICS****\$48**

This great 6-hour introductory course will get you comfortable using the mouse while explaining the keyboard, introducing the Windows environment, and showing you valuable short cuts. Don't skip this course because you already know how to point and click. Do you know keyboard shortcuts, when to right click, or what to do if your mouse stops working?

2 classes @ 3 hours each 0.6 CEU 7.2 CPE*** 2601-01 ALC Tu 8:30 am - 3:30 pm 9/4 Schmidt****2601-02 ALC Tu & Th 8:30 - 11:30 am 9/4-9/6 Edwards****2601-03 ALC Tu & Th 12:30 - 3:30 pm 9/4-9/6 Edwards***** 2601-04 ALC W 8:30 am - 3:30 pm 9/5 Edwards****2601-05 ALC M & W 12:30 - 3:30 pm 9/5-9/10 Schmidt****2601-06 ALC W 6:00 - 9:00 pm 9/5-9/12 N. Smith****2601-07 ATC Th 6:30 - 9:30 pm 9/6-9/13 D. Smith****2601-08 ALC M 8:30 - 11:30 am 9/10-9/17 Gowin****2601-09 ALC Tu & Th 6:30 - 9:30 pm 9/18-9/20 Sealey****2601-10 ALC Tu 12:30 - 3:30 pm 9/25-10/2 Schmidt****2601-11 ALC Th 12:30 - 3:30 pm 10/4-10/11 Edwards***** 2601-12 ALC Th 8:30 am - 3:30 pm 10/18 Edwards****2601-13 ALC W 12:30 - 3:30 pm 10/24-10/31 Edwards****2601-14 ALC W & Th 8:30 - 11:30 am 1/2-1/3 Edwards****2601-15 ALC W & Th 12:30 - 3:30 pm 1/2-1/3 Edwards***** 2601-16 ALC M 8:30 am - 3:30 pm 1/7 Schmidt****2601-17 ALC M & W 6:30 - 9:30 pm 1/7-1/9 D. Smith***** IMPORTANT BASICS - IN A DAY 1 class @ 6 hours each****2606 SENIOR INSTITUTE 101****\$137**

Affordable, friendly and fun! If you are 60 or older and a novice to computers, this "senior" course was developed for you! Frequently, laughter can be heard coming from the classroom. Go from insecure beginning skills to a comfortable beginner level using your computer. Great price, relaxed pace! Students will receive a book and travel drive. **PREREQUISITE:** Important Basics.

6 classes @ 3 hours each 1.8 CEU 21.6 CPE**2606-01 ALC Tu,W & Th 8:30 - 11:30 am 9/11-9/20 Edwards****2606-02 ALC Tu,W & Th 12:30 - 3:30 pm 9/11-9/20 Edwards****2606-03 ALC M 8:30 - 11:30 am 9/24-10/29 Gowin****2606-04 ALC Tu,W & Th 8:30 - 11:30 am 10/23-11/1 Edwards****2606-05 ALC Tu,W & Th 12:30 - 3:30 pm 11/27-12/6 Edwards****2606-06 ALC Tu,W & Th 8:30 - 11:30 am 1/8-1/17 Edwards****2606-07 ALC Tu,W & Th 12:30 - 3:30 pm 1/8-1/17 Edwards**

2607 SENIOR INSTITUTE 202

\$84

What a delight to see seniors realize that with a little more practice and skill building, they can catch up with the world and their grandchildren! Senior Institute 202 is the next logical step to expand basic word processing skills, introduce the Internet and set up email accounts. Extensive hands-on training will help you feel more comfortable and work more efficiently on your computer. To maximize the effectiveness of this course you should have access to a computer or plan on purchasing one soon. PREREQUISITE: Senior Institute 101 or previous computer experience. Textbook and travel drive from Senior 101 (\$38.00) are required.

5 classes @ 3 hours each 1.5 CEU 18 CPE

2607-01 ALC Tu, W & Th 12:30 - 3:30 pm 9/25-10/3 Edwards

2607-02 ALC Tu, W & Th 8:30 - 11:30 am 10/9-10/17 Edwards

2607-03 ALC Tu, W & Th 8:30 - 11:30 am 11/7-11/15 Edwards

2607-04 ALC M & W 8:30 - 11:30 am 11/26-12/10 Gowin

2607-05 ALC Tu, W & Th 12:30 - 3:30 pm 1/22-1/30 Edwards

2608 SENIOR INSTITUTE 303

\$67

This is a "think tank" for seniors ready to move ahead with their computer knowledge. Frequently requested topics include email, your address book, sending and receiving attachments, and working with graphics and address labels. Expect more advanced learning opportunities and shortcuts in word processing and the Internet. As one senior stated, "The more I do with my computer, the more I want to learn! Besides, it's a fun way of keeping my mind sharp and well-informed." PREREQUISITE: Senior 202 or equivalent. Not for a novice.

4 classes @ 3 hours each 1.2 CEU 14.4 CPE

2608-01 ALC Tu & Th 12:30 - 3:30 pm 10/23-11/1 Edwards

GETTING STARTED FOR NON-SENIORS

2601 IMPORTANT BASICS

\$48

This great 6-hour introductory course will get you comfortable using the mouse while explaining the keyboard, introducing the Windows environment, and showing you valuable shortcuts. Don't skip this course because you already know how to point and click. Do you know keyboard shortcuts, when to right click, or what to do if your mouse stops working?

2 classes @ 3 hours each 0.6 CEU 7.2 CPE

* 2601-01 ALC Tu 8:30 am - 3:30 pm 9/4 Schmidt

2601-02 ALC Tu & Th 8:30 - 11:30 am 9/4-9/6 Edwards

2601-03 ALC Tu & Th 12:30 - 3:30 pm 9/4-9/6 Edwards

* 2601-04 ALC W 8:30 am - 3:30 pm 9/5 Edwards

2601-05 ALC M & W 12:30 - 3:30 pm 9/5-9/10 Schmidt

2601-06 ALC W 6:00 - 9:00 pm 9/5-9/12 N. Smith

2601-07 ATC Th 6:30 - 9:30 pm 9/6-9/13 D. Smith

2601-08 ALC M 8:30 - 11:30 am 9/10-9/17 Gowin

2601-09 ALC Tu & Th 6:30 - 9:30 pm 9/18-9/20 Sealey

2601-10 ALC Tu 12:30 - 3:30 pm 9/25-10/2 Schmidt

2601-11 ALC Th 12:30 - 3:30 pm 10/4-10/11 Edwards

* 2601-12 ALC Th 8:30 am - 3:30 pm 10/18 Edwards

2601-13 ALC W 12:30 - 3:30 pm 10/24-10/31 Edwards

2601-14 ALC W & Th 8:30 - 11:30 am 1/2-1/3 Edwards

2601-15 ALC W & Th 12:30 - 3:30 pm 1/2-1/3 Edwards

* 2601-16 ALC M 8:30 am - 3:30 pm 1/7 Schmidt

2601-17 ALC M & W 6:30 - 9:30 pm 1/7-1/9 D. Smith

* IMPORTANT BASICS - IN A DAY 1 class @ 6 hours each

2615 COMPUTER BASICS ONE

\$109 Senior Price \$90

If your computer experience is limited to emailing, searching the Internet, or using a special program unique to your occupation, this course is for you. Don't know the difference between a hard drive and ram? Learn the vocabulary needed to talk to techs and to read your computer's capabilities. Down-to-earth explanations of terminology and equipment are combined with hands-on exercises to give you a good foundation and the confidence to develop more computer skills in Computer Basics Two. PREREQUISITE: Important Basics or pass the quiz on our website www.alc.vbschools.com.

4 classes @ 3 hours each 1.2 CEU 14.4 CPE

* 2615-01 ALC Tu & Th 8:30 am - 3:30 pm 9/6-9/11 Schmidt

2615-02 ALC M & W 12:30 - 3:30 pm 9/12-9/24 Schmidt

2615-03 ALC M & W 6:30 - 9:30 pm 9/17-9/26 N. Smith

2615-04 ATC Tu & Th 6:30 - 9:30 pm 9/18-9/27 D. Smith

2615-05 ALC Th 6:30 - 9:30 pm 10/4-10/25 Sealey

2615-06 ALC Tu & Th 12:30 - 3:30 pm 10/9-10/18 Schmidt

* 2615-07 ALC M & W 8:30 am - 3:30 pm 1/14-1/16 Schmidt

2615-08 ALC M & W 6:30 - 9:30 pm 1/14-1/28 D. Smith

* COMPUTER BASICS ONE - EXPRESS 2 classes @ 6 hours each

2620 COMPUTER BASICS TWO

\$105 Senior Price \$81

This course has been praised for putting the fundamentals of operating a computer into a comprehensive and practical sequence, and is vital in preparing you to move on to other programs. Get extensive hands-on experience, and learn how to create and save files and folders, along with an introduction to Word, Excel, PowerPoint or Publisher if time permits. PREREQUISITE: Computers Basics One or equivalent experience with computers. Textbook from Computer Basics One is required.

5 classes @ 3 hours each 1.5 CEU 18 CPE

* 2620-01 ALC Tu & Th 8:30 am - 3:30 pm 9/13-9/20 Schmidt

2620-02 ALC M & W 12:30 - 3:30 pm 10/1-10/15 Schmidt

2620-03 ATC Tu & Th 6:30 - 9:30 pm 10/9-10/23 D. Smith

2620-04 ALC M & W 6:30 - 9:30 pm 10/10-10/24 N. Smith

2620-05 ALC Tu & Th 12:30 - 3:30 pm 10/23-11/6 Schmidt

2620-06 ALC Th 6:30 - 9:30 pm 11/8-12/13 Sealey

* 2620-07 ALC M & W 8:30 am - 3:30 pm 1/23-1/30 Schmidt

* COMPUTER BASICS TWO - EXPRESS 3 classes @ 5 hours each



POPULAR
COURSE!

2621 QUICK PREP FOR OFFICE 2010

\$68 Senior Price \$54

Confirm basic computer and software skills for today's job market, or determine readiness for more advanced skills. Essential computer know-hows will be developed using Windows 7, PowerPoint, Microsoft Word and Excel. Ideal course for those preparing for Medical Office Simulation Software or interested in Office 2010 upgrades. **PREREQUISITE:** Previous software experience and comfortable with equivalent skills in course 2620. (A computer novice should take both 2615 Computer Basics One and 2620 Computer Basics Two.) **PLEASE NOTE:** Bring travel drive to class.

3 classes @ 3 hours each 0.9 CEU 10.8 CPE

2621-01 ALC M & W 8:30 - 11:30 am 9/12-9/19 Jenkins

2621-02 ALC Th 6:30 - 9:30 pm 10/4-10/18 Phillips

2621-03 ALC W,Th & F 8:30 - 11:30 am 1/2-1/4 Jenkins

2625 KEYBOARDING SKILLS

\$152 Senior Price \$117

Keyboarding is still an important skill! Learn to type or improve your speed and accuracy! The instructor will develop a customized sequence of exercises and tests for your skill level. Perform exercises to increase speed and accuracy, learn to touch-type without looking at your keyboard, and practice posture tips to minimize fatigue and help prevent carpal tunnel syndrome. Great course!

9 classes @ 2.5 hours each 2.3 CEU 27 CPE

2625-01 ALC Tu & Th 9:00 - 11:30 am 9/25-10/23 Moncol

2625-02 ALC Tu & Th 9:00 - 11:30 am 11/6-12/6 Moncol

2625-03 ALC Tu & Th 6:30 - 9:00 pm 1/3-1/31 ALC Staff

JOB SKILLS & SOFTWARE**NEW! 2627 WORD 2010 ESSENTIALS 1 AND 2**

\$154 Senior Price \$126

A lot of important fundamental Word topics are packed into this course. Discover super shortcuts and tips while learning ribbons, tool bars, formatting, paragraph and page tools, templates, mail merge, and a variety of illustrative word and art tools. Lots of hands-on! **PREREQUISITE:** Computer Basics Two, Quick Prep, or very comfortable with equivalent skills. **PLEASE NOTE:** Bring travel drive to class.

6 classes @ 3 hours each 1.8 CEU 21.6 CPE

2627-01 ALC M & W 8:30 - 11:30 am 10/1-10/17 Jenkins

2627-02 ALC Tu,W & Th 8:30-11:30 am 12/11-12/20 Schmidt

2627-03 ALC Tu & Th 8:30 - 11:30 am 1/8-1/24 Jenkins

NEW! 2628 EXCEL 2010 ESSENTIALS 1 AND 2

\$154 Senior Price \$126

After Word, Excel is the next "must know" software for the job market or business use. Lose your fear of numbers and learn to apply several concepts, templates and applications. Topics include tool bars, ribbons, format tools for worksheet and cell, basic editing, introduction to formulas and functions, some graphics, and the use of workbooks. Lots of hands-on, shortcuts and tips! **PREREQUISITE:** Computer Basics Two, Quick Prep, or very comfortable with equivalent skills. **PLEASE NOTE:** Bring travel drive to class.

6 classes @ 3 hours each 1.8 CEU 21.6 CPE

2628-01 ALC M & W 8:30 - 11:30 am 10/29-11/19 Jenkins

2628-02 ALC Tu,W & Th 12:30 - 3:30 pm 12/4-12/13 Schmidt

2628-03 ALC Tu & Th 12:30 - 3:30 pm 1/8-1/24 Schmidt

NEW! 2629 OFFICE 2010 STREAMLINED

\$178 Senior Price \$145

Are you out of work or concerned about your job security? Understanding Microsoft Office is one of the best ways to ensure that you can compete in today's job marketplace. Take this course if you are new to Office and need a quick introduction to the programs and essentials skills. Update your abilities and understand the new features in version 2010. Hands-on practice will teach you how to create basic spreadsheets, develop a data base, generate correspondence, store multiple files, and design a slide show. **PREREQUISITE:** Computer Basics Two, Quick Prep, or very comfortable with equivalent skills. **PLEASE NOTE:** Bring travel drive to class.

7 classes @ 3 hours each 2.1 CEU 25.2 CPE

2629-01 ALC M & W 6:30 - 9:30 pm 10/29-11/26 Smith

2639 WINDOWS 7 ESSENTIALS

\$86 Senior Price \$67

Frustrated with Windows 7? Can't find "My Documents", nothing looks right, you don't understand Libraries, and can't search or find files? Join this quick course to get comfortable while learning lots of tips. Laptops welcome. **PREREQUISITE:** Computer Basics Two or previous computer experience opening and saving files, and basic editing skills. Not for a novice.

4 classes @ 3 hours each 1.2 CEU 14.4 CPE

2639-01 ALC Tu & Th 12:30 - 3:30 pm 11/8-11/20 Schmidt

OPERATING SYSTEM & MAINTENANCE**2641 KEEPING UP WITH YOUR PC - SHORT & SIMPLE**

\$49 Senior Price \$40

Great course for home users who want to know how to keep their computers safe and have them run faster, and how to respond to odd pop-up questions.

2 classes @ 3 hours each 0.6 CEU 7.2 CPE

2641-01 ALC Tu 6:00 - 9:00 pm 9/4-9/11 Weller

2641-02 ALC M 12:30 - 3:30 pm 10/1-10/8 Weller

2642 BASIC PC MAINTENANCE

\$83 Senior Price \$66

Cars have regular maintenance and so should your computer. Learn how to clean and maintain your PC, how it works, and how to keep it safe. This course includes notes and a maintenance CD.

3 classes @ 3 hours each 0.9 CEU 10.8 CPE

2642-01 ALC Tu 6:00 - 9:00 pm 9/25-10/9 Weller

2642-02 ALC M 12:30 - 3:30 pm 10/22-11/5 Weller

2643 ADVANCED PC STUDIES

\$131 Senior Price \$102

This course covers the basic needs of the home user from basic repairs to protecting your system and data. Have a PC you want to work on? Students can bring their PC to class with the instructor's permission. If you have never opened a PC case and don't know what components are inside you may want to take "Basic PC Maintenance" (Course 2642) first.

5 classes @ 3 hours each 1.5 CEU 18 CPE

2643-01 ALC M 12:30 - 3:30 pm 11/19-12/17 Weller



Visit our website at ...

www.alc.vbschools.com



BOOKKEEPING

2645 QUICKBOOKS PRO 2012

\$230 Senior Price \$192

Develop more bookkeeping skills and better manage your business finances. QuickBooks helps you take control of and enhance your financial capabilities. Begin by setting up a new company and then walking through the steps and features like customer lists, vendors and employees, forms, reports, estimating, invoicing, and billing. Online and hardcopy are also covered along with a lot of tips and shortcuts.

PREREQUISITE: Computer Basics Two or previous computer experience opening and saving files, and basic editing skills. Not for a novice. **PLEASE NOTE:** QuickBooks 2013 will be used ASAP. Bring a travel drive to class.

8 classes @ 3 hours each 2.4 CEU 28.8 CPE

2645-01 ALC Tu & Th 6:30 - 9:30 pm 1/3-1/29 McGrady

2646 QUICKBOOKS 2012 ADVANCED

\$59 Senior Price \$47

Step up to the next QB level! Use QuickBooks to the max by discovering the value of many great features like credit card security, capital investments, multiple companies, owner equity, owner draw, gift certificates, up front deposits, year end or closing books, and remote access. **PLEASE NOTE:**

Bring a flash drive to the first class.

3 classes @ 2.5 hours each 0.8 CEU 9 CPE

2646-01 ALC M 6:30 - 9:00 pm 9/17-10/1 McGrady

2646-02 ALC F 9:00 - 11:30 am 10/26-11/9 McGrady

2646-03 ALC Tu 6:30 - 9:00 pm 12/4-12/18 McGrady

OUTLOOK/ONENOTE

2647 OUTLOOK 2010 - ESSENTIALS

\$88 Senior Price \$74

Outlook is a lot more than just emailing. This crash course will include attachments, contacts-including groups, and the calendar-including recurring appointments. Lots of "I didn't know that!" and "Wow, that's nice!" in this course. If you are in the job market, Outlook IS the business world's email software-better know it! **PREREQUISITE:** Important Basics or comfortable with the mouse and can minimize/maximize Windows.

3 classes @ 3 hours each 0.9 CEU 10.8 CPE

2647-01 ALC Tu & Th 8:30 - 11:30 am 11/29-12/6 Schmidt

2649 ONENOTE 2010

\$48 Senior Price \$39

Do you know the secret powers in OneNote?

This course will show you how to collect data, connect with others, run a business, and share and duplicate info easily. You can do all of this remotely! OneNote is a great program with a variety of uses.

2 classes @ 3 hours each 0.6 CEU 7.2 CPE

2649-01 ALC M 6:30 - 9:30 pm 10/1-10/8 Schmidt

2649-02 ALC M 12:30 - 3:30 pm 10/29-11/5 Schmidt

2649-03 LHS W 6:30 - 9:30 pm 11/14-11/28 Schmidt

2649-04 ALC W 12:30 - 3:30 pm 1/2-1/9 Schmidt

WEB DESIGN

NEW! 2650 ANALYZING WEBSITES

\$32 Senior Price \$27

Does your business need a website, but you don't know where to start? Do you have a website that someone else maintains, but you want to more control and understanding? Discover what you will need to know if you are taking over an existing site and the four important questions about your website. This course will remove intimidation and reveal the magic of creating a professional and effective website.

1 class @ 2 hours each 0.2 CEU 2.4 CPE

2650-01 ALC Th 6:30 - 8:30 pm 9/6 Schmidt

2650-02 ALC F 8:30 - 10:30 am 10/12 Schmidt

2650-03 ALC F 8:30 - 10:30 am 11/9 Schmidt

NEW! 2651 FOUNDATIONS OF WEB DESIGN 1

\$86 Senior Price \$67

Great entry-level course! Learn fundamentals of effective web page development and proper design practices and how to create a website with simple tools such as Notepad, MS Paint, and other freeware tools. Learn how to use HTML and Cascading Style Sheets (CSS) to construct web pages that include navigation and hyperlinks, without the need for complex software. **PLEASE NOTE:** Students will be notified about required book to purchase prior to first class. Bring flash drive to first class.

4 classes @ 3 hours each 1.2 CEU 14.4 CPE

2651-01 ALC W 6:30 - 9:30 pm 9/26-10/17 Thomas

NEW! 2652 FOUNDATIONS OF WEB DESIGN 2

\$86 Senior Price \$67

Learn advanced HTML coding and how to use CSS to style and format web pages. Incorporate content (i.e. images, text) to enhance a web site and increase visitor traffic. Receive an introduction to JavaScript and PHP programming and develop and submit a web design plan as a final project. Your plan could potentially be utilized in subsequent courses to build a complete website. **PREREQUISITE:** Foundations of Web Design I. This course is not for a novice. **PLEASE NOTE:** Bring flash drive to first class and book from level one is required.

4 classes @ 3 hours each 1.2 CEU 14.4 CPE

2652-01 ALC Tu 6:30 - 9:30 pm 11/6-11/27 Thomas



**SCAN THIS CODE
to find ALC
contacts.**

PHOTO EDITING

2674 PHOTO ORGANIZER

\$32

Before you use Photoshop Elements to edit photos and create projects, you need to import your photos and other media files into catalogs. Learn how to attach keyword tags, search and fix photos and media files, group photos into albums, and view photos in the photo browser by folder location or date.

1 class @ 3 hours each 0.3 CEU 3.6 CPE

2674-01 ALC W 6:30 - 9:30 pm 10/24 Roberts-Holland

2675 PHOTOSHOP ELEMENTS 10.0 - LEVEL 1

\$135 Senior Price \$111

Adobe Photoshop Elements 10.0 is a popular photo-editing program you can use to modify and optimize your digital images. Make snapshots clearer and more colorful, and retouch and restore older photos. Push your creativity and software to the max! PREREQUISITE: Experience with Photo Organizer is preferred.

5 classes @ 3 hours each 1.5 CEU 18 CPE

2675-01 ALC M & W 6:30 - 9:30 pm 10/31-11/19 Roberts-Holland

2676 PHOTOSHOP ELEMENTS 10.0 - LEVEL 2

\$137 Senior Price \$113

More tips, tricks and magic in Level 2! Do you know how to easily make movie posters, design textures, and create caricatures? Can you save files accurately for speedy Internet delivery - including those with animations? Does your screen match your printout? This course is generally compatible with all previous versions of Elements, but is not for a novice to Elements software.

5 classes @ 3 hours each 1.5 CEU 18 CPE

2676-01 ALC M & W 6:30 - 9:30 pm 12/3-12/17 Roberts-Holland

PROGRAMS & APPLICATIONS

2681 MS PUBLISHER 2010 BASICS

\$51 Senior Price \$42

Create professional-looking publications with Microsoft® Publisher 2010. Build pre-formatted layouts to create brochures, newsletters, postcards, and envelopes in minutes. Improve your product with design elements, such as text formatting, photographs, and pictures. PREREQUISITE: Experience using Word or other Microsoft software.

2 classes @ 3 hours each 0.6 CEU 7.2 CPE

2681-01 LHS W 6:30 - 9:30 pm 10/3-10/10 Schmidt

2681-02 ALC W 8:30 - 11:30 am 11/28-12/5 Schmidt

Volunteer to help students with math, language, grammar, and conversational English. Please call the Volunteer Coordinator at 648-6050, ext. 64628.

NEW! 2686 POWERPOINT VITALS AND EXTRAS

\$48 Senior Price \$39

Liven up and upgrade your PowerPoint by adding animation, videos, sounds, and transitions. Learn how to hide slides and how to use master slides to save time. Lots of information packed into this short course! PREREQUISITE: Familiar with MS Word.

2 classes @ 3 hours each 0.6 CEU 7.2 CPE

2686-01 ALC F 8:30 - 11:30 am 9/7-9/14 Schmidt

2686-02 ALC F 8:30 - 11:30 am 10/19-10/26 Schmidt

* 2686-03 ALC M 8:30 am - 3:30 pm 12/3 Jenkins

* POWERPOINT VITALS AND EXTRAS - EXPRESS 1 class @ 6 hours

2687 ACCESS 2010 - LEVEL 1 STREAMLINED

\$127 Senior Price \$99

Develop powerful ways of managing data by using relational databases. Develop database management: deleting and/or adding records, sorting and updating records, running reports, creating and modifying tables, examining table relationships, querying the database, creating and designing forms, and creating and modifying reports.

3 classes @ 6 hours each 1.8 CEU 21.6 CPE

2687-01 ALC F 8:30 am - 3:30 pm 9/21-10/5 Schmidt

6 classes @ 3 hours each

2687-02 ATC Tu & Th 6:30 - 9:30 pm 11/27-12/13 Schmidt

2688 ACCESS 2010 - LEVEL 2 STREAMLINED

\$89 Senior Price \$70

Do you have a MS Access database started that is still too much work? This power course will help you improve forms, automate data entry, and make queries work for you. Macros will save even more keystrokes and see a bit of VBA coding. Lots more to learn! PREREQUISITE: Comfortable with basics of creating a database or Access 2010 Level 1. PLEASE NOTE: MS Office 2010 will be used.

4 classes @ 3 hours each 1.2 CEU 14.4 CPE

2688-01 ATC Tu & Th 6:30 - 9:30 pm 1/8-1/17 Schmidt

2691 EXCEL 2010 - LEVEL 1 STREAMLINED

\$89 Senior Price \$70

This beginning level of Excel is streamlined to introduce essential design and development skills. Learn vital shortcuts, important essentials to basic structure, formatting, absolute/relative, and formulas. Graphics, pivot tables, and filters will be introduced. Experienced instructor shares lots of practical applications and tips. PREREQUISITE: Computer Basics Two (2620) or equal skills. Not for a novice.

4 classes @ 3 hours each 1.2 CEU 14.4 CPE

2691-01 LHS W 6:30 - 9:30 pm 9/5-9/26 Schmidt

2692 EXCEL 2010 - LEVEL 2 STREAMLINED

\$89 Senior Price \$70

Are you comfortable with the topics in the Level 1 course and now need to increase productivity and streamline repetitive tasks? Join Level 2 to learn the next set of features and tools! If you work with a lot of numbers or data, get ready to be impressed at how much can be customized and automated. Discover functions such as IF, embedded IF, and payment. Level 2 will also include scenarios, linking, mail merging from Excel to Word, and simple macros. Great price!

4 classes @ 3 hours each 1.2 CEU 14.4 CPE

2692-01 LHS W 6:30 - 9:30 pm 10/17-11/7 Schmidt

FUN THINGS TO DO

2810 FONDANT FUN

\$34 Senior Price \$28

Fondant is a sugary paste used to create elegant and whimsical decorations for desserts, and made popular by shows like "Cake Boss". Learn how you can use this edible cake decorating clay to create fondant leaves and foliage for cakes and cupcakes.

1 class @ 2 hours each 0.2 CEU 2.4 CPE

2810-01 RA Tu 6:30 - 8:30 pm 10/23 Stace



NEW! 2815 COLOMBIAN CRAFT DOUGH

\$58 Senior Price \$45

Discover the creative possibilities of this fun and inexpensive cultural craft dough. Learn to mix and mold whimsical characters and accessories out of colorful material, made from basic household ingredients. Perfect for homemade gifts and holiday decorations! The course is taught by a Colombian native. PLEASE NOTE: Supply list is available online at www.alc.vbschools.com.

4 classes @ 2 hours each 0.8 CEU 9.6 CPE

2815-01 ALC F 1:30 - 3:30 pm 9/28-10/19 Fasanaro

GENEALOGY

3200 GENEALOGY - GETTING STARTED

\$38

If you don't start it, who will? What a great gift to your family! Learn basic techniques for tracing family history using home records, online census data, and vital documents (birth, marriage, death).

3 classes @ 1.5 hours each 0.5 CEU 5.4 CPE

3200-01 RA Tu 6:30 - 8:00 pm 9/11-9/25 Moore

3201 GENEALOGY - INTERMEDIATE

\$38

Now you are ready to understand and use deed and probate records in genealogical research. Class members must be familiar with basic principles of genealogy and have experience with vital records (birth, marriage, death) and census records.

3 classes @ 1.5 hours each 0.5 CEU 5.4 CPE

3201-01 RA Tu 6:30 - 8:00 pm 10/9-10/23 Moore

3202 GENEALOGY - ADVANCED

\$38

Advanced Genealogy will cover techniques of research methodology, document and evidence analysis, and problem solving. Requires basic and intermediate knowledge of genealogy. Discover your roots faster!

3 classes @ 1.5 hours each 0.5 CEU 5.4 CPE

3202-01 RA Tu 6:30 - 9:00 pm 11/13-11/27 Moore



SCAN THIS CODE
to find ALC
course locations.

FENG SHUI

3204 LEARN ABOUT FENG SHUI

\$68 Senior Price \$52

Feng Shui is much more than shapes, colors, and clutter - it is a serious study of natural cycles and how they impact our personal lives and environment. Health, prosperity and abundance can be enhanced while sabotaging energies can be neutralized. Discover what makes up a true Feng Shui reading and explore the trigrams, East/West Theory, sitting and facing directions, remedies and enhancements.

4 classes @ 2.5 hours each 1 CEU 12 CPE

3204-01 RA Tu & Th 6:30 - 9:00 pm 10/16-10/25 Covell

NEW! 3205 PERSONAL FENG SHUI

\$53 Senior Price \$41

Feng Shui can identify a person's best direction to enhance career growth, health, and relationships. Explore highly advanced personal Feng Shui directions including the creative and analytical mind, robbery direction, prosperity and consuming directions.

3 classes @ 2.5 hours each 0.8 CEU 9 CPE

3205-01 RA Tu 6:30 - 9:00 pm 11/6-11/20 Covell

JEWELRY MAKING

NEW! 3208 WIRE JEWELRY MAKING

\$105 Senior Price \$80

Develop the skills to make beautiful wire and beaded jewelry pieces. Learn to make wire wrapped rings; thread beads with wire; and make "s" links, necklaces, bead cage spirals, headpins for earrings, chain bracelet, clasps, latches and bails. PLEASE NOTE: Supply list is available online at www.alc.vbschools.com.

8 classes @ 2 hours each 1.6 CEU 19.2 CPE

3208-01 RA Tu & Th 6:30 - 8:30 pm 10/2-10/25 Branch

NEW! 3209 WIRE JEWELRY ONE DAY WORKSHOP

\$29 Senior Price \$23

Explore the art of wire jewelry making with this introductory class. Learn beginning techniques to make one of a kind pieces that are perfect for holiday gifts.

PLEASE NOTE: Supply list is available online at www.alc.vbschools.com.

1 class @ 4 hours each 0.4 CEU 4.8 CPE

3209-01 ALC F 10:00 am - 2:00 pm 10/26 Branch

3209-02 ALC F 10:00 am - 2:00 pm 11/30 ALC Staff



3212 BEAUTIFUL BEADING ONE DAY WORKSHOP

\$28 Senior Price \$23

Create a unique, beautiful beaded necklace and/or bracelet in one fun-filled session. Skills covered include crimping, sizing, color theory, jewelry design, and finishing techniques. All levels welcome. Experienced students will be given more advanced instructions. PLEASE NOTE: Supply list available online at www.alc.vbschools.com.

1 class @ 3 hours each 0.3 CEU 3.6 CPE

3212-01 ALC F 9:30 am - 12:30 pm 9/28 Wertheimer

3212-02 ALC S 9:30 am - 12:30 pm 10/20 Wertheimer

3212-03 ALC F 9:30 am - 12:30 pm 12/7 Wertheimer

3212-04 ALC S 9:30 am - 12:30 pm 1/26 Wertheimer

PERFORMING ARTS

3214 YOU'RE ON THE AIR: HOW TO REALLY MAKE IT IN VOICEOVERS

\$35

Voiceovers are hot today! With such notable talent as James Earl Jones and Donald Sutherland lending their voices to commercials, films, and videos, one would think that it would be next to impossible to break into this field. Not so! In this class you'll learn how to turn voiceovers into a thrilling full or part-time business!

1 class @ 2 hours each 0.2 CEU 2.4 CPE

3214-01 ALC Th 7:00 - 9:00 pm 10/18 Such A Voice Staff

3216 BEGINNER GUITAR

\$43 Senior Price \$34

Unleash your inner musician! Tuning, music symbols and chords are the basics of playing guitar. Lessons will cover the skills needed and the information most frequently asked for by beginning guitarists. Students must have an electric or acoustic guitar; a guitar tuner is optional. No experience needed.

4 classes @ 1.5 hours each 0.6 CEU 7.2 CPE

3216-01 LKMS M 7:00 - 8:30 pm 9/10-10/1 Burrus

3216-02 LKMS M 7:00 - 8:30 pm 10/15-11/5 Burrus

3216-03 LKMS M 7:00 - 8:30 pm 11/19-12/10 Burrus



NEW! 3220 INTRO TO STAND-UP COMEDY

\$28 Senior Price \$23

Interested in standup comedy? Get an insider's view of this funny form of entertainment and try it for yourself in this fun introductory class. Standup veteran Ken Phillips shares what he has learned during his 25 years of experience in the field and gives students a chance to test the waters in this one-night course.

1 class @ 2.5 hours each 0.3 CEU 3 CPE

3220-01 RA Th 6:30 - 9:00 pm 9/27 Phillips

3220-02 RA Th 6:30 - 9:00 pm 1/10 Phillips

NEW! 3221 THE COMEDY COACH WORKSHOP

\$133 Senior Price \$101

Always wanted to try stand-up comedy? Learn the secrets of a successful stand-up comedy routine - from writing humor to performing for an audience - in this comprehensive course. Stand-up veteran Ken Phillips draws on 25 years of experience to help you explore and practice the craft of stand-up comedy. Students will gain confidence and feedback, and will perform a final routine on stage.

8 classes @ 2.5 hours each 2 CEU 24 CPE

3221-01 RA Th 6:30 - 9:00 pm 10/4-11/29 Phillips

WORLD INTEREST

3227 UNDERSTANDING THE MIDDLE EAST

\$26 Senior Price \$21

In a time when so many news headlines deal with the Middle East, many westerners have limited knowledge of the history of the area. This course will provide historical background, address some common misconceptions, and look at current geopolitics for the region from the cradle of civilization to the current revolutions.

1 class @ 2.5 hours each 0.3 CEU 3 CPE

3227-01 ALC S 9:30 am - 12:00 pm 10/20 Harris

SEWING & CROCHET

3300 ONE-ON-ONE SEWING PROJECTS

\$90

Want individual help to improve your sewing skills? Working on a special project and need extra instruction? One-on-one sewing sessions are available in 3-hour increments one Saturday each month. Register by mail, fax (306-0999), or in person at the Adult Learning Center. The instructor will contact you to arrange a meeting time.

1 class @ 3 hours each 0.3 CEU 3.6 CPE ALC Tyler

3301 SEWING FOR THE BEGINNER

\$118 Senior Price \$90

Save money, create fun home décor and design, and alter your own clothes by learning to sew! Whether you sewed years ago and need a refresher, or have never sewed a stitch, this class will take you through the basic steps of sewing to a finished project. PLEASE NOTE: Supply list available online at www.alc.vbschools.com.

6 classes @ 3 hours each 1.8 CEU 21.6 CPE

3301-01 LHS W 6:30 - 9:30 pm 9/5-10/10 Tyler

3302 SEWING BEYOND THE BASICS

\$118 Senior Price \$90

Want to try a more challenging sewing project? Under the guidance of a professional, take your sewing skills beyond the beginner level and tackle a more advanced project of your choice in this class. PREREQUISITE: Previous sewing course or experience. PLEASE NOTE: Supply list available online at www.alc.vbschools.com.

6 classes @ 3 hours each 1.8 CEU 21.6 CPE

3302-01 LHS W 6:30 - 9:30 pm 10/24-12/5 Tyler

NEW! 3312 CROCHET TODAY!

\$55 Senior Price \$43

This classic craft is a great pastime. Learn basic crochet stitches and how to read a pattern. Crochet a finished project - a unique bag - by the end of the course. Perfect for beginners or those needing a refresher. Advanced students will get higher level projects. All levels welcome. PLEASE NOTE: Supply list available online at www.alc.vbschools.com.

3 classes @ 2.5 hours each 0.8 CEU 9 CPE

3312-01 LKMS W 6:00 - 8:30 pm 9/5-9/19 Wertheimer

3312-02 ALC F 10:00 am - 12:30 pm 10/12-10/26 Wertheimer

3312-03 ALC F 10:00 am - 12:30 pm 1/11-1/25 Wertheimer



HEALTH & FITNESS

FITNESS & TRAINING

3100 ONE-ON-ONE PERSONAL TRAINING

\$93

Reach your fitness goals with positive encouragement and training from a certified personal trainer, and develop a personalized program specifically designed for your exercise level and health needs. Available throughout the semester. Register by mail, fax (306-0999), or in person at the Adult Learning Center. The instructor will contact you to arrange a meeting time.

3 classes @ 1 hour each 0.3 CEU 3.6 CPE RA Woodbury

3104 ZUMBA

\$39 Senior Price \$30

Interested in Zumba, but not sure where to start? Join us for an introduction to the hit exercise! The first class will include safety tips, an introduction, and a mini-lesson. After that, it is all music and fun! No experience necessary! PLEASE NOTE: Bring water and wear comfortable clothes and shoes.

6 classes @ 1 hour each 0.6 CEU 7.2 CPE

3104-01 RA Th 6:30 - 7:30 pm 10/25-12/6 Harris

3109 GENTLE YOGA ONE

\$65 Senior Price \$49

Gentle yoga for beginners is a perfect introduction to the healing art of yoga. Benefits include reduced stress, toned muscles, and increased strength and flexibility. It also connects your whole body and mind through the breathing, poses, and meditation. PLEASE NOTE: Students should bring a yoga mat and water bottle. Yoga block is optional.

8 classes @ 1.25 hours each 1 CEU 12 CPE

3109-01 RA Tu 6:00 - 7:15 pm 9/4-10/23 Lucas

3109-02 RA Tu 6:00 - 7:15 pm 10/30-12/18 Lucas

3110 GENTLE YOGA TWO

\$65 Senior Price \$49

Continue the healthy, healing habits of a yoga routine and learn new techniques in Gentle Yoga Two. Practice additional poses, breathing techniques, and boost your flexibility with this next level course. Some yoga experience preferred but not necessary. PLEASE NOTE: Students should bring a yoga mat and water bottle. Yoga block is optional.

8 classes @ 1.25 hours each 1 CEU 12 CPE

3110-01 RA Tu 7:15 - 8:30 pm 9/4-10/23 Lucas

3110-02 RA Tu 7:15 - 8:30 pm 10/30-12/18 Lucas



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

\$599

Become a CERTIFIED PERSONAL TRAINER! This challenging course is taught over a eight-week period. The national exam is held on week nine. Fifteen hours of hands-on practical training will prepare you to work with clients and fifteen hours of lectures cover topics such as anatomy, exercise physiology, nutrition, health screening and CPR. A 30 hour internship will prepare you to work successfully in the fitness field while providing a great opportunity to network with employers. For more information check out: www.witseducation.com PLEASE NOTE: College credits are available for this course through W.I.T.S. Call W.I.T.S at 428-4796 with any questions and for information about your textbook.

18 classes @ 2 hours each 3.6 CEU 43.2 CPE

3130-01 FC Tu & Th 6:30 - 8:30 pm 9/25-11/29 W.I.T.S. Staff Tuesday night classes will be held at First Colonial High School and Thursday night classes will be held at at One Life Fitness - 3809 Princess Anne Road, Virginia Beach, VA 23456.



NUTRITION

3120 STAY SHARP NATURALLY!

\$63

Learn one-on-one holistic strategies for deterring Alzheimer's Disease. Scientific studies show lifestyle habits significantly affect the development of this disease. Available throughout the semester. Register by mail, fax (306-0999), or in person at the Adult Learning Center. The instructor will contact you to arrange a meeting time.

2 classes @ 1 hour each 0.2 CEU 2.4 CPE ALC Tompanis

3122 PERSONAL NUTRITION COACH

\$93

One-on-one dietary counseling can help you recognize how food choices and lifestyle patterns control how you feel. Holistic dietary habits can resolve weight management problems without discomfort. Available throughout the semester. Register by mail, fax (306-0999), or in person at the Adult Learning Center. The instructor will contact you to arrange a meeting time.

3 classes @ 1 hour each 0.3 CEU 3.6 CPE ALC Tompanis

Adult Learning Center
Gift Certificates
\$20, \$25, \$50
Where Learning Never
Ends

3123 ALZHEIMER'S: NATURAL PREVENTION

\$42 Senior Price \$33

Learn how to significantly decrease the odds of developing Alzheimer's disease through natural dietary and lifestyle changes. Discover nutrition choices, fitness routines and mental exercises to keep you sharp.

3 classes @ 2 hours each 0.6 CEU 7.2 CPE

3123-01 ALC F 1:00 - 3:00 pm 10/12-10/26 Tompanis

3124 REVERSE THE AGING PROCESS

\$56 Senior Price \$43

Learn how to maximize your activity and health level through lifestyle practices that promote longevity and youthfulness at the cellular level. Discover habits to improve your quality of life now and for years to come.

4 classes @ 2 hours each 0.8 CEU 9.6 CPE

3124-01 ALC M & W 7:00 - 9:00 pm 10/29-11/7 Tompanis

3126 FROM FLAB TO FAB

\$58 Senior Price \$45

Explore foods that fill you up and decrease body and abdominal fat naturally. Improve your health through a new set of dietary and lifestyle habits and enjoy a healthier new year!

4 classes @ 2 hours each 0.8 CEU 9.6 CPE

3126-01 ALC M & W 7:00 - 9:00 pm 9/24-10/3 Tompanis

3126-02 ALC M & W 7:00 - 9:00 pm 1/7-1/16 Tompanis



3128 HOLISTIC MANAGEMENT OF DIGESTIVE DISORDERS

\$58 Senior Price \$45

Suffer from occasional digestive discomfort? Sensitive to gluten? Holistic strategies using anti-inflammatory dietary habits and natural supplements can improve GI health. Learn how to attain balance within the digestive system and promote healthy absorption of nutrients naturally to improve digestive health.

4 classes @ 2 hours each 0.8 CEU 9.6 CPE

3128-01 ALC M & W 7:00 - 9:00 pm 10/8-10/17 Tompanis

3129 MANAGE TYPE 2 DIABETES NATURALLY

\$58 Senior Price \$45

Research shows that natural dietary and lifestyle strategies known to stabilize blood glucose can suppress the development of Type 2 diabetes. Learn to build up immune system function and promote nutrient absorption, and understand the role of fats, carbohydrates and proteins to best manage your Type 2 diabetes.

4 classes @ 2 hours each 0.8 CEU 9.6 CPE

3129-01 ALC M & W 7:00 - 9:00 pm 9/10-9/19 Tompanis

NEW! 3125 BOOST YOUR BRAIN POWER!

\$54 Senior Price \$45

Lifestyle changes can improve memory and overall brain functioning. Children learn better and adults remember more when incorporating new habits to optimize brain power. Find out what you can do to improve mental performance with all natural strategies for satisfaction in school, on the job, and in day-to-day living.

3 classes @ 2 hours each 0.6 CEU 7.2 CPE

3125-01 ALC M & W 7:00 - 9:00 pm 11/26-12/3 Tompanis

JOB SEARCH & CAREERS

NEW! 2205 JOB SEARCHING ON THE WEB

\$35 Senior Price \$29

Are you finding all the jobs listed on the Internet? Does your résumé bring back a response? Do you understand the online process of job applications? Can you name 10 important job search tips and do you know the websites to avoid or to use when job hunting? The instructor is a professional career engineer.

2 classes @ 2 hours each 0.4 CEU 4.8 CPE

2205-01 ALC M 6:30 - 8:30 pm 10/15-10/22 Harrison

2205-02 ALC M 6:30 - 8:30 pm 12/3-12/10 Harrison

2205-03 ALC M & W 6:30 - 8:30 pm 1/28-1/30 Harrison

NEW! 2207 DISCOVER YOUR GENIUS

\$127 Senior Price \$114

Are you not sure what career to choose? Do you feel unfulfilled and dissatisfied with your work? How do you choose the best career for you? A personal assessment is given to show what your natural talents are, what motivates you to use them, and how you prefer to use them. Learn the secret of why most successful people break with conventional wisdom to enjoy high levels of satisfaction with their lives.

4 classes @ 2 hours each 0.8 CEU 9.6 CPE

2207-01 LHS W 6:30 - 8:30 pm 10/3-10/24 Murden

2207-02 LHS W 6:30 - 8:30 pm 1/9-1/30 Murden

CIVIL SERVICE

2211 CIVIL SERVICE JOBS FOR NON-VETERANS

\$78

Why aren't you looking for a Civil Service job? Civil Service jobs are open to everyone and offer great opportunities, pay and benefits. This Ten Step Workshop, taught by a certified federal job search trainer/résumé writer, will show you how to make your application more competitive. Sign up today! PLEASE NOTE: Bring flash drive to class. REMINDER: Military spouses whose service member died while on active duty may be eligible to use the service member's preference for government employment. Qualifying member must receive a certificate of eligibility from Department of Veteran Affairs 1-800-827-1000.

2 classes @ 3 hours each 0.6 CEU 7.2 CPE

2211-01 ALC Tu 6:30 - 9:30 pm 9/4-9/11 Palmer

2211-02 ALC M 6:30 - 9:30 pm 1/7-1/14 Palmer



2212 ONE-ON-ONE CIVIL SERVICE JOBS FOR NON-VETERANS

\$78

Can't make it to class? We offer 1-on-1 assistance throughout the semester. See course description 2211 for details. Register by mail, fax (306-0999), or in person at the Adult Learning Center. The instructor will contact you to arrange a meeting time.

1 class @ 2.5 hours each 0.3 CEU 3 CPE ALC Palmer

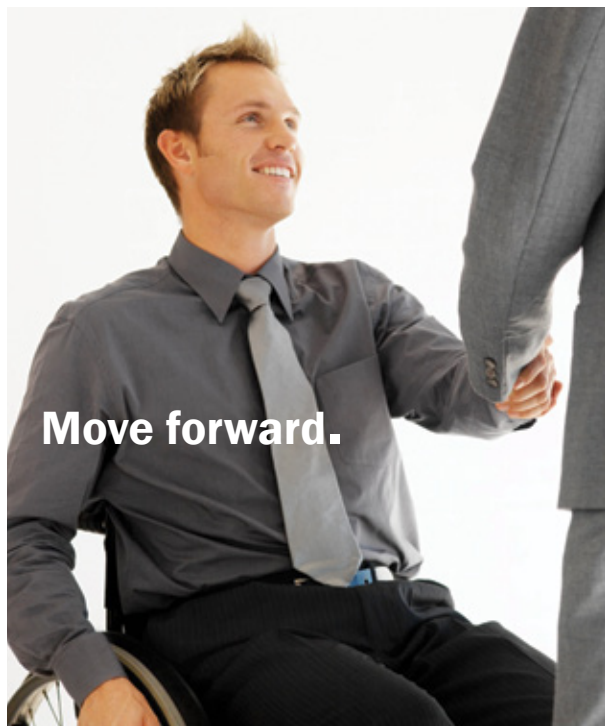
2213 ONE-ON-ONE CIVIL SERVICE JOBS FOR VETERANS

\$78

Do you need help with those confusing applications for Civil Service jobs? If you served in the military, or retired after 20+ years of service and want those years to count toward federal retirement, consider civil service employment. This workshop shows you how to apply, and addresses Veterans Recruitment Appointment, Veterans Employment Opportunities Act, and 30+ percent disabled veteran preferences. Instructor is a former Virginia Employment Commission employee who worked as a Disabled Veterans Outreach Program Specialist. PLEASE NOTE: Bring flash drive to class. REMINDER: Military spouses whose service member died while on active duty may be eligible to use the service member's preference for government employment. Qualifying member must receive a certificate of eligibility from Department of Veteran Affairs 1-800-827-1000. Available throughout the semester.

Register by mail, fax (306-0999), or in person at the Adult Learning Center. The instructor will contact you to arrange a meeting time.

1 class @ 2.5 hours each 0.3 CEU 3 CPE ALC Palmer



Move forward.

READY, SET, HIRE!

2216 ONE-ON-ONE OUTSTANDING CUSTOMER SERVICE

\$65

Is your customer service costing you? In today's economic competition you have to be "outstanding" in everything you do. Do your employees need to refresh or learn new skills? This course emphasizes the best ways to build outstanding rapport, effectively communicate through e-mail, how to understand non-verbal communication, stay professional in stressful situations, find win-win solutions, and more. Customized courses available for businesses. Available throughout the semester. Register by mail, fax (306-0999), or in person at the Adult Learning Center. The instructor will contact you to arrange a meeting time.

1 class @ 2 hours each 0.2 CEU 2.4 CPE ALC Lenz

2219 ONE-ON-ONE RÉSUMÉ AND JOB SEARCH

\$112

Do you want face-to-face consultation for your résumé, 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, fax (306-0999), or in person at the Adult Learning Center. The instructor will contact you to arrange a meeting time.

1 class @ 3 hours each 0.3 CEU 3.6 CPE

ALC M,Tu,W,Th & F Harrison

POPULAR
COURSE!

2221 ONE-ON-ONE ACING THE INTERVIEW

\$65

Are you going on job interviews but not getting hired? It's time to meet with a seasoned professional who can teach you how to "sell" yourself to the interviewer. Using these techniques, you'll never leave another interview wondering what happened. If you don't get hired on-the-spot, you'll know the steps to take to get the job for which you've been searching. Available throughout the semester. Register by mail, fax (306-0999), or in person at the Adult Learning Center. The instructor will contact you to arrange a meeting time.

2 classes @ 1 hour each 0.2 CEU 2.4 CPE ALC Lenz

LANGUAGES

3700 ONE-ON-ONE LANGUAGE TUTORING

\$90

Perfect your language skills with personal attention and immediate conversational feedback in a casual and relaxed atmosphere. Grammar may or may not be included. Please indicate your language choice on the registration form. Available throughout the semester. Register by mail, fax (306-0999), or in person at the Adult Learning Center. The instructor will contact you to arrange a meeting time.

1 class @ 3 hours each 0.3 CEU 3.6 CPE ALC ALC Staff

3717 BEGINNER FRENCH

\$82 Senior Price \$63

Learn basic vocabulary and expressions that will assist you in the French-speaking world. You will learn about a variety of topics including various cultural aspects of France. PLEASE NOTE: Bring notebook and pen/pencil to class. A French dictionary is recommended.

6 classes @ 2 hours each 1.2 CEU 14.4 CPE

3717-01 RA Tu 6:00 - 8:00 pm 10/16-11/20 Ezell



SCAN THIS CODE
to visit the ALC
website.



NEW! 3719 BEGINNER GREEK

\$158 Senior Price \$120

Learn the fundamentals of Greek language, customs and civilization in this introductory course. Explore the Greek alphabet, gain conversation skills, get travel tips, and discover interesting facts about ancient Greece and Greek architecture. Classes will be taught by a Greek native.

12 classes @ 2 hours each 2.4 CEU 28.8 CPE

3719-01 RA Tu 6:00 - 8:00 pm 10/2-12/18 ALC Staff



3730 BASIC RUSSIAN

\$132 Senior Price \$100

From the Land of the Czars comes the opportunity to learn about the Russian language and culture. Designed for beginners, you will learn from a native of Russia who promises an interesting and easy class!

8 classes @ 2.5 hours each 2 CEU 24 CPE

3730-01 RA Tu & Th 6:30 - 9:00 pm 9/18-10/11 Biarozkina

3731 MORE BASIC RUSSIAN

\$132 Senior Price \$100

If you've already taken Basic Russian Conversation or have some experience with the language, this is your chance to learn more. Improve your conversation skills, learn more about the Russian culture, and increase your vocabulary with this next level course.

8 classes @ 2.5 hours each 2 CEU 24 CPE

3731-01 RA Tu & Th 6:30 - 9:00 pm 10/23-11/15 Biarozkina

3741 ITALIAN 1

\$150 Senior Price \$120

Learn Italian! This course, designed for absolute beginners, teaches greetings and basic communications for daily life situations while exploring the culture. Develop elementary skills in grammar, reading and writing.

9 classes @ 2 hours each 1.8 CEU 21.6 CPE

3741-01 TECH Th 6:30 - 8:30 pm 9/6-11/1 Schaller

3741-02 ALC F 1:00 - 3:00 pm 10/19-12/21 Reyes

3742 ITALIAN 2

\$126 Senior Price \$96

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 Level 1. Please call the ALC prior to the first class to request the ISBN#.

9 classes @ 2 hours each 1.8 CEU 21.6 CPE

3742-01 TECH Th 6:30 - 8:30 pm 11/8-1/17 Schaller



3761 SPANISH 1

\$147 Senior Price \$117

Learn Spanish! This course, designed for absolute beginners, teaches greetings and basic communications for daily life situations while exploring the culture. Develop elementary skills in grammar, reading and writing.

9 classes @ 2 hours each 1.8 CEU 21.6 CPE

3761-01 LKMS M & W 6:00 - 8:00 pm 9/17-10/15 Reyes

3761-02 ALC Tu & Th 7:00 - 9:00 pm 9/18-10/16 Temoche

3762 SPANISH 2

\$127 Senior Price \$97

If you have already taken Spanish 1 or have some experience with the language, this is your chance to practice your conversation skills. Elevate your proficiency and increase vocabulary while learning new verbs and the future tense. There will be a greater emphasis on speaking. PREREQUISITE: Textbook from Spanish 1. Please call the ALC prior to the first class to request the ISBN#.

9 classes @ 2 hours each 1.8 CEU 21.6 CPE

3762-01 LKMS M & W 6:00 - 8:00 pm 10/22-11/26 Reyes

3762-02 ALC Tu & Th 7:00 - 9:00 pm 10/23-11/20 Temoche

LANGUAGE IN A DAY

3765 SPANISH IN A DAY

\$30 Senior Price \$25

Heading to a Spanish speaking destination? This half-day crash course will give you just enough conversational phrases, travel tips, cultural insights and a pocket language guide.

1 class @ 3 hours each 0.3 CEU 3.6 CPE

3765-01 ALC S 9:00 am - 12:00 pm 12/15 Reyes

3767 RUSSIAN IN A DAY

\$30 Senior Price \$25

Fascinated by the Russian language? Get a cultural profile of Russia and take away handy everyday phrases and a pocket language guide.

1 class @ 3 hours each 0.3 CEU 3.6 CPE

3767-01 ALC S 12:30 - 3:30 pm 10/20 Biarozkina

3769 ITALIAN IN A DAY

\$30 Senior Price \$25

Planning a trip to Italy? This half-day crash course will give you just enough conversational phrases, travel tips, cultural insights, and a pocket language guide to make your travel a success.

1 class @ 3 hours each 0.3 CEU 3.6 CPE

3769-01 ALC S 9:00 am - 12:00 pm 10/20 Reyes

3770 JAPANESE IN A DAY

\$30 Senior Price \$25

Interested in Japanese? This half-day crash course will introduce you to the alphabet characters, conversational phrases, and cultural insights of the Japanese language.

1 class @ 3 hours each 0.3 CEU 3.6 CPE

3770-01 ALC S 12:30 - 3:30 pm 11/17 Ezell

3771 FRENCH IN A DAY

\$30 Senior Price \$25

If you love all things French, you'll love this half-day crash course on the French language. Get handy conversational phrases, travel tips, cultural insights, and a pocket language guide.

1 class @ 3 hours each 0.3 CEU 3.6 CPE

3771-01 ALC S 9:00 am - 12:00 pm 11/17 Ezell

MATH

3400 ONE-ON-ONE MATH

\$101

Receive personal attention and immediate feedback from an instructor who will tailor the course to your math needs. Available throughout the semester. Register by mail, fax (306-0999), or in person at the Adult Learning Center. The instructor will contact you to arrange a meeting time.

1 class @ 3 hours each 0.3 CEU 3.6 CPE ALC Meehan

3401 NUTS AND BOLTS MATH 1

\$77 Senior Price \$61

Basic math is a big part of our daily lives.

Have trouble using fractions for projects or

when cooking? Know how to apply percentages?

Learn about whole numbers, fractions, decimals, and percents in a fun, informal environment with an instructor who is passionate about math. All knowledge levels welcome!

5 classes @ 2 hours each 1 CEU 12 CPE

3401-01 LKMS M 7:00 - 9:00 pm 9/24-10/22 Meehan

3402 NUTS AND BOLTS MATH 2

\$77 Senior Price \$61

Do you know how percentages affect the cost of travel, groceries, gas, or other purchases? Continue learning to make sense of percents, rates, and proportions. Join this no-pressure math class taught by an instructor who respects everyone's knowledge level. PREREQUISITE: Nuts and Bolts Math 1 or basic knowledge of fractions, decimals, and percents.

5 classes @ 2 hours each 1 CEU 12 CPE

3402-01 LKMS M 7:00 - 9:00 pm 10/29-12/3 Meehan

3403 ALGEBRA WORKSHOP

\$77 Senior Price \$61

Does Algebra sound like a foreign language? After conquering basic math, take the next step to Algebra. Build a foundation of algebraic properties, real numbers, integer operations, inequalities, and absolute value. Learn how to apply algebra in the real world.

5 classes @ 2 hours each 1 CEU 12 CPE

3403-01 LKMS M 7:00 - 9:00 pm 12/10-1/28 Meehan

MEDICAL

CAREER TRAINING - PHARMACY TECH

3504 PHARMACY BOARDS EXAM CRAM

\$49 Senior Price \$40

Designed for students who have already completed the Pharmacy Tech program and are preparing to take their National Certification Board exam. This comprehensive review will cover pharmaceutical classifications, math formulas, terminology and law. Perfect for those taking the exam for the first time, second time, or already working in a pharmacy setting!

1 class @ 6 hours each 0.6 CEU 7.2 CPE

3504-01 ALC S 9:00 am - 3:00 pm 9/15 Turnipseed

3505 PHARMACY TECH 1

\$502 Senior Price \$416

This Virginia state sanctioned course

introduces you to the world of pharmacies

in retail, hospital or institutional settings. Course

content includes history of pharmacology, terminology and

math specific to the pharmacy, reading and interpreting

prescriptions, and defining drugs by generic and brand names.

After completing PT 1 and 2, students will be prepared to take the National Pharmacy Technician Certification Board (PTCB) exam.

17 classes @ 3 hours each 5.1 CEU 61.2 CPE

3505-01 ATC Tu & Th 9:30 am - 12:30 pm 9/4-10/30 Turnipseed

3505-02 ALC M & W 6:30 - 9:30 pm 9/5-10/31 Lowenthal

3505-03 RA Tu & Th 6:30 - 9:30 pm 9/4-10/30 Lowenthal



3506 PHARMACY TECH 2

\$372 Senior Price \$286

Delve further into the workings of a pharmacy. This continuation of Pharmacy Tech 1 covers sterile preps, laws, rules on disposal and handling of hazardous material. PLEASE NOTE: Textbooks from Pharmacy Tech 1 are required for this course. PREREQUISITE: Pharmacy Tech 1 or work experience in a pharmacy is required.

17 classes @ 3 hours each 5.1 CEU 61.2 CPE

3506-01 ATC Tu & Th 9:30 am-12:30 pm 11/13-1/22 Turnipseed

3506-02 ALC M & W 6:30 - 9:30 pm 11/14-1/28 Lowenthal

3506-03 RA Tu & Th 6:30 - 9:30 pm 11/13-1/22 Lowenthal

3507 EXPRESS PHARMACY TECHNICIAN CERTIFICATION

\$237 Senior Price \$181

This class is designed for past Pharmacy Tech students or licensed Pharmacy Technicians who want to become nationally certified. Pharmacy math formulas, national laws, and drugs will be reviewed in this short, information-packed exam preparation class. PREREQUISITES: Students must have completed Pharmacy Tech 1 & 2 or be a state-licensed Pharmacy Technician.

12 classes @ 3 hours each 3.6 CEU 43.2 CPE

3507-01 LKMS W 6:30 - 9:30 pm 9/26-12/19 Turnipseed

3510 PHARMACY TECH 1 MATH REVIEW

\$28 Senior Price \$23

Designed for students enrolled in Pharmacy Tech 1, this one-day three-hour review will cover pharmacy math formulas and conversions. Perfect for students struggling with pharmacy math concepts.

1 class @ 3 hours each 0.3 CEU 3.6 CPE

3510-01 ALC F 9:30 am - 12:30 pm 10/19 Turnipseed

3510-02 ALC S 9:30 am - 12:30 pm 10/20 Turnipseed

3511 PHARMACY TECH 2 MATH REVIEW

\$28 Senior Price \$23

Designed for students enrolled in Pharmacy Tech 2, this one-day three-hour review will cover pharmacy math formulas and conversions. Perfect for students struggling with pharmacy math concepts.

1 class @ 3 hours each 0.3 CEU 3.6 CPE

3511-01 ALC F 9:30 am - 12:30 pm 12/14 Turnipseed

3511-02 ALC S 9:30 am - 12:30 pm 12/15 Turnipseed

3512 PHARMACY TECH 1 STUDY SUPPORT

\$53 Senior Price \$40

Designed for Pharmacy Tech students determined to succeed, this Friday study course will offer students a chance to review with peers and get extra help from a Pharmacy Tech instructor. Memorize, review, study, succeed!

4 classes @ 2 hours each 0.8 CEU 9.6 CPE

3512-01 ALC F 10:00 am - 12:00 pm 10/5-10/26 Lowenthal

3513 PHARMACY TECH 2 STUDY SUPPORT

\$90 Senior Price \$68

Created to meet the increased study requirements for Pharmacy Tech 2 students, this Friday study course offers more opportunities to review, get help, stay on track and prepare to successfully pass the course and the state board exams.

7 classes @ 2 hours each 1.4 CEU 16.8 CPE

3513-01 ALC F 10:00 am - 12:00 pm 11/16-1/18 Lowenthal

**CAREER TRAINING - MEDICAL ADMINISTRATIVE ASSISTANT****3516 FOUNDATIONS OF MEDICAL TERMINOLOGY**

\$240 Senior Price \$202

Basic medical terminology is essential for anyone working in the medical field. The instructor will remove the mystery from medical terms by teaching students how to decode words using root words, prefixes and suffixes.

8 classes @ 3 hours each 2.4 CEU 28.8 CPE

3516-01 RA Tu & Th 6:00 - 9:00 pm 9/4-9/27 Watkins

3516-02 RA Tu & Th 6:00 - 9:00 pm 11/6-12/4 Watkins

3517 ESSENTIAL MEDICAL OFFICE SKILLS

\$260 Senior Price \$222

Learn the lingo of a medical front office. The focus will be on scheduling appointments and interacting with patients and staff members in a professional manner. HIPPA Laws will be discussed.

8 classes @ 3 hours each 2.4 CEU 28.8 CPE

3517-01 RA Tu & Th 6:00 - 9:00 pm 10/2-10/25 Watkins

3517-02 RA Tu & Th 6:00 - 9:00 pm 12/11-1/15 Watkins

3518 MEDICAL OFFICE SIMULATION

\$257 Senior Price \$224

Get hands-on experience with medical office software. Become familiar with scheduling, posting and billing, claims tracking, CMS-1500 claim forms, prebilling report, and much more! Practice all you want. Each student will own their copy of MOSS 2.0. PREREQUISITE: Comfortable with most computer basics skills in (2620) and 2621. Not for a software novice, minimum keyboarding speed 35 GWPM, or enrolled in keyboarding course. PLEASE NOTE: Bring a travel drive to class.

7 classes @ 3 hours each 2.1 CEU 25.2 CPE

3518-01 ALC Tu & Th 6:30 - 9:30 pm 10/30-11/20 Phillips

3518-02 ALC W 6:30 - 9:30 pm 12/5-1/23 Phillips

**Find us on Facebook at ...**

Adult Learning Center -
Virginia Beach City Public Schools

3520 CMAA EXAM REVIEW

\$92 Senior Price \$73

Designed for Career Training students pursuing the Medical Administrative Assistant track. This course covers additional content, reviews past material and offers a practice exam essential for passing the Certified Medical Administrative Assistant exam. **PREREQUISITE:** Medical Terminology and Essential Medical Office Skills.

4 classes @ 3 hours each 1.2 CEU 14.4 CPE

3520-01 RA Tu & Th 6:00 - 9:00 pm 1/22-1/31 Watkins

3523 BASIC LIFE SUPPORT CERTIFICATION

\$79

Get American Heart Association certification in Basic Life Support for Healthcare Providers through this 3-hour class. Instruction includes Adult and Child CPR, AED and CPR for Infants. BLS certification is required for many professionals, including personal trainers, nurses, and emergency medical personnel. AHA book included.

1 class @ 3.5 hours each 0.4 CEU 4.2 CPE

3523-01 ALC F 9:00 am - 12:30 pm 10/26 Henley

3523-02 ALC F 9:00 am - 12:30 pm 1/11 Henley

3524 HEARTSAVER CPR CERTIFICATION

\$79

Get American Heart Association certification for Heartsaver CPR, which includes First Aid and AED through this 3-hour class. CPR certification is often required for daycare professions, medical workers, and government employees. AHA book included.

1 class @ 3.5 hours each 0.4 CEU 4.2 CPE

3524-01 ALC F 9:00 am - 12:30 pm 9/28 Henley

3524-02 ALC F 9:00 am - 12:30 pm 12/7 Henley

3525 HEARTSAVER BLOODBORNE PATHOGEN CERTIFICATION

\$46

The American Heart Association Heartsaver Bloodborne Pathogens Course is designed to meet Occupational Safety and Health Administration (OSHA) requirements for personnel in manufacturing, hospitality, health and fitness, childcare, security, and other industries where this training is required. Students will receive a certificate of completion. AHA book included.

1 class @ 1 hour each 0.1 CEU 1.2 CPE

3525-01 ALC F 1:00 - 2:00 pm 10/26 Henley

3525-02 ALC F 1:00 - 2:00 pm 1/11 Henley

3526 HEARTSAVER FIRST AID

\$64

The American Heart Association Heartsaver First Aid teaches critical skills needed to respond to and manage an emergency in the first few minutes until emergency medical services (EMS) arrives. Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies. You will receive a completion card valid for two years.

1 class @ 2.5 hours each 0.3 CEU 3 CPE

3526-01 ALC F 2:00 - 4:30 pm 10/26 Henley

3526-02 ALC F 2:00 - 4:30 pm 1/11 Henley



CAREER TRAINING - EKG TECHNICIAN

3530 EKG TECHNICIAN

\$999

The EKG Technician Certification Program prepares students to function as EKG Technicians and to take the ASPT-EKG Technician national certification exam. This course will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, the Holter monitor, electrocardiography and echocardiography. Hands-on labs include proper use of the EKG machine, 12-lead placement, and more. **PREREQUISITE:** High school diploma or GED® test credential.

15 classes @ 3.5 hours each 5.3 CEU 63 CPE

3530-01 ALC M & W 6:00 - 9:30 pm 10/8-12/3 ALC Staff



CAREER TRAINING - DENTAL ASSISTANT

3531 DENTAL ASSISTANT

\$1199

Recognized by the American Dental Association, this program provides training necessary for an entry level position as a Dental Assistant. Learn about the dental office, legal aspects of dentistry and dental assisting, policies and guidelines, as well as clinical aspects including oral anatomy, dental equipment, tooth structure, the oral cavity, dental anesthesia, sterilization and more.

17 classes @ 3.5 hours each 6 CEU 71.4 CPE

3531-01 RA Tu & Th 6:00 - 9:30 pm 10/9-12/6 ALC Staff



CAREER TRAINING - MEDICAL BILLING & CODING

3532 MEDICAL BILLING AND CODING

\$1799

This combined medical billing and coding course offers the skills needed to solve insurance billing problems, file and trace claims, complete common insurance forms, and use generic forms to streamline billing procedures. Content includes CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), ICD-9 (Introduction and Guidelines) and basic claims processes for medical insurance and third party reimbursements. Students will learn how to find the service and codes using manuals (CPT, ICD-9 and HCPCS). After obtaining the practical work experience (6 months to 2 years), students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) - Certified Professional Coder exam (CPC or CPC-H Apprentice); the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification exams. PLEASE NOTE: In addition to Tuesday and Thursday classes at the Renaissance Academy, students will meet two Saturdays from 9:00 am to 3:00 pm November 17 and December 15, 2012. Saturday classes will be held at the Adult Learning Center at 4160 Virginia Beach Boulevard.

21 classes @ 3.81 hours each 8 CEU 96 CPE

3532-01 RA Tu,Th & S 6:00 - 9:30 pm 10/9-12/18 ALC Staff

CAREER TRAINING - PHYSICAL THERAPY AIDE

3533 PHYSICAL THERAPY AIDE

\$999

This program prepares students to step into the growing field of physical therapy. Course instruction includes the non-technical duties of physical therapy, such as preparing treatment areas, ordering devices and supplies, transporting patients, and working under the direction of the physical therapist. Students learn techniques to 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.

15 classes @ 3.5 hours each 5.3 CEU 63 CPE

3533-01 RA Tu & Th 6:00 - 9:30 pm 10/9-11/29 ALC Staff

CAREER TRAINING - CNA CERTIFICATION PREP

3534 CNA CERTIFICATION PREP

\$187 Senior Price \$143

Are you a Certified Nursing Aide whose certification has lapsed? Are you worried about passing the CNA certification exam? This course is designed for individuals preparing to take the CNA certification exam. Content will include a review of the NNAP written exam and nursing skills evaluation with experience in the classroom. Whether you want to get recertified or are preparing to take the test for the first time, this course will offer you the preparation and confidence you need to pass your exam. PLEASE NOTE: For questions about individual Eligibility Routes for Nurse Aide Application for Certification by Examination, visit the Virginia Board of Nursing at www.dhp.virginia.gov/nursing or call (804) 367-4515.

8 classes @ 3.5 hours each 2.8 CEU 33.6 CPE

3534-01 ALC M,Tu,W & Th 9:00 am - 12:30 pm 11/5-11/19 Frailing



CAREER TRAINING - PERSONAL CARE AIDE

3535 PERSONAL CARE AIDE

\$339 Senior Price \$263

The perfect stepping stone into the health care field! Following the curriculum from the Virginia Department of Medical Assistance Services, this course trains care professionals to take basic vital signs, safely move, bathe, dress, and provide basic care for clients. Individuals who complete the course will be eligible to provide care to Medicaid recipients and achieve a PCA Level 1 Certificate of Completion from the Adult Learning Center. PLEASE NOTE: Students cannot miss more than one class period during the course. Students will be required to wear health care uniforms to class and will be responsible for purchasing their own uniform by the second class meeting. Specific uniform information will be provided in your confirmation letter.

14 classes @ 3.5 hours each 4.9 CEU 58.8 CPE

3535-01 ALC M,Tu & Th 6:00-9:30 pm 9/4-10/4 Ross-Clemmons

3535-02 ALC M,Tu & W 9:00 am - 12:30 pm 10/1-10/30 Wheeler

3535-03 ALC M,Tu & W 9:00 am - 12:30 pm 1/7-2/6 Wheeler

CAREER TRAINING - CLINICAL MEDICAL ASSISTANT

NEW! 3536 CLINICAL MEDICAL ASSISTANT

\$2399

This program prepares medical assistant students to perform patient clinical skills in the medical office setting. Clinical procedures include administering medications, assisting with minor surgery, performing an electrocardiogram, obtaining laboratory specimens for testing, educating patients, and maintaining clinical equipment. After completing the course, students will be prepared to take the NHA Clinical Medical Assistant national certification exam. Upon completion of the 140 hour classroom requirement, students will be eligible to participate in a 160 hour clinical externship rotation. PLEASE NOTE: In addition to Tuesday and Thursday classes at the Renaissance Academy, students will meet four Saturdays from 9:00am-4:00pm September 4, October 20, November 17 and December 15, 2012. Saturday classes will be held at the Adult Learning Center - 4160 Virginia Beach Boulevard.

36 classes @ 3.89 hours each 14 CEU 168 CPE

3536-01 RA Tu,Th & S 6:00 - 9:30 pm 9/25-1/26 ALC Staff

AMERICAN HEART & OTHER EMERGENCY TRAINING

3537 MEDICAL CAREER BASIC LIFE SUPPORT CERTIFICATION

\$79

Get American Heart Association certification in Basic Life Support for Healthcare Providers. Instruction includes Adult and Child CPR, AED and CPR for Infants. BLS certification is required for many professionals, including personal trainers, nurses, and emergency medical personnel. AHA book included.

1 class @ 3.5 hours each 0.4 CEU 4.2 CPE

3537-01 ALC S 9:00 am - 12:30 pm 9/15 Henley

3537-02 ALC S 9:00 am - 12:30 pm 10/20 Henley

3537-03 ALC S 9:00 am - 12:30 pm 11/17 Henley

3537-04 ALC S 9:00 am - 12:30 pm 1/26 Henley

3538 MEDICAL CAREER HEARTSAVER FIRST AID

\$64

The American Heart Association Heartsaver First Aid Course teaches critical skills needed to respond to and manage an emergency in the first few minutes until emergency medical services (EMS) arrive. Learn how to treat bleeding, sprains, broken bones, shock, and respond to other first aid emergencies. You will receive a completion card valid for two years. AHA book included.

1 class @ 2.5 hours each 0.3 CEU 3 CPE

3538-01 ALC S 2:00 - 4:30 pm 9/15 Henley

3538-02 ALC S 2:00 - 4:30 pm 10/20 Henley

3538-03 ALC S 2:00 - 4:30 pm 11/17 Henley

3538-04 ALC S 2:00 - 4:30 pm 1/26 Henley



SCAN THIS CODE
to visit the ALC
Facebook page.

3539 MEDICAL CAREER HEARTSAVER BLOODBORNE PATHOGEN

\$46

The American Heart Association Heartsaver Bloodborne Pathogens Course is designed to meet Occupational Safety and Health Administration (OSHA) requirements for personnel in manufacturing, hospitality, health and fitness, childcare, security, and other industries where this training is required. Students will receive a certificate of completion. AHA book included.

1 class @ 1 hour each 0.1 CEU 1.2 CPE

3539-01 ALC S 1:00 - 2:00 pm 9/15 Henley

3539-02 ALC S 1:00 - 2:00 pm 10/20 Henley

3539-03 ALC S 1:00 - 2:00 pm 11/17 Henley

3539-04 ALC S 1:00 - 2:00 pm 1/26 Henley

NEW! 3542 PET FIRST AID AND DISASTER RESPONSE \$61

Are you prepared to help your pet during an accident or weather emergency? This unique course covers common health and safety issues, first aid, CPR basics, and disaster planning steps for pets and other animals. Ideal for pet owners, pet care givers, disaster aid volunteers, veterinarian technicians, animal shelter volunteers and animal grooming professionals.

1 class @ 3 hours each 0.3 CEU 3.6 CPE

3542-01 ALC F 1:00 - 4:00 pm 9/28 Henley

3542-02 ALC F 1:00 - 4:00 pm 12/7 Henley

NEW! 3543 ACLS PROVIDER \$256

This two-day ACLS (Advanced Cardio Life Support) Provider course prepares medical professionals to treat adult victims of cardiac arrest or other cardiopulmonary emergencies.

Emphasis will be on high-quality CPR with advanced cardiovascular life support interventions and effective team interaction during resuscitation.

2 classes @ 8 hours each 1.6 CEU 19.2 CPE

3543-01 ALC F & S 8:00 am - 4:00 pm 9/14-9/15 ALC Staff

3543-02 ALC F & S 8:00 am - 4:00 pm 12/14-12/15 ALC Staff



MONEY

3004 ABC'S OF INVESTING

\$68

Break down the myths of investing including CDs, municipal government and corporate bonds, mutual funds, stocks, and retirement planning tools. Learn to assess your current financial situation, set financial goals, and develop an investment plan to meet your goals.

3 classes @ 2 hours each 0.6 CEU 7.2 CPE

3004-01 RA Th 6:30 - 8:30 pm 9/20-10/4 Ely

3004-02 RA Tu 6:30 - 8:30 pm 11/27-12/11 Ely

3005 PREPARING YOUR ESTATE PLAN

\$35

Investigate the basic steps of estate planning. Course will cover wills, trusts, life insurance, and tax information. An attorney will be present.

2 classes @ 2 hours each 0.4 CEU 4.8 CPE

3005-01 RA Tu 7:00 - 9:00 pm 9/11-9/18 Cole

3005-02 FC Tu 7:00 - 9:00 pm 1/8-1/15 Cole

3006 TAKE STOCK IN THE MARKET

\$32

Become one of the select few who understand the basics of the stock market! Learn how to own stock, earn money by investing, and the basics of the Standard & Poor's Index and Dow Jones Industrial Average.

1 class @ 2 hours each 0.2 CEU 2.4 CPE

3006-01 FC Tu 7:00 - 9:00 pm 10/18 Cole

3006-02 RA Th 7:00 - 9:00 pm 1/3 Cole

3007 KNOW YOUR RETIREMENT MONEY

\$44 Senior Price \$35

Learn what you need to know BEFORE you decide to retire! Learn about investing including CDs, bonds, mutual funds, stocks, and other retirement planning tools. Assess your current financial situation, set financial goals and develop an investment plan. If you want to retire someday, YOU have to make it happen.

3 classes @ 2 hours each 0.6 CEU 7.2 CPE

3007-01 RA Tu 6:00 - 8:00 pm 10/2-10/16 Robbins

3007-02 RA Tu 6:00 - 8:00 pm 1/15-1/29 Robbins

3009 CHOOSE THE RIGHT MORTGAGE

\$36 Senior Price \$29

Here's a really smart move - save money BEFORE you purchase or refinance! Learn the different finance options and which is best for you. Mortgage guidelines and programs are constantly changing, so keep up and stay smart!

2 classes @ 2.5 hours each 0.5 CEU 6 CPE

3009-01 RA Tu 6:30 - 9:00 pm 10/2-10/9 Scott

3009-02 RA Th 6:30 - 9:00 pm 1/17-1/24 Scott



**SCAN THIS CODE
to visit the ALC
website.**



3010 REVERSE MORTGAGE - SEPARATE FACT FROM FICTION

\$26

Join this course for down-to-earth explanations about the basics of reverse mortgages. Separate myths from facts, review recent federal changes, and analyze the benefits of federally guaranteed reverse mortgages. If you already have a reverse mortgage but have some questions, you are welcome to join in.

1 class @ 2 hours each 0.2 CEU 2.4 CPE

3010-01 ALC S 9:00 - 11:00 am 10/20 Wood

PHOTOGRAPHY

DIGITAL

2700 DIGITAL CAMERA FOR SENIORS

\$39

Are you comfortable using your digital camera? If you rarely or never use your digital camera, join us for hands-on experience that will help you understand the menu, become familiar with features, and learn the basics of operating your camera. PLEASE NOTE: Bring your camera, all cables and instruction book.

2 classes @ 3 hours each 0.6 CEU 7.2 CPE

2700-01 ALC F 8:30 - 11:30 am 9/21-9/28 McGrady

2700-02 ALC W 12:30 - 3:30 pm 10/10-10/17 McGrady

2700-03 ALC F 9:00 am - 12:00 pm 1/11-1/18 McGrady

2701 BETTER DIGITAL PHOTOS - SENIORS ONLY

\$54

What better way to learn to take great photos than with a group reviewing controls, settings, and good techniques? Better yet, apply all that on a field trip and use the last class to analyze and evaluate photos.

3 classes @ 3 hours each 0.9 CEU 10.8 CPE

2701-01 ALC W 12:30 - 3:30 pm 10/31-11/14 McGrady

2702 DIGITAL CAMERA - COMPACT - INTRODUCTION

\$31 Senior Price \$25

Start here if you haven't used your digital camera much or are afraid to start. This quick course covers all those buttons and positions while including essentials like exposure modes, lighting controls, flash, drive modes, printing and transferring images. PLEASE NOTE: Bring camera, all cables, extra batteries and instruction book to ALL classes.

2 classes @ 2 hours each 0.4 CEU 4.8 CPE

2702-01 RA Th 6:30 - 8:30 pm 9/13-9/20 Burrus

2702-02 RA Th 6:30 - 8:30 pm 10/18-10/25 Burrus





2703 DIGITAL SLR CAMERA - INTRODUCTION

\$31 Senior Price \$25

If your digital camera has interchangeable lenses, start with this course, not 2702. This introductory course will cover: exposure modes, photography foundations, the lens, lighting controls, flash, drive modes, printing and transferring images. PLEASE NOTE: Bring camera, all cables, extra batteries and instruction book to ALL classes.

2 classes @ 2 hours each 0.4 CEU 4.8 CPE

2703-01 RA Th 6:30 - 8:30 pm 10/4-10/11 Burrus

2703-02 RA Tu 6:30 - 8:30 pm 11/27-12/4 Burrus

2703-03 RA Th 6:30 - 8:30 pm 1/10-1/17 Burrus

IMPROVE YOUR SKILLS

2704 TAKE BETTER PHOTOS WITH YOUR POINT AND SHOOT

\$35 Senior Price \$29

Still unsure what all those dials and menus mean on your point and shoot camera and how to use them? Professional photographer Dee Akright will review procedures so you can take better photos right away. PREREQUISITE: Course 2702, 2703 or comfortable taking photos but want to improve photo quality. PLEASE NOTE: Bring your camera (with fresh battery) and camera manual.

2 classes @ 2 hours each 0.4 CEU 4.8 CPE

2704-01 RA Th 6:30 - 8:30 pm 11/1-11/8 Akright

2704-02 RA Th 6:30 - 8:30 pm 12/6-12/13 Akright

2705 PHOTOGRAPHY 101 - EXPOSURE

\$35 Senior Price \$29

To become a better photographer you need to understand photographic theory. Dee Akright professional photographer will help you apply theory and learn the fundamentals of proper exposure, the relationship between aperture, shutter speed, ISO, meters, readings, and give you tons of tips. PLEASE NOTE: Bring your camera (with fresh battery) and camera manual.

2 classes @ 2 hours each 0.4 CEU 4.8 CPE

2705-01 RA Tu 6:30 - 8:30 pm 11/13-11/20 Akright

2705-02 RA Tu & Th 6:30 - 8:30 pm 12/18-12/20 Akright

NEW! 2707 PORTRAIT PHOTOS

\$31 Senior Price \$25

Do you need a good portrait for your website, business presentation or advertisement, or of a loved one? Photographer Reginald Burrus will show you the rules so your digital camera can do its best job. No special equipment required!

2 classes @ 2 hours each 0.4 CEU 4.8 CPE

2707-01 RA Tu 6:30 - 8:30 pm 11/6-11/13 Burrus

2707-02 RA Tu 6:30 - 8:30 pm 12/11-12/18 Burrus

NEW! 2710 SETTING UP A HOME STUDIO

\$31 Senior Price \$25

Is your dream to become a professional photographer, but you lack the money to invest in a studio with lights and backdrops? Professional photographer Dee Akright will teach you how to set up a photography studio inside your home, on a budget. In this hands-on class, she will show you how to set up and use your own shooting space. Bring your cameras and be prepared to shoot. PLEASE NOTE: Your camera must have a hot shoe attachment for an external flash and manual capability. No pocket cameras please.

2 classes @ 2 hours each 0.4 CEU 4.8 CPE

2710-01 RA Th 6:30 - 8:30 pm 10/11-10/18 Akright

WRITING

4503 WRITE YOUR MEMOIR

\$99 Senior Price \$75

Everybody has a story and this course will help you put your own story down on paper. Whether you want to publish a book about your experiences or just create a keepsake for your family, you'll learn how to organize and write a personal or family memoir.

6 classes @ 2.5 hours each 1.5 CEU 18 CPE

4503-01 ALC M 6:00 - 8:30 pm 10/22-12/3 Harris



4506 GRAMMAR GOOFS AND PUNCTUATION PITFALLS

\$44 Senior Price \$35

Can a semi-colon make a difference? Have fun with punctuation! This great class is sure to improve your writing skills and help you zone in on those grammatical red flags that are often missed. Come prepared to have fun and you will leave ahead of the rest!

3 classes @ 2 hours each 0.6 CEU 7.2 CPE

4506-01 RA Th 7:00 - 9:00 pm 1/17-1/31 Harris

4510 HOW TO WRITE AND PUBLISH FOR CHILDREN AND TEENS

\$80 Senior Price \$61

Write for the children's book and magazine markets! Learn the techniques for writing and submitting picture books, middle grade and teen novels, and non-fiction. Taught by a published children's author, you'll share your work with peers and receive valuable feedback.

6 classes @ 2 hours each 1.2 CEU 14.4 CPE

4510-01 LKMS M 6:00 - 8:00 pm 10/1-11/5 Strauss

Online Course Catalog

Click on the link below to view online courses.

Adult Learning Center

www.ed2go.com/vbalc

Virginia Beach City Public Schools

Fall-Winter 2012-2013

Our online courses
are open to everyone!

expert
instructors



affordable
courses

24/7
access



convenient
for
everyone!



Learn from the
comfort of home!



I want to learn!

Online learning anytime, anywhere ... just a click away!

Flexible scheduling!

Online courses offer a flexible system that lets you log in 24/7 at your convenience to help you manage childcare and transportation costs.

Affordable courses!

Online classes are just \$105 a course and include twelve lessons over a six-week period—that's less than \$10 a class!

FREE pre-test!

Not sure if it's the right course for you? Each online course offers a FREE pre-test so you can evaluate your knowledge and find a course to build your skills!

Hundreds of topics!

Hundreds of different online courses cover topics that range from computer software to creative writing.

Online Classes
for Recertification

Flexible, convenient, and just
\$105 each at

www.ed2go.com/vbalc

Teachers and teaching assistants
can earn CEU credits through
online classes.

Consult your school advisor
to confirm eligibility.

Course
Fees Start
at Just
\$105

www.ed2go.com/vbalc

Instructor-Led Online Learning

Adult Basic Education (ABE)

This program enables students to improve reading, language, math skills, and prepare for the GED® exam. Students 18 and older who are not enrolled in private or public school are eligible to attend a placement evaluation and take the Test of Adult Basic Education (TABE). Students are placed in classes based on test scores. Register for classes throughout the semester.

To enter ABE/PRE-GED® and Fast Track GED® classes, attend a placement evaluation (\$5.00).



**FOR MORE INFORMATION,
CALL 757-648-6056**

*Transition to the workforce
or post-secondary education.
Interested? You may qualify
for assistance through OppInc.
Call 461-7537
or
visit www.opp-inc.org
Move forward.*

Fall-Winter 2012-2013 Schedule

PLACEMENT EVALUATION DATES			CLASS SCHEDULES	
August 28, 2012	Tuesday	12:30 pm	DAY	EVENING
August 29	Wednesday	4:30 pm	Adult Learning Center Monday - Thursday September 10 - May 21 8:29 am – 11:37 am 12:07 pm – 3:15 pm	Adult Learning Center Monday & Wednesday September 17 - May 15 6:30 pm– 9:00 pm Larkspur Middle School Monday & Wednesday September 17 - May 15 6:30 pm – 9:00 pm
August 30	Thursday	9:30 am		
September 26	Wednesday	10:00 am		
October 20	Saturday	9:00 am		
October 31	Wednesday	10:00 am		
November 28	Wednesday	10:00 am		
January 8, 2013	Tuesday	10:00 am		
COSTS				
PLACEMENT EVALUATION \$5.00			CLASSES	
			\$30.00 registration fee for Virginia Beach residents NON-RESIDENTS of Virginia Beach \$40.00/Month (Day) \$30.00/Month (Evening)	
ALL FEES ARE NON-REFUNDABLE				

What to know about the placement evaluation: Testing is administered on a first-come, first-served basis. (Maximum of 55 participants per test). A valid, current government-issued picture ID for proof of age and identity is required. Cost is only \$5.00.

Testing begins on time. No exceptions.



GED® Test Credential Information

Paul Palombo
GED Chief Examiner™
City of Virginia Beach



- ✓ The GED® exam provides an opportunity for adults 18 or older¹ who did not complete high school to earn an equivalency certificate which is recognized by many employers and colleges. ¹Cannot be enrolled in any high school.
- ✓ Prepare for the GED® exam with reading, language, math, and GED® classes at the Adult Learning Center. Placement evaluations and counseling are available to evaluate readiness. GED® practice tests and textbooks are available for purchase. (See OTHER FEES)
- ✓ To participate in the May GED® Recognition Ceremony attend a placement evaluation, ABE/GED® classes, and successfully complete the GED® exam.
- ✓ Prior to the test date you **MUST REGISTER** in person at the ALC with your payment and a valid, current government-issued picture ID. Complete the application forms and watch a mandatory video (30-45 minutes). You may pre-register online at www.GED123.org. Print the confirmation and bring to the ALC to complete the registration process.

✓ Office hours: Monday through Friday, 8:00 am–3:30 pm or Monday through Thursday, 6:00 pm–8:00 pm.



GED® Exam Schedule & Fees

Accommodations are available upon request.

Registration is required. Candidates must present a valid, current government-issued picture ID as proof of age.

GED® EXAM - COMPLETE SERIES - DATES & FEE \$58.00 first-time test-takers		GED® RETEST - DATES & FEE \$10.00 per test (\$8.00 additional for first time retest in Virginia)	
Monday & Tuesday 12:15 pm–4:30 pm	August 6 & 7	Social Studies Test Science Test Language Arts, Reading Test	Thursday Only August 2
Tuesday & Wednesday 12:15 pm–4:30 pm	September 4 & 5		Fridays Only September 7 October 5 November 2 December 7 January 4, 2013
Monday & Tuesday 12:15 pm–4:30 pm	October 1 & 2 November 5 & 6 December 3 & 4		
Wednesday & Thursday 12:15 pm–4:30 pm	January 2 & 3, 2013		
Saturday 7:45 am–4:30 pm	August 18 September 15 October 20 November 17 December 15 January 26, 2013	Mathematics Test Language Arts, Writing Test	Thursday Only August 9 Fridays Only September 14 October 12 November 9 December 14 January 11, 2013

OTHER FEES: Placement Evaluation \$5.00 (see schedule on page 31)
GED® practice tests \$10.00, GED® textbook \$21.00
Reschedule a test date \$15.00

Additional Transcript Request \$5.00 each From our website click the appropriate link: TRANSCRIPT - Tested in VIRGINIA BEACH TRANSCRIPT - Tested ELSEWHERE In Virginia	Additional Certificate Request \$10.00 each CERTIFICATE
--	---

Have you failed one or more of your GED® tests?

Do you need help with a particular subject?

Do you only have time to attend a minimum of two tutoring sessions?

If you answered **YES** to any question above, the Adult Learning Center can help!

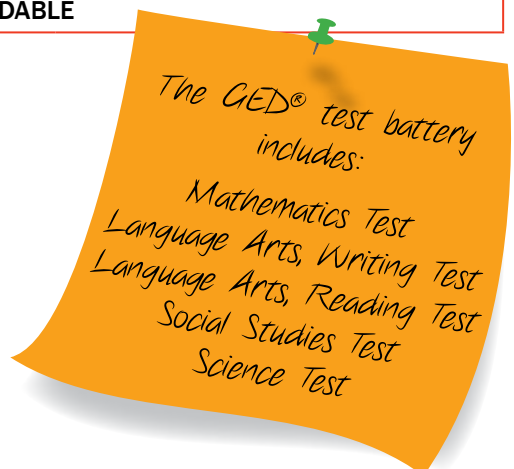


For help passing one or more of the GED® Tests try one of these options...

OPTION	LOCATION	ATTENDANCE DATES	COST
1. Study Group (Day or Evening)	Adult Learning Center	Once a week beginning in October	\$2.00 per session
2. ABE/GED® Classes (Day or Evening)	Adult Learning Center	Beginning in September	Virginia Beach Resident? One-time fee of \$30.00 Not a Virginia Beach resident? \$40.00 per month - DAY classes \$30.00 per month - EVENING classes

Math students will take a 25-minute assessment which will help refer you to the appropriate course.

ALL FEES ARE NON-REFUNDABLE



Move forward.

English for Speakers of Other Languages (ESOL)

ESOL classes are available for adult non-native speakers of English who are residents or visitors in the United States. The program consists of five levels of reading, writing, speaking, and listening in sessions held daily and bi-weekly in the evening. All levels are welcome. New students must come to one of the interview/registration 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/registration.

ESOL

Adult Learning Center Fall - Winter 2012 - 2013 www.alc.vbschools.com



Improve your English.
Move forward.

The Adult Learning Center does not provide childcare or transportation.



Fall - Winter 2012 - 2013 Schedule

Interviews are held at the Adult Learning Center at 4160 Virginia Beach Blvd. (next to the Meyera E. Oberndorf Central Library). Register and interview at the same time. No appointment is necessary.

INTERVIEW DATES

August 21, 2012	Tuesday	8:30 am
August 23	Thursday	5:45 pm
August 28	Tuesday	8:30 am
October 23	Tuesday	8:30 am
October 25	Thursday	5:45 pm
November 27	Tuesday	8:30 am
November 29	Thursday	5:45 pm
January 29, 2013	Tuesday	8:30 am

CLASS SCHEDULES

DAY	EVENING
Adult Learning Center Monday - Friday September 10 - May 21 8:30 am - 11:00 am 11:30 am - 2:00 pm	Adult Learning Center Tuesday & Thursday September 13 - May 14 6:30 pm - 9:00 pm Larkspur Middle School Monday & Wednesday September 12 - May 15 6:30 pm - 9:00 pm

COSTS FOR CLASSES

\$30.00 registration fee for residents of Virginia Beach who are also citizens or permanent residents

NON-IMMIGRANTS (passport holders)	NON-RESIDENTS (live in other cities)
\$40.00/Month (Day)	\$40.00/Month (Day)
\$30.00/Month (Evening)	\$30.00/Month (Evening)

Students who live in other cities and hold passports must pay both fees each month.

Textbooks = \$15.00 to \$50.00 depending upon class level.

ALL FEES ARE NON-REFUNDABLE

**FOR MORE INFORMATION,
CALL 757-648-6057**

Office Hours and Community Education Registration

4160 Virginia Beach Boulevard Virginia Beach, VA 23452

757-648-6050

***Office Hours: 8:00 am-4:00 pm, Monday-Friday & 6:00 pm-8:00 pm, Monday-Thursday evenings**

Walk-in registrations accepted daily Monday through Friday, 8:00 am - 3:30 pm and evenings Monday through Thursday, 6:00 pm - 8:00 pm. Payment is due at registration. We accept Visa, Mastercard, checks, cash, and money orders. We do not conduct business transactions, including registration, over the phone.



FOUR EASY WAYS TO REGISTER

✓ Online at www.alc.vbschools.com

From our homepage follow the online registration link any time of the day or night - Visa or MasterCard required.

✓ In Person

Visit our office at the Adult Learning Center.

✓ By Fax

Fax registration and Visa or MasterCard information to 757-306-0999.

✓ By Mail

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

Community Education classes are open to adults 18 and older who are not enrolled in public or private high school.

*** Summer Hours** The Adult Learning Center is closed Fridays during June, July, and August. Summer evening hours are limited, please call to verify.

Holidays Classes will not be held September 3, November 12, November 22 & 23, December 24, 2012 through January 1, 2013, January 21, and February 18.

School Closings Notices of delay or closure for Virginia Beach City Public Schools includes the Adult Learning Center and all of its satellite locations. Announcements will on radio and TV, online at www.vbschools.com or call the 24-hour Beach-Line at 263-1000.

Tuition Assistance Individuals receiving tuition assistance from an employer must submit forms at the time of registration. A \$10.00 processing fee is charged per billing.

Continuing Education Unit (CEU) Old Dominion University awards one CEU for every ten hours of class time. A \$20.00 processing fee is charged per course.

Continuing Professional Education (CPE) CPE points are awarded to accountants for each 50 minutes of class time.

Certificates A certificate of completion is available for all courses upon request. Allow two weeks for processing and pick up at the Adult Learning Center or receive by email.

Waiting List If a class fills, you will be contacted and offered other available dates or placed on a waiting list.

Senior Discount Seniors 60 and older are eligible for a discount on courses which indicate "Senior Price". To verify senior status and qualify for the discount on applicable courses, be sure to include your birth date on your registration form.

Confirmations Course confirmations are mailed or emailed and MAY contain additional information about your course.

Cancellations We reserve the right to cancel any course due to insufficient enrollment. If a course is cancelled, you will be notified by phone or email and issued a full refund. Please include an email address and a local phone number on your registration form.

Withdrawals/Transfers and Refunds If you must withdraw or transfer from a course or section, a written request must be received five business days BEFORE the class start date, or it will not be considered. NO REFUNDS will be issued once a course has started. A \$15.00 processing fee will be assessed for any transfer or withdrawal. Refunds are issued within two weeks.

A		D		I	
ABC'S OF INVESTING	28	DENTAL ASSISTANT	25	IMPORTANT BASICS	12
ACCESS 2010 - LEVEL 1 STREAMLINED	16	DIGITAL	28	IMPORTANT INFORMATION	35
ACCESS 2010 - LEVEL 2 STREAMLINED	16	DIGITAL CAMERA -		IMPROVE YOUR SKILLS	29
ACLS PROVIDER	27	COMPACT - INTRODUCTION	28	INTERNET	12
ADULT BASIC EDUCATION (ABE)	31	DIGITAL CAMERA FOR SENIORS	28	INTRO TO STAND-UP COMEDY	18
ADVANCED GRANT BUDGETS & NARRATIVES ..	11	DIGITAL SLR CAMERA - INTRODUCTION	29	INTRODUCTION TO GRANT	
ADVANCED PC STUDIES	14	DISCOVER YOUR GENIUS	20	WRITING FOR NON-PROFITS	11
ALGEBRA WORKSHOP	23	DRAWING & PAINTING	8	IPHONE POWER USER	11
ALTERNATIVES TO CABLE TV & PHONE LINES ..	12			ITALIAN 1	22
ALZHEIMER'S: NATURAL PREVENTION	20	E		ITALIAN 2	22
AMERICAN HEART AND		EBAY 101	10	ITALIAN IN A DAY	22
OTHER EMERGENCY TRAINING	27	ED2GO	30		
ANALYZING WEBSITES	15	EKG TECHNICIAN	25	J	
APPLE	11	ENGLISH AS A SECOND LANGUAGE (ESOL) ...	34	JAPANESE IN A DAY	23
APPLE TO APPLE - MAC TO MAC	11	ESSENTIAL MEDICAL OFFICE SKILLS	24	JEWELRY MAKING	17
ART	8	EXCEL 2010 - LEVEL 1 STREAMLINED	16	JOB SEARCH & CAREERS	20
AUTUMN LEAVES ONE DAY WATERCOLOR	8	EXCEL 2010 - LEVEL 2 STREAMLINED	16	JOB SEARCHING ON THE WEB	20
		EXCEL 2010 ESSENTIALS 1 AND 2	14	JOB SKILLS & SOFTWARE	14
B		EXPRESS PHARMACY			
BASIC DRAWING 1	8	TECHNICIAN CERTIFICATION	24	K	
BASIC LIFE SUPPORT CERTIFICATION	25			KEEPING UP WITH	
BASIC PC MAINTENANCE	14	F		YOUR PC - SHORT & SIMPLE	14
BASIC RUSSIAN	22	FACEBOOK	12	KEYBOARDING SKILLS	14
BEAUTIFUL BEADING ONE DAY WORKSHOP	17	FACEBOOK OVERVIEW	12	KNOW YOUR RETIREMENT MONEY	28
BEGINNER FRENCH	21	FACEBOOK SECURITY	12		
BEGINNER GREEK	22	FENG SHUI	17	L	
BEGINNER GUITAR	18	FITNESS & TRAINING	19	LANGUAGE IN A DAY	22
BEGINNER OIL PAINTING	9	FONDANT FUN	17	LANGUAGES	21
BETTER DIGITAL PHOTOS - SENIORS ONLY	28	FOUNDATIONS OF MEDICAL TERMINOLOGY	24	LEARN ABOUT FENG SHUI	17
BLOGGING 101	10	FOUNDATIONS OF WEB DESIGN 1	15	LET'S GET SOCIAL!	10
BOOKKEEPING	15	FOUNDATIONS OF WEB DESIGN 2	15	LICENSED PRACTICAL NURSING (LPN)	7
BOOST YOUR BRAIN POWER!	20	FRENCH IN A DAY	23	LINKEDIN - WHAT, WHY AND HOW	11
BUSINESS & MARKETING	9	FROM FLAB TO FAB	20		
BUSINESS SKILLS	9	FUN THINGS TO DO	17	M	
				MAKE MONEY BLOGGING	10
C		G		MAKE MONEY MARKETING WITH FACEBOOK	11
CAREER TRAINING -		GED® EXTRA HELP	33	MAKE MONEY PUBLISHING ONLINE TODAY!	10
CLINICAL MEDICAL ASSISTANT	27	GED® TEST CREDENTIAL INFORMATION	32	MANAGE TYPE 2 DIABETES NATURALLY	20
CAREER TRAINING -		GENEALOGY - ADVANCED	17	MARKETING TECHNOLOGY	10
CNA CERTIFICATION PREP	26	GENEALOGY - GETTING STARTED	17	MATH	23
CAREER TRAINING - DENTAL ASSISTANT	25	GENEALOGY - INTERMEDIATE	17	MEDICAL	23
CAREER TRAINING - EKG TECHNICIAN	25	GENEALOGY	17	MEDICAL BILLING AND CODING	26
CAREER TRAINING - MEDICAL		GENTLE YOGA ONE	19	MEDICAL CAREER BASIC	
ADMINISTRATIVE ASSISTANT	24	GENTLE YOGA TWO	19	LIFE SUPPORT CERTIFICATION	27
CAREER TRAINING -		GET AN ILIFE!	11	MEDICAL CAREER HEARTSAVER	
MEDICAL BILLING & CODING	26	GETTING STARTED FOR		BLOODBORNE PATHOGEN	27
CAREER TRAINING - PERSONAL CARE AIDE	26	NON-SENIORS (COMPUTER)	12	MEDICAL CAREER HEARTSAVER FIRST AID	27
CAREER TRAINING - PHARMACY TECH	23	GETTING STARTED FOR		MEDICAL OFFICE SIMULATION	24
CAREER TRAINING -		SENIORS 60+ (COMPUTER)	13	MONEY	28
PHYSICAL THERAPY AIDE	26	GRAMMAR GOOFS AND		MORE BASIC RUSSIAN	22
CAREER TRAINING PROGRAMS	4	PUNCTUATION PITFALLS	29	MS PUBLISHER 2010 BASICS	16
CHOOSE THE RIGHT MORTGAGE	28	GRANT WRITING	11		
CIVIL SERVICE	20			N	
CIVIL SERVICE JOBS FOR NON-VETERANS	20	H		NEW BUSINESS BOOKKEEPING PREP	9
CLASS LOCATIONS & MAPS	38	HEALTH & FITNESS	19	NUTRITION	19
CLINICAL MEDICAL ASSISTANT	27	HEARTSAVER BLOODBORNE		NUTS AND BOLTS MATH 1	23
CMAA EXAM REVIEW	25	PATHOGEN CERTIFICATION	25	NUTS AND BOLTS MATH 2	23
CNA CERTIFICATION PREP	26	HEARTSAVER CPR CERTIFICATION	25		
COLOMBIAN CRAFT DOUGH	17	HEARTSAVER FIRST AID	25	O	
COMMUNICATIONS	11	HOLIDAY CARDS IN WATERCOLOR	8	OFFICE 2010 STREAMLINED	14
COMMUNITY EDUCATION	3	HOLISTIC MANAGEMENT OF		ONENOTE 2010	15
COMPUTER BASICS ONE	13	DISGESTIVE DISORDERS	20	ONE-ON-ONE ACING THE INTERVIEW	21
COMPUTER BASICS TWO	13	HOW TO WRITE AND PUBLISH		ONE-ON-ONE CIVIL SERVICE	
COMPUTER PROGRAMS & APPLICATIONS ...	16	FOR CHILDREN AND TEENS	29	JOBS FOR NON-VETERANS	20
COMPUTERS	11			ONE-ON-ONE CIVIL SERVICE	
CROCHET TODAY!	18			JOBS FOR VETERANS	21
				ONE-ON-ONE LANGUAGE TUTORING	21

ONE-ON-ONE LIFE COACH	9	POWERPOINT VITALS AND EXTRAS	16	SURVIVAL SKILLS FOR SMALL BUSINESS	9
ONE-ON-ONE MATH	23	PREPARING YOUR ESTATE PLAN	28		
ONE-ON-ONE OUTSTANDING CUSTOMER SERVICE	21			T	
ONE-ON-ONE PERSONAL COACHING FOR PUBLIC SPEAKING	11	Q		TAKE BETTER PHOTOS WITH YOUR POINT AND SHOOT	29
ONE-ON-ONE PERSONAL TRAINING	19	QUICK PREP FOR OFFICE 2010	14	TAKE STOCK IN THE MARKET	28
ONE-ON-ONE RÉSUMÉ AND JOB SEARCH	21	QUICKBOOKS 2012 ADVANCED	15	THE COMEDY COACH WORKSHOP	18
ONE-ON-ONE SEWING PROJECTS	18	QUICKBOOKS PRO 2012	15	THEY SAID THE IPAD WAS EASY	11
ONE-ON-ONE TALENT AND GOAL ALIGNMENT	9			U	
ONLINE LEARNING	30	R		UNDERSTANDING THE MIDDLE EAST	18
OPERATING SYSTEM & MAINTENANCE	14	READY, SET, HIRE!	21	USE MOBILE MARKETING TO MAKE MONEY TODAY	10
OUTLOOK 2010 - ESSENTIALS	15	REGISTRATION FORM	39		
OUTLOOK/ONENOTE	15	REGISTRATION INFORMATION	39	V	
		REVERSE MORTGAGE - SEPARATE FACT FROM FICTION	28	VIDEO MARKETING	10
P		REVERSE THE AGING PROCESS	20		
PERFORMING ARTS	18	RUSSIAN IN A DAY	22	W	
PERSONAL CARE AIDE	26			WATERCOLOR 1	8
PERSONAL FENG SHUI	17	S		WATERCOLOR 2	8
PERSONAL FITNESS TRAINER - NATIONAL CERTIFICATION THROUGH WORLD INSTRUCTOR TRAINING SCHOOLS	19	SENIOR INSTITUTE 101	12	WATERCOLOR 3	8
PERSONAL NUTRITION COACH	19	SENIOR INSTITUTE 202	13	WATERCOLOR PENCILS AND CRAYONS	8
PET FIRST AID AND DISASTER RESPONSE	27	SENIOR INSTITUTE 303	13	WATERCOLOR WEEKENDER	8
PHARMACY BOARDS EXAM CRAM	23	SETTING UP A HOME STUDIO	29	WATERCOLOR: FROM DRAWING TO PAINTING ..	8
PHARMACY TECH 1	23	SEWING & CROCHET	18	WEB DESIGN	15
PHARMACY TECH 1 MATH REVIEW	24	SEWING BEYOND THE BASICS	18	WINDOWS 7 ESSENTIALS	14
PHARMACY TECH 1 STUDY SUPPORT	24	SEWING FOR THE BEGINNER	18	WIRE JEWELRY MAKING	17
PHARMACY TECH 2	24	SNOW-COVERED HOME ONE DAY WATERCOLOR	8	WIRE JEWELRY ONE DAY WORKSHOP	17
PHARMACY TECH 2 MATH REVIEW	24	SO YOU THINK YOU CAN SEARCH ON THE INTERNET	12	WORD 2010 ESSENTIALS 1 AND 2	14
PHARMACY TECH 2 STUDY SUPPORT	24	SPANISH 1	22	WORLD INTEREST	18
PHOTO EDITING	16	SPANISH 2	22	WRITE YOUR MEMOIR	29
PHOTO ORGANIZER	16	SPANISH IN A DAY	22	WRITING	29
PHOTOGRAPHY	28	STAINED GLASS	9		
PHOTOGRAPHY 101 - EXPOSURE	29	STAINED GLASS MOSAIC ART FORMS	9	Y	
PHOTOSHOP ELEMENTS 10.0 - LEVEL 1	16	STARTING A BUSINESS 101	9	YOU'RE ON THE AIR: HOW TO REALLY MAKE IT IN VOICEOVERS	18
PHOTOSHOP ELEMENTS 10.0 - LEVEL 2	16	STAY IN BUSINESS BY DOING IT RIGHT	9		
PHYSICAL THERAPY AIDE	26	STAY SHARP NATURALLY!	19	Z	
PORTRAIT PHOTOS	29	STORING ON THE NET - ALTERNATIVES AND PITFALLS	12	ZUMBA	19



www.vbschools.com

your virtual link to Virginia Beach City Public Schools,
Hampton Roads' largest school system

Virginia Beach City Public School Board Members

Dr. James G. Merrill, Superintendent

Mr. Daniel D. "Dan" Edwards
Chairman
District 1 - Centerville

Mr. William J. "Bill" Brunke, IV
Vice Chairman
District 7 - Princess Anne

Dr. Todd C. Davidson
At-Large

Mrs. Emma L. "Em" Davis
District 5 - Lynnhaven

Ms. Dottie Holtz
At-Large

Mr. Brent N. McKenzie
District 3 - Rose Hall

Mrs. Ashley K. McLeod
At-Large

Mr. Sam Reid
District 6 - Beach

Mr. Patrick S. Salyer
District 2 - Kempsville

Mr. D. Scott Seery
At-Large

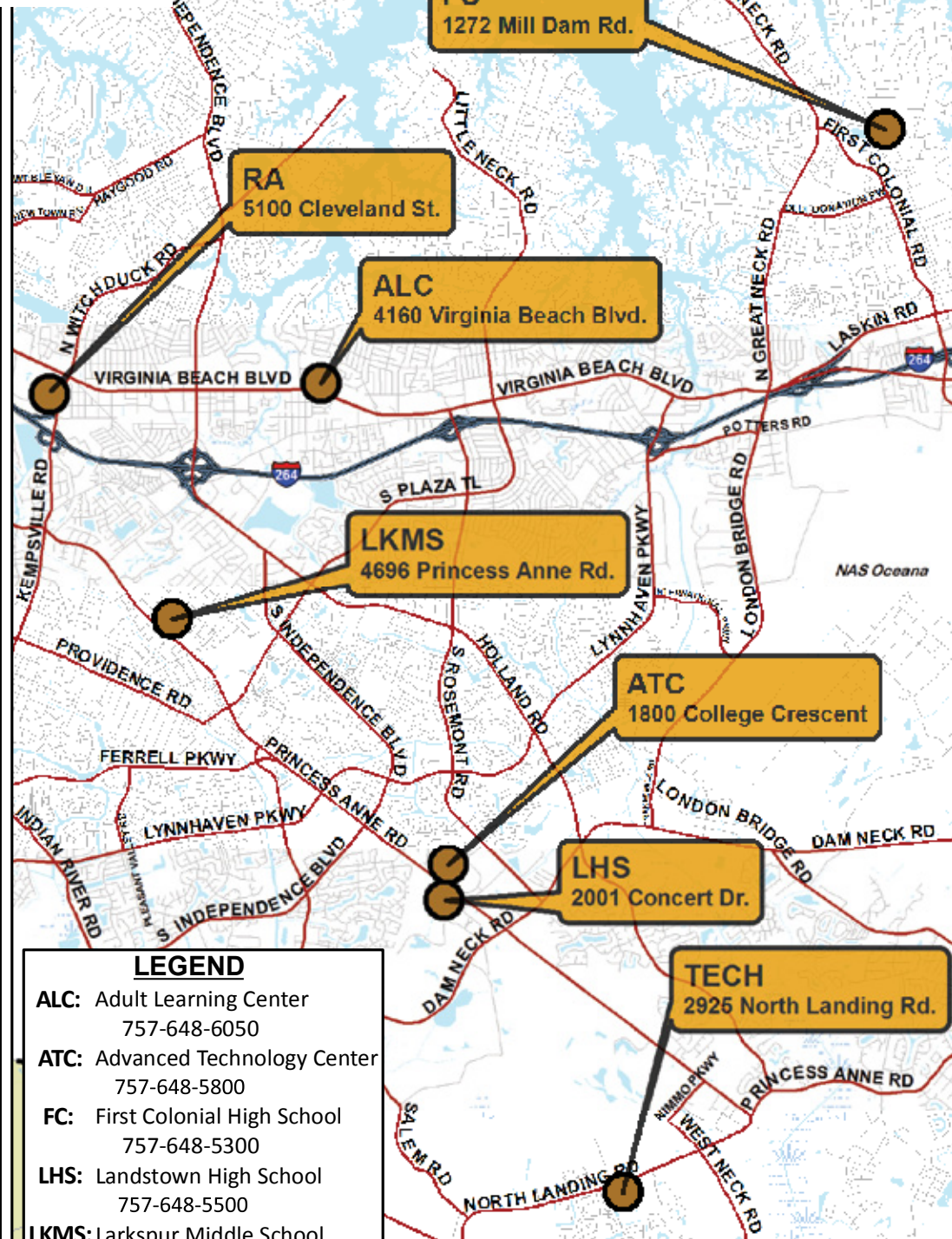
Mrs. Carolyn D. Weems
District 4 - Bayside



IRGINIA BEACH CITY PUBLIC SCHOOLS
AHEAD OF THE CURVE



**SCAN THIS CODE
to find ALC course
locations.**



LEGEND

- ALC:** Adult Learning Center
757-648-6050
- ATC:** Advanced Technology Center
757-648-5800
- FC:** First Colonial High School
757-648-5300
- LHS:** Landstown High School
757-648-5500
- LKMS:** Larkspur Middle School
757-648-4800
- RA:** Renaissance Academy
757-648-6000
- TECH:** Tech & Career Educ Center
757-648-5850



VIRGINIA BEACH CITY PUBLIC SCHOOLS

ALC CLASS LOCATIONS

0 0.25 0.5 1 1.5 2 Miles

Prepared by: Office of Demographics and Planning, May 2010

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

DAY PHONE _____

EVENING PHONE _____

CELL PHONE _____

Your registration should include a local telephone number.

COURSE NUMBER	COURSE TITLE	START DATE	START TIME	LOCATION	FEE
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Additional \$12.00 per course for non-Virginia Beach Residents _____

TOTAL _____

PAYMENT METHOD: ☐ CASH - Bills over \$50.00 not accepted

☐

CHECK - Make payable to ALC

☐

MONEY ORDER

☐

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)



VIRGINIA BEACH CITY PUBLIC SCHOOLS
AHEAD OF THE CURVE

WITHDRAWAL/TRANSFER AND REFUND POLICY

Your satisfaction is very important to us; however, decisions to hold a course are based upon sufficient enrollment to underwrite the cost of instruction. You will receive a full refund if we must cancel a course due to insufficient enrollment. If you must withdraw or transfer from a course or section, your WRITTEN request must be received FIVE BUSINESS DAYS BEFORE the class start date, or it will not be considered. NO REFUNDS will be issued once a course has started. A \$15.00 processing fee will be assessed for any transfer or withdrawal. Refunds are issued within two weeks.

OFFICE USE ONLY

Office Receipt Number _____ Amount Paid _____ Initials _____ Date _____

Check ____ Credit Card ____ Cash ____ Money Order ____ Bookkeeper Receipt Number _____

Community Education

Adult Basic Education (ABE)

GED® Test Credential Information

English for Speakers of Other Languages (ESOL)

Medical Career Training Programs

Next Catalog January 3, 2013



VIRGINIA BEACH CITY PUBLIC SCHOOLS
AHEAD OF THE CURVE



Move forward.

757-648-6050

4160 Virginia Beach Boulevard, Virginia Beach, VA 23452