Empowering Our Community Through Education

henricoadulteducation.com
Dear Citizen:

Welcome to the Henrico Adult Education 2020 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 career readiness skills and personal enrichment.

Thank you for considering Henrico Adult Education.

Sincerely,

[Signature]

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

DON’T DELAY! REGISTER EARLY!
Our classes require a minimum number of participants. Sometimes we have to cancel great classes due to insufficient enrollment.

Table of Contents

Registration Information/Golden Age Program ................................................................. 3
Course Table of General Adult Classes ........................................................................... 4
Registration Form for General Adult Classes .................................................................. 5
General Adult Course Descriptions:
  Arts and Design ........................................................................................................... 6-8
  Financial Literacy ........................................................................................................ 9-10
  Language ...................................................................................................................... 11-12
  Personal Enrichment ................................................................................................... 13-15
  Vocational Training ..................................................................................................... 16
  Health and Medical ..................................................................................................... 17-19
Official GED® Testing Information .................................................................................. 21
Adult Basic Education ..................................................................................................... 22
Fast Track to GED® ........................................................................................................ 22
ELA (English Language Acquisition) .............................................................................. 23
Class Locations and Directions ....................................................................................... 24

Visit us at: HenricoAdultEducation.com
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 10, 2020 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 10, 2020.
Mail-in registrations will be processed with mail delivered on January 10, 2020.

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 10, 2020.

Be prepared to pay tuition, fees, and cost of textbooks unless otherwise indicated. Payment may be made by cash, check, money order or credit card. All credit card payments will incur a NON-REFUNDABLE 4% processing fee.

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. Receipts will be automatically emailed to the email address you provide. If you have no email address or wish a paper copy, please provide a self-addressed stamped envelope.

REFUNDS
Refunds are processed ONLY 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 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. 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 the Henrico County Public Schools Adult Education Center. Limited space (20% of each eligible class) is reserved for Golden Age Program members – provided there is a sufficient number of tuition-paying students enrolled. This is done on a “first-come, first-served” basis.

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
January 20, 2020 - Martin Luther King Holiday
April 6-13, 2020 - Spring Break
May 25, 2020 - Memorial Day

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

See page 24 for directions to class locations.

The General Adult registration form is located on page 5.
### 2020 SPRING COURSE TABLE OF GENERAL ADULT CLASSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
<th>New Title</th>
<th>Location</th>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>6</td>
<td>Fresh Out of the Box - Beginner Sewing</td>
<td>ACE @ Hermitage</td>
<td>Mon</td>
<td>Feb 24-Mar 16</td>
<td>6:00 pm-8:00 pm</td>
</tr>
<tr>
<td>51</td>
<td>6</td>
<td>Woodworking</td>
<td>ACE @ Hermitage</td>
<td>Thur</td>
<td>Feb 20-Jun 4</td>
<td>5:30 pm-8:30 pm</td>
</tr>
<tr>
<td>52</td>
<td>6</td>
<td>Basic Furniture Re-Upholstery</td>
<td>AEC @ East</td>
<td>Tues</td>
<td>Feb 11-Apr 21</td>
<td>9:00 am-12:00 pm</td>
</tr>
<tr>
<td>53</td>
<td>6</td>
<td>Basic Furniture Re-Upholstery</td>
<td>ACE @ East</td>
<td>Thur</td>
<td>Feb 13-Apr 23</td>
<td>9:00 am-12:00 pm</td>
</tr>
<tr>
<td>54</td>
<td>7</td>
<td>Crocheting: Beginner to Intermediate</td>
<td>ACE @ Hermitage</td>
<td>Wed</td>
<td>Feb 26 - May 20</td>
<td>6:00 pm-7:00 pm</td>
</tr>
<tr>
<td>55</td>
<td>7</td>
<td>Essential Tote Bag</td>
<td>ACE @ Hermitage</td>
<td>Mon</td>
<td>Apr 20-May 11</td>
<td>6:00 pm-8:00 pm</td>
</tr>
<tr>
<td>56</td>
<td>7</td>
<td>Easy Quilted Placement</td>
<td>ACE @ Hermitage</td>
<td>Mon</td>
<td>Mar 23-Mar 30</td>
<td>6:00 pm-8:00 pm</td>
</tr>
<tr>
<td>57</td>
<td>7</td>
<td>Art of Painting (Explore the Creative Healing Arts)</td>
<td>ACE @ East</td>
<td>Tues</td>
<td>Apr 14-May 19</td>
<td>6:30 pm-8:30 pm</td>
</tr>
<tr>
<td>58</td>
<td>8</td>
<td>Furniture Repair or Redesign</td>
<td>ACE @ Hermitage</td>
<td>Tues</td>
<td>Feb 25-May 5</td>
<td>6:00 pm-8:00 pm</td>
</tr>
<tr>
<td>59</td>
<td>8</td>
<td>Digital Photography</td>
<td>ACE @ East</td>
<td>Tues</td>
<td>Feb 11-Mar 17</td>
<td>6:30 pm-8:30 pm</td>
</tr>
<tr>
<td>60</td>
<td>8</td>
<td>Digital Photography</td>
<td>ACE @ Hermitage</td>
<td>Wed</td>
<td>Feb 12 - Mar 18</td>
<td>6:30 pm-8:30 pm</td>
</tr>
<tr>
<td>80</td>
<td>9</td>
<td>Money Management/Living Paycheck to Paycheck</td>
<td>ACE @ East</td>
<td>Tues</td>
<td>17-Mar</td>
<td>6:00 pm-8:00 pm</td>
</tr>
<tr>
<td>81</td>
<td>9</td>
<td>Money Management/Living Paycheck to Paycheck</td>
<td>ACE @ Hermitage</td>
<td>Thur</td>
<td>19-Mar</td>
<td>6:00 pm-8:00 pm</td>
</tr>
<tr>
<td>82</td>
<td>9</td>
<td>NEW Five Money Questions/Women with Financial Goals</td>
<td>ACE @ Hermitage</td>
<td>Tu/Th</td>
<td>Apr 14-Apr 30</td>
<td>6:00 pm-8:00 pm</td>
</tr>
<tr>
<td>83</td>
<td>9</td>
<td>Accounting Part 1</td>
<td>ACE @ West</td>
<td>Online</td>
<td>Feb 7-May 15</td>
<td>Varies</td>
</tr>
<tr>
<td>84</td>
<td>10</td>
<td>Accounting Part 2</td>
<td>ACE @ West</td>
<td>Online</td>
<td>Feb 7-May 15</td>
<td>Varies</td>
</tr>
<tr>
<td>85</td>
<td>10</td>
<td>Saving Money Using Coupons</td>
<td>ACE @ East</td>
<td>Wed</td>
<td>12-Feb</td>
<td>5:30 pm-7:30 pm</td>
</tr>
<tr>
<td>86</td>
<td>10</td>
<td>Saving Money Using Coupons</td>
<td>ACE @ East</td>
<td>Wed</td>
<td>15-Apr</td>
<td>5:30 pm-7:30 pm</td>
</tr>
<tr>
<td>87</td>
<td>10</td>
<td>Saving Money Using Coupons</td>
<td>ACE @ East</td>
<td>Wed</td>
<td>3-Jun</td>
<td>5:30 pm-7:30 pm</td>
</tr>
<tr>
<td>90</td>
<td>11</td>
<td>French (Beginners Conversational)</td>
<td>ACE @ Hermitage</td>
<td>Mon</td>
<td>Feb 24-May 11</td>
<td>6:00 pm-8:00 pm</td>
</tr>
<tr>
<td>91</td>
<td>11</td>
<td>French (Intermediate Conversational)</td>
<td>ACE @ Hermitage</td>
<td>Wed</td>
<td>Feb 19-Apr 29</td>
<td>6:00 pm-8:00 pm</td>
</tr>
<tr>
<td>92</td>
<td>11</td>
<td>German (High Beginner/Low Intermediate)</td>
<td>ACE @ Hermitage</td>
<td>Wed</td>
<td>Mar 4-May 13</td>
<td>6:30 pm-8:00 pm</td>
</tr>
<tr>
<td>93</td>
<td>11</td>
<td>Spanish (Beginners Conversational) - Level 1</td>
<td>ACE @ Hermitage</td>
<td>Mon</td>
<td>Feb 10-Mar 30</td>
<td>6:00 pm-8:00 pm</td>
</tr>
<tr>
<td>94</td>
<td>12</td>
<td>Spanish (Intermediate Conversational) - Level 2</td>
<td>ACE @ Hermitage</td>
<td>Mon</td>
<td>Apr 20-Jun 8</td>
<td>6:00 pm-8:00 pm</td>
</tr>
<tr>
<td>95</td>
<td>12</td>
<td>Italian for Travelers (Beginners Conversational)</td>
<td>ACE @ Hermitage</td>
<td>Tu/W</td>
<td>Feb 4-Mar 4</td>
<td>6:00 pm-8:00 pm</td>
</tr>
<tr>
<td>96</td>
<td>12</td>
<td>Japanese for Beginners - 2020 Summer Olympics Ready</td>
<td>ACE @ Hermitage</td>
<td>Wed</td>
<td>Mar 4-May 13</td>
<td>5:15 pm-6:15 pm</td>
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<tr>
<td>100</td>
<td>13</td>
<td>Using Feng Shui to Clear Clutter</td>
<td>ACE @ Hermitage</td>
<td>Wed</td>
<td>11-Mar</td>
<td>6:00 pm-8:00 pm</td>
</tr>
<tr>
<td>101</td>
<td>13</td>
<td>Winning the War Against Paper</td>
<td>ACE @ Hermitage</td>
<td>Wed</td>
<td>1-Apr</td>
<td>6:00 pm-8:00 pm</td>
</tr>
<tr>
<td>102</td>
<td>13</td>
<td>Life Skills for Beginners &amp; Those in Transition</td>
<td>ACE @ East</td>
<td>Tues</td>
<td>17-Mar</td>
<td>6:00 pm-8:00 pm</td>
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<tr>
<td>103</td>
<td>13</td>
<td>Life Skills for Beginners &amp; Those in Transition</td>
<td>ACE @ Hermitage</td>
<td>Thur</td>
<td>19-Mar</td>
<td>6:00 pm-8:00 pm</td>
</tr>
<tr>
<td>104</td>
<td>13</td>
<td>Improving Your Self-Esteem</td>
<td>ACE @ East</td>
<td>Tues</td>
<td>10-Mar</td>
<td>6:00 pm-8:00 pm</td>
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<tr>
<td>105</td>
<td>13</td>
<td>Improving Your Self-Esteem</td>
<td>ACE @ Hermitage</td>
<td>Thur</td>
<td>12-Mar</td>
<td>6:00 pm-8:00 pm</td>
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<tr>
<td>106</td>
<td>14</td>
<td>Citizenship Class for ELA (English Lang. Acquisition)</td>
<td>ACE @ West</td>
<td>Fri</td>
<td>Feb 7-Apr 3</td>
<td>9:00 am-11:30 am</td>
</tr>
<tr>
<td>107</td>
<td>14</td>
<td>NEW Genealogy Part 2</td>
<td>ACE @ East</td>
<td>Tues</td>
<td>Mar 3-Mar 31</td>
<td>5:30 pm-7:30 pm</td>
</tr>
<tr>
<td>108</td>
<td>14</td>
<td>NEW Genealogy Part 2</td>
<td>ACE @ East</td>
<td>Tues</td>
<td>May 5-Jun 2</td>
<td>5:30 pm-7:30 pm</td>
</tr>
<tr>
<td>109</td>
<td>14</td>
<td>NEW The Fenix Project</td>
<td>ACE @ West</td>
<td>Tues</td>
<td>Feb 11-May 12</td>
<td>6:00 pm-8:00 pm</td>
</tr>
<tr>
<td>110</td>
<td>14</td>
<td>NEW Preparing for Interview: Getting the Job You Want!</td>
<td>ACE @ East</td>
<td>Tues</td>
<td>Feb 25-Mar 3</td>
<td>5:30 pm-7:30 pm</td>
</tr>
<tr>
<td>111</td>
<td>14</td>
<td>NEW Preparing for Interview: Getting the Job You Want!</td>
<td>ACE @ East</td>
<td>Tues</td>
<td>May 19-May 26</td>
<td>5:30 pm-7:30 pm</td>
</tr>
<tr>
<td>112</td>
<td>15</td>
<td>NEW Conflict Management &amp; Resolution</td>
<td>ACE @ Hermitage</td>
<td>Tues</td>
<td>Mar 10-Mar 17</td>
<td>5:30 pm-7:30 pm</td>
</tr>
<tr>
<td>113</td>
<td>15</td>
<td>NEW Legal Terminology</td>
<td>ACE @ Hermitage</td>
<td>Tu/Th</td>
<td>Feb 11-Mar 26</td>
<td>6:00 pm-8:00 pm</td>
</tr>
<tr>
<td>114</td>
<td>15</td>
<td>NEW Working with Young Children-Creative Activities</td>
<td>ACE @ East</td>
<td>Mon</td>
<td>Feb 10-Jun 8</td>
<td>6:30 pm-7:30 pm</td>
</tr>
<tr>
<td>120</td>
<td>16</td>
<td>Auto Body Repair</td>
<td>ACE @ Highland Springs</td>
<td>M/W</td>
<td>Feb 24-May 4</td>
<td>5:30 pm-8:30 pm</td>
</tr>
<tr>
<td>121</td>
<td>16</td>
<td>NEED A NEW CAREER QUICK? Learn to Style Hair &amp; Work in a Blow Dry Bar with NO LICENSE!</td>
<td>ACE @ Highland Springs</td>
<td>M/W</td>
<td>Feb 24-May 27</td>
<td>4:30 pm-6:30 pm</td>
</tr>
<tr>
<td>122</td>
<td>16</td>
<td>ServSafe® Manager</td>
<td>ACE @ West</td>
<td>Tues</td>
<td>Mar 10-May 19</td>
<td>1:00 pm-4:00 pm</td>
</tr>
<tr>
<td>123</td>
<td>16</td>
<td>ServSafe® Food Handling</td>
<td>ACE @ West</td>
<td>Tues</td>
<td>Mar 10-May 19</td>
<td>9:00 am-12:00 pm</td>
</tr>
<tr>
<td>200</td>
<td>17</td>
<td>Medical Billing and Coding</td>
<td>ACE @ Hermitage</td>
<td>M/W</td>
<td>Feb 17-May 18</td>
<td>5:00 pm-8:30 pm</td>
</tr>
<tr>
<td>201</td>
<td>17</td>
<td>Virginia Pharmacy Technician Preparation Program</td>
<td>ACE @ Highland Springs</td>
<td>M/W</td>
<td>Feb 10-May 27</td>
<td>5:00 pm-7:30 pm</td>
</tr>
<tr>
<td>202</td>
<td>18</td>
<td>Nurse Aide (plus Clinicals and Lab hours)</td>
<td>ACE @ East</td>
<td>M/W</td>
<td>Feb 10-May 18</td>
<td>5:30 pm-8:30 pm</td>
</tr>
<tr>
<td>203</td>
<td>18</td>
<td>Medical Terminology</td>
<td>ACE @ Hermitage</td>
<td>M/W</td>
<td>Feb 24-May 25</td>
<td>6:00 pm-8:00 pm</td>
</tr>
<tr>
<td>204</td>
<td>19</td>
<td>Emergency Medical Technician (+8 Saturday sessions)</td>
<td>ACE @ Hermitage</td>
<td>M/W</td>
<td>Feb 3-Jun 3</td>
<td>6:00 pm-9:00 pm</td>
</tr>
</tbody>
</table>

Key: AEC - East = Adult Education Center, Highland Springs Location
AEC - West = Adult Education Center, Mt. Vernon Location
ACE = Advanced Career Education Center at either Hermitage or Highland Springs

See page 24 for directions to class locations.
# GENERAL ADULT SPRING 2020 REGISTRATION FORM

**Registration Begins:** Friday, January 10, 2020, 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>

<table>
<thead>
<tr>
<th>Date Class Starts</th>
<th>Day of Week</th>
<th>Time AM/PM</th>
</tr>
</thead>
</table>

**Name**

**Daytime Phone (required)**

**Home Address**

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

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. Check processing can take up to 6 - 8 weeks.

**Signature**

**Notes:**

Please use the name of the person registering for the class - not the name of the person paying for the class.

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.

Receipts will be automatically emailed to the email address provided on this registration form. If you have no email address or wish a paper copy, please provide 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)*

<table>
<thead>
<tr>
<th>OFFICE USE ONLY</th>
</tr>
</thead>
</table>

**Receipt Number**

- [ ] Check  
- [ ] Cash

**Date Received**

Visit us at: [HenricoAdultEducation.com](http://HenricoAdultEducation.com)
50  
**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 “Quilted Placement” and “Essential Tote Bag” classes.

**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 ½” or 5/8” wide ribbon (for the drawstring).

Tuition: $68.00 (minimum 5 paying students)
Henrico Golden Age: FREE

**Course 50**
Advanced Career Education (ACE) Center at Hermitage (Stockdon)
4 sessions @ 2 hours each
Monday: February 24 – March 16, 2020
6:00 pm – 8:00 pm

51  
**Woodworking**

All levels are welcome. Beginning, Intermediate, and Advanced students are welcome. Students are expected to design and construct, with assistance, a useable product within the time constraints for the class. Emphasis on safety, cooperation, and problem-solving. Individual planning and prep time provided. Students must purchase their own safety glasses and class materials. Students may also use their own 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: $161.00 (minimum 8 paying students)
Henrico Golden Age: FREE

**Course 51**
Advanced Career Education (ACE) Center at Hermitage (Turner)
15 sessions @ 3 hours each
Thursday: February 20 – June 4, 2020
5:30 pm – 8:30 pm
No Class: April 9, 2020

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**52, 53**  
**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 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 project should consult with the instructor during first class.

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

Tuition: $182.00 (minimum 8 paying students)
Henrico Golden Age: FREE

**Course 52**
Adult Education Center - Eastern Henrico (Nine Mile Rd) (Athy)
10 sessions @ 3 hours each
Tuesday: February 11 – April 21, 2020
9:00 a.m. – 12:00 p.m.
No Class: April 7, 2020

**Course 53**
Adult Education Center - Eastern Henrico (Nine Mile Rd) (Athy)
10 sessions @ 3 hours each
Thursday: February 13 – April 23, 2020
9:00 a.m. – 12:00 p.m.
No Class: April 9, 2020

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**To Whom It May Concern:**

The Henrico County Public Schools Adult Education Center supports our veterans and welcomes students meeting requirements to receive aid from the Veteran’s Administration. Effective immediately, any student using Ch. 33 Post 9/11 GI Bill or Ch. 31 VocRehab benefits must submit a certificate of eligibility upon registration. If Veteran’s Administration benefits do not cover 100% of tuition and fees, the registering student is responsible for paying the remaining balance.

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Receipts will be automatically emailed to the email address you provide. If you wish a paper copy, please include a self-addressed stamped envelope. Otherwise, registrants will not be notified unless the requested course has been cancelled.
**Crocheting: Beginner to Intermediate**

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, and possibly two projects. Come have fun while learning new skill(s).

**Supply List for Crocheting:** Participants will need to purchase from a craft store (i.e., Michael’s, Hobby Lobby) one skein of yarn (i.e. Red Heart Super Saver – net wt. 7 oz.) in the color of their choice and a crochet hook size J.

Tuition: $63.00 (minimum 7 paying students)

Henrico Golden Age: FREE

Students will be responsible for purchasing their own book.

**Textbook:** *I Can’t Believe I’m Crocheting*

**Author:** Leisure Arts  
ISBN: 978-1574866315

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**Course 54**

Advanced Career Education (ACE) Center at Hermitage (Losteter)  
12 sessions @ 1 hour each  
Wednesday: February 26 – May 20, 2020  
6:00 pm – 7:00 pm  
No Class: April 8, 2020

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**Essential Tote Bag**

Learn machine sewing techniques while completing an essential tote bag. Learn how to cut out fabric, sew pockets, hem, zipper, straps, and lining. Taking Fresh Out of the Box - Beginner Sewing will prepare students for this class.

**Supply List:** 1 yard of fabric, thread, 7” zipper, sewing machine, manual and everything that came with the machine. Also, basic sewing supplies including scissors, pins, hem gauge, seam ripper.

Tuition: $68.00 (minimum 5 paying students)

Henrico Golden Age: FREE

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**Course 55**

Advanced Career Education (ACE) Center at Hermitage (Stockdon)  
4 sessions @ 2 hours each  
Monday: April 20 – May 11, 2020  
6:00 pm – 8:00 pm

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**Easy Quilted Placemat**

Students will learn machine quilting and binding and will complete at least 1 placemat. Basic sewing skills are required. Taking Fresh Out of the Box - Beginner Sewing will prepare students for this class.

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

Tuition: $47.00 (minimum 5 paying students)

Henrico Golden Age: FREE

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**Course 56**

Advanced Career Education (ACE) Center at Hermitage (Stockdon)  
2 sessions @ 2 hours each  
Monday: March 23 – March 30, 2020  
6:00 pm - 8:00 pm

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**Art of Painting (Explore the Creative Healing Arts)**

This course is 6 classes of an Introductory Creative Healing Canvas Art course. Learn how to overcome stress and trauma with creative exercises. Discover your purpose in life as the instructor unfolds the interpretation of your canvas art. This class is insightful and enlightening and promotes emotional wellness.

**Supply List:** Basic brush set, pack canvas size 10” and 12” and a painting apron to protect your clothes. Paints will be provided by the instructor.

Tuition: $74.00 (minimum 6 paying students)

Henrico Golden Age: FREE

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**Course 57**

Adult Education Center - Eastern Henrico (Nine Mile Rd) (Williams)  
6 sessions @ 2 hours each  
Tuesday: April 14 – May 19, 2020  
6:30 pm – 8:30 pm
58
Furniture Repair or Redesign
(No Golden Age waiver)
This hands-on workshop introduces students to furniture restoration/refinishing on the wooden projects that they bring in to class. Every wooden project is unique and so are its problems. Students will learn how to restore and totally refinish their furniture. A refinishing/restoration plan will be evaluated for each piece. This class will provide a variety of topics where students can learn from each other’s projects. Knowledge begins with getting the project structurally sound with re-gluing and repairing. Next is how to examine the condition of the coating to decide if some gentle solvent cleaning and re-coating is possible. If not, learn how to decide which furniture stripper is needed to totally remove the existing coating. Once the piece has been stripped (if needed) students will make surface preparation, add coloring and apply a new finish coat. Demonstrations and discussions of spot repair will also be covered. Note: The class is not limited to finishing old furniture. If you don’t have antiques to restore/refinish, bring some of your unfinished projects instead. Storage of projects will not be possible.

Supply list: After the first night of class, each student will assemble an initial purchase kit to include suggested materials for their selected project.

Key Points:
• Gluing techniques
• Repairing techniques
• Restoring old finishes back to life

IMPORTANT: Students should be aware of inherent allergic reactions to certain polymers, chemicals, and possible carcinogenic finishes and should wear appropriate protective eyewear, gloves and personally provided and selected breathing apparatus if necessary.

Tuition: $92.00 (minimum 7 paying students)

Course 58
Advanced Career Education (ACE) Center at Hermitage (Turner)
10 sessions @ 2 hours each
Tuesday: February 25 – May 5, 2020
6:00 pm – 8:00 pm
No Class: April 7, 2020

59, 60
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 manual and download cables.

Supply List: Students should have a camera with aperture and shutter controls.
Tuition: $74.00 (minimum 6 paying students)
Henrico Golden Age: FREE

Course 59
Adult Education Center – Eastern Henrico (Nine Mile Rd.) (Allen)
6 sessions @ 2 hours each
Tuesday: February 11 – March 17, 2020
6:30 pm - 8:30 pm

Course 60
Advanced Career Education (ACE) Center at Hermitage (Allen)
6 sessions @ 2 hours each
Wednesday: February 12 – March 18, 2020
6:30 pm - 8:30 pm

INVEST IN YOURSELF AND YOUR FUTURE!
Looking to enhance your marketable skills?
Start a new career?
Check out our Medical Course offerings on pages 17-19.

Refunds are processed ONLY in the event a class is canceled due to insufficient enrollment.

Textbooks will not be sold in class.
See note on page 3 for textbook information.
80, 81

Money Management for those Living Paycheck to Paycheck

Many individuals and families live paycheck to paycheck. This is very stressful. As an instructor who works with families like yours, I know you are discouraged because you work hard, but are NOT able to pay your bills. Are you often being hit with LATE fees, OVERDRAFT fees, RECONNECTION fees, etc.? Have you had your electricity, water, gas, phone or cable disconnected? Have you been evicted? What you need is a better understanding of ways to avoid these issues. In this class we will discuss your STABILITY NUMBER, managing CASH FLOW, and the word “NO” among other things. Join me to learn these life changing skills.

Tuition: $5.00
Henrico Golden Age: FREE

Course 80
Adult Education Center - Eastern Henrico (Nine Mile Rd.)
(Commander)
1 session @ 2 hours
Tuesday: March 17, 2020  6:00 pm – 8:00 pm

Course 81
Advanced Career Education (ACE) Center at Hermitage
(Commander)
1 session @ 2 hours
Thursday: March 19, 2020  6:00 pm – 8:00 pm

82

Five Money Questions for Women with Financial Goals – Your Source for Financial Education

This workshop shares perspective on a process women can use to identify financial goals and set a strategy. Discusses Rule of 72, systematic investing, employer-sponsored retirement plans and IRAs as strategies for saving. The workshop portion helps educate attendees on all relevant financial topics.

Tuition: $5.00
Henrico Golden Age: FREE

Course 82
Advanced Career Education (ACE) Center at Hermitage (Silvester)
6 sessions @ 2 hours each
Tuesday/Thursday: April 14 – April 30, 2020
6:00 pm - 8:00 pm

83

Accounting Part 1
(No Golden Age waiver)

Accounting introduces the basic principles and concepts of the accounting cycle and governing financial practices. Students develop fundamental accounting skills, including recording and analyzing transactions, using manual procedures and electronic spreadsheets. Accounting serves as a good base for students seeking higher education or entry-level work in the business world and is a critical element for self-employment. This is an online course; face-to-face time will be offered periodically to personalize instruction and assist students as needed. Completion of Part 1 and Part 2 will give students the knowledge they need to take the NOCTI Certification Exam.

ONLINE COURSE
Orientation (first Face-to-Face): Friday, February 7, 2020 at 10:00 a.m.
Course Start Date: Tuesday, February 11, 2020
Course End Date: Thursday, May 14, 2020
Exam (due no later than): Friday, May 15, 2020 at Noon
Classes will be on ONLINE (unlimited access 24/7).

Class materials will be posted ONLINE. Hours spent online are only those required to complete assignments and exam with a passing grade; however, additional time to excel in completing assignments, understanding, and certifying through NOCTI is encouraged. Unlimited access ONLINE 24/7 makes all things possible.

ONLINE Office hours for Instructor Access:
7:00 p.m. – 8:30 p.m. Tuesday thru Thursday
10:00 a.m. – Noon on Friday
Face-to-Face Hours (optional/as needed). One per month; posted as needed
Tuition: $380.00 (minimum 7 paying students)
Students will be responsible for purchasing their own book.
Textbook: SparkCharts Accounting I
Author: SparkNotes LLC; McDaniel/Kuperblum

Course 83
Adult Education Center – Online through Mount Vernon Campus
(West End) (Fischer)
Orientation (first Face-to-Face) at Mount Vernon: Friday, February 7, 2020 at 10:00 a.m.
Online access Classes: Tuesday: February 11, 2020 – Thursday, May 14, 2020
EXAM: Friday, May 15, 2020 at Noon
Hours: 24/7 ONLINE access
12 sessions (approx.)

The Henrico County School Board assumes no responsibility or liability for injuries incurred while attending any of these classes.
Accounting Part 2

(STUDENTS MUST HAVE TAKEN PART I – unless approved by Instructor)

(No Golden Age waiver)

PART 2 CONTINUES the basic principles and concepts of the accounting cycle and governing financial practices. Students develop fundamental accounting skills, including recording and analyzing transactions, using manual procedures and electronic spreadsheets, preparing Federal and Virginia income and payroll taxes (and related journal entries), computing depreciation and controlling inventory. Accounting serves as a good base for students seeking higher education or entry-level work in the business world and is a critical element for self-employment. This is an Online course; face-to-face time will also be offered periodically to personalize instruction and assist students as needed. Completion of Part 1 and Part 2 will give the student the knowledge they need to take the NOCTI Certification Exam. This class does not include the actual NOCTI certification.

ONLINE COURSE
Orientation (first Face-to-Face): Friday, February 7, 2020 at 10:00 a.m.
Course Start Date: Tuesday, February 11, 2020
Course End Date: Thursday, May 14, 2020
Exam (due no later than): Friday, May 15, 2020 at noon

Classes will be held ONLINE (unlimited access 24/7)

Classes will be held ONLINE. Hours spent online are only those required to complete assignments and exam with a passing grade; however, additional time to excel in completing assignments, understanding, and certifying through NOCTI are encouraged. Unlimited access ONLINE 24/7 makes all things possible.

ONLINE Office hours for Instructor Access:
7:00 p.m. – 8:30 p.m. Tuesday thru Thursday
10:00 a.m. – Noon on Friday
Face-to-Face Hours (optional/as needed). One per month; posted as needed
Tuition: $380.00 (minimum 7 paying students)

Students will be responsible for purchasing their own book.
Textbook: SparkCharts Accounting II
Author: SparkNotes LLC; McDaniel/Kuperblum

Course 84
Adult Education Center – Mount Vernon (West End) (Fischer)
An ONLINE Orientation (first Face-to-Face): Friday, February 7, 2020 at 10:00 a.m.
Online access Classes: Tuesday: February 11, 2020 – Thursday, May 14, 2020
EXAM: Friday, May 15, 2020 at Noon
Hours: 24/7 ONLINE access
12 sessions (approx.)

The General Adult registration form is located on page 5.

85, 86, 87
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: $37.00 (minimum 5 paying students)
Henrico Golden Age: FREE

Course 085
Adult Education Center - Eastern Henrico (Nine Mile Rd.) (Johnson)
1 session @ 2 hours
Wednesday: February 12, 2020
5:30 pm – 7:30 pm

Course 086
Adult Education Center - Eastern Henrico (Nine Mile Rd.) (Johnson)
1 session @ 2 hours
Wednesday: April 15, 2020
5:30 pm – 7:30 pm

Course 087
Adult Education Center - Eastern Henrico (Nine Mile Rd.) (Johnson)
1 session @ 2 hours
Wednesday: June 3, 2020
5:30 pm – 7:30 pm

School Custodians Needed
The Henrico County Public Schools (HCPS) Department of Facilities, P. O. Box 23120, Henrico, VA 23223, is actively recruiting applicants for the 2019-2020 school year.

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

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
90
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: $92.00 (minimum 7 paying students)
Henrico Golden Age: FREE
Students will be responsible for purchasing their own book.
Author: Leete/Kendris ISBN: 13-9781438074948

Course 90.
Advanced Career Education (ACE) Center at Hermitage (Naimon-Arnold)
10 sessions @ 2 hours each
Monday: February 24 – May 11, 2020
6:00 pm – 8:00 pm
No Class: April 6, 13, 2020

91
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. French (Conversational) is not a prerequisite. Participants who successfully complete the course will receive a certificate of attendance.

Tuition: $92.00 (minimum 7 paying students)
Henrico Golden Age: FREE
Students will be responsible for purchasing their own book.
Author: Leete/Kendris ISBN: 13-9781438074948

Course 91.
Advanced Career Education (ACE) Center at Hermitage (Naimon-Arnold)
10 sessions @ 2 hours each
Wednesday: February 19 – April 29, 2020
6:30 pm – 8:00 pm
No Class: April 8, 2020

92
German (High Beginner/Low Intermediate)
This detective story invites students to help solve a crime while they keep enjoying the interactive fun experience of everyday spoken idiomatic German. Moreover, the Krimi vocabulary can prepare the learner for the popular Series TATORT which has been running since 1970 on TV channels in Germany, Switzerland and Austria. Included in the book are exercises for comprehension skills and German-English vocabulary sections. Students with basic conversational knowledge are encouraged to participate.

Tuition: $74.00 (minimum 7 paying students)
Henrico Golden Age: FREE
Students will be responsible for purchasing their own book.
Textbook: Mord am Morgen

Course 92.
Advanced Career Education (ACE) Center at Hermitage (Horn)
10 sessions @ 1.5 hours each
Monday: February 10 – March 30, 2020
6:00 pm – 8:00 pm
No Class: April 8, 2020

93
Spanish (Beginners Conversational) – Level 1
Spanish (Beginners Conversational) 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: $78.00 (minimum 7 paying students)
Henrico Golden Age: FREE
Students will be responsible for purchasing their own books.
Textbook: Let’s Talk Spanish
Author: Spark Notes ISBN: 978-1435160590
Textbook: Easy Spanish Step by Step
Author: Bergstein ISBN: 9780071463386

Course 93.
Advanced Career Education (ACE) Center at Hermitage (Torres)
8 sessions @ 2 hours each
Monday: February 10 – March 30, 2020
6:00 pm – 8:00 pm

Do You Lack A High School Diploma?
See pages 21-22 for information on the GED®.
94  
**Spanish (Intermediate Conversational) – Level 2**

As an intermediate level learner, the problem is not that you don’t know enough. You probably know quite a few words and understand quite a bit of grammar. Learning more words and studying more grammar is not the path to conversational fluency. The Path of success lies in lots of one-on-one practice with a native speaker. Our complete conversational course is perfect for the intermediate level students, we will continue our hard work in this level 2 Spanish Class.

Tuition: $78.00 (minimum 7 paying students)  
Henrico Golden Age: FREE  
Students will be responsible for purchasing their own books.  
Textbook: [Let’s Talk Spanish](#)  
Author: Spark Notes ISBN: 978-1435160590  
Textbook: [Easy Spanish Step by Step](#)  
Author: Bergstein ISBN: 13-9780071463386

**Course 94**  
Advanced Career Education (ACE) Center at Hermitage (Torres)  
8 sessions @ 2 hours each  
Monday: April 20 – June 8, 2020  
6:00 pm – 8:00 pm

95  
**Italian for Travelers (Beginners Conversational)**

Italian for Travelers (Beginners Conversational) is a course that enhances your travel experience to any Italian speaking country, whether for business or pleasure. Learn basic language skills and use the new-found skills to make ordering food easy, getting directions, arranging accommodations or simply to engage the locals!

Tuition: $92.00 (minimum 7 paying students)  
Henrico Golden Age: FREE  
Students will be responsible for purchasing their own book.  
Textbook: [Italian Step by Step](#)  
Author: Charles Berlitz ISBN: 0-922066-42-6

**Course 95**  
Advanced Career Education (ACE) Center at Hermitage (Nasti)  
10 sessions @ 2 hours each  
Tuesday/Wednesday: February 4 – March 4  
6:00 pm – 8:00 pm

96  
**Japanese for Beginners – Let’s get ready for the 2020 Summer Olympics**

This Japanese course is designed for beginners who intend to visit the beautiful country of Japan. The student will learn how to engage in polite greetings, how to order food, go shopping, easily converse with the locals, and much more. Next to some culture and getting familiar with basic grammar and sentence structure, the student will be introduced to the 3-writing systems hiragana, katakana and kanji.

Students will be responsible for purchasing their own book.  
Textbook: “In-Flight Japanese” Learn Before You Land  
Publisher: Living Language Unabridged Edition (2001)  
Tuition: $56.00 (minimum 7 paying students)  
Henrico Golden Age: FREE

**Course 96**  
Advanced Career Education (ACE) Center at Hermitage (Horn)  
10 sessions @ 1 hour each  
Wednesday: March 4 – May 13, 2020  
5:15 pm – 6:15 pm  
No Class: April 8, 2020

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**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 2019-2020 school year.

**POSITIONS – School Bus Driver**  
6 or 7 Hours Per Day / Contracted and Substitute  
Positions are available in all areas of Henrico County.  
CONTRACTED BUS DRIVERS START AT $14.61 PER HOUR AND FULL BENEFITS  
PAID TRAINING AVAILABLE  
SUBSTITUTE BUS DRIVERS ARE PAID $13.91 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 804-226-5569 today!

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**...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

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Visit us at: [HenricoAdultEducation.com](http://HenricoAdultEducation.com)
100

**Using Feng Shui to Clear Clutter**

*(No Golden Age waiver)*

Using Feng Shui to Clear 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 clear 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: $37.00 includes textbook provided by instructor) (minimum 5 paying students)
Henrico Golden Age: Free

**Course 100**
Advanced Career Education (ACE) Center at Hermitage (Bowie)
1 session @ 2 hours
Wednesday: March 11, 2020
6:00 pm – 8:00 pm

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: $37.00 (minimum 5 paying students)
Henrico Golden Age: FREE

**Course 101**
Advanced Career Education (ACE) Center at Hermitage (Bowie)
1 session @ 2 hours
Wednesday: April 1, 2020
6:00 pm – 8:00 pm

102, 103

**Life Skills for Beginners & Those in Transition**

Are you just beginning your adult life or transitioning because of divorce, death of a spouse, career change, etc.? A successful life is a result of developing LIFE SKILLS. Problems and stress can be reduced with knowing the topics presented in this class. Life skills are things like money management, decision making, having mentors, having appropriate insurance, parenting and grand parenting, avoiding life’s debris, value of volunteering, and many more topics.

Tuition: $5.00
Henrico Golden Age: FREE

**Course 102**
Adult Education Center - Eastern Henrico (Nine Mile Rd.) (Commander)
1 session @ 2 hours
Tuesday: March 17, 2020
6:00 pm – 8:00 pm

**Course 103**
Advanced Career Education (ACE) Center at Hermitage (Commander)
1 session @ 2 hours
Thursday: March 19, 2020
6:00 pm – 8:00 pm

104, 105

**Improving Your Self-Esteem**

“This class changed my life” was stated by one student who took this class. Low self-esteem is a real challenge for many people. Knowing yourself, the real you, are one key to improving your self-esteem. The real you have many gifts and talents and identifying them will improve your self-esteem. Explore tools available to delve further into who we are. An overview of helpful evaluation tools like Myers-Briggs, Enneagram and Charisms and Strength Finders will be discussed.

Tuition: $5.00
Henrico Golden Age: FREE

**Course 104**
Adult Education Center - Eastern Henrico (Nine Mile Rd.) (Commander)
1 session @ 2 hours
Tuesday: March 10, 2020
6:00 pm – 8:00 pm

**Course 105**
Advanced Career Education (ACE) Center at Hermitage (Commander)
1 session @ 2 hours
Thursday: March 12, 2020
6:00 pm – 8:00 pm

Textbooks will not be sold in class.
See note on page 3 for textbook information.
 cursos 106
Citizenship Class for ELA (English Language Acquisition)  
(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 215 is required.

Register at Mount Vernon by January 29, 2020
Tuition for current ELA students: $50.00 exact cash due at registration.
Tuition for Non-Students: $75.00 exact cash due at registration.  
(Non-students must contact ELA Coordinator at Mount Vernon by January 22, 2020 and schedule a testing time to determine eligibility.)

Course 106
Adult Education Center – Mount Vernon (West End)
9 sessions @ 2.5 hours each
Friday: February 7, 14, 21, 28, March 6, 13, 20, 27, April 3, 2020
9:00 am - 11:30 am
*Note: Spring Break is April 6 – 10, 2020

107, 108
Genealogy Part 2 – Leaves, Twigs, and Branches - Using DNA to Build Your Family Tree
Are you adopted? Were one of your parents adopted? Do you think someone in your tree isn’t who they should be? Have you simply hit a brick wall? Then join me in “Genealogy Part 2 – Leaves, Twigs, and Branches – Using DNA to Build Your Family Tree” as we learn how to follow the DNA results that tell us who our ancestors were as we uncover the biological truth. Students MUST have submitted and RECEIVED their DNA results using Ancestry.com© DNA Analysis. Ancestry membership REQUIRED during length of course.

Supply List: Students need to bring DNA test COMPLETED using ANCESTRY DNA. Spiral or composition notebook or loose-leaf paper, pen/pencil, laptop/iPad, highlighters in a variety of colors, unlined paper
Tuition: $5.00
Henrico Golden Age: FREE

Course 107
Adult Education Center- Eastern Henrico (Nine Mile Rd.) (Grosz)
5 sessions @ 2 hours each
Tuesday: March 3 – March 31, 2020
5:30 pm – 7:30 pm

Course 108
Adult Education Center- Eastern Henrico (Nine Mile Rd.) (Grosz)
5 sessions @ 2 hours each
Tuesday: May 5 – June 2, 2020
5:30 pm – 7:30 pm

The Henrico County School Board assumes no responsibility or liability for injuries incurred while attending any of these classes.
112  
Conflict Management & Resolution

Identify what conflict is and why it can lead to building better solutions. Discuss opportunities to manage conflict through awareness and recognition of interpersonal behaviors and communications styles that can create roadblocks or build bridges. What role effective communication and the importance of words, tone and body language have in conflict management. Using increased self-awareness, processes and problem-solving techniques to aid in managing and resolving conflicts. The course will be facilitated using a PowerPoint presentation of information, a related short video, a self-analysis tool, and interactivity through group discussion and role-playing.

Supply List: Pens and note paper  
Tuition: $47.00 (minimum 5 paying students)  
Henrico Golden Age: FREE

Course 112
Advanced Career Education (ACE) Center at Hermitage (Crump)  
2 sessions @ 2 hours  
Tuesday: March 10 – March 17, 2020  
5:30 pm – 7:30 pm

113  
Legal Terminology

Much like learning a foreign language, developing a basic understanding of some of the essential legal terms can help you navigate through legal documents. Since Legal terminology requires specific definitions and wording, it’s important to know the exact meaning of each term. Listed below are examples of terms that will be discussed:

Processes in Court: Docket, Arraignment, Deposition and Subpoena

Judgement Terms: Acquit, Guilty, Malpractice, Negligence, Not-Guilty, Not-Guilty by Reason of Insanity, No Contest and Perjury

Legal Terms Used with Clients: Custodian, Diligence, Easement, Executor, Good Faith, Living Will and Tort.

Supply List: Pens and note paper  
Tuition: $122.00 (minimum 7 paying students)  
Henrico Golden Age: FREE

Course 113
Advanced Career Education (ACE) Center at Hermitage (Beckett)  
14 sessions @ 1 hour each  
Tuesday/Thursday: February 11 – March 26, 2020  
6:00 pm – 8:00 pm

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.

114  
Working with Young Children – Creative Activities

Working with children can be a joy and a challenge. Children see things through eyes that adults often forget existed. Adults must take on a different persona when working with children than when working with other adults. Discovering tips on how to work with children will lead to success when completing a task with a child. This course explores curriculum building using creative activities that are developmentally and individually appropriate for young children. Students will evaluate various learning experiences and daily schedules used in an early childhood setting.

A certificate will be given to students upon completion to attach to your resume for job employment.

Upon successful completion of the course, the student will be able to:

1. Describe the daily schedules and curricula used in early childhood settings.  
2. Discuss strategies for making transitions between daily activities.  
3. Develop a daily schedule and lesson plans.  
4. Create developmentally and individually appropriate activities used to promote young childrens’ physical, cognitive, social, and emotional skills.  
5. Describe objectives and various methods of parent involvement.

Students will be responsible for purchasing their own book.  
Textbook: Working with Young Children 7th Edition  
Author: Judy Herr  
ISBN: 978-1-60525-436-4  
Workbook: Working with Young Children 7th Edition  
Author: Judy Herr  
ISBN: 978-1-60525-437-1  
Tuition: $74.00 (minimum 7 paying students)  
Henrico Golden Age: FREE

Course 114
Adult Education Center - Eastern Henrico (Nine Mile Rd.) (Davis)  
15 sessions @ 1 hour each  
Monday: February 10 – June 8, 2020  
6:30 pm – 7:30 pm  
No Class: April 6, 13, May 25, 2020

Do You Lack A High School Diploma?  
See pages 21-22 for information on the GED®.
120
Auto Body Repair  
(No Golden Age waiver)
This course prepares students for entry-level employment and advanced training in collision repair technology. The course will provide students with the fundamentals used in the body repair industry. Students will cover the following areas of repair for auto body repair: sanding, primer application, sheet metal damage repair. Our instructor is one of our Auto Body Classroom teachers that is employed by Henrico County Public Schools.
Tuition: $180.00 (minimum 8 paying students)

Course 120
Advanced Career Education (ACE) Center at Highland Springs (Robinson)
17 sessions @ 3 hours each
Monday/Wednesday: February 24 – May 4, 2020
5:30 pm – 8:30 pm
No Class: March 30, April 6, 8, 13, 2020

121
Need a New Career Quick? Learn to Style Hair & Work in a Blow Dry Bar with No License!  
(No Golden Age waiver)
Did you know you do not need a cosmetology license to work in a blow dry bar? Come learn the proper techniques for sanitation, shampooing, conditioning, blow drying, roller setting, flat ironing and basic hair styling. This beginner course will allow you the basic skills to work in a blow dry bar and start working in the field at the completion of the class. Textbooks will be supplied for classroom use.
Supply List: Manikin, professional flat iron, blow dryer with pic attachment, 40 double prong clips, 6 butterfly clips, assorted combs and brushes
Tuition: $100.00 (minimum 8 paying students)

Course 121
Advanced Career Education (ACE) Center at Highland Springs (Childress)
23 sessions @ 2 hours each
Monday/Wednesday: February 24 – May 27, 2020
4:30 pm – 6:30 pm
No Class: March 30, April 6, 8, 13 and May 25, 2020

122, 123, 124, 125
ServSafe® Food Handling & Manager Course  
(No Golden Age waiver)
Our ServSafe® courses are committed to providing the most professional and comprehensive training. If you are an employee seeking your Food Handler Card or Manager ServSafe® Certification or a business seeking a consistent education solution for your employees, the National Restaurant Association’s ServSafe® Food Handler and Manager Certification can be beneficial to a successful restaurant career. The ServSafe® Manager Certification helps to substantiate that a manager has ample food safety knowledge to safeguard the public from foodborne illness.
What to Expect:
Our courses are designed to prepare students for the ServSafe® Food Handler and Manager exam. These courses will assist students with the following:
• Increase safe food handling practices
• Understanding of HACCP principles
• Personal Hygiene
• Maintain a sanitary facility
• Understanding the regulations and the inspection process
Our Certified ServSafe® Proctors will teach you the basics that you need to sit for the exam. Each course is taught for 10 sessions with three hours of instruction in Food Handling.
Exams: The exam can be administered through a computer or it can be completed on a paper copy. Our computers are limited; therefore, you must take the paper exam. Students can also bring their own laptops to use.
Exam Schedule: May 26th, 9 am to 5 pm
Books and Exam Vouchers are not included in the price.

Course 122
Manager Class Tuition: $500.00 (minimum 8 paying students)
Adult Education Center – Mount Vernon (west end) (Nasti)
Session: 10 sessions @ 3 hours
Tuesday: March 10, 17, 24, 31, April 14, 21, 28, May 5, 12, 19, 2020
1 pm to 4 pm

Course 123
Food Handling Tuition: $500.00 (minimum 8 paying students)
Adult Education Center – Mount Vernon (west end) (Nasti)
Session: 10 sessions @ 3 hours
Tuesday: March 10, 17, 24, 31, April 14, 21, 28, May 5, 12, 19, 2020
9 am to 12 pm (noon)

Refunds are processed ONLY in the event a class is canceled due to insufficient enrollment.

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

DON’T DELAY!
REGISTER EARLY!
Our classes require a minimum number of participants. Sometimes we have to cancel great classes due to insufficient enrollment.
HEALTH & MEDICAL

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

200 Medical Billing and Coding
(No Golden Age waiver)
The 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: $554.00 (minimum 7 paying students)
*Tuition does not include the cost of textbooks or supplemental coding manuals. (Students should call the office 804-328-4095 for ISBN numbers 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.
*Coding Manual Book Bundles for Student Purchase can be purchased at the below link:

Course 200
Advanced Career Education (ACE) Center at Hermitage (Bragg)
24 sessions @ 3.5 hours each
Monday/Wednesday: February 17 – May 18, 2020
5:00 pm – 8:30 pm
No Classes: April 6, 8, 13, 2020

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, students will 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.

Supply list: Loose leaf paper, Binder, Physician Desk Reference
Students will be responsible for purchasing their own book.
Author: Davis & Guerra
Workbook & Lab Manual

*Tuition: $578.00 (minimum 6 paying students)
*Does not include National board examination fees

Course 201
Advanced Career Education (ACE) Center at Highland Springs
(Crenshaw-Valentine)
28 sessions @ 2.5 hours each
Monday/Wednesday: February 10 – May 27, 2020
5:00 pm – 7:30 pm
No Class: April 6, 8, 13, May 25, 2020

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 2020. 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, 2020.
Questions? Call 804-527-4660, ext. 82004 or 82007.

Visit us at: HenricoAdultEducation.com
HEALTH & MEDICAL

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

202 Nurse Aide

(No Golden Age waiver) This course is designed to provide students with the knowledge and skills necessary to perform basic healthcare 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 begin on Monday and Wednesday evenings from 4:30 – 7:30 p.m. with MANDATORY Saturday clinical hours (6:45 a.m. – 3:30 p.m.). A Tuberculin (Tb) 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 obtaining their own background check through the Virginia State Police, provide a recent 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 responsible for purchasing their own books. (see below)

Textbook: Basic Life Support (BLS) provider Student Manual

ISBN: 1496339568

ISBN-10: 1496344251

*Tuition: $847.00 (minimum 7 paying students)

A payment plan is available. To set up your payment arrangements, please contact the Adult Education Center Secretary, Mrs. Diane Grosz at 804-328-4095.

*Does not include the State Board Nurse Aide examination fee

ALL FEES ARE NON-REFUNDABLE UNLESS THE CLASS IS CANCELLED

Course 202
Adult Education Center - Eastern Henrico (Nine Mile Rd.) (Toney)
26 Classroom Sessions @ 3 hours each
Monday/Wednesday: February 10 – May 18, 2020
Hours: 5:30 pm – 8:30 pm

202 Nurse Aide - CONTINUED

Lab Schedule: 8 hours of lab held on a Saturday 7 am - 3:00 pm

Clinical Schedule: 40 hours total - Saturday dates from 6:45 a.m. - 3:30 p.m. to be announced by the instructor.

Breakdown by hours:
40 hours of Clinical, 8 hours of Lab, 80 hours of Classroom, 6 hours of CPR/First Aid

No Classes: April 6, 8, 13, 2020

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.)

203 Medical Terminology

(No Golden Age waiver)

Grasping medical terminology starts with knowing the body’s systems, recognizing medical root words commonly used, understanding the prefixes and suffixes of commonly used medical terms, and learning those pesky hard-to-spell medical words. Your body is made up of many systems, each having their own vital parts that work together. This list represents your bodily systems and some specific parts that comprise them: Skeletal (bones & tendons), Muscular (muscles & tendons), Integumentary (skin & glands in skin), Sensory (eyes), Cardiovascular (heart), Lymphatic (spleen & lymph nodes), Respiratory (nose & lungs), Gastrointestinal (esophagus & liver), Endocrine (hormones & thyroid), Nervous (brain & spinal cord), Urinary (kidneys & bladder), and Reproductive (ovaries & prostate in males) just to name a few examples of each.

Then we cover common medical root words. The root of a word is its main part and core meaning. These common medical root words give you a general idea of what you’re dealing with or specify a body part.

Example: Abdomin/o: Abdomen

This class is offered to help you to continue into your medical career or just being able to talk to your doctor in a general setting.

Students will be responsible for purchasing their own books. (see below)

Textbook: Medical Terminology: A Short Course / 8th edition
Author: Davi-Ellen Chabner
Tuition: $171.00 (minimum 7 paying students)

Course 203
Advanced Career Education (ACE) Center at Hermitage (Aaron)
10 sessions @ 2 hours each
Monday/Wednesday: February 24 – March 25, 2020
6:00 pm – 8:00 pm

Visit us at: HenricoAdultEducation.com
To be successful in this course you must have:

1. Access to a high-speed internet and a computer. High speed internet access and a computer is a must for this course. Generally, county libraries offer computers and high-speed internet for use. Do not rely solely on cell phone data plans. Do not rely on a cell phone to access course materials as the software is too extensive for use on a cell phone. Henrico County Public Schools is not responsible for data overage charges. Assignments must be completed on time regardless of access to internet and/or a computer.

2. Self-motivation. A lot of the work in this class is online. There will be online modules including online videos, online power points, reading assignments, tests, and quizzes that must be completed by a specific date. As with all online educational programs, the student must be self-motivated to complete all assignments on time.

3. To be able to complete the physical requirements of the class. You must be able to complete all skills, which can at times be physically demanding. This will include kneeling, crouching, bending, performing compressions, reaching, pushing, pulling, and lifting at least 150 lbs. For more detailed information about the physical requirements of this course, see the EMT Job Description attached to this application.

Students will be responsible for purchasing their own books, (see below)

Textbook: Prehospital Emergency Care
ISBN: 978-0134704456
Author: Mistovich and Karren

Students must purchase: Liability Insurance $34-$40 for a year, Boots, (steel toe recommended but not required), Belt (black), EMS pants (dark navy blue)

Tuition: $640.00 (minimum 12 paying students)
THINKING ABOUT THE FUTURE?
WE ARE TOO!

PROGRAMS:

GED · Pharmacy Tech · Auto Body Repair · ServSafe® · Nurse Aide
ELA · LPN · Money Management · Couponing · Woodworking
Medical Billing & Coding · Spanish · EMT · French · Accounting
Italian · Japanese · German · Re-Upholstery · Sewing

CONTACT US:

Mt. Vernon Complex
7850 Carousel Lane
Henrico, VA 23294
804.527.4660

Highland Springs Center
201 E. Nine Mile Road
Highland Springs, VA 23075
804.328.4095

Visit us at: HenricoAdultEducation.com
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?
There are 4 parts to the GED®, each initially costing $30. Should re-takes be necessary, there will be additional fees.

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 (if desired), request an official GED® transcript, and more! This website is your one-stop resource for official GED® testing information.

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.

DON’T DELAY! REGISTER EARLY!
Our classes require a minimum number of participants. Sometimes we have to cancel great classes due to insufficient enrollment.

General Adult registration begins January 10, 2020!

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 2020 session. Please contact us at adulteducation@henrico.k12.va.us or call (804) 328-4095.
Adult Basic Education

• 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 are required to:
1) Take a placement test which determines the appropriate class level. This process will take two days.
2) Register at the location they plan to attend. (Must provide a government-issued photo ID.)
3) Attend an orientation.

Placement testing and registration must occur for all new and/or continuing students prior to starting a class.

2020-2021 Class Sessions for Mt. Vernon Location (West End) and Highland Springs Location (East End)

December 2, 2019 - March 5, 2020
March 9, 2020 - May 21, 2020

Class Fee: $50.00* due at time of registration. Classes do not qualify for Golden Age Waiver. Acceptable forms of payment include money order, debit or credit card with processing fee, or cash. (Cash is not accepted after 3:00 p.m. at the Nine Mile Road location.) Students must provide a government-issued photo ID.

TABE Placement Testing.........................................................Free
Tuition .................................................................$50.00*
Calculator (approved GED®)..............................................$20.00*
Books (PreGED® and GED®).................................$20.00 to $28.00*

*prices are subject to change

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

The General Adult registration form is located on page 5.

Fast Track to GED®

Fast Track classes provide targeted instruction to students preparing to take the Official GED® test. Small group and individualized instruction are 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™

(Additonal fees may apply for this assessment)

Individuals will have to take a TABE test and qualify to be placed in Fast Track classes.

2020-2021 Class Sessions for Mt. Vernon Location (West End) and Highland Springs Location (East End)

Tuition (per session) .................................................................$50.00*
Calculator (approved GED®) ...............................................$20.00*
Books (GED®).........................................................$20.00 to $28.00*

*Fees are subject to change

NO REFUNDS GRANTED

Location 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 assessment to determine class level will take two days.

ABE/GED Intake, Locator and Math tests only:
(ABE/GED) ..........................................................Mon. and Wed. 5:00 PM

ABE/GED Intake, Locator and Reading test only:
(ABE/GED) ..........................................................Tues. and Thurs. 9:00 AM

ABE/GED Class Time 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

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

ABE/GED Placement assessment to determine class level will take two days.

ABE/GED Intake, Locator, Math and Reading tests:
(ABE/GED) ..........................................................Mon. and Wed. 9:00 AM

ABE/GED Intake, Locator, Math and Reading tests:
(ABE/GED) ..........................................................Tues. and Thurs. 6:00 PM

ABE/GED Class Time Information:
Monday and Wednesday ...................... 9:00 AM - 11:30 AM
Tuesday and Thursday ............................. 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

*Fees are subject to change

The General Adult registration form is located on page 5.
Class content features English Literacy/Civics Education, with an emphasis on speaking, reading, writing, and understanding American culture. Lessons also include career education skills: resume writing, filling out job applications, and interview techniques. Additional skills to help the International student find 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)

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

Registration: Students are required to complete a registration form and attend an evaluation to determine appropriate class. This process takes approximately 2.5 hours.

NO CHILDREN ALLOWED AT REGISTRATION or during classes. Seating is limited.

Registration and evaluation are offered on a first-come, first-served basis, limited to the first 40 applicants or as space is available.

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 a NON-REFUNDABLE processing fee, or exact cash. Students must provide a government-issued photo ID.

*prices are subject to change

Classes: Openings in classes are limited. Acceptance into the program will be on a first-come, first-served, space available basis. Six levels of classes are offered:
- Literacy
- Low Beginning
- Low Intermediate
- High Beginning
- High Intermediate
- Advanced

CLASS DATES: February 3, 2020 – May 14, 2020

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

All Classes: Student’s class will be determined at registration using the pre-test scores and interview results.

Day Classes: Not all classes are available in each time slot.
- Mondays and Wednesdays 9:00-11:30 am (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, limited to the first 40 applicants or as space is available.

Spring 2020 Registration Dates for Mt. Vernon Location:
1. Wednesday, January 15, 2020 at 8:30 a.m.
2. Thursday, January 16, 2020 at 5:00 p.m.

The General Adult registration form is located on page 5.
MISSION STATEMENT

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.

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 1 mile. Adult Education Center is on the left.

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.