ADULT CONTINUING EDUCATION
Program Guide

SUNRISE 2019

FOR ADULTS
Be a tradesman
Start a new career
Organize your photos
Discover your heritage
Master your cell phone
Learn sign language
Become a realtor

FOR KIDS
Learn PowerPoint
Play the guitar
Prepare an appetizer
Try a craft
Learn Spanish
Create a webpage
Build a shed

ace.mychesterfieldschools.com
Dear neighbor,

Welcome to the Adult Continuing Education 2019 Spring Catalog. The Adult Continuing Education Office of Chesterfield County Public Schools values your input and is making changes to meet your needs. We are excited to announce that some of our classes are now open to students under the age of 18 when co-enrolled with an adult. This is exciting news! We are looking forward to offering more fun classes for our youth and parents to take together.

Browse through our catalog to discover all the new and exciting course offerings. Thank you for choosing Chesterfield County for your learning endeavors!

Dawn Wells
Program Manager
Adult Continuing Education

No Smoking

Chesterfield County Public Schools is a tobacco-free school system. Students, employees, parents and visitors are prohibited at all times from smoking or using tobacco products in schools, school grounds, offices, facilities, buses and other school vehicles. This ban includes electronic cigarettes and similar devices. For more information, see School Board policy 5390.

After catalog production, changes are made at ace.mychesterfieldschools.com. Please check for edits there.

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Introduction to Health Care
This course must be taken before Nurse Aide and Medical Assistant I if you are not currently working in the medical field.
An introduction to the field of health care, this class focuses on core competencies shared by all health care professions: communication, infection control, medical terminology, HIPAA, OSHA, anatomy and physiology, medical law and ethics and medical math. No high school diploma or equivalency is needed for this class.

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
2576 Feb. 12-May 2
2577 Feb. 12-May 2
Total Hours: 66
Clinicals
Tuesdays and Thursdays
6-9 p.m.
Limit: 20
Fee: $325

2592 Nurse Aide
Prerequisite: successful completion of Introduction to Health Care with CCPS Adult Continuing Education
Designed for anyone seeking employment as a nurse aide in a hospital or nursing home, this course provides instruction in the classroom, lab and nursing home. Students will complete a minimum of 80 hours in class and 40 hours in a clinical setting.
After successfully completing this course, students are eligible to take the Virginia Board of nursing examination for certification as a nurse aide. This course requires participation 7 a.m.-3:30 p.m. on at least five Saturdays in addition to the regular class sessions. A TB test and a criminal background check will be done before attending clinical (fees included). This class requires students to be able to bend, pull, stoop and walk without problems. Students may also have to handle bodily fluids and substances. Uniforms (not included) are required. Books and supplies are included. You may be accepted into the class before completion of your background check. If the completed inquiry uncovers certain offenses prohibited included. You may be accepted into the class before completion of your background check. Approved Pearson Vue Regional test site for CNA exam.

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
Feb. 25-June 5
Clinicals
Five Saturdays
7-3:30 p.m.
Total Hours: 121
Limit: 10
Fee: $810

2625 Nurse Aide-Summer Session
*SEE DESCRIPTION ABOVE*
Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
Jun. 24-Aug. 14
Clinicals
TBD
Total Hours: 136
Limit: 10
Fee: $810

2581 Medical Assistant I
Prerequisite: successful completion of Introduction to Health Care with CCPS Adult Continuing Education
This is the first part of a two-semester class. Medical assistants are multiskilled health professionals who perform a wide range of roles in physician offices, clinics and other health care settings. They are proficient in a multitude of administrative and clinical tasks. Medical assistants are widely employed as vital members of the health care delivery team. This class includes anatomy and physiology, medical terminology, medical law and ethics, medical insurance and coding, pharmacology and medical office procedures. Note: A criminal background check will be done before attending clinical (fees included). You may be accepted into the class before completion of your background check. If the completed inquiry finds that you are unqualified to attend clinical instruction, you may be dismissed from class. High school diploma or equivalency required.

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
Feb. 4-May 16
Total Hours: 81
Limit: 20
Fee: $660

2582 Medical Assistant II
Prerequisite: successful completion of Medical Assistant I with CCPS Adult Continuing Education
This is the second part of a two-semester class. Medical assistants are multiskilled health professionals who perform a wide range of roles in physician offices, clinics and other health care settings. They are proficient in a multitude of administrative and clinical tasks. Medical assistants are widely employed as vital members of the healthcare delivery team. This class includes anatomy and physiology, medical terminology, medical law and ethics, medical insurance and coding, pharmacology and medical office procedures. There is an 160-hour externship requirement. A TB test is required for the externship (fees included). After successfully completing this course, students qualify to take the certifying exam. Testing fee not included.

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
Feb. 4-May 16
Total Hours: 81
Limit: 20
Fee: $570

2542 EKG/ECG Technician
Prerequisite: health care certificate or working in the health care field
This course offers classroom and practical instruction on reading electrocardiograms in health care settings. Instruction includes patient preparation, use and maintenance of the electrocardiograph and methods for reading an electrocardiogram. Students will also learn to recognize abnormalities on electrocardiograms. This course is perfect for health care professionals looking to acquire additional skills. After successfully completing this course, students qualify to take the certifying exam. Testing fee not included. High school diploma or equivalency required.

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
Feb. 25-May 8
Total Hours: 60
Limit: 20
Fee: $350
Basic Life Support for Health Care Workers (BLS) Certification
This course teaches both single and two-man adult, child and infant CPR and AED skills. It also includes Ambu bag training. Students will receive a nationally recognized certification card from the American Heart Association upon completion of this class. This certification is required by many health care employers.

Career and Technical Center @ Courthouse
10101 Courthouse Road, Chesterfield, VA 23832

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Total Hours: 3  Limit: 20  Fee: $50

HeartSaver Adult CPR/AED First Aid Certification
This course teaches adult CPR/AED and first aid skills, providing first responders (first people to arrive during an emergency) with life saving training. The first night will cover CPR and AED skills, and the second night will cover first aid procedures (including first aid skills recommended by OSHA). Students will receive a nationally recognized certification card from the American Heart Association upon completion of the class.

Career and Technical Center @ Courthouse
10101 Courthouse Road, Chesterfield, VA 23832

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Total Hours: 6  Limit: 20  Fee: $75

HeartSaver® First Aid Certification
The HeartSaver® First Aid course provides first responders (first people to arrive during an emergency) with training in basic first aid procedures (including first aid skills recommended by OSHA) in a format that can be delivered in a single day. Students will receive a nationally recognized certification card from the American Heart Association upon completion of this class.

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832

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Total Hours: 3  Limit: 20  Fee: $50

2583 Medical Coding-ICD 10
This comprehensive coding course offers the skills needed to become a certified coder. Students will receive comprehensive training in medical coding using various coding books and real-life scenarios. Topics will include anatomy and physiology, billing reimbursement and ICD-10, CPT and HCPCS coding. Students who complete this course will be qualified to sit for the American Academy of Professional Coders Certified Professional Coder exam. Membership and testing fee not included. High school diploma or equivalency required.

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832

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Total Hours: 6  Limit: 20  Fee: $1,149

2584 Medical Coding-ICD 10 review
Prerequisite: for students who have taken the test and not been successful.
This test preparation refresher class will review areas of the exam most often missed. Areas include guidelines: (CPT and ICD-10), business of medicine: payers, NCCI, HIPAA/HITECH, ICD-10: guidelines, coding, burns, fractures, external causes etc., CPT: guidelines, procedures, evaluation and management, modifiers: surgical, E&M, HCPCS: drug table, guidelines and test taking tips to help you get through the exam. Please bring your CPT, ICD-10 and HCPCS books along with a highlighter.

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832

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Total Hours: 6  Limit: 20  Fee: $40

2587 Medication Aide Technician
Prerequisite: successful completion of Nurse Aide Certification or Personal Care Certification course
Designed for anyone seeking employment as a medication aide, this course will provide instruction and training on the procedures for preparation and administration of medication with instruction in the classroom, lab and nursing home. Students will complete a minimum of 40 hours in class and 28 hours in a clinical setting. After successfully completing this course, students are eligible to take the Virginia Board of Nursing exam. A valid ID is required. A TB test will be done before attending clinical (fee not included). Uniforms (not included) are required. Testing fee not included.

Career and Technical Center @ Courthouse (classroom)
10101 Courthouse Road, Chesterfield, VA 23832

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Total Hours: 78  Limit: 20  Fee: $525

Starting Annual Wage Range:
$16,500 to $43,000

Certifications:
- Dialysis Technician
- Certified Nurse Aide
- Medical Assistant
- EKG Technician
- Medication Aide Technician
- Medical Coding
- Dental Assistant
- Electronic Health Record Specialist

Office of Adult Continuing Education 804.768.6140  Register online at ace.mychesterfieldschools.com.

Registration begins at 8:30 a.m. on Monday, Jan. 7.
2593 Ophthalmic Assistant
This program prepares students for entry-level positions in ophthalmology, one of the fastest growing health care segments. Using classroom lecture and labs, this program includes anatomy and physiology of the eye, general principles of pharmacology, prescriptions written for the eye, visual acuity and tonometry (basic) and glaucoma tests. The course also includes a review of ocular dressing procedures, maintenance of equipment and instruments and other areas. This program meets the necessary requirements of a leading national certification examination. After successfully completing this course, students qualify to take the certifying exam. Testing fee not included. High school diploma or equivalency required.

Career and Technical Center @ Hull (Use Door 20)
13900 Hull Street Road, Midlothian, VA 23112
Mar. 12-May 14 Tuesdays and Thursdays 6-9 p.m.
Total Hours: 51 Unlimited Fee: $699

2594 Pharmacy Technician
This comprehensive program prepares students to work as pharmacy technicians in retail or other pharmacy settings and to take the Pharmacy Technician Certification Board exam. Content includes pharmacy medical terminology, history of 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, IV flow rates, sterile compounding, dose conversions, aseptic technique, handling of sterile products, total parenteral nutrition, dispensing prescriptions, inventory control and billing and reimbursement. After successfully completing this course, students qualify to take the certifying exam. Opportunities for internship with a pharmacy. High school diploma or equivalency required. Testing fee not included.

Career and Technical Center @ Hull (Use Door 20)
13900 Hull Street Road, Midlothian, VA 23112
Mar. 12-May 14 Tuesdays and Thursdays 6-9 p.m.
Total Hours: 51 Unlimited Fee: $350

2595 Phlebotomy
This 90-hour program prepares professionals to collect blood specimens from clients for laboratory analysis. Students will become familiar with all aspects of blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology, blood collection procedures, hands-on practice and training in skills and techniques for puncture methods. There is no outside externship rotation included with this program. After successfully completing this course, students qualify to take the certifying exam. Testing fee not included. High school diploma or equivalency required.

Career and Technical Center @ Hull (Use Door 20)
13900 Hull Street Road, Midlothian, VA 23112
Feb. 5-May 23 Tuesdays and Thursdays 6-9 p.m.
Total Hours: 90 Unlimited Fee: $999

2546 Electronic Health Record Specialist
Prerequisite: health care certificate or working in the health care field
The health care field is taking hold of 21st-century technology and changing the way doctors care for patients. Regulated by the government, electronic health record management is making it easier and more convenient for providers to better coordinate patient care so all healthcare providers have access to the same information at their fingertips. Electronic health records capture a patient’s health information, such as medical history, allergies, laboratory test results, radiology images and payment, in an electronic form that enables clinicians and other providers to access and share the information across medical specialties or facilities. This class prepares students to use and understand electronic records in a medical setting. It incorporates real-world exercises using software to create patient records, lab reports, nurse and physician notes, code setting and much more. Upon completion of the program, students will be well-equipped to sit for the National Healthcareer Association’s Certified Electronic Health Record Specialist exam. Testing fee not included.

Career and Technical Center @ Hull (Use Door 20)
13900 Hull Street Road, Midlothian, VA 23112
Mar. 19-May. 14 Tuesdays and Thursdays 6-9 p.m.
Total Hours: 45 Limit: 15 Fee: $360

2535 Dialysis Technician
Prerequisite: health care certificate or working in the health care field
This program is for students with a medical background that are interested in entering the field of hemodialysis as a patient care technician. It will also prepare those who already work in the field to take a national certification exam. It will provide students with the knowledge and skills needed to perform the duties required of a dialysis technician. There are no clinical rotations or certification tests provided for this class. High school diploma or equivalency required.

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
Feb. 12-May 9 Tuesdays and Thursdays 6-8:30 p.m.
Total Hours: 60 Limit: 15 Fee: $350

2597 Physical Therapy Aide
This comprehensive program prepares students for the growing field of physical therapy. Working under the direction of a physical therapist, the physical therapy aide is generally responsible for carrying out non-technical duties of physical therapy, such as preparing treatment areas, ordering devices and supplies and transporting patients. These workers also help physical therapists provide services that improve mobility, relieve pain and prevent or limit permanent physical disabilities of patients suffering from injuries or a disease. Physical therapy aides may be employed in nursing homes, hospitals, sports rehabilitation centers and orthopedic clinics. Shadowing opportunities available.

Career and Technical Center @ Hull (Use Door 20)
13900 Hull Street Road, Midlothian, VA 23112
Mar. 12-May 14 Tuesdays and Thursdays 6-9 p.m.
Total Hours: 51 Limit: 15 Fee: $350

Office of Adult Continuing Education 804.768.6140 Register online at ace.mychesterfieldschools.com.
2532 Dental Assistant I
This is the first part of a two-semester course designed to prepare students for entry-level positions in dental assisting. Students will learn to perform the work of an assistant in a modern practice, while functioning within the guidelines and regulations in the Dental Practice Act of Virginia. It is each student's responsibility to obtain the necessary certificates in CPR and radiation safety required by the Virginia Board of Dentistry. High school diploma or equivalency required.

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
Feb. 5-May 9 Tuesdays and Thursdays 6-8:30 p.m.
Total Hours: 65 Limit: 20 Fee: $500

2534 Dental Assistant II
Prerequisite: successful completion of Dental Assistant I with CCPS Adult Continuing Education
This is the second part of a two-semester course designed to prepare students for entry-level positions in dental assisting. Students will learn to perform the work of an assistant in a modern practice, functioning within the guidelines and regulations in the Dental Practice Act of Virginia. Clinic observation hours are required in this course. Students must furnish safety glasses. After successfully completing this course, students qualify to take the certifying exam. Testing fee not included. High school diploma or equivalency required.

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
Jan. 28-May 14 Tuesdays and Thursdays 6-9 p.m.
Total Hours: 93 Limit: 18 Fee: $800

2529 Cosmetology I
This is the first part of a two-semester course. Students will gain a basic knowledge of the following: hair texture, cutting, styling, coloring, manicures, pedicures, basic chemistry, infection control, and basic principles of hair and design. It is a theory-based class to prepare students for the Virginia State Board exam. Students will be required to start an apprenticeship of 36 hours a week for a total of 3,000 hours in a salon. Books and supplies included.

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
Jan. 22-May 14 Tuesdays and Thursdays 6-9 p.m.
Total Hours: 93 Limit: 18 Fee: $800

2530 Cosmetology II
Prerequisite: successful completion of Cosmetology I with CCPS Adult Continuing Education
This is the second part of a two-semester course. During this course students will focus on theory and practical applications in cutting, coloring, styling, nail disorders and diseases, the basics of electricity and basic anatomy. Students will prepare to pass the Virginia State Board exam. Students are required to complete an apprenticeship of 36 hours a week for a total of 3,000 hours before taking the exam. Testing fee not included.

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
Jan. 23-May 20 Mondays and Wednesdays 6-9 p.m.
Total Hours: 93 Limit: 18 Fee: $400

Principles of Real Estate
Real estate is an exciting, rewarding and challenging career choice. It can give the opportunity to build your own success, if you have the motivation and training it requires. This course is designed for those who are seeking a Virginia salesperson real estate license. The instructor will also address hot topics that are timely and relevant to a career in the modern real estate industry. This course is designed to give you the ability to study and learn the material you need to qualify and pass the Virginia real estate license exam.

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
2600 Mar. 5-26 Tues., Wed., and Thurs. 6-9:30 p.m.
2618 Apr. 30-May 21 Tues., Wed., and Thurs. 6-9:30 p.m.
Total hours: 35 Limit: 20 Fee: $249

REGISTERING FOR WORKFORCE CERTIFICATION CLASSES
Registration cannot be mailed in.
You can register in the following ways:
- Online: ace.mychesterfieldschools.com
- Available 24 hours a day, seven days a week
- Register from home, no lines to wait in
- Use credit card to pay online
- Do not lose a spot by waiting to register in person
- In person: 8:30 a.m.-4 p.m. Monday-Thursday

Adult Continuing Education (use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
2571 HVAC I Air Conditioning and Refrigeration
This is the beginning course for a service technician. Studies include refrigeration theory, characteristics of refrigerants, temperature and pressure, tools and equipment, soldering, brazing, refrigeration systems, system components, compressors, evaporators and metering devices. Presents charging and evaluation of systems and leak detection. Explores servicing the basic system. Explains use and care of oils and additives and troubleshooting of small commercial systems. This class qualifies as 90 hours toward the Department of Professional and Occupational Regulation’s 240-hour requirement for a journeyman’s exam tradesman license. The course also offers the EPA certification, Type 608. Testing fee not included.

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
Jan. 22-May 9 Tuesdays and Thursdays 6-9 p.m.
Total Hours: 90 Limit: 20 Fee: $515

2572 HVAC II Circuits and Controls
Prerequisite: successful completion of HVAC I with CCPS Adult Continuing Education
Presents circuit diagrams for air conditioning units, reading and drawing of circuit diagrams and types of electrical controls. Includes analysis of air conditioning circuits, components, analysis and characteristics of circuits and controls, testing and servicing. Introduces electricity for air conditioning which includes circuit elements, direct current circuits and motors, single and three-phase circuits and motors, power distribution systems, and protective devices. Studies the electron and its behavior in passive and active circuits and components. Demonstrates electronic components and circuits as applied to air conditioning system. This class qualifies as 90 hours toward the Department of Professional and Occupational Regulation’s 240-hour requirement for a journeyman’s exam tradesman license. Students must furnish safety glasses and small tools.

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
Jan. 22-May 9 Tuesdays and Thursdays 6-9 p.m.
Total Hours: 90 Limit: 20 Fee: $475

2573 HVAC III Heating Systems
Prerequisite: successful completion of HVAC I and II with CCPS Adult Continuing Education
The course introduces types of fuels and their characteristics of combustion; types, components and characteristics of burners, and burner efficiency analyzers. Studies forced air heating systems including troubleshooting, preventive maintenance and servicing. This third-semester course provides enough additional classroom hours to meet the state’s educational requirements for a journeyman’s exam.

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
Jan. 23- May 15 Mondays and Wednesdays 6-9 p.m.
Total Hours: 90 Limit: 20 Fee: $355

2574 HVAC Master and Journeyman Test Preparation
Prerequisite: successful completion of HVAC III with CCPS Adult Continuing Education or 4000 hours experience in the field
This course is a test preparation course for the state mechanical card, a detailed study of the 2015 International Mechanical Code book, designed to give students a better understanding of the mechanical code book and enable them to pass the test of the state mechanical codes for the journeyman card.

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
Jan. 30-May 15 Wednesdays 6-9 p.m.
Total Hours: 45 Limit: 15 Fee: $200

2575 HVAC Nate Core Test Preparation
Prerequisite: successful completion of HVAC I, II and III with CCPS Adult Continuing Education and 5 years experience in the field
This course is a test preparation course designed to enable technicians to pass the test for the North American Technician Excellence Core Exam. (NATE)

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
Jan. 30-May 15 Wednesdays 6-9 p.m.
Total Hours: 45 Limit: 15 Fee: $200

Did you Know?
- HVAC licensing in Virginia is available at three levels: journeyman, master and contractor.
- To sit for a trade exam, a candidate must document that they have met the education and experience requirements.
- For a complete list of the requirements, visit dpor.virginia.gov
2512 Aire Acondicionado y Refrigeración HVAC I
Este es el curso inicial para un técnico de servicio. Estudia la teoría de la refrigeración; características de los refrigerantes, temperatura y presión; herramientas y equipos; soldadura, sistemas de refrigeración, componentes del sistema; compresores; evaporadores y dispositivos de medición. Incluye carga y evaluación de sistemas y detección de fugas. Explora el servicio del sistema básico. Explica el uso y cuidado de los aceites y aditivos y la solución de problemas de pequeños sistemas comerciales. Esta clase califica como 90 horas hacia el requisito de 240 horas del Departamento de Regulación Profesional y Ocupacional para el examen oficial para obtener la licencia de comerciante. El curso también ofrece la certificación de EPA, tipo 608. Cuota del examen no incluida.

Career and Technical Center @ Courthouse (usa la puerta 3 para ingresar al edificio)
10101 Courthouse Road, Chesterfield, VA 23832
28 de enero-20 de mayo lunes y miércoles 6-9 p.m.
Horas Totales: 90 Limite: 25 Pago: $515

2522 Circuitos y Controles HVAC II
Prerrequisito: Haber culminado el curso de HVAC I con el Departamento de Educación Continua para Adultos de CCPS
Este curso incluye esquemas de circuito para unidades de aire acondicionado, lectura y dibujo de esquemas de circuitos y tipos de controles eléctricos. Incluye análisis de circuitos de aire acondicionado, componentes, análisis y características de circuitos y controles, pruebas y mantenimiento. Introduce la electricidad para el aire acondicionado que incluye los elementos de circuito, los circuitos y los motores de corriente continua, los circuitos y los motores solos y trifásicos, los sistemas de distribución de energía, y los dispositivos protectores. Estudia el electrón y su comportamiento en circuitos y componentes pasivos y activos. Muestra los componentes y circuitos electrónicos aplicados al sistema de aire acondicionado. Esta clase califica como 90 horas hacia el requisito de 240 horas del Departamento de Regulación Profesional y Ocupacional para el examen oficial para obtener la licencia de comerciante. Los estudiantes deben proveer antejos de seguridad y herramientas pequeñas.

Career and Technical Center @ Courthouse (usa la puerta 3 para ingresar al edificio)
10101 Courthouse Road, Chesterfield, VA 23832
29 de enero-16 de mayo martes y jueves 6-9 p.m.
Horas Totales: 90 Limite: 25 Pago: $475

2543 Electrical Technician I
This is the first part of a three-semester course. This class consists of electrical theory, AC/DC fundamentals, circuits, wire diagrams, blueprint reading, terminology and introduction to the National Electrical Code Book (NEC). There will be hands-on practice in using tools, electrical multimeters, pipe bending, wiring devices and running circuits. Class discussions will include resumes and job interviews. This class qualifies as 90 hours toward the Department of Professional and Occupational Regulation’s 240-hour requirement for a journeyman’s exam tradesman license. This class should give you enough knowledge to apply for an entry-level or helper electrician position.

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
Jan. 28-May 20 Mondays and Wednesdays 6-9 p.m.
Total Hours: 90 Limit: 15 Fee: $395

2544 Electrical Technician II
Prerequisite: successful completion of Electrical Technician I with CCPS Adult Continuing Education
This is the second part of a three-semester course. This class continues with electrical skills and theory, however, the primary focus is the National Electrical Code Book (NEC). Students must be proficient with NEC to be a successful electrician and to take the journeyman’s exam with the state of Virginia. This class qualifies as 90 hours toward the Department of Professional and Occupational Regulation’s 240-hour requirement for a journeyman's exam tradesman license. There will be limited hands-on learning for the second semester.

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
Jan. 28-May 20 Mondays and Wednesdays 6-9 p.m.
Total Hours: 90 Limit: 15 Fee: $480

2545 Electrical Technician III
Prerequisite: successful completion of Electrical Technician I and II with CCPS Adult Continuing Education
This is the final part of a three-semester course. This class continues with electrical skills and theory with more specialized portions of NEC rules. The class will review the lessons learned in the previous semesters and provide many practice tests to prepare for the journeyman’s exam. This class qualifies as 90 hours toward the Department of Professional and Occupational Regulation’s 240-hour requirement for a journeyman’s exam tradesman license.

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
Jan. 29-May 16 Tuesdays and Thursdays 6-9 p.m.
Total Hours: 90 Limit: 15 Fee: $480
2599 Plumbing I
This is the first part of a three-semester course. This course covers techniques and theory for basic plumbing tools and terminology, pipes and fittings, joining pipes and fittings including plastic, copper, galvanized, black, no-hub, cast-iron and spigots, soldering and brazing, trade math, safety, water heaters, sewage disposal drainage, fixture building drains and single-line drawings. Students will focus on residential, commercial and industrial installation practices including cross connections, gas codes, blueprint reading and fire sprinklers. This class qualifies as 90 hours toward the Department of Professional and Occupational Regulation’s 240-hour requirement for a journeyman’s exam tradesman license.
Career and Technical Center @ Courthouse
10101 Courthouse Road, Chesterfield, VA 23832
Jan. 31-May 21 Tuesdays and Thursdays 6-9 p.m.
Total Hours: 90 Limit: 20 Fee: $400

2617 Plumbing II
This is the second part of a three-semester course. This course covers techniques and theory, basic plumbing tools and terminology, pipes and fittings, joining pipes and fittings including plastic, copper, galvanized, black, no-hub, cast-iron and spigots, soldering and brazing, trade math, safety, water heaters, sewage disposal drainage, fixture building drains and single-line drawings. Students will focus on residential, commercial and industrial installation practices including cross connections, gas codes, blueprint reading and fire sprinklers. This class qualifies as 90 hours toward the Department of Professional and Occupational Regulations 240-hour requirement for a journeyman’s exam tradesman license.
Career and Technical Center @ Courthouse
10101 Courthouse Road, Chesterfield, VA 23832
Mar. 4-May 15 Mondays and Wednesdays 6-8 p.m.
Total Hours: 40 Limit: 15 Fee: $300

2520 Building Trades
This class will teach basic carpentry, drywall, concrete, tile, HVAC, plumbing, electrical, beginning welding and blueprint reading. You will learn the basics of building trades skills including hand tool usage, project planning, material usage, installation techniques, industry safety and skills needed for a good understanding of each area of study. Students will gain hands-on experience with projects that will cover the areas of the building trades. The class will also cover blueprint reading as it pertains to the building industries, installations and learn skills to estimate the materials needed for projects. By the end of this course, students will be ready to take on projects of their own and have a clear understanding of the skills needed to start in the many fields of the construction industries. Hand tools, equipment and material to perform the class projects will be provided. Employment opportunities with Paragon Carpentry and the Richmond Omni Hotel are available after the completion of the course.
Career and Technical Center @ Courthouse
10101 Courthouse Road, Chesterfield, VA 23832
Mar. 5-May 16 Tuesdays and Thursdays 6-8 p.m.
Total Hours: 40 Limit: 15 Fee: $300

Starting Annual Wage Range:
$16,500 to $43,000

Certifications:
• Dialysis Technician
• Certified Nurse Aide
• Medical Assistant
• EKG Technician
• Medication Aide Technician
• Medical Coding
• Dental Assistant
• Electronic Health Record Specialist

Office of Adult Continuing Education  804.768.6140  Register online at ace.mychesterfieldschools.com.
Security Training (Workforce)
Mail-in registration will not be accepted for security training classes. Classes are taught by certified instructors.

Registration begins at 8:30 a.m. on Monday, Jan. 7.

Unarmed Security Officer
This course consists of administration and security orientation, rules and regulations, legal authority, arrest authority and procedures, defensive procedures, handcuffing techniques and straight stick baton training. A written exam is given at the end of the class. Please bring ID.

Chesterfield Security Training Academy
4231 W. Hundred Road, Chester, VA 23831
2611 Feb. 16-17 Saturday-Sunday 8 a.m.-6 p.m.
2612 Apr. 27-28 Saturday-Sunday 8 a.m.-6 p.m.
Total Hours: 20 Limit: 15 Fee: $60

Concealed Weapons
This course is designed to meet the requirements set by courts for citizens seeking to obtain a concealed weapons permit. Discussed in the course are the laws and liability for use of firearms for personal protection and basic firearms skills. This course is four hours of classroom instruction, and the range is optional. Range fee (not included) is $6. Ammunition fee is not included, and prices are based on the caliber of weapon. Must be 21 or older. Please bring ID.

Chesterfield Security Training Academy
4231 W. Hundred Road, Chester, VA 23831
2526 Mar. 9 Saturday 8 a.m.-noon.
2527 May 11 Saturday 8 a.m.-noon.
Total Hours: 4 Limit: 15 Fee: $65

Handgun Training
Bring your own weapon or rent one for $15. Range fee (not included) is $6. Ammunition fee is not included, and prices are based on the caliber of weapon.

Chesterfield Security Training Academy
4231 W. Hundred Road, Chester, VA 23831
2560 Feb. 16 Saturday 8-11 a.m.
2561 Mar. 16 Saturday 8-11 a.m.
Total Hours: 3 Limit: 15 Fee: $75

Shotgun Training
This course consists of one hour of classroom training on handling, operating and firing a shotgun to include high port and combat loading and cleaning of the shotgun. Range qualification of the combat course follows the classroom portion of one hour. Shotgun rental is $10. Range fee (not included) is $6. Ammunition fee is not included, and the prices are based on the caliber of weapon.

Chesterfield Security Training Academy
4231 W. Hundred Road, Chester, VA 23831
2603 Apr. 27 Saturday 8-11 a.m.
2604 May 25 Saturday 8-11 a.m.
Total Hours: 3 Limit: 15 Fee: $50

Armed Security Officer and Arrest Authority
Prerequisite: successful completion of Unarmed Security Officer with CCPS Adult Continuing Education
This class consists of entry-level firearms training and laws and liability as related to firearms. A written exam is given at the end of the class. Range qualification of the MDAC firearms course. Requirements include semi-automatic with three magazines or revolver with two-speed loaders and the purchase at the range of 100 rounds of ammo and range fee. Please bring ID.

Chesterfield Security Training Academy
4231 W. Hundred Road, Chester, VA 23831
2515 Feb. 22-25 Friday-Monday 8 a.m.-4 p.m.
2516 May 17-20 Friday-Monday 8 a.m.-4 p.m.
Total Hours: 32 Limit: 15 Fee: $170

Registering for Workforce Certification Classes
Registration cannot be mailed in.
You can register in the following ways:
- **Online**: ace.mychesterfieldschools.com
  - Available 24 hours a day, seven days a week
  - Register from home, no lines to wait in
  - Use credit card to pay online
  - Do not lose a spot by waiting to register in person
- **In person**: 8:30 a.m.-4 p.m. Monday-Thursday
  Adult Continuing Education (use Door 3)
  10101 Courthouse Road,
  Chesterfield, VA 23832

Office of Adult Continuing Education 804.768.6140 Register online at ace.mychesterfieldschools.com.
2557 Getting Paid to Talk
Have you been told that you have a great voice? This exciting class will explore numerous aspects of voice-over work for television, film, radio, audiobooks, documents and the internet. The class will cover the basics of how to prepare a demo, be successful and earn a great income. Students will have the opportunity to ask questions and hear examples of demos recorded by professional voice actors. Students also will have a chance to record a commercial script under the direction of a voicecoaches.com producer. For more information, visit voicecoaches.com/gptt.

Bird High School (Use Door 1)
10301 Courthouse Road, Chesterfield, VA 23832
Feb. 7 Thursday 6-8:30 p.m.
Total hours: 2.5 Limit: 20 Fee: $28

2591 National Retail Foundation
Professional Customer Service and Sales Certificate
Whether you are looking for a career in retail or just want to improve your professional skills, this certification may give you an edge over other candidates competing for the same job. Participants will learn to build relationships with customers in person and on the phone, create customer loyalty, determine customer needs and go the extra mile to satisfy customers. Fee includes certification test fee for students who pass the practice test.

Bird High School (Use Door 1)
10301 Courthouse Road, Chesterfield, VA 23832
Mar. 5- May 14 Tuesdays 6-9 p.m.
Total hours: 30 Limit: 15 Fee: $75

2601 Professional Etiquette Training
Well-honed Etiquette skills and application are necessary to display the best representation of yourself and Out Class the Competition. Social graces in today's society have been abandoned. Professional skills have been overlooked. Have you ever wondered the proper way to introduce two people at a business meeting? Been unsure about the way to convey food in the continental style of dining? Been puzzled about your particular duties as a generous host or a gracious guest? Participants will learn - from a corporate etiquette expert and professional sales consultant - skills and techniques that will equip you to navigate through professional, social and dining situations with ease and confidence. A full course meal is included at a local restaurant for participants to learn, demonstrate and enjoy dining and social skills taught in the class.

Bird High School (Use Door 1)
10301 Courthouse Road, Chesterfield, VA 23832
May 14 and 21 Tuesdays 6-9 p.m.
Total Hours: 6 Limit: 15 Fee: $65

2521 Business Writing
This course teaches how to write in the clear, concise style required in today's business world. Students will review grammar, punctuation, verb tenses and transitions as they apply to professional written communication. Templates will be provided to help students create effective emails, memos, letters and reports.

Bird High School (Use Door 1)
10301 Courthouse Road, Chesterfield, VA 23832
Mar. 4-May 13 Mondays 6-8:30 p.m.
Total hours:25 Limit: 15 Fee: $75

2627 Winning Ways for Startup and Existing Businesses
Taught by experienced business attorneys and business advisers, this course focuses on helping you plan your business, avoid common mistakes and improve the chances of success for startup and existing businesses. It will address a number of operational and legal aspects of starting and running a successful business. Topics include business planning, budgeting and cash flow, selecting the right type of business entity (including tax considerations of the various options), sales and employment contracting issues, marketing, branding and intellectual property considerations.

Career and Technical Center @ Hull (Use Door 20)
13900 Hull Street Road, Midlothian, VA 23112
Mar 14-28 Thursdays 6:30-8:30 p.m.
Total hours: 6 Limit: 20 Fee: $40
NEW slide shows with transitions and builds.

sorter, use templates, work with color and slide master, and create

with CCPS Adult Continuing Education

Total Hours: 22    Limit: 15                      Fee: $180
Feb. 25-May 13  Mondays                         6-8 p.m.
10101 Courthouse Road, Chesterfield, VA 23832
Career and Technical Center @ Courthouse

understand the code at the heart of every site on the web.

course will teach you to write HTML and CSS by hand so you can

foundation for understanding and working with websites.  This

website-related, learning these languages will give you a solid

you want to be developer, a designer, a blogger or something else

Every website ever made was built with HTML and CSS. Whether

are welcome. Differences are minimal.

Career and Technical Center @ Hull (Use Door 20)
13900 Hull Street Road, Midlothian, VA 23112
2523 Feb. 5-Mar. 7 Tuesdays and Thursdays 6:30-9 p.m.
2524 Mar. 19-Apr. 25 Tuesdays and Thursdays 6:30-9 p.m.
Total Hours: 25 Limit: 12 Fee: $95
Senior Passport Fee: $70

Prerequisite: successful completion of Computer Basics
with CCPS Adult Continuing Education

This hands-on course is designed to introduce the basic elements
of Microsoft Word and Excel. Students will focus on using the
keyboard and mouse more efficiently to create basic documents
and spreadsheets. Keyboard shortcuts and program menus will be
introduced, as well as fundamental techniques for creating, editing,
formatting, sharing and printing for office distribution. All versions
of Word and Excel are welcome. Fundamental concepts are the
same.

Bird High School (Use Door 1)
10301 Courthouse Road, Chesterfield, VA 23832
Mar. 11-Apr. 24 Mondays and Wednesdays 6:30-9 p.m
Total Hours: 30 Limit: 12 Fee: $110
Senior Passport Fee: $85

Prerequisite: successful completion of Computer Basics
with CCPS Adult Continuing Education

This hands-on class gives students a basic foundation of a
Windows-based computer. It will include basic mouse and
keyboard techniques, Internet usage, computer hardware and
software and file management. All versions of Windows are
welcome. Differences are minimal.

Career and Technical Center @ Hull (Use Door 20)
13900 Hull Street Road, Midlothian, VA 23112

Total Hours: 20 Limit: 14                      Fee: $135
Feb. 13-Apr. 24       Wednesdays                         6-9 p.m.
10301 Courthouse Road, Chesterfield, VA 23832

This hands-on course is designed to introduce the basic elements
of Microsoft Word and Excel. Students will focus on using the
keyboard and mouse more efficiently to create basic documents
and spreadsheets. Keyboard shortcuts and program menus will be
introduced, as well as fundamental techniques for creating, editing,
formatting, sharing and printing for office distribution. All versions
of Word and Excel are welcome. Fundamental concepts are the
same.

Bird High School (Use Door 1)
10301 Courthouse Road, Chesterfield, VA 23832
Feb. 4-Mar. 4 Tuesdays and Thursdays 6:30-9 p.m.
Total Hours: 20 Limit: 14 Fee: $135

The new version of Photoshop has 80 percent of the CS program).

is relevant to earlier versions. It is not Photoshop Elements (which

is wonderful for the professional working in the field of graphics or

graphic designers to correct, alter and size images. This course

This digital imaging program is used by photographers and
graphic designers to correct, alter and size images. This course

is for intermediate to advanced photographers. Students should already understand concepts such as ISO,
aperture, shutter speed, depth of field and flash. This class

will concentrate mainly on advanced use of the DSLR camera
composition, lighting, aesthetics, equipment and Photoshop
Elements. Students must have their own DSLR cameras with at
least one lens. Accessory equipment, such as tripods, releases,
-filters, external flash and specialty lenses, is not required, but is
encouraged.

Bird High School (Use Door 1)
10301 Courthouse Road, Chesterfield, VA 23832
Feb. 12- Apr. 23 Tuesdays 6:30-8:30 p.m.
Total Hours: 20 Limit: 14 Fee: $135

2596 Photoshop
This digital imaging program is used by photographers and
graphic designers to correct, alter and size images. This course

is wonderful for the professional working in the field of graphics or
graphic design, as well as someone putting together family albums
and personal photographs. Students will study the entire program,
from using tools, menus and palettes to working with history, layers
and type. This class is on the latest version of Photoshop CS, but it
is relevant to earlier versions. It is not Photoshop Elements (which
has 80 percent of the CS program).

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
Feb. 25-May 13 Mondays 6-8 p.m.
Total Hours: 22 Limit: 15 Fee: $180

This class will help you take your photo mess and turn it into a
beautifully organized collection of memories that your family will
enjoy for generations.

Career and Technical Center @ Hull (Use Door 20)
13900 Hull Street Road, Midlothian, VA 23112
Apr. 9-11 Tuesday and Thursday 6-7:30 p.m.
Total Hours: 3 Limit: 15 Fee: $35

2536 Digital Photography I
Learn how your digital camera works in this hands-on class,
which will cover the basics of photo making and editing. You
will study what digital means to photography, as well as lighting,
composition and creativity techniques. You will load photographs
into the computer and share assignments with the class. Learn to
manipulate photos with Photoshop Elements. Students must bring
their own digital camera with camera manual and cables.

Bird High School (Use Door 1)
10301 Courthouse Road, Chesterfield, VA 23832
Feb. 14- Apr. 25 Thursdays 6:30-8:30 p.m.
Total Hours: 20 Limit: 14 Fee: $135

2537 Digital Photography II
Prerequisite: successful completion of Digital Photography I with
CCPS Adult Continuing Education
This course is for intermediate to advanced photographers.
Students should already understand concepts such as ISO,
aperture, shutter speed, depth of field and flash. This class
will concentrate mainly on advanced use of the DSLR camera
composition, lighting, aesthetics, equipment and Photoshop
Elements. Students must have their own DSLR cameras with at
least one lens. Accessory equipment, such as tripods, releases,
-filters, external flash and specialty lenses, is not required, but is
encouraged.

Bird High School (Use Door 1)
10301 Courthouse Road, Chesterfield, VA 23832
Feb. 12- Apr. 23 Tuesdays 6:30-8:30 p.m.
Total Hours: 20 Limit: 14 Fee: $135

2514 Information Technology (Enrichment)
Registration begins at 8:30 a.m. on Monday, Jan. 7.
2606 Spanish for Everyday Use  
**AGES 14 +**
Individuals who have significant contact with Spanish-speaking people in their professional or personal lives will benefit from this extensive two-part course. You will learn correct pronunciation and practice everyday expressions with interactive class activities. Students will practice other skills such as correct grammatical structure, reading, writing and listening.

**Bird High School (Use Door 1)**
10301 Courthouse Road, Chesterfield, VA 23832
Feb. 5-May 14  
Tuesdays  
6-8 p.m.
Total Hours: 28  
Limit: 20  
Fee: $145
Senior Passport Fee: $55

2607 Spanish II  
**AGES 14 +**
Prerequisite: successful completion of Spanish for Everyday Use with CCPS Adult Continuing Education
This course is a continuation of the Spanish for Everyday Use. It will reinforce and expand your conversational skills to help you become more confident using Spanish in the community, for business or during travel.

**Bird High School (Use Door 1)**
10301 Courthouse Road, Chesterfield, VA 23832
Feb. 7-May 9  
Thursdays  
6-8 p.m.
Total Hours: 26  
Limit: 20  
Fee: $100
Senior Passport Fee: $55

2513 American Sign Language I  
**AGES 13**
Students will learn basic American Sign Language including ABCs, numbers, greetings, simple sentences and will be exposed to deaf culture. This is a great course for those wanting to communicate with deaf or hard-of-hearing people. If you have been contemplating a career change, there are endless opportunities in deaf education and sign language interpreting.

**Bird High School (Use Door 1)**
10301 Courthouse Road, Chesterfield, VA 23832
Feb. 5-May 7  
Tuesdays  
6-8:30 p.m.
Total Hours: 32  
Limit: 20  
Fee: $110
Senior Passport Fee: $55

2514 American Sign Language II  
**AGES 13 +**
Prerequisite: successful completion of American Sign Language I with CCPS Adult Continuing Education  
This course is a continuation of ASL I. It will teach you to create and sign simple sentences along with a vocabulary building lab. This is a great environment to practice using the language.

**Bird High School (Use Door 1)**
10301 Courthouse Road, Chesterfield, VA 23832
Feb. 4-May 20  
Mondays  
6-8:30 p.m.
Total Hours: 35  
Limit: 20  
Tuition: $170
Senior Passport Fee: $80

2578 Italian for Tourists  
**AGES 14 +**
Try a taste of the old country Italy. Have fun with friends and family. This is a great starter course for those who plan to visit Italian-speaking countries as tourists or on business. Learn to order from a menu, ask for directions and find accommodations. Students will also explore everyday Italian words and phrases. In case of a medical emergency, students will learn the parts of the body. Books, music, demonstrations and discussions will supplement instruction.

**Career and Technical Center @ Hull (Use Door 20)**
13900 Hull Street Road, Midlothian, VA 23112
Feb. 12-Apr. 23  
Tuesdays  
6:30-8:30 p.m.
Total Hours: 20  
Limit: 20  
Fee: $130
Senior Passport Fee: $60

2554 French for Tourists  
**AGES 14 +**
Students will be immersed in modern French language and culture. This is a great starter course for those who plan to visit French-speaking countries as tourists or on business. You will learn basic vocabulary for dining, shopping, finding your way and locating accommodations. Books, audio material and movie clips will supplement instruction.

**Career and Technical Center @ Hull (Use Door 20)**
13900 Hull Street Road, Midlothian, VA 23112
Feb. 21-May 2  
Thursdays  
6:30-8:30 p.m.
Total Hours: 20  
Limit: 20  
Fee: $125
Senior Passport Fee: $60

Registration begins at 8:30 a.m. on Monday, Jan. 7.
Special Interest (Enrichment)

Registration begins at 8:30 a.m. on Monday, Jan. 7.

2613 Upholstery

Students will be guided through the steps of removing old fabric, cutting foam and fabric and upholstering furniture. Instructions will be given in repairing wood joinery, webbing and tying springs. Students will learn the upholstery skills needed to work inside and outside the classroom. Students are responsible for purchasing their own fabric. Most upholstery materials are provided. Tool need and fabric yardage will be discussed during the first class. Basic sewing skills are helpful but not necessary. Furniture must be approved by the instructor. No sofas or recliners. Only one piece at a time can be stored at the school while work is in progress.

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
Feb. 5-Apr. 30 Tuesdays 6-9 p.m.
Total Hours: 36 Limit: 6 Fee: $330

2558 Golf for Adults

This class will help beginners, higher handicappers or golfers returning to the game. Learn posture, grip, aim and swing for putts, chips, pitches, irons and woods. Understand the skills it takes to hit the fairway shot with an iron or wood. Discover what it takes to get the ball out of a bunker. You will learn important rules and what equipment is right for you. You will put your skills to work during the fifth class, which is held on the golf course.

First Tee of Chesterfield
6736 Hunting Creek Drive, Chesterfield, VA 23832
Apr. 22-May 20 Mondays 5:30-7 p.m.
Total Hours: 7.5 Limit: 8 Fee: $103

2556 Kiln-Formed Glass

This class will introduce beginners to the craft of glass fusing and slumping. Students will complete a small dish, a bottle slump, and assorted ornaments, pendants, or sun catchers. Kiln techniques will be discussed, but all firing will be done off-site. Wear closed-toe shoes.

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
Mar. 2 and 9 Saturdays 10 a.m.-12:30 p.m.
Total Hours: 5 Limit: 8 Fee: $100

2511 Acoustic Guitar

This course will cover chords, basic strumming, picking techniques and alternative styles through a variety of songs. Bring your guitar and portable music stand to the first class.

Career and Technical Center @ Hull (Use Door 20)
13900 Hull Street Road, Midlothian, VA 23112
Feb. 19-May 7 Tuesdays 6:30-8:30 p.m.
Total Hours: 22 Limit: 8 Fee: $150
Senior Passport Fee: $75

2519 Beginning Genealogy

How many times have you said you are going to research your family tree? Learn how to start tracing your ancestors and compiling family genealogy. Use the free resources, including Ancestry, that are available at the Chesterfield County Public Library. Learn tips and strategies for conducting and organizing your research. Now is the time to start your family history journey!

Bird High School (Use Door 1)
10301 Courthouse Road Chesterfield, VA 23832
Mar 12 and 19 Tuesdays 6-8 p.m.
Total Hours: 4 Limit: 15 Fee: $30

2610 The Art of Wine Tasting

As a novice, have you ever been challenged by the etiquette involved in wine tasting? What role does the 5 senses play in the 5 “S”s of wine tasting? What are the basic tools to enhance the tasting experience? Learn while enjoying the fruit of the vine from the instruction of a certified etiquette trainer. The course includes a field trip to a local vineyard for a wine tasting conducted by an in-house wine steward. Virginia Vineyard Month this April. No alcohol is allowed on school property.

Bird High School (Use Door 1)
10301 Courthouse Road, Chesterfield, VA 23832
Apr. 11 and 18 Thursdays 6-9 p.m.
Total Hours: 6 Limit: 15 Fee: $65

Oops!

We canceled your class because we did not know you were interested. Sometimes we cancel wonderful classes with excellent instructors because people wait too long to register. Our programs have minimum enrollment requirements that must be met one week prior to the first class. If the minimum enrollment is not met, the class is canceled.
Cooking (Enrichment)

Mail-in registration will not be accepted for cooking services classes. Classes are taught by certified instructors.

Registration begins at 8:30 a.m. on Monday, Jan. 7.

2609 Exploring Chocolate
From bean to bar, this class will explore all things chocolate. Participants will learn to temper and make delicious treats out of a variety of chocolates. We will discuss sourcing, troubleshooting, and taste a variety of different types of chocolate both European and American. Please bring an apron and to-go containers. Everyone must clean up after class.

Manchester High School (Use Door 9)
12601 Bailey Bridge Rd, Midlothian, VA 23112
Feb. 7 Thursday 6-9 p.m.
Total Hours: 3 Limit: 15 Fee: $40

2624 Easy Appetizers and Hors d'oeuvres
From hearty sliders to elegant canapés we will explore small plates and handheld appetizers in this 3 hour interactive class. Participants will showcase seasonal ingredients in a variety of dips and simple, but impressive recipes. Please bring an apron and to-go containers. Everyone must clean up after class.

Manchester High School (Use Door 9)
12601 Bailey Bridge Rd, Midlothian, VA 23112
Apr. 18 Thursday 6-9 p.m.
Total Hours: 6 Limit: 15 Fee: $40

2598 French Baking 101
Imagine buttery croissants, colorful macarons, crisp baguettes, and light and airy choux puffs. Sound good? Join us in this 3 hour interactive class and learn the basics of baking these treats and more. Please bring an apron and to-go containers. Everyone must clean up after class.

Manchester High School (Use Door 9)
12601 Bailey Bridge Rd, Midlothian, VA 23112
Feb. 28 Thursday 6-9 p.m.
Total Hours: 3 Limit: 15 Fee: $40

2528 Biscuits, Scones, and Yeast Rolls
Learn how to make light and flaky biscuits, scones, and yeast rolls in this 3 hour interactive class. We will discuss types of flour, techniques and much more while making a variety of sweet and savory treats. Please bring a to-go container. Everyone must clean up after class.

Manchester High School (Use Door 9)
12601 Bailey Bridge Rd, Midlothian, VA 23112
May 9 Thursday 6-9 p.m.
Total Hours: 3 Limit: 15 Fee: $40

2551 Big Easy Cooking
Explore and celebrate the food of New Orleans in this fun, 3 hour interactive class. From gumbo to beignets, we will discover the flavors that make this city a top foodie destination. Please bring a to-go container. Everyone must clean up after class.

Manchester High School (Use Door 9)
12601 Bailey Bridge Rd, Midlothian, VA 23112
Mar. 14 Thursday 6-9 p.m.
Total Hours: 3 Limit: 15 Fee: $40

Driver’s Education (Enrichment)

Driver Improvement School
This class is a state-approved course for Virginia traffic ticket dismissal, including court and DMV mandated, point reduction and fine reduction. It can also be used to receive insurance discounts and add five points to your driving record. It is taught by a certified DMV instructor.

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
2538 Feb. 23 Saturday 8:30 a.m.-5:30 p.m.
2539 Mar. 23 Saturday 8:30 a.m.-5:30 p.m.
2540 Apr. 27 Saturday 8:30 a.m.-5:30 p.m.
2541 May 11 Saturday 8:30 a.m.-5:30 p.m.

Driver’s Education Makes a Difference

✦ Driver’s education is associated with a lower incidence of both crashes and convictions – reducing crashes by 4.3 percent and convictions by nearly 40 percent.

✦ Teens who complete driver’s education programs not only scored higher on the driving exam, they also demonstrated greater long-term knowledge over their peers who did not take driver’s education.
Financial Planning (Enrichment)

Registration begins at 8:30 a.m. on Monday, Jan. 7.

How to Plan Your Estate
This class will walk you through the estate planning process. You will learn how wills, powers of attorney, advanced medical directives, and trusts are used in basic estate planning. Our speaker will cover different methods you can use to avoid probate and simplify the estate administration process. This will be an engaging presentation so come with your questions and eager to learn.

2569 Career and Technical Center @ Hull (Use Door 20)
13900 Hull Street Road, Midlothian, VA 23112
Mar. 5 Tuesday 6-8 p.m.

2570 Bird High School (Use Door 1)
10301 Courthouse Road, Chesterfield, VA 23832
Apr. 11 Thursday 6-8 p.m.
Total Hours: 2 Limit: 20 Fee: $8

2566 First Time Home Buyer Workshop
Buying a home should be an exciting time. This is an excellent opportunity to learn how to buy a home and minimize stress in the home buying process. This home buyer's education class is for anyone looking to purchase a home now or in the future. You will learn:

First Time Homebuyers: The basics and affordable housing options. Learn about renting vs. buying, homeowner responsibility, selecting lenders, realtors and brokers, pre-approval vs. pre-qualification, escrow, and closing. You will also learn about local programs that are available to first time homebuyers, what criteria must be met to qualify for first time homebuyer programs, and how to plan for your future.

Understanding the Mortgage Loan Process: Learn the types of loans available, how the underwriting process works, the meaning of federal and state disclosures, and what to do if your loan is denied. Come listen in and ask your real estate questions during this casual workshop, aiming to educate home buyers!

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
Apr. 8 Monday 6:30-8:30 p.m.
Total Hours: 2 Limit: 20 Fee: $20

2608 An Investor's Tour of Mutual Funds
Do you know which investment funds are right for you and your investment portfolio? It's important to choose mutual funds that align with your investment goals and complement the investment types that make up your overall strategy. This course is designed to provide a detailed look at features, benefits and risks associated with this type of investment as well as guidance to help empower you as you explore the multitude of funds available. Time will be provided for questions and answers. Course is taught by financial advisor, Golden Merrill, AAMS®, CRPC®.

Career and Technical Center @ Hull (Use Door 20)
13900 Hull Street Road, Midlothian, VA 23112
May 14 Tuesday 7-9 p.m.
Total Hours: 2 Limit: 20 Fee: $8

2602 Time Matters: A Woman's Retirement Outlook Seminar
Just reading the word "retirement" may raise a mix of emotional responses for you - both excitement and anxiety. In this educational program, we'll share perspectives on financial concerns facing women who are getting ready for or have recently transitioned to retirement. We will discuss retirement income strategies, including perspectives around Social Security, withdrawal and reliance rates. We will also address how to prepare for the unexpected, including market and inflation risks, the rising costs of health care and long-term care. Time will be provided for questions and answers. Course is taught by financial advisor, Golden Merrill, AAMS®, AAMS®.

Bird High School (Use Door 1)
10301 Courthouse Road, Chesterfield, VA 23832
Apr 9 Tuesday 7-9 p.m.
Total Hours: 2 Limit: 20 Fee: $8

2553 What Happens After the Paychecks Stop?
Who will pay your income during retirement after the paychecks stop? We'll examine how to budget for retirement expenses and your potential sources of retirement income. We'll also identify some of the potential risks to your retirement income and ways to address them. Discussion topics will include outliving your retirement savings, market declines, inflation, health care and long-term care costs. Time will be provided for questions and answers. Course is taught by financial advisor, Golden Merrill, AAMS®, CRPC®.

Career and Technical Center @ Hull (Use Door 20)
13900 Hull Street Road, Midlothian, VA 23112
Mar. 12 Tuesday 7-9 p.m.
Total Hours: 2 Limit: 20 Fee: $8
Financial Planning (Enrichment)

Registration begins at 8:30 a.m. on Monday, Jan. 7.

2580 Long-Term Care Insurance
Since January 2000, Linda Tsironis Caruthers, CSA, LTCP, has specialized in long-term care planning to include long-term care insurance traditional policies as well as life and annuity hybrid products. Linda will help you understand the definition of long-term care, the core features and benefits of a long-term care insurance policy, what triggers a claim as well as various funding strategies available, including options to use qualified, non-qualified funds and existing life insurance with cash value. In long-term care insurance, there is no one-size-fits-all solution. Long-term care planning, to include a long-term care insurance policy, should be an informed, educated decision based on individual circumstances and tailored to meet each client's personal needs.

Career and Technical Center @ Hull (Use Door 20)
13900 Hull Street Road, Midlothian, VA 23112
Mar. 12 Tuesday 6-8 p.m.
Total Hours: 2 Limit: 20 Fee: $8

2585 Medicare Basics
If you are a Medicare recipient, about to become one or have a family member or friend who needs help understanding Medicare, then this course is for you. This class covers Part A, Part B, Part C and Part D and how it all works. After this course, you will understand your choices and will understand when you are eligible for Medicare. In addition, you will understand how long-term care insurance coordinates benefits with Medicare coverage. Bring all questions with you. This is your opportunity to ask whatever is on your mind. This course is taught by local, experienced, independent brokers Diana and Zachariah Edwards.

Career and Technical Center @ Hull (Use Door 20)
13900 Hull Street Road, Midlothian, VA 23112
Mar. 26 Tuesday 6:30-8:30 p.m.
Total Hours: 2 Limit: 20 Fee: $8

Instructors Needed
Are you a friendly, outgoing adult who would like to share your expertise, skills or talents with other adults? Are you interested in teaching Adult Continuing Education classes?

If so, go online to mychesterfieldschools.com, click on “Careers,” then type “Adult Education,” into the keyword.” Fill out the application that suits your interest.

Chesterfield County Public Schools does not unlawfully discriminate on the basis of sex, race, color, age, religion, disability or national origin in employment or in its educational programs and activities. For more information, go to chesterfield.k12.va.us.

ONLINE REGISTRATION IS AVAILABLE

- Registration is available 24 hours a day, seven days a week.
- No lines to wait in.
- Use your credit card to pay online.
- Partial payment available online.
- Register from home.
- Do not lose your spot in the class by waiting to register in person.
- Go to ace.mychesterfieldschools.com.
Senior Citizen Day Classes (Enrichment)

Super Senior Passport
Designed to thank senior residents for their support and to encourage them to remain active in Chesterfield County Public Schools, the Super Senior Passport is free. If you are 60 or older and live in Chesterfield County, you are welcome to apply for a passport by filling out the form at mychesterfieldschools.com, calling 639-6906 or applying in person at the School Administration building, 9900 Krause Road, or at the Career and Technical Center @ Hull, 13900 Hull Street Road. Super Senior Passport holders receive discounted fees for some adult education classes as well as free admission to many school athletic and performing arts events.

2615 Understanding Today’s Technology
Want to learn how to use your cell phone, iPad, or other new technology? This class will answer all your questions you have about your devices. Bring your technology and cables to class.

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 2383
Mar. 4-Apr. 29 Mondays 3-5 p.m.
Total Hours: 16 Limit: 15 Fee: $80 Senior Passport Fee: $40

2525 Computer Basics
This hands-on class gives students a basic foundation of a Windows-based computer. It will include basic mouse and keyboard techniques, Internet usage, computer hardware and software and file management. All versions of Windows are welcome. Differences are minimal.

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
Feb. 22-May 17 Fridays 9:30-12:00 p.m.
Total Hours: 25 Limit: 12 Fee: $95 Senior Passport Fee: $70

2590 Microsoft Word and Excel
Prerequisite: successful completion of Computer Basics with CCPS Adult Continuing Education
This hands-on course is designed to introduce the basic elements of Microsoft Word and Excel. Students will focus on using the keyboard and mouse more efficiently to create basic documents and spreadsheets. Keyboard shortcuts and program menus will be introduced, as well as fundamental techniques for creating, editing, formatting, sharing and printing for office distribution. All versions of Word and Excel are welcome. Fundamental concepts are the same.

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
Feb. 15-May 24 Fridays 9:30-12:00 p.m.
Total Hours: 30 Limit: 12 Fee: $110 Senior Passport Fee: $85

2559 Golf for Seniors
This class is for men and women over 60. It cover topics that are tailored specifically to the senior golfer. Golf fundamentals will consist of the basics of putting, chipping, irons, fairway woods and the driver. Discussion will focus on exercises for flexibility and strengthening the body for golf and how equipment can enhance or impede your improvement.

First Tee of Chesterfield
6736 Hunting Creek Drive, Chesterfield, VA 23832
Apr. 22-May 20 Mondays 3:00-4:30 p.m.
Total Hours: 7.5 Limit: 8 Fee: $103 Senior Passport Fee: $58

2579 Knitting
Are you ready to learn knitting for the first time, or do you need to learn new techniques for a specific project? If so, this class is just what you are looking for. Participants will work toward completing specific projects or techniques in a group setting. Beginners will learn basic knitting techniques: cast on, knit stitch, purl stitch and cast off. More advanced knitters will hone their skills and learn new techniques. Knitters will learn to understand the construction of knitting, repair common errors, drop down rows instead of ripping out and generally gain confidence with their knitting. Bring smooth, light-colored, medium-weight yarn and size eight needles to the first class.

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 2383
Mar. 1-May 10 Fridays 2:30-5 p.m.
Total Hours: 20 Limit: 15 Fee: $70 Senior Passport Fee: $30

Office of Adult Continuing Education 804.768.6140 Register online at ace.mychesterfieldschools.com.
Adult Basic Education and GED Preparation Classes
The GED test is a four-subject high school equivalency test that measures skills required by high schools and requested by colleges and employers. The four subjects are science, social studies, mathematics reasoning, and reasoning through language arts. Adult Basic Education classes provide instruction in the reading, writing, critical thinking and math skills needed for success. Teachers refer students for GED practice testing as they show high-school level mastery of these skills. Learn more at GED.com.

- Adults with a high school diploma or previous GED credential are welcome to participate.
- Participants must be age 18 or older at the time of registration.
- A complete orientation to the program will be held on the first day of class.

Fees
- $25 Tuition. The fee covers all adult GED classes listed on page 19 for the school year 2018-2019. The tuition fee must be submitted with your online or mail-in registration.
- $25 Book. The Kaplan GED Test Prep Plus 2018 is used in all classes. Previous versions from 2014-2017 are acceptable. You may purchase this item for $25 in class or at area retailers. If you pay for the book during online registration, it will be delivered in class.
- $15 Calculator. The Texas Instruments TI-30XS MultiView is used in all math classes. You may purchase this item for $15 in class or at area retailers. If you pay for the calculator during online registration, it will be delivered in class.

Mandatory Attendance
- Attendance during the first week of class is mandatory. Participants who miss any class time during the first week will be held for the next enrollment period.

Accommodations
- If you have a documented disability and qualify for extended time on tests, please bring current documentation to your first day of class. Learn more about the accommodations available on the GED test at https://www.gedtestingservice.com/testers/computer-accommodations#what.

Advocates
- Participants are welcome to bring an advocate to the first day of class to ask questions during our program orientation.

Assessments
- We use the TABE 9/10 Test of Adult Basic Education to determine class placements. If you have TABE scores from 2017 or later, please bring them to your first class. The TABE Reading and Language assessments will be used to determine placement in Critical Thinking classes. The TABE Applied Math and Math Computation assessments will be used to determine placement in Math classes.

Financial Assistance (WIOA)
- If you are seeking better employment and have a disability or low-income household, assistance may be available to help pay for GED classes through the Workforce Innovation and Opportunity Act grant. Contact these agencies directly to apply for their services. If they accept you into their program, bring proper documentation to waive the tuition fee.
  - Virginia Career Works: 804-652-3490
  - Virginia Department of Aging and Rehabilitative Services: 804-714-2021

Registration
- Register online at ace.mychesterfieldschools.com or mail in your registration using the form on page 4. Select one or two classes from the schedules offered on page 19.

GED Testing
- Our teachers will recommend practice testing when students show a mastery of GED content. Students who pass the practice test with a score of 150+ will receive vouchers for free testing. See page 22 for more information about official testing.

How Long Does This Take? How Difficult Is The Test?
- The GED test is aligned with today’s high school standards. The difficulty level needed to pass the GED® test is the same difficulty level as needed to pass high school. Students enter our program with varying levels of abilities. Our goal is to get each student to their next level of achievement. Some participants may only need a few months to be able to read, write, and use math at the level of a high school senior, others may take a few years to develop those skills.
General Information

No Classes February 18, March 8, April 1-5, April 19
- Make-up days may be added to the schedule if four or more classes are canceled.
- Classes may be closed or merged due to low enrollment.

GED PREPARATION CLASSES

GED classes start in mid-September and run though the end of May. There will be four opportunities to join classes throughout the school year. When you register, you will stay enrolled for the whole school year. You do not need to register again even if you change class subjects or locations. Students will progress through the curriculum with opportunities to show mastery at six and twelve week intervals. All students will complete a placement assessment test during the first week of class. The first week of class is mandatory. Students who miss any class time during the first week of a session will be held for the next session.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date - End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2465</td>
<td>Sept. 10 - May 24</td>
</tr>
<tr>
<td>2474</td>
<td>Oct. 22 - May 24</td>
</tr>
<tr>
<td>2480</td>
<td>Jan. 28 - May 24</td>
</tr>
<tr>
<td>2486</td>
<td>Apr. 8 - May 24</td>
</tr>
</tbody>
</table>

Select one or two classes from the choices below. Please only select two classes if your schedule allows for twelve hours of class instruction plus four hours of homework per week.

**Critical Thinking**

**Prepare for the GED Reasoning Through Language Arts, Science, and Social Studies Exams.**

Explore themes in history and science and discuss their application to current events. Learn to evaluate arguments, practice the rules of written English, and learn how to write in a formal, organized style.

A. Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
Mondays and Wednesdays 9:30 a.m.-12:30 p.m.

B. Bird High School (Use Door 1)
10301 Courthouse Road, Chesterfield, VA 23832
Mondays and Wednesdays 6-9 p.m.

**Math**

**Prepare for the GED Math Exam.**

Solve everyday problems using numbers, graphs and charts, basic operations, central tendency, decimals, fractions, percents and ratios. Use measurement, probability, equations, expressions, algebra, geometry, functions and patterns to represent data and relationships.

C. Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
Tuesdays and Thursdays 9:30 a.m.-12:30 p.m.

D. Bird High School (Use Door 1)
10301 Courthouse Road, Chesterfield, VA 23832
Tuesdays and Thursdays 6-9 p.m.

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**BUILD YOUR CAREER SKILLS WHILE YOU WORK TOWARD A GED**

**FREE Classes for Co-Enrolled GED or ESOL Students**

**INTRODUCTION TO HEALTH CARE, p.5**
- This class is a pre-requisite for all other medical service classes offered through Chesterfield County Adult Continuing Education.

**CUSTOMER SERVICE CERTIFICATE, p.12**
- Participants will learn to build relationships with customers in person and on the phone, create customer loyalty, determine customer needs and go the extra mile to customer satisfaction.

**NORTHSTAR DIGITAL LITERACY and BASIC COMPUTER SKILLS, p.22**
- Create simple documents in Microsoft Word, Excel, and PowerPoint, Use Email and the Internet.

**BUSINESS WRITING, p.12**
- Learn to write in the clear, concise style required in today's business world.

**HOW DO I CO-ENROLL?** First, sign up and pay for your GED OR ESOL class. Then, call Cynthia Barnes at 804-768-6140, x 1917 to enroll in any of the classes listed above. Students will be added as space is available. ESOL level 5-6 recommended.
GED Foundations

Improve your Critical Thinking and Graphic Literacy skills while studying Science and Social Studies topics

- Open enrollment, multi-level, multi-subject
- FREE, walk-ins welcome, No registration required
- Participants with 12+ hours may transfer to distance learning or to the next session of GED preparation classes listed on page 19.

<table>
<thead>
<tr>
<th>Location</th>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stonebridge Recreation Center</td>
<td>Thursdays</td>
<td>ongoing</td>
<td>9:30 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>230 Karl Linn Drive, North Chesterfield, VA 23225</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Virginia Career Works (formerly RESOURCE)</td>
<td>Tuesdays</td>
<td>ongoing</td>
<td>1-4 p.m.</td>
</tr>
<tr>
<td>304 Turner Road, North Chesterfield, VA 23225</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central Library</td>
<td>Wednesdays</td>
<td>ongoing</td>
<td>6-8:30 p.m.</td>
</tr>
<tr>
<td>9501 Lori Road, Chesterfield, VA 23832</td>
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</tbody>
</table>

DISTANCE LEARNING

- Do you like to learn at your own pace?
- Do you have a schedule that always changes?

Students who want to work online using their own computers and internet connections will find a variety of software programs for purchase on GED.com. FREE online learning accounts will be offered to students who complete 12 hours of classroom instruction and will commit to 5 hours per week of usage.

Register for any GED Foundations (this page) or GED preparation class (p. 19) to get started.

Virginia Career Works

FREE services for adults ages 18 and up

- Get connected to education, training and career information
- Financial assistance for individuals with low income or barriers to employment
- Workshops, job fairs and recruitment events
- Job search tools

Virginia Career Works (formerly RESOURCE)
304 Turner Road Suite N, North Chesterfield VA 23225
804-652-3490

Year-Round!
**Region 15 National External Diploma Program**

The National External Diploma Program (NEDP) is a portfolio-based assessment system that awards a traditional high school diploma to graduates who can demonstrate competency in ten content areas including Financial Literacy, Health Literacy, Civic Literacy, Geography, History, Science, and Twenty-First Century Workplace. This is designed for adults age 18 or older who are withdrawn from school and have life and work experiences. Candidates must be self-directed and comfortable working independently on a computer. High school level proficiency in reading, writing, and mathematics is required before work on any other competencies may begin. For more information, visit NEDP.org. Wednesday, May 29, 6 p.m. at the Career and Technical Center @ Courthouse (Use Door 3), 10101 Courthouse Road, Chesterfield, VA 23832. 

**EXPECTED START DATE: JULY 2019. JOIN US FOR AN INFORMATION SESSION TO LEARN MORE.**

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**NORTHSTAR DIGITAL LITERACY & BASIC COMPUTER SKILLS**

- **LEARN THE BASICS ABOUT COMPUTERS, THE INTERNET, AND EMAIL**
- **CREATE SIMPLE DOCUMENTS IN MICROSOFT WORD, EXCEL AND POWERPOINT**

<table>
<thead>
<tr>
<th>Lab Location</th>
<th>Room</th>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virginia Career Works (formerly RESOURCE) 304 Turner Road, North Chesterfield, VA 23225</td>
<td>LAB</td>
<td>Thursdays</td>
<td>ongoing</td>
<td>9-11 a.m.</td>
</tr>
<tr>
<td>Chesterfield Technical Center at Courthouse 10101 Courthouse Road, Chesterfield VA 23225</td>
<td>T-6</td>
<td>Fridays</td>
<td>Feb. 15- Apr. 26 no class Apr. 5</td>
<td>9:30 a.m. - 12 p.m.</td>
</tr>
</tbody>
</table>

Walk-ins welcome. FREE to GED/ABE students.

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**GED LIVE- Refresh Before You Retest!**

GED Live is a series of instructional videos that can be viewed in a lab setting where there is a teacher available for questions. If you have taken the Official GED Test and are only 2-3 points away from a passing score, then this can be a great way to review before retesting. Call 804-768-6140 to begin.

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**FREE PRACTICE TESTING DATES**

**EARN FREE OFFICIAL TESTING VOUCHERS FOR PASSING SCORES OF 150+.**

- Participants must be age 18 or older to qualify for testing vouchers.
- Limit one free first-time voucher per student per subject. Retest vouchers are available for returning students.
- Limit one free practice test per subject per year unless enrolled in classroom instruction.

<table>
<thead>
<tr>
<th>Location</th>
<th>Room</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career and Technical Center @ Courthouse (Use Door 3) 10101 Courthouse Road, Chesterfield, VA 23832</td>
<td>312</td>
<td>Saturdays</td>
<td>Feb. 23 Mar. 23 Apr. 27 May 11</td>
<td>1-3:30 p.m. last test starts at 2 p.m.</td>
</tr>
<tr>
<td>Virginia Career Works (formerly RESOURCE) 304 Turner Road Suite N, North Chesterfield, VA 23225</td>
<td>Lab</td>
<td>Wednesdays</td>
<td>ongoing</td>
<td>1 p.m. last test starts at 1:15 p.m.</td>
</tr>
</tbody>
</table>

This is a computer-based test. For best results, explore the test preview at: ged.com/study/free_practice_test

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Office of Adult Continuing Education 804.768.6140 Register online at ace.mychesterfieldschools.com.
GED® TESTING
All testing, transcripts, and accommodations information can be found at GED.com. When you create an account at this site, you are starting a record that you will use for the rest of your career to verify your GED for employers or education providers. Be sure that the name you use matches a valid photo identification such as a driver's license or passport.

GED.COM (Desponible en español)
The start-to-finish 2014 GED program is designed to set up students for success before, during and after the test. That means more tools, more resources and more support throughout the entire student experience — all on one convenient website. Create an account to have access to the following:

**Prepare**
- Get information
- Test preparation material
- Register
- Apply for accommodations

**Perform**
- Schedule
- Test day tips
- Review scores
- Retest

**Progress**
- Print scores
- Order transcripts
- Transition to college

GED® Test
The GED test takes about eight hours total. A passing score of 145 is needed on each test module. All testing is completed on a computer at an authorized testing center. You can take a test module and two subsequent module retests with no restrictions between retakes. If you fail the second or any subsequent retest, you must wait 60 days before testing again.

**Reasoning Through Language Arts:** 150 minutes (including a 10-minute break)

**Mathematical Reasoning:** 115 minutes (Students submit answers to Part 1 before moving on to the rest of the test.)
- Part 1 (first five questions) calculators are not allowed
- Part 2 (remaining 41 test questions) calculators are allowed

**Social Studies:** 70 minutes (One section tests all content)

**Science:** 90 minutes (One section tests all content)

Registration
- Online: GED.com
- Call center: 1-877-EXAM-GED (392-6433)
- Monday-Friday 7 a.m.-7 p.m.

Test cost
- First-time test: $120 all four subject tests
- Retest: Two $10 retakes per failed subjects within the calendar year.

Test dates and times
Test appointments are available for the Pearson VUE testing center located inside the Chesterfield Technical Center at 10101 Courthouse Road. When you register on GED.com, you will be shown the testing centers closest to your zip code. If you choose our site, these are our hours:
- Day: Every Wednesday 9 a.m.-5 p.m.
- Night: Every Monday and Wednesday 5-9 p.m.

Official GED Ready™ practice tests
- Practice tests cost $6 per subject. Practice tests may be taken online at GED.com.
- GED Ready™ has the same look and feel as the real GED test.
- Get firsthand experience answering computer-based test questions.
- Evaluate your scores to decide if you’re prepared to test.
- GED Ready™ will link you to test preparation books and courses.

FREE GEDReady™ practice testing and testing vouchers
- The GEDReady is the best indicator of your readiness to take the official GED test.
- A diagnostic is provided to show areas that require additional study.
- You will need an email account and GED.com login and password.
- Students with practice test scores of 150+ are eligible for free subject test vouchers.
- Participants must be age 18 or older to qualify for testing vouchers.
- Testing must be completed onsite during our regular schedule in order to qualify for vouchers.

See Page 21 for dates.
Come join our learning community! In our English classes, students will improve their reading, writing, listening and speaking abilities. Students will learn about American culture, workforce and educational systems. Eight levels of classes are available: pre-literacy, literacy, low beginning, high beginning, low intermediate, high intermediate, advanced and high advanced transitions. Students receive a textbook and opportunities to access online learning, service learning and educational seminars. Registration takes two hours. **No children, please. We accept only money orders.** Please call our office with questions at 804-768-6140.

**Class Schedules**

Night Classes
Meadowbrook High School
4901 Cogbill Road, North Chesterfield, VA 23234
- Register Jan. 14, 15, and 16. 5:30-7 p.m. No late registration. $100
- Mondays and Wednesdays, 6-9 p.m.

Day Classes
Beulah United Methodist Church
6930 Hopkins Road, North Chesterfield, VA 23234
- Register Jan. 14, 15, and 16. 10-11:30 a.m. $100
- Mondays and Wednesdays, 10 a.m.-1 p.m.

Citizenship Class
Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
- Register Feb. 13, 9:30 a.m. at Beulah United Methodist Church and 5:30 pm at Meadowbrook High School or Feb. 19, at 5:30 p.m. at Career and Technical Center @ Courthouse Road $50 for students, $75 for community members. (Includes book)
- Tuesdays, 6-9 p.m.

Distance Education Class
- Online only, training and technical support provided.
- Register Feb. 20 and 27 at Beulah United Methodist Church from 10-10:30 a.m. or Meadowbrook High School from 6-6:30 p.m.
- $50 includes textbook and online access code.

**FREE Classes for Co-Enrolled ESOL Students**

- **INTRODUCTION TO HEALTH CARE, p.5**
  - This class is a pre-requisite for all other medical service classes offered through Chesterfield County Adult Continuing Education.
- **CUSTOMER SERVICE CERTIFICATE, p.12**
  - Learn to build relationships with customers, create customer loyalty, determine customer needs, and go the extra mile.
- **NORTHSTAR DIGITAL LITERACY/ BASIC COMPUTER SKILLS, p. 22**
  - Create simple documents in Microsoft Word, Excel, and PowerPoint, Use Email and the Internet.
- **BUSINESS WRITING, p.12**
  - Learn to write in the clear, concise style required at work.

**HOW DO I CO-ENROLL?** First, sign up and pay for your GED OR ESOL class. Then, call Cynthia Barnes at 804-768-6140, x 1917 to enroll in any of the classes listed above. Students will be added as space is available. ESOL level 5-6 recommended.

Venga y únase a nuestra comunidad de aprendizaje! En nuestras clases para adultos, los estudiantes mejorarán sus habilidades de inglés en la lectura, escritura, conversación, y comprensión. Los estudiantes aprenderán sobre la cultura de América, agencias de trabajo y sistemas de educación. Tenemos ocho niveles de clases: pre-literatura, literatura, principiantes, principiantes avanzados, intermedios, intermedios avanzados, avanzado, y superior avanzado de transición. Además, los estudiantes reciben un libro de texto, acceso a charlas y seminarios, y como parte de su matrícula, un asiento para clases de inglés a distancia, a través del internet. La registración se demora dos horas. **Favor de no traer niños. Aceptamos giros postales/money order.** Para información adicional, favor de llamarnos al: 804-768-6140.

**Itinerario de clases**

**Clases nocturnas**
Meadowbrook High School
4901 Cogbill Road, North Chesterfield 23234
- Inscripciones los días 14, 15, y 16 de enero de 5:30-7 p.m. No habrá otro día para inscribirse. $100
- Clases comienzan 23 de enero-8 de mayo.
- Lunas y miércoles, 6-9 p.m.

**Clases diurnas**
Iglesia Metodista Beulah
6930 Hopkins Road, North Chesterfield, VA 23234
- Inscripciones los días 14, 15, y 16 de enero de 10-11:30 a.m. $100
- Clases comienzan 23 de enero-8 de mayo.
- Lunas y miércoles, 10 a.m.-1 p.m.

**Clases de ciudadanía**
Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
- Inscripciones el 13 de febrero a las 9:30 a.m. en Iglesia Metodista Beulah, a las 5:30 p.m. en Meadowbrook High School o el 19 de febrero a las 5:30 p.m. en Career and Technical Center @ Courthouse Road.
- $50 para estudiantes, $75 para miembros de la comunidad. (Incluye el libro)
- Clases comienzan 19 de febrero-30 de abril.
- martes de 6-9 p.m.

**Clases de educación distante**
- **INGLÉS POR INTERNET SOLAMENTE, CON ENTRENAMIENTO Y AYUDA TÉCNICA PROVISTA.**
  - Inscripciones los días 20 y 27 de febrero. Inscripciones en la iglesia Beulah Methodist de 10-10:30 a.m. o en Meadowbrook High School de 6-6:30.
  - $50 incluye el libro y inglés a distancia, a través del internet.

If you want to improve your English skills for your job, then this class is for you. Participants will practice vocabulary and learn about cultural norms for a variety of workplaces. Students will practice speaking and listening as they role-play being the customer and the employee. A certification exam will be offered to students who pass the practice test.

**MEADOWBROOK HIGH SCHOOL**
4901 Cogbill Road, North Chesterfield, VA 23234
Feb. 4-Apr. 22, Monday and Wednesdays 6-9 p.m.
Total Hours: 60
Limit: 15
Fee: $75
General Information

Office of Adult Continuing Education  804.768.6140  Register online at ace.mychesterfieldschools.com.

Details — Some Adult Continuing Education courses are open to children under 18 when co-enrolled with an adult. Please refer to the icon next to the classes that allow students in the course. Room assignments will be posted at the school entrance on the first night of class.

Register early — Many classes fill quickly. Register early to secure your preferred course and to avoid classes being canceled due to low enrollment. Enrollment is accepted on a first-come, first-served basis until the maximum number is accommodated. A minimum number of students is required before a course will be offered. Chesterfield County Public Schools reserves the right to cancel classes that do not meet this requirement.

School closings — Adult Continuing Education classes follow the schedule of Chesterfield County Public Schools. Classes will not meet when schools are scheduled to close or during severe weather. Students should listen to the local news or go online to mychesterfieldschools.com for unscheduled closings. Please do not call the school where the classes are held. Every effort will be made to make up missed classes, but makeup classes cannot be guaranteed.

Classes will not meet Feb. 18, Mar. 8, Apr. 1-5, Apr. 19, and May 27.

Refunds
• Refunds are processed automatically if a course is canceled.
• If a change in day, time or location of a course prohibits you from attending, you will receive a refund.
• Refund requests must be made in writing prior to the start date of the course.
• One business day after a class starts.
• Credit card processing fees are not refundable.

Super Senior Passport
Designed to thank senior residents for their support and to encourage them to remain active in Chesterfield County Public Schools, the Super Senior Passport is free. If you are 60 or older and live in Chesterfield County, you are welcome to apply for a passport by filling out the form at mychesterfieldschools.com, calling 639-6906 or applying in person at the School Administration building, 9900 Krause Road, or at the Career and Technical Center @ Hull, 13900 Hull Street Road. Super Senior Passport holders receive discounted fees for some adult education classes as well as free admission to many school athletic and performing arts events.

VISION
Chesterfield County Public Schools will provide an engaging and relevant education that prepares every student to adapt and thrive in a rapidly changing world.

MISSION
Chesterfield County Public Schools, in partnership with students, families and communities, emphasizes and supports high levels of achievement through a global education for all, with options and opportunities to meet the diverse needs and interests of individual students.

CORE VALUES
The core values of Chesterfield County Public Schools are respect, responsibility, honesty and accountability.
All class registration begins Monday, Jan. 7 at 8:30 a.m. See page 23 for ESOL registration dates.

Register early — Many classes fill quickly. Register early to secure your preferred course and to avoid classes being canceled due to low enrollment. Enrollment is accepted on a first-come, first-served basis until the maximum number is accommodated. A minimum number of students is required before a course will be offered. Chesterfield County Public Schools reserves the right to cancel classes that do not meet this requirement.

Online — ace.mychesterfieldschools.com

Mail — Complete the form on the next page, attach payment and mail to: Office of Adult Continuing Education 10101 Courthouse Road, Chesterfield, VA 23832. No cash, please. A class confirmation will be emailed.

In person — The Adult Continuing Education office is open for registration 8:30 a.m.-4 p.m. Monday through Thursday and is located at 10101 Courthouse Road. Please use entrance 3.

Tuition — Each class includes the cost of any textbook and materials required for the class unless otherwise specified in the course description. Some books may not be included in the cost of the class and will need to be purchased by the student.

Payment — Payment is due at registration. Half payments can only be made with a credit card for classes costing more than $500, with the balance due in 30 days. There is a 3.199 percent convenience charge for credit card processing. Make checks and money orders payable to CCPS. Exact cash is preferred since change is not kept in the office. Companies or organizations paying for a class must pay online or attach a company invoice.

Educational transfers will be considered from other institutions.

Nondiscrimination
Chesterfield County Public Schools does not unlawfully discriminate on the basis of sex, race, color, age, religion, disability or national origin in employment or in its educational programs and activities. For more information, visit mychesterfieldschools.com.
Mail-in Registration Form

Registration begins at 8:30 a.m. Jan. 7, 2019.
Mail-in registration will not be accepted for ESOL or workforce certification classes.

Name ________________________________________________________________

Spouse/Child name (only if attending) _______________________________________

Address __________________________________________________________________

City ______________ State _____ ZIP code ______________ Phone ______________

Email address ___________________________________________________________

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Total Fees

Make checks payable to CCPS (Chesterfield County Public Schools).

Mail form and payment to:
Chesterfield Adult Continuing Education
10101 Courthouse Road
Chesterfield, VA 23832

If you have questions or need special accommodations, call 768-6140.

Office of Adult Continuing Education 804.768.6140 Register online at ace.mychesterfieldschools.com.
FOR ADULTS
- Be a tradesman
- Start a new career
- Organize your photos
- Discover your heritage
- Master your cell phone
- Learn sign language
- Become a realtor

FOR KIDS
- Learn PowerPoint
- Play the guitar
- Prepare an appetizer
- Try a craft
- Learn Spanish
- Create a webpage
- Build a shed