



Move forward.

Art • Business • CPR • Fitness • GED® Prep • Languages • Medical • Technology



Adult Learning Center



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.

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Check out our Facebook page for the latest ALC happenings!

Adult Learning Center -
Virginia Beach City Public Schools

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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.

DIALYSIS TECHNICIAN

NEW! Online Training at Health Ed Today!

This Dialysis Technician Program provides students with the knowledge and skills needed to perform the duties required of dialysis technicians. This course covers specific procedures to operate kidney dialysis machines and preparation of the dialyzer, reprocessing and delivery systems. Students learn skills to monitor and record a patient's vital signs, the process for a dialysis team's administration of local anesthetics and drugs as needed.

E-learning courses include 24 hour a day instructor support, course mentors, engaging labs, videos, textbooks and workbooks. **Program also includes an optional clinical externship at a local healthcare provider!**

Visit www.healthedtoday.com/AdultLearning to view a course demo or call **1-888-574-6218** to learn more about this program.

Estimated cost: \$1299



MEDICATION AIDE

View brochure online at www.alc.vbschools.com

The Medication Aide training program is a Virginia Board of Nursing approved curriculum for individuals who want to work in assisted living facilities. Students are taught the skills needed to perform medication administration. Successful completion of this course, which includes clinical hours, will qualify students to take the State Board exam for Registered Medication Aides in the state of Virginia.

Registered Medication Aides may assist in the administration of oral medications, inhalers, ear drops, eye drops, skin patches, blood sugar checks, and insulin injections in Assisted Living Facilities, Adult Day Care Centers, and Group Home Settings.

This course is designed for students who have completed PCA, CNA or Home Health Aide training. Perfect for expanding your healthcare skill set.

Estimated cost: \$490 **Estimated hours: 72**
See course description on page 27.

The Virginia Beach City Public Schools prohibits discrimination on the basis of race, color, religion, sex, ethnicity, national origin, age, disability, pregnancy and childbirth, or marital status. School Board policies and supporting regulation (Policies 2-33, 4-4, 5-7, and 6-7 and Regulation 5-44.1) provide equal access to courses, programs, counseling services, physical education and athletics, vocational education, instructional materials, and extracurricular activities. Violations of these policies should be reported to the Director of Student Leadership at 263-2020 or the Assistant Superintendent of Human Resources at 263-1133.

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CLINICAL MEDICAL ASSISTANT

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. After passing 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

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 27.

Personal Care Aide Level 2

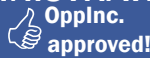
American Heart Association Heartsaver courses are often required by healthcare employers. Students who complete Medical Career First Aid, BLS, and Bloodborne Pathogen certifications will receive a PCA Level 2 Certificate.

Estimated cost: \$190 **Estimated hours: 7**
See course descriptions on pages 27 and 28.



Financial aid may be available through OppInc. for selected programs. Call 461-7537 or visit www.opp-inc.org for eligibility information. The Adult Learning Center is a partner with the Hampton Roads' Workforce Development System.

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 page 24.

EKG TECHNICIAN

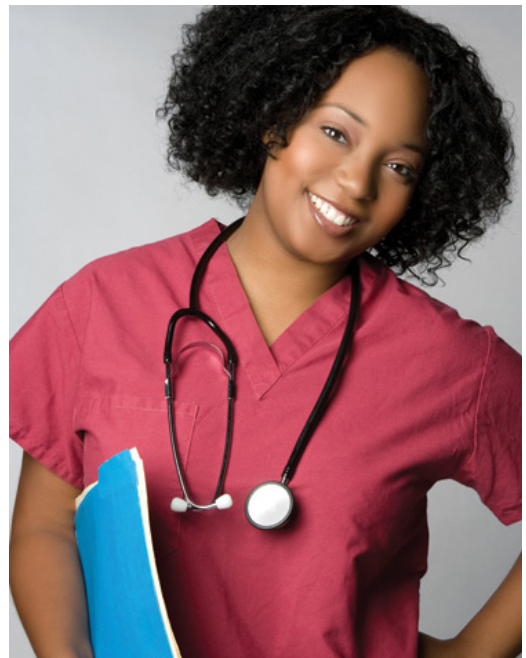


View brochure online at www.alc.vbschools.com

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 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.



Move forward.

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.



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.



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. After passing the course, students will be eligible for a 60 hour externship.

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

Estimated cost: \$1200

Estimated hours: 60 + 60 hour externship

See course description on page 26.



All Adult Learning Center programs are open to adults 18 and older who are not enrolled in public or private high school.

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. Visit the nursing program's online catalog at http://www.techcenter.vbschools.com/nursing_ex.html or at <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 fees, entrance requirements, and school policies and regulations is subject to change as need dictates.

Community Education



Brush up on business skills, earn certification, get tech savvy, experience the arts, discover classes just for 60 & older, focus on fitness!

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 hrs ea 1.5 CEU 18 CPE

2103-01 LKMS M 6:00 - 8:30pm 2/4-3/18 Wertheimer

2103-02 LKMS M 6:00 - 8:30pm 4/15-5/20 Wertheimer

NEW! 2104 JOY OF PAINTING

\$99 Senior Price \$75

Students will experience the joy of painting in acrylics or watercolor. Creative approach to textures and color, along with composition will be taught. Bring all supplies to the first class. PLEASE NOTE: Supply list available online at www.alc.vbschools.com.

5 classes @ 3 hrs ea 1.5 CEU 18 CPE

2104-01 LKMS W 6:00 - 9:00pm 2/13-3/13 Wertheimer

2104-02 LKMS W 6:00 - 9:00pm 4/17-5/15 Wertheimer

NEW! 2110 ORIENTAL BRUSH PAINTING: BACK TO BASICS

\$70 Senior Price \$54

Come join the fun - beginners and advanced students alike. First time students will learn the graceful and spontaneous strokes of Oriental brush painting. Experienced brush painters will focus on brushwork and color in capturing the Four Gentlemen: Orchid, Plum Blossom, Bamboo and Chrysanthemum. Experienced painters bring usual supplies. Beginners will work in ink and should bring an 11 x 14 newsprint pad. All supplies and materials will be provided.

4 classes @ 2.5 hrs ea 1 CEU 12 CPE

2110-01 ALC Th 9:30am - 12:00pm 2/7-2/28 Nicholas



2122 BEGINNER WATERCOLOR 1

\$80 Senior Price \$61

Discover watercolor painting! We will review the use of water, the basics of value and the mixing of colors in a relaxed setting. PLEASE NOTE: Supply list available online at www.alc.vbschools.com.

4 classes @ 3 hrs ea 1.2 CEU 14.4 CPE

2122-01 ALC F 10:00am - 1:00pm 2/8-3/1 Staicer

2123 BEGINNER WATERCOLOR 2

\$80 Senior Price \$61

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

4 classes @ 3 hrs ea 1.2 CEU 14.4 CPE

2123-01 ALC F 10:00am - 1:00pm 3/22-4/19 Staicer

2124 BEGINNER WATERCOLOR 3

\$80 Senior Price \$61

Expand your horizons with new, exciting watercolor techniques and ways to express yourself. 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.

4 classes @ 3 hrs ea 1.2 CEU 14.4 CPE

2124-01 ALC F 10:00am - 1:00pm 5/10-5/31 Staicer

STAINED GLASS

2140 STAINED GLASS MOSAIC ART FORMS

\$190 Senior Price \$143

Interested in hot glass, fusing or slumping? Always wanted to make a traditional stained glass window or wallhanging? Create simple or complex stained glass projects, including large and small glasswork, plates, bowls, 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 hrs ea 3 CEU 36 CPE

2140-01 FC Tu 6:30 - 9:30pm 2/19-5/7 Gilliatt



SCAN to visit our website for the latest ALC happenings!

STARTING A BUSINESS

2230 STARTING A BUSINESS 101

\$35

Thinking of starting a business? 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. Expert guidance will help you get started!

2 classes @ 2 hrs ea 0.4 CEU 4.8 CPE

2230-01 RA Tu 6:00 - 8:00pm 4/30-5/7 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. Follow this course with New Business Bookkeeping Prep (2232).

2 classes @ 2 hrs ea 0.4 CEU 4.8 CPE

2231-01 RA Tu 6:00 - 8:00pm 5/28-6/4 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 hrs ea 0.4 CEU 4.8 CPE

2232-01 ALC M 12:30 - 2:30pm 3/11-3/18 McGrady

2232-02 ALC Th 6:30 - 8:30pm 3/21-3/28 McGrady

2232-03 ALC Tu 6:30 - 8:30pm 6/11-6/18 McGrady



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 hrs ea 0.3 CEU 3.6 CPE ALC Biondo



NEW! 2310 DEALING WITH DIFFICULT PEOPLE

\$28 Senior Price \$23

Do you know it's within your power to bring out the best in people? Join this course for powerful insights into communicating with difficult people. Learn creative strategies for dealing with and working with challenging personalities.

2 classes @ 1.5 hrs ea 0.3 CEU 3.6 CPE

2310-01 RA Tu & Th 7:00 - 8:30pm 2/12-2/14 Biondo

NEW! 2320 THE ART OF LISTENING

\$28 Senior Price \$23

Are you listening? The ability to concentrate on and understand the spoken word is a fine-tuned skill among high achievers! Improve your understanding of others and learn how becoming a better listener can change your life.

2 classes @ 1.5 hrs ea 0.3 CEU 3.6 CPE

2320-01 RA Tu & Th 7:00 - 8:30pm 2/26-2/28 Biondo

GRANT WRITING

2250 INTRO TO GRANT WRITING

\$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 hrs ea 0.6 CEU 7.2 CPE

2250-01 LKMS W 7:00 - 9:00pm 4/10-4/24 Harris

2251 ADVANCED GRANT BUDGETS & 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: Intro to Grant Writing or comparable experience.

4 classes @ 2 hrs ea 0.8 CEU 9.6 CPE

2251-01 LKMS W 7:00 - 9:00pm 5/8-5/29 Harris

BUSINESS TECHNOLOGY

NEW! 2240 MAKE MONEY ON EBAY TODAY!

\$61 Senior Price \$54
 Wondered what Ebay is and how to make money on it? E-commerce expert Ed Sykes will take you step-by-step through setting up your Ebay business. Start making money today! Learn what items sell well, the best prices, secrets on how to list your items to get the best offers, best time and day to drive potential buyers to your offerings, and how to get paid quickly.



2 classes @ 2.5 hrs ea 0.5 CEU 6 CPE
 2240-01 ATC Tu & Th 6:30 - 9:00pm 2/5-2/7 Sykes
 2240-02 ATC Tu & Th 6:30 - 9:00pm 6/25-6/27 Sykes

NEW! 2241 CREATE A POWERFUL BUSINESS BLOG

\$100 Senior Price \$84
 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 to set up your business blog. Learn how to sell your products, services, and books and the secrets that will drive traffic to your blog. Create a social media marketing machine.

4 classes @ 2.5 hrs ea 1 CEU 12 CPE
 2241-01 ATC Tu & Th 6:30 - 9:00pm 2/12-2/21 Sykes
 2241-02 ATC Tu & Th 6:30 - 9:00pm 4/30-5/9 Sykes

NEW! 2242 BUILD YOUR BUSINESS WITH SOCIAL MEDIA

\$61 Senior Price \$54
 Harness the power of social media. Use Facebook, Twitter, LinkedIn, YouTube, StumbleUpon, Digg, and your blog as a powerful marketing system to attract new customers to your products, ideas, causes, or services. Learn to combine various social media resources and secrets to social marketing time management. Make people want to spread the word about YOUR organization!

2 classes @ 2.5 hrs ea 0.5 CEU 6 CPE
 2242-01 ATC Tu & Th 6:30 - 9:00pm 2/26-2/28 Sykes
 2242-02 ATC Tu & Th 6:30 - 9:00pm 6/4-6/6 Sykes

NEW! 2243 SELL YOUR BUSINESS ON FACEBOOK

\$100 Senior Price \$84
 Use Facebook to spread the message about your product, service, idea, or cause, and make money. NPR social media expert Ed Sykes will show you how to "connect" with others so that you become an expert in your field. Learn how to use Facebook's timelines, lists, groups, Fanpage (business page), advertising features, and e-commerce features to create targeted customers to buy your products and services. Also learn the secrets to social marketing time management, so that you can maximize your marketing results. Learn how to setup your business page to create lead and sales generating content.

4 classes @ 2.5 hrs ea 1 CEU 12 CPE
 2243-01 ALC Tu & Th 6:30 - 9:00pm 3/5-3/14 Sykes
 2243-02 ALC Tu & Th 6:30 - 9:00pm 6/11-6/20 Sykes

NEW! 2244 USE VIDEO MARKETING TO SELL

\$100 Senior Price \$84
 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.

4 classes @ 2.5 hrs ea 1 CEU 12 CPE
 2244-01 ATC Tu & Th 6:30 - 9:00pm 3/19-3/28 Sykes
 2244-02 ATC Tu & Th 6:30 - 9:00pm 5/14-5/23 Sykes

NEW! 2245 MAKE MONEY PUBLISHING ONLINE TODAY

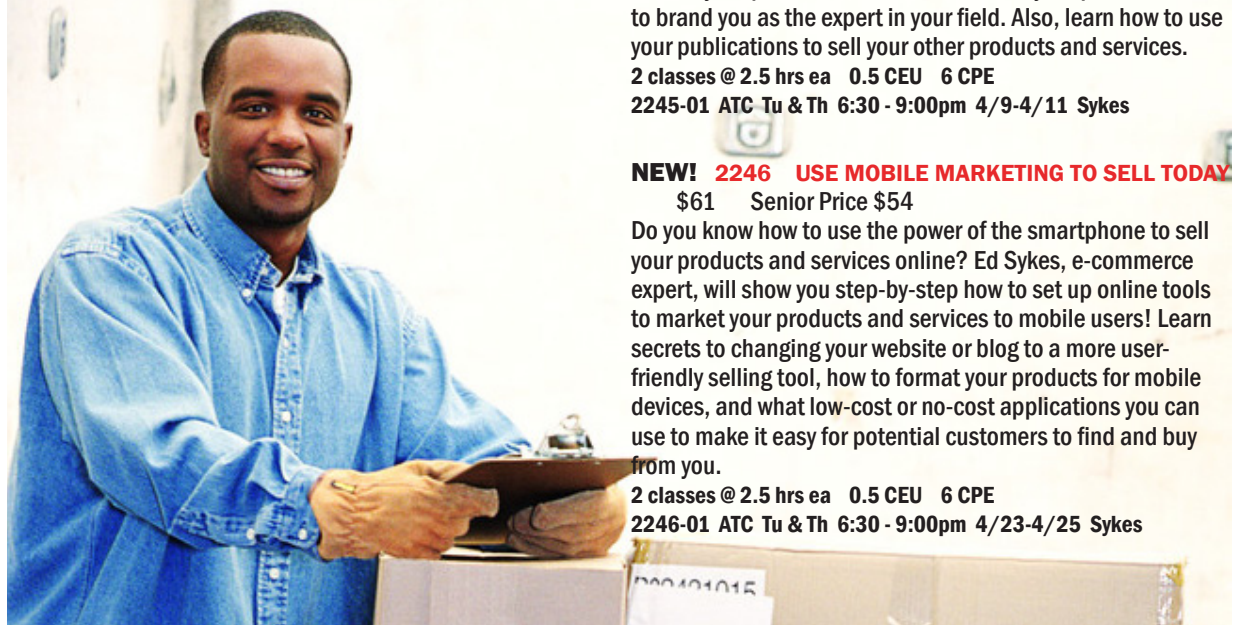
\$61 Senior Price \$54
 Do you want to know how to use the power of Amazon and other online book sellers to sell your ebooks, reports, and products online? E-commerce expert Ed Sykes will show you how to set up your Amazon digital publishing account. Start making money today selling your ebooks, reports, and other online products and services! Learn how to price your items, what publications sell well, little known secrets on how to market your publications, and how to use your publications to brand you as the expert in your field. Also, learn how to use your publications to sell your other products and services.

2 classes @ 2.5 hrs ea 0.5 CEU 6 CPE
 2245-01 ATC Tu & Th 6:30 - 9:00pm 4/9-4/11 Sykes

NEW! 2246 USE MOBILE MARKETING TO SELL TODAY

\$61 Senior Price \$54
 Do you know how to use the power of the smartphone to sell your products and services online? Ed Sykes, e-commerce expert, will show you step-by-step how to set up online tools to market your products and services to mobile users! Learn secrets to changing your website or blog to a more user-friendly selling tool, how to format 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 and buy from you.

2 classes @ 2.5 hrs ea 0.5 CEU 6 CPE
 2246-01 ATC Tu & Th 6:30 - 9:00pm 4/23-4/25 Sykes





APPLE, IPAD, IPHONE

NEW! 2694 MAC FOR BEGINNERS

\$138 Senior Price \$114

Want to find your way around a Mac computer? Not sure what you can do with the software that came with your Mac? Join us to learn Mac basics and the highlights of iTunes, iPhoto and iMovie. Let your Mac bring out your creativity!

5 classes @ 3 hrs ea 1.5 CEU 18 CPE

2694-01 ATC Tu 6:30 - 9:30pm 2/12-3/12 Delancey

2694-02 ATC Th 6:30 - 9:30pm 4/25-5/23 Delancey

2695 IPHONE POWER USER

\$28

The iPhone is more than just a fancy smartphone. Are you using it to the fullest? Spend a few hours making sure you know how to 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 hrs 0.2 CEU 2.4 CPE

2695-01 RA Tu 6:30 - 8:30pm 2/5 Pinto

2695-02 ALC S 9:00 - 11:00am 5/18 Pinto

2696 NEW IPAD - NOW WHAT?

\$36 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 @ 2.5 hrs ea 0.5 CEU 6 CPE

2696-01 RA Tu 6:00 - 8:30pm 2/12-2/19 Ryals

2696-02 RA Th 6:00 - 8:30pm 4/11-4/18 Ryals



COMPUTERS

NEW! 2697 WHAT'S ON MY IPAD: APPS AND ADVICE

\$31 Senior Price \$25

Feel overwhelmed when you see all those apps? Fun course that discusses popular apps and offers recommendations and best practices for their use.

2 classes @ 2 hrs ea 0.4 CEU 4.8 CPE

2697-01 RA Tu 6:00 - 8:00pm 3/5-3/12 Ryals

2697-02 RA Th 6:00 - 8:00pm 5/2-5/9 Ryals

NEW! 2698 EXTREME IPAD CUSTOMIZATION

\$28 Senior Price \$23

The title says it all! Great course for those that have used their iPad for a while and want to know what can be customized.

1 class @ 2.5 hrs 0.3 CEU 3 CPE

2698-01 RA Tu 6:00 - 8:30pm 3/26 Ryals

2698-02 RA Th 6:00 - 8:30pm 5/16 Ryals

NEW! 2699 IPAD PHOTOGRAPHY - SAY CHEESE

\$58 Senior Price \$45

Do you know what to do when you open any of those great photo features on your iPad? Discover great tips and applications for Camera App, iPhoto App, Photo's Video, editing pictures/video, and how to share photos/videos.

4 classes @ 2 hrs ea 0.8 CEU 9.6 CPE

2699-01 RA Th 6:00 - 8:00pm 2/28-3/21 Ryals

2699-02 RA Th 6:00 - 8:00pm 5/23-6/13 Ryals



Check out our Facebook page for the latest ALC happenings!

Adult Learning Center -
Virginia Beach City Public Schools



**Move
forward.**

SENIORS

2601 IMPORTANT BASICS

\$48

This 6-hour course will introduce the Windows environment, mouse and keyboard settings, key Window terms, keyboard shortcuts, when to right click, and what to do if your mouse stops working. Don't skip this starter course!

2 classes @ 3 hrs ea 0.6 CEU 7.2 CPE

2601-01 ALC M & W 8:30 - 11:30am 2/4-2/6 Schmidt

2601-02 ALC M & W 6:30 - 9:30pm 2/4-2/6 Smith

2601-03 ALC Tu & Th 8:30 - 11:30am 2/5-2/7 Edwards

2601-04 ALC Tu & Th 12:30 - 3:30pm 2/5-2/7 Schmidt

* 2601-05 ALC Tu 8:30am - 3:30pm 4/23 Schmidt

* EXPRESS COURSE = 1 class @ 6 hrs

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 hrs ea 1.8 CEU 21.6 CPE

2606-01 ALC Tu, W & Th 12:30 - 3:30pm 2/12-2/21 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 hrs ea 1.5 CEU 18 CPE

2607-01 ALC Tu, W & Th 12:30 - 3:30pm 2/26-3/6 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 hrs ea 1.2 CEU 14.4 CPE

2608-01 ALC Tu & Th 8:30 - 11:30am 3/12-3/21 Edwards

GETTING STARTED

NEW! 2615 ESSENTIAL SOFTWARE & PC SKILLS

\$68 Senior Price \$54

A must for any job seeker and those new to computers! Meet your desktop features; get introduced to the operating system, Internet, and many of the programs in Microsoft Office 2012. This great course offers essential software training and tips for using a personal computer. PREREQUISITE: 2601 Important Basics or very comfortable with the listed topics. (Reminder - For basic repairs and computer jargon: 2670 Know Your PC and Save Money.)

3 classes @ 3 hrs ea 0.9 CEU 10.8 CPE

2615-01 ALC M, W & F 8:30 - 11:30am 2/11-2/15 Jenkins

2615-02 ALC M & W 6:30 - 9:30pm 2/11-2/20 Smith

2615-03 ALC Tu, W & Th 12:30 - 3:30pm 2/12-2/14 Schmidt

* 2615-04 ALC Tu & Th 4/25-4/30 Schmidt

* EXPRESS COURSE = 1 class @ 6 hrs from 8:30am - 3:30pm

AND 1 class at 3 hrs from 8:30 - 11:30am

NEW! 2621 QUICK PREP & SOFTWARE READY

\$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 2615.

3 classes @ 3 hrs ea 0.9 CEU 10.8 CPE

2621-01 ALC Th 6:30 - 9:30pm 2/7-2/21 Phillips

2621-02 ALC Tu & Th 8:30 - 11:30am 4/23-4/30 Jenkins

KEYBOARDING

2625 KEYBOARDING SKILLS

\$152 Senior Price \$124

You know your keyboarding skills need to improve. Do you need a keyboarding program to practice? Learn lots of tips while getting plenty of practice, tests, and exercises using an online keyboarding program with access for one year! Leave with confirmation of your keyboarding skills as often required for your résumé.

7 classes @ 2.5 hrs ea 1.8 CEU 21 CPE

2625-01 ALC Tu & Th 9:00 - 11:30am 2/5-2/26 Moncol

2625-02 ALC Tu & Th 9:00 - 11:30am 5/2-5/23 Moncol



ESSENTIAL EMPLOYMENT SKILLS

NEW! 2627 WORD ONE FOR EMPLOYMENT

\$127 Senior Price \$99

Fundamental Word 2010 topics and your own copy of keyboarding software are built into this course! Discover word processing fundamentals, shortcuts and tips, while learning ribbons, tool bars, formatting, paragraph and page tools, and templates. Lots of hands-on! Your keyboarding software is available for 1 year. PREREQUISITE: 2615 Essential Software Skills, Quick Prep, or very comfortable with equivalent skills. PLEASE NOTE: Bring travel drive to class.

6 classes @ 3 hrs ea 1.8 CEU 21.6 CPE

2627-01 ALC Tu, W & Th 12:30 - 3:30pm 2/19-2/28 Schmidt

2627-02 ALC M & W 8:30 - 11:30am 2/25-3/13 Jenkins

2627-03 ALC M & W 6:30 - 9:30pm 2/27-3/18 Smith

* 2627-04 ALC Tu, W & Th 8:30am - 3:30pm 5/7-5/9 Schmidt

* EXPRESS COURSE = 3 classes @ 6 hrs ea

NEW! 2628 WORD TWO FOR EMPLOYMENT

\$89 Senior Price \$70

Now that you know why Microsoft Word is so popular, become a higher level Word 2010 user to give you an advantage in the job market. Interview and test with more confidence regarding the essentials of graphics, newsletters, and mail merge. An excellent course for your résumé. PREREQUISITE: 2627 Word One for Employment or very comfortable with equivalent skills. PLEASE NOTE: Bring travel drive to class.

4 classes @ 3 hrs ea 1.2 CEU 14.4 CPE

2628-01 ALC Tu & Th 12:30 - 3:30pm 3/5-3/14 Schmidt

2628-02 ALC M & W 8:30 - 11:30am 3/18-3/27 Jenkins

2628-03 ALC M & W 6:30 - 9:30pm 4/8-4/17 Smith

* 2628-04 ALC Tu & W 8:30am - 3:30pm 5/14-5/15 Schmidt

* EXPRESS COURSE = 2 classes @ 6 hrs ea

NEW! 2629 EXCEL ONE FOR EMPLOYMENT

\$89 Senior Price \$70

Get comfortable with Excel 2010 simple formulas, formatting, sorting/searching, and naming ranges. Charts and graphics will be included. PREREQUISITE: 2615 Essential Software and PC Skills, Quick Prep, or very comfortable with equivalent skills. PLEASE NOTE: Bring travel drive to class.

4 classes @ 3 hrs ea 1.2 CEU 14.4 CPE

2629-01 ALC Tu & Th 12:30 - 3:30pm 3/19-3/28 Schmidt

2629-02 ALC M & W 8:30 - 11:30am 4/8-4/17 Jenkins

2629-03 ALC M & W 6:30 - 9:30pm 4/24-5/6 Smith

* 2629-04 ALC Tu & W 8:30am - 3:30pm 5/21-5/22 Schmidt

* EXPRESS COURSE = 2 classes @ 6 hrs ea

NEW! 2630 EXCEL TWO FOR EMPLOYMENT

\$89 Senior Price \$70

Develop advanced Excel 2010 skills for charting, IF formulas, VLOOKUP, grouping worksheets, 3-D formulas, and complex formatting techniques. Take this important course to become an Excel power user - add it to your résumé. PREREQUISITE: 2629 Excel One for Employment, or very comfortable with equivalent skills. PLEASE NOTE: Bring travel drive to class.

4 classes @ 3 hrs ea 1.2 CEU 14.4 CPE

2630-01 ALC Tu & Th 12:30 - 3:30pm 4/9-4/18 Schmidt

2630-02 ALC M & W 8:30 - 11:30am 4/22-5/1 Jenkins

* 2630-03 ALC Tu & W 8:30am - 3:30pm 5/28-5/29 Schmidt

2630-04 ALC M & W 6:30 - 9:30pm 6/3-6/12 Smith

* EXPRESS COURSE = 2 classes @ 6 hrs ea

NEW! 2631 POWERPOINT & PUBLISHER FOR EMPLOYMENT

\$48 Senior Price \$39

Build the basic skills to design an impressive PowerPoint and discover the many uses of Publisher.

2 classes @ 3 hrs ea 0.6 CEU 7.2 CPE

2631-01 ALC W 12:30 - 3:30pm 3/6-3/13 Schmidt

2631-02 ALC M & W 6:30 - 9:30pm 3/25-3/27 Smith

2631-03 ALC M & W 12:30 - 3:30pm 4/22-4/24 Jenkins

2631-04 ALC Th 8:30 - 11:30am 5/16-5/23 Schmidt

NEW! 2632 OUTLOOK & ONENOTE FOR EMPLOYMENT

\$48 Senior Price \$39

Learn business emailing using Outlook 2010 and when to use Microsoft OneNote 2010.

2 classes @ 3 hrs ea 0.6 CEU 7.2 CPE

2632-01 ALC W 12:30 - 3:30pm 4/10-4/17 Schmidt

2632-02 ALC M & W 12:30 - 3:30pm 4/29-5/1 Schmidt

2632-03 ALC M 6:30 - 9:30pm 5/13-5/20 Smith

* 2632-04 ALC Th 8:30am - 3:30pm 5/30 Schmidt

* EXPRESS COURSE = 1 class @ 6 hrs

MORE SOFTWARE SKILLS

NEW! 2635 PULLING OFFICE TOGETHER

\$172 Senior Price \$139

Update and develop quick Microsoft Office 2010 skills that are vital in the business world for job searching and for getting jobs done. Important essential skills of each program and how each program integrates with the other will be covered. Understand the power of Microsoft Office. PREREQUISITE: 2621 Quick Prep and Software.

7 classes @ 3 hrs ea 2.1 CEU 25.2 CPE

2635-01 ALC W 6:30 - 9:30pm 2/27-4/17 Ryals

2635-02 ALC M & W 8:30 - 11:30am 5/13-6/5 Jenkins

NEW! 2636 BUILDING BLOCKS SIMPLIFIED

\$31 Senior Price \$25

Yes, there is something better than a macro! Macros are mainly used for repetitive keystrokes and users love them; however, better than macros may be a feature called Building Block. Turn those repetitive keystrokes into just a few keystrokes to save you time and increase accuracy.

1 class @ 4 hrs 0.4 CEU 4.8 CPE

2636-01 ALC M 8:30am - 12:30pm 2/4 Jenkins

2636-02 ALC W 8:30am - 12:30pm 5/8 Jenkins

NEW! 2637 PHOTOS & CLIPART - ARTISTIC EXTRAS

\$31 Senior Price \$25

Four hours devoted to photo and clipart tips like the "artistic" feature for pictures. Find lots of border styles and how to change them. Discover the unique uses of the rotate feature and how to change colors on almost anything. Fun course packed with lots of little known info.

1 class @ 4 hrs 0.4 CEU 4.8 CPE

2637-01 ALC Tu 8:30am - 12:30pm 3/12 Jenkins

2637-02 ALC F 8:30am - 12:30pm 4/19 Jenkins



**NEW! 2638 SHAPES & TEXTBOXES -
ADVANCED FEATURES**

\$31 Senior Price \$25

You may not know it all! Call Out Boxes, Banners, and Arrows have a lot of special formatting features you may not have discovered for really super effects!

1 class @ 4 hrs 0.4 CEU 4.8 CPE

2638-01 ALC F 8:30am - 12:30pm 4/12 Jenkins

2638-02 ALC Tu 8:30am - 12:30pm 5/28 Jenkins

NEW! 2640 OUTLOOK 2010 - ESSENTIALS

\$88 Senior Price \$74

Learn what the business world is using to email. This 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!". Stay informed and keep organized. PREREQUISITE: Important Basics or comfortable with the mouse and can minimize/maximize Windows.

3 classes @ 3 hrs ea 0.9 CEU 10.8 CPE

2640-01 ALC Tu & Th 8:30 - 11:30am 3/21-3/28 Schmidt

NEW! 2641 OUTLOOK 2010 MAKES OUR DAY

\$68 Senior Price \$54

Outlook 2010 is a major tool in keeping businesses on track and in touch. This crash course will include the advanced features of attachments, contacts and groups, calendar, and recurring appointments. 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 hrs ea 0.9 CEU 10.8 CPE

2641-01 ALC M 12:30 - 3:30pm 5/6-5/20 Schmidt

NEW! 2645 ACCESS 2010 - KIS

\$108 Senior Price \$84

Access isn't rocket science - it's a database! This is the most simplified Access 2010 course you can find. Instructor shares her extensive experience of uses for Access while covering essential fundamental skills and concepts in this interactive course.

5 classes @ 3 hrs ea 1.5 CEU 18 CPE

2645-01 ALC Tu 6:30 - 9:30pm 4/30-5/28 Schmidt

2650 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: 2615 Essential Software and PC Skills or equivalent skills. Not for a novice.

4 classes @ 3 hrs ea 1.2 CEU 14.4 CPE

2650-01 LHS W 6:30 - 9:30pm 2/13-3/6 Schmidt

**2651 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 hrs ea 1.2 CEU 14.4 CPE

2651-01 LHS W 6:30 - 9:30pm 3/20-4/17 Schmidt

NEW! 2652 MASTER EXCEL PIVOT TABLES

\$35 Senior Price \$29

Collecting and storing data in Microsoft Excel worksheets is useful only if users can understand it. Pivot tables are used to summarize, analyze, explore, and present data. Pivot tables work by extracting data from long lists of information and presenting it in a more meaningful and understandable format. This course teaches students basic pivot table construction along with formatting, sorting, filtering, applying different statistical functions (such as SUM, COUNT, AVERAGE), creating a chart and more.

2 classes @ 2 hrs ea 0.4 CEU 4.8 CPE

2652-01 ALC W 6:30 - 8:30pm 5/15-5/22 Thomas

**NEW! 2653 PUBLISHER - NEWSLETTERS,
MAIL MERGE, & LABELS**

\$28 Senior Price \$23

If you are not using Publisher for newsletters, labels and merging, you are doing it the hard way! Lots of tips and fun in this course!

1 class @ 3 hrs 0.3 CEU 3.6 CPE

2653-01 ALC Th 8:30 - 11:30am 4/11 Schmidt

2653-02 ALC M 6:30 - 9:30pm 5/20 Schmidt

OPERATING SYSTEMS**NEW! 2660 FILES & FOLDERS, NOW I GET IT!**

\$68 Senior Price \$54

Are you comfortable saving files; do you have difficulty finding documents? "Aha!" moments come when you know the rules for files and folders. Learn how to find lost files, how to use Libraries, and understand file extensions and properties. PREREQUISITE: 2615 Essential Software and PC Skills and/or some experience saving files. Not for a novice.

3 classes @ 3 hrs ea 0.9 CEU 10.8 CPE

2660-01 ALC M 12:30 - 3:30pm 3/11-3/25 Schmidt

2660-02 ALC M & W 8:30 - 11:30am 4/8-4/15 Schmidt

NEW! 2661 DATA STORAGE OPTIONS

\$28 Senior Price \$23

CDs, travel drives, and now the Cloud! Learn tips and the advantages and disadvantages of data storage options for securing your important data, photos, and music. Feel the relief of understanding and securing your valuable files!

1 class @ 2.5 hrs 0.3 CEU 3 CPE

2661-01 ALC S 9:00 - 11:30am 2/23 Kapadwala

2661-02 ALC Th 6:30 - 9:00pm 3/7 Kapadwala

Visit our website at ...

www.alc.vbschools.com

NEW! 2662 WINDOWS 7 - IMPORTANT ESSENTIALS

\$68 Senior Price \$54

Frustrated? Nothing looks right, you don't understand Libraries, and can't search or find files? Join this quick course to get comfortable learning important features of Windows 7. Laptops with Windows 7 are welcome. **PREREQUISITE:** 2615 Essential Software and PC Skills or previous computer experience opening and saving files, and basic editing skills. Not for a novice.

3 classes @ 3 hrs ea 0.9 CEU 10.8 CPE

2662-01 ALC Tu 6:30 - 9:30pm 4/9-4/23 Schmidt

2662-02 ALC F 8:30 - 11:30am 5/3-5/17 Schmidt

NEW! 2663 WINDOWS 8 - BYOD

\$68 Senior Price \$54

Bring Your Own Device and learn your Windows 8 operating system and some of your computer's features. Discover handy gadgets you can put on your desktop for work or play, learn about saving and organizing files, how to protect your system against viruses, and much more!

3 classes @ 3 hrs ea 0.9 CEU 10.8 CPE

2663-01 ALC Th 6:30 - 9:30pm 4/11-4/25 Schmidt

2663-02 ALC F 8:30 - 11:30am 4/12-4/26 Schmidt

NEW! 2664 WINDOWS 8 TRANSITION - BYOD

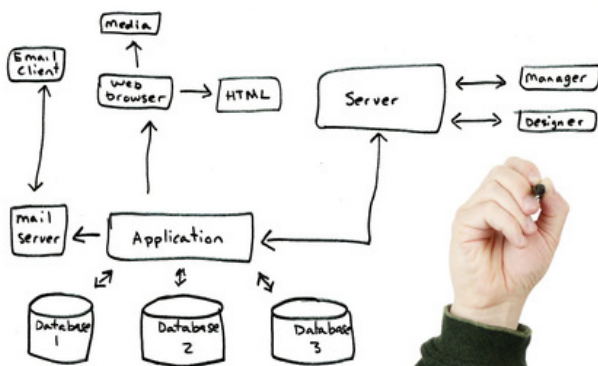
\$32 Senior Price \$27

Yes, you need this course to transition from previous versions of Microsoft Windows. A lot has changed! **PREREQUISITE:** 2615 Essential Software and PC Skills and/or some experience saving files. Not for a novice and Bring Your Own Device.

1 class @ 3 hrs 0.3 CEU 3.6 CPE

2664-01 ALC F 8:30 - 11:30am 3/22 Schmidt

2664-02 ALC M 6:30 - 9:30pm 4/22 Schmidt



COMPUTER REPAIR

NEW! 2670 KNOW YOUR PC & SAVE MONEY

\$89 Senior Price \$70

No magic here! Maintenance and understanding are what save you money. Learn important basic computer repair that does not need a screwdriver, important terminology, and how to understand advertisements. Stop feeling intimidated - everyone is welcome! Course includes notes and a maintenance CD.

4 classes @ 3 hrs ea 1.2 CEU 14.4 CPE

2670-01 ALC W 8:30 - 11:30am 2/27-3/20 Weller

2670-02 ALC M 6:00 - 9:00pm 3/4-3/25 Weller

NEW! 2671 FIX YOUR OWN PC

\$108 Senior Price \$84

Do you have a slow PC? Would you like to improve your PC performance without installing ANY programs? This course covers the basic needs of the home user from basic repairs to protecting your system and data. If you have never opened a PC case and don't know what components are inside, first take "2670 Know Your PC and Save Money".

5 classes @ 3 hrs ea 1.5 CEU 18 CPE

2671-01 ALC M 12:30 - 3:30pm 4/8-5/6 Weller

2671-02 ALC Th 6:00 - 9:00pm 5/30-6/27 Weller

2673 ALTERNATIVES TO CABLE TV & PHONE

\$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 to 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 hrs 0.3 CEU 3 CPE

2673-01 ALC W 6:30 - 9:00pm 2/6 Kapadwala

2673-02 ALC S 9:00 - 11:30am 3/16 Kapadwala



BOOKKEEPING**2675 QUICKBOOKS PRO 2013**

\$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: Essential Software & PC Skills 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 hrs ea 2.4 CEU 28.8 CPE

2675-01 ALC Tu & Th 6:30 - 9:30pm 2/5-2/28 McGrady

2675-02 ALC Tu & Th 12:30 - 3:30pm 3/19-4/18 McGrady

2675-03 ALC M & W 6:30 - 9:30pm 4/22-5/15 McGrady

2676 QUICKBOOKS 2013 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 hrs ea 0.8 CEU 9 CPE

2676-01 ALC W 6:30 - 9:00pm 5/29-6/12 McGrady

2676-02 ALC Tu & Th 12:30 - 3:30pm 5/30-6/6 McGrady

PHOTO SOFTWARE**2680 PHOTO ORGANIZER**

\$32

Finally get your photos organized! 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 hrs 0.3 CEU 3.6 CPE

2680-01 ALC M 6:30 - 9:30pm 2/25 Roberts-Holland

2680-02 ALC Th 6:30 - 9:30pm 5/30 Roberts-Holland

2681 PHOTOSHOP ELEMENTS 10.0 - LEVEL 1

\$154 Senior Price \$126

Adobe Photoshop Elements 10.0 is a popular photo-editing program you can use to organize, 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!

6 classes @ 3 hrs ea 1.8 CEU 21.6 CPE

2681-01 ALC Tu 6:30 - 9:30pm 3/5-4/16 Roberts-Holland

**2682 PHOTOSHOP ELEMENTS 10.0 - LEVEL 2**

\$139 Senior Price \$115

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 hrs ea 1.5 CEU 18 CPE

2682-01 ALC Tu & Th 6:30 - 9:30pm 5/7-5/21 Roberts-Holland

INTERNET AND EMAIL**NEW! 2685 EMAIL TIPS & INTERNET TREATS**

\$44 Senior Price \$35

This course offers a lot of little known features that help you use your computer better and keep your info safer. Learn Facebook security, hints on recognizing you are being scammed, password tricks to create hard to break but easy to remember passwords, and more!

2 classes @ 3 hrs ea 0.6 CEU 7.2 CPE

2685-01 ALC Tu & Th 8:30 - 11:30am 2/26-2/28 Schmidt

2685-02 ALC M 8:30 - 11:30am 4/29-5/6 Schmidt

NEW! 2686 ATTACHMENTS - SCANNING - UPLOADS

\$31 Senior Price \$25

Do you know which devices integrate with scanned information? Can you scan information to make an attachment and upload it to another device? Are your résumés' getting to their destination and do you know what to do if you cannot open an attachment?

2 classes @ 2 hrs ea 0.4 CEU 4.8 CPE

2686-01 ALC M 6:30 - 8:30pm 2/4-2/11 Schmidt

2686-02 ALC M 8:30 - 10:30am 3/18-3/25 Schmidt

* 2686-03 ALC M 8:30am - 12:30pm 5/13 Schmidt

2686-04 ALC Th 6:30 - 8:30pm 5/16-5/23 Schmidt

* EXPRESS COURSE = 1 class @ 4 hrs

2687 FACEBOOK OVERVIEW

\$21

Find out what over 400 million Facebook users are talking about. Learn about profile and privacy settings, 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. Bring your email account and login information to this class.

1 class @ 3 hrs 0.3 CEU 3.6 CPE

2687-01 ALC W 8:30 - 11:30am 2/6 Edwards

2687-02 ALC Th 8:30 - 11:30am 3/7 Edwards

2690 FOUNDATIONS OF WEB DESIGN 1

\$90 Senior Price \$70

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.

5 classes @ 2.5 hrs ea 1.3 CEU 15 CPE

2690-01 LHS W 7:00 - 9:30pm 4/10-5/8 Thomas



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

Got a great idea for a new course?
Call 648-6050, ext. 64608.
We're always looking for something new!



FUN THINGS TO DO

CREATIVE FUN

NEW! 3204 FENG SHUI & CREATIVITY

\$68 Senior Price \$52

Want to enhance your prosperity, relationships and outlook on life? Think creatively! Feng Shui holds secrets that can unlock your talent for creativity. Thinking and living with a creative spirit can bring you fulfillment by unlocking hidden potentials, opening doors and building a relationship with your inner artist. Feeling stuck, in a rut? This class is for you!

4 classes @ 2.5 hrs ea 1 CEU 12 CPE

3204-01 RA Tu & Th 6:30 - 9:00pm 3/19-3/28 Covell

3205 ONE-ON-ONE PERSONAL FENG SHUI

\$93

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. 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 ea 0.3 CEU 3.6 CPE ALC Covell

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 hrs 0.3 CEU 3.6 CPE

3212-01 ALC S 10:00am - 1:00pm 5/18 Wertheimer

3212-02 ALC S 10:00am - 1:00pm 6/15 Wertheimer

NEW! 3222 LEARN TO PLAY CHESS

\$101 Senior Price \$77

You'll learn how to play chess from the basics. Practice what you've learned in class with games scheduled for the end of class. PLEASE NOTE: Please bring your chess set to class. It is suggested to purchase a chess set, if you don't have one.

10 classes @ 1.5 hrs ea 1.5 CEU 18 CPE

3222-01 LKMS M 6:30 - 8:00pm 3/4-5/13 Seppala



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 hrs 0.3 CEU 3 CPE

3227-01 ALC S 9:30am - 12:00pm 4/20 Harris

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 hrs 0.2 CEU 2.4 CPE

3214-01 ALC Th 7:00 - 9:00pm 4/25 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 hrs ea 0.6 CEU 7.2 CPE

3216-01 LKMS M 7:00 - 8:30pm 3/4-3/25 Burrus

3216-02 LKMS M 7:00 - 8:30pm 4/15-5/6 Burrus



SCAN to
contact us!



COMEDY, FILM & SCREEN

3220 INTRO TO STAND-UP COMEDY

\$28 Senior Price \$23

Interested in stand-up comedy? Get an insider's view of this funny form of entertainment and try it for yourself in this fun introductory class. Stand-up 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 hrs 0.3 CEU 3 CPE

3220-01 RA Th 6:30 - 9:00pm 2/28 Phillips

3220-02 RA Th 6:30 - 9:00pm 3/28 Phillips

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 hrs ea 2 CEU 24 CPE

3221-01 RA Th 6:30 - 9:00pm 4/11-5/30 Phillips



NEW! 3223 FILMMAKING 101

\$64 Senior Price \$50

Want to know the process of making a movie? This class will show the steps of going from a story idea to a completed film.

9 classes @ 1 hour ea 0.9 CEU 10.8 CPE

3223-01 LKMS W 7:00 - 8:00pm 2/20-4/24 Seppala

NEW! 3224 SCREEN WRITING 101

\$64 Senior Price \$50

Ever watch a movie and think to yourself "I can write a movie better than that!"? Well, now you can learn the ins and outs of screenwriting.

6 classes @ 1.5 hrs ea 0.9 CEU 10.8 CPE

3224-01 LKMS W 7:00 - 8:30pm 5/8-6/12 Seppala

SEWING & NEEDLEWORK

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 hrs 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 hrs ea 1.8 CEU 21.6 CPE

3301-01 LHS W 6:30 - 9:30pm 2/20-3/27 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 hrs ea 1.8 CEU 21.6 CPE

3302-01 LHS W 6:30 - 9:30pm 4/17-5/22 Tyler

3312 CROCHET TODAY!

\$64 Senior Price \$50

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 @ 3 hrs ea 0.9 CEU 10.8 CPE

3312-01 ALC S 10:00am - 1:00pm 2/9-2/23 Wertheimer



GENEALOGY

3200 GENEALOGY - GETTING STARTED

\$38

Give 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). Get started now!

3 classes @ 1.5 hrs ea 0.5 CEU 5.4 CPE

3200-01 RA Tu 6:30 - 8:00pm 2/19-3/5 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 hrs ea 0.5 CEU 5.4 CPE

3201-01 RA Tu 6:30 - 8:00pm 4/9-4/23 Moore

3202 GENEALOGY - ADVANCED

\$38

Organized research and efficient information gathering will help you smoothly navigate your family history. Discover how to develop and use a research plan; analyze genealogical sources, information, and evidence; and resolve conflicts. Class will include an overview of genealogy software and Internet resources.

3 classes @ 1.5 hrs ea 0.5 CEU 5.4 CPE

3202-01 RA Tu 6:30 - 9:00pm 5/14-5/28 Moore

HEALTH & FITNESS

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 ea 0.3 CEU 3.6 CPE RA Woodbury

NEW! 3128 OPTIMIZE HEALTH & ATHLETIC PERFORMANCE

\$93

One-on-one course to fine tune your current levels of health and fitness using biomarkers to assess your status. Review dietary habits and workout routines with recommendations for improvements and supplements. Available throughout the semester. You may register by mail, fax (306-0999), or in person at the Adult Learning Center, 4160 Virginia Beach Boulevard. The instructor will contact you to arrange a meeting time.

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

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

\$599

Become a CERTIFIED PERSONAL TRAINER! This challenging course is taught over an 8-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 visit: 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.

12 classes @ 3 hrs ea 3.6 CEU 43.2 CPE

3130-01 FC Tu & Th 6:00 - 9:00pm 4/9-5/16 W.I.T.S. Staff
Tuesday night classes will be held at First Colonial High School and Thursday night classes will be held at One Lift Fitness - 3809 Princess Anne Road, Virginia Beach, VA 23456.



ZUMBA & YOGA



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 ea 0.6 CEU 7.2 CPE

3104-01 RA Th 6:30 - 7:30pm 3/7-4/18 Harris

NEW! 3105 ZUMBA, TOO!

\$39 Senior Price \$30

Add some heat to your Zumba workout! This class is designed for those with past Zumba experience who want to learn new steps and take their workout to the next level. PLEASE NOTE: Bring water and wear comfortable clothes and shoes.

6 classes @ 1 hour ea 0.6 CEU 7.2 CPE

3105-01 RA Th 6:30 - 7:30pm 5/2-6/6 Harris

NEW! 3106 TRY ZUMBA!

\$23 Senior Price \$18

Try this fun form of exercise with a one night sample class to get you in the groove. A great way to get a taste of this popular exercise class without a big commitment. No experience necessary. PLEASE NOTE: Bring water and wear comfortable clothes and shoes.

1 class @ 1.5 hrs 0.2 CEU 1.8 CPE

3106-01 RA Th 6:30 - 8:00pm 2/7 Harris

3106-02 RA Th 6:30 - 8:00pm 2/21 Harris

3106-03 RA Th 6:30 - 8:00pm 4/25 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 hrs ea 1 CEU 12 CPE

3109-01 RA Tu 6:00 - 7:15pm 2/5-3/26 Lucas

3109-02 RA Tu 6:00 - 7:15pm 4/16-6/4 Lucas

**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 ea 0.3 CEU 3.6 CPE ALC Tompanis

**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 hrs ea 1 CEU 12 CPE

3110-01 RA Tu 7:15 - 8:30pm 2/5-3/26 Lucas

3110-02 RA Tu 7:15 - 8:30pm 4/16-6/4 Lucas

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 hrs ea 0.6 CEU 7.2 CPE

3123-01 ALC F 1:00 - 3:00pm 3/1-3/15 Tompanis

**HEALTH & NUTRITION****3120 STAY SHARP NATURALLY!**

\$93

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.

3 classes @ 1 hour ea 0.3 CEU 3.6 CPE ALC 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 hrs ea 0.8 CEU 9.6 CPE

3124-01 ALC M & W 7:00 - 9:00pm 3/18-3/27 Tompanis

NEW! 3125 ENHANCE BRAIN PERFORMANCE FOR CHILDREN & ADULTS

\$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 hrs ea 0.6 CEU 7.2 CPE

3125-01 ALC M & W 7:00 - 9:00pm 3/4-3/11 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 hrs ea 0.8 CEU 9.6 CPE

3126-01 ALC M & W 7:00 - 9:00pm 2/4-2/13 Tompanis

3126-02 ALC M & W 7:00 - 9:00pm 6/3-6/12 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 hrs ea 0.8 CEU 9.6 CPE

3129-01 ALC M & W 7:00 - 9:00pm 4/15-4/24 Tompanis

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

\$78

Can't make it to class? We offer 1-on-1 application assistance because 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. 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 hrs 0.3 CEU 3 CPE ALC Palmer

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 hrs 0.2 CEU 2.4 CPE ALC Lenz

JOB SEARCH & CAREERS

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 hrs ea 0.6 CEU 7.2 CPE

2211-01 ALC Tu 6:30 - 9:30pm 2/12-2/19 Palmer

2211-02 ALC M 6:30 - 9:30pm 6/3-6/10 Palmer



SCAN to find ALC course locations!

JOB SEARCH SKILLS

2219 ONE-ON-ONE RÉSUMÉ & 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 hrs 0.3 CEU 3.6 CPE ALC Harrison

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 ea 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 hrs 0.3 CEU 3.6 CPE 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 hrs ea 1.2 CEU 14.4 CPE
3717-01 RA Tu 6:00 - 8:00pm 4/16-5/21 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 hrs ea 2 CEU 24 CPE
3730-01 RA Tu & Th 6:30 - 9:00pm 3/5-3/28 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 hrs ea 2 CEU 24 CPE
3731-01 RA Tu & Th 6:30 - 9:00pm 4/9-5/2 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 hrs ea 1.8 CEU 21.6 CPE
3741-01 TECH Th 6:30 - 8:30pm 2/7-4/11 Schaller
3741-02 ALC F 10:00am - 12:00pm 4/19-6/14 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.
9 classes @ 2 hrs ea 1.8 CEU 21.6 CPE
3742-01 ALC F 10:00am - 12:00pm 2/8-4/12 Reyes
3742-02 TECH Th 6:30 - 8:30pm 4/18-6/13 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 hrs ea 1.8 CEU 21.6 CPE
3761-01 ALC Tu & Th 7:00 - 9:00pm 2/19-3/19 Temoche
3761-02 LKMS M & W 6:00 - 8:00pm 2/25-3/25 Reyes



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.
9 classes @ 2 hrs ea 1.8 CEU 21.6 CPE
3762-01 ALC Tu & Th 7:00 - 9:00pm 4/9-5/7 Temoche

TRY A LANGUAGE!

3765 SPANISH FOR SPRING BREAK
\$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 hrs 0.3 CEU 3.6 CPE
3765-01 ALC S 9:00am - 12:00pm 3/16 Reyes

3767 TRY RUSSIAN!

\$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 hrs 0.3 CEU 3.6 CPE

3767-01 ALC S 12:30 - 3:30pm 4/20 Biarozkina

3769 TRY ITALIAN!

\$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 hrs 0.3 CEU 3.6 CPE

3769-01 ALC S 9:00am - 12:00pm 4/20 Reyes

3770 TRY JAPANESE!

\$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 hrs 0.3 CEU 3.6 CPE

3770-01 ALC S 12:30 - 3:30pm 5/18 Ezell

3771 TRY FRENCH!

\$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 hrs 0.3 CEU 3.6 CPE

3771-01 ALC S 9:00am - 12:00pm 5/18 Ezell



Move
forward.

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 hrs 0.3 CEU 3.6 CPE ALC Meehan

BASIC & ALGEBRA**3401 NUTS & 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 hrs ea 1 CEU 12 CPE

3401-01 LKMS M 7:00 - 9:00pm 2/4-3/11 Meehan

**3402 NUTS & 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 hrs ea 1 CEU 12 CPE

3402-01 LKMS M 7:00 - 9:00pm 3/18-4/22 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 hrs ea 1 CEU 12 CPE

3403-01 LKMS M 7:00 - 9:00pm 4/29-6/3 Meehan

GRE & GMAT**NEW! 3405 SECRETS OF GRE & GMAT MATH**

\$80 Senior Price \$64

Develop great techniques and approaches to improve your GRE/GMAT math test scores. Great price - super info.

5 classes @ 2 hrs ea 1 CEU 12 CPE

3405-01 RA Tu 6:00 - 8:00pm 2/12-3/12 Chocas



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 hrs 0.6 CEU 7.2 CPE

3504-01 ALC S 9:00am - 3:00pm 2/16 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 hrs ea 5.1 CEU 61.2 CPE

3505-01 ATC Tu & Th 9:30am - 12:30pm 2/5-4/9 Turnipseed

3505-02 ALC M & W 6:30 - 9:30pm 2/4-4/10 Turnipseed

3505-03 RA Tu & Th 6:30 - 9:30pm 2/5-4/9 Lowenthal

3506 PHARMACY TECH 2

\$407 Senior Price \$321

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 hrs ea 5.1 CEU 61.2 CPE

3506-01 ATC Tu & Th 9:30am - 12:30pm 4/23-6/18 Turnipseed

3506-02 ALC M & W 6:30 - 9:30pm 4/22-6/19 Turnipseed

3506-03 RA Tu & Th 6:30 - 9:30pm 4/23-6/18 Lowenthal

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 hrs 0.3 CEU 3.6 CPE

3510-01 ALC F 9:30am - 12:30pm 3/15 Turnipseed

3510-02 ALC S 9:30am - 12:30pm 3/16 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 hrs 0.3 CEU 3.6 CPE

3511-01 ALC F 9:30am - 12:30pm 5/17 Turnipseed

3511-02 ALC S 9:30am - 12:30pm 5/18 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 hrs ea 0.8 CEU 9.6 CPE

3512-01 ALC F 10:00am - 12:00pm 3/8-3/29 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 hrs ea 1.4 CEU 16.8 CPE

3513-01 ALC F 10:00am - 12:00pm 5/3-6/14 Lowenthal

CAREER TRAINING - MEDICAL ADMINISTRATIVE ASSISTANT

3516 FOUNDATIONS OF MEDICAL TERMINOLOGY

\$240 Senior Price \$207

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.

6 classes @ 3.5 hrs ea 2.1 CEU 25.2 CPE

3516-01 RA Tu 6:00 - 9:30pm 2/5-3/12 Watkins



3517 ESSENTIAL MEDICAL OFFICE SKILLS

\$260 Senior Price \$227

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.

6 classes @ 3.5 hrs ea 2.1 CEU 25.2 CPE

3517-01 RA Tu 6:00 - 9:30pm 3/26-5/7 Watkins

NEW! 2621 QUICK PREP & SOFTWARE READY

\$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 2615.

3 classes @ 3 hrs ea 0.9 CEU 10.8 CPE

2621-01 ALC Th 6:30 - 9:30pm 2/7-2/21 Phillips

2621-02 ALC Tu & Th 8:30 - 11:30am 4/23-4/30 Jenkins

3518 MEDICAL OFFICE SIMULATION

\$257 Senior Price \$224

Get valuable 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 2615 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 hrs ea 2.1 CEU 25.2 CPE

3518-01 ALC Th 6:30 - 9:30pm 3/21-5/9 Phillips

3518-02 ALC Tu, W & Th 8:00 - 11:00am 6/18-7/2 Phillips



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 hrs ea 1.2 CEU 14.4 CPE

3520-01 RA Tu 6:00 - 9:00pm 5/21-6/11 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 hrs 0.3 CEU 3.6 CPE

3523-01 ALC F 1:30 - 4:30pm 3/8 Henley

3523-02 ALC F 1:30 - 4:30pm 6/14 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 professionals, volunteers, school employees, personal trainers, and government employees. AHA book included.

1 class @ 3.5 hrs 0.4 CEU 4.2 CPE

3524-01 ALC F 9:00am - 12:30pm 2/22 Henley

3524-02 ALC F 9:00am - 12:30pm 4/19 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 0.1 CEU 1.2 CPE

3525-01 ALC F 11:30am - 12:30pm 3/8 Henley

3525-02 ALC F 11:30am - 12:30pm 6/14 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 hrs 0.3 CEU 3 CPE

3526-01 ALC F 9:00 - 11:30am 3/8 Henley

3526-02 ALC F 9:00 - 11:30am 6/14 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 hrs ea 5.3 CEU 63 CPE

3530-01 ALC M & W 6:00 - 9:30pm 3/4-5/1 Staff

3530-02 ALC M, Tu & W 9:00am-12:30pm 6/17-7/22 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. After completing the course, students will be eligible for a 60 hour externship.

17 classes @ 3.5 hrs ea 6 CEU 71.4 CPE

3531-01 RA Tu & Th 6:00 - 9:30pm 3/5-5/7 Staff

3531-02 ALC M, Tu, W & Th 9:00am - 12:30pm 6/17-7/17 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 9:00am-3:00pm March 16 and April 20, 2013. Saturday classes will be held at the Adult Learning Center - 4160 Virginia Beach Boulevard.

22 classes @ 3.73 hrs ea 8.2 CEU 98.5 CPE

3532-01 RA Tu, Th & S 6:00 - 9:30pm 3/12-5/23 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 hrs ea 5.3 CEU 63 CPE

3533-01 ALC M, Tu & W 1:00 - 4:30pm 6/17-7/22 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 includes 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 offers 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 hrs ea 2.8 CEU 33.6 CPE

3534-01 ALC M, Tu, W, Th 9:00am - 12:30pm 5/13-5/23
Frailing



Move forward.

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 hrs ea 4.9 CEU 58.8 CPE

3535-01 ALC M, Tu & W 6:00 - 9:30pm 4/15-5/14 Ross-Clemmons

3535-02 ALC M, Tu & W 9:00am - 12:30pm 6/24-7/24 Wheeler

CAREER TRAINING - CLINICAL MEDICAL ASSISTANT

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 on February 23, March 16, April 20, and May 18, 2013. Saturday classes will be held at the Adult Learning Center - 4160 Virginia Beach Boulevard.

36 classes @ 3.89 hrs ea 14 CEU 168 CPE

3536-01 RA Tu, Th & S 6:00 - 9:30pm 2/19-6/13 Staff

CAREER TRAINING - PMAT & MEDICATION AIDE

NEW! 3540 PRE-MEDICATION AIDE TRAINING (PMAT)

\$86

The PMAT course trains providers in child day programs, who do not ordinarily administer medications, but who supervise children who might need either an emergency injection of epinephrine using an auto-injector device (EpiPen®) and/or to apply prescription topical ointments or creams to children in a child care setting. The PMAT is taught by an approved MAT Trainer. PREREQUISITE: Valid CPR and First Aid cards.

1 class @ 3 hrs 0.3 CEU 3.6 CPE

3540-01 ALC S 1:00 - 4:00pm 3/16 Wheeler

3540-02 ALC S 1:00 - 4:00pm 6/15 Wheeler



NEW! 3541 MEDICATION AIDE

\$481

The Medication Aide training program is a Virginia Board of Nursing approved curriculum for individuals who want to work in assisted living facilities. Students are taught the skills needed to perform medication administration. Successful completion of this course, which includes clinical hours, will qualify students to take the State Board exam for Registered Medication Aides in the state of Virginia. Registered Medication Aides may assist in the administration of oral medications, inhalers, ear drops, eye drops, skin patches, blood sugar checks, and insulin injections in Assisted Living Facilities, Adult Day Care Centers, and Group Home Settings. PREREQUISITE: Previous healthcare training as a PCA, CNA, or Home Health Aide.

24 classes @ 3 hrs ea 7.2 CEU 86.4 CPE

3541-01 ALC M, Tu & W 9:00am - 12:00pm 4/8-6/3 Wheeler

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 hrs 0.3 CEU 3.6 CPE

3537-01 ALC S 1:30 - 4:30pm 2/9 Henley

3537-02 ALC S 1:30 - 4:30pm 3/16 Henley

3537-03 ALC S 1:30 - 4:30pm 4/20 Henley

3537-04 ALC S 1:30 - 4:30pm 6/15 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 hrs 0.3 CEU 3 CPE

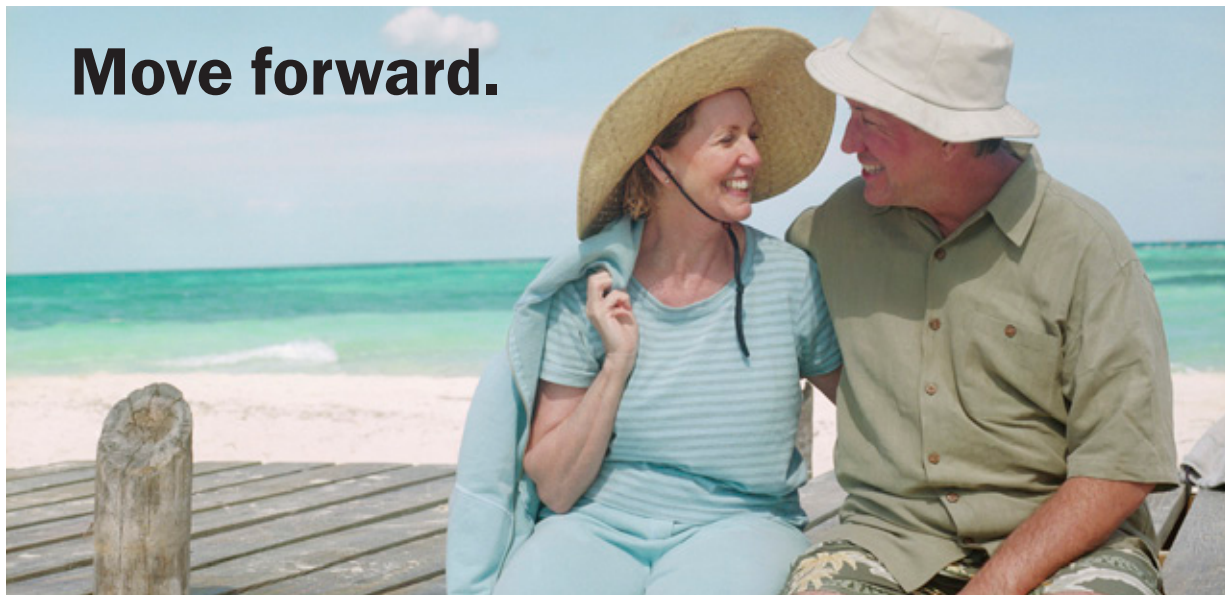
3538-01 ALC S 9:00 - 11:30am 2/9 Henley

3538-02 ALC S 9:00 - 11:30am 3/16 Henley

3538-03 ALC S 9:00 - 11:30am 4/20 Henley

3538-04 ALC S 9:00 - 11:30am 6/15 Henley

Move forward.



MONEY

3539 MEDICAL CAREER 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 0.1 CEU 1.2 CPE

3539-01 ALC S 11:30am - 12:30pm 2/9 Henley
3539-02 ALC S 11:30am - 12:30pm 3/16 Henley
3539-03 ALC S 11:30am - 12:30pm 4/20 Henley
3539-04 ALC S 11:30am - 12:30pm 6/15 Henley

3542 PET FIRST AID & 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 hrs 0.3 CEU 3.6 CPE

3542-01 ALC F 1:00 - 4:00pm 2/22 Henley
3542-02 ALC F 1:00 - 4:00pm 4/19 Henley

NEW! 3543 911 SENIOR RESPONSE

\$26

Do you know how to handle an emergency? What should you do while waiting for help to arrive? This short, info-packed course is specially designed to help seniors respond to an emergency situation. Basic first aid, Hands-Only CPR, the use of an AED machine and response to choking will be covered.

1 class @ 1 hour 0.1 CEU 1.2 CPE

3543-01 ALC F 1:00 - 2:00pm 3/15 Henley
3543-02 ALC F 1:00 - 2:00pm 5/17 Henley

3004 ABC'S OF INVESTING

\$68

Ready for some "Aha!" moments?

Instructor will 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 hrs ea 0.6 CEU 7.2 CPE

3004-01 RA Th 6:30 - 8:30pm 4/11-4/25 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 hrs ea 0.4 CEU 4.8 CPE

3005-01 FC Tu 7:00 - 9:00pm 2/12-2/19 Cole

3005-02 RA Th 7:00 - 9:00pm 5/9-5/16 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 hrs 0.2 CEU 2.4 CPE

3006-01 FC Tu 7:00 - 9:00pm 3/5 Cole

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 hrs 0.2 CEU 2.4 CPE

3010-01 ALC S 9:00 - 11:00am 4/20 Wood



SENIORS

NEW! 2700 PHOTO PACKAGE FOR SENIORS \$81

Photography from beginning to end; we packed a lot into this new course for seniors! It is a great course for a beginner, someone needing a refresher, or just looking for pointers or ideas. A field trip will give students plenty of photo opportunities to utilize new skills and knowledge. This course also includes some basic digital photo editing skills. PLEASE NOTE: Bring your camera, batteries, and manual.

5 classes @ 3 hrs ea 1.5 CEU 18 CPE
2700-01 ALC F 12:30 - 3:30pm 2/8-3/15 McGrady
2700-02 ALC Tu & Th 12:30 - 3:30pm 4/30-5/14 McGrady

DIGITAL

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 the 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 hrs ea 0.4 CEU 4.8 CPE
2702-01 RA Th 6:30 - 8:30pm 2/7-2/14 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 hrs ea 0.4 CEU 4.8 CPE
2703-01 RA Th 6:30 - 8:30pm 3/7-3/14 Burrus

SKILLS THE PROS USE

2704 TAKE BETTER PHOTOS WITH YOUR POINT & 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 hrs ea 0.4 CEU 4.8 CPE
2704-01 RA Tu 6:30 - 8:30pm 2/26-3/5 Akright



SCAN to
visit us on
Facebook!

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 hrs ea 0.4 CEU 4.8 CPE
2705-01 RA Th 6:30 - 8:30pm 4/18-4/25 Akright

2707 PORTRAIT PHOTOS

\$31 Senior Price \$25

Everyone appreciates flattering photos. Learn how to take great photos that your family and friends will love enough to use on their Facebook pages, websites, and mobile phones.

2 classes @ 2 hrs ea 0.4 CEU 4.8 CPE
2707-01 RA Th 6:30 - 8:30pm 5/2-5/9 Burrus

HOME STUDIO

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 hrs ea 0.4 CEU 4.8 CPE
2710-01 RA Th 6:30 - 8:30pm 6/6-6/13 Akright

WRITING

NEW! 4503 WRITE A FAMILY MEMOIR

\$80 Senior Price \$61

This is the year to put your family's 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 hrs ea 1.2 CEU 14.4 CPE
4503-01 LKMS W 7:00 - 9:00pm 2/13-3/20 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 hrs ea 1.2 CEU 14.4 CPE
4510-01 LKMS M 6:00 - 8:00pm 4/8-5/13 Strauss



Online Course Catalog

Follow the ed2go link to view online courses.

Online Course Catalog

Adult Learning Center

Virginia Beach City Public Schools

www.ed2go.com/vbalc

Spring

Our online courses
are open to everyone!

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

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REMINDER! Teachers! Teaching Assistants!
Earn CEU credits towards recertification with online
classes. Confirm eligibility with your school advisor.
Flexible, convenient, & just \$105 each.

Adult Basic Education (ABE)

This program helps 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). Testing is administered on a first-come, first-served basis and takes about 3 ½ hours. (Maximum 55 participants per test.) A valid, current government-issued picture ID for proof of age and identity is required.

Testing begins on time. No exceptions.



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

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

Spring 2013

PLACEMENT EVALUATION DATES			CLASS SCHEDULES	
Testing takes approximately 3 ½ hours			DAY	EVENING
January 8	Tuesday	10:00 am	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
January 31	Thursday	10:00 am		
February 28	Thursday	10:00 am		
March 16	Saturday	9:00 am		
March 28	Thursday	10:00 am		
COSTS				

PLACEMENT EVALUATION \$5

CLASSES \$30 registration fee for Virginia Beach residents
NON-RESIDENTS of Virginia Beach
 \$40/Month (Day)
 \$30/Month (Evening)

ALL FEES ARE NON-REFUNDABLE

Your future is calling. With the GED® test, you can answer the call!
 If you've already started the GED® test, you're almost there. The current version of the GED® test EXPIRES at the end of 2013 and your scores will expire too if you don't finish & pass the test by then.
Act soon; avoid re-taking the parts of the test you've already passed.

ADULT BASIC EDUCATION (ABE)

Adult Learning Center Spring 2013 www.alc.vbschools.com



GED® Test Credential Information

Paul Palombo
GED Chief Examiner™
City of Virginia Beach

✓ The GED® testing program is the only high school equivalency credential recognized by all 50 states. To take the test, candidates must be 18 or older and not enrolled in any high school.

- ✓ Preparation for the test is available through reading, language, math, GED® classes, and counseling. Enroll in classes by attending a placement evaluation (PLACEMENT DATES on page 31). GED® practice tests and textbooks are available for purchase (OTHER FEES below).
- ✓ To participate in the May GED® Recognition Ceremony attend a placement evaluation, ABE/GED® classes, and pass the GED® test.
- ✓ Prior to the test date, candidates MUST REGISTER IN PERSON at the ALC. Online pre-registration is available at www.GED123.org. To complete the registration process, print and bring the confirmation, test payment, and an acceptable ID to the ALC. Valid driver's licenses, valid passports, military IDs, or other forms of government-issued (national or foreign) identification that show name, address, date of birth, signature, and photograph are all acceptable forms of identification. A social security card is required only if candidates would like their social security number to be included as part of their record. Allow 30 - 45 minutes to complete the registration process.

Office hours: Monday - Friday, 8:00 am-3:30 pm and Monday - Thursday, 6:00 pm-8:00 pm.

GED® Test Schedule & Fees

Accommodations are available upon request. Registration is required.
You must present a valid, current government-issued picture ID as proof of age.

We accept Visa, MasterCard, cash, check, or money order.

GED® TEST - COMPLETE SERIES - DATES & FEE \$58 first-time test-takers		GED® RETEST - DATES & FEE \$10 per test (\$8 additional for first time retest in Virginia)	
Monday & Tuesday 12:15 pm-4:30 pm	February 4 & 5 March 4 & 5 April 8 & 9 May 6 & 7 June 3 & 4 July 1 & 2 August 5 & 6	Social Studies Test Science Test Language Arts, Reading Test	Thursday Only July 11 August 1 Fridays Only February 1 March 1 April 12 May 3 June 7
Saturday 7:45 am-4:30 pm	January 26 February 23 March 16 April 20 May 18 June 15 July 20 August 17	Mathematics Test Language Arts, Writing Test	Thursday Only July 18 August 8 Fridays Only January 11 February 8 April 19 March 8 May 10 June 14

Other fees:

Placement Evaluation \$5 (schedule on page 31)
GED® practice tests \$10, GED® textbook \$21, reschedule test date \$15

Follow the links to: Additional Transcript Request \$5 each
[TRANSCRIPT - Tested in VIRGINIA BEACH](#)
[TRANSCRIPT - Tested ELSEWHERE In Virginia](#)
 Additional Certificate Request \$10 each
[CERTIFICATE](#)



Finish your GED® test by the end of 2013 and get started on the life you deserve. With a high school credential, more doors open – to a better job, college, and the respect you deserve. **The current version of the GED® test EXPIRES 12/31/2013. Your scores will expire too unless you finish and pass the test by then.** Act soon so you won't have to re-take parts of the test you've already passed.

NEED HELP? Visit finishtheGED.com or text GED to 58124.

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!



EXTRA HELP FOR GED® EXAM

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 per session
2. ABE/GED® Classes (Day or Evening)	Adult Learning Center	Beginning in September	Virginia Beach Resident? One-time fee of \$30 per school year Not a Virginia Beach resident? \$40 per month - DAY classes \$30 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

GED® test battery includes:
 Mathematics Test
 Language Arts, Writing Test
 Language Arts, Reading Test
 Social Studies Test
 Science Test



CALL TODAY! 757-648-6056
Get started on the rest of your life!

Adult Learning Center Spring 2013 www.alc.vbschools.com

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.

Spring 2013 Schedule

INTERVIEW DATES		
January 29	Tuesday	8:30 am
January 31	Thursday	5:45 pm
February 19	Tuesday	8:30 am
February 21	Thursday	5:45 pm
March 19	Tuesday	8:30 am
March 21	Thursday	5:45 pm

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.

The Adult Learning Center does not provide childcare or transportation.

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 registration fee for residents of Virginia Beach who are also citizens or permanent residents	
NON-IMMIGRANTS (passport holders) \$40/Month (Day) \$30/Month (Evening)	NON-RESIDENTS (live in other cities) \$40/Month (Day) \$30/Month (Evening)
Students who live in other cities and hold passports must pay both fees each month.	
Textbooks = \$20 to \$70 depending upon class level.	
ALL FEES ARE NON-REFUNDABLE	



FOR MORE INFORMATION, CALL 757-648-6057

Move forward.

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.



All ALC programs are open to adults 18 and older who are not enrolled in public or private high school.

FOUR EASY WAYS TO REGISTER

- ✓ **Online at www.alc.vbschools.com**
From our homepage follow the online registration link any time - 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.

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

Holidays Classes will not be held January 21, February 18, April 1 through April 5, May 27, and July 4.

School Closings Notices of delay or closure for Virginia Beach City Public Schools include the Adult Learning Center and all of its satellite locations. Information will be available on radio and TV, online at www.vbschools.com and on 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 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 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, we will contact you to offer other available dates or to place you 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, submit your written request five business days BEFORE the class start date for it to be considered for a refund. REFUNDS are NOT issued once a course has started. A \$15 processing fee is assessed for transfers or withdrawals. Refunds are issued within two weeks.

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 Hampton Roads' largest school system

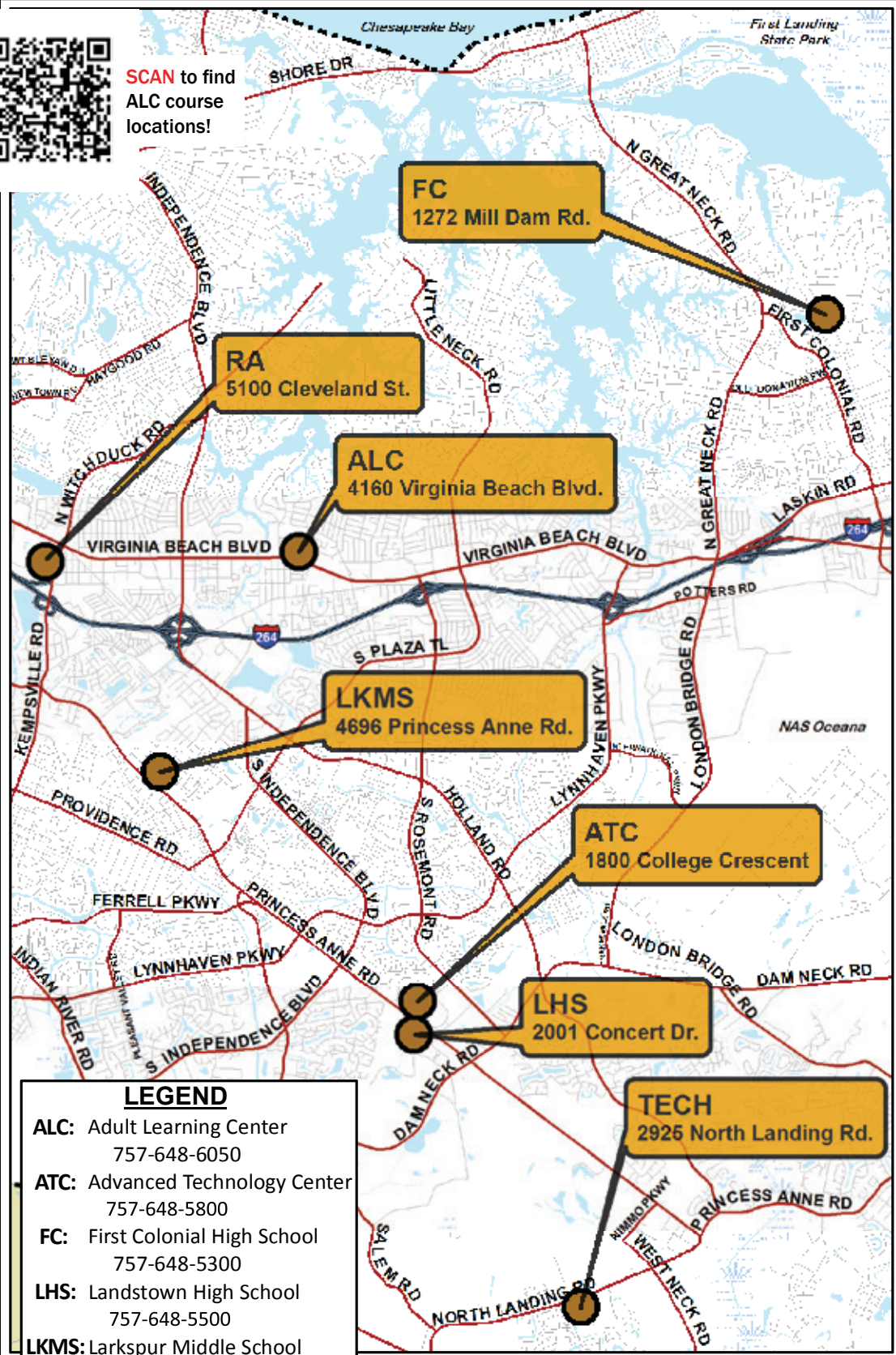
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Emma L. "Em" Davis District 5 - Lynnhaven	Joel A. McDonald, Jr. District 3 - Rose Hall	Elizabeth Evans Taylor At-Large	



SCAN 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
 A PART OF PEELKYE
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) _____ GENDER M F

MM - DD - YYYY

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 per course for non-Virginia Beach Residents

TOTAL _____

PAYMENT METHOD: CASH - Bills over \$50 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)



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, submit your written request five business days BEFORE the class start date for it to be considered for a refund. REFUNDS are NOT issued once a course has started. A \$15 processing fee is assessed for transfers or withdrawals. 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 _____



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