ADULT EDUCATION

2018 SPRING CATALOG

Dear Citizen:

Welcome to the Henrico Adult Education 2018 Spring Catalog. Congratulations on taking the next step in your journey of life-long learning. With each new catalog, we strive to offer our community members access to relevant and enjoyable course offerings with a focus on college and career readiness skills.

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

Sincerely,

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

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DON’T DELAY!
REGISTER EARLY!
General Adult registration begins January 12!

Visit us at: HenricoAdultEducation.com
NOW ACCEPTING ONLINE PAYMENTS. Follow this link: https://osp.osmsinc.com/HenricoVA/default.aspx

REGISTER IN PERSON
Highland Springs Adult Education Center - East
201 E. Nine Mile Rd., Highland Springs

General Adult Registration begins:
Friday, January 12, 2018 at 8:30 a.m.

General Adult Registration hours:
Monday - Friday, 8:30 a.m. to 3:30 p.m.

No preregistration will be accepted before January 12, 2018.

Mail-in registrations will be processed with mail delivered on January 12, 2018.

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 January 12, 2018.

Be prepared to pay tuition, fees, and cost of textbooks unless otherwise indicated. Payment may be made by cash, check, or money order.

REGISTER BY MAIL
1. Fill out the General Adult registration form on page 5 and mail it with a check or money order, payable to Henrico County Public Schools. (See Golden Age Program information.)
2. Send check for tuition, fees, and textbooks unless otherwise indicated.
3. Enclose a self-addressed, stamped envelope for confirmation.

REFUNDS
Refunds are processed ONLY in the event a class is cancelled 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 AT 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.

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

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 due to insufficient registration or other reasonable causes. 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

April 2-6, 2018 - Spring Break
May 28, 2018 - Memorial Day

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.

The General Adult registration form is located on page 5.
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<td>Fresh Out of the Box-Beginner Sewing</td>
<td>ACE @ Hermitage</td>
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<td>051</td>
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<tr>
<td>052</td>
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<td>Digital Photography</td>
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<td>053</td>
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<td>Basic Furniture Re-Upholstery</td>
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<td>054</td>
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<td>Easy Quilted Placemat NEW!</td>
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<td>060</td>
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<td>Celebrate the Seasons! Wreath Designing NEW!</td>
<td>ACE @ Hermitage</td>
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<td>070</td>
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<tr>
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<tr>
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<td>086</td>
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<td>087</td>
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</tbody>
</table>

**Key:**

- **AEC - East** = Adult Education Center, Highland Springs Location
- **AEC - West** = Adult Education Center, Mt. Vernon Location
- **ACE** = Advanced Career Education Center

See page 24 for directions to class locations.
GENERAL ADULT SPRING 2018 REGISTRATION FORM

Registration Begins: Friday, January 12, 2018 at 8:30 a.m.

Mail Registration Form to:
Adult Education Center, Henrico County Public Schools, 201 E. Nine Mile Road, Highland Springs, VA 23075

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 (if space available)

☐ 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>
</tr>
</thead>
</table>

| ____________________________ |
| ____________________________ |

Date Class Starts
Day of Week
Time AM/PM

Name ____________________________

Daytime Phone ____________________________ Email Address ____________________________

Home Address ____________________________

Street ____________________________ City ____________________________ Zip Code ____________________________

I have read and understand the refund 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 ____________________________

Notes:
See page 3 for additional registration information.

If a textbook is required for this class, the book title and ISBN Number will be listed in the course description.

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

Tuition--------------------------------- $__________

Henrico Golden Age --------------------- $__________

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

OFFICE USE ONLY

Receipt # ____________________________

☐ Check ☐ Cash

Date Received ____________________________

Visit us at: HenricoAdultEducation.com
Thinking about the Future?

We Are Too!

PROGRAMS
- GED
- Photography
- Pharmacy Tech
- Computer Maintenance and Networking PCs
- LPN
- Nurse Aide
- ESOL
- Woodworking
- Medical Billing and Coding
- Spanish
- Enrichment Courses
- Drawing
- Upholstery
- Sewing

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@henricoadulted
LIKE US ON FACEBOOK
henricoadulteducation

CONTACT INFO
(804) 328-4095
(804) 527-4660
adulteducation@henrico.k12.va.us

Mt. Vernon Complex
7850 Carousel Lane
Henrico, VA 23294

Highland Springs Center
201 East Nine Mile Road
Highland Springs, VA 23075
#050
**Fresh Out of the Box - Beginner Sewing**

Is your sewing machine still in the box it came in? Do 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 attachments, and different stitches while completing a drawstring bag and other projects! Fresh Out of the Box – Beginner Sewing will prepare students for the Everybody’s Apron class.

**Supply List:** Sewing machine and everything that came with your machine, basic sewing supplies including scissors, pins, hem gauge, seam ripper, tape measure, thread, 1 yard of broadcloth or quilting weight fabric, and 1 yard of ⅜” or 5/8” wide ribbon (for the drawstring).

Tuition: $65.00
Henrico Golden Age: $25.00

**Course #050**
Advanced Career Education (ACE) Center at Hermitage (Stockdon)
4 sessions @ 2 hours each
Tuesday: February 27 – March 20, 2018
6:00 pm – 8:00 pm

#051
**Woodworking**

All levels are welcome. Beginning, Intermediate, and Advanced students are welcome regardless of experience. Students are expected to design and construct with assistance on a useable product within the time constraints for the class. Emphasis on safety, cooperation, and problem-solving throughout the class as well as individual planning and prep time provided. Students must purchase their own safety glasses and class materials. Students may also use their own layout, hand and power tools.

**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: $165.00
Henrico Golden Age: $35.00

**Course #051**
Advanced Career Education (ACE) Center at Hermitage (Turner)
15 sessions @ 3 hours each
Thursday: February 22 – June 7, 2018
5:30 pm – 8:30 pm
No Class: April 5, 2018

#052
**Digital Photography**

Discover how your digital camera works in a hands-on class that covers the basics of photo-making and editing. Develop a working knowledge of ISO, aperture, shutter speed, depth of field, lighting, composition and flash photography. Learn to manipulate photos with Photoshop Elements. Students must bring their own digital camera with camera manuals and cables, computer with a copy of Photoshop Elements already installed.

**Supply List:** Students should have a camera with aperture and shutter controls, a laptop computer with a copy of Photoshop Elements 8.0, and a pack of ink jet photo paper.

Tuition: $180.00
Henrico Golden Age: $30.00

**Course #052**
Adult Education Center - East (Highland Springs) (Allen)
12 sessions @ 2 hours each
Monday: February 26 – May 21, 2018
6:00 pm - 8:00 pm
No Class: April 2, 2018

#053
**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. 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 are permitted. 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.

**Supply List:** 1 piece of furniture for your project, scissors, wooden mallet, pliers, webbing stretcher, staple puller, and measuring tape.

Tuition: $170.00
Henrico Golden Age: $35.00

**Course #053**
Adult Education Center - East (Highland Springs) (Athy)
10 sessions @ 3 hours each
Thursday: March 1 – May 10, 2018
5:30 pm – 8:30 pm
No Class: April 5, 2018

The General Adult registration form is located on page 5.
#054  
**Beginning/Intermediate Crochet**

In our one-hour 12-week class, we will learn crocheting terminology and start working the basic crochet stitches. You will decide what project you want to complete. Be prepared to enjoy learning a skill that will provide many hours of relaxation. Students will meet new people as well as finish at least one to two projects.

**Supply List for Crocheting:** Participants will need to purchase from a craft store (i.e. A.C. Moore, Michael’s) one skein of yarn (i.e. Red Heart Super Saver – net wt. 7 oz.) in color of their choice and a crochet size J hook. Books for use during the session will be provided by instructor.

Tuition: $100.00  
Henrico Golden Age: $25.00

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Course #054  
Advanced Career Education (ACE) Center at Hermitage (Losteter)  
12 sessions @ 1 hour each  
Wednesday: March 7 – May 30, 2018  
5:30 pm - 6:30 pm  
No Class: April 4, 2018

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#055  
**Adult Painting**

Learn basic acrylic painting techniques for realism, abstraction and experimental approaches to the medium.

**Supply List:** Set of acrylic bristle brushes, two (2) 16x20 or larger stretched canvases and a set of acrylic paints; Titanium White, Burnt Umber, Alizarin Crimson, Ultramarine Blue and Yellow Ochre (oxide) Liquitex or Golden brand preferred.

Tuition: $80.00  
Henrico Golden Age: $25.00

Course #055  
Advanced Career Education (ACE) Center at Hermitage (O’Neal)  
6 sessions @ 2 hours each  
Tuesday: February 27 – April 17, 2018  
6:30 pm - 8:30 pm  
No Class: April 3, 2018

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#056  
**Everybody’s Apron**

Students will learn how to read a commercial pattern, layout and cut the garment, sew a pocket, hem and sew straps while completing an apron appropriate for a man, woman, or child! This class uses See & Sew B4585 (with or without ribbon trim). It will be assumed that students know how to operate their sewing machine.

**Supply List:** See & Sew B4585 sewing pattern (ribbon trim is optional), fabric, thread, notions (see back of pattern envelope for details), sewing machine, manual, and everything that came with your machine, basic sewing supplies including scissors, pins, hem gauge and seam ripper.

Tuition: $70.00  
Henrico Golden Age: $25.00

Course #056  
Advanced Career Education (ACE) Center at Hermitage (Stockdon)  
4 sessions @ 2 hours each  
Tuesday: March 27 – April 24, 2018  
6:00 pm – 8:00 pm  
No Class: April 3, 2018

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#057  
**Easy Quilted Placemat**

Students will learn machine quilting, binding and complete at least 1 placemat. Basic sewing skills are required.

**Supply List:** Sewing machine and everything that came with your machine, basic sewing supplies including scissors, pins, tape measure, 4 or more fat quarters and half yard of flannel in pale color, plus thread.

Tuition: $35.00  
Henrico Golden Age: $10.00

Course #057  
Advanced Career Education (ACE) Center at Hermitage (Stockdon)  
2 sessions @ 2 hours each  
Tuesday: May 1 – May 8, 2018  
6:00 pm – 8:00 pm

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INVEST IN YOURSELF  
AND YOUR FUTURE!

Looking to enhance your marketable skills?  
Start a new career?

Check out our Medical Course offerings on pages 16-17.
#058
**Accessorizing with Scarves**
Students will learn ways to accessorize with scarves.

**Supply List:** Oblong or square scarves from the student’s wardrobe
**Tuition:** $25.00
**Henrico Golden Age:** $10.00

**Course #058**
Advanced Career Education (ACE) Center at Hermitage (Batts)
1 session @ 2 hours
**Tuesday:** March 20, 2018    4:30 pm – 6:30 pm

#060
**Celebrate the Seasons!**
**Fun to fancy wreath designing!**

As the title states, let’s celebrate the seasons with a fun “how -to” class in wreath making!

In these classes, we will be making some inventive, Not-So-Ordinary, Quick and EASY creations for your home décor! Each week you will leave with a completely finished project that YOU crafted! Let’s have some fun as we bring out your Creative Genius! YOU CAN DO THIS!

**Supply List:** See below for EACH week to bring to class:

**Week 1:** Think Warm Thoughts! Beach themed wreath (Easy, Easy!)
You will need 125 wooden clothes pins, round wire wreath form (14” to 18”), bag of small shells and maybe some starfish or sand dollars (under 2” to 3”), hot glue gun, scissors, floral wire/ wire cutters, beachy colors of ribbons: burlap wired ribbon or patterned ribbon 2” wide, one or two rolls at least 10 yards total.

**Week 2:** You’ve Been Framed! Clean out that closet and look in the attic!
Frame, any size up to 11x14 or you can bring several small frames and you can bunch them together. If you choose to wrap, you will need to bring at least 10 yards of ribbon (2” wide wired). Floral foam one to two blocks, hot glue gun, scissors, floral wire/ wire cutters, 1 or 2 bunches of flowers, some greenery/grasses. You may want to bring accents: birds, fairy garden item, or moss.

**Week 3:** Come on Spring! A little garden preparation time.
You will need the shortest garden hose that you can find (6’ or under) and includes both brass end caps, garden gloves, 1 block of floral form (Sahara) DRY, cheap garden tools (2), hot glue gun and high temperature glue, one bush of flowers and grassy picks if you wish, floral wire, accent pieces like bugs, butterflies and even a small watering can, and 3 yards roll or wired ribbon.

**Week 4:** Hurray for the RWB! Patriotic wreath
You will need 18” grape vine wreath, red, white, and blue flowers, flags (military or patriotic items), hot glue gun and high temperature glue, solid color ribbon (3 to 10 yards) wired, which can be mixed with two or more ribbons, and floral wire.

**Week 5:** Soup Cans! Our little recycle project!
You will need up to three cans, can be different sizes, empty and take the TOP ONLY completely off, dry floral foam (½ block per can), moss, hot glue gun and high temperature glue, and flowers (mix it up) some blossoms, some grassy and some cascading.

**Week 6:** MOSS! Get ready to moss-beautiful!
Reindeer moss works great! It keeps its color and actually comes in several colors.
You will need enough moss to cover the front and sides of the wreath, a straw wreath or a round wire wreath form, U-shaped floral pins (at least 2 dozen, if you are using a straw wreath), hot glue gun, scissors, and floral/wire cutters. If you are using a wire wreath, bring your old leftover ribbon (you will need to wrap the wreath before you attach the moss, old ribbon works, about 10 yards). Accent pieces such as large letters, flowers, grasses, or birds and finally 3 to 10 yards of good ribbon.
We will discuss each week in detail the supply list.

**Tuition:** $60.00
**Henrico Golden Age:** $25.00

**Course #060**
Advanced Career Education (ACE) Center at Hermitage (Bethel)
6 sessions @ 1.5 hours each
**Wednesday:** February 21 – March 28, 2018
6:30 pm – 8:00 pm

The information provided through these workshops is for educational and informational purposes only and should not be considered specific advice.
#70

**Computer Maintenance and Networking PC’s**

(No Golden Age waiver)

This course is designed to prepare students to become an A+ Certified Computer Repair Technician. Students wishing to be certified in A+ CCRT will need to sit for an exam with Microsoft. Emphasis on the following skills will be taught: the visible PC (parts identification and installation), troubleshooting hardware and software issue, maintaining networking and securing computers and mobile devices. You will learn how to assemble, install, configure, troubleshoot and build a computer, as well as operational procedures, IT terms and concepts, tools & diagnostics and customer service tips on starting your own Help Desk. No prior knowledge needed but a love for tinkering with computers is helpful.

**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)
Your own Windows based device with at least Windows 7 installed

Students will be responsible for purchasing their own book.

**Textbook Title:** Comp TIA A+ Certification All-in-One Exam Guide, 9th Edition
**Author:** Mike Meyers  **ISBN:** 13-9781259589515

**Tuition:** $370.00
18 sessions @ 4 hours each

**Payment Plan Options:**
At registration: $170.00
1st payment: January 29th (Monday) $100.00
2nd payment: February 19th (Monday) $100.00

**Course #070**
Adult Education Center - East (Highland Springs) (Hallcom)
Monday/Wednesday: February 26 - May 2, 2018
4:30 pm – 8:30 pm
No Classes: April 2 & 4, 2018

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**FINANCIAL LITERACY**

(e-Bay, Budgeting, Couponing, Retirement Decisions)

#080

**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:** $30.00
Henrico Golden Age: $10.00
1 session @ 2.5 hours

**Course #080**
Advanced Career Education (ACE) Center at Hermitage (Commander)
Thursday: March 1, 2018
Time: 5:30 pm – 8:00 pm

#081, 082

**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:** $20.00
Henrico Golden Age: $10.00
1 session @ 2 hours

**Course #081**
Advanced Career Education (ACE) Center at Hermitage (Commander)
Thursday: March 22, 2018
6:00 pm – 8:00 pm

**Course #082**
Advanced Career Education (ACE) Center at Hermitage (Commander)
Thursday: March 29, 2018
6:00 pm – 8:00 pm

Textbooks will not be sold in class.

See note on page 3 for textbook information.

The General Adult registration form is located on page 5.
#083
Budgeting (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 by 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: $50.00
Henrico Golden Age: $30.00

Course #083
Advanced Career Education (ACE) Center at Hermitage (Commander)
2 sessions @ 2 hours each
Thursday: March 8 & 15, 2018
6:00 pm – 8:00 pm

#084, #085
Saving Money Using Coupons

Join us for an exciting, engaging, and informational “Saving Money Using Coupons” class. In this class, you will quickly learn the process of couponing for retail, grocery, and restaurant shopping. Also, learn how to begin couponing, deal or no deal, how stores get you to spend more money, how to be organized, where to find the best money-saving coupons, free stuff websites, how to use coupons in your everyday lifestyle of shopping, and much more. Informational packets and lots of handouts will be provided with your enrollment. Register today! Packets of material will be provided the first night of class.

Tuition: $25.00
Henrico Golden Age: $5.00

Course #084
Advanced Career Education (ACE) Center at Hermitage (Johnson)
1 session @ 2 hours
Tuesday: February 27, 2018
6:00 pm – 8:00 pm

Course #085
Advanced Career Education (ACE) Center at Hermitage (Johnson)
1 session @ 2 hours
Tuesday: March 27, 2018
6:00 pm – 8:00 pm

#086, 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: $35.00
Registration fee: $10.00

Course #086
Advanced Career Education (ACE) Center at Hermitage (D. Wright)
2 sessions @ 2 hours each
Tuesday/Thursday: March 6 & 8, 2018
6:00 pm - 8:00 pm

Course #087
Advanced Career Education (ACE) Center at Hermitage (D. Wright)
2 sessions @ 2 hours each
Tuesday/Thursday: April 24 & 26, 2018
6:00 pm - 8:00 pm

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

Have a Great Idea for a New Course?

Are you a friendly, outgoing adult who would like to share your expertise, skills, and/or talents with adult learners?
Are you interested in teaching an adult education class or workshop?

Call us at: 328-4095
## #090 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:** $145.00  
Henrico Golden Age: $30.00  
**Students will be responsible for purchasing their own book.**  
**Textbook Title:** Learn French The Fast & Fun Way - 4th Edition  
**Author:** Leete/Kendris  
**ISBN:** 13-9781438074948

**Course #090**  
Advanced Career Education (ACE) Center at Hermitage (Naimon-Arnold)  
10 sessions @ 2 hours each  
Monday: February 26 – May 7, 2018  
6:00 pm – 8:00 pm  
No Class: April 2, 2018

## #092 German Intermediate

This is an expansion of Beginning German with a twist. Our new textbook “Walzer in Wien” is a followup to Andre Klein’s “Plotzlich in Palermo.” The students follow Dino and Elisabeth from Sicily to the Capital of Austria. They get to know the Viennese coffee culture and cuisine, as they enjoy naturally flowing German short stories. Conversations in teams of two will improve listening and speaking skills in a fun way. Students who want to expand their high school or college German are welcome.

**Tuition:** $120.00  
Henrico Golden Age: $25.00  
**Students will be responsible for purchasing their own book.**  
**Textbook Title:** Walzer in Wien  
**Author:** Andre Klein  
**ISBN:** 13-9781533098849

**Course #092**  
Advanced Career Education (ACE) Center at Hermitage (Horn)  
10 sessions @ 1.5 hours each  
Wednesday: February 28 - May 9, 2018  
6:30 pm – 8:00 pm  
No Class: April 4, 2018

## #093 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:** $120.00  
Henrico Golden Age: $30.00  
**Students will be responsible for purchasing their own book.**  
**Textbook Title:** Easy Spanish Step by Step  
**Author:** Bergstein  
**ISBN:** 13-9780071463386

**Course #093**  
Advanced Career Education (ACE) Center at Hermitage (Pursley)  
8 sessions @ 2 hours each  
Monday: February 26 – April 23, 2018  
6:30 pm – 8:30 pm  
No Class: April 2, 2018

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Do You Lack A High School Diploma?  
See pages 20-21 for information on the GED®.
#094

**Arabic (all levels)**

This course is designed to learn to read, write, speak, and listen in an Arabic environment or surroundings. This Arabic language is the up and coming language for our American culture.

**Tuition:** $210.00  
**Henrico Golden Age:** $30.00  
**Students will be responsible for purchasing their own book.**  
**Textbook Title:** Elementary Modern Standard Arabic I  
**Author:** Abboud & McCarus  
**ISBN:** 13-9780521272957

**Course #094**  
Adult Education Center – Eastern Henrico (Nine Mile Road) (Ibrahim)  
16 sessions @ 2 hours each  
Tuesday/Thursday: February 27 – April 26, 2018  
6:00 pm – 8:00 pm  
No Class: April 3 & 5 2018

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**#100**

**Giftedness, Talents, Charisma & Strengths**

GIFTEDNESS, TALENTS, CHARISMA & STRENGTHS. “This class changed my life” were the words used by a recent student. Do you know your gifts? Do you think you don’t have any? Happiness and satisfaction come from knowing ourselves. Join me in this very interesting class where we shall explore ways to understand ourselves better. This class explains GIFTEDNESS, TALENTS, CHARISMA & STRENGTHS in a way that will allow you to discover yours. The class will also explore tools available to delve further into who we are. Information about Myers-Briggs, Enneagram, Charisma & Strengths will be offered.

**Tuition:** $25.00  
**Henrico Golden Age:** $10.00

**Course #100**  
Advanced Career Education (ACE) Center at Hermitage (Commander)  
1 session @ 2 hours  
Tuesday: February 27, 2018  
6:00 pm – 8:00 pm

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**#101**

**From Cluttered to Clear in Just One Year**

The idea of clearing clutter throughout your entire home is probably overwhelming, but it can be done! Join Debbie Bowie, Certified Professional Organizer®, for this two-session class designed to motivate and arm you with what you need to know to begin to clear clutter and create good feng shui in every room in your house. You’ll learn key clutter clearing tips and feng shui principles that you can immediately apply to transform your home into a place where you and your family will thrive. Instructor will provide the textbook on the first night of class.

**Tuition:** $55.00 (includes textbook provided by instructor)  
**Henrico Golden Age:** $25.00 (includes textbook provided by instructor)

**Course #101**  
Advanced Career Education (ACE) Center at Hermitage (Bowie)  
2 sessions @ 2 hours  
Thursday: March 1 & 8, 2018  
6:00 pm – 8:00 pm

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**PERSONAL ENRICHMENT**

(Talents & Strengths, Cluttered to Clear, Feng Shui, Staying Healthy and Sassy, Citizenship)

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**CONNECT WITH US ON**

- Facebook: https://www.facebook.com/henricoadulteducation
- Twitter: https://twitter.com/henricoadulted
- Instagram: https://www.instagram.com/henricoadulteducation/
- YouTube: https://www.youtube.com/channel/UCRVUnaxCl4rR2-oUTBzmpeA

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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.
#102
Using Feng Shui to Clear Clutter

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 and Certified Professional Organizer®, 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. Instructor will provide the textbook on the first night of class.

Tuition: $30.00 (includes textbook provided by instructor)
Henrico Golden Age: $15.00 (includes textbook provided by instructor)

Course #102
Advanced Career Education (ACE) Center at Hermitage
Bowie
1 session @ 2 hours
Thursday: March 22, 2018
6:00 pm – 8:00 pm

#103
Ways to Stay Healthy and Sassy at 70+

(no Golden Age Waiver)

So how do you give yourself the best possible chance for a long, healthy life? Although you aren’t able to control every factor that affects health as you age, many are in your hands. Some keys to living a long, healthy life include:

- Make healthful lifestyle choices
- Have a positive outlook
- Stay as active as possible—mentally and physically
- Take safety precautions
- See your health care provider regularly and follow his or her recommendations for screening and preventative measures

For discussions on ways to stay healthy and sassy, join this class on Monday evenings. All ages welcomed for one low price of $15.00.
Tuition: $15.00 (all students)

Course #103
Advanced Career Education (ACE) Center at Hermitage (Batts)
1 session @ 3 hours
Monday: March 19, 2018  4:30 -7:30 pm

#104
Citizenship Class for English as a Second Language Students

(No Golden Age waiver)

Preparation for the United States Citizenship Test (USCIS) and interview. Class includes assistance with filling out the N-400 application. Students must have a Permanent Resident Card and be within one year of eligibility for citizenship. To register, a current CASAS pre-test with a minimum score of 211 is required.

Register at Mount Vernon by February 2, 2018.

Tuition for current ESOL students: $50.00 exact cash due at registration.

Tuition for Non-Students: $75.00 exact cash due at registration. (Non-students must contact Ann Gareau, ESOL Coordinator, at Mount Vernon by January 31, 2018 and schedule a testing time to determine eligibility.)

Course #104
Adult Education Center – Mount Vernon (west end)
9 sessions @ 2.5 hours each
Friday: February 9, 16, 23, March 2, 9, 16, 23, 30 and April 13, 2018.
9:00 am - 11:30 am
No Class: April 6, 2018

GOLDEN AGE PROGRAM

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

Do You Lack A High School Diploma?

See pages 20-21 for information on the GED®.
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 2018:

1. Print an application, letters of reference and a brochure from the following website: 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, 2018 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.

3. Eligible students may receive financial aid while attending to help cover the cost of the program. You must fill out the Free Application for Federal Student Aid (FAFSA) in order to be considered for financial aid. You will need to complete this no later than May 1, 2018 to ensure timely processing of available funds. You will need your tax information available when completing the application. Visit 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 and a urine drug screen 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

Program Approval/Accreditation
This program is approved by the Virginia Board of Nursing and the Virginia Department of Education. It is also accredited by the Accreditation Commission for Education in Nursing (ACEN) at 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326 and Certified to Operate by the State Council of Higher Education for Virginia (SCHEV) at 101 North 14th Street, 10th Floor, James Monroe Building, Richmond, VA 23219, phone number 804-225-2600.
HEALTH AND MEDICAL

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

Course #200
Medical Billing and Coding
(No Golden Age waiver)
This Medical Billing and Coding course is developed to prepare students to become 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 (i.e, AAPC, AHIMA, NHA, AMBA, MAB). 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. Students 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: $590.00
Payment Plan Options:
At Registration: $190.00
2nd payment: January 29th (Monday) $200.00
3rd payment: February 26th (Monday) $200.00
*Tuition does not include the cost of textbooks or supplemental coding manuals. (Students should call the office 804-328-4095 for ISBN #'s for the supplemental coding manuals)
Students must provide their own textbooks and manuals including ICD-10, CPT, HCPCS, and a medical dictionary.
Students may ask questions regarding these materials during the first class meeting.
Students will be responsible for purchasing their own books.
Textbook: Understanding Health Insurance, Edition 13th
ISBN: 10-1305647432
Author: Michelle A. Green

Course #201
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 and/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, biopharmaceutics, 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. Classroom fees are included in the tuition price.

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.

Students will be responsible for purchasing their own book.
ISBN: 10:1455751782
*Tuition: $635.00
*Does not include National board examination fees
Payment Plan Options:
At Registration: $235.00
2nd payment: January 22nd (Monday) $200.00
3rd payment: February 19th (Monday) $200.00

The General Adult registration form is located on page 5.
HEALTH AND MEDICAL

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

Course #201
Advanced Career Education (ACE) Center at Highland Springs (Crenshaw-Valentine)
28 sessions @ 2.5 hours each
Monday/Wednesday: February 26 - June 11, 2018
5:00 pm – 7:30 pm
No Classes: April 2 & 4, May 28, 2018

#202
Nurse Aide
(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. CPR and First Aid are also included. 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. The required CPR for Health Care Providers will be included in this course. Classroom instruction will be held 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 should be able to lift, pull, and push up to 50 lbs. Students will also be responsible for acquiring a criminal background check through the Virginia State Police, a urine drug screen, 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.

Students will be issued their Health Care Provider CPR/First Aid Certification before Clinicals (this class is included in the tuition).

Students will be issued their Health Care Provider CPR/First Aid Certification before Clinicals (this class is included in the tuition).

Students will be responsible for purchasing their own books.
(see below)
Textbook: Basic Life Support (BLS) provider Student Manual
Author: Pamela Carter RN BSN Med CNOR
Workbook for Lippincott Textbook for Nursing Assistants 4th Ed.
Author: Pamela Carter RN BSN Med CNOR

*Tuition: $720.00
*Does not include the State Board Nurse Aide examination fee

ALL FEES ARE NON-REFUNDABLE UNLESS THE CLASS IS CANCELLED

Payment Plan Options:
At Registration: $260.00
2nd payment: January 22nd (Monday) $230.00
3rd payment: February 19th (Monday) $230.00

Course #202
Adult Education Center - East (Highland Springs) (TBN)
Course Dates: February 26 - June 14, 2018
Classroom/Lab Schedule: Monday/Wednesday, 4:30 p.m.
- 8:30 p.m., 29 sessions @ 4 hours each & one Saturday session, 7 a.m. - 3:30 p.m.
Clinical Schedule: 40 hours total - Saturday dates from 6:45 a.m. - 3:30 p.m. to be announced by the instructor.
No Classes: April 2, 4 and May 28, 2018

IMPORTANT INFORMATION REQUIRED FOR REGISTRATION
Course Prerequisites (In order to register for the Nurse Aide 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.)

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

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 2018. 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, 2018.

Questions? Call 804-527-4660, ext. 103 or 124.
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 2017-2018 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 $13.53 PER HOUR AND FULL BENEFITS
PAID TRAINING AVAILABLE
SUBSTITUTE BUS DRIVERS ARE PAID $12.89 PER HOUR

QUALIFICATIONS:
• Must have good driving record.
• 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!

Contact us at 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 2017-2018 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

Please apply online at: henricoschools.us/CAREERS
Because You Deserve Better!

Contact Us Today

(804) 328-4095 (EAST)
(804) 527-4660 (WEST)

adulteducation@henrico.k12.va.us
**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](http://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](http://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.

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](http://www.pearsonvue.com) and select Test Taker Services.

**DON’T DELAY! REGISTER EARLY!**
Our classes have a minimum number of participants. 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 January 12, 2018! The General Adult registration form is located on page 5.

**Are You Interested In Teaching?**
Henrico Adult Education has teaching opportunities for qualified instructors. We are currently accepting Course Proposals for our Fall 2018 session. Please contact us at adulteducation@henrico.k12.va.us or call (804) 328-4095.
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 age 18 and older 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) Take a placement test which determines the appropriate class level.
2) Register at the location they plan to attend. (Must provide a government-issued photo ID.)
3) Attend an orientation.

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

2017-2018 Class Sessions for Mt. Vernon Location (West End) and Highland Springs Location (East End)
Session 3: March 5, 2018 – May 24, 2018 (No classes April 2, 2018 – April 6, 2018 – Spring Break)
Tuition (per session) $25*
Calculator (approved GED®) $20*
Books (PreGED® and GED®) $26*
*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 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)

2017-2018 Class Sessions for Mt. Vernon Location (West End) and Highland Springs Location (East End)
Session 3: February 26, 2018 - May 11, 2018 (No classes April 2, 2018 – April 6, 2018 – Spring Break)
Tuition (per session) $25*
Calculator (approved GED®) $20*
Books (GED®) $26*
*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) Mon. and Wed. 6:00 PM - 8:30 PM
(ABE/GED) Tues. and Thurs. 9:00 AM - 11:30 AM
(Fast Track to GED) Tues. and Thurs. 9:00 AM - 12:00 noon
(Fast Track to GED) Tues. and Thurs. 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) Mon. and Wed. 9:00 AM - 11:30 AM
(ABE/GED) Tues. and Thurs. 6:00 PM - 8:30 PM

ABE/GED Class Times Information:
(ABE/GED) Mon. and Wed. 9:00 AM - 11:30 AM
(ABE/GED) Tues. and Thurs. 6:00 PM - 8:30 PM

Fast Track to GED Class Times Information:
Tues. and Thurs. ........... 9:00 AM - 12:00 noon
Tues. and Thurs. ........... 6:00 PM - 8:30 PM
Class content features English Literacy/Civics Education, with an emphasis on speaking, reading, writing, and understanding American culture. Lessons also include career education skills like resume writing, filling out job applications, and interview techniques. Additional skills to help the International student get a job, or transition to a better job, will also be taught.

A 70+ hour commitment is required. Classes meet twice a week for 2.5 hours each session. (minimum 15 weeks)

Classes are scheduled to end on May 23/May 24, 2018.

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 or During Classes. Seating is limited.

Registration is available on a first come, first served basis. Limited to the first 40 applicants.

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, credit card with processing fee, or cash. 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. Six levels of classes are offered:

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

Children may not attend class or registration with their parents.

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.

Spring 2018 REGISTRATION DATES FOR HIGHLAND SPRINGS LOCATION:

<table>
<thead>
<tr>
<th>Morning Registration at 8:30 am</th>
<th>Evening Registration at 5:00 pm</th>
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<tbody>
<tr>
<td>January 9 - Tuesday</td>
<td>January 8 - Monday</td>
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<tr>
<td>February 6 - Tuesday</td>
<td>February 5 - Monday</td>
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</tbody>
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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.

Spring 2018 REGISTRATION DATES FOR MT. VERNON LOCATION:

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WHO WANTS TO LEARN ENGLISH?

Henrico County Adult Education

is offering

English for Speakers of Other Languages (ESOL)

for all people who want to learn how to speak, read, and write English.

- All skill sets welcome
- Experienced and knowledgeable staff
- Learn about American culture
- Daytime or evening classes
- Classes held twice a week
- Two convenient locations

CONTACT US TODAY!

Mt. Vernon Complex
(804) 527-4660
7850 Carousel Lane
Henrico, VA 23294

Highland Springs Center
(804) 328-4095
201 East Nine Mile Road
Highland Springs, VA 23075

henricoadulteducation.com @henricoadulted henricoadulteducation
The mission of the Adult Education Program is to provide diverse educational opportunities that will assist students in acquiring the skills and knowledge that will lead to further education, employment and personal success.

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.