

ALC Office Hours

8:00 AM-3:30 PM, Monday through Friday
6:00 PM-8:00 PM, Monday through Thursday

Location

5100 Cleveland Street
Virginia Beach, VA 23462

Limited evening hours and closed on Fridays during July and August. Please call for evening hours.

Information for All Students

The ALC does not conduct business transactions, including registration, over the phone.

Accepted forms of payment are Discover, Mastercard, Visa, check, cash (no bills over \$50), and money order.

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

Classes will not be held on these holiday dates: January 20, February 17, April 13 - April 17, and May 25.

School closings and delays for Virginia Beach City Public Schools including ALC classes will be announced on radio, TV, and online at www.vbschools.com or you can call 263-1000.

Information for Community Education Students Only

Financial aid may be available through Virginia Career Works Norfolk Center for selected programs. Look for **Approved by Hampton Roads Workforce Council (HRWC)** Call 461-7537 or visit <http://www.vcwhamptonroads.org/virginia-career-works-hampton-roads-2/> for eligibility information. HRWC funding may be subject to change.

Community education courses are held at Adult Learning Center located in Renaissance Academy, 5100 Cleveland St., Virginia Beach, VA 23462 and Larkspur Middle School, 4696 Princess Anne Rd., Virginia Beach, VA 23462.

Senior discount on select courses are for people aged 60 plus. To qualify for the discount include your birth date on your registration form.

Course prerequisites are listed for some Community Education courses. Courses without a prerequisite listed have no special requirement.

Course registration confirmation may contain additional information about your course and is mailed to you.

Waiting lists are created when a class fills. If we receive your registration after class fills, we will contact you to offer other dates or a place on the waiting list.

Course cancellation occurs when there is insufficient enrollment to hold the course. You will be notified by phone or email and offered another section or issued a full refund. Be sure to include your email address and a local phone number on your registration form.

Course completion certificate is available upon request for pick up at the ALC or delivery by email. Allow two weeks for processing.

Continuing Education Unit (CEU) through Old Dominion University and **Continuing Professional Education (CPE)** are available upon request for a fee.

Withdrawals and transfers initiated by the student will be assessed a \$15 processing fee. Withdrawals must be submitted in writing five days before the class start date to be eligible for refund. Allow two weeks for processing. No refunds are issued once class has started or if you fail to attend class.

Register for Community Education Courses—Four Easy Ways!

1. Online with a credit card at alc.vbschools.com
2. Visit the ALC office during the office hours listed above.
3. Mail registration and credit card information including 3-digit security code or check to ALC, Attention: Registrar.
4. Fax registration and credit card information including 3-digit security code to the ALC at 757-648-6078.

Accepted forms of payment listed above.



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Your Photos, Decluttering, Genealogy, Plant Propagation

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LICENSED PRACTICAL NURSING (LPN)

Adult Estimated Cost: \$6,188.00

Compare us to others!

We think you will agree; a high-quality education from Virginia Beach School of Practical Nursing is one of the most affordable LPN Programs in Hampton Roads!

This is an 18-month program; open to high school seniors and adults. Day classes are held at the [Virginia Beach Career and Technical Education Center](#), 2925 North Landing Road, Virginia Beach, VA.

You will learn in a state-of-the-art lab and on-site at hospitals for real clinical experiences. After the first nine months, you will have the opportunity to earn a Certified Nurse Aide certification. At the completion of the second nine months, students may take the N C L E X-PN Licensure Examination, if eligible by the Virginia Board of Nursing.



Adult Application Process for Fall Class of September 2020:

Step 1: **Beginning February 15, 2020:** Pick up nursing program catalog and application at the Virginia Beach School of Practical Nursing, the Adult Learning Center, or online at https://techcenter.vbschools.com/our_school/programs/licensed_practical_nursing

Step 2: Application Deadline: May 1, 2020 by 3:00 PM. Submit application and required documentation to the Virginia Beach School of Practical Nursing, 2925 North Landing Road, Virginia Beach, VA 23456.

Step 3: Sit for the ATI T.E.A.S. Entrance Exam. Exam fee: \$70. Exam will be scheduled upon successful completion of the application process. **Eligible students may receive financial aid through the GI Bill, VA Benefits, or Pell Grants.**

Please Note: High school students, call 757-648-5889 for application information.

QUESTIONS ABOUT THE LPN PROGRAM? CALL 757-648-5889

VBSPN is approved by the Department of Education of the Commonwealth of Virginia, the Virginia Board of Nursing and is accredited by the Accrediting Commission for Education in Nursing, Inc., 3343 Peachtree Rd NE, Suite 850, Atlanta, GA 30326. Information regarding fees, entrance requirements, school policies and regulations is subject to change as need dictates. Certified to operate by the State Council of Higher Education for Virginia.

ONLINE HEALTHCARE COURSES THROUGH HEALTH ED TODAY!

These online courses are highly interactive and provide students with an enriched learning experience. Each course includes 24-hour-a-day instructor support, course mentors, engaging labs, student exercises, videos, all textbooks, workbooks and student materials. Clinical externship opportunities and national or state certification are available for select programs. Students will find all the resources they need to succeed, including career building exercises, résumé writing tips, career mentors, interview techniques, and other skills training on a secure student website.

Clinical Medical Assistant—Tuition \$2,599

Dental Assisting—Tuition \$1,399

Dialysis Technician—Tuition \$1,299

ECG/EKG Course for Nurses—Tuition \$699

EKG Technician—Tuition \$1,299

Electronic Health Records Mgmt—Tuition \$1,299

Medical Administrative Assistant—Tuition \$1,199

Medical Billing & Coding—Tuition \$1,899

Medical Coding ICD-10—Tuition \$1,599

Medical Terminology—Tuition \$699

Pharmacy Technician—Tuition \$1,399

Phlebotomy Technician—Tuition \$1,799

QUESTIONS ABOUT HEALTH ED TODAY? CALL TOLL FREE 1-888-963-5967

To try a course demo and learn more about these exciting programs visit:

<http://www.healthEdtoday.com/AdultLearning>

Health Ed Today courses were developed through a partnership with leading education organizations including Pearson Education, E-College and Condensed Curriculum International.

Learn About Our Exciting Healthcare Programs!

Medical Career Information Session at ALC

Thursday, February 6, 2020, 6:00 PM to 7:00 PM

5100 Cleveland Street, Virginia Beach

Affordable Classes

Externships

Day/Evening Sessions

Online Programs

Registration is available only through: <https://forms.gle/mMnYPAL85BSZywSbA>

Prerequisites—for All Medical Career Training Programs

1. 18 years or older
2. Fluent in English: speaking, listening, reading, and writing
3. Possess a high school diploma or G E D[®] certificate, or a translated transcript and equivalency if you did not attend high school in the United States
4. No illegal drug use
5. No barrier crimes or felonies on background check
6. Proof of United States residency or citizenship (green card or American passport)
7. Good physical health including the ability to lift and carry up to 15 pounds, reach, and stand and walk for extended periods of time

Clinical Externships—Included in Some Programs

To be eligible for a clinical externship, students must successfully complete the 80-hour program, submit to a thorough FBI background check, drug screening, immunizations and meet other requirements. Externships are arranged through the course instructor.

PLEASE NOTE: The background check, drug screening fees, and immunizations are not included in your tuition cost and will vary depending on the testing location.

PHARMACY TECHNICIAN

\$1399 80 classroom hours + 80-hour externship

This comprehensive 80-hour program will prepare students to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board's P.T.C.B. exam. Course content includes: pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions, and defining drugs by generic and brand names. Through classroom lecture and hands-on labs, students will review dosage calculations, drug classifications, the "top 200 drugs," I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parenteral nutrition (T.P.N.), dispensing of prescriptions, inventory control, and billing and reimbursement. **PLEASE NOTE:** To be eligible for the externship, students must successfully complete the 80-hour program, submit to a thorough F.B.I. background check, drug screening, immunizations, and meet other requirements.

24 classes @ 3.5 hours each, Staff

3505 (01), Feb 24 to Apr 23, 9:00 AM-12:30 PM,

Monday, Tuesday & Thursday at Renaissance

3505 (02), Mar 9 to May 7, 6:00 PM-9:30 PM,

Monday, Tuesday & Thursday at Renaissance

DIALYSIS TECHNICIAN

\$999 50 classroom hours

This 50-hour Dialysis Technician Program provides students with the knowledge and skills needed to perform the duties required of Dialysis Technicians. Under the supervision of physicians and registered nurses, Dialysis Technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems as well as maintain and repair equipment. Furthermore, technicians work with patients during dialysis procedures and monitor and record vital signs, as well as administer local anesthetics and drugs as needed. Additionally, they may also be involved in the training of patients for at-home dialysis treatment.

PLEASE NOTE: This program does not include a national or state certification as part of its overall objectives. Additionally, there is no student internship or clinical rotation offered as part of this program.

15 classes @ 3.5 hours each, Staff

3510 (01), Mar 24 to May 19, 6:00 PM-9:30 PM

Tuesday & Thursday at Larkspur MS

Need more Medical Career Training info?

Call 757-648-6050 extension 64608

NEW! EKG TECHNICIAN**\$1199 50 classroom hours**

This comprehensive 50-hour EKG Technician Certification Program prepares students to function as EKG Technicians and to take the ASPT-Electrocardiograph (EKG) Technician exam and other National Certification Exams. This course will include important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography, and stress testing. Additionally, students will practice with EKG equipment and perform hands-on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices. **PLEASE NOTE:** After the successful completion of this program, students will be prepared to sit for the Certified EKG Technician (CET) exam.

15 classes @ 3.5 hours each, Staff
3517 (01), Mar 17 to May 12, 12:30 PM-4:00 PM,
Tuesday & Thursday at Renaissance

MEDICAL BILLING & CODING**\$1899 80 classroom hours**

This combined 80-hour billing and coding course offers the skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD-10 manual), complete common insurance forms, trace delinquent claims, appeal denied claims, and use generic forms to streamline billing procedures. The course covers the following areas: CPT (Introduction, Guidelines, Evaluation, and Management), specialty fields (such as surgery, radiology, and laboratory), ICD-10 (Introduction and Guidelines), and basic claims processes for medical insurance and third party reimbursements. Students will learn how to find the service and codes using manuals (CPT, ICD-10, and HCPCS). **PLEASE NOTE:** AFTER OBTAINING THE PRACTICAL WORK EXPERIENCE (6 MONTHS TO 2 YEARS) students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) Certified Coding Associate (CCA) exam and/or other National Certification Exams.

24 classes @ 3.5 hours each, Staff
3525 (01), Mar 2 to Apr 30, 6:00 PM-9:30 PM
Monday, Tuesday & Thursday at Larkspur MS

Need more Medical Career Training info?**Call 757-648-6050, extension 64608**

HAMPTONROADS
WORKFORCECOUNCIL

Funded by the Workforce Innovation and Opportunity
Act through the Hampton Roads Workforce Council.

MEDICAL ADMINISTRATIVE ASSISTANT**\$1199 52 classroom hours + 80 hour externship**

Approved by Hampton Roads Workforce Council (HRWC)
HRWC funding may be subject to change

This 52-hour course prepares students to function effectively in many of the administrative and clerical positions in the health care industry. Medical Administrative Assistants, Medical Secretaries, and Medical Records Clerks are all positions in great demand. This program covers important background information on the medical assisting profession and interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management, and management of practice finances. This program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required to obtain a medical administrative assistant position in the health care field. **PLEASE NOTE:** This program meets the necessary requirements to take the National Healthcareer Association (N.H.A.) Certified Medical Administrative Assistant (CMAA) exam. To be eligible for the externship, students must successfully complete the 52-hour program, submit to a thorough FBI background check, drug screening, immunizations and meet other requirements.

15 classes @ 3.5 hours ea, Staff
3520 (01), Mar 23 to May 18, 6:00 PM-9:30 PM
Monday & Wednesday at Larkspur MS

CLINICAL MEDICAL ASSISTANT**\$2599 140 classroom hours + 160 hour externship**

Approved by Hampton Roads Workforce Council (HRWC)
HRWC funding may be subject to change

This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Important topics include phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, professional workplace behavior, ethics, and the legal aspects of healthcare. This program includes 140 hours of classroom lecture and hands-on labs and a clinical externship opportunity at a local healthcare provider. **PLEASE NOTE:** Upon successful completion of this program students are eligible to sit for the National Healthcareer Association (N.H.A.) Certified Clinical Medical Assistant (CMAA) national examination. To be eligible for the clinical rotation, students must successfully complete the 140-hour program, submit to a thorough FBI background check, drug screening, and meet other requirements.

40 classes @ 3.5 hours each, Staff
3536 (01), Feb 24 to Jun 2, 9:00 AM-12:30 PM,
Monday, Tuesday & Thursday at Renaissance
3536 (02), Mar 02 to Jun 9, 6:00 PM-9:30 PM,
Monday, Tuesday & Thursday at Renaissance

**FIRST AID**

\$104

This First Aid 2-year certification course teaches critical skills needed to respond to and manage an emergency in the first few minutes until emergency medical services (EMS) arrive. Learn how to treat bleeding, sprains, broken bones, shock, and respond to other first aid emergencies. You will receive a completion card valid for two years. A.H.A. book included.

1 class @ 2.5 hours, Staff

3538 (01), Mar 27, 9:00 AM-11:30 AM,

Friday at Renaissance

3538 (02), May 8, 9:00 AM-11:30 AM,

Friday at Renaissance

CPR (HEALTHCARE PROVIDER)

\$114

This 2-year certification in Basic Life Support (BLS) for Healthcare Providers includes Adult, Child, and Infant CPR and AED. BLS certification is required for many professionals, including personal trainers, nurses, and emergency medical personnel. A.H.A. book included.

1 class @ 4 hours, Staff

3537 (01), Mar 27, 12:30 PM-4:30 PM, Friday at Renaissance

3537 (02), May 8, 12:30 PM-4:30 PM, Friday at Renaissance

BLOODBORNE PATHOGENS CERTIFICATION

\$55

This Bloodborne Pathogens 1-year certification is designed to meet Occupational Safety and Health Administration (OSHA) requirements for personnel in manufacturing, hospitality, health and fitness, childcare, security, and other industries where this training is required. A.H.A. book included.

1 class @ 1 hour, Staff

3539 (01), Mar 27 8:00 AM-9:00 AM, Friday at Renaissance

3539 (02), May 8, 8:00 AM-9:00 AM, Friday at Renaissance

MANDATORY PREREGISTRATION REQUIREMENTS FOR CERTIFIED NURSE AIDE

1. Before registering you must call Tidewater Medical Training at 757-320-1780, extension 1. Allow 15 minutes to complete the phone interview and to discuss any questions you may have.
2. You must have a Purified Protein Derivative (P.P.D.) test (Tuberculosis test) or screening completed within 6 months of class start date.

CERTIFIED NURSE AIDE

\$1074 95 classroom hours + 40-hour externship

Approved by Hampton Roads Workforce Council (HRWC)

HRWC funding may be subject to change

This nursing fundamentals course prepares the student to assess and provide for the basic physical and emotional needs of clients in all areas of healthcare and prepares the student for the State Certification Examination to become a Certified Nursing Assistant. The clinical portion of the program is an opportunity for students to competently and safely transfer classroom theory into practice with instructor guidance and supervision. This course is required by the Virginia State Board of Nursing for Certified Nursing Assistants. **PREREQUISITE:** Please refer to mandatory preregistration requirements above. **PLEASE NOTE:** Students must wear a white uniform, white shoes, and a watch with a second hand. 40-hour clinical externship starts when classroom hours end.

21 classes @ 4.5 hours each, Staff

3548 (01), Mar 27 to May 15, 7:00 AM-3:00 PM, Monday through Friday

ALL classes are held at Tidewater Medical Training, 1300 Diamond Springs Rd, Suite 102, Virginia Beach VA, 23455.

Personal Fitness Trainer

\$649 30 hours + 30-hour internship

For more information visit www.witseducation.com

NATIONAL CERTIFICATION THROUGH WORLD INSTRUCTOR TRAINING SCHOOLS (WITS)

WITS Certified Personal Trainer is NCCA Accredited.

Get all the important information needed to start an exciting successful career as a Certified Personal Trainer. Employers of all sizes have partnered with WITS to meet you during our classes. Our personal trainer course is a great way to prepare for the on-campus national exam and live your dream of a successful personal trainer career in a field you love.

This challenging course is for candidates wanting LIVE instruction with **in-depth, hands-on practical labs** to master the career skills & knowledge. Our veteran teachers share all the do's and don'ts of working with clients. The course consists of 15 hours of lecture on key topics like biomechanics, exercise physiology, fitness testing, equipment usage, and health assessments. The best part of the course is the 15 hours of hands-on practical training labs. You will role play with assessing clients, programming, performing proper exercises, presentation skills, and more. Reading a book and testing does not get it done in the real world. Register today in one of the hottest growing professions in North America.

Test voucher included. You can work right after passing the C.P.T. exams! You must be 18 years of age and have proof of CPR/AED to obtain your **Level 1 Certified Personal Trainer**. As a **special bonus**, you can take advantage of our 30-hour employer internship to **get our advanced Level 2 Certified Personal Trainer credential at no additional cost!!** **PLEASE NOTE:** Required textbook: *Fitness Professional's Handbook, 7th Edition with Web Resources*, ISBN-13: 9781492523376. Save with the e-book version. Textbook is not available for purchase at the ALC.

A hybrid program is available. Please contact WITS for more details. www.witseducation.com

12 classes @ 3 hours each, WITS Staff

3130 (01), Feb 25 to Apr 9, 6:00 PM-9:00 PM, Tuesday & Thursday

Tuesday night classes will be held at Renaissance Academy. Thursday night classes will be held at a location to be determined.

Free Info Session for Certified Personal Trainer

Join us and meet leading local employers and our outstanding instructor to learn exactly what the Fitness Industry has to offer you and your career goals. This 1-hour information session will share everything from financial aid, textbook to online supplemental tools and more! Go from a fitness enthusiast to a nationally certified fitness leader in your community. Sign up today for our **FREE** orientation while seats are still available.

Tuesday, February 4, 6:00 PM-7:00 PM at Renaissance

Registration for this seminar is available by calling 757-428-4796 or emailing Devon at dlewis@witseducation.com



Fitness Specialist for Older Adults

\$412 16 classroom hours

For more information visit www.witseducation.com

Get the training and education you need to serve the fastest growing fitness population in the US. This 38-hour course includes 9 hours of classroom lecture, 9 hours of practical training, testing, and a required 20-hour internship. This unique certification provides you with the specific knowledge and practical skills you'll need for working with older adults. Learn what common ailments and physical conditions are germane to this special

population and how to design age appropriate, fun and functional exercise programs. **PREREQUISITES:** A degree related to the field of study or national fitness certification. CPR/AED is needed to receive the certificate. **PLEASE NOTE:** Call WITS at 757-428-4796 for any questions you may have. Call to order your textbook and start reading immediately—888-330-9487 (www.witseducation.com) Textbook is not available for purchase at the ALC. This course is recommended for 1 college credit by the American Council on Education—more information available at www2.acenet.edu

8 classes @ 2 hours each WITS Staff

3132 (01), Apr 21 to May 21, 6:00 PM-8:00 PM, Tuesday & Thursday

Tuesday night classes will be held at Renaissance Academy. Thursday night classes will be held at a location to be determined.

Career

NEW! DEVELOP YOUR BLOG & WEBSITE!

\$52 Senior Price \$41

Need a website for your business? Ready to create a blog and post your thoughts for the world to read? You'll need an online presence where people can find you. Whether you need to create an online portfolio, a website for a new business, or you would like to begin blogging, it is now easier than ever to create your own online presence. We'll work through the step-by-step process of setting up a website and examine ways to keep a blog fresh and successful. Join us to take the next step you've been looking for! **PREREQUISITE:** Basic computer skills. **PLEASE NOTE:** Bring your laptop to class. If you do not have a laptop, a limited number of ALC laptops will be available for use during class. ALC isn't responsible for any damage, loss, or replacement of your personal equipment.

3 classes @ 2 hours each, Elliott

2203 (01), Feb 25 to Mar 10, 6:00 PM-8:00 PM,
Tuesday at Renaissance

START WRITING!

\$65 Senior Price \$50

Do you dream about becoming a writer and don't know where to start? In this course you will utilize fun writing prompts to engage in weekly writing sessions and nonjudgmental group discussions. You will also learn ways to keep the creative juices flowing long after the class ends. Rekaya Gibson is an author and a freelance writer. She has written content for Amtrak, Writer's Digest Books, Cuisine Noir Magazine, and various lifestyle magazines. She also has authored seven books in multiple genres. **PLEASE NOTE:** You are required to purchase the following textbook: *100 Writing Prompts Inspired by Social Media* (eBook or paperback) by Rekaya Gibson, ISBN-13: 978-1976801983. Book will be available from the instructor the first day of class for \$5 (check or cash only) or you can purchase it from Amazon.

5 classes @ 1.5 hours each, Gibson

2204 (01), Feb 5 to Mar 4, 6:30 PM-8:00 PM,
Wednesday at Larkspur MS

KEYS TO STARTING A SUCCESSFUL HOME-BASED BUSINESS

\$36 Senior Price \$29

Whether you start a home catering business, a handyman business, a house cleaning business, or any other home-based business, there are basic foundation steps to take to get off to a successful start. In this class, you will review the dos and don'ts for creating a successful home-based business. From tax tips to marketing efforts to good record keeping, you'll learn what's necessary to spread the news about your new venture. **PLEASE NOTE:** Bring a notebook & pen to class.

2 classes @ 2 hours each, Balestino

2206 (01), Mar 11 to Mar 18, 6:00 PM-8:00 PM,
Wednesday at Renaissance

2206 (02), Apr 29 to May 6, 6:00 PM-8:00 PM,
Wednesday at Renaissance



PLANNING FOR A SATISFYING CAREER

\$33 Senior Price \$26

Do you feel like you have found your career niche? If not, then this class is for you! Learn the factors that impact career satisfaction, create a personal profile for exploring and evaluating career options, and strategize and develop an action plan toward achieving your career goals. You will also have the opportunity to schedule an individual appointment with a career counselor.

PREREQUISITE: Read and write English.

1 class @ 2 hours, McKay

2208 (01), Feb 10, 2:30 PM-4:30 PM, Monday at Renaissance

2208 (02), Mar 23, 6:00 PM-8:00 PM, Monday at Renaissance

2208 (03), May 11, 6:00 PM-8:00 PM, Monday at Renaissance

JOB SEARCH BOOT CAMP

\$69 Senior Price \$53

Has your job search hit a roadblock? Get back on the path to career success with these proven job-search strategies. In this 4-session boot camp, we will cover crafting résumés that highlight your skills, writing cover letters that help you stand out from the crowd, and preparing to wow employers during job interviews. This hands-on class will provide opportunities to practice your skills and get you ready to tackle your next job search with confidence. **PREREQUISITES:** Basic computer skills and access to a computer outside of class to complete assignments and ability to print them out or submit them by email to instructor.

4 classes @ 2 hours each, Elliott

2212 (01), Feb 12 to Mar 4, 6:00 PM-8:00 PM,

Wednesday at Larkspur MS

2212 (02), May 6 to May 27, 6:00 PM-8:00 PM,

Wednesday at Larkspur MS



Follow us on Twitter

@ALC_VB

US Citizenship Prep



NEW! USCIS CITIZENSHIP TEST & INTERVIEW PREPARATION

\$98 Senior Price \$75

This course guides you in your preparation for the 4-part USCIS Citizenship Test and Interview. The course introduces you to the factual information included on the test. Classes will include, but will not be limited to, the following: Naturalization eligibility; the 100 Civics questions/answers included on the test, as well as reading and writing practice; many possible interview questions pertaining to the N-400 application form; mock interview video and practice; English-language pronunciation practice, and internet resources.

PREREQUISITE: You must be able to speak, read, and write English at a High-beginning, Intermediate, or Advanced level.

6 classes @ 2 hours each, Miskel

2245 (01), Feb 8 to Apr 25, 10:00 AM-12:00 PM,
Saturday at Renaissance

Finance

WOMEN AND FINANCE

\$36 Senior Price \$29

It does not matter whether you are 20, 30, 50, or 70. All women should want to know how to improve their financial plan, whether you are just starting a new job, divorcing, or have lost a family member. It all has an effect on our finances. Learn to live within a budget! Yes, a real budget!

2 classes @ 2 hours each, Lerman

2210 (01), Feb 18 to Feb 19, 2:30 PM-4:30 PM,
Tuesday & Wednesday at Renaissance

2210 (02), Mar 17 to Mar 18, 2:30 PM-4:30 PM,
Tuesday & Wednesday at Renaissance

2210 (03), May 12 to May 13, 2:30 PM-4:30 PM,
Tuesday & Wednesday at Renaissance

13 STRATEGIES FOR A SUCCESSFUL RETIREMENT

\$42 Senior Price \$33

Are you worried about your financial ability to retire or that you might outlive your retirement assets? Let this two-part workshop answer all your questions. The workshop will cover Social Security rules and strategies, how to access your retirement accounts, calculating your Required Minimum distributions (RMD), reducing investment risks in your portfolio, "Stretch" IRA and Roth IRA tax delay strategies, Will and Trust planning, and what to spend 1st, 2nd, and 3rd in retirement. Start planning your retirement now!

2 classes @ 2.5 hours each, Hannahs

2244 (01), Mar 10 to Mar 17, 6:00 PM-8:30 PM,
Tuesday at Larkspur MS

2244 (02), Apr 1 to Apr 8, 6:00 PM-8:30 PM,
Wednesday at Larkspur MS

For Business Owners

CERTIFY YOUR COMPANY FOR ADDITIONAL BUSINESS OPPORTUNITIES

\$33 Senior Price \$26

This two-hour course will introduce you to the basics of business certifications. It will cover the Commonwealth of Virginia's SWaM program for Small, Women-owned, and Minority-owned Business contractors, and Service Disabled Veteran-owned Small Businesses (SDVOSB). Handouts and a PowerPoint presentation will be used to examine ways to increase business and become truly competitive.

1 class @ 2 hours, Hamlet

2238 (01), Apr 6, 6:30 PM-8:30 PM, Monday at Renaissance

QUICKBOOKS DESKTOP COMPREHENSIVE

\$195 Senior Price \$149

Are you considering becoming a bookkeeper? As a small business owner are you struggling with keeping your bookkeeping records? Do you need to prepare for tax season? Learn how most small businesses in Hampton Roads take control of and enhance their financial capabilities by using QuickBooks. All the essential attributes are explained and used in hands-on practice. Lists, forms, and reports are covered; payroll and estimating, as well as invoicing, billing and statements are actually practiced. QuickBooks 2019 will be used. Save yourself money by utilizing this program.

PREREQUISITES: This course is not for a novice computer user. 2601 Computer Basics 101 or previous experience opening and saving files, and basic editing skills are required. **PLEASE NOTE:** Students are required to purchase the following textbook: *QuickBooks Desktop 2018: Comprehensive, Print Textbook with eBook & eLab*, ISBN-13: 978-1-64061-004-0 or *QuickBooks Desktop 2018: Comprehensive, Print Textbook with eBook & eLab*, ISBN-13: 978-1-64061-042-2. Textbook is not available for purchase at the ALC. Intuit will provide software free for 5 months.

8 classes @ 3 hours each, McGrady

2213 (01), Feb 10 to Mar 16, 6:00 PM-9:00 PM,
Monday & Wednesday at Renaissance



**QUICKBOOKS COMPREHENSIVE ONLINE:
ACCOUNTING ON THE GO!**

\$149 Senior Price \$115

Keep up with your business finances while on the move! Learning how to use QuickBooks Online is almost as exciting as seeing the money you will save by using it to streamline productivity for your small business. No matter what business you are in, you will benefit from hands-on practice in a classroom setting. You will cover the essential steps of bookkeeping including lists, forms, reports, payroll, and invoicing. This course is designed to provide any small business everything needed to efficiently manage a business—from taxes to payroll. QuickBooks 2019 will be used. **PREREQUISITES:** Not for a novice computer user. 2601 Computer Basics 101 or previous experience opening and saving files, and basic editing skills are required. **PLEASE NOTE:** Students are required to purchase the following textbook: *QuickBooks Online: Comprehensive, Fall 2019 Edition, Textbook with eLab & eBook*, ISBN-13: 978-1-64061-193-1. Textbook is not available for purchase at the ALC. Intuit will provide software free for 1 year.

6 classes @ 3 hours each, McGrady

2214 (01), Mar 24 to Apr 9, 6:00 PM-9:00 PM,

Tuesday & Thursday at Renaissance

1-on-1 Classes Just For You!

1-on-1 classes are available throughout the semester. Register by mail or in person at the Adult Learning Center. Once you have scheduled course times with the instructor, the ALC requires 24 hours' notice to cancel a course meeting time. If notice is not given, you will forfeit that meeting time and it will not be rescheduled. All classes must be completed within one month of scheduled first class and/or before the semester ends. Written documentation is required for an extension to be granted due to unforeseen circumstances.

**1-ON-1 QUICKBOOKS—NEW ENTREPRENEURS &
EXISTING BUSINESS OWNERS**

\$290

Do you operate or want to operate your own business without having to pay a bookkeeper or accountant? This course will introduce you to the Intuit QuickBooks skills needed to set up and operate your business. The instructor will guide you on a one-on-one basis through the steps and reports available for running your business. Emphasis will be on budgeting, planning, reporting accounts receivable and payable, and cash flow reports. Face-to-face meetings and learning modules can be scheduled during the semester at mutually convenient times. **PREREQUISITES:** Basic math and some computer experience.

4 classes @ 2 hours each, Hamlet

2216 The instructor will contact you to arrange a meeting time.

1-ON-1 QUICKBOOKS PRO

\$290

This course will provide a person new or old to QuickBooks with the necessary tools needed to accomplish your goals of being able to manage your company financially. If you are considering becoming a bookkeeper, a small business owner, or an accountant, you will learn how most small businesses in Hampton Roads take control of and enhance their financial capabilities by using QuickBooks. All the essential attributes are explained and used in hands-on practice. Lists, forms, and reports are covered; payroll and estimating, as well as invoicing, billing, and statements are practiced. QuickBooks 2019 will be used. Both online and desktop can be covered. **PREREQUISITES:** This course is not for a novice computer user. 2601 Computer Basics 101 or previous experience opening and saving files, and basic editing skills are required. **PLEASE NOTE:** Students are required to purchase the following textbook: *QuickBooks 2016 - The Missing Manual: The Official Intuit Guide to QuickBooks* - ISBN: 9781491917893. Purchase textbook through Barnes & Noble or Amazon. Not available at the ALC.

4 classes @ 2 hours each, McGrady

2215 The instructor will contact you to arrange a meeting time.

1-ON-1 RÉSUMÉ & JOB SEARCH

\$127

Face-to-face consultation for the job market and realistic goal setting as it relates to your résumé. Gain an honest evaluation and assessment of your hopes, talents, experiences, likes, and dislikes. Hear the latest techniques, tips, and expectations when interviewing. With help from a professional résumé writer, you will learn the tools needed to develop a powerful market-specific résumé. A virtual consultation is also available upon request.

1 class @ 3 hours, Harrison

2219 The instructor will contact you to arrange a meeting time.

Small Engine Repair

PRACTICAL SMALL ENGINE REPAIR

\$154 Senior Price \$120

Learn how small air-cooled internal combustion engines work and how to troubleshoot problems and make repairs. Preventive maintenance and service will be reviewed. Students can bring in lawnmowers, chainsaws, trimmers, and blowers; or any gas-powered outdoor equipment that they would like to evaluate to determine if repair is possible. Chainsaw sharpening and lawnmower blade sharpening will be demonstrated and can be practiced. **PLEASE NOTE:** Parts needed for repair must be purchased by the student.

6 classes @ 3 hours each, Kennedy

2201 (01), Feb 27 to Apr 2, 6:30 PM-9:30 PM,

Thursday at Renaissance

2201 (02), May 7 to Jun 11, 6:30 PM-9:30 PM,

Thursday at Renaissance



Follow us on Facebook
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GOOD TO KNOW!

Please save and bring your course confirmation letter to the first class to receive instructions on purchasing discounted software. More information will be available during class.

Web**EBAY BASICS**

\$57 Senior Price \$46

Have something to sell? New to EBAY? This course provides step-by-step instruction for beginners on how to set up your account, create strong passwords, and list and sell your items for the best price. Tips on taking pictures of your item and when is the best time of day to list it. **PREREQUISITE:** Basic computer skills.

2 classes @ 3 hours each, Schmidt

2664 (01), Feb 4 to Feb 6, 8:30 AM-11:30 AM,
Tuesday & Thursday at Renaissance

2664 (02), Mar 25 to Mar 26, 6:00 PM-9:00 PM,
Wednesday & Thursday at Renaissance

2664 (03), May 14 to May 19, 12:30 PM-3:30 PM,
Tuesday & Thursday at Renaissance

WEB BASICS: HTML, CSS & WEB GRAPHICS

\$103 Senior Price \$80

Are you interested in creating your own website for your small business, organization or hobby? This course is an introduction to the website core technologies like HTML, CSS, and Search Engine Optimization. It will give you a better understanding of the files and resources that go into creating a great website. **PREREQUISITE:** Basic computer skills. **PLEASE NOTE:** Recommended Book: *Web Design in Easy Steps 6th Edition* by Sean McManus, ISBN-13: 978-1840786255. Textbook is not available for purchase at the ALC.

6 classes @ 2 hours each, Hicks

2665 (01), Apr 20 to May 6, 6:30 PM-8:30 PM,
Monday & Wednesday at Renaissance

**Basics****COMPUTER BASICS 101**

\$171 Senior Price \$131

This course is a good starting point for learning computer basics, mouse skills and keyboard shortcuts. Get to know the hardware, learn common terminology, how to shop for a new computer, and how to buy software for an existing computer. Learn basic file management, how to create secure passwords that you will remember, and obtain an introduction to software applications.

6 classes @ 3.5 hours each, Schmidt

2601 (01), Feb 4 to Feb 13, 6:00 PM-9:30 PM,
Tuesday, Wednesday & Thursday at Renaissance

2601 (02), Feb 19 to Mar 3, 12:30 PM-4:00 PM,
Tuesday, Wednesday & Thursday at Renaissance

2601 (03), Mar 5 to Mar 24, 8:30 AM-12:00 PM,
Tuesday & Thursday at Renaissance

2601 (04), Mar 31 to Apr 9, 6:00 PM-9:30 PM,
Tuesday, Wednesday & Thursday at Renaissance

2601 (05), Apr 30 to May 13, 12:30 PM-4:00 PM,
Tuesday, Wednesday & Thursday at Renaissance

2601 (06), May 21 to Jun 9, 8:30 AM-12:00 PM,
Tuesday & Thursday at Renaissance

MS OFFICE 365/2019 OVERVIEW

\$126 Senior Price \$97

An overview of the Microsoft Office Suite 365/2019 (Word, Excel, Publisher, PowerPoint, Access, OneNote) will show you how to produce files in each program. Learn quick tips and tools that will help you understand the fundamentals of each program.

5 classes @ 3 hours each, Schmidt

2621 (01), Feb 18 to Feb 26, 6:00 PM-9:00 PM,
Tuesday, Wednesday & Thursday at Renaissance

2621 (02), Mar 4 to Mar 12, 12:30 PM-3:30 PM,
Tuesday, Wednesday & Thursday at Renaissance

2621 (03), Mar 26 to Apr 9, 8:30 AM-11:30 AM,
Tuesday & Thursday at Renaissance

2621 (04), Apr 21 to Apr 29, 6:00 PM-9:00 PM,
Tuesday, Wednesday & Thursday at Renaissance

2621 (05), May 20 to May 28, 12:30 PM-3:30 PM,
Tuesday, Wednesday & Thursday at Renaissance

WINDOWS 10 TRANSITION

\$57 Senior Price \$46

This course will cover features new to the Windows 10 operating system. Learn to modify the start menu, add, use, and remove apps. **PREREQUISITE:** 2601 Computer Basics 101 or equal knowledge. **PLEASE NOTE:** Windows 10 computers will be provided but portable Windows 10 devices (laptop/tablets only) are welcome. ALC isn't responsible for any damage, loss or replacement of your personal devices.

2 classes @ 3 hours each, Schmidt

2630 (01), Feb 27 to Mar 3, 8:30 AM-11:30 AM,
Tuesday & Thursday at Renaissance

MS OneNote, Outlook, Publisher & PowerPoint

MS ONENOTE 365/2019 BASICS

\$57 Senior Price \$46

This course will cover the basics of OneNote. Learn to create notebooks with sections and pages. Create text containers, tables, drawings, and insert pictures, clips, and hyperlinks. **PREREQUISITE:** 2601 Computer Basics 101 or equal knowledge.

2 classes @ 3 hours each, Schmidt

2634 (01), Feb 13 to Feb 18, 12:30 PM-3:30 PM,
Tuesday & Thursday at Renaissance

2634 (02), Jun 2 to Jun 3, 12:30 PM-3:30 PM,
Tuesday & Wednesday at Renaissance

2634 (03), Jun 10 to Jun 11, 6:00 PM-9:00 PM,
Wednesday & Thursday at Renaissance

MS OUTLOOK 365/2019 BASICS

\$81 Senior Price \$64

This course will provide a basic overview of Outlook. Learn how to create, read, and reply to email. Learn to add attachments, and contacts and appointments, including reminders. **PREREQUISITE:** 2601 Computer Basics 101 or equal knowledge.

3 classes @ 3 hours each, Schmidt

2636 (01), Apr 21 to Apr 28, 8:30 AM-11:30 AM,
Tuesday & Thursday at Renaissance

2636 (02), May 14 to May 20, 6:00 PM-9:00 PM,
Tuesday, Wednesday & Thursday at Renaissance

MS PUBLISHER 365/2019 BASICS

\$81 Senior Price \$64

This course will cover the basics of Publisher. Learn to create and format text frames, and add graphics, lists, and tables. Use templates to create cards and calendars. **PREREQUISITE:** 2601 Computer Basics 101 or equal knowledge.

3 classes @ 3 hours each, Schmidt

2638 (01), Feb 11 to Feb 18, 8:30 AM-11:30 AM,
Tuesday & Thursday at Renaissance

2638 (02), Apr 7 to Apr 9, 12:30 PM-3:30 PM,
Tuesday, Wednesday & Thursday at Renaissance

2638 (03), Jun 9 to Jun 11, 12:30 PM-3:30 PM,
Tuesday, Wednesday & Thursday at Renaissance

MS POWERPOINT 365/2019 BASICS

\$81 Senior Price \$64

Learn the basics of MS PowerPoint 365/2019 by creating presentations using textboxes, images, shapes, charts and tables. Also learn how to modify themes, add animations, add transitions, change background, add sound, make a presentation from a set of pictures automatically, and add automatic timing for showing a presentation.

3 classes @ 3 hours each, Schmidt

2640 (01), Mar 31 to Apr 2, 12:30 PM-3:30 PM,
Tuesday, Wednesday & Thursday at Renaissance

2640 (02), May 21 to May 27, 6:00 PM-9:00 PM,
Tuesday, Wednesday & Thursday at Renaissance

MS Word, Excel & Access

MS WORD 365/2019 SIMPLIFIED

\$149 Senior Price \$115

Learn essential word processing fundamentals, shortcuts, tips, ribbons, tool bars, formatting, paragraph and page tools, templates and merging.

6 classes @ 3 hours each, Schmidt

2644 (01), Mar 17 to Mar 26, 12:30 PM-3:30 PM,

Tuesday, Wednesday & Thursday at Renaissance

2644 (02), Apr 30 to May 13, 6:00 PM-9:00 PM,

Tuesday, Wednesday & Thursday at Renaissance

MS EXCEL 365/2019 SIMPLIFIED

\$126 Senior Price \$97

This outstanding course will help you quickly learn essential spreadsheet design and development skills. Major topics covered are: basic structure, formatting and custom formatting, absolute/relative addressing, basic formulas, sorting/searching, ranges, charts, graphics, pivot tables, filters, and more! Plenty of shortcuts and practical applications are included. **PREREQUISITE:** 2601 Computer Basics 101 or some experience with Microsoft Office applications.

5 classes @ 3 hours each, Schmidt

2650 (01), Feb 4 to Feb 12, 12:30 PM-3:30 PM,

Tuesday, Wednesday & Thursday at Renaissance

2650 (02), Feb 27 to Mar 10, 6:00 PM-9:00 PM,

Tuesday, Wednesday & Thursday at Renaissance

2650 (03), Apr 21 to Apr 29, 12:30 PM-3:30 PM,

Tuesday, Wednesday & Thursday at Renaissance

2650 (04), May 28 to Jun 9, 6:00 PM-9:00 PM,

Tuesday, Wednesday & Thursday at Renaissance

2650 (05), Jun 11 to Jun 25, 8:30 AM-11:30 AM,

Tuesday & Thursday at Renaissance

MS ACCESS 365/2019 SIMPLIFIED

\$149 Senior Price \$115

Access isn't rocket science - it's a database. This is the most simplified Access 365/2019 course you can find. The class will learn to design and create a basic database using tables, queries, forms, and reports.

PREREQUISITE: 2601 Computer Basics 101 or equal knowledge.

6 classes @ 3 hours each, Schmidt

2656 (01), Mar 11 to Mar 24, 6:00 PM-9:00 PM,

Tuesday, Wednesday & Thursday at Renaissance

2656 (02), Apr 30 to May 19, 8:30 AM-11:30 AM,

Tuesday & Thursday at Renaissance

2656 (03), Jun 16 to Jun 25, 12:30 PM-3:30 PM,

Tuesday, Wednesday & Thursday at Renaissance

FILES, FOLDERS & LIBRARIES: UP & BEYOND BASIC

\$57 Senior Price \$46

This course is for students who need more in-depth file management skills or need a refresher from a previous class. Learn to create and use libraries and set the default programs to open files. **PREREQUISITE:** 2601 Computer Basics 101.

2 classes @ 3 hours each, Schmidt

2660 (01), Feb 20 to Feb 25, 8:30 AM-11:30 AM,

Tuesday & Thursday at Renaissance

1-on-1 Classes Just For You!

1-on-1 classes are available throughout the semester. Register by mail or in person at the Adult Learning Center. The instructor will contact you to arrange a meeting time. Once you have scheduled course times with the instructor, the ALC requires 24 hours' notice to cancel a course meeting time. If notice is not given, you will forfeit that meeting time and it will not be rescheduled. All classes must be completed within one month of scheduled first class and/or before the semester ends. Written documentation is required for an extension to be granted due to unforeseen circumstances. **PLEASE NOTE: Please save and bring your course confirmation letter to the first class to receive instructions on purchasing discounted software.**

1-ON-1 COMPUTER BASICS

\$ 220

Need tutoring or help with a subject not covered in our catalog? Have specific questions that are not appropriate for a classroom setting? Maybe a 1-on-1 class is best for you.

3 classes @ 2 hours each, Schmidt

2687 The instructor will contact you to arrange a meeting time.

1-ON-1 MS EXCEL 365/2019

\$220

A 1-on-1 class is a great way to learn how to design and develop an Excel spreadsheet. Major topics covered are: basic structure, formatting, absolute/relative addressing, basic formulas, sorting/searching, ranges, charts, graphics, pivot tables, filters and more. **PREREQUISITE:** Computer Basics 101 or equal knowledge.

3 classes @ 2 hours each, Schmidt

2688 The instructor will contact you to arrange a meeting time.

1-ON-1 MS ACCESS 365/2019

\$220

A 1-on-1 Access class customized to your needs! Learn how to plan a database from scratch. Design the structure, query the database, and create forms and reports. Perfect class for those running a small business or who are required to make simple business decisions. **PREREQUISITE:** Computer Basics 101 or equal knowledge.

3 classes @ 2 hours each, Schmidt

2689 The instructor will contact you to arrange a meeting time.

1-ON-1 MS WORD 365/2019

\$220

In today's business environment, it is critically important that employees are knowledgeable in creating business-related documents and sharing them with others. Learn the essentials of creating a business letter, formatting a document, addressing an envelope, establishing properties in a document, tracking changes, authorship, and emailing a document. **PREREQUISITE:** Computer Basics 101 or equal knowledge.

3 classes @ 2 hours each, Schmidt

2690 The instructor will contact you to arrange a meeting time.

1-ON-1 MS PUBLISHER 365/2019

\$220

What could be more fun than learning how to make cards and calendars using your computer? Learn the basics of Publisher - how to create and format text frames, and add graphics, lists, and tables. Use templates to create cards and calendars.

PREREQUISITE: Computer Basics 101 or equal knowledge.

3 classes @ 2 hours each, Schmidt

2691 The instructor will contact you to arrange a meeting time.

1-ON-1 MS POWERPOINT 365/2019

\$220

Learn how to train, persuade, and inform your audience via PowerPoint, the gold standard in presentation packages. Specifically, learn how to create a presentation with themes, graphics, tables, and photos included. Learn how to add media and special effects. **PREREQUISITE:** Computer Basics 101 or equal knowledge.

3 classes @ 2 hours each, Schmidt

2692 The instructor will contact you to arrange a meeting time.

The Greek Experience

NEW! BEGINNING GREEK COOKING: SOUP & SALAD

\$40 Senior Price \$33

Greek cooking is an art that anyone can master. The dishes are rich in vegetables, herbs, fish, olive oil, and much more. Come and learn to make the iconic favorite Greek soup, AVGOLEMONO; a Greek Egg-Lemon Chicken Soup. Also, learn how to make a delicious Greek simple salad. **PLEASE NOTE:** Class includes all ingredients and needed utensils.

1 class @ 2 hours, Lerman

2759 (01), Mar 11, 6:00 PM-8:00 PM,

Wednesday at Renaissance

NEW! BEGINNING GREEK COOKING: COOKIES

\$40 Senior Price \$33

Baking Greek cookies has always been a long time tradition. It does not matter whether it is Koulourakis, Baklava, or Kourabiethes. They are all delicious. We will be making and baking a twisted cookie called Koulourakis. These cookies are a traditional Easter cookie that you can dip into your coffee, tea or milk.

PLEASE NOTE: Class includes all ingredients and needed utensils.

1 class @ 2 hours, Lerman

2760 (01), Feb 11, 6:00 PM-8:00 PM, Tuesday at Renaissance

2760 (02), Apr 7, 6:00 PM-8:00 PM, Tuesday at Renaissance

Register online today!

alc.vbschools.com

Avoid the disappointment of a canceled class—register early!

The Italian Experience

HOW TO MAKE A PERFECT RISOTTO

\$34

Learn the techniques to make the perfect risotto, the history of different types of rice, and how to prepare different broths. The instructor will demonstrate the preparation of risotto with mushroom and Italian sausage and risotto with black ink, squids and almonds.

PLEASE NOTE: Class includes all ingredients and needed utensils.

1 class @ 2 hours, Piperno

2740 (01), Mar 18, 6:30 PM-8:30 PM,
Wednesday at Renaissance

TASTE OF ROME

\$34

Learn the history, legends, and how to prepare classic Roman recipes: Rigatoni alla Carbonara with egg yolks, Romano cheese and pancetta, and Bucatini alla Matriciana with tomato sauce and pancetta. **PLEASE NOTE:** Class includes all ingredients and needed utensils.

1 class @ 2 hours, Piperno

2741 (01), Apr 29, 6:30 PM-8:30 PM,
Wednesday at Renaissance

NEW! STUFFED HOMEMADE CULARGIONES

\$34

Learn how to make stuffed pasta, the history of different recipes, and about different types of stuffing. We will be making "Culargiones" (a sort of ravioli) with potato, mint and pecorino cheese. **PLEASE NOTE:** Class includes all ingredients and needed utensils.

1 class @ 2 hours, Piperno

2742 (01), Feb 26, 6:30 PM-8:30 PM,
Wednesday at Renaissance

ITALIAN TEMPURA

\$34

Learn the techniques to cook Italian Tempura including fried veggies, shrimp, suppli (croquettes) and...a few surprises from the chef. **PLEASE NOTE:** Class includes all ingredients and needed utensils.

1 class @ 2 hours, Piperno

2749 (01), May 13, 6:30 PM-8:30 PM,
Wednesday at Renaissance

The American Experience

NEW! GRILL BABY GRILL!

\$51 Senior Price \$44

Learn basic techniques to enhance your outdoor cooking skills. In this hands-on course, we will focus on charcoal and gas grilling, smoking, as well as creating rubs and brining. Remember that food just tastes better when it's cooked over **FIRE!** **PLEASE NOTE:** Class includes all ingredients and needed utensils.

1 class @ 4 hours, Bollenbacher

2765 (01), May 16, 9:00 AM-1:00 PM, Saturday at Renaissance
2765 (02), Jun 20, 9:00 AM-1:00 PM, Saturday at Renaissance

NEW! INSTAPOT & OVEN CASSEROLES

\$51 Senior Price \$44

One of the best parts of cooking is a meal that you could basically fix and forget! In this hands-on course, you will prepare casseroles that can be cooked in the oven or in the basic Instapot. These recipes are quick-fix, then hands-off cooking. Just right for the busy individual, and are low cost to your budget! **PLEASE NOTE:** Class includes all ingredients and needed utensils.

1 class @ 4 hours, Bollenbacher

2754 (01), Feb 22, 9:00 AM-1:00 PM, Saturday at Renaissance
2754 (02), Apr 25, 9:00 AM-1:00 PM, Saturday at Renaissance

SIMPLE SOUTHERN

\$51 Senior Price \$44

I am a simple Southern girl, who loves to cook "down-home" meals for my family! I am offering this course to those of you who have always wanted to learn how to cook **outstanding** Southern Comfort food! In this hands-on course, we will create Southern recipes such as: Homemade Fried Chicken and Fish, my Ridiculous Potato Salad, Baked Mac and Cheese, Southern Style Greens, Sweet Potato Pie and my "Slap Your Mama" Citrus Pie! **"Get your Southern on Y'all!"** **PLEASE NOTE:** Class includes all ingredients and needed utensils.

1 class @ 4 hours, Bollenbacher

2755 (01), Mar 7, 9:00 AM-1:00 PM, Saturday at Renaissance
2755 (02), May 2, 9:00 AM-1:00 PM, Saturday at Renaissance

THRIFTY AND TASTY

\$51 Senior Price \$44

I don't know about you, but I love a great tasting meal that will also cut down on the time it takes me to prepare it and the amount of money I spend on it! In this hands-on course you will learn the basic operations of a food sealer and how to utilize versatile ingredients that can be stretched out over an entire week. It will also cover meal planning that will cut down on your shopping time, food costs, preparation time and overall time in the kitchen! Learn how to create meals that are quick, fresh and tasty! **PLEASE NOTE:** Class includes all ingredients and needed utensils.

1 class @ 4 hours, Bollenbacher

2756 (01), Mar 21, 9:00 AM-1:00 PM, Saturday at Renaissance
2756 (02), Jun 6, 9:00 AM-1:00 PM, Saturday at Renaissance

NEW! MORE "AHH-MAZING ASIAN"

\$51 Senior Price \$44

By popular demand, AHH-Mazing Asian cooking is back! In this hands-on course, you will continue to obtain knowledge on how to prepare amazing Asian Dishes. This course will focus on Japanese, Filipino, Thai and Hawaiian dishes. Yes, you did prove that "Eating-in" has become your family's new "Take-out"! **PLEASE NOTE:** Class includes all ingredients and needed utensils.

1 class @ 4 hours, Bollenbacher

2761 (01), Feb 8, 9:00 AM-1:00 PM, Saturday at Renaissance
2761 (02), Apr 4, 9:00 AM-1:00 PM, Saturday at Renaissance

Sewing

SEWING FOR BEGINNERS

\$144 Senior Price \$110

The course will teach students the basics of sewing. The student will learn sewing terminology, how to read patterns, determine tools and notions needed to construct a garment, how to use a sewing machine, and how to sew fabric pieces and complete a garment.

PLEASE NOTE: Supply list available online at alc.vbschools.com. Bring supplies to the first class.

6 classes @ 3 hours each, Tyler
3233 (01), Feb 24 to Mar 30, 6:00 PM-9:00 PM,
Monday at Larkspur MS

SEWING - BEYOND THE BASICS

\$144 Senior Price \$110

This course is for people who are ready to expand their sewing knowledge and skills. Students will learn complex sewing techniques and use more challenging patterns. **PREREQUISITE:** Basic sewing knowledge and experience. **PLEASE NOTE:** Supply list available online at alc.vbschools.com. Bring supplies to the first class.

6 classes @ 3 hours each, Tyler
3234 (01), Apr 20 to Jun 1, 6:00 PM-9:00 PM,
Monday at Larkspur MS

1-on-1 Class Just For You!

1-on-1 classes are available throughout the semester. Register by mail or in person at the Adult Learning Center. The instructor will contact you to arrange a meeting time. Once you have scheduled course times with the instructor, the ALC requires 24 hours' notice to cancel a course meeting time. If notice is not given, you will forfeit that meeting time and it will not be rescheduled. All classes must be completed within one month of scheduled first class and/or before the semester ends. Written documentation is required for an extension to be granted due to unforeseen circumstances.

1-ON-1 SEWING FOR BEGINNERS

\$233

The course will teach you the basics of sewing in a one-on-one setting. Learn sewing terminology, how to read patterns, determine tools and notions needed to construct a garment, how to use a sewing machine, and how to sew fabric pieces and complete a garment.

PLEASE NOTE: Supply list available online at alc.vbschools.com. Bring supplies to the first class.

Students need to provide all necessary materials including a sewing machine. ALC isn't responsible for any damage, loss or replacement of your personal sewing machine. Instructor is available on Thursdays and Fridays only.

2 classes @ 3 hours each, Tyler
3230 The instructor will contact you to arrange a meeting time.

1-ON-1 SEWING PROJECTS

\$110

This course is for students who want assistance with a specific sewing project in a one-on-one setting. **PLEASE NOTE:** Students must know the basics of sewing and use of a sewing machine. Students need to provide all necessary materials including a sewing machine. ALC isn't responsible for any damage, loss or replacement of your personal sewing machine. Instructor is available on Thursdays and Fridays only.

1 class @ 3 hours, Tyler
3232 The instructor will contact you to arrange a meeting time

Digital Camera

DIGITAL SLR CAMERA FOR BEGINNERS

\$69 Senior Price \$53

It is a daunting task to set a digital SLR so that you get that special picture. This course for beginners will demystify all those knobs, dials, buttons and menus on your DSLR, while also taking time to actually have you take pictures and rate them based on the knowledge learned in the "how to take pictures part of the course." DSLR cameras can do far more than phones which will be briefly discussed. Photo editing software will be briefly reviewed. **PLEASE NOTE:** Bring camera, all cables, extra batteries and instruction book to ALL classes. ALC isn't responsible for any damage, loss or replacement of your personal equipment.

4 classes @ 2 hours each, McGrady
3212 (01), Apr 21 to Apr 30, 6:00 PM-8:00 PM,
Tuesday & Thursday at Renaissance
3212 (02), May 11 to May 20, 6:00 PM-8:00 PM,
Monday & Wednesday at Renaissance

NEW! UNDERSTANDING PHOTOGRAPHY AND YOUR CAMERA

\$83 Senior Price \$64

Want to understand what the symbols mean on your camera? Want to know why the picture is too dark, too light, or why you get the dreaded Red-eye? This class is for you. Learn how to control your camera to get great images and how to use your flash and other light sources. Learn how to control focus and the use of the controls of your digital SLR or even your Point and Shoot. This class is for young to the young at heart. Come and see what you can do with your cameras. **PLEASE NOTE:** Must bring your Digital SLR or Point and Shoot camera and the instruction manual. ALC isn't responsible for any damage, loss or replacement of your personal equipment.

5 classes @ 2 hours each, Darracott
3217 (01), Feb 13 to Mar 12, 2:30 PM-4:30 PM,
Thursday at Renaissance
3217 (02), May 7 to Jun 4, 2:30 PM-4:30 PM,
Thursday at Renaissance

NEW! PHOTO EDITING & RESTORATION FOR BASIC DIGITAL SLR USERS

\$69 Senior Price \$53

Learn the basics of photo editing and restoration using Photo Shop Elements. This class will give you tips to edit photos including sizing, cropping, and correcting lighting.

PREREQUISITES: Basic computer skills and preferably just finished Digital SLR Camera for Beginners.

4 classes @ 2 hours each, McGrady

3209 (01), May 26 to Jun 4, 6:00 PM-8:00 PM,
Tuesday & Thursday at Renaissance

CREATING PHOTO BOOKS 101: SIMPLE, FAST & FUN

\$36 Senior Price \$29

Make a keepsake photo album using online software! Following step-by-step instructions you will learn how to use the software and upload your photos. You may bring up to 50 photos to the first session to be scanned for your project. If you do not have a project, the instructor will help you choose one. There will be one week between sessions so that you can work on your album at home. You will complete the book during the second session. While the software is free, the completed photo album must be purchased if you would like a printed copy. Prices start at \$19.99. You may continue using the free software after class is finished. **PREREQUISITE:** Basic computer skills. We recommend that you take Course 3213, Preserve, Organize & Save Your Photos! prior to this class. **PLEASE NOTE:** Bring your laptop to class. If you do not have a laptop, a limited number of ALC laptops will be available for use during class. Tablets are not recommended for this class. ALC isn't responsible for any damage, loss or replacement of your personal equipment.

2 classes @ 2 hours each, Williams

3215 (01), Apr 8 to Apr 22, 6:30 PM-8:30 PM,
Wednesday at Renaissance

CLICK, DESIGN, CREATE PHOTO GIFTS THE FOREVER WAY

\$36 Senior Price \$29

Celebrate a graduate or a family tradition by creating a special gift or keepsake such as photo cards, photobooks, calendars, mugs or wall art. Following step-by-step instructions you will learn how to use online design software. During the first class you will scan and upload your photos. You will complete your project during the second class. While the software is free, the completed project must be purchased. You may continue using the free software after class is finished. Prices for gifts currently range from \$0.79 per card; \$10 - \$20 for calendars or mugs; \$19.99 and up for photo books; and \$24.99 and up for wall art. **PREREQUISITE:** Basic computer skills. **PLEASE NOTE:** Bring up to 10 photos for scanning and your laptop or tablet to class. If you do not have a laptop, a limited number of ALC laptops will be available for use during class. Phones are not recommended for this class. ALC isn't responsible for any damage, loss or replacement of your personal equipment. We recommend that you take Course 3213, Preserve, Organize & Save Your Photos! prior to this class.

2 classes @ 2 hours each, Williams

3216 (01), May 6 to May 20, 6:30 PM-8:30 PM,
Wednesday at Renaissance

Creatively Use Your Photos

PRESERVE, ORGANIZE & SAVE YOUR PHOTOS & MEDIA!

\$33 Senior Price \$26

Imagine all your photos organized and all in one place, permanently, safely and you have a system that lets you find any photo in literally seconds! This includes old slides, movies and memorabilia too. An overview of photo scanning, scanning options, Digital Photo Hub (DPH) organization, how to use a cloud for backup and the various cloud solutions. Learn how to preserve outdated media (videotapes, slides, film reels, etc.). The class will also briefly explore different ways to celebrate and share memories with photo gifts, framing, photo books and slide shows. This class is informative and has no prerequisites.

1 class @ 2 hours, Williams

3213 (01), Feb 19, 6:30 PM-8:30 PM, Wednesday at Renaissance

3213 (02), Mar 2, 6:30 PM-8:30 PM, Monday at Renaissance

3213 (03), Jun 1, 6:30 PM-8:30 PM, Monday at Renaissance

SOS PHOTO TRAINING: TIME TO SAVE YOUR PHOTOS

\$36 Senior Price \$29

Overwhelmed by your disorganized collection of family photos? Time for our S.O.S. Photo Training. Learn how to convert to the latest digital format and how to curate, file and preserve your photo memories. Learn how to use your photos to celebrate your loved ones with custom gifts. In this class, you will get a free Forever account where you will upload, organize, tag and share photos with friends and family.

2 classes @ 2 hours each, Williams

3214 (01), Mar 11 to Mar 25, 6:30 PM-8:30 PM,
Wednesday at Renaissance

Register online today!

alc.vbschools.com

Avoid the disappointment of a canceled class—register early!



Decluttering

DECLUTTERING YOUR LIFE INSIDE & OUT

\$52 Senior Price \$41

If your life is stressed and out of balance, your home will be too. In this class, you will learn how to get and stay organized, use a variety of strategies for eliminating clutter, and identify blockages to progress. In addition to eliminating physical clutter, you will also learn to remove the emotional clutter, stress and negativity that keep us from fully enjoying our lives.

4 classes @ 1.5 hours each, McAbee

3240 (01), Mar 5 to Mar 26, 6:30 PM-8:00 PM,
Thursday at Renaissance

DECLUTTERING AROUND THE WORLD

\$33 Senior Price \$26

Clutter is a global issue and many cultures have their own traditions of clearing out excess and making peace with their surroundings. In this course we will explore the Japanese philosophy of “wabi-sabi”, the Danish concept of “hygge”, the Swedish idea of “death cleaning” and the Chinese method of “feng shui” to declutter the physical and emotional excesses in our lives. These 4 aesthetics of simplicity and organization will help us rid our lives of clutter and stress, embrace imperfection, and create more harmonious and peaceful homes and lives.

1 class @ 2 hours, McAbee

3242 (01), Feb 13, 6:30 PM-8:30 PM, Thursday at Renaissance

NEW! DIGITAL DECLUTTERING: DETOXING FROM TECHNOLOGY

\$33 Senior Price \$26

Humans are not wired to be constantly wired. Despite its benefits, the use of emails, apps, smartphones, social networks, websites, texting, etc. make for a fast-paced, technologically-addicted society that can negatively affect our mental and physical well-being. But how do we regain a balanced life without unplugging completely? In this class, we will “re-boot” our relationship with technology, scaling back its use, maximizing its value and minimizing its harm. Rediscover the pleasures of the offline world and explore practical, manageable tools for getting smarter about how to use technology to create more intentional and meaningful lives.

1 class @ 2 hours, McAbee

3244 (01), Feb 27, 6:30 PM-8:30 PM, Thursday at Renaissance

Genealogy

BEGINNING GENEALOGY

\$42 Senior Price \$33

Course will provide an overview of basic genealogy techniques for tracing family history using home records, census records and vital records (birth, marriage, death).

5 classes @ 1 hour each, Moore

3205 (01), Feb 5 to Mar 4, 6:30 PM-7:30 PM,
Wednesday at Renaissance

INTERMEDIATE GENEALOGY

\$36 Senior Price \$29

This class will discuss the use of deed, probate, and non-census population records in genealogical research and demonstrate basic problem-solving techniques to resolve conflicting information. **PREREQUISITE:** 3205 Beginning Genealogy or basic genealogy knowledge.

4 classes @ 1 hour each, Moore

3206 (01), Mar 18 to Apr 8, 6:30 PM-7:30 PM,
Wednesday at Renaissance

GENEALOGY ON THE INTERNET

\$42 Senior Price \$33

Course will provide an overview and demonstration of how to use Internet websites to search genealogy records; including Ancestry, FamilySearch, Fold3, Genealogy Bank, and Find a Grave. **PREREQUISITES:** Basic computer skills and completion of 3205 Beginning Genealogy or basic genealogy knowledge.

5 classes @ 1 hour each, Moore

3207 (01), Apr 29 to May 27, 6:30 PM-7:30 PM,
Wednesday at Renaissance

Plant Propagation

NEW! PLANT PROPAGATION: SEEDS, CUTTINGS & OTHER TRICKS

\$57 Senior Price \$46

Learn to propagate all types of plants in this 6-hour course. Class will cover techniques and equipment from seeds to cuttings. Learn to select the most appropriate propagation method for the variety of plant you wish to grow. You will be able to multiply the plants you already have and develop your passion.

3 classes @ 2 hour each, Lankford-Needy

3250 (01), Mar 4 to Mar 18, 2:30 PM-4:30 PM,
Wednesday at Renaissance



Mental Health

NEW! YOUTH MENTAL HEALTH FIRST AID

\$64 Senior Price \$48

Youth Mental Health First Aid teaches you how to **identify, understand, and respond to signs of mental illnesses and substance use disorders**. This 8-hour training gives adults the skills they need to reach out and provide initial support to adolescents (age 12-18) who may be developing a mental health or substance use problem and help connect them to the appropriate care. Participants who complete the 8-hour course will be certified for 3 years in Youth Mental Health First Aid. **PLEASE NOTE:** You are required to purchase the *Youth Mental Health First Aid Manual*. The manual will be available from the instructors the first day of class for \$18.95 (check or cash only).

2 classes @ 4 hours each, Christian & Moore

3101 (01), Feb 12 to Feb 13, 5:30 PM-9:30 PM,

Wednesday & Thursday at Renaissance

3101 (02), Mar 18 to Mar 19, 5:30 PM-9:30 PM,

Wednesday & Thursday at Renaissance

3101 (03), May 13 to May 14, 5:30 PM-9:30 PM,

Wednesday & Thursday at Renaissance

Defend Yourself

NEW! WOMEN'S SELF DEFENSE

\$33 Senior Price \$26

Women's Self Defense will emphasize basic, fundamental, applicable, and real movements that are based on realistic video attacks. This course will be a NON-contact course. Skills will be taught with no high impact movements to prevent injury, but will show the slow defensive mechanical movements from common knife attacks, grabs, and chokes. In addition, women will learn the "GET OFF ME NOW" acronym for identifying major targets of an attacker in order to stop a physical threat. A portion of the class can also include a brief segment on Situational Awareness.

1 class @ 3 hours, Ocampo

3138 (01), Mar 18, 6:00 PM-9:00 PM,

Wednesday at Renaissance

3138 (02), May 4, 6:00 PM-9:00 PM,

Monday at Renaissance

DON'T BE A VICTIM! ACTIVE SHOOTER & SITUATIONAL AWARENESS

\$33 Senior Price \$26

Protect yourself and your family! This course is designed to help you develop situational awareness techniques as a form of self-defense in active shooter and other dangerous scenarios. Learn how mental preparation and strategic avoidance, not physical force, can be used in various surroundings including home, elevators, gas stations and vehicles.

1 class @ 3 hours, Ocampo

3140 (01), Mar 2, 6:00 PM-9:00 PM,

Monday at Renaissance

3140 (02), Apr 29, 6:00 PM-9:00 PM,

Wednesday at Renaissance

Medicare

NEW! GRADING MEDICARE 101

\$33 Senior Price \$26

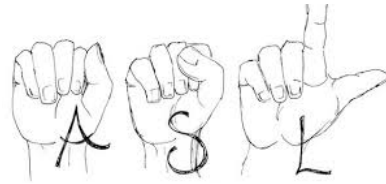
Struggling with Medicare choices? You are not alone, with over 10,000 individuals turning 65 each day and trying to navigate Medicare's complexity to choose the best plan to fit their needs. This 2-hour seminar will cover the basic fundamentals of how to grade Medicare programs and the types of coverages available.

1 class @ 2 hours, Hamlet

3141 (01), Feb 5, 2:30 PM-4:30 PM, Wednesday at Renaissance

3141 (02), Mar 3, 6:30 PM-8:30 PM, Tuesday at Renaissance

3141 (03), May 7, 2:30 PM-4:30 PM, Thursday at Renaissance



American Sign Language

SIGN LANGUAGE 1

\$176 Senior Price \$146

This course is designed for students who have no knowledge of American Sign Language. The topics will cover basic signing vocabulary, finger-spelling, American Sign Language linguistic features, simple phrases, and cultural protocols. Basic American Sign Language conversations will include answering questions, introductions and exchanging personal information, and discussing family, friends, and surroundings.

PREREQUISITE: Student should be fluent in reading and writing the English language.

8 classes @ 2 hours each, Freeman

3730 (01), Feb 24 to Mar 18, 6:00 PM-8:00 PM,

Monday & Wednesday at Renaissance

SIGN LANGUAGE 2

\$152 Senior Price \$122

Expand vocabulary skills and learn to chain signs together. Simple grammatical concepts will be addressed, and we will review all the signing skills in a fun classroom setting. Adapting signs as a means of alternative communication will be incorporated as needed. You will continue to focus on finger-spelling, numbers, structure, syntax and grammar. Learn how to develop the conversational/cultural behaviors necessary to hold a beginning level conversation. **PREREQUISITES:** 3730 Sign Language 1 and/or previous Sign Language experience and knowledge of topics described in Sign Language 1. Textbook from Sign Language 1, *The American Sign Language Phrase Book with DVD 1st Edition*. ISBN-13: 978-0071759328. Textbook is not available for purchase at the ALC.

8 classes @ 2 hours each, Freeman

3731 (01), Mar 30 to Apr 29, 6:00 PM-8:00 PM,

Monday & Wednesday at Renaissance



World Languages

ITALIAN 1

\$164 Senior Price \$134

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

8 classes @ 2 hours each, Schaller
3741 (01), Feb 11 to Mar 31, 6:00 PM-8:00 PM,
Tuesday at Larkspur MS

ITALIAN 2

\$128 Senior Price \$98

If you took Italian 1 or have some experience with the language, here is a chance to practice your listening, speaking, reading, and writing skills. You will learn functional grammar, vocabulary, and cultural concepts that apply to practical real life situations.

PREREQUISITES: 3741 Italian 1 and textbook, ISBN# 9781438074962, Barron's *Learn Italian the Fast and Fun Way*. Textbook not available for purchase at the ALC.
8 classes @ 2 hours each, Reyes
3742 (01), Apr 21 to Jun 9, 1:00 PM-3:00 PM,
Tuesday at Renaissance

NEW! BEGINNING GERMAN PART 1

\$128 Senior Price \$98

Learning German is fun! This course will begin to teach you the basics of communicating in the German language. In each lesson emphasis will also be placed on practical German for the traveler and exploring aspects of the German culture. By the end of the course, you should be able to give and interpret basic information about yourself, your family and friends; discuss what you do in your free time; discuss likes and dislikes; and carry out some basic travel tasks such as shopping, ordering in a restaurant, and following directions. **PREREQUISITE:** Proficiency in English.

PLEASE NOTE: Students will need a cell phone, tablet or laptop to access the internet. ALC isn't responsible for any damage, loss, or replacement of your personal device.

8 classes @ 2 hours each, Becker
3745 (01), Feb 11 to Mar 31, 6:30 PM-8:30 PM,
Tuesday at Larkspur MS

NEW! BEGINNING GERMAN PART 2

\$128 Senior Price \$98

Let's continue the fun in learning German! This course will continue to teach you the basics of communicating in the German language. Focus on developing skills for the traveler and exploring aspects of the German culture will continue. By the end of the course you should be able to communicate about yourself, your family and friends with greater detail; inquire about the weather, accommodations and events; express information about your health; and carry out more extensive communicative tasks in shops, in restaurants, at attractions, and while using public transportation. **PREREQUISITE:** Proficiency in English. Some prior basic knowledge of German or completion of Beginning German Part 1. **PLEASE NOTE:** Students will need a cell phone, tablet or laptop to access the internet. ALC isn't responsible for any damage, loss, or replacement of your personal device.

8 classes @ 2 hours each, Becker
3746 (01), Apr 7 to Jun 2, 6:30 PM-8:30 PM,
Tuesday at Larkspur MS

SPANISH 1

\$164 Senior Price \$134

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

8 classes @ 2 hours each, Reyes
3761 (01), Feb 10 to Apr 6, 1:00 PM-3:00 PM,
Monday at Renaissance

SPANISH 2

\$128 Senior Price \$98

If you took Spanish 1 or have some experience with the language, here is a chance to practice your conversation skills. Elevate your proficiency and increase vocabulary while learning new verbs and the future tense; speaking will be emphasized. **PREREQUISITES:** 3761 Spanish 1 and textbook, ISBN# 9781438074979, Barron's *Learn Spanish the Fast and Fun Way*. Textbook is not available for purchase at the ALC.

8 classes @ 2 hours each, Reyes
3762 (01), Apr 20 to Jun 15, 1:00 PM-3:00 PM,
Monday at Renaissance

SPANISH 3

\$128 Senior Price \$98

This course builds on the fundamentals reviewed in Spanish 2. Learn to master past and future tenses, vocabulary and grammar and continue to explore Spanish culture. **PREREQUISITES:** 3762 Spanish 2 and textbook, ISBN# 9781438074979, Barron's *Learn Spanish the Fast and Fun Way*. Textbook is not available for purchase at the ALC.

8 classes @ 2 hours each, Reyes
3763 (01), Feb 21 to Apr 10, 1:00 PM-3:00 PM,
Friday at Renaissance

CONVERSATIONAL SPANISH 1

\$128 Senior Price \$98

Need to learn Spanish? Receive an introduction to the Spanish language through this basic immersion course. You will begin to speak Spanish in the first class through repetition and memorization of common and special expressions which apply to everyday life and will be used constantly throughout the course. Develop, practice and improve your Spanish speaking skills.

8 classes @ 2 hours each, Kelly

3764 (01), Feb 4 to Mar 24, 2:30 PM-4:30 PM,

Tuesday at Renaissance

3764 (02), Feb 8 to May 16, 10:00 AM-12:00 PM,

Saturday at Renaissance

NEW! CONVERSATIONAL SPANISH 2

\$128 Senior Price \$98

This course continues from where the 8-week Conversational Spanish 1—our basic immersion course—leaves off. This class will focus on language survival skills for those traveling to Spanish speaking countries.

PREREQUISITE: Conversational Spanish 1 or equivalent knowledge.

8 classes @ 2 hours each, Kelly

3765 (01), Feb 6 to Mar 26, 2:30 PM-4:30 PM,

Thursday at Renaissance

ENGLISH CONVERSATION

\$93

Improve your English conversational skills in this class for advanced speakers of English. Listening and speaking skills will be emphasized over grammar using various sources of text and media as a springboard for topics of discussion. **PREREQUISITES:** CASAS Listening, Reading or BEST Plus test along with teacher approval. If unsure if you qualify call 757-648-6050, extension 64608. **PLEASE NOTE:** Online registration is NOT available, you must register in person at the ALC.

8 classes @ 2 hours each, Saunders

3748 (01), Feb 3 to Mar 2, 9:00 AM-11:00 AM,

Monday & Wednesday at Renaissance

3748 (02), Feb 3 to Mar 2, 11:30 AM-1:30 PM,

Monday & Wednesday at Renaissance

ENGLISH CONVERSATION

\$93

Continue to improve your English conversational skills in this second session for advanced speakers of English. Listening and speaking skills will be emphasized over grammar using various sources of text and media as a springboard for topics of discussion. **PREREQUISITES:** CASAS Listening, Reading or BEST Plus test along with teacher approval. If unsure if you qualify call 757-648-6050, extension 64608. **PLEASE NOTE:** Online registration is NOT available, you must register in person at the ALC.

8 classes @ 2 hours each, Saunders

3749 (01), Mar 9 to Apr 1, 9:00 AM-11:00 AM,

Monday & Wednesday at Renaissance

3749 (02), Mar 9 to Apr 1, 11:30 AM-1:30 PM,

Monday & Wednesday at Renaissance

"Acting class was fun and I**learned alot."****Acting****ACTING FOR BEGINNERS**

\$52 Senior Price \$41

Discover what professional actors do to create a role in this class taught by a 17-year veteran actor. You will have the opportunity to make a scene come to life. Become your inner Meryl Streep or Anthony Hopkins. Just bring yourself and your imagination!

3 classes @ 2 hours each, Jacobson

2181 (01), Feb 12 to Feb 26, 6:00 PM-8:00 PM,

Wednesday at Larkspur MS

2181 (02), May 6 to May 20, 6:00 PM-8:00 PM,

Wednesday at Larkspur MS

THE ART OF IMPROV

\$52 Senior Price \$41

Learn short form Improv games, similar to what is played on *Whose Line Is It Anyway?* Have fun while learning about yourself. Good for actors, teachers, or for those who want to feel more comfortable in social situations. This course is taught by a 17-year veteran professional Improv and interactive comedian. Just bring yourself, your imagination and a willingness to become a 6-year-old again.

3 classes @ 2 hours each, Jacobson

2182 (01), Mar 11 to Mar 25, 6:00 PM-8:00 PM,

Wednesday at Larkspur MS

VOICE-OVERS...NOW IS YOUR TIME!

\$35

YOU'VE HEARD WILL KAMP ON TV AND RADIO! Now hear Will LIVE as he illustrates how YOU could actually begin using your speaking voice for commercials, films and videos! Most people go about it the wrong way. Will is going to show you a unique, outside the box way to cash in on one of the most lucrative full or part-time careers out there! This is a business that you can handle on your own terms, on your own turf, in your own time, and with practically no overhead! And NOW is the best time to make this happen as new companies are looking for new voices like never before. This exciting and fun class could be the game changer you've been looking for! Will Kamp, a successful voice-over artist, actor, and comedy improv performer, has done voice work ranging from Honda radio commercials to on-camera work for nationally recognized TV stations, to having been nominated "Best Comedic Actor!"

1 class @ 2.5 hours, Such A Voice Staff

2130 (01), May 12, 6:30 PM-9:00 PM, Tuesday at Renaissance



Acrylic & Watercolor Painting

WATERCOLOR PENCILS—EBB & FLOW WITH CONTROL

\$74 Senior Price \$58

You may find that watercolor painting lacks the control you long for, but you love the way it looks when finished. Watercolor pencils are the answer. The pencils give the artist control over their work and the ability to soften and blend colors to create strong drawings/watercolors.

PLEASE NOTE: No experience required. Supply list available online at alc.vbschools.com. Bring supplies to the first class.

4 classes @ 2 hours each, Woodruff

2102 (01), Feb 4 to Feb 25, 6:30 PM-8:30 PM,
Tuesday at Renaissance

INTRODUCTION TO WATERCOLOR: A WORLD OF COLOR AWAITS

\$103 Senior Price \$80

Discover how to paint in vibrant watercolors. In this beginner's watercolor class you will learn basic skills, "puddle painting," techniques, and painting strategies. Beginners are encouraged to join the excitement.

PLEASE NOTE: Supply list available online at alc.vbschools.com. Bring supplies to the first class.

6 classes @ 2 hours each, Woodruff

2105 (01), Mar 3 to Apr 7, 6:30 PM-8:30 PM,
Tuesday at Renaissance

2105 (02), Apr 30 to Jun 4, 6:30 PM-8:30 PM,
Thursday at Renaissance

INTERMEDIATE WATERCOLOR PAINTING

\$ 88 Senior Price \$ 69

You have learned the basics of watercolor. Now, you desire to improve your skills and learn more about this medium. This class will help you develop your skills and improve your control while you paint. Students will apply these skills and create their own masterpiece in class.

PLEASE NOTE: Supply list online at alc.vbschools.com. Bring supplies to first class.

5 classes @ 2 hours each, Woodruff

2106 (01), Apr 28 to May 26, 6:30 PM-8:30 PM,
Tuesday at Renaissance

ESPRESSO & COFFEE PAINTING—THE NEW WATERCOLOR

\$38 Senior Price \$31

Learn how to create a painting using espresso and coffee as your medium-works of art that are very similar to watercolors, but have a twist. Achieve dark and light shades in your work and learn to manipulate this drink into art. **PLEASE NOTE:** All supplies provided.

1 class @ 2 hours, Woodruff

2141 (01), Feb 22, 10:30 AM-12:30 PM, Saturday at Renaissance

2141 (02), Apr 25, 10:30 AM-12:30 PM, Saturday at Renaissance

2141 (03), Jun 9, 6:30 PM-8:30 PM, Tuesday at Renaissance

WATERCOLOR & WATERCOLOR PENCILS COMBINED

\$103 Senior Price \$80

Watercolor is a free flowing and expressive art form, and watercolor pencils allow for some of this with a bit of control. Let's combine the two worlds and create fun, bright, unique art together. The watercolors will be our base and the pencils our enhancement. It's a wonderful use of two great mediums. **PLEASE NOTE:** Supply list available online at alc.vbschools.com. Bring supplies to first class.

6 classes @ 2 hours each, Woodruff

2143 (01), Mar 5 to Apr 9, 6:30 PM-8:30 PM,
Thursday at Renaissance

ACRYLIC & OIL PAINTING FOR BEGINNERS

\$103 Senior Price \$80

We will explore basic painting concepts of line, value, and color with fun and easy projects. Starting with quick drying and easy clean-up acrylic paint, we will apply what we have learned to oil painting. **PLEASE NOTE:** Bring the following supplies to the first class: Black acrylic ink, 9 by 12 acrylic or multimedia pad, #4 Round brush, #6 Filbert brush, #10 Flat brush (watercolor or acrylic). Brush sets are okay but try to get a variety. An additional supply list will be discussed during the first class.

6 classes @ 2 hours each, Hicks

2144 (01), Mar 16 to Apr 1, 6:00 PM-8:00 PM,
Monday & Wednesday at Renaissance

Music & Dance

NEW! BEGINNING GUITAR FOR DAYTIMERS

\$69 Senior Price \$53

This course is for those who prefer the earlier hours of the day. An introduction to the guitar and the basics of playing chords, notes, strumming and picking techniques are covered. An introduction to music theory is also included in the course. **PLEASE NOTE:** Students must possess a guitar to play and practice. ALC isn't responsible for any damage, loss, or replacement of your personal instrument.

8 classes @ 1 hour each, Allred

2123 (01), Apr 21 to Jun 9, 3:30 PM-4:30 PM,
Tuesday at Renaissance

BEGINNING GUITAR 1

\$69 Senior Price \$53

An introduction to the guitar and the basics of playing chords, notes, strumming, and picking techniques are covered. An introduction to music theory is also included in the course. **PLEASE NOTE:** Students must possess a guitar to play and practice. ALC isn't responsible for any damage, loss, or replacement of your personal instrument.

8 classes @ 1 hour each, Allred

2124 (01), Feb 4 to Mar 24, 6:30 PM-7:30 PM,
Tuesday at Renaissance

INTERMEDIATE GUITAR PART 2

\$69 Senior Price \$53

This course is a continuation of Intermediate Guitar Part 1 (2128-01) and focuses on the integration of all previously learned skills and techniques to evoke Chord-Melody and solo playing. A continued study of "The Blues" is also included. **PLEASE NOTE:** Student must possess a guitar to play and practice. ALC isn't responsible for any damage, loss or replacement of your personal instrument.

8 classes @ 1 hour each, Allred

2129 (01), Feb 6 to Mar 26, 6:30 PM-7:30 PM,
Thursday at Renaissance**GUITAR MASTER CLASS**

\$69 Senior Price \$53

This is the most advanced of the guitar courses and will address some of the skills and knowledge points needed for public performance. Ideas and concepts on how to address challenges such as "stage fright" are covered. **PREREQUISITES:** Knowledge of chord-melody and solo playing. **PLEASE NOTE:** Student must possess a guitar to play and practice. ALC isn't responsible for any damage, loss or replacement of your personal instrument.

8 classes @ 1 hour each, Allred

2131 (01), Apr 23 to Jun 11, 6:30 PM-7:30 PM,
Thursday at Renaissance**IRISH DANCING**

\$40

Beginners are welcome in this all levels class to learn about the history, culture and styles of Irish dancing.

PLEASE NOTE: Soft shoes are recommended.

4 classes @ 50 minutes each, 757 Dance Staff

2173 (01), Mar 2 to Mar 23, 6:00 PM-6:50 PM, Monday

2173 (02), Jun 1 to Jun 22, 6:00 PM-6:50 PM, Monday

Class is held at 757 Dance—Lynnhaven, 2720 N. Mall Dr.

BALLROOM FUSION & WEDDING DANCING FOR BEGINNERS

\$40

Learn to dance for fitness, a fun date night, or to make new friends! A variety of ballroom and social dances will be taught in each series covering Waltz, Foxtrot, and other dances you could dance at the next wedding you attend. Learn footwork, patterns, technique, and how to follow/lead. No experience is necessary. TWO LEFT FEET are welcome! Come by yourself or have a friend or partner register and come too. **PLEASE NOTE:** Bring hard sole shoes that you can comfortably turn on a wood/tile floor. Dance shoes are recommended: Latin, Smooth, or practice shoes.

4 classes @ 50 minutes each, 757 Dance Staff

2170 (01), Mar 2 to Mar 23, 7:00 PM-7:50 PM, Monday

2170 (02), Jun 1 to Jun 22, 7:00 PM-7:50 PM, Monday

Class is held at 757 Dance, 176 S. Rosemont Rd.

LATIN FUSION FOR BEGINNERS

\$40

Learn to dance for fitness, a fun date night, or to make new friends! The Latin series covers Rhumba, Cha-Cha, Salsa, and Bachata. These classes will progress each week teaching you how to effectively lead and follow, how to stay on rhythm, and how to integrate your moves on the dance floor! No experience is necessary. TWO LEFT FEET are welcome! Come by yourself or have a friend or partner register and come too. **PLEASE NOTE:** Bring hard sole shoes that you can comfortably turn on a wood/tile floor. Dance shoes are recommended: Latin, Smooth, or practice shoes.

4 classes @ 50 minutes each, 757 Dance Staff

2171 (01), Feb 6 to Feb 27, 7:00 PM-7:50 PM, Thursday

2171 (02), Mar 5 to Mar 26, 7:00 PM-7:50 PM, Thursday

2171 (03), May 7 to May 28, 7:00 PM-7:50 PM, Thursday

2171 (04), Jun 4 to Jun 25, 7:00 PM-7:50 PM, Thursday

Class is held at 757 Dance, 176 S. Rosemont Rd.

EVERYTHING SWING: EAST COAST, SHAG & MORE!

\$40

Learn the original swing dances: East Coast Swing, Lindy Hop, Charleston, and Collegiate Shag. No Partner? Two Left Feet? NO PROBLEM! Learn the FUNdamentals of swing dance to get you ready to hit the dance floor in no time. Focus on Movement, Connection, Patterns, and FUN! Learn several core moves each night. Swing into some fun and be ready for the dance floor!

PLEASE NOTE: Bring hard sole shoes that you can comfortably turn on a wood/tile floor. Dance shoes are recommended: Latin, Smooth, or practice shoes.

4 classes @ 50 minutes each, 757 Dance Staff

2172 (01), Feb 5 to Feb 26, 7:00 PM-7:50 PM, Wednesday

2172 (02), May 6 to May 27, 7:00 PM-7:50 PM, Wednesday

2172 (03), Jun 3 to Jun 24, 7:00 PM-7:50 PM, Wednesday

Class is held at 757 Dance, 176 S. Rosemont Rd.

NEW! INTRO TO SALSA ON2—THE POPULAR NY STYLE IN HAMPTON ROADS

\$40

Hampton Roads offers many events with a great band, so why not learn to dance and have fun! Each 4-week series will teach a variety of dance styles, techniques, and patterns following the DVIDA American Style Syllabus, and help you put it all together to socially dance around town! No experience is necessary. TWO LEFT FEET are welcome! Come by yourself or have a friend or partner register and come too. **PLEASE NOTE:** Bring hard sole shoes that you can comfortably turn on a wood/tile floor. Dance shoes are recommended: Latin, Smooth, or practice shoes.

4 classes @ 50 minutes each, 757 Dance Staff

2174 (01), Feb 5 to Feb 26, 7:00 PM-7:50 PM, Wednesday

2174 (02), Mar 4 to Mar 25, 7:00 PM-7:50 PM, Wednesday

2174 (03), May 6 to May 27, 7:00 PM-7:50 PM, Wednesday

Class is held at 757 Dance—Lynnhaven, 2720 N. Mall Dr.

Improve your reading, language, and math skills, and prepare for the G E D[®] test. Come attend our placement evaluation! First-come, first-served. A **valid, current government-issued picture ID** for proof of age and identity is required. **Open to adults age 18 and older who are not enrolled in private or public high school. Testing begins on time. No exceptions.**

2020 PLACEMENT EVALUATION DATES (T.A.B.E.) Costs \$5 Takes about 5 hours

Saturday, January 25 at 9:00 AM Saturday, February 22 at 9:00 AM Saturday, March 21 at 9:00 AM



Call 757-648-6056 for more G E D[®]/A B E information.

CLASS SCHEDULES & COSTS

Fees are not refundable.

Day Classes	Monday through Thursday September 9 to May 21 8:29 AM to 11:37 AM 12:07 PM to 3:15 PM	Virginia Beach Residents \$30 registration fee	Non-Residents (living in other cities) \$40 per month
Evening Classes	Monday & Wednesday September 16 to May 13 6:30 PM to 9:00 PM	Virginia Beach Residents \$30 registration fee	Non-Residents (living in other cities) \$30 per month

Classes are held at Adult Learning Center located at 5100 Cleveland St., Virginia Beach, VA 23462

Taking the G E D[®] Test:

1. Create an account.
2. Register online at www.GED.com



Questions about the G E D[®] Test?

Call 1-877-392-6433 or email help@ged.com



Adult Learning Center, 5100 Cleveland St.
Virginia Beach, VA 23462



Attention: Free Healthcare Training!

We are seeking out-of-school youth between the ages of 18 and 24 who would like a career in the healthcare field.

Participants must have a high school diploma or a G E D[®] certificate and meet additional eligibility requirements as outlined below.



Our **Foundations Transition Program** pays for the following training*:

- **Clinical Medical Assistant (\$2599)**
- **Patient Care Technician (\$1846)**
- **Medical Administrative Assistant (\$1199)**
- **Monitor Surveillance (\$2015)**

* Prices are for your information only.



Participants must:

- pass T.A.B.E. test with 7.5 score in reading and math
- pass background and drug tests
- provide proof of U.S. residency or right to work
- participate in a paid externship
- be fluent in English (reading, writing, & speaking)
- be in good physical health

Additionally, participants must have one of the following barriers:

- pregnant or a parent
- homeless
- runaway
- disability, foster care
- low income (SNAP, TANF, SSI, or federal poverty guidelines)
- or live in a high poverty area



For more information, please contact Lisa Belcher at (757) 648-6066 or Lisa.Belcher@vbschools.com

English Language Acquisition (E.L.A.) classes are available for adult non-native speakers of English. Six levels of classes in reading, writing, speaking, and listening are held daily Monday through Friday or twice a week in the evening. New students must come to one of the interview times; students will enter the program based on class availability, pending a valid test score on program assessments. If classes are full, students will be placed on a waiting list and contacted when openings occur. **A valid, current government-issued picture ID and proof of residency are required at the interview.**

The Adult Learning Center does not provide childcare or transportation.

2020 E.L.A. PROGRAM INTERVIEW DATE

Interview is held at the Adult Learning Center—located inside Renaissance Academy at 5100 Cleveland Street. Register and interview at the same time. No appointment is necessary.

Thursday, January 23 at 5:45 PM

Thursday, January 30 at 5:45 PM

Saturday, February 8 at 8:30 AM



CLASS SCHEDULES		CLASS COSTS
<p>DAY Adult Learning Center Monday through Friday September 9 to May 22 8:30 AM to 11:00 AM 11:30 AM to 2:00 PM</p>	<p>EVENING Larkspur Middle School Monday & Wednesday September 11 to May 18 6:30 PM to 9:00 PM Adult Learning Center Tuesday & Thursday September 12 to May 19 6:30 PM to 9:00 PM</p>	<p>Fees are not refundable</p> <p>VIRGINIA BEACH RESIDENTS \$50 registration fee</p> <p>NON-RESIDENTS (living in other cities) \$100 registration/non-resident fee</p> <p>Textbooks may range from \$25 to \$100 depending upon class level</p>

Call 757-648-6057 for more E.L.A. program information.



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The ALC, in partnership with ed2go, now offers online open enrollment programs designed to provide the training necessary to acquire professional level positions for many in-demand occupations.

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Join our team! Teach at the ALC!

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Please call 757-648-6063 for more information.



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The Adult Learning Center follows Virginia Beach City Public Schools rules and regulations for all schools. This facility is a non-smoking, drug-free environment. Students are expected to adhere to School Board policies.

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

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**VIRGINIA TIDEWATER CONSORTIUM FOR HIGHER EDUCATION**

The Virginia Tidewater Consortium's (VTC) Educational Opportunity Center (EOC) is a federally funded program of the U.S. Department of Education designed to encourage adults to enroll and participate in post-secondary education. VTC's EOC

staff provides counseling services for adults transitioning from G E D® to post-secondary education, including in-depth career information, and academic and financial aid counseling. All the services of the VTC's EOC are free and confidential. The VTC's EOC is pleased to be a partner with the Adult Learning Center and to support the educational needs of their students. To make an appointment or for more information call 757-683-2312, email: eoc@edufind.org or visit web: www.vtc.edu.edu/outreach/

COMMUNITY EDUCATION REGISTRATION FORM

Accurate phone and email information will allow us to contact you about unforeseen date or time changes.

STUDENT NUMBER _____ LAST NAME _____ FIRST NAME _____ MI _____

STREET ADDRESS _____ CITY _____

STATE _____ ZIP _____ EMAIL _____

Please check if you are a SENIOR Citizen (60 or older)

BIRTH DATE (To verify ADULT/SENIOR status) _____
MM - DD - YYYY

GENDER
 M F

HOME PHONE _____ WORK PHONE _____ CELL PHONE _____

Check this box only if you do not wish to receive emails about our upcoming courses!

COURSE NUMBER	COURSE TITLE	START DATE	START TIME	LOCATION	FEE
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Additional \$12 per course for non-Virginia Beach Residents _____

Mail to ALC, 5100 Cleveland St.
Virginia Beach, VA 23462
Fax to 757-648-6078

TOTAL _____

PAYMENT METHOD: CASH - Bills over \$50 not accepted MONEY ORDER
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PRINT Cardholder's Name (as it appears on card) _____

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WITHDRAWAL/TRANSFER POLICY: Student-initiated transfers and withdrawals will be assessed a \$15 processing fee. Withdrawals must be submitted in writing five days before the class start date to be eligible for refund. Allow two weeks for processing. No refunds are issued once class has started or if you fail to attend class.

OFFICE USE ONLY

Office Receipt Number _____ Amount Paid _____ Initials _____ Date _____

Check ___ Credit Card ___ Cash ___ Money Order ___

Bookkeeper Receipt Number _____



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GENDER
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

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