2016 FALL CATALOG

Henrico County Public Schools

Adult Education

CAREER AND TECHNICAL EDUCATION

HEALTH AND MEDICAL

GED

LANGUAGE AND ENRICHMENT

ESOL

EMPOWERING OUR COMMUNITY THROUGH EDUCATION

Visit us at HenricoAdultEducation.com
Dear Citizen,

Welcome to the Adult Education 2016 Fall Catalog. Congratulations on taking the next step in your journey of life-long learning. Browse through our catalog to discover all the new and exciting course offerings.

Thank you for considering Henrico Adult Education for your learning needs.

Sincerely,

Gregory Lawson, M. Ed.
Administrator
Henrico County Adult Education Center

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CLASS LOCATIONS AND DIRECTIONS

Advanced Career Education (ACE) Center at Hermitage
8301 Hungary Spring Road
Henrico, VA 23228

• On I-64 West, take Exit 183C onto West Broad Street. Go 1 mile, turn right onto Hungary Spring Road. Go 1 mile; school is on the right.
• On I-295 North, take Exit 49B to Staples Mill Road. Go 3 miles, turn right onto Hungary Spring Road; school is on the left.

Advanced Career Education (ACE) Center at Highland Springs
100 Tech Drive
Highland Springs, VA 23075

• On I-64 East, take Exit 197B onto S. Airport Drive. Go .75 mile and turn left onto Nine Mile Road. Go almost .25 mile and turn left onto Tech Drive. You will see the sign for Highland Springs Technical Center.
• On I-295 South (or North), take Exit 31B onto N. Airport Drive. Go to 2nd stoplight and turn right onto Nine Mile Road. Go almost .25 mile and turn left onto Tech Drive.

Highland Springs Adult Education Center - East
201 E. Nine Mile Road
Highland Springs, VA 23075

• On I-64 East, take Exit 197B onto S. Airport Drive. Go .75 mile and turn left onto Nine Mile Road. Go 1 mile. Adult Education Center is on the left.
• On I-295 South (or North), take Exit 31B onto N. Airport Drive. Go to 2nd stoplight and turn right onto Nine Mile Road. Go 1 mile. Adult Education Center is on the left.

Mount Vernon Adult Education Center - West
7850 Carousel Lane
Henrico, VA 23294

• On I-64 West, take Exit 183C onto West Broad Street. Go 1.75 miles and turn right onto Carousel Lane. Adult Education Center is on the left (faces West Broad Street).
• On I-64 East, take Exit 181 and turn left onto Parham Road North. Go 1.25 miles and turn right onto West Broad Street. Adult Education Center is on the left.
GENERAL ADULT CLASSES
SEE PAGE 20 FOR REGISTRATION FORM.
Register in person at the Highland Springs Adult Education Center - East 201 E. Nine Mile Rd., Highland Springs

General Adult Registration begins Tuesday, August 9, 2016 at 8:30 a.m.
General Adult Registration hours: Monday - Friday,* 8:30 a.m. to 3:30 p.m.
(*Office will be closed on Friday, August 12 and 19, 2016.)

No preregistration will be accepted before August 9, 2016.
Mail-in registrations will be processed with mail delivered on August 9, 2016.
General Adult class registration is limited to a total of four (4) registration forms per person during the 4-hour period from 8:30 a.m. to 12:30 p.m. on August 9, 2016.
Be prepared to pay tuition, fees, and cost of textbooks unless otherwise indicated. Payment may be made by cash, check or money order; no debit or credit cards.
A $10.00 fee will be charged for late registrations.

REGISTER BY MAIL UNTIL REGISTRATION DEADLINE STATED IN COURSE DESCRIPTIONS
1. Fill out the General Adult registration form on page 20 and mail it with a check or money order, payable to Henrico County Public Schools.
   (Golden Age Program, see note in next column.)
2. A $10.00 fee will be charged for late registrations.
3. Send check for tuition, fees, and textbooks unless otherwise indicated.
4. Enclose a self-addressed, stamped envelope for confirmation.

REFUNDS
Refunds are processed in the event a class is canceled due to insufficient enrollment. Check processing can take up to 6-8 weeks.

ENROLLMENT
When the General Adult registration form and tuition are received, an individual is immediately enrolled and SHOULD BE IN ATTENDANCE THE FIRST CLASS SESSION. Enrollment is accepted on a “first-come, first-served” basis until the maximum number of persons is accommodated. GENERAL ADULT REGISTRANTS WILL NOT BE NOTIFIED unless the requested course has been CANCELLED. To receive confirmation of your registration, enclose a self-addressed STAMPED envelope. Courses are open to adults eighteen (18) years of age or older who are not enrolled in a day school program.

HENRICO COUNTY GOLDEN AGE PROGRAM
Henrico County residents, age 60 or older, are eligible to participate in the Golden Age Program and receive benefits. One of these benefits is free tuition for certain classes offered through Henrico County Public Schools Adult Education Center. A limited number of spaces are reserved for Golden Age Program members – on a “first-come, first-served” basis. There is a 2-class limit per person for Golden Age registration.

Fees for registration, materials, supplies, textbooks and/or late fees must be paid. A government-issued photo ID (showing the name of the person registering and the Henrico County address) must be presented at the time of registration. For registrations mailed in, a photocopy of the ID must be enclosed with the registration form. For questions about Golden Age classes and available slots, please call the office at (804) 328-4095.

TEXTBOOK INFORMATION
If you wish to purchase your own textbook, information has been provided in the course description. Should the course be cancelled due to insufficient enrollment, Henrico County Public Schools is not responsible for refund of textbooks purchased from outside sources.

CLASS CANCELLATIONS/SCHOOL CLOSINGS
Class sessions may be extended due to weather cancellations or other unforeseen circumstances. Classes may be cancelled for which there is insufficient registration or other reasonable cause. Classes WILL NOT MEET when schools are closed for holidays or emergencies; schools may be closed all day or early. If schools close early, announcements will be made on the HCPS website and other local TV/radio stations.

CLASSES WILL NOT BE HELD
November 23 - 25, 2016 - Thanksgiving Break
December 19 - 30, 2016 - Winter Break

See individual course descriptions for additional dates affecting specific classes and/or locations. Some dates may not affect GED and ESOL classes.

SPECIAL NOTES
You may use photostatic copies of the registration form if needed. The Henrico County School Board assumes no responsibility or liability for injuries incurred while attending any of these classes.
### COURSE TABLE FOR GENERAL ADULT CLASSES

<table>
<thead>
<tr>
<th>Course #</th>
<th>Page #</th>
<th>Title</th>
<th>Location</th>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Sessions</th>
<th>Deadline</th>
<th>Tuition/Fee</th>
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<tr>
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<td>5</td>
<td>Fresh Out of the Box - Beginner Sewing</td>
<td>ACE Center at Hermitage</td>
<td>Tues</td>
<td>Sept 20-Oct 11</td>
<td>6:00-8:30 pm</td>
<td>4</td>
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<td>Acrylic Painting (all levels)</td>
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<td>Wed</td>
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<td>6:30-8:30 pm</td>
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<td>Clothing Alteration and Repair</td>
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<td>Tues</td>
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<td>Basic Furniture Re-Upholstery</td>
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<td>Thurs</td>
<td>Sept 15-Nov 17</td>
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<td>Sept 13-Sep 29</td>
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<td>Wed</td>
<td>Sept 28-Oct 28</td>
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<td>Sept 26-Dec 5</td>
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<td>ACE Center at Hermitage</td>
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<td>Nov 14-Dec 5</td>
<td>6:00-7:00 pm</td>
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<td>Nov 14-Dec 5</td>
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<td>27-Sep</td>
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<td>Sept 19-Jan 9</td>
<td>6:00-8:30 pm</td>
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<td>Mon/Wed</td>
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<td>6-Sep</td>
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<td>#204</td>
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<td>Nursing Assistant (CNA)</td>
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<td>4:30-8:00 pm</td>
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<td>#205</td>
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<td>Your Very Best Health</td>
<td>ACE Center at Hermitage</td>
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<td>Sept 26-Oct 31</td>
<td>6:30-8:00 pm</td>
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<td>13-Sep</td>
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ACE = Advanced Career Education  
Adult Ed. Center - East = Highland Springs  
Adult Ed. Center - West = Mt. Vernon

See page 2 for directions to class locations.
### ARTS AND DESIGN

(Sewing, Woodworking, Acrylic Painting, Clothing Alteration, Re-upholstery, Crocheting, Knitting, Cosmetology, Essential Oils, Landscaping)

#### #050
**Fresh Out of the Box - Beginner Sewing**

Is your sewing machine still in the box it came in? You want to get started but don’t know how? This sewing class is for the complete beginner. Students will learn the basics: machine threading, using the feet and attachments and different stitches, while completing a drawstring bag and other projects!

**Supply List:** Sewing machine and everything that came with it, machine manual, bobbin, machine needles, thread, 1 yard of broadcloth, 1 yard of 1/2” or 5/8” wide ribbon, seam ripper, hem/seam gauge, scissors, pins, and tape measure. You will be able to sew after completing our 4-week course.

**Tuition:** $145.00  
**Materials fee:** $15.00  
**Registration fee:** $15.00

**Course #050**  
Advanced Career Education (ACE) Center at Hermitage (Turner)  
4 sessions @ 3 hours each  
Tuesday: September 20 to October 11, 2016  
6:00 pm – 8:30 pm  
Registration deadline: September 6 – Tuesday

#### #051
**Woodworking**

Students may observe and practice the fundamental elements of furniture design, construction, assembling, repairing, and finishing furniture/related projects. Students at beginning to advanced level are welcome. Project selections and complexity will be determined on the first night of class. Safety and teamwork are emphasized. Beginners should focus on a starter project that can be completed during the semester.

**Supply List:** ANSI Safety glasses if you prefer to bring your own, personal hearing protection, dust/particle masks, specialty hardware or finishes as desired or needed, and lumber for selected projects.

**Tuition:** $145.00  
**Registration fee:** $15.00

**Course #051**  
Advanced Career Education (ACE) Center at Hermitage (Turner)  
15 sessions @ 3 hours each  
Thursday: September 22 to January 19, 2017  
5:30 pm – 8:30 pm  
No Classes: November 24, December 22 & 29, 2016  
Registration deadline: September 6 – Tuesday

#### #052
**Acrylic Painting (all levels)**

Acrylic painting is fun for everyone, so sign up today! Learn new techniques or perfect old ones. Bring your sense of humor and creativity to this fun-filled Wednesday night class. All ages (18 or older) and levels are welcome!

**Supply List:** Students should bring to class the first night: Acrylic set, set of acrylic brushes, canvas panel boards around 12” x 16” and/or some small canvas to start painting on (try to buy materials primed for acrylic paints), cotton canvas primed for acrylic use, tabletop easel (they are about $10-$16) or a floor or standing easel (about $16) - make sure it will fit in your auto for transporting back and forth; artist paint palette or any flat surface (even an old plate or something to use to mix paint), cup or tin can for water, old newspaper or something for a drop cloth. Feel free to bring in images of your favorite paintings/artist or anything of interest to you.

**Tuition:** $65.00  
**Registration fee:** $15.00

**Course #052**  
Advanced Career Education (ACE) Center at Hermitage (J. Freeman)  
9 sessions @ 2 hours each  
Wednesday: October 5 to December 7, 2016  
6:30 pm – 8:30 pm  
No Class: November 23, 2016  
Registration deadline: September 20 – Tuesday

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**NOTES**

- Registration fees are listed with each course description.
- A $10.00 fee will be charged for late registration.
- Cost of textbooks is to be paid at the time of registration unless otherwise noted.
- Textbooks will not be sold in class. See note on page 3 for textbook information.
- See NEW GED® Testing information on pages 16, 17, and 18.
- Classes range from $10.00 and upwards.
- The courses and workshops advertised in this catalog are considered non-credit personal enrichment and continuing education. Participants will not receive college credit for them.
- The General Adult registration form is located on page 20.

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**DON’T DELAY!  
REGISTER EARLY!**

Our classes have a minimum number of participants that must be met two weeks before the start of the class. Sometimes we have to cancel great classes due to insufficient enrollment.

So, don’t wait until the last minute! Register early! General Adult registration begins August 9, 2016! The General Adult registration form is located on page 20.

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Visit us at HenricoAdultEducation.com

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#053
**Clothing Alteration and Repair**

Save money by fixing the clothes you already own! Students can bring in their own clothes in need of work or bring in fabric for making samples of techniques. Examples shown will vary based on the projects brought in, but will include zippers, hems, buttons, buttonholes, and pockets.

**Supply List:** Sewing machine, manual, bobbin, machine needles, thread, seam ripper, hem/seam gauge, scissors, pins, tape measure, clothing and/or 1 yard of fabric for samples, 7 inch zipper, button, hand needle. Stop using tape and safety pins to hold your clothes together - gain more wear from your wardrobe and save money by fixing it yourself.

**Tuition:** $50.00  **Registration fee:** $15.00

**Course #053**
Advanced Career Education (ACE) Center at Hermitage (Stockdon)
4 sessions @ 2.5 hours each
**Tuesday:** October 18 to November 8, 2016
6:00 pm - 8:30 pm
**Registration deadline:** October 4 – Tuesday

#054
**Basic Furniture Re-upholstery**

This hands-on class is for beginners who have hesitated to attempt re-upholstery on their own. With guidance from an experienced upholsterer, students will learn the basic fundamentals of beginning upholstery, such as properly removing old fabric, measuring and cutting fabric, and upholstering a piece of furniture. A supply list will be provided at the time of registration. Basic knowledge of sewing and operating a sewing machine is required.

Students are responsible for purchasing their own fabric. Due to limited space, no sofas or loveseats. Furniture must be small enough to be transported by one person. For this class, students should choose a simple piece of furniture such as a dining room chair or ottoman. Students who are unsure about the level of difficulty for a particular project should consult with the instructor during the first class.

**Tuition:** $115.00  **Materials/Equipment fee:** $50.00  **Registration fee:** $15.00

**Course #054**
Adult Education Center - East (Highland Springs) (Lostet)
12 sessions @ 1 hour each
**Wednesday:** September 21 – December 14, 2016
7:00 pm – 8:00 pm
**No Class:** November 23, 2016
**Registration deadline:** September 6 – Tuesday

#055
**Crocheting (Beginner and Advanced Welcomed)**

Learn basic crochet stitches such as chain, single, double, and treble crochet. Students will have the opportunity to create several projects while practicing basic stitches and learning to read and understand stitch abbreviations and instructions.

**Supply List:** - Beginner: 1 skein of yarn Worsted (i.e. Red Heart SuperSaver & “J” hook) Advanced Beginner and Intermediate – supplies for whatever project you have in mind. We will discuss and can decide during the first meeting.

**Tuition:** $50.00  **Registration fee:** $15.00

**Course #055**
Adult Education Center - East (Highland Springs) (Lostet)
12 sessions @ 2 hours each
**Wednesday:** September 21 – December 14, 2016
7:00 pm – 8:00 pm
**No Class:** November 23, 2016
**Registration deadline:** September 6 – Tuesday

#056, #057, #058
**Knitting (Introduction and Continuing)**

In our two-hour 4-week class, we learn knitting terminology and start working the basic knit stitches. You will decide what project you want to complete. Suggestions are an oblong shawl or baby blanket. You will learn these types of stitches: Casting on, Knit stitch, Purl stitch, Garter stitch, Stockinette stitch, Rib stitch, Increasing/Decreasing stitches, and Picking dropped stitch.

**Supply List:** Knitting needles, size 8 (bamboo or aluminum, mid-range price wise), one (1) 4 oz skein Synthetic Yarn (in your choice of light color, allowing you to see stitches more clearly), such as Vanna’s Choice, available at AC Moore, Michael’s, Joann’s. A pattern marked “Beginner” or “Easy” for a specific item, patience and a willingness to learn from your mistakes!

**Tuition:** $40.00  **Registration fee:** $15.00

**Course #056**
Adult Education Center - East (Highland Springs) (Athy)
10 sessions @ 3 hours each
**Thursday:** September 15 – November 17, 2016
5:30 pm – 8:30 pm
**Registration deadline:** August 30 – Tuesday

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**Knitting - CONTINUED FROM PREVIOUS COLUMN**

**Course #057**
Advanced Career Education (ACE) Center at Hermitage (Batts)
4 sessions @ 2 hours each
**Tuesday:** October 4 to October 25, 2016
4:30 pm – 6:30 pm
**Registration deadline:** September 20, 2016 – Tuesday

**Course #058**
Advanced Career Education (ACE) Center at Hermitage (Batts)
4 sessions @ 2 hours each
**Tuesday:** November 1 to November 22, 2016
4:30 pm – 6:30 pm
**Registration deadline:** October 18 – Tuesday

#059
**Cosmetology (Introduction)**

(No Golden Age waiver)

Students will learn how to perform proper sanitation procedures, professional manicures, pedicures, polishing techniques and basic hairstyling techniques such as blow dry styling, roller setting and pin curling. After learning proper skill techniques through classroom instruction students will gain real world experience by completing skills on each other. Introduction to Cosmetology will give you the skills to work as a salon assistant in a hair salon, but will not allow you to work as a licensed stylist. Students must be willing to work as partners with classmates while performing hands-on skills for manicures, pedicures and facials. Manikins will be used for hair skills. Tennis shoes required for all lab work.

**Tuition:** $285.00  **Supplies:** $15.00  **Registration fee:** $15.00

**Course #059**
Adult Education Center - East (Highland Springs) (Childress)
19 sessions @ 2.5 hours each
**Monday/Wednesday:** October 3 to December 14, 2016
4:30 pm – 7:00 pm
**No Classes:** October 31, November 21, 23, 2016
**Registration deadline:** September 20 – Tuesday

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**GOLDEN AGE PROGRAM**

A photo ID showing a Henrico County address must be presented at registration. See page 3 for more information.

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Textbooks will not be sold in class. See note on pages 3 and 20 for textbook information.
**Essential Oils 101**

Are you ready to become empowered right in your own home and open to learn a better way to care for your family and your loved ones without all those nasty side effects? Get simple tips and remedies to create energy and balance in your life. Come have fun and learn about essential oils and natural solutions in a fun filled class! 1) Are you wanting more for your health and a more naturalistic approach? 2) Are you sick and tired of all those nasty side effects? 3) Do you want to be healthier and know it is time for something different? 4) Are you ready to take control of your health, one step at a time? If you answered yes to any of these questions come join us! It will be a fun-filled class about essential oils and you will learn a ton! PLUS you will leave with a super cool DIY gift that you make!

**Tuition:** $10.00  **Registration fee:** $5.00

**Course #060**
Advanced Career Education (ACE) Center at Hermitage (Morris)
1 session @ 2 hours
**Thursday:** September 22, 2016  6:00 pm – 8:00 pm
**Registration deadline:** September 6 – Tuesday

**Course #061**
Advanced Career Education (ACE) Center at Hermitage (Morris)
1 session @ 2 hours
**Thursday:** October 20, 2016  6:00 pm – 8:00 pm
**Registration deadline:** October 4 – Tuesday

**Landscaping Design Part I**

This class is the first of two courses about landscape design and is ideal for hobbyists, amateur landscape designers and professionals wishing to broaden your Landscape skills. It will provide essential introductory concepts for creating functional attractive landscape plans. Learn to assess landscape conditions found in mainstream settings of your community. Popular and current trends will be explored. The course will cover basic design processes, creating a base map, and site inventory. An analysis map will also be covered. A certificate will be awarded upon completion.

**Tuition:** $60.00  **Registration fee:** $15.00

Suggested book but not required:
*Home Landscaping – Mid Atlantic*
Author: Holmes/Buchanan – ISBN: 1580110029

**Course #062**
Advanced Education Center - West (Mt. Vernon) (Wallace)
7 sessions @ 2 hours each
**Tuesday:** September 20 – November 1, 2016  5:30 pm – 7:30 pm
**Registration deadline:** September 6 – Tuesday

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**Computer Skills**

(Intermediate Computer, Microsoft Office 2010, Cyber Bullying Workshop, Computer Certification)

### #070 Intermediate Computer

This hands-on class gives additional knowledge on which to continue building your Windows-based computer skills, with a focus on Microsoft Office. Word processing (MS-Word), spreadsheets (MS-Excel), and presentations (MS-PowerPoint) will be taught in more detail. Tools that are common to all MS-Office apps will also be presented. When you successfully complete the course, you will receive a certificate of attendance. Suggestion: Bring a USB flash drive if you desire to save your class work.

**Prerequisite:** Beginning Computer Skills class or equivalent knowledge.

**Tuition:** $95.00  **Registration fee:** $15.00

**Students will be responsible for purchasing their own book.**

Textbook Title: *Microsoft Word 2010 Step by Step*
Author: Cox/Lambert
ISBN: 10: 0735626936

**Course #071**
Advanced Education Center - East (Highland Springs) (Scott)
11 sessions @ 2 hours each
**Monday:** September 19 to November 28, 2016  6:00 pm – 8:00 pm
**Registration deadline:** September 6 – Tuesday

### #072, #073 Cyber Bullying Workshop

Parents/Teachers, you will be exposed to and then taught how to handle, approach, and prevent cyber bullying not only when your child/student is being bullied but also when your child/student is the bully. You will be able to see the signs and provide support for your children/students who may be affected by cyber bullying. Weekly outline includes: Statistics, negative effects, signs, how to prevent, how to approach and how to heal.

**Tuition:** $10.00  **Registration fee:** $5.00

**Course #072**
Advanced Career Education (ACE) Center at Hermitage (Perez)
1 session @ 1.5 hours
**Wednesday:** October 19, 2016  6:30 pm – 8:00 pm
**Registration deadline:** October 4 – Tuesday

**Course #073**
Advanced Career Education (ACE) Center at Hermitage (Perez)
1 session @ 1.5 hours
**Wednesday:** September 28, 2016  6:30 pm – 8:00 pm
**Registration deadline:** September 13 – Tuesday

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### Do You Lack A High School Diploma?

See pages 16 - 18 for information on the GED®.

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**NEW!**

Visit us at HenricoAdultEducation.com
#074
A+ Certification Course Part I
for 901 Objectives

(No Golden Age waiver)

This course is the first of two courses designed to prepare you to become an A+ Certified Computer Repair Technician. You must take both Part I and Part II courses in order to gain the necessary experience for the CompTIA 901 and 902 Objectives. The Part II course will be offered in the Spring. Topics will include: Hardware parts identification and installation, Troubleshooting, Maintaining PC Computers, Networking, Wireless Security, and Mobile Devices. You will learn how to assemble, install, configure and troubleshoot building a computer as well as Operational Procedures, Computer Terminology, Tools & Diagnostics and tips on Customer Service and starting their own Help Desk. No prior knowledge needed but a love for tinkering with computers.

Supply List: 1 Blue/Black Ink pen, 1 Notebook, 1 Highlighter, 1 Anti-Static Wrist Strap, 1 PC tool kit, 1 Fully Charged Laptop/Tablet (optional)

Tuition: $300.00  Registration fee: $15.00
18 sessions @ 4 hours each
Students will be responsible for purchasing their own book.

Textbook Title: All in One A+ Certification Exam Guide 9th edition
Author: Mike Meyers
ISBN: 978-1259589515

Course #074
Advanced Career Education (ACE) Center at Highland Springs (Hallcom)
Monday/Wednesday: October 3 to December 7, 2016 4:30 pm – 8:30 pm
No Class: November 21 and 23
Registration deadline: September 27 – Tuesday

FINANCIAL LITERACY

(Paying for College, e-Bay, Social Security, Retirement, and Couponing)

#080, #081
Little Known Secrets of Paying for College

This workshop is for parents and young adults ages 18 and up. The cost of a college education is higher than ever. How can you afford this expense? What if your children attend an elite or out-of-state college? What if they don’t graduate in four years? The cost can be monumental. Learn tips on how to send your children to the college of their dreams without bankrupting your own retirement. Discover strategies that may enable you to qualify for financial aid, sources for scholarships, and strategies for minimizing your tax exposure, giving you greater cash flow for funding a college education.

Tuition: $10.00  Registration fee: $5.00
1 session @ 2.5 hours

Course #080
Advanced Career Education (ACE) Center at Hermitage (Butler)
Wednesday: October 5, 2016 6:00 pm – 8:30 pm
Registration deadline: September 20 – Tuesday

Course #081
Advanced Career Education (ACE) Center at Hermitage (Commander)
Tuesday: November 1, 2016 6:00 pm – 8:30 pm
Registration deadline: October 18 – Tuesday

#082
e-Bay for Beginners

This 2 ½ hour workshop uses lectures, handouts, and overheads to show the basics of navigating and buying on e-Bay. NAVIGATING: Learn about e-Bay. Signing on, Security, Feedback, and how things are done. BUYING: Learn how to use e-Bay to find items you want to purchase and how to make bids and complete the transaction. SELLING: While this will be touched on, the “Selling on e-Bay” class focuses on selling. After this session the student will know how to begin e-Baying and how to buy items. Due to time limitations and school regulations involving the internet, this class will not involve hands-on with a computer. e-Bay can be fun and you can find bargains.

Tuition: $10.00  Registration fee: $5.00
1 session @ 2.5 hours

Course #082
Advanced Career Education (ACE) Center at Hermitage (Commander)
Thursday: October 6, 2016 6:00 pm – 8:30 pm
Registration deadline: September 20 – Tuesday

#083
Selling on e-Bay

This 2 hour workshop uses lectures, handouts, and overheads to show the basics of selling on e-Bay. STUDENTS SHOULD EITHER HAVE TAKEN THE CLASS ‘e-BAY FOR BEGINNERS’ or have some familiarity with how e-Bay works. Learn how to sell items on e-Bay, write descriptions, set prices, receive payments, deal with buyers, ship items, etc. After this session the student will know how to begin selling on e-Bay. Due to time limitations and school regulations involving the internet, this class will not involve hands-on with a computer. e-Bay can be a fun and easy way to make a little extra money.

Tuition: $10.00  Registration fee: $5.00
1 session @ 2 hours

Course #083
Advanced Career Education (ACE) Center at Hermitage (Commander)
Thursday: October 27, 2016 6:30 pm – 8:30 pm
Registration deadline: October 11 – Tuesday

Interested in GED® classes?
See pages 16-18.
#084  
**Get Your Financial Life in Order**

Those who FAIL to PLAN, PLAN to FAIL. The question is not whether to plan, but HOW to plan. The way you plan is having a budget. EVERY financial expert says to “BUDGET.” No matter how high or how low your income is you need a plan, A BUDGET. This class is about developing YOUR budget. Good budgeting skills affect an individual’s financial and personal life.

Are you tired of not being able to pay your bills? Are you discouraged because you work hard, but don’t have any money for things you enjoy? Is there stress in your relationship(s) because of money? What you need are skills! This class shows how to set up and use a budget, how debt can be eliminated and prevented, and how to plan for future needs, like college for your kids, home ownership, retirement, vacations, etc. Begin your journey to a sound financial future.

**Tuition:** $15.00  
**Registration fee:** $5.00

Course #084  
Advanced Career Education (ACE) Center at Hermitage (Commander)  
2 sessions @ 2 hours each  
**Thursday:** October 13 to October 20, 2016  
6:30 pm – 8:30 pm  
**Registration deadline:** September 27 – Tuesday

#085, #086  
**Maximizing Social Security**

Did you know that you do not have to take Social Security Retirement Benefits at age 62? Or even when you stop working? You can defer your Social Security until you are 70 and there are good reasons why you may want to do exactly that. Now more than ever, it is important for you to know how to get the most from your Social Security. Join us for a discussion. Learn how to make the right calls when it comes to Social Security and your retirement.

**Tuition:** $10.00  
**Registration fee:** $5.00

Course #085  
Advanced Career Education (ACE) Center at Hermitage (Butler)  
1 session @ 2 hours  
**Tuesday:** September 27, 2016  
5:30 pm – 7:30 pm  
**Registration deadline:** September 13 – Tuesday

Course #086  
Advanced Career Education (ACE) Center at Hermitage (Butler)  
1 session @ 2 hours  
**Wednesday:** November 9, 2016  
5:30 pm – 7:30 pm  
**Registration deadline:** October 25 – Tuesday

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#087  
**Ed Slott’s Retirement Decisions Workshop**

This workshop presents the basics from Ed Slott’s “Retirement Decisions Guide.” Ed Slott is the acknowledged expert on retirement plans (see irahelp.com). This workshop is for people who wish to make informed and intelligent decisions regarding IRAs and retirement. Learn how to understand the different types of IRAs and what type is best for you; why most IRAs are not set up properly; why leaving your money in a company plan after retirement may be a huge mistake; tax cutting strategies for you and your IRA beneficiaries; how to create a legacy with your IRA to pass on to future generations. After this workshop, you will know more than most financial advisers know about how retirement plans work.

**Tuition:** $20.00  
**Registration fee:** $5.00

Course #087  
Advanced Career Education (ACE) Center at Hermitage (D. Wright)  
2 sessions @ 2 hours each  
**Tuesday/Thursday:** September 27 & September 29, 2016  
6:00 pm – 8:00 pm  
**Registration deadline:** September 13 – Tuesday

#088  
**Couponing 101**

Couponing is an ART in saving money. In this class you will learn coupon terminology, how to cut at least 50% off your grocery bill, how to never pay for health/beauty items again, how to get free samples sent to your door, and how to organize your coupons to save time. Students should have basic computer skills and be able to use the Internet in order to make the most of Couponing 101 at home. **Supply List:** Coupon Binder, coupon storage pages, notebook, Home Internet Access, and Pen/Pencil.

**Tuition:** $65.00  
**Registration fee:** $15.00

Course #088  
Advanced Career Education (ACE) Center at Hermitage (Naimon-Arnold)  
10 sessions @ 2 hours each  
**Wednesday:** September 28 to December 7, 2016  
6:30 pm – 8:30 pm  
**No Class:** November 23, 2016  
**Registration deadline:** September 13 – Tuesday

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The Henrico County School Board assumes no responsibility or liability for injuries incurred while attending any of these classes.

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**LANGUAGE**

(French, German, Sign Language, Spanish, Japanese)

#090  
**French (Intermediate Conversational)**

This course will expand and reinforce your conversational skills. Learn more about the country and its language. It will take you one step further to more complex comprehension and usage of the French language. Audio and video enrichment material will be used as frequently as possible. Simple conversations on various topics will be part of the lesson. “Conversational French” is not a prerequisite. Participants who successfully complete the course will receive a certificate of attendance.

**Tuition:** $85.00  
**Registration fee:** $15.00  
**Students will be responsible for purchasing their own book.**  
**Textbook Title:** Learn French The Fast & Fun Way - 4th Edition  
**Author:** Leete/Kendris  
**ISBN:** 9781438074948

Course #090  
Advanced Career Education (ACE) Center at Hermitage (Naimon-Arnold)  
10 sessions @ 2 hours each  
**Weekdays:** September 29, October 6, 13, 20, 27, November 3, 10, 17, December 1, 2016  
6:30 pm – 8:30 pm  
**Registration deadline:** September 13 – Tuesday

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Visit us at HenricoAdultEducation.com
French (Beginners Conversational)

Students will be immersed in modern French language and culture. A great starter course for those who plan to visit French-speaking countries as tourists or on business. Learn the basic vocabulary for dining, shopping, finding your way and locating accommodations. Audio materials, movie clips, and books will supplement instruction. Participants who successfully complete the course will receive a certificate of attendance.

Tuition: $85.00  Registration fee: $15.00
Students will be responsible for purchasing their own book.
Author: Leete/Kendris
ISBN: 9781438074948

Course #091
Advanced Career Education (ACE) Center at Hermitage (Naimon-Arnold)
10 sessions @ 2 hours each
Monday: September 26 to December 5, 2016
6:30 pm – 8:30 pm
No Class: November 21, 2016
Registration deadline: September 13 – Tuesday

German - Intermediate

This course is designed for the student’s gusto for greater reading proficiency and speaking skill. The textbook provides a fun way to help the advanced beginner make the leap from starter level words and phrases to reading naturally flowing German short stories staged in the middle of Berlin. The language learner experiences German life in the German capital and how the Germans really speak. Those students who are attempting to relearn or expand their high school German are welcome.

Tuition: $65.00  Registration fee: $15.00
Students will be responsible for purchasing their own book.
Textbook Title: Momente in Munchen
Author: Andre Klein
ISBN: 978-1503252233

Course #092
Advanced Career Education (ACE) Center at Hermitage (Horn)
10 sessions @ 1.5 hours each
Wednesday: September 28 to December 7, 2016
6:30 pm – 8:00 pm
No Class: November 23, 2016
Registration deadline: September 13 – Tuesday

American Sign Language for Beginners

An introduction to American Sign Language. We will learn the basics and then some! This class has lots of interpersonal interaction in a relaxed atmosphere. We do it all in this class, learn to sign in sign, have beginner conversations, and even role playing.

Tuition: $70.00
Registration fee: $15.00
No Textbook Required

Course #093
Advanced Career Education (ACE) Center at Hermitage (Schutte)
8 sessions @ 2 hours each
Thursday: October 13 to December 8, 2016
6:30 pm – 8:30 pm
No Class: November 24, 2016
Registration deadline: September 27 – Tuesday

Survival Spanish

Conversational Spanish-speaking skills will only help you! This course will help those who want to learn conversational Spanish, with an emphasis on travel needs and everyday conversation.

Tuition: $80.00
Registration fee: $15.00
Students will be responsible for purchasing their own book.
Textbook Title: Easy Spanish Step by Step
Author: Bergstein
ISBN: 9780071463386

Course #094
Advanced Career Education (ACE) Center at Hermitage (Dominguez)
8 sessions @ 2 hours each
Wednesday: September 28 to November 16, 2016
6:30 pm – 8:30 pm
No Class: November 24, 2016
Registration deadline: September 13 – Tuesday

Japanese for Beginners

This course is designed for those who are interested in a basic introduction to the Japanese language. As the student picks up vocabulary for everyday situations, travel and cultural customs (how to ask questions, talk about the weather, order food, shop, use principally formal but also learn about informal verb forms, etc.), the student will get familiar with all 4 language aspects: listening, speaking, reading and writing. Japanese grammar and some beginner writing (hiragana, katakana) will be supplemented by the teacher as well as audio CDs to enhance pronunciation and entice students to have fun as they act out dialogues among themselves. For added entertainment, the textbook provides crossword puzzles, labels and flash cards.

Tuition: $65.00
Registration fee: $15.00
Students will be responsible for purchasing their own book.
Textbook Title: Japanese in 10 minutes a day
Author: Kristine K. Kershul

Course #095
Advanced Career Education (ACE) Center at Hermitage (Horn)
10 sessions @ 1.5 hours each
Wednesday: September 28 to December 7, 2016
5:00 pm – 6:30 pm
No Class: November 23, 2016
Registration deadline: September 13 – Tuesday

General Adult Registration form located on page 20.

Henrico County Public Schools does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of programs, services, or activities. Reasonable accommodation will be provided upon request for individuals with disabilities.

DON’T DELAY! REGISTER EARLY!
General Adult registration begins August 9!

Our classes have a minimum number of participants that must be met two weeks before the start of the class. Sometimes we have to cancel great classes due to insufficient enrollment.

So, don’t wait until the last minute! Register early! General Adult registration begins August 9, 2016.
#100
**Giftedness, Talents, Charisma, Strengths**

Giftedness, Talents, Charisma and Strengths, do you have any? The answer is “YES.” Do you know what yours are? Happiness and satisfaction come from knowing ourselves. Join me in this very interesting class where we shall explore ways to understand ourselves better. We shall discuss Giftedness, Talents, Charisma, and Strengths in a way that you can begin to discover yours. The class will also explore tools available to delve further into who we are. Information about Myers-Briggs, Enneagram (personality test), Charisma and Strengths will be offered.

**Tuition:** $10.00  
**Registration fee:** $5.00

**Course #100**  
Advanced Career Education (ACE) Center at Hermitage (Bowie)  
1 session @ 2 hours  
**Tuesday:** October 18, 2016  
6:30 pm – 8:30 pm  
**Registration deadline:** October 4 – Tuesday

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Do You Lack A High School Diploma?  
See pages 16 - 18 for information on the GED®.

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To receive registration confirmation, send a self addressed, stamped envelope. Otherwise, registrants will not be notified unless the requested course has been cancelled.

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#101
**Winning the War Against Paper**

Paper is unrelenting. It just keeps pouring in, cluttering up our homes and offices. It is the most difficult organizing challenge that we face in our daily lives. Paper clutter can shut down even the best organizers and send very capable people for the car keys or remote control. In this class you will learn what makes paper management so challenging, strategies for clearing paper clutter and daily paper management, what papers to keep and what can be pitched, and habits that will make it possible to prevent future paper clutter nightmares.

**Tuition:** $10.00  
**Registration fee:** $5.00

**Course #101**  
Advanced Career Education (ACE) Center at Hermitage (Bowie)  
1 session @ 2 hours  
**Monday:** October 17, 2016  
6:00 pm – 8:00 pm  
**Registration deadline:** October 4 – Tuesday

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#102
**Using Feng Shui to Clear Clutter**

Using Feng Shui to Clear Your Clutter and Create Prosperity  
Clutter is a universal problem in our busy world. Clearing clutter can change your life, but can be difficult to do. There are so many decisions to make. And then, what do you do with all that stuff? Join feng shui practitioner, Certified Professional Organizer®, Certified Organizer Coach®, Debbie Bowie, to learn principles of feng shui to use as your guide to clearing clutter more easily. Feng shui is the art of arranging your space to enhance your life. You too can enhance your life by clearing your clutter.

**Tuition:** $10.00  
**Registration fee:** $5.00

**Course #102**  
Advanced Career Education (ACE) Center at Hermitage (Bowie)  
1 session @ 2 hours  
**Monday:** September 12, 2016  
6:00 pm – 8:00 pm  
**Registration deadline:** August 30 – Tuesday

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#103, #104, #105  
**Parent Advocacy**

This 4-week course will help you empower yourself to effectively advocate for your children who struggle with behaviors or academics in the school setting and how to monitor and improve the quality of your child’s education at home.

**Tuition:** $20.00  
**Registration fee:** $5.00

**Course #103**  
Adult Education Center - East (Highland Springs) (Jones)  
4 sessions @ 1 hour each  
**Monday:** September 12 – October 3, 2016  
6:00 pm – 7:00 pm  
**Registration deadline:** August 30 – Tuesday

**Course #104**  
Adult Education Center - East (Highland Springs) (Jones)  
4 sessions @ 1 hour each  
**Monday:** October 10 – October 31, 2016  
6:00 pm – 7:00 pm  
**Registration deadline:** September 27 – Tuesday

**Course #105**  
Adult Education Center - East (Highland Springs) (Jones)  
4 sessions @ 1 hour each  
**Monday:** November 14 – December 5, 2016  
6:00 pm – 7:00 pm  
**Registration deadline:** November 1 – Tuesday

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The information provided through these workshops is for educational and informational purposes only, and should not be considered specific advice.

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Visit us at HenricoAdultEducation.com
The medical courses are intensive and do require additional practice and study time outside of class.

#201
Medical Billing and Coding
(No Golden Age waiver)
This Medical Billing and Coding course is developed to prepare students for becoming a part of the Allied Healthcare Industry as Medical Billers and Coders. The course is designed to prepare students in becoming Professional Medical Reimbursement and Coding Specialists, by providing a comprehensive course of study which includes: understanding the medical billing process, insurance and reimbursement, understanding abstracting and assigning codes from physician documentation, use of guidelines and HIPAA compliances, and practice management software. Students will be able to use this course as the foundation to Healthcare Administration, applying the concepts learned to any medical billing or coding exam offered by credentialing associations. Participants who successfully complete the course will receive a “Certificate of Completion” and will be prepared to enter the world of Healthcare. Certification examination fees are not included. Student must provide their own up-to-date coding manuals (ICD10CM, CPT, and HCPCS).

Prerequisites:
• High school diploma or GED® is required and the student must provide copy of diploma, GED® certificate or transcript at the time of registration.
• Completion of a basic medical terminology course and/or knowledge of basic medical terminology is strongly recommended.

Successful completion of the course requires an 85% class attendance rate and completing assignments to the satisfaction of the instructor.

*Tuition/Textbook/Workbook $715.00 Registration fee: $15.00 = $730.00
Payment Plan Total $730.00:
At Registration: $230.00 August 30th $250.00 Sept 6th $250.00
*Tuition does not include the cost of supplemental coding manuals. Students must provide their own manuals including ICD-10, CPT, HCPCS, and a medical dictionary. Students may ask questions regarding these materials during the first class meeting.

Course #201
Advanced Career Education (ACE) Center at Hermitage (Bragg)
24 sessions @ 3.5 hours each
Tuesday/Wednesday: September 20 – December 13, 2016
5:00 pm – 8:30 pm
No Class: November 23, 2016
Registration deadline: September 6 – Tuesday

#202, #203
Virginia Pharmacy Technician Preparation Program
(No Golden Age waiver)
This course is oriented to prepare students to successfully complete the Virginia State Pharmacy Technician exam or one of the national certification exams for Pharmacy Technicians. Topics covered include: pharmacy laws and regulations, pharmacy settings, history of pharmacy, sterile preparations, compounding, drug formulations, biopharmaceuticals, and pharmacy calculations. Pharmacy calculations and math review to cover: proportions, decimals, fractions, percentages, allegations, algebra, metric conversions, metric to household conversions, temperature conversions, and formulas.

Prerequisite:
• High school diploma or GED® is required at the time of registration. Applicants must provide a copy of diploma, GED® certificate, or transcript.

Important: Because pharmacy technicians deal with controlled substances, they may be required to undergo background checks. For more information on requirements in Virginia, visit the Virginia Board of Pharmacy website at www.dhp.virginia.gov/pharmacy.

Successful completion of the course requires an 85% class attendance rate and completing assignments to the satisfaction of the instructor.

*Tuition and Textbook $525.00 Registration fee: $15.00 = $540.00
*Does not include state board examination fees

Payment Plan Total $540.00:
At Registration: $180.00 August 30th $180.00 Sept 6th $180.00

Course #202
Advanced Career Education (ACE) Center at Hermitage (Barnes)
28 sessions @ 2.5 hours each
Monday/Wednesday: September 19, 2016 – January 9, 2017
6:00 pm – 8:30 pm
No Class: November 23, December 19, 21, 26 & 28
Registration deadline: September 6 – Tuesday

Course #203
Advanced Career Education (ACE) Center at Highland Springs (Crenshaw-Valentine)
28 sessions @ 2.5 hours each session
Monday/Wednesday: September 19, 2016 – January 9, 2017
4:30 pm – 7:00 pm
No Classes: November 23, December 19, 21, 26 & 28, 2016
Registration deadline: September 6 – Tuesday

CONNECT WITH US ON FACEBOOK AND TWITTER
https://www.facebook.com/henricoadulteducation @henricoadulted

Visit us at HenricoAdultEducation.com
HEALTH AND MEDICAL (CONTINUED)

The medical courses are intensive and do require additional practice and study time outside of class.

#204
Nursing Assistant (CNA)
(No Golden Age waiver)

This course is designed to provide students with the knowledge and skills necessary to perform basic health care services. This course, taught by a licensed Registered Nurse (RN) includes classroom instruction and a clinical experience to prepare individuals for the role of nursing assistant. Upon successful completion of the course, students are eligible to take the Virginia Nurse Aide Certification Examination. A uniform (scrub top and bottom, stethoscope, wrist watch and name tag) will be required for clinicals. Students are expected to secure these items before beginning clinicals. Classroom instruction will meet on Monday and Wednesday evenings from 4:30 – 8:00 p.m. with Saturday clinical hours (6:45 a.m. – 3:30 p.m.) required. A Tuberculin Skin test must be completed prior to beginning the clinical component. Students must be able to lift up to 100 lbs. Students will also be responsible for acquiring a criminal background check through the Virginia State Police and CPR certification prior to attending clinical instruction. Clinical instruction may begin after 24 total hours of classroom instruction.

Successful completion of the course requires 100% attendance for all clinicals, 90% of classroom hours and a final grade of 80% or higher.

*Tuition & Textbook: $750   Registration fee: $15.00
*Does not include the State Board Nurse Aide examination fee

NEW PAYMENT PLAN OPTION AVAILABLE FOR Certified Nursing Assistant 2016 CNA COURSE

FIRST PAYMENT DUE at Registration: $265 (includes $250 + $15 registration fee)
SECOND PAYMENT DUE BY August 22, 2016 – $250
THIRD PAYMENT DUE BY September 5, 2016 – $250

ALL FEES ARE NON-REFUNDABLE UNLESS THE CLASS IS CANCELLED

Course #204
Adult Education Center - East (Highland Springs) (Vivaldi)
26 sessions @ 3.5 hours each
Monday/Wednesday: September 12 – December 14, 2016
4:30 pm – 8:00 pm
No Classes: November 21 and 23, 2016
Registration deadline: August 30 - Tuesday

Clinical Schedule:
Clinical Experience: 48 hours total – Saturday dates from 6:45 a.m. – 3:30 p.m. to be announced by the instructor

IMPORTANT INFORMATION REQUIRED FOR REGISTRATION
Course Prerequisites (In order to register for the CNA course individuals must present the required documentation as outlined below. This information must be presented at the time of registration.)

High School Diploma or GED® Certificate (Must provide copy of diploma, GED® certificate or official transcript)

#205
Having your Very Best Health

If you are finding it more challenging than ever to juggle the demands of your family, your work, your athletic training, or your just plain rushed lifestyle, you have come to the right place. This class will help you unlock the treasure of achieving your personal health goals. A truly healthy lifestyle must be undergirded with a solid foundation. Topics of the class will include: Prevention is the key and optimal nutrition is the answer; Healthy Weight Management for Life; The role of your gut health and how it ties into your immune system; Do you want to understand how you can have better digestive health and feel a little lighter?; What can you do to support your Thyroid?; Healthy Aging~ You do not have to look or feel your age; Eating Low Glycemic for Healthy Blood Sugars and Healthy Cravings. Science has proven that poor health and degenerative diseases may be preventable. You can achieve good health and you can maintain the changes made and have big results in how you feel and live.

Tuition: $35.00
Registration fee: $15.00

Course #205
Advanced Career Education (ACE) Center at Hermitage (Almond)
5 sessions @ 1.5 hours each
Monday: September 26 – October 31, 2016  6:30 pm – 8:00 pm
No Class: October 10, 2016
Registration deadline: September 13 – Tuesday

Henrico County - St. Mary’s Hospital School of Practical Nursing

The Henrico County - St. Mary’s Hospital School of Practical Nursing, an 18-month LPN program, is currently accepting applications for the class to begin September 2017. Information about the program and application forms are available on-line at http://blogs.henrico.k12.va.us/adulteducation/licensed-practical-nursing/ Application deadline is March 1, 2017.

Questions? Call 804-527-4660, ext. 103 or 124.

Do You Lack A High School Diploma?

See pages 16 - 18 for information on the GED®.
HOW TO APPLY FOR THE PRACTICAL NURSING PROGRAM

18 months in length (PNI, II, & III)
The Practical Nursing Program prepares students to take the NCLEX-PN to obtain licensure in Virginia as a Licensed Practical Nurse (LPN). LPNs obtain employment in long term care facilities, physician offices, school clinics, and hospitals.

Follow these steps for classes beginning September 2017:
1. Print an application, letters of reference and a brochure from the following website: [http://blogs.henrico.k12.va.us/adulteducation/licensed-practical-nursing/](http://blogs.henrico.k12.va.us/adulteducation/licensed-practical-nursing/) or come by the office at 7850 Carousel Lane, Henrico, VA 23294. Applications must be received in the nursing office by March 1, 2017 to be considered for admission. Submit the application, all transcripts, letters of recommendation, and personal statement to the address listed above. Classes are held at the Advanced Career Education (ACE) Center at Highland Springs or the Advanced Career Education (ACE) Center at Hermitage during the first year and at the Mount Vernon Adult Education Center - West during the second year.

2. Once the application deadline has passed, an entrance test (Test of Essential Academic Skills - TEAS) will be administered to aid in the selection process. This test consists of math, reading comprehension, science, and English. You may learn more about this test by visiting [www.atitesting.com](http://www.atitesting.com).

3. Eligible students may receive financial aid while attending to help cover the cost of the program. You must fill out the FAFSA in order to be considered for financial aid. You will need to complete this after January 31, 2017 and have your tax information available to help with filling the forms out. Visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to fill out the form and make sure to put in the school code of 013629 so we receive the information.

4. Please note that you will be required to submit a criminal background check with sex offender history prior to attending the program.

Total Estimated Cost of the Program: In County or Bon Secours Employee $2800.00; Out of County $3000.00.

Please call 804-527-4660, ext. 103 or 124 for additional information.
School Bus Drivers Needed

The Department of Pupil Transportation, Henrico County Public Schools, 3751-D Nine Mile Road, Henrico, VA 23223, is actively recruiting applicants for the 2016-2017 school year.

POSITIONS – School Bus Driver
   6 Hours Per Day / Contracted and Substitute
   Positions are available in all areas of Henrico County.
   CONTRACTED BUS DRIVERS START AT $13.20 PER HOUR AND FULL BENEFITS
   PAID TRAINING AVAILABLE
   SUBSTITUTE BUS DRIVERS ARE PAID $12.57 PER HOUR

QUALIFICATIONS:
• Must have good driving record (DMV driving record required).
• Must be able to satisfactorily complete a physical examination provided by the County of Henrico.
• Must obtain a Commercial Driver’s License Instructional permit with proper endorsements to train.
• Must provide good moral character references.
• Must satisfactorily complete a driver training program to become qualified to drive a school bus.
• Must love kids!

CALL 804-226-5577 TODAY!

School Custodians Needed

The Henrico County Public Schools (HCPS) Department of Construction and Maintenance Custodial Services, P.O. Box 23120, Henrico, VA 23223 is actively recruiting applicants for the 2016-2017 school year.

POSITIONS:
• Custodian I & II
• Full/Part-time Custodial Workers
• Custodial Substitutes

Full-time employees receive full benefits to include:
• Health and Dental Insurance
• Long and Short Term Disability
• Retirement
• Life Insurance
• Sick and Annual Leave

Custodial incentives include:
• Paid/Flexible Training Hours
• Convenient Work Hours
• Henrico Federal Credit Union
• Leadership Training

For individuals who aren't interested in a permanent position, substitutes are also needed.

PLEASE APPLY ONLINE AT: henricoschools.us/CAREERS

Visit us at HenricoAdultEducation.com
Did you know that the Henrico County Adult Education Center is now an authorized Pearson VUE Test Center? In addition to GED® testing, Pearson VUE delivers a full suite of certification, admissions and licensure exams for a variety of information technology, academic, government and professional testing programs. For more information on exams available through Pearson VUE or to schedule a test, visit www.pearsonvue.com and select Test Taker Services.

**THE 2014 GED® TEST**

Since 1942, the GED® testing program has helped nearly 19 million adults earn a high school-equivalency credential and open doors to better jobs, college classrooms, and higher wages.

“We need to make sure that when these adults get a GED® that it is equivalent to what high school is all about and they can go and perform in the workplace and higher education.”

- Sharon Darling, President and Founder, NCFL

Today, adult learners face new challenges to meet the growing demands of education and the job market. GED Testing Service developed the 2014 GED® test to help adults achieve high school equivalency and demonstrate readiness for opportunities in college and careers.

**Why a new GED® test?**

1) To award a high school equivalency diploma based on current high school graduation standards and prevailing national and state content standards
2) To provide specific information about academic strengths and weaknesses that help test-takers improve their performance
3) To present a framework for test-takers to demonstrate readiness for employment, workforce training programs, or postsecondary education

**The GED® test is now Digital!**

**What is the 2014 GED® Test?**

The updated GED® test took effect in January 2014. The new assessment measures high school equivalency skills and assesses career and college readiness. The test is computer-based and includes the following subjects:

- Reasoning through Language Arts
- Mathematics
- Science
- Social Studies

**How much does the GED® test cost?**

The cost of the GED® test is $120 for the complete test battery or $30 for each individual subject.

**How do I register for the GED® test?**

Registration for the GED® test is available on-line only. Test-takers should visit www.GED.com to register for the test.

**Where can I take the GED® test?**

The Henrico Adult Education Center located at 201 E. Nine Mile Road in Highland Springs, VA serves as an authorized location to deliver the GED® test. Test-takers should visit www.GED.com to register for the test, check available testing dates, locate other authorized testing centers, request an official GED® transcript, and more! This website is your one-stop resource for official GED® testing information.

Get email updates about the 2014 GED® test. Sign up at GEDTestingservice.com/educators/future-updates

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MyGED™ is your start-to-finish tool for the 2014 GED® program.

MyGED™ is your start-to-finish tool for the 2014 GED® program.

Convenience
- 24/7 access by computer or smartphone
- Same-day scores

Flexibility
- Pay as you go
- Test on what you want, when you want

Unprecedented Support
- Personal study recommendations
- Resources for jobs and training

Trusted for 70 years, GED Testing Service built MyGED™ with you in mind. MyGED™ can help you pass the GED® test and find a good job with good wages.

Start today at GED.com.
Adult Basic Education

(Not eligible for Golden Age waiver)

- Adult Basic Education (ABE) Classes are designed to help adults improve their skills in reading, writing and mathematics.
- Classes are for adults over the age of 18 who are not currently enrolled in public school. An official school withdrawal form may be required for students recently withdrawn from high school.

Before beginning classes, students must:
1) Register at the location they plan to attend. (Must provide a government-issued photo ID.)
2) Take a placement test which determines the appropriate class level.
3) Attend an orientation.

Registration and placement testing must occur for new and continuing students prior to class starting dates.

2016-2017 Class Sessions for Mt. Vernon Location (West End) and Highland Springs Location (East End)
- Session I: 9/12/16 - 12/2/16
- Session II: 12/5/16 - 3/3/17
- Session III: 3/6/17 - 5/26/17

Tuition: *$25.00 per session
Calculator: *$20.00 for the approved GED® calculator
Books: Each book contains one GED® subject. The prices are as follows: The Pre-GED® book and GED® preparation textbooks containing updated content aligned with the 2014 GED® test range from $18 to $24 per book depending on the class level. Each book contains one GED® specific subject. Students may need to purchase multiple books while enrolled in the program.

*Fees are subject to change

Fast Track to GED®

(Not eligible for Golden Age waiver)

Fast Track classes provide targeted instruction to students preparing to take the Official GED® test. Small group and individualized instruction is provided in the content areas of the new 2014 GED® test including:
- Reasoning through Language Arts
- Mathematical Reasoning
- Science
- Social Studies

Additional areas of fast track preparation include:
- Test taking strategies
- Digital Literacy and Preparing for Computer-Based Testing
- Practicing Evidence-Based Writing
- Official Practice Testing- GED Ready™ (additional fees may apply for this assessment)

2016-2017 Class Sessions for Mt. Vernon Location (West End) and Highland Springs Location (East End)
- Session One: 9/19/16 - 12/12/16
- Session Two: 12/5/16 - 2/24/17
- Session Three: 2/27/17 - 5/11/17

Tuition: *$25.00 per session
Calculator: *$20.00 for the approved GED® calculator
Books: *$18.00 each (Each book contains one GED® subject.)

*Fees are subject to change

Locations for ABE, GED and Fast Track Classes

Mt. Vernon Adult Education Center - West
7850 Carousel Lane, Henrico, VA 23294 - Phone (804) 527-4660

ABE/GED Placement and Practice Testing Information:
(ABE/GED) Monday and Wednesday 6:00 PM - 8:30 PM
(ABE/GED) Tuesday and Thursday 9:00 AM - 11:30 AM
(Fast Track to GED) Tuesday and Thursday 9:00 AM - 12:00 noon
(Fast Track to GED) Tuesday and Thursday 6:00 PM - 8:30 PM

ABE/GED Class Times Information
Monday and Wednesday 6:00 PM - 8:30 PM
Tuesday and Thursday 9:00 AM - 11:30 AM

Fast Track to GED Class Times Information:
Tuesday and Thursday 9:00 AM - 12:00 noon
Tuesday and Thursday 6:00 PM - 8:30 PM

Highland Springs Adult Education Center - East
201 E. Nine Mile Road, Highland Springs, VA 23075 - Phone (804) 328-4095

ABE/GED Placement and Practice Testing Information:
(ABE/GED) Monday and Wednesday 9:00 AM - 11:00 AM
(ABE/GED) Tuesday and Thursday 6:00 PM

ABE/GED Class Times Information:
(ABE/GED) Monday and Wednesday 9:00 AM - 11:30 AM
(ABE/GED) Tuesday and Thursday 6:00 PM - 8:30 PM

Fast Track to GED Class Times Information:
Tuesday and Thursday 9:00 AM - 12:00 noon
Tuesday and Thursday 6:00 PM - 9:00 PM
Class content features English Literacy/Civics Education, with an emphasis on speaking, reading and writing, and understanding American culture. A 70+ hour commitment is required. Classes meet twice a week for 2.5 hours each session.

Students are required to bring to class a three-ring notebook, paper, and pencils.

Registration: Students are required to complete a registration form and attend an evaluation to determine class level before starting classes. This process takes approximately 2.5 hours. **NO CHILDREN ALLOWED AT REGISTRATION.** Seating is limited. Registration is available on a first-come, first-served basis. Limited to the first 40 applicants.

**ESOL**
(ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)

Class Fee: $70.00* due at the time of registration. Classes do not qualify for the Golden Age Waiver. Acceptable forms of payment include money order or cash. No debit or credit cards or checks. Students must provide a government-issued photo ID.

No refunds granted.

Books: Textbooks are required in all classes.

The cost of each textbook is $35.00*.

*prices are subject to change

**Classes:** Openings in classes are limited. Acceptance into the program will be on a first-come, first-served basis. Seven levels of classes are offered:

- Pre-Literacy
- Literacy
- Low Beginning
- High Beginning
- Low Intermediate
- High Intermediate
- Advanced

Children may not attend class or registration with their parents.

---

**Mount Vernon Adult Education Center – Western Henrico**
7850 Carousel Lane, Henrico, VA 23294
(off of Broad Street near Parham Road)
Phone: 804 527-4660

Day Classes: (Class time and level will be determined at registration.)
Please note: Not all levels are available in each time slot.

- Mondays and Wednesdays 9:00-11:30 am
- Mondays and Wednesdays 12:00-2:30 pm (one class only)
- Tuesdays and Thursdays 9:00-11:30 am (one class only)
- Tuesdays and Thursdays 12:00-2:30 pm (one class only)

Evening Classes: All Levels
- Mondays and Wednesdays 6:00-8:30 pm
- Tuesdays and Thursdays 6:00-8:30 pm

Registration and Evaluation
Be prepared to stay for 2 ½ hours.
Registration and evaluation are offered on a first-come, first-served basis, for first 40 applicants per registration date.

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**Highland Springs Adult Education Center – Eastern Henrico**
201 E. Nine Mile Road, Highland Springs, VA 23075
Phone: 804 328-4095

Classes: Monday and Wednesday 6:00-8:30 pm
Tuesday and Thursday 9:00-11:30 am

Registration and Evaluation
Be prepared to stay for 2 ½ hours.
Registration and evaluation are offered on a first-come, first-served basis, for first 40 applicants per registration date.

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**FALL 2016 REGISTRATION DATES FOR MT. VERNON LOCATION:**

<table>
<thead>
<tr>
<th>Morning Registration at 8:30 a.m.</th>
<th>Evening Registration at 5:00 p.m.</th>
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<td>August 23 - Tuesday</td>
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**FALL 2016 REGISTRATION DATES FOR HIGHLAND SPRINGS LOCATION:**

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<th>Morning Registration at 8:30 a.m.</th>
<th>Evening Registration at 5:00 p.m.</th>
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<td>September 6 - Tuesday</td>
<td>September 7 - Wednesday</td>
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<td>September 8 - Thursday</td>
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<td>October 3 - Monday</td>
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<td>November 1 - Tuesday</td>
<td>November 7 - Monday</td>
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**GENERAL ADULT REGISTRATION FORM**

**GENERAL ADULT REGISTRATION BEGINS: TUESDAY, AUGUST 9, 2016 AT 8:30 A.M.**

**PLEASE ENROLL ME IN THE FOLLOWING GENERAL ADULT COURSE. CHECK APPROPRIATE BOX(ES).**

- [ ] I am enclosing my check, made payable to Henrico County Public Schools.
- [ ] Golden Age Program

**FOR MEDICAL COURSES: I have enclosed the required documentation of successful completion of any prerequisite requirements. See individual course descriptions. Registration forms with incomplete and/or missing documentation will not be processed.**

<table>
<thead>
<tr>
<th>Course No:</th>
<th>Course Title</th>
<th>School/Location</th>
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<th>Date Class Starts</th>
<th>Day of Week</th>
<th>Time a.m./p.m.</th>
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**Name**

**Daytime Phone**

**Home Address**

**Tuition** .......................................................... $ ______

 *(If Golden Age, enclose copy of the photo ID)*

**Registration Fee** ............................................ $ ______

 *(see individual course description for registration fee)*

**Materials Fee (if applicable)** .................. $ ______

**Textbook Fee (if applicable)** .................. $ ______

**Late Fee** $10.00 (if applicable) .................. $ ______

**Total Payment Enclosed** .................................. $ ______

**NOTE:** If a textbook is required for this class, the book title and ISBN Number will be listed in the course descriptions located on pages 5-13.

Also see “Textbook Information” on page 3.

- [ ] Option 1: I have enclosed the textbook fee. Please order the textbook.
- [ ] Option 2: I have not included the textbook fee. I will accept the responsibility of purchasing the required textbook from sources other than the Adult Education Center.

I have read and understand the policies regarding the classes at the Adult Education Center. I also understand that if a course is cancelled due to insufficient enrollment, my registration payment will be refunded. Otherwise, no refund will be provided.

**Signature**

**Mail Registration Form to:**

Adult Education Center
Henrico County Public Schools
201 E. Nine Mile Road
Highland Springs, VA 23075

If you wish to receive confirmation, please enclose a self-addressed, stamped envelope.

**OFFICE USE ONLY**

- Receipt # __________________
- Check [ ] Cash [ ]
- Date Received ________________

Visit us at HenricoAdultEducation.com