

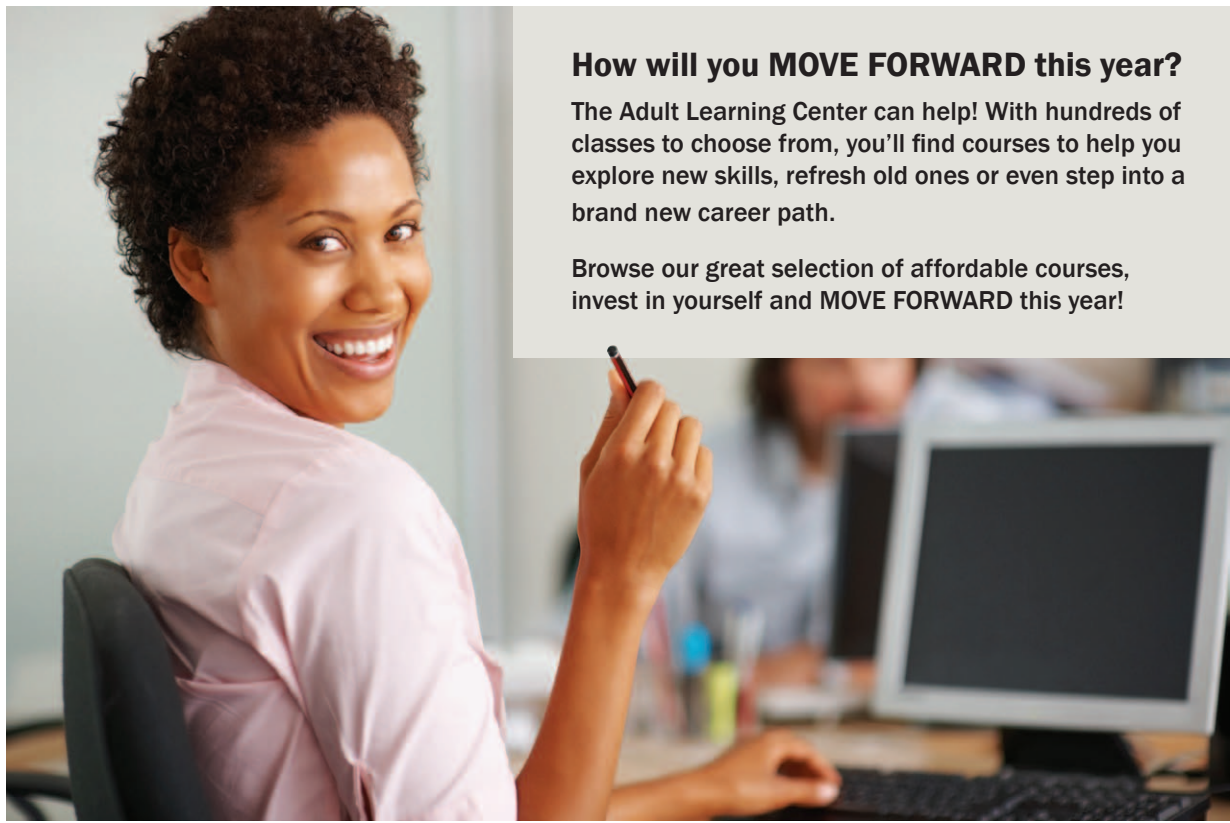


**Spring 2012**

[www.alc.vbschools.com](http://www.alc.vbschools.com)



**Move forward.**



## How will you MOVE FORWARD this year?

The Adult Learning Center can help! 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.

Browse our great selection of affordable courses, invest in yourself and MOVE FORWARD this year!

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Virginia Beach City Public Schools

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**Community Education** offers a wide variety of interesting and professional development courses.

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

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



**Don't miss these brand NEW courses!**



- |                                     |  |
|-------------------------------------|--|
| Beginner Cross Stitch               | Keyboarding 2 - Speed & Accuracy                 |
| Children's Writers Workshop         | Survival Skills for Small Business               |
| Choose the Right Mortgage           | Safety on the Net: Protect Your Digital Identity |
| CNA Certification Prep              | Medical Office Simulation                        |
| Create Your Own Audio and E-Book    | One-on-One Personal Coach                        |
| Excel Secrets                       | Physical Therapy Aide                            |
| Market Your Book                    | Watercolor Weekender                             |
| Make Money Marketing with Facebook  | Medical Billing and Coding                       |
| Make Money Publishing Online Today! | Zumba  |

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

It's a QR code! These funky black and white squares are designed to give you easy mobile access to handy information.

**Give it a try!**

Look for these square codes throughout our catalog and follow 3 easy steps:

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



**SCAN THIS CODE with your smartphone to visit the ALC website.**



# Career Training Programs

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

- ✓ Affordable prices
- ✓ Flexible schedule
- ✓ Test out options
- ✓ Cutting edge advantage



Interested in our career training courses? Please call 757-648-6050, EXT. 64608.

## PERSONAL CARE AIDE

The Adult Learning Center's NEW Personal Care Aide (PCA) training program offers dual level, gold-standard personal care training for individuals who want to find work in the healthcare industry. Whether you want to step into a career in the medical field or learn skills to address family personal care needs, this training program prepares PCAs 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

This course trains care professionals to take basic vital signs, communicate effectively, move clients safely, bathe, dress, and prepare light meals for those who receive care. Individuals who complete training will be eligible to provide care to Medicaid recipients and receive a PCA Level 1 Certificate from the ALC. The perfect stepping stone into the health care field!

Estimated cost: \$350      Estimated hours: 49  
See course descriptions on page 26.

### Personal Care Aide Level 2

Take your PCA training to the next level by adding American Heart Association Heartsavers courses to your skills set, often required by healthcare employers. Students who complete Medical Career First Aid, CPR, and BloodBorne Pathogen certifications will receive a PCA Level 2 Certificate from the ALC.

Estimated cost: \$158      Estimated hours: 7  
See course descriptions on page 27.

**Check out these OppInc. approved programs!**

Financial aid may be available for Dental Assistant, EKG Technician, Personal Care Aide, LPN, and Pharmacy Technician training programs. Call 461-7537 for eligibility information or visit [www.opp-inc.org](http://www.opp-inc.org).

## MEDICAL ADMINISTRATIVE ASSISTANT

Interested in a professional health career that combines business skills with patient care? This program is for you! Develop skills designed to help you forge a career path as a medical administrative assistant and find work in the expanding field of health care.

Designed to prepare students for opportunities in large health care facilities as well as private practice, this program prepares students for the Medical Administrative Assistant Certification exam (CMAA). Course study includes basic computer and keyboarding skills, medical terminology, medical office skills, and job search preparation courses.

Estimated cost: \$1130      Estimated hours: 105  
See medical course descriptions on pages 24 & 25.



## PHARMACY TECHNICIAN

Approved by the Virginia Board of Pharmacy, the Pharmacy Technician program is designed for the adult learner and prepares students to take the National Pharmacy Technician Certification Board (PTCB) exam.

Broken into two main courses, 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 are now working in local hospitals and in pharmacies including Sentara, Walgreens, and K-Mart.

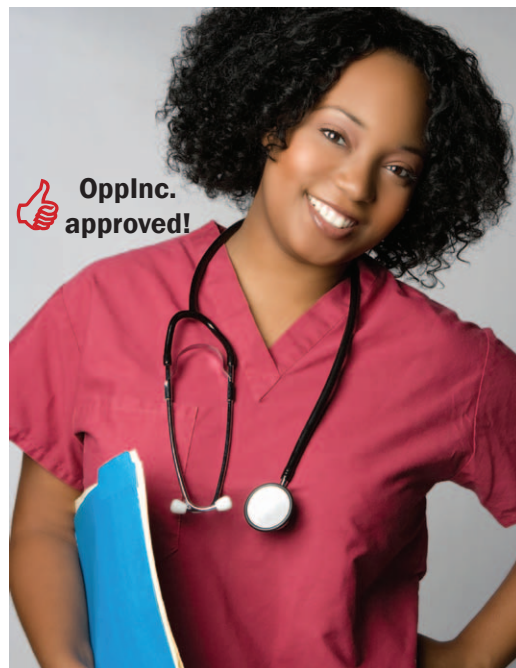
Estimated cost: \$1,120      Estimated hours: 130  
See course descriptions on pages 24.

## EKG TECHNICIAN

This comprehensive 50-hour EKG Technician Certification Program prepares students to function as EKG Technicians and to take the American Society of Phlebotomy Technician (ASPT)—Electrocardiograph (EKG) Technician exam. This course will include important practice and background information on 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. The EKG Technician Certification Program includes a graded final exam to help prepare students for the ASPT—EKG Technician Exam.

Estimated cost: \$999      Estimated hours: 50  
See course descriptions on page 25.





**PHYSICAL THERAPY AIDE**

This Physical Therapy Aide 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: \$999    Estimated hours: 50**  
**See course description on page 26.**

**MEDICAL BILLING & CODING**

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. 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). 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.

**Estimated cost: \$1799    Estimated hours: 80**  
**See course description on page 26**



**CNA CERTIFICATION PREP**

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

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

**Estimated cost: \$200    Estimated hours: 30**  
**See course description on page 26.**

**DENTAL ASSISTANT**


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

In addition to entry-level administrative jobs, this course is ideal for students interested in pursuing a future formal Dental Hygienist program. The program includes graded quizzes and exams.

Estimated cost: \$1199

Estimated hours: 60

See course descriptions on page 26.

 **Opplnc. approved!**

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

**Move forward.**

 **Opplnc. approved!**

**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 2012:

1. Please visit the nursing program's online catalog at [http://www.techcenter.vbschools.com/nursing\\_ex.html](http://www.techcenter.vbschools.com/nursing_ex.html) or <http://www.alc.vbschools.com/nursing.html>.
2. Print the application from the websites listed above or pick one up at the Adult Learning Center or the Virginia Beach Technical and Career Education Center from October 1, 2011 through May 1, 2012. 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, 2012. 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, Opplnc., and/or PELL Grants.

Estimated cost: \$5,684.40

**For additional LPN information, call 648-5889.**

VBCPS does not discriminate on the basis of race, color, national origin, political affiliation, sex, religion, age, or disability in the admission or access to or participation or employment in its programs, services, or activities. The Virginia Beach School of Practical Nursing is accredited by the National League for Nursing Accrediting Commission and approved by the Virginia Board of Nursing and Virginia Department of Education.

# Community Education Courses

## ART

### DRAWING

#### 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 is available online at [www.alc.vbschools.com](http://www.alc.vbschools.com).

6 classes @ 2.5 hours each 1.5 CEU 18 CPE

2103-01 LKMS W 6:30 pm - 9:00 pm 2/8-3/14 Wertheimer

2103-02 LKMS W 6:30 pm - 9:00 pm 4/18-5/23 Wertheimer

### PAINTING

#### 2122 WATERCOLOR 1

\$99 Senior Price \$75

Learn the basics of watercolor painting.

We will work on the basics of value, colormixing and paint handling in a relaxed setting. PLEASE NOTE: Supply list available online at [www.alc.vbschools.com](http://www.alc.vbschools.com).

5 classes @ 3 hours each 1.5 CEU 18 CPE

2122-01 LKMS M 6:00 pm - 9:00 pm 2/6-3/12 Staicer

2122-02 ALC F 10:00 am - 1:00 pm 2/10-3/9 Staicer



#### 2123 WATERCOLOR 2

\$99 Senior Price \$75

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

5 classes @ 3 hours each 1.5 CEU 18 CPE

2123-01 LKMS M 6:00 pm - 9:00 pm 4/2-5/7 Staicer

2123-02 ALC F 10:00 am - 1:00 pm 3/30-5/4 Staicer

#### NEW! 2124 WATERCOLOR 3

\$99 Senior Price \$75

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

5 classes @ 3 hours each 1.5 CEU 18 CPE

2124-01 ALC F 10:00 am - 1:00 pm 5/18-6/15 Staicer

#### 2125 WATERCOLOR PENCILS AND CRAYONS

\$80 Senior Price \$61

Add watercolor pencils and crayons to your watercolor paintings. Discover new techniques to add detail and depth to your work. PREREQUISITE: Previous watercolor experience. PLEASE NOTE: Supply list available online at [www.alc.vbschools.com](http://www.alc.vbschools.com).

4 classes @ 3 hours each 1.2 CEU 14.4 CPE

2125-01 LKMS M 6:00 pm - 9:00 pm 5/21-6/18 Staicer

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

#### NEW! 2126 WATERCOLOR WEEKENDER

\$42 Senior Price \$33

Calling all watercolor enthusiasts! Join fellow painters for an all day watercolor class to learn new techniques. PREREQUISITE: Previous watercolor experience required. PLEASE NOTE: Supply list available online at [www.alc.vbschools.com](http://www.alc.vbschools.com).

1 class @ 6 hours 0.6 CEU 7.2 CPE

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

2126-02 ALC S 9:00 am - 3:00 pm 5/19 Woodruff

#### 2127 BEGINNER OIL PAINTING

\$106 Senior Price \$81

Discover the artist within! In 8 weeks you will paint several small pieces (suitable for framing) as you learn oil painting fundamentals and the basics of design and color. PLEASE NOTE: Supply list available online at [www.alc.vbschools.com](http://www.alc.vbschools.com).

8 classes @ 2 hours each 1.6 CEU 19.2 CPE

2127-01 LKMS M 6:00 pm - 8:00 pm 2/6-4/2 Brunner

2127-02 ALC F 1:30 pm - 3:30 pm 2/10-3/30 Brunner

### STAINED GLASS

#### 2140 STAINED GLASS MOSAIC ART FORMS

\$190 Senior Price \$143

Create simple or complex stained glass projects, including large and small glasswork, plates, bowls, and mosaics, and any art made from glass. Project costs begin at \$40.00. Class is designed for all experience levels including beginner. PLEASE NOTE: A list of stained glass tools and supplies will be given during the first class.

10 classes @ 3 hours each 3 CEU 36 CPE

2140-01 FC Tu 6:30 pm - 9:30 pm 2/21-5/1 Gilliatt



## BUSINESS



### 2216 OUTSTANDING CUSTOMER SERVICE

\$28

Is your customer service costing you? Americans are fed up with poor customer service and many companies are suffering. In today's economic competition you have to be "outstanding" in everything you do. Do your employees need to refresh or learn new skills from practical and effective examples? This course emphasizes ways to build outstanding rapport, how to understand non-verbal communication, the best ways to effectively communicate through e-mail, stay professional in stressful situations, find win-win solutions, and more. Customized courses available for businesses.

1 class @ 2.5 hours 0.3 CEU 3 CPE

2216-01 ALC W 6:30 pm - 9:00 pm 2/8 Lenz

2216-02 ALC F 8:30 am - 11:00 am 3/16 Lenz

2216-03 ALC W 6:30 pm - 9:00 pm 5/9 Lenz

### NEW! 2220 ONE-ON-ONE PERSONAL COACH

\$180

If you've always wanted a personal coach to help you achieve your goals, but thought they were only available to Fortune 500 CEOs, then this course is for you. You will identify a challenge you'd like to meet or a goal you'd like to achieve, then work with the instructor to identify how you think and make decisions, what motivates you, and how you prefer to use your natural talents. Armed with this information and an understanding of the goal setting process, you'll walk away with an action plan to achieve your goal. Taught by experienced management consultant Denise Murden. This course is 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.

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

### 2230 STARTING A BUSINESS 101

\$35

Thinking of starting a business? This course is for you! Learn how to turn great ideas or hobbies into a money-making venture.

Lay a solid foundation for success by learning about different legal structures, licensing and registration, and funding options. This course will provide you with valuable tips and things to think about before you begin operation. Get expert guidance to help you get started on the right foot.

2 classes @ 2 hours each 0.4 CEU 4.8 CPE

2230-01 RA Th 6:00 pm - 8:00 pm 2/2-2/9 Jeanguenat

2230-02 RA Tu 6:00 pm - 8:00 pm 5/8-5/15 Jeanguenat



### 2231 STAY IN BUSINESS BY DOING IT RIGHT

\$35

Meet the challenge and learn what it takes to run a successful business. This class will help you understand the importance of record-keeping, explain ordinary business expenses versus start-up costs, and how to interpret Profit and Loss statements and Balance sheets so you will know if you are making any money. Learn how to choose the right business structure, what it takes to get a loan, and the important difference between independent contractors and employees in the eyes of the IRS. Leave this course with the vital information and a real understanding of the operation of your business.

2 classes @ 2 hours each 0.4 CEU 4.8 CPE

2231-01 RA Th 6:00 pm - 8:00 pm 4/26-5/3 Jeanguenat

2231-02 RA Tu 6:00 pm - 8:00 pm 6/5-6/12 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 your sanity and 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 Staying In Business by Doing It Right.

2 classes @ 2 hours each 0.4 CEU 4.8 CPE

2232-01 ALC Th 6:30 pm - 8:30 pm 2/23-3/1 McGrady

2232-02 ALC Th 6:30 pm - 8:30 pm 6/14-6/21 McGrady

### NEW! 2235 SURVIVAL SKILLS FOR SMALL BUSINESS

\$54 Senior Price \$45

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

3 classes @ 2 hours each 0.6 CEU 7.2 CPE

2235-01 RA Th 6:30 pm - 8:30 pm 3/1-3/15 Murden

2235-02 RA Th 6:30 pm - 8:30 pm 5/10-5/24 Murden

Visit our website at...

[www.alc.vbschools.com](http://www.alc.vbschools.com)

**Master the power of the Internet and social media to create more success in your business, career, and life.**

**NPR "Technology Expert" will take you step-by-step through understanding and using this powerful media to expand your opportunities!**

**MARKETING TECHNOLOGY**

**2240 BLOGGING 101: START BLOGGING TODAY**

\$65 Senior Price \$58

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

2 classes @ 2.5 hours each 0.5 CEU 6 CPE

- 2240-01 ATC Tu & Th 6:30 pm - 9:00 pm 2/14-2/16 Sykes
- 2240-02 ATC Tu & Th 6:30 pm - 9:00 pm 3/27-3/29 Sykes
- 2240-03 ATC Tu & Th 6:30 pm - 9:00 pm 5/15-5/17 Sykes
- 2240-04 ATC Tu & Th 6:30 pm - 9:00 pm 6/12-6/14 Sykes

**2241 eBAY 101: START MAKING MONEY TODAY!**

\$65 Senior Price \$58

Have you wondered what eBay is and how you make money on it? An e-commerce expert will guide you step-by-step through setting up your eBay business. Start making money today! Learn what items sell well and how to get the best price for them, how to list your items to get the best offers, when is the best time and day to list your items, how to drive potential buyers to your offerings, and how to get paid quickly.

2 classes @ 2.5 hours each 0.5 CEU 6 CPE

- 2241-01 ATC Tu & Th 6:30 pm - 9:00 pm 3/6-3/8 Sykes
- 2241-02 ATC Tu & Th 6:30 pm - 9:00 pm 4/24-4/26 Sykes
- 2241-03 ALC M & W 6:30 pm - 9:00 pm 6/18-6/20 Sykes



**NEW! 2242 MAKE \$\$ BLOGGING - START PULLING CASH FROM YOUR BLOG TODAY!**

\$65 Senior Price \$58

Whether you are a growing business, a non-profit organization, or a stay-at-home parent, a technology expert will show you how to make money with your blog. Discover the secrets to creating traffic and massive mailing lists and using free marketing tools. You will also learn how to create "buzz" and what the best shopping cart software packages are for your blog.

2 classes @ 2.5 hours each 0.5 CEU 6 CPE

- 2242-01 ATC Tu & Th 6:30 pm - 9:00 pm 2/21-2/23 Sykes
- 2242-02 ATC Tu & Th 6:30 pm - 9:00 pm 4/3-4/5 Sykes
- 2242-03 ATC Tu & Th 6:30 pm - 9:00 pm 5/22-5/24 Sykes

**NEW! 2243 USE MOBILE MARKETING TO MAKE MONEY TODAY**

\$65 Senior Price \$58

Have you wondered how to use the power of the smartphone to sell your projects and services online? E-commerce expert Ed Sykes will take you step-by-step through setting up online tools to market your projects and services to mobile users! Learn the secrets to change your website and/or blog to a more user-friendly selling tool, how to format your projects for mobile devices, and what low-cost or no-cost applications you can use to make it easy for potential customers to find you and buy from you.

2 classes @ 2.5 hours each 0.5 CEU 6 CPE

- 2243-01 ALC M & W 6:30 pm - 9:00 pm 4/2-4/4 Sykes
- 2243-02 ATC Tu & Th 6:30 pm - 9:00 pm 5/8-5/10 Sykes

**NEW! 2244 VIDEO MARKETING - USE POWERFUL VIDEO MARKET TO MAKE MONEY**

\$65 Senior Price \$58

Video marketing is a persuasive, powerful selling tool you can use to reach customers globally and gain exposure for your ideas, products, and services. Learn how to make videos that sell your products and service and make you money! Find out how to drive traffic to your organization through video, what the elements to a great video are, how to use YouTube's secret tools to create excitement about your videos, and how to convert viewers into customers. You will also learn about the best low-cost tools for producing great videos.

2 classes @ 2.5 hours each 0.5 CEU 6 CPE

- 2244-01 ATC Tu & Th 6:30 pm - 9:00 pm 2/28-3/1 Sykes
- 2244-02 ATC Tu & Th 6:30 pm - 9:00 pm 4/17-4/19 Sykes
- 2244-03 ATC Tu & Th 6:30 pm - 9:00 pm 5/29-5/31 Sykes



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Adult Learning Center -  
Virginia Beach City Public Schools

**2250 INTRODUCTION TO GRANT WRITING FOR NON-PROFITS**

\$44 Senior Price \$35

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

3 classes @ 2 hours each 0.6 CEU 7.2 CPE

2250-01 RA Th 7:00 pm - 9:00 pm 2/9-2/23 Harris

**2251 ADVANCED GRANT NARRATIVES**

\$29 Senior Price \$23

This course focuses on the narrative portion of a non-profit grant request. Learn about outcomes, how to use statistics to make your case, and writing for clarity. **PREREQUISITE:** Introduction to Grant Writing or comparable experience.

2 classes @ 2 hours each 0.4 CEU 4.8 CPE

2251-01 RA Th 7:00 pm - 9:00 pm 3/1-3/8 Harris

**2252 ADVANCED GRANT BUDGETING**

\$29 Senior Price \$23

This course focuses on budget preparation for non-profit grants. You'll learn budget terminology, how to use your audit and 990, hints on including as many expenses as possible, and how to allocate costs. **PREREQUISITE:** Introduction to Grant Writing or comparable experience.

2 classes @ 2 hours each 0.4 CEU 4.8 CPE

2252-01 RA Th 7:00 pm - 9:00 pm 3/15-3/22 Harris

**COMMUNICATIONS****2300 ONE-ON-ONE PERSONAL COACHING FOR PUBLIC SPEAKING**

\$90

Gain an introduction to public speaking with this one-on-one course taught by an experienced, successful public speaker. This is a great place to build confidence, overcome fears, and see instant improvement in your public speaking ability. Taught by a Distinguished Toastmaster (33+ years). This course is 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.

2 classes @ 1.5 hours each 0.3 CEU 3.6 CPE ALC Tu &amp; Th Biondo



SCAN THIS CODE with your smartphone to visit the ALC Facebook page.

**NEW! 2245 LET'S GET SOCIAL! MAKE MONEY MARKETING WITH SOCIAL MEDIA**

\$65 Senior Price \$58

Learn the power of social media to spread the message about your product, idea, cause, or service. Technology expert Ed Sykes will show you how to use Facebook, Twitter, LinkedIn, YouTube, Digg, StumbleUpon, and your blog as a powerful marketing system to bring new customers to your organization. Step-by-step, learn the secrets to combining the various social media resources, so that people will want to spread the word about you. Maximize your marketing results by learning time management skills for social marketing.

2 classes @ 2.5 hours each 0.5 CEU 6 CPE

2245-01 ATC Tu &amp; Th 6:30 pm - 9:00 pm 1/31-2/2 Sykes

2245-02 ATC Tu &amp; Th 6:30 pm - 9:00 pm 3/13-3/15 Sykes

2245-03 ATC Tu &amp; Th 6:30 pm - 9:00 pm 5/1-5/3 Sykes

**NEW! 2246 MAKE MONEY PUBLISHING ONLINE TODAY!**

\$84 Senior Price \$72

Have you wondered 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 take you step-by-step through setting up your Amazon digital publishing account. Start making money today selling your ebooks, reports and other online products and services. Learn how to price your items, what publications sell well, little known secrets for marketing your publications, and how to use your publications to brand you as the expert in your field. **PLEASE NOTE:** Saturday classes will be held from 9:00 a.m.-11:30 a.m.

3 classes @ 2.5 hours each 0.8 CEU 9 CPE

2246-01 ALC S 9:00 am - 11:30 am 2/4-2/18 Sykes

\*2246-02 ALC M, W &amp; S 6:30 pm - 9:00 pm 4/16-4/21 Sykes

\*2246-03 ALC M, W &amp; S 6:30 pm - 9:00 pm 6/11-6/16 Sykes

\* Saturday classes will be held from 9:00 a.m.-11:30 a.m.

**NEW! 2247 MAKE MONEY MARKETING WITH FACEBOOK**

\$65 Senior Price \$58

Discover the power of using Facebook to spread the message about your product or service idea, and make money. Learn how to use Facebook's lists, groups, Fanpage, advertising features, and e-commerce features to create targeted customers who want to buy your products and services. You will also learn the secrets to social marketing time management so that you can maximize your marketing results.

2 classes @ 2.5 hours each 0.5 CEU 6 CPE

2247-01 ATC Tu &amp; Th 6:30 pm - 9:00 pm 2/7-2/9 Sykes

2247-02 ATC Tu &amp; Th 6:30 pm - 9:00 pm 3/20-3/22 Sykes

2247-03 ATC Tu &amp; Th 6:30 pm - 9:00 pm 6/5-6/7 Sykes



### GETTING STARTED FOR SENIORS (60 & OLDER)

#### 2601 IMPORTANT BASICS

\$48

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

2 classes @ 3 hours each 0.6 CEU 7.2 CPE

*2601-01	ALC M	8:30 am - 3:30 pm	1/30	Schmidt
2601-02	ALC Tu & Th	8:30 am - 11:30 am	1/31-2/2	Edwards
2601-03	ALC Tu & Th	12:30 pm - 3:30 pm	1/31-2/2	Edwards
2601-04	ALC Tu	6:00 pm - 9:00 pm	1/31-2/7	N. Smith
*2601-05	ALC W	8:30 am - 3:30 pm	2/1	Edwards
2601-06	ATC Tu	6:30 pm - 9:30 pm	2/14-2/21	D. Smith
2601-07	ALC M	6:30 pm - 9:30 pm	3/26-4/2	Sealey
2601-08	ALC M	8:30 am - 11:30 am	3/5-3/12	Shepherd
2601-09	ALC M & W	6:30 pm - 9:30 pm	4/16-4/18	N. Smith
*2601-10	ALC Tu	8:30 am - 3:30 pm	4/17	Schmidt
2601-11	ALC Tu & Th	12:00 pm - 3:00 pm	5/15-5/17	Schmidt
*2601-12	ALC W	8:30 am - 3:30 pm	5/30	Schmidt

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

#### 2606 SENIOR INSTITUTE 101

\$132

Affordable, friendly and fun! If you are 60 or older and a novice to computers, this "senior" course was developed for you!

Frequently, laughter can be heard coming from the classroom. Go from insecure beginning skills to a comfortable beginner level using your computer. Great price, relaxed pace! Students will receive a book and travel drive. PREREQUISITE: Important Basics.

6 classes @ 3 hours each 1.8 CEU 21.6 CPE

2606-01	ALC Tu, W & Th	8:30 am - 11:30 am	2/7-2/16	Edwards
2606-02	ALC Tu, W & Th	12:30 pm - 3:30 pm	2/7-2/16	Edwards
2606-03	ALC M & W	8:30 am - 11:30 am	3/19-4/4	Shepherd



#### 2607 SENIOR INSTITUTE 202

\$84

What a delight to see seniors realize that with a little more practice and skill building, they can start to 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 (\$33.00) are required.

5 classes @ 3 hours each 1.5 CEU 18 CPE

2607-01	ALC Tu, W & Th	12:30 pm - 3:30 pm	2/21-2/29	Edwards
2607-02	ALC Tu, W & Th	8:30 am - 11:30 am	3/6-3/14	Edwards
2607-03	ALC M & W	8:30 am - 11:30 am	4/16-4/30	Shepherd

#### 2608 SENIOR INSTITUTE 303

\$67

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

4 classes @ 3 hours each 1.2 CEU 14.4 CPE

2608-01	ALC Tu & Th	12:30 pm - 3:30 pm	3/20-3/29	Edwards
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#### 2636 WINDOWS 7 FOR SENIORS

\$69

This class covers some of the new Win 7 Operating System and was designed especially for senior citizens who want to start using computers. Great step-by-step exercises and lots of tips and tricks.

3 classes @ 3 hours each 0.9 CEU 10.8 CPE

2636-01	ALC W	8:30 am - 11:30 am	5/9-5/23	Shepherd
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# GETTING STARTED FOR NON-SENIORS

## 2601 IMPORTANT BASICS

\$48

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

2 classes @ 3 hours each 0.6 CEU 7.2 CPE

*2601-01	ALC M	8:30 am - 3:30 pm	1/30	Schmidt
2601-02	ALC Tu & Th	8:30 am - 11:30 am	1/31-2/2	Edwards
2601-03	ALC Tu & Th	12:30 pm - 3:30 pm	1/31-2/2	Edwards
2601-04	ALC Tu	6:00 pm - 9:00 pm	1/31-2/7	N. Smith
*2601-05	ALC W	8:30 am - 3:30 pm	2/1	Edwards
2601-06	ATC Tu	6:30 pm - 9:30 pm	2/14-2/21	D. Smith
2601-07	ALC M	6:30 pm - 9:30 pm	3/26-4/2	Sealey
2601-08	ALC M	8:30 am - 11:30 am	3/5-3/12	Shepherd
2601-09	ALC M & W	6:30 pm - 9:30 pm	4/16-4/18	N. Smith
*2601-10	ALC Tu	8:30 am - 3:30 pm	4/17	Schmidt
2601-11	ALC Tu & Th	12:00 pm - 3:00 pm	5/15-5/17	Schmidt
*2601-12	ALC W	8:30 am - 3:30 pm	5/30	Schmidt

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

## 2615 COMPUTER BASICS ONE

\$109 Senior Price \$90

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

4 classes @ 3 hours each 1.2 CEU 14.4 CPE

*2615-01	ALC W	8:30 am - 3:30 pm	2/1-2/8	Schmidt
2615-02	ALC Tu & Th	12:30 pm - 3:30 pm	2/7-2/16	Schmidt
2615-03	ALC Tu & Th	6:00 pm - 9:00 pm	2/14-2/23	N. Smith
2615-04	ATC Tu & Th	6:30 pm - 9:30 pm	2/28-3/8	D. Smith
2615-05	ALC Tu & Th	6:30 pm - 9:30 pm	4/17-4/26	Sealey
*2615-06	ALC Tu & Th	8:30 am - 3:30 pm	4/19-4/24	Schmidt
2615-07	ALC M & W	6:30 pm - 9:30 pm	4/23-5/2	N. Smith
2615-08	ALC Tu & Th	12:00 pm - 3:00 pm	5/22-5/31	Schmidt
*2615-09	ALC M & W	8:30 am - 3:30 pm	6/4-6/6	Schmidt

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

## 2620 COMPUTER BASICS TWO

\$105 Senior Price \$81

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

5 classes @ 3 hours each 1.5 CEU 18 CPE

*2620-01	ALC M & W	8:30 am - 3:30 pm	2/13-2/22	Schmidt
2620-02	ALC M & W	12:30 pm - 3:30 pm	2/27-3/12	Schmidt
2620-03	ALC Tu & Th	6:00 pm - 9:00 pm	3/8-3/22	N. Smith
2620-04	ATC Tu & Th	6:30 pm - 9:30 pm	3/20-4/3	D. Smith
*2620-05	ALC Tu & Th	8:30 am - 3:30 pm	5/1-5/8	Schmidt
2620-06	ALC M & W	6:30 pm - 9:30 pm	5/9-5/23	ALC Staff
2620-07	ALC Tu	6:30 pm - 9:30 pm	5/15-6/12	Sealey
2620-08	ALC Tu & Th	12:00 pm - 3:00 pm	6/5-6/19	Schmidt
*2620-09	ALC M & W	8:30 am - 3:30 pm	6/11-6/18	Schmidt

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

## NEW! 2621 QUICK PREP FOR OFFICE 2010

\$68 Senior Price \$54

This course will prepare you for 2627 Office 2010 Essential Overview by reviewing the basics of Windows 7 layout, Office toolbars, opening, saving and closing documents, different Mouse pointers and cursor movements. Also includes a quick review of the basic editing skills in the different Office programs. Great course if you just need a quick review and/or glance at the 2010 version. Course 2620 Computer Basics Two may also be substituted for this course. PREREQUISITE: (2615) Computer Basics One or very comfortable with equivalent skills. PLEASE NOTE: Bring travel drive to class.

3 classes @ 3 hours each 0.9 CEU 10.8 CPE

2621-01	ALC Tu & Th	9:00 am - 12:00 pm	2/7-2/14	Jenkins
2621-02	ALC Tu	8:30 am - 11:30 am	3/13-3/27	Jenkins
2621-03	ALC W	8:30 am - 11:30 am	5/9-5/23	Jenkins
2621-04	ALC	6/18-6/26	NOTE: Classes held on Mon 6/18, Wed 6/20 & Tues 6/26	8:30 am - 11:30 am Jenkins

## 2625 KEYBOARDING SKILLS

\$152 Senior Price \$117

You know you need it! Get serious about increasing your speed and accuracy. The ALC offers self-paced lessons personalized by the instructor for maximum progress. This course is for new typists or those typing less than 30 words a minute. Learn lots of tips, tricks and ways to change bad typing habits and increase your speed.

9 classes @ 2.5 hours each 2.3 CEU 27 CPE

2625-01	ALC M & W	9:00 am - 11:30 am	2/27-3/26	Moncol
2625-02	ALC Tu & Th	8:30 am - 11:00 am	5/15-6/12	Moncol



# Move forward.

**NEW! 2626 KEYBOARDING 2 - SPEED & ACCURACY**

\$105 Senior Price \$81

Fast and accurate keyboarding skills are easy ways to improve your resumé and increase job opportunities. Employers want their data fast and accurate. Personalized lesson plans are designed by the instructor to improve speed and accuracy. Gain experience taking tests. **PREREQUISITE:** Minimum typing speed of 25 GWPM.

6 classes @ 2.5 hours each 1.5 CEU 18 CPE

2626-01 ALC Tu &amp; Th 8:30 am - 11:00 am 4/17-5/3 Moncol

2626-02 ALC M &amp; W 6:00 pm - 8:30 pm 5/30-6/18 ALC Staff

2626-03 ALC Tu &amp; Th 8:30 am - 11:00 am 6/5-6/21 ALC Staff

**JOB SKILLS & SOFTWARE****2627 OFFICE 2010 ESSENTIAL OVERVIEW**

\$204 Senior Price \$165

Employment in today's world usually requires that applicants be familiar with Microsoft Office software - and its latest version! If you are serious about building strong work skills or trying to get more comfortable with your own computer, take this course. Windows 7 and Office 2010 will be used, but most information is compatible with earlier versions. Get several great tips and shortcuts while learning each program's uniqueness. Become familiar with practical uses through basic hands-on exploring Word, Excel, and PowerPoint, and briefly looking at Access. **PREREQUISITE:** Computer Basics Two or very comfortable with equivalent skills. **PLEASE NOTE:** Bring travel drive to class.

8 classes @ 3 hours each 2.4 CEU 28.8 CPE

2627-01 ATC Tu &amp; Th 6:30 pm - 9:30 pm 2/7-3/1 Phillips

2627-02 ALC Tu &amp; Th 8:30 am - 2:30 pm 2/23-3/8 Jenkins

2627-03 ALC M &amp; W 6:30 - 9:30 pm 3/5-3/28 Roberts-Holland

2627-04 ALC M &amp; W 8:30 am - 2:30 pm 4/16-4/30 Jenkins

2627-05 ALC M &amp; W 8:30 am - 2:30 pm 5/30-6/13 Jenkins

**NEW! 2628 SOFTWARE PRACTICE**

\$128 Senior Price \$114

Here's a unique course if you need to be Microsoft Office confident or need to review. Professional instructions, tutorials, and sample tests help you with weak areas and give you experience with employment software tests. Tutorials are available for Access, Excel, Outlook, PowerPoint, Word, and Windows. Select two programs for a final test. **PLEASE NOTE:** Do not take this course in place of Course 2627 Office 2010 Essential Overview if you are new to any of the above programs. This course does not offer the same hands-on or variety of detailed instructions. **PREREQUISITE:** Not a novice to Microsoft programs.

3 classes @ 3 hours each 0.9 CEU 10.8 CPE

2628-01 ALC Th 8:30 am - 11:30 am 3/15-3/29 Jenkins

2628-02 ALC M 8:30 am - 11:30 am 5/7-5/21 Jenkins

**NEW! 2639 WINDOWS 7 ESSENTIALS**

\$86 Senior Price \$67

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

4 classes @ 3 hours each 1.2 CEU 14.4 CPE

2639-01 LHS W 6:00 pm - 9:00 pm 3/7-3/28 Stevens, II

2639-02 ALC F 9:00 am - 12:00 pm 3/16-4/6 Schmidt

2639-03 ALC Tu &amp; Th 6:00 pm - 9:00 pm 3/27-4/5 Schmidt

2639-04 ALC Tu &amp; Th 8:30 am - 11:30 am 5/15-5/24 Schmidt

2639-05 LHS W 6:00 pm - 9:00 pm 5/23-6/13 Schmidt

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

\$49 Senior Price \$40

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

2 classes @ 3 hours each 0.6 CEU 7.2 CPE

2641-01 ALC Tu 8:30 am - 11:30 am 2/21-2/28 Weller

2641-02 ALC W 6:00 pm - 9:00 pm 2/22-2/29 Weller

**2642 BASIC PC MAINTENANCE**

\$83 Senior Price \$66

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

3 classes @ 3 hours each 0.9 CEU 10.8 CPE

2642-01 ALC F 8:30 am - 11:30 am 3/23-4/6 Weller

2642-02 ALC W 6:00 pm - 9:00 pm 4/18-5/2 Weller

**2643 ADVANCED PC STUDIES**

\$131 Senior Price \$102

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

5 classes @ 3 hours each 1.5 CEU 18 CPE

2643-01 ALC F 8:30 am - 11:30 am 4/27-5/25 Weller

2643-02 ALC Tu &amp; Th 6:00 pm - 9:00 pm 5/10-5/24 Weller



**SCAN THIS CODE with  
your smartphone to find  
ALC course locations.**

## BOOKKEEPING

### 2644 QUICKEN 2011/2012

\$106 Senior Price \$87

Quicken is NOT just a checkbook assistance program. It provides the means to track all the items of your budget. Print checks and track your finances from any source. Automatically download bank info and statements. Make charts and custom reports of your finances. Quicken 2012 will be used ASAP. PREREQUISITE: Computer Basics Two or computer experience opening and saving files, and basic editing skills. Not for a novice.

4 classes @ 3 hours each 1.2 CEU 14.4 CPE

2644-01 ALC M 8:30 am - 11:30 am 1/30-2/27 McGrady

### 2645 QUICKBOOKS PRO 2012

\$227 Senior Price \$189

Do you need to develop more bookkeeping skills or better manage your business finances? Learn the bookkeeping tools needed for small businesses to improve and accelerate interaction with customers. QuickBooks helps you take control of and enhance your financial capabilities. Begin by setting up a new company and then walking through the steps and features like customer lists, vendors and employees, forms, reports, estimating, invoicing, and billing. Online and hardcopy are also covered along with a lot of tips and shortcuts. PREREQUISITE: Computer Basics Two or previous computer experience opening and saving files, and basic editing skills. Not for a novice. PLEASE NOTE: QuickBooks 2012 will be used ASAP. Bring a travel drive to class.

8 classes @ 3 hours each 2.4 CEU 28.8 CPE

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

2645-02 ALC M & W 1:00 pm - 4:00 pm 4/16-5/9 McGrady

### 2646 QUICKBOOKS 2012 ADVANCED

\$59 Senior Price \$47

Learning Quickbooks beyond the basics can enhance your business by saving everyone time and money. If you are comfortable with the everyday functions, then you are ready to discuss and learn about security (system and credit card security), partial payments, discounts, credits, depreciation, consignment needs, layaways, gift certificates, budgets, taxes, remote usage, and all vital transactions in today's financial world. PREREQUISITE: Familiar with basic QuickBooks daily transactions. PLEASE NOTE: QuickBooks 2012 will be used as soon as possible. Bring a travel drive to class.

3 classes @ 2.5 hours each 0.8 CEU 9 CPE

2646-01 ALC M 6:30 pm - 9:00 pm 6/4-6/18 McGrady

## OUTLOOK/ONENOTE

### NEW! 2647 OUTLOOK 2010 - ESSENTIALS

\$88 Senior Price \$74

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

3 classes @ 3 hours each 0.9 CEU 10.8 CPE

2647-01 ALC Tu & Th 12:30 pm - 3:30 pm 3/20-3/27 Schmidt

### 2649 ONENOTE 2007

\$48 Senior Price \$39

OneNote has been called "one of the most important new pieces of software of the last decade". This powerful toolset offers a variety of applications for your everyday needs. A digital notebook that makes gathering and organizing projects and events a breeze, OneNote puts all your important details into one, simple, searchable place. See how this new, savvy program can help you stay on top of this year's tasks and projects and learn the secrets to making OneNote work for you!

2 classes @ 3 hours each 0.6 CEU 7.2 CPE

2649-01 ALC Tu 6:30 pm - 9:30 pm 2/28-3/6 Schmidt

2649-02 ALC Tu & Th 8:30 am - 11:30 am 4/3-4/5 Schmidt

## WEB DESIGN

### NEW! 2650 FREE WEBSITES FOR BEGINNERS

\$68 Senior Price \$54

Create a Website for fun and business - free! Here is a great fun course that will show you how to build a basic website using Microsoft® Office 360 for FREE. No special programs to buy, and NO experience necessary. Your website will be live by the end of the first class. PREREQUISITE: Not for a

computer novice.

3 classes @ 3 hours each 0.9 CEU 10.8 CPE

2650-01 ALC S 9:00 am - 12:00 pm 2/4-2/18 Schmidt

### 2651 WEB PAGE DESIGN - INTRODUCTION

\$70 Senior Price \$56

Create a website using Microsoft Word and HTML! This course teaches you the importance of planning, how to insert images and hyperlinks, and what to do with your website once it is created. Proper coding and design techniques, hosting, maintenance, and whether or not to hire a webmaster are covered. No books are required; however, book and software recommendations will be made. PREREQUISITE: This class requires basic computer and Microsoft Word knowledge.

3 classes @ 3 hours each 0.9 CEU 10.8 CPE

2651-01 ALC W 6:30 pm - 9:30 pm 2/1-2/15 Harrison

2651-02 ALC Tu 6:30 pm - 9:30 pm 4/24-5/8 Harrison

### 2652 ADVANCED WEB PAGE DESIGN

\$70 Senior Price \$56

This course picks up where Introduction to Web Page Design ends. Learn advanced HTML coding, including iframes, and using CSS to style and format your web pages. Imbedding video and Flash animation into your website are covered. At the end of this class there will be a demonstration of Adobe DreamWeaver, Photoshop, and Flash. No books are required for this class; however, book and software recommendations will be made. PREREQUISITE: This class requires basic computer and Microsoft Word knowledge and completion of Introduction to Web Page Design course.

3 classes @ 3 hours each 0.9 CEU 10.8 CPE

2652-01 ALC Tu 6:30 pm - 9:30 pm 6/5-6/19 Harrison



## FACEBOOK

### 2659 FACEBOOK OVERVIEW

\$21

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

1 class @ 3 hours 0.3 CEU 3.6 CPE

2659-01 ALC W 8:30 am - 11:30 am 2/22 Edwards

2659-02 ALC Th 12:30 pm - 3:30 pm 3/15 Edwards

### 2661 FACEBOOK SECURITY

\$32

Have you secured your Facebook information?

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

1 class @ 2.5 hours 0.3 CEU 3 CPE

2661-01 ALC F 8:30 am - 11:00 am 2/24 Schmidt



## EVERYDAY TECHNOLOGY

### NEW! 2640 DATA BACKUP AND SAFETY

\$32 Senior Price \$27

We live in a highly digital world today - our photographs, our documents, even our tax returns are digital. So what would happen if your computers were to crash and you lost all of this information? Luckily, there are options available to back up this data safely (local backup/cloud based backups). This course focuses on data backup, retention, and restoration options available to you. Next time your computer crashes, or you accidentally delete an important file, restoration is just a few clicks away.

1 class @ 2.5 hours 0.3 CEU 3 CPE

2640-01 RA Tu 6:30 pm - 9:00 pm 2/28 Kapadwala

2640-02 ALC Th 6:30 pm - 9:00 pm 6/7 Kapadwala

### NEW! 2663 SAFETY ON THE NET: PROTECT YOUR DIGITAL IDENTITY

\$48 Senior Price \$39

Phishing, Trojans, Spyware, Trolls and Flame Wars! Oh my! If the idea of these threats lurking around online makes you nervous, then you can now be at ease. Our Safety on the Net course will provide you with the strategies, skills and mindset needed to protect yourself, your computer and your privacy when you connect with the Internet. Some areas of focus for this course are social network sites (Facebook, Twitter), Wi-Fi Hotspots, and Online Financial Transactions.

2 classes @ 3 hours each 0.6 CEU 7.2 CPE

2663-01 RA Tu 6:30 pm - 9:30 pm 3/13-3/20 Kapadwala

2663-02 RA Th 6:30 pm - 9:30 pm 4/26-5/3 Kapadwala

### NEW! 2664 ALTERNATIVES TO CABLE TV & PHONE LINES

\$32 Senior Price \$27

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

1 class @ 2.5 hours 0.3 CEU 3 CPE

2664-01 ALC S 9:00 am - 11:30 am 2/4 Kapadwala

2664-02 RA Tu 6:30 pm - 9:00 pm 3/27 Kapadwala

### NEW! 2665 ALTERNATIVES TO EXPENSIVE SOFTWARE

\$32 Senior Price \$27

The prices of computers and laptops have come down as technology has progressed - but the cost of the software remains the same. This course discusses the free software alternatives available on the Internet, which serve the same purposes as their paid counterparts. From operating systems to anti-virus programs, if it's on the store shelf, it's probably available to you for free.

1 class @ 2.5 hours 0.3 CEU 3 CPE

2665-01 RA Tu 6:30 pm - 9:00 pm 2/7 Kapadwala

2665-02 RA Th 6:30 pm - 9:00 pm 4/5 Kapadwala

2665-03 ALC S 9:00 am - 11:30 am 5/19 Kapadwala

### 3320 IPHONE POWER USER

\$28

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

1 class @ 2 hours 0.2 CEU 2.4 CPE

3320-01 ALC W 6:30 pm - 8:30 pm 2/15 Pinto

3320-02 ALC S 9:00 am - 11:00 am 4/21 Pinto

## PHOTO EDITING

### 2674 PHOTO ORGANIZER

\$32

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

1 class @ 3 hours 0.3 CEU 3.6 CPE

2674-01 ALC Tu 6:30 pm - 9:30 pm 1/31 Roberts-Holland

2674-02 ALC M 6:30 pm - 9:30 pm 4/16 Roberts-Holland

### 2675 PHOTOSHOP ELEMENTS 9.0 - LEVEL 1

\$140 Senior Price \$116

Adobe Photoshop Elements 9.0 is a popular photo-editing program you can use to modify and optimize your digital images. Make snapshots clearer and more colorful, and retouch and restore older photos. Push your creativity and software to the max! **PREREQUISITE:** Ideally take Photo Organizer before this course.

5 classes @ 3 hours each 1.5 CEU 18 CPE

2675-01 ALC M 6:30 pm - 9:30 pm 4/23-5/21 Roberts-Holland



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Adult Learning Center -  
Virginia Beach City Public Schools

**2676 PSE 9 - TRICKS, TIPS AND MAGIC**

\$105 Senior Price \$81

WOW! Do you know how to easily make movie posters, design textures, and great caricatures? Can you save files accurately for speedy Internet delivery - including those with animations? Does your screen match your printout? Join the fun - there is still lots to brush-up on and learn in Elements 9. This course is generally compatible with all previous versions of Elements, but is not for a novice to Elements software.

5 classes @ 3 hours each 1.5 CEU 18 CPE

2676-01 ALC Tu &amp; Th 6:30 pm - 9:30 pm 2/7-2/21 Roberts-Holland

**COMPUTER PROGRAMS & APPLICATIONS****NEW! 2681 MS PUBLISHER 2007 BASICS**

\$51 Senior Price \$42

Create professional-looking publications with Microsoft® Publisher 2007. Build pre-formatted layouts to create brochures, newsletters, postcards, and envelopes in minutes. Improve your product with design elements, such as text formatting, photographs, and pictures. PREREQUISITE: Experience using Word or other Microsoft software.

2 classes @ 3 hours each 0.6 CEU 7.2 CPE

2681-01 ALC F 8:30 am - 11:30 am 3/2-3/9 Schmidt

2681-02 ALC W 12:30 pm - 3:30 pm 5/16-5/23 Schmidt

**NEW! 2686 POWERPOINT POWER & TIPS - EXPRESS**

\$48 Senior Price \$39

Already comfortable with the basics of PowerPoint, but want to make it more exciting than plain bullets? Learn how to add animation, videos, sounds, and transitions. Hide slides that can be brought up at will during a presentation. Learn how to use master slides to save time by making universal style changes to every slide at one time.

1 class @ 6 hours 0.6 CEU 7.2 CPE

2686-01 ALC M 8:30 am - 3:30 pm 2/6 Schmidt

2686-02 ALC Th 8:30 am - 3:30 pm 4/26 Schmidt

**NEW! 2687 ACCESS 2010 - LEVEL 1 STREAMLINED**

\$127 Senior Price \$99

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

6 classes @ 3 hours each 1.8 CEU 21.6 CPE

2687-01 ALC M &amp; W 6:30 pm - 9:30 pm 3/5-3/21 Schmidt

**NEW! 2688 ACCESS 2010 - LEVEL 2 STREAMLINED**

\$89 Senior Price \$70

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

PLEASE NOTE: MS Office 2010 will be used.

4 classes @ 3 hours each 1.2 CEU 14.4 CPE

2688-01 ATC Tu &amp; Th 6:30 pm - 9:30 pm 5/15-5/24 Schmidt

**NEW! 2691 EXCEL 2010 - LEVEL 1 STREAMLINED**

\$89 Senior Price \$70

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

4 classes @ 3 hours each 1.2 CEU 14.4 CPE

2691-01 LHS W 6:00 pm - 9:00 pm 2/8-2/29 Schmidt

**NEW! 2692 EXCEL 2010 - LEVEL 2 STREAMLINED**

\$89 Senior Price \$70

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

4 classes @ 3 hours each 1.2 CEU 14.4 CPE

2692-01 LHS W 6:00 pm - 9:00 pm 4/18-5/9 Schmidt

**NEW! 2693 EXCEL 2010 - LEVEL 3 STREAMLINED**

\$100 Senior Price \$81

Level 3 will show you how to integrate Excel with other programs, understand collaborating in Excel, advanced pivot tables, formatting, data analysis, more financial functions, and more on macros. Like most users, you are probably still leaving a lot of useful tools in the Excel toolbox. Join this streamlined course and let a real power user demo super tools.

4 classes @ 3 hours each 1.2 CEU 14.4 CPE

2693-01 LHS W 6:30 pm - 9:30 pm 5/23-6/13 Thomas

**2694 EXCEL FORMULA SAVVY**

\$59 Senior Price \$47

It is estimated that only 10% of Excel users understand worksheet formulas well enough to really tap Excel's powerful calculating tools! Here is your chance to join the 10%! Learn to navigate the basics of formula construction through advanced function applications. Apply formulas to charts and pivot tables, troubleshoot formula errors, and more! Come see what you were missing. This unique course is packed with useful information applicable to most versions of MS Excel.

3 classes @ 2.5 hours each 0.8 CEU 9 CPE

2694-01 ALC M 6:30 pm - 9:00 pm 1/30-2/13 Thomas

2694-02 LHS W 6:30 pm - 9:00 pm 4/4-4/25 Thomas



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**NEW! 2695 EXCEL SECRETS**

\$40 Senior Price \$33

Explore the hidden capabilities of Microsoft Excel and discover little-used features that are essential to power users. Learn tips from customizing the default workbook template and font to advanced data filtering and use of arrays. Understand the differences between Excel 2010 and previous versions of Excel. Regardless of your level of knowledge, you'll uncover many tips, tricks, and undocumented features that let you work smarter and faster.

2 classes @ 2.5 hours each 0.5 CEU 6 CPE

2695-01 ALC S 9:00 am - 11:30 am 2/11-2/18 Thomas

2695-02 LHS W 6:30 pm - 9:00 pm 2/29-3/7 Thomas

**APPLE**

**2697 APPLE TO APPLE - MAC TO MAC**

\$40 Senior Price \$33

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

2 classes @ 2.5 hours each 0.5 CEU 6 CPE

2697-01 ATC Tu 6:30 pm - 9:00 pm 3/6-3/13 Delancey

2697-02 ATC Th 6:30 pm - 9:00 pm 4/26-5/3 Delancey

**2699 GET AN ILIFE!**

\$107 Senior Price \$88

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

4 classes @ 3 hours each 1.2 CEU 14.4 CPE

2699-01 ATC Tu & Th 6:30 pm - 9:30 pm 3/27-4/3 Delancey

**FUN THINGS TO DO**

**FUN PROJECTS**

**2919 BEGINNER WOODWORKING**

\$80 Senior Price \$61

Use basic woodworking skills to create a 5 ft. long garden bench for your yard - just in time for spring. PLEASE NOTE: Supply list will be provided at the first class. Total project cost should be approximately \$35.00. Students should bring safety glasses to the first class.

4 classes @ 3 hours each 1.2 CEU 14.4 CPE

2919-01 TECH Th 6:00 pm - 9:00 pm 4/19-5/10 Pawlowski

**2810 FONDANT FUN**

\$34 Senior Price \$28

Fondant is a sugary paste used to create elegant and whimsical decorations for desserts, and made popular by shows like "Cake Boss". Learn how you can use this edible cake decorating clay to brighten your spring desserts this year. Create fondant flowers for a fun-filled Easter basket cake and learn to use fondant as covering and trimmings for an Easter bonnet cake.

1 class @ 2 hours 0.2 CEU 2.4 CPE

2810-01 RA Tu 6:30 pm - 8:30 pm 4/3 Stace

**NEW! 3204 LEARN ABOUT FENG SHUI**

\$68 Senior Price \$52

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

4 classes @ 2.5 hours each 1 CEU 12 CPE

3204-01 RA Tu & Th 6:30 pm - 9:00 pm 3/20-3/29 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 in this class 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](http://www.alc.vbschools.com).

1 class @ 3 hours 0.3 CEU 3.6 CPE

3212-01 ALC S 9:30 am - 12:30 pm 3/17 Wertheimer

3212-02 ALC F 9:30 am - 12:30 pm 3/23 Wertheimer

3212-03 ALC S 9:30 am - 12:30 pm 4/21 Wertheimer



**GENEALOGY**

**3200 GENEALOGY - GETTING STARTED**

\$38

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

3 classes @ 1.5 hours each 0.5 CEU 5.4 CPE

3200-01 RA Tu 6:30 pm - 8:00 pm 3/13-3/27 Moore

**3201 GENEALOGY - INTERMEDIATE**

\$38

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

3 classes @ 1.5 hours each 0.5 CEU 5.4 CPE

3201-01 RA Tu 6:30 pm - 8:00 pm 4/17-5/1 Moore

**3202 GENEALOGY - ADVANCED**

\$38

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

3 classes @ 1.5 hours each 0.5 CEU 5.4 CPE

3202-01 RA Tu 6:30 pm - 9:00 pm 5/22-6/5 Moore

## PERFORMING ARTS

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

\$35

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

1 class @ 2 hours 0.2 CEU 2.4 CPE

3214-01 ALC Th 7:00 pm - 9:00 pm 4/19 Such A Voice Staff

### 3216 BEGINNER GUITAR

\$43 Senior Price \$34

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

4 classes @ 1.5 hours each 0.6 CEU 7.2 CPE

3216-01 LKMS M 7:00 pm - 8:30 pm 1/30-2/27 Burrus

3216-02 LKMS M 7:00 pm - 8:30 pm 3/5-3/26 Burrus

3216-03 LKMS M 7:00 pm - 8:30 pm 4/30-5/21 Burrus

GREAT FOR  
BEGINNERS!

## WORLD INTEREST

### 3227 UNDERSTANDING THE MIDDLE EAST

\$26 Senior Price \$21

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

1 class @ 2.5 hours 0.3 CEU 3 CPE

3227-01 ALC S 9:30 am - 12:00 pm 4/21 Harris

## SEWING & NEEDLEWORK

### NEW! 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. 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.

1 class @ 3 hours 0.3 CEU 3.6 CPE ALC S 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](http://www.alc.vbschools.com).

6 classes @ 3 hours each 1.8 CEU 21.6 CPE

3301-01 LHS W 6:30 pm - 9:30 pm 4/18-5/23 Tyler

POPULAR  
COURSE!



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your smartphone to  
visit the ALC website.

### 3302 SEWING BEYOND THE BASICS

\$118 Senior Price \$90

Want to try a more challenging sewing project? This course is for you! Under the guidance of a professional, you'll 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](http://www.alc.vbschools.com).

6 classes @ 3 hours each 1.8 CEU 21.6 CPE

3302-01 LHS W 6:30 pm - 9:30 pm 2/29-4/4 Tyler

### 3310 SIT AND KNIT

\$99 Senior Price \$75

Join us for casual evenings of knitting! Novice knitters will learn casting on and binding off, knit and purl stitches, different yarns for different needles, and how to read a pattern. Experienced knitters, come work on your projects and share your knowledge! Bring one skein of medium yarn and one pair of straight needles (long or short, plastic or wood) - size 8.

6 classes @ 2.5 hours each 1.5 CEU 18 CPE

3310-01 LKMS M 6:30 pm - 9:00 pm 2/6-3/19 Lowenthal

### 3312 BASIC CROCHET

\$101 Senior Price \$77

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. All levels welcome. PLEASE NOTE: Supply list available online at [www.alc.vbschools.com](http://www.alc.vbschools.com).

6 classes @ 2.5 hours each .5 CEU 18 CPE

3312-01 LKMS M 6:30 pm - 9:00 pm 2/13-3/26 Wertheimer

### 3315 LEARN TO SMOCK

\$64 Senior Price \$50

Discover the art of smocking and create beautiful embroidered designs for baby hats, clothing, and home decor. You'll get step-by-step instruction and hands-on help with this fun, heirloom needlework technique. PLEASE NOTE: Supply list available online at [www.alc.vbschools.com](http://www.alc.vbschools.com).

3 classes @ 3 hours each 0.9 CEU 10.8 CPE

3315-01 LKMS M 6:30 pm - 9:30 pm 5/21-6/11 Lowenthal

### NEW! 3316 BEGINNER CROSS STITCH

\$120 Senior Price \$92

Learn basic stitches and new techniques and get ideas on how to use cross stitch patterns in beautiful and unique ways. Students will create a stitched sampler or choose a small project of their choice. Beginning and experienced stitchers welcome. PLEASE NOTE: Supply list available online at [www.alc.vbschools.com](http://www.alc.vbschools.com).

6 classes @ 3 hours each 1.8 CEU 21.6 CPE

3316-01 LKMS M 6:30 pm - 9:30 pm 4/2-5/14 Lowenthal



## HEALTH &amp; FITNESS

## 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. 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 each 0.3 CEU 3.6 CPE RA Tu & Th Woodbury

**3101 BEGINNER STEP AEROBICS AND TONING**

\$41 Senior Price \$32

Get fit with an energizing exercise class combining the aerobic benefits of a step workout with target stretching and toning. One night a week is all you need to boost your energy and endurance level. No experience necessary! PLEASE NOTE: Students should bring an exercise mat and wear gym shoes.

6 classes @ 1 hour each 0.6 CEU 7.2 CPE

3101-01 RA Tu 6:00 pm - 7:00 pm 4/17-5/22 Ashley

**NEW! 3104 ZUMBA**

\$39 Senior Price \$30

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

6 classes @ 1 hour each 0.6 CEU 7.2 CPE

3104-01 RA Th 6:30 pm - 7:30 pm 5/10-6/14 Harris

**3109 GENTLE YOGA ONE**

\$53 Senior Price \$40

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 hour each 0.8 CEU 9.6 CPE

3109-01 RA Tu & Th 6:30 pm - 7:30 pm 2/7-3/1 Lucas

3109-02 RA Tu & Th 6:30 pm - 7:30 pm 3/13-4/5 Lucas

3109-03 RA Tu & Th 6:30 pm - 7:30 pm 4/24-5/17 Lucas

3109-04 RA Tu & Th 6:30 pm - 7:30 pm 5/29-6/21 Lucas

**3110 GENTLE YOGA TWO**

\$53 Senior Price \$40

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 hour each 0.8 CEU 9.6 CPE

3110-01 RA Tu & Th 7:30 pm - 8:30 pm 2/7-3/1 Lucas

3110-02 RA Tu & Th 7:30 pm - 8:30 pm 3/13-4/5 Lucas

3110-03 RA Tu & Th 7:30 pm - 8:30 pm 4/24-5/17 Lucas

3110-04 RA Tu & Th 7:30 pm - 8:30 pm 5/29-6/21 Lucas

## NUTRITION

**3120 STAY SHARP NATURALLY!**

\$63

Learn one-on-one holistic strategies for deterring Alzheimer's Disease. Scientific studies show lifestyle habits significantly affect the development of this disease. Available throughout the semester. 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.

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

**3122 PERSONAL NUTRITION COACH!**

\$93

One-on-one dietary counseling can help you recognize how food choices and lifestyle patterns control how you feel. Holistic dietary habits can resolve weight management problems without discomfort. Available throughout the semester. 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 each 0.3 CEU 3.6 CPE ALC Tompanis

**3123 ALZHEIMER'S: NATURAL PREVENTION**

\$42 Senior Price \$33

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

3 classes @ 2 hours each 0.6 CEU 7.2 CPE

3123-01 ALC M 7:00 pm - 9:00 pm 2/13-3/5 Tompanis

3123-02 ALC M 7:00 pm - 9:00 pm 4/30-5/14 Tompanis



# 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 hours each 0.6 CEU 7.2 CPE

2211-01 ALC Th 6:30 pm - 9:30 pm 2/2-2/9 Palmer

2211-02 ALC Tu 6:30 pm - 9:30 pm 5/1-5/8 Palmer

### 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.

1 class @ 2.5 hours 0.3 CEU 3 CPE ALC Palmer

### 2213 ONE-ON-ONE CIVIL SERVICE JOBS FOR VETERANS

\$78

Do you need help with those confusing applications for Civil Service jobs? If you served in the military, or retired after 20+ years of service and want those years to count toward federal retirement, consider civil service employment. This workshop

shows you how to apply, and addresses Veterans Recruitment Appointment, Veterans Employment Opportunities Act, and 30+ percent disabled veteran preferences. Instructor is a former Virginia Employment Commission employee who worked as a Disabled Veterans Outreach Program Specialist. PLEASE NOTE: Bring flash drive to class. REMINDER: Military spouses whose service member died while on active duty may be eligible to use the service member's preference for government employment. Qualifying member must receive a certificate of eligibility from Department of Veteran Affairs 1-800-827-1000.

1 class @ 2.5 hours 0.3 CEU 3 CPE ALC Palmer



### 3124 REVERSE THE AGING PROCESS

\$56 Senior Price \$43

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

4 classes @ 2 hours each 0.8 CEU 9.6 CPE

3124-01 ALC W 7:00 pm - 9:00 pm 2/1-2/22 Tompanis

3124-02 ALC W 7:00 pm - 9:00 pm 3/21-4/18 Tompanis

### 3126 FROM FLAB TO FAB

\$58 Senior Price \$45

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

4 classes @ 2 hours each 0.8 CEU 9.6 CPE

3126-01 ALC M 7:00 pm - 9:00 pm 3/19-4/16 Tompanis

3126-02 ALC M 7:00 pm - 9:00 pm 5/21-6/18 Tompanis

### 3128 HOLISTIC MANAGEMENT OF DIGESTIVE DISORDERS

\$58 Senior Price \$45

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

4 classes @ 2 hours each 0.8 CEU 9.6 CPE

3128-01 ALC W 6:30 pm - 8:30 pm 5/23-6/13 Tompanis

### 3129 MANAGE TYPE 2 DIABETES NATURALLY

\$58 Senior Price \$45

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

4 classes @ 2 hours each 0.8 CEU 9.6 CPE

3129-01 ALC W 6:30 pm - 8:30 pm 3/7-3/28 Tompanis

## FITNESS TRAINING

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

\$599

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

18 classes @ 2 hours each 3.6 CEU 43.2 CPE

3130-01 Tu & Th 6:30 - 8:30 pm 2/21-4/26 W.I.T.S. Staff

Tuesday night classes will be held at First Colonial High School and

Thursday night classes will be held at at One Life Fitness - 3809

Princess Anne Road, Virginia Beach, VA 23456.

**2219 ONE-ON-ONE RÉSUMÉ AND JOB SEARCH**

\$81

Acquire a powerful résumé with help from a professional in this one-on-one class. Choose a face-to-face meeting or work with instructor via email. This course is 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.

1 class @ 3 hours 0.3 CEU 3.6 CPE ALC Harrison

**2221 ONE-ON-ONE ACING THE INTERVIEW**

\$65

Are you are being called for job interviews but not getting hired? Personalized coaching in a one-on-one setting will help you prepare for your next interview. This course is 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.

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

**LANGUAGES**



**SIGN**

**4301 AMERICAN SIGN LANGUAGE 1**

\$231 Senior Price \$193

Learn the fundamentals of fingerspelling and American Sign Language vocabulary. Develop skills for communication with deaf people through an introduction of the linguistic aspects of ASL. Explore and develop understanding in gesture, body language, facial expressions, and other aspects of non-verbal communication. This course is for people with NO knowledge, or very little knowledge of ASL.

12 classes @ 2 hours each 2.4 CEU 28.8 CPE

4301-01 LKMS M 6:30 pm - 8:30 pm 2/27-5/21 Worstell

**4305 BABY SIGN**

\$26 Senior Price \$21

Learn the basics of baby sign language to help your infant communicate before he can talk. Taught by an experienced sign language teacher, mother and grandmother, this course gives parents and caregivers practical signing tools to cultivate language skills in infants, as well as children with developmental speech delays.

2 classes @ 1 hour each 0.2 CEU 2.4 CPE

4305-01 LKMS W 7:00 pm - 8:00 pm 5/9-5/16 Worstell



**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. This course is 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.

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

**3717 BEGINNER FRENCH**

\$82 Senior Price \$63

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

6 classes @ 2 hours each 1.2 CEU 14.4 CPE

3717-01 RA Tu 7:00 pm - 9:00 pm 4/17-5/22 ALC Staff

**3730 BASIC RUSSIAN**

\$132 Senior Price \$100

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

8 classes @ 2.5 hours each 2 CEU 24 CPE

3730-01 RA Tu & Th 6:30 pm - 9:00 pm 3/6-3/29 Biazorkina

**3731 MORE BASIC RUSSIAN**

\$132 Senior Price \$100

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

8 classes @ 2.5 hours each 2 CEU 24 CPE

3731-01 RA Tu & Th 6:30 pm - 9:00 pm 4/17-5/10 Biazorkina

**3741 ITALIAN 1**

\$150 Senior Price \$120

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

9 classes @ 2 hours each 1.8 CEU 21.6 CPE

3741-01 FC Tu 6:30 pm - 8:30 pm 1/31-3/27 Schaller

3741-02 RA Th 6:00 pm - 8:00 pm 3/8-5/10 Reyes

**3742 ITALIAN 2**

\$126 Senior Price \$96

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

9 classes @ 2 hours each 1.8 CEU 21.6 CPE

3742-01 FC Tu 6:30 pm - 8:30 pm 4/3-6/5 Schaller



**3761 SPANISH 1**

\$147 Senior Price \$117

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

9 classes @ 2 hours each 1.8 CEU 21.6 CPE

3761-01 LKMS M & W 6:00 pm - 8:00 pm 2/6-3/7 Reyes

3761-02 ALC Tu & Th 7:00 pm - 9:00 pm 2/7-3/6 Temoche

**3762 SPANISH 2**

\$127 Senior Price \$97

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

9 classes @ 2 hours each 1.8 CEU 21.6 CPE

3762-01 LKMS M & W 6:00 pm - 8:00 pm 3/19-4/23 Reyes

3762-02 ALC Tu & Th 7:00 pm - 9:00 pm 3/20-4/24 Temoche

**NEW! 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 to help you make the most of your getaway this spring or summer.

1 class @ 3 hours 0.3 CEU 3.6 CPE

3765-01 ALC S 9:00 am - 12:00 pm 3/17 Reyes

**LANGUAGE IN A DAY**

**3767 RUSSIAN IN A DAY**

\$30 Senior Price \$25

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

1 class @ 3 hours 0.3 CEU 3.6 CPE

3767-01 ALC S 12:30 pm - 3:30 pm 4/21 Biazozkina

**3769 ITALIAN IN A DAY**

\$30 Senior Price \$25

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

1 class @ 3 hours 0.3 CEU 3.6 CPE

3769-01 ALC S 9:00 am - 12:00 pm 4/21 Schaller

**3770 JAPANESE IN A DAY**

\$30 Senior Price \$25

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

1 class @ 3 hours 0.3 CEU 3.6 CPE

3770-01 ALC S 12:30 pm - 3:30 pm 2/18 Ezell



**3771 FRENCH IN A DAY**

\$30 Senior Price \$25

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

1 class @ 3 hours 0.3 CEU 3.6 CPE

3771-01 ALC S 9:00 am - 12:00 pm 2/18 Ezell

**MATH**

**3400 ONE-ON-ONE MATH**

\$101

Receive personal attention and immediate feedback from an instructor who will tailor the course to your math needs. Available throughout the semester. Register by mail, fax (306-0999), or in person at the Adult Learning Center, 4160 Virginia Beach Boulevard. The instructor will contact you to arrange a meeting time.

1 class @ 3 hours 0.3 CEU 3.6 CPE ALC Meehan

**3401 NUTS AND BOLTS MATH 1**

\$77 Senior Price \$61

Basic math is a big part of our daily lives. Have trouble using fractions for projects or when cooking? Know how to apply percentages? Learn about whole numbers, fractions, decimals, and percents in a fun, informal environment with an instructor who is passionate about math. All knowledge levels welcome!

5 classes @ 2 hours each 1 CEU 12 CPE

3401-01 LKMS M 7:00 pm - 9:00 pm 2/6-3/12 Meehan



**3402 NUTS AND BOLTS MATH 2**

\$77 Senior Price \$61

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

5 classes @ 2 hours each 1 CEU 12 CPE

3402-01 LKMS M 7:00 pm - 9:00 pm 3/26-4/30 Meehan

**3403 ALGEBRA WORKSHOP**

\$77 Senior Price \$61

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

5 classes @ 2 hours each 1 CEU 12 CPE

3403-01 LKMS M 7:00 pm - 9:00 pm 5/7-6/11 Meehan

**Move forward.**

# MEDICAL

## CAREER TRAINING - PHARMACY TECH

### 3504 PHARMACY BOARDS EXAM CRAM

\$49 Senior Price \$40

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

1 class @ 6 hours 0.6 CEU 7.2 CPE

3504-01 ALC S 9:00 am - 3:00 pm 2/4 Turnipseed

### 3505 PHARMACY TECH 1

\$494 Senior Price \$408

This Virginia state sanctioned course introduces you to the world of pharmacies in retail, hospital or institutional settings. Course content includes history of pharmacology, terminology and math specific to the pharmacy, reading and interpreting prescriptions, and defining drugs by generic and brand names. After completing PT 1 and 2, students will be prepared to take the National Pharmacy Technician Certification Board (PTCB) exam.

17 classes @ 3 hours each 5.1 CEU 61.2 CPE

3505-01 ATC Tu & Th 9:30 am - 12:30 pm 2/7-4/3 Turnipseed

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

3505-03 RA Tu & Th 6:30 pm - 9:30 pm 2/7-4/3 Lowenthal

### 3506 PHARMACY TECH 2

\$364 Senior Price \$278

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

17 classes @ 3 hours each 5.1 CEU 61.2 CPE

3506-01 ATC Tu & Th 9:30 am - 12:30 pm 4/17-6/12 Turnipseed

3506-02 ALC M & W 6:30 pm - 9:30 pm 4/16-6/13 Turnipseed

3506-03 RA Tu & Th 6:30 pm - 9:30 pm 4/17-6/12 Lowenthal

### NEW! 3507 EXPRESS PHARMACY TECHNICIAN CERTIFICATION

\$237 Senior Price \$181

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

12 classes @ 3 hours each 3.6 CEU 43.2 CPE

3507-01 LKMS W 6:30 pm - 9:30 pm 3/7-5/30 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 hours 0.3 CEU 3.6 CPE

3510-01 ALC F 9:30 am - 12:30 pm 3/16 Turnipseed

3510-02 ALC S 9:30 am - 12:30 pm 3/17 Turnipseed

### 3511 PHARMACY TECH 2 MATH REVIEW

\$28 Senior Price \$23

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

1 class @ 3 hours 0.3 CEU 3.6 CPE

3511-01 ALC F 9:30 am - 12:30 pm 5/18 Turnipseed

3511-02 ALC S 9:30 am - 12:30 pm 5/19 Turnipseed

### 3512 PHARMACY TECH 1 STUDY SUPPORT

\$53 Senior Price \$40

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

4 classes @ 2 hours each 0.8 CEU 9.6 CPE

3512-01 ALC F 10:00 am - 12:00 pm 3/9-3/30 Lowenthal

### 3513 PHARMACY TECH 2 STUDY SUPPORT

\$90 Senior Price \$68

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

7 classes @ 2 hours each 1.4 CEU 16.8 CPE

3513-01 ALC F 10:00 am - 12:00 pm 4/27-6/8 Lowenthal

## CAREER TRAINING - MEDICAL ADMINISTRATIVE ASSISTANT

### 3516 FOUNDATIONS OF MEDICAL TERMINOLOGY

\$204 Senior Price \$173

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 hours each 1.8 CEU 21.6 CPE

3516-01 ALC Tu 6:00 pm - 9:00 pm 2/7-3/13 Watkins

### 3517 ESSENTIAL MEDICAL OFFICE SKILLS

\$212 Senior Price \$184

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 hours each 1.8 CEU 21.6 CPE

3517-01 ALC Tu 6:00 pm - 9:00 pm 3/27-5/8 Watkins





**NEW! 3518 MEDICAL OFFICE SIMULATION**

\$257 Senior Price \$224

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

7 classes @ 3 hours each 2.1 CEU 25.2 CPE

3518-01 ALC Th 6:30 pm - 9:30 pm 4/19-5/31 Phillips

3518-02 ALC M & W 8:30 am - 12:45 pm 6/25-7/11 Phillips

**NEW! 3520 CMAA EXAM REVIEW**

\$92 Senior Price \$73

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

4 classes @ 3 hours each 1.2 CEU 14.4 CPE

3520-01 ALC Tu 6:00 pm - 9:00 pm 5/22-6/12 Watkins

**NEW! 3521 CMAA EXAM**

\$106

The Certified Medical Administrative Assistant exam is designed to test essential skill competencies based on a nationwide industry standard. Those who pass the test will receive a certification card from the National Healthcareer Association and may expand their job opportunities. **PREREQUISITE:** Medical Terminology, Essential Medical Office Skills, CMAA Exam Review or equivalent.

1 class @ 2 hours 0.2 CEU 2.4 CPE

3521-01 ALC S 10:00 am - 12:00 pm 6/16 Watkins

**3523 BASIC LIFE SUPPORT CERTIFICATION**

\$66

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.

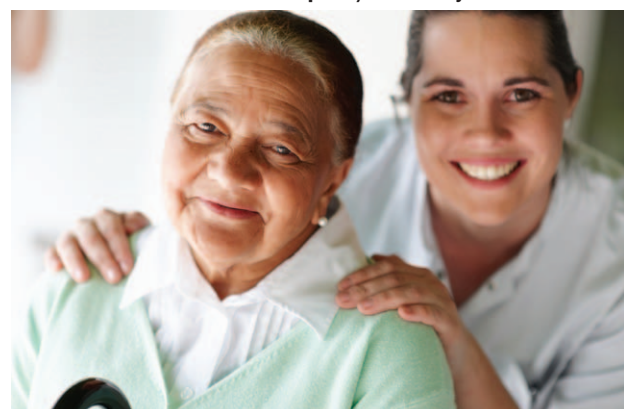
1 class @ 3.5 hours 0.4 CEU 4.2 CPE

3523-01 ALC Th 6:00 pm - 9:30 pm 2/9 Henley

3523-02 ALC F 9:00 am - 12:30 pm 3/16 Henley

3523-03 ALC F 9:00 am - 12:30 pm 5/18 Henley

3523-04 ALC F 9:00 am - 12:30 pm 6/15 Henley



**3524 HEARTSAVER CPR CERTIFICATION**

\$61

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

1 class @ 3.5 hours 0.4 CEU 4.2 CPE

3524-01 ALC F 9:00 am - 12:30 pm 2/17 Henley

3524-02 ALC Th 6:00 pm - 9:30 pm 3/8 Henley

3524-03 ALC F 1:00 pm - 4:30 pm 5/18 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.

1 class @ 1 hour 0.1 CEU 1.2 CPE

3525-01 ALC F 1:00 pm - 2:00 pm 2/24 Henley

3525-02 ALC F 1:00 pm - 2:00 pm 5/25 Henley

**3526 HEARTSAVER FIRST AID**

\$46

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

1 class @ 2.5 hours 0.3 CEU 3 CPE

3526-01 ALC F 10:00 am - 12:30 pm 2/24 Henley

3526-02 ALC F 10:00 am - 12:30 pm 5/25 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 American Society of Phlebotomy Technician (ASPT) - Electrocardiograph (EKG) Technician exam. This course will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, the Holter monitor, electrocardiography and echocardiography. Hands-on labs include proper use of the EKG machine, 12-lead placement and more. **PREREQUISITE:** High school diploma or GED® test credential.



15 classes @ 3.5 hours each 5.3 CEU 63 CPE

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

3530-02 ALC M & W 9:00 am - 12:30 pm 6/4-7/25 Staff



**CAREER TRAINING - DENTAL ASSISTANT**

**3531 DENTAL ASSISTANT**

\$1199

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

17 classes @ 3.5 hours each 6 CEU 71.4 CPE

3531-01 RA Tu & Th 6:00 pm - 9:30 pm 3/6-5/8 Staff

3531-02 ALC M, Tu, W & Th 9:00 am - 12:30 pm 6/18-7/18 Staff

**CAREER TRAINING - MEDICAL BILLING & CODING**

**NEW! 3532 MEDICAL BILLING AND CODING**

\$1799

This medical billing and coding course offers the skills needed to solve insurance billing problems, complete common insurance forms, and streamline billing procedures. Course content includes CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), and ICD-9 (Introduction and Guidelines). 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 three Saturdays from 9:00am-3:00pm March 17, April 21 and May 19, 2012. Saturday classes will be held at the Adult Learning Center - 4160 Virginia Beach Boulevard.

21 classes @ 3.81 hours each 8 CEU 96 CPE

3532-01 3/13-5/19 Staff

Tuesday & Thursday night classes will meet at Renaissance Academy from 6:00 pm - 9:30 pm & Saturday classes on 3/17, 4/21 and 5/19 will meet at Adult Learning Center from 9:00 am -3:00 pm.



**SCAN THIS CODE with your smartphone to visit the ALC website.**

**CAREER TRAINING - PHYSICAL THERAPY AIDE**

**NEW! 3533 PHYSICAL THERAPY AIDE**

\$999

This Physical Therapy Aide 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, and transporting patients, and working under the direction of the physical therapist. Students learn techniques to assist physical therapists in providing services that help improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease.

15 classes @ 3.5 hours each 5.3 CEU 63 CPE

3533-01 ALC M & W 6:00 pm - 9:30 pm 3/5-4/30 Staff

3533-02 ALC M, Tu, W & Th 1:00 pm - 4:30 pm 6/18-7/18 Staff

**CAREER TRAINING - CNA CERTIFICATION PREP**

**NEW! 3534 CNA CERTIFICATION PREP**

\$187 Senior Price \$143

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

8 classes @ 3.5 hours each 2.8 CEU 33.6 CPE

3534-01 M, Tu, W & Th 9:00 am - 12:30 pm 3/26-4/5 Frailing

3534-02 M, Tu, W & Th 9:00 am - 12:30 pm 4/23-5/3 Frailing

3534-03 M, Tu, W & Th 9:00 am - 12:30 pm 6/11-6-21 Frailing

**CAREER TRAINING - PERSONAL CARE AIDE**

**3535 PERSONAL CARE AIDE**

\$317 Senior Price \$241

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

14 classes @ 3.5 hours each 4.9 CEU 58.8 CPE

3535-01 ALC Tu & Th 9:00 am - 12:30 pm 2/7-3/22 Wheeler

3535-02 ALC M, Tu, W & Th 9:00 am-12:30 pm 6/25-7/18 Wheeler

3535-03 ALC Tu & Th 6:00 pm-9:30 pm 4/17-5/31 Ross-Clemmons

**Move forward.**

**3537 MEDICAL CAREER BASIC LIFE SUPPORT CERTIFICATION**

\$66  
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.

- 1 class @ 3.5 hours 0.4 CEU 4.2 CPE  
 3537-01 ALC S 9:00 am - 12:30 pm 2/18 Henley  
 3537-02 ALC S 9:00 am - 12:30 pm 3/17 Henley  
 3537-03 ALC S 9:00 am - 12:30 pm 5/19 Henley  
 3537-04 ALC S 9:00 am - 12:30 pm 6/16 Henley

**3538 MEDICAL CAREER HEARTSAVERS FIRST AID**

\$46  
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.

- 1 class @ 2.5 hours 0.3 CEU 3 CPE  
 3538-01 ALC S 2:00 pm - 4:30 pm 2/18 Henley  
 3538-02 ALC S 2:00 pm - 4:30 pm 3/17 Henley  
 3538-03 ALC S 2:00 pm - 4:30 pm 5/19 Henley  
 3538-04 ALC S 2:00 pm - 4:30 pm 6/16 Henley

**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.

- 1 class @ 1 hour 0.1 CEU 1.2 CPE  
 3539-01 ALC S 1:00 pm - 2:00 pm 2/18 Henley  
 3539-02 ALC S 1:00 pm - 2:00 pm 3/17 Henley  
 3539-03 ALC S 1:00 pm - 2:00 pm 5/19 Henley  
 3539-04 ALC S 1:00 pm - 2:00 pm 6/16 Henley

**3006 TAKE STOCK IN THE MARKET**

\$32  
Become one of the select few who understand the basics of the stock market! Learn how to own stock, earn money by investing, and the basics of the Standard & Poor's Index and Dow Jones Industrial Average.

- 1 class @ 2 hours 0.2 CEU 2.4 CPE  
 3006-01 RA Th 7:00 pm - 9:00 pm 2/9 Cole

**NEW! 3007 KNOW YOUR RETIREMENT MONEY**

\$44 Senior Price \$35  
Learn what you need to know BEFORE you decide to retire! Retirement happens faster than you think and you don't want to spend your retirement years thinking "if I had only...". Learn about the myths of investing including CDs, bonds, mutual funds, stocks, and other retirement planning tools. Learn to assess your current financial situation, set financial goals and develop an investment plan. If you want to retire someday, YOU have to make it happen.

- 3 classes @ 2 hours each 0.6 CEU 7.2 CPE  
 3007-01 ALC M 6:00 pm - 8:00 pm 1/30-2/13 Robbins

**NEW! 3009 CHOOSE THE RIGHT MORTGAGE**

\$36 Senior Price \$29  
Here's a really smart move - save money BEFORE you purchase or refinance! Learn the different finance options and which is best for you. Mortgage guidelines and programs are constantly changing, so keep up and stay smart!

- 2 classes @ 2.5 hours each 0.5 CEU 6 CPE  
 3009-01 RA Tu 6:30 pm - 9:00 pm 2/21-2/28 Scott  
 3009-02 RA Th 6:30 pm - 9:00 pm 5/10-5/17 Scott

**3010 REVERSE MORTGAGE - SEPARATE FACT FROM FICTION**

\$26  
Join this course for down-to-earth explanations about the basics of reverse mortgages. Separate myths from facts, review recent federal changes, and analyze the benefits of federally guaranteed reverse mortgages. If you already have a reverse mortgage but have some questions, you are welcome to join in.

- 1 class @ 2 hours 0.2 CEU 2.4 CPE  
 3010-01 ALC S 10:00 am - 12:00 pm 4/21 Wood

**MONEY**

**3004 INVESTING FOR THE FIRST TIME**

\$68  
Break down the myths of investing including CDs, municipal government and corporate bonds, mutual funds, stocks, and retirement planning tools. Learn to assess your current financial situation, set financial goals, and develop an investment plan to meet your goals.

- 3 classes @ 2 hours each 0.6 CEU 7.2 CPE  
 3004-01 RA Tu 6:30 pm - 8:30 pm 5/1-5/15 Ely

**3005 PREPARING YOUR ESTATE PLAN**

\$35  
Investigate the basic steps of estate planning. Course will cover wills, trusts, life insurance, and tax information. An attorney will be present.

- 2 classes @ 2 hours each 0.4 CEU 4.8 CPE  
 3005-01 FC Tu 7:00 pm - 9:00 pm 3/13-3/20 Cole



# PHOTOGRAPHY

## DIGITAL

### 2700 DIGITAL CAMERA FOR SENIORS

\$39

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

2 classes @ 3 hours each 0.6 CEU 7.2 CPE

2700-01 ALC Th 8:30 am - 11:30 am 2/23-3/1 McGrady

2700-02 ALC W 12:30 pm - 3:30 pm 3/28-4/4 McGrady

### NEW! 2701 BETTER DIGITAL PHOTOS - SENIORS ONLY

\$54

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

3 classes @ 3 hours each 0.9 CEU 10.8 CPE

2701-01 ALC F 8:30 am - 11:30 am 4/20-5/4 McGrady

### NEW! 2702 DIGITAL CAMERA - COMPACT - INTRODUCTION

\$31 Senior Price \$25

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

2 classes @ 2 hours each 0.4 CEU 4.8 CPE

2702-01 RA Th 6:30 pm - 8:30 pm 2/16-2/23 Burrus

2702-02 RA Th 6:30 pm - 8:30 pm 4/26-5/3 Burrus

### NEW! 2703 DIGITAL SLR CAMERA - INTRODUCTION

\$31 Senior Price \$25

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

2 classes @ 2 hours each 0.4 CEU 4.8 CPE

2703-01 RA Th 6:30 pm - 8:30 pm 3/8-3/15 Burrus

2703-02 RA Th 6:30 pm - 8:30 pm 5/24-5/31 Burrus



## IMPROVE YOUR SKILLS

### 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 hours each 0.4 CEU 4.8 CPE

2704-01 RA Tu 6:00 pm - 8:00 pm 5/8-5/15 Akright

### 2705 PHOTOGRAPHY 101 - EXPOSURE

\$35 Senior Price \$29

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

2 classes @ 2 hours each 0.4 CEU 4.8 CPE

2705-01 RA Th 6:30 pm - 8:30 pm 3/29-4/5 Akright



Got a great idea for a new course?  
Visit our website at  
[www.alc.vbschools.com](http://www.alc.vbschools.com)

## WRITING

### 4503 WRITE YOUR MEMOIR

\$99 Senior Price \$75

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

6 classes @ 2.5 hours each 1.5 CEU 18 CPE

4503-01 ALC Th 9:30 am - 12:00 pm 3/1-4/5 Thompson

### 4506 GRAMMAR GOOFS & PUNCTUATION PITFALLS

\$44 Senior Price \$35

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

3 classes @ 2 hours each 0.6 CEU 7.2 CPE

4506-01 RA Th 7:00 pm - 9:00 pm 4/19-5/3 Harris

## PUBLISHING

### 4507 SELF-PUBLISHING BASICS

\$26 Senior Price \$21

Explore the world of self-publishing in this one-night class. Whether it's a book of fiction for the commercial market, a cookbook for an organization, or a personal family journal, this class will give you a general overview of how self-publishing options can meet your project needs.

1 class @ 3 hours 0.3 CEU 3.6 CPE

4507-01 RA Th 6:30 pm - 9:30 pm 2/23 Watson

### 4508 PUBLISH IT YOURSELF!

\$42 Senior Price \$33

Ready to publish your book? From editing a manuscript to choosing a cover, this course takes you step by step through the world of self-publishing. Learn the difference between POD (print on demand), self-publishing and traditional publishing methods, along with associated costs, copyrights, and printing options.

3 classes @ 2 hours each 0.6 CEU 7.2 CPE

4508-01 RA Th 7:00 pm - 9:00 pm 3/15-3/29 Watson

### NEW! 4509 MARKET YOUR BOOK

\$62 Senior Price \$48

Ready to market your book? Take this course to develop a book marketing plan, learn how to brand yourself and discover how new technologies can help you reach your audience.

3 classes @ 3 hours each 0.9 CEU 10.8 CPE

4509-01 RA Th 6:30 pm - 9:30 pm 5/10-5/24 Watson

### 4510 HOW TO WRITE AND PUBLISH FOR CHILDREN

\$80 Senior Price \$61

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

6 classes @ 2 hours each 1.2 CEU 14.4 CPE

4510-01 LKMS M 6:00 pm - 8:00 pm 3/12-4/23 Strauss

## YOUR CREATIVE SIDE

### 4511 INTRODUCTION TO POETRY

\$26 Senior Price \$21

Always wanted to write poetry? Where do poets find their subjects? Learn the basics, develop your original style, and capture your thoughts in this one day course. PLEASE NOTE: Bring a notebook and your favorite pen to class.

1 class @ 2 hours 0.2 CEU 2.4 CPE

4511-01 ALC S 1:00 pm - 3:00 pm 4/21 Woodruff

### NEW! 4512 CHILDREN'S WRITERS WORKSHOP

\$42 Senior Price \$33

Bring your manuscripts - from picture books and short stories to articles and teen novels - for sharing and discussion with your peers and the instructor, a published children's author. Published and unpublished writers and beginners welcome.

3 classes @ 2 hours each 0.6 CEU 7.2 CPE

4512-01 LKMS M 6:00 pm - 8:00 pm 5/7-5/21 Strauss

### NEW! 4514 CREATE YOUR OWN AUDIO BOOK AND E-BOOK

\$42 Senior Price \$33

This class offers an introduction to audio books and e-books. Learn about the benefits of e-books and audio books and explore various methods of publishing. Discover how to prepare content, create book covers for your projects, and package your work.

3 classes @ 2 hours each 0.6 CEU 7.2 CPE

4514-01 RA Th 7:00 pm - 9:00 pm 5/31-6/14 Watson



SCAN THIS CODE with your smartphone to visit the ALC website.



# Adult Learning Center

Virginia Beach City Public Schools

[www.ed2go.com/vbalc](http://www.ed2go.com/vbalc)

Spring 2012

Our online courses  
are open to everyone!

expert  
instructors



affordable  
courses

24/7  
access



convenient  
for  
everyone!



Learn from the  
comfort of home!



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

### Flexible scheduling!

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

### Affordable courses!

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

### FREE pre-test!

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

### Hundreds of topics!

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

Instructor-Facilitated Online Learning

[www.ed2go.com/vbalc](http://www.ed2go.com/vbalc)

### Online Classes for Recertification

Flexible, convenient, and  
just \$105 each at  
[www.ed2go.com/vbalc](http://www.ed2go.com/vbalc).

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

Consult your school advisor  
to confirm eligibility.

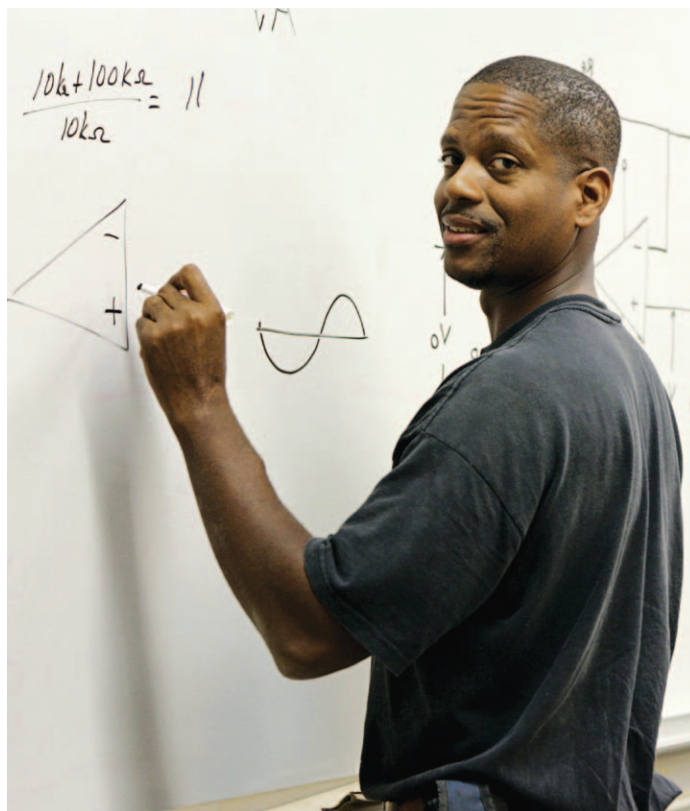
Course  
Fees Start  
at Just  
**\$105**

# Adult Basic Education (ABE)

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

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

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



**ADULT BASIC EDUCATION (ABE)**

**Transition to the workforce or post-secondary education.**  
**Interested?** You may qualify for assistance through Opplnc.  
 Call 461-7537 or visit [www.opp-inc.org](http://www.opp-inc.org).  
**MOVE FORWARD.**

## Spring 2012 Schedule

PLACEMENT EVALUATION DATES			CLASS SCHEDULES	
January 31	Tuesday	11:45 am	DAY	EVENING
February 1	Wednesday	4:45 pm	<b>Adult Learning Center</b> Monday - Thursday January 4 - May 22 8:29 am - 11:37 am 12:07 pm - 3:15 pm	<b>Adult Learning Center</b> Monday & Wednesday January 4 - May 16 6:30 pm - 9:00 pm  <b>Larkspur Middle School</b> Monday & Wednesday January 4 - May 16 6:30 pm - 9:00 pm
March 1	Thursday	11:45 am		
March 28	Wednesday	4:45 pm		
March 29	Thursday	11:45 am		
<b>August placement evaluation dates are for classes beginning in September 2012</b>				
August 28	Tuesday	12:30 pm		
August 29	Wednesday	4:30 pm	<b>COSTS</b>	
August 30	Thursday	9:30 am		
<b>PLACEMENT EVALUATION</b> \$5.00		<b>CLASSES</b> \$30.00 registration fee for Virginia Beach residents <b>NON-RESIDENTS of Virginia Beach</b> \$40.00/Month (Day) \$30.00/Month (Evening)		
<b>ALL FEES ARE NON-REFUNDABLE</b>				

### What to know about the placement evaluation:

Register for classes throughout the semester. Testing is administered on a first-come, first-served basis. (Maximum of 55 participants per test). A **valid, current government-issued picture ID** for proof of age and identity is required. Cost is only \$5.00  
**Testing begins on time. No exceptions.**

Adult Learning Center Spring 2012 [www.alc.vbschools.com](http://www.alc.vbschools.com)



# GED® Test Credential Information

Bonnie Mizenko  
GED Chief Examiner™  
City of Virginia Beach

✓ The GED® exam provides an opportunity for adults 18 or older<sup>1</sup> who did not complete high school to earn an equivalency certificate which is recognized by many employers and colleges. <sup>1</sup>Cannot be enrolled in any high school.

- ✓ Prepare for the GED® exam with reading, language, math, and GED® classes at the Adult Learning Center. Placement evaluations and counseling are available to evaluate readiness. GED® practice tests and textbooks are available for purchase. (See OTHER FEES)
- ✓ To participate in the May GED® Recognition Ceremony attend a placement evaluation, ABE/GED® classes, and successfully complete the GED® exam.
- ✓ Prior to the test date you MUST REGISTER in person at the ALC with your payment and a valid, current government-issued picture ID. Complete the application forms and watch a mandatory video (30-45 minutes). You may pre-register online at [www.GED123.org](http://www.GED123.org), print the confirmation and bring to the ALC to complete the registration process.
- ✓ Office hours: Monday through Friday, 8:00 am–3:30 pm or Monday through Thursday, 6:00 pm–8:00 pm.

## GED® Exam Schedule & Fees

Accommodations are available upon request.

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

GED® EXAM - COMPLETE SERIES - DATES & COST		GED® RETEST - DATES & COST	
\$58.00 first-time test-takers*		\$10.00 per test* (\$8.00 additional for first time retest in Virginia*)	
Monday & Tuesday 12:15 pm–4:30 pm	February 6 & 7 March 5 & 6 April 2 & 3 May 7 & 8 June 4 & 5 July 2 & 3 August 6 & 7	Social Studies Test Science Test Language Arts, Reading Test	<b>Fridays Only</b> January 6 February 3 March 2 April 6 May 4 June 1
	SATURDAY 7:45 am–4:30 pm	January 21 February 18 March 17 April 21 May 19 June 16 July 21 August 18	Mathematics Test Language Arts, Writing Test
		Social Studies Test Science Test Language Arts, Reading Test	<b>Thursdays Only</b> July 5 August 2
* Indicates new fee - effective July 1, 2011		Mathematics Test Language Arts, Writing Test	<b>Thursdays Only</b> July 12 August 9

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

**Additional Transcript Request \$5.00 each**  
From our website click the appropriate link:

[TRANSCRIPT - Tested in VIRGINIA BEACH](#)  
[TRANSCRIPT - Tested ELSEWHERE in Virginia](#)

**Additional Certificate Request \$10.00 each**

[CERTIFICATE](#)



- ✓ How can you earn a voucher to take the GED® exam for free? Take the Official GED Practice Tests™!  
January 20, 2012...9:00 am–10:00 am...Mathematics Test  
January 27, 2012...9:00 am–11:00 am...Language Arts, Writing Test  
February 17, 2012...9:00 am–11:00 am...Language Arts, Reading Test/Science Test/Social Studies Test  
March 30, 2012...8:30 am–11:30 am...Mathematics Test/Language Arts, Writing Test

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 is **YES** to any question above, the Adult Learning Center can help!



**CALL TODAY!**  
**757-648-6056**



The GED® test battery includes:

- Mathematics Test
- Language Arts, Writing Test
- Language Arts, Reading Test
- Social Studies Test
- Science Test

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 January	\$2.00 per session
2. ABE/GED® Classes (Day or Evening)	Adult Learning Center	Beginning in January	<p><b>Virginia Beach Resident?</b> One-time fee of \$30.00</p> <p><b>Not a Virginia Beach resident?</b> \$40.00 per month - DAY classes \$30.00 per month - EVENING classes</p>

Register 8:15 am–2:00 pm (Monday through Friday) OR 6:15 pm–8:00 pm (Monday & Wednesday).

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

**ALL FEES ARE NON-REFUNDABLE**



**Haven't passed yet?**  
**Try again for FREE!**

Meet with a tutor for two sessions AND take and pass the related Official GED Practice Test™ with a score of 450 or higher to earn a voucher to retest for free.

**Come into the ALC or call  
757-648-6056 for more information.**

**Move forward.**

# English for Speakers of Other Languages (ESOL)

ESOL classes are available for adult non-native speakers of English who are residents or visitors in the United States. The program consists of five levels of reading, writing, speaking, and listening in sessions held daily and bi-weekly in the evening. All levels are welcome. New students must come to one of the interview/registration times; students will enter the program based on class availability. If classes are full, students will be placed on a waiting list and contacted when openings occur. A valid, current government-issued picture ID and proof of residency are required at the interview/registration.

## Spring 2012 Schedule

Interviews are 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.



Improve your English.  
**MOVE FORWARD.**

**The Adult Learning Center does not provide childcare or transportation.**

INTERVIEW DATES		
January 24	Tuesday	8:30 am
January 26	Thursday	5:45 pm
February 21	Tuesday	8:30 am
February 23	Thursday	5:45 pm
March 13	Tuesday	8:30 am
March 15	Thursday	5:45 pm

CLASS SCHEDULES	
DAY	EVENING
<b>Adult Learning Center</b> Monday - Friday January 4 - May 22 8:30 am - 11:00 am 11:30 am - 2:00 pm	<b>Adult Learning Center</b> Tuesday & Thursday January 5 - May 15 6:30 pm - 9:00 pm  <b>Larkspur Middle School</b> Monday & Wednesday January 4 - May 14 6:30 pm - 9:00 pm

COSTS FOR CLASSES
<b>\$30.00</b> registration fee for residents of Virginia Beach who are also citizens or permanent residents

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

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

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

ALL FEES ARE NON-REFUNDABLE		
August interview dates are for classes beginning in September 2012		

August 21	Tuesday	8:30 am
August 23	Thursday	5:45 pm
August 28	Tuesday	8:30 am

# Important Information

## Office Hours\*

Day: 8:00 am - 4:00 pm, Monday - Friday

Evening: 6:00 pm - 8:00 pm, Monday - Thursday

4160 Virginia Beach Boulevard

Virginia Beach, VA 23452

757-648-6050



## FOUR EASY WAYS TO REGISTER

- ✓ **Online** at [www.adultlearning.vbschools.com](http://www.adultlearning.vbschools.com)  
From our homepage follow the online registration link any time of the day or night - Visa or MasterCard required.
- ✓ **In Person**  
Visit our office at the Adult Learning Center.
- ✓ **By Fax**  
Fax registration and required Mastercard or Visa information to 757-306-0999.
- ✓ **By Mail**  
Mail registration and check or credit card information to the Adult Learning Center, Attn: Registrar.

*Registrations accepted until 3:30 pm and in the evenings; payment is due at registration. We accept Visa, Mastercard, checks, cash, and money orders.*

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

\* **SUMMER HOURS** The Adult Learning Center will be closed Fridays beginning the last or next to last week of June. Summer evening hours are limited, please call to verify.

**HOLIDAYS** Classes will not be held January 16, February 20, April 9 – 13, and May 28.

**SCHOOL CLOSINGS** Any notice of delays or closures for Virginia Beach City Public Schools includes the Adult Learning Center and all of its satellite locations. Announcements will be made by radio and TV and posted online at [www.vbschools.com](http://www.vbschools.com) or you may call the 24-hour Beach-Line at 263-1000.

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

**CONTINUING EDUCATION UNIT (CEU)** Old Dominion University awards one CEU for every ten hours of class time. A \$20.00 processing fee is charged per course.

**CONTINUING PROFESSIONAL EDUCATION (CPE)** points are awarded to accountants for each 50 minutes of class time.

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

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

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

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

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

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

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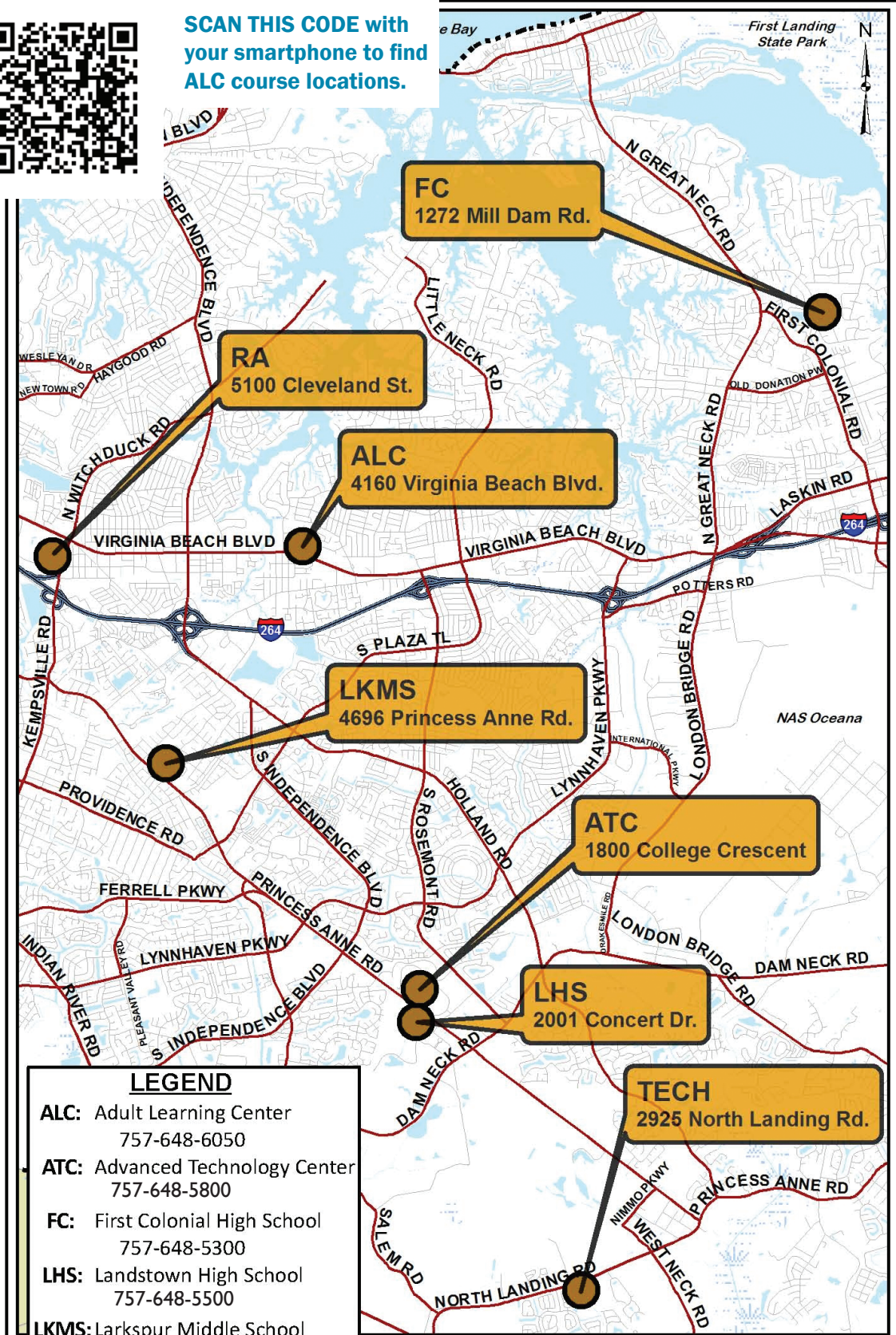
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SCAN THIS CODE with your smartphone to find ALC course locations.



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<b>ALC:</b>	Adult Learning Center 757-648-6050
<b>ATC:</b>	Advanced Technology Center 757-648-5800
<b>FC:</b>	First Colonial High School 757-648-5300
<b>LHS:</b>	Landstown High School 757-648-5500
<b>LKMS:</b>	Larkspur Middle School 757-648-4800
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<b>TECH:</b>	Tech & Career Educ Center 757-648-5850

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## ALC CLASS LOCATIONS

0 0.25 0.5 1 1.5 2 Miles

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 \$12.00 per course for non-Virginia Beach Residents \_\_\_\_\_

**TOTAL** \_\_\_\_\_

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

CHECK - Make payable to ALC       MONEY ORDER       MASTERCARD       VISA

PRINT Cardholder's Name (as it appears on card) \_\_\_\_\_

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**WITHDRAWAL/TRANSFER AND REFUND POLICY**

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

**OFFICE USE ONLY**

Office Receipt Number \_\_\_\_\_ Amount Paid \_\_\_\_\_ Initials \_\_\_\_\_ Date \_\_\_\_\_

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