NEW! Veterinary Assistant Technician
Dear neighbor,

Welcome to the Adult Continuing Education 2019 Fall 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!

Sincerely,
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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Office of Adult Continuing Education 804.768.6140 Register online at ace.mychesterfieldschools.com.
General Information

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. Children can not attend class with out an adult if they have not paid.

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 Sept. 2, Nov. 27-29.

Accreditation— Adult Education classes are not accredited. Certification classes are approved by certifying organizations.

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.
• Credit card processing fees are not refundable.
• Refunds will be given after 1 business day after a class starts (except 1 day classes).

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.

Office of Adult Continuing Education   804.768.6140   Register online at ace.mychesterfieldschools.com.
All class registration begins Monday, July 29 at 8:30 a.m. See page 27 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 (not a CCI class), with the balance due in 30 days. There is a 3.38 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.
Registration begins at 8:30 a.m. July 29, 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.
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**Medical Services (Workforce)**

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

Registration begins at 8:30 a.m. on Monday, July 29.

### Introduction to Health Assisting

This course must be taken before Nurse Aide and Medical Assistant 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. After successfully completing this course, students qualify to take the certifying exam. Test fee is included in the cost of the class.

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

**2668** Sept. 24-Dec. 10 Tuesdays and Thursdays 6-9 p.m.

**2669** Sept. 24-Dec. 10 Tuesdays and Thursdays 9:30-12:30 p.m.

Total Hours: 66
Limit: 20
Fee: $325

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### 2711 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 42 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 form 7 a.m.-3:30 p.m. on at least six clinical days in addition to the regular class nights. 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 are required (not included). Books and supplies are included. You may be accepted into the class before completion of your background check. If the completed inquiry establishes information that in the opinion of Chesterfield County Public Schools, the Virginia Board of Nursing or the clinical setting makes you unqualified to attend clinical instruction, you may be dismissed from class. After successfully completing this course, students qualify to take the certifying exam. Testing fee not included. Approved Pearson Vue Regional test site for CNA exam.

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

Sept. 9-Dec. 18 Mondays and Wednesdays 6-9:30 p.m.

Clinicals Five Saturdays 7-3:30 p.m.

Total Hours: 144
Limit: 20
Fee: $810

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### 2750 Nurse Aide Skills Practice

This class is for students who have successfully completed the Chesterfield Adult Education Nurse Aide certification class (proof required on the first night of class) or have taken the certification test, but was not successful. This class will help you practice your skills and build your confidence to test before the state exam.

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

Sept. 10-Dec. 17 Tuesdays 6-9 p.m.

Total Hours: 45
Limit: 10
Fee: $190

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### 2702 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

Aug. 26-Dec. 2 Mondays and Thursdays 6-9 p.m.

Total Hours: 81
Limit: 20
Fee: $660

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### 2703 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

Aug. 26-Dec. 2 Mondays and Thursdays 6-9 p.m.

Total Hours: 81
Limit: 20
Fee: $570

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### 2666 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

Sept. 16-Nov. 20 Mondays and Wednesdays 6-9 p.m.

Total Hours: 60
Limit: 20
Fee: $350

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Office of Adult Continuing Education 804.768.6140 Register online at ace.mychesterfieldschools.com.
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
2639 Oct. 1 Tuesday 6-9 p.m.
2640 Nov. 14 Thursday 6-9 p.m.
2641 Dec. 9 Monday 6-9 p.m.
Total Hours: 3 Limit: 20 Fee: $65

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
2633 Sept. 23-25 Monday and Wednesday 6-9 p.m.
2634 Oct. 22-24 Tuesday and Thursday 6-9 p.m.
2635 Dec. 3-5 Tuesday and Thursday 6-9 p.m.
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
2636 Sep. 25 Wednesday 6-9 p.m.
2637 Oct. 24 Thursday 6-9 p.m.
2638 Dec. 5 Thursday 6-9 p.m.
Total Hours: 3 Limit: 20 Fee: $50

2704 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
Aug. 19-Dec. 9 Mondays and Thursdays 6-9 p.m.
Total Hours: 93 Limit: 20 Fee: $1,149

2705 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
Dec. 4 and 11 Wednesdays 6-9 p.m.
Total Hours: 6 Limit: 20 Fee: $40

2706 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 assisted living facilities. 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. Board of Nursing registration fee included in class fee. Testing fee not included.

Career and Technical Center @ Courthouse (classroom)
10101 Courthouse Road, Chesterfield, VA 23832
St. Francis Home (clinical)
65 W. Clopton St., Richmond, VA 23225
Sept. 9- Oct. 3 Mondays-Thursdays 6-9 p.m.
Oct. 7-9 Monday-Wednesday (clinical) 7 a.m.-3 p.m.
Total Hours: 78 Limit: 20 Fee: $585

Office of Adult Continuing Education 804.768.6140 Register online at ace.mychesterfieldschools.com.
Mail-in registration will not be accepted for medical services classes. Classes are taught by certified instructors.

Registration begins at 8:30 a.m. on Monday, July 29.

**2743 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. This class is in partnership with Condensed Curriculum International (CCI). **No payment plan available.**

Career and Technical Center @ Hull (Use Door 20)
13900 Hull Street Road, Midlothian, VA 23112
Oct. 15-Dec. 12 Tuesdays and Thursdays 6-9 p.m.
Total Hours: 51 Unlimited Fee: $699

**2714 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. This class is in partnership with Condensed Curriculum International (CCI). **No payment plan available.**

Career and Technical Center @ Hull (Use Door 20)
13900 Hull Street Road, Midlothian, VA 23112
Oct. 15-Dec. 12 Tuesdays and Thursdays 6-9 p.m.
Total Hours: 51 Unlimited Fee: $530

**2715 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. This class is in partnership with Condensed Curriculum International (CCI). **No payment plan available.**

Career and Technical Center @ Hull (Use Door 20)
13900 Hull Street Road, Midlothian, VA 23112
Oct. 15-Jan. 28 Tuesdays and Thursdays 6-9 p.m.
Total Hours: 90 Unlimited Fee: $999

**2680 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. Possible job opportunities at American Renal Associates

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
Sept. 24-Dec. 3 Tuesdays and Thursdays 6-8:30 p.m.
Total Hours: 60 Limit: 15 Fee: $350

**2748 Physical Therapy Technician**
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
Oct. 15-Dec. 12 Tuesdays and Thursdays 6-9 p.m.
Total Hours: 51 Limit: 15 Fee: $350

Certain classes are partially funded through the Workforce Innovation and Opportunity Act. Participation in this class requires completion of a basic math or reading assessment during class time to inform instructional needs. An industry-recognized test will be administered at the completion of the course.

Office of Adult Continuing Education 804.768.6140 Register online at ace.mychesterfieldschools.com.
**Personal Services (Workforce)**

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

Registration begins at 8:30 a.m. on Monday, July 29.

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**2658 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

Sept. 26-Dec. 11  Mondays and Wednesdays  6-9 p.m.

Total Hours: 93  Limit: 20  Fee: $400

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**2659 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. 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

Aug. 26-Dec. 11  Mondays and Wednesdays  6-9 p.m.

Total Hours: 93  Limit: 20  Fee: $400

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**2654 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

Aug. 28-Dec. 11  Mondays and Wednesdays  6-9 p.m.

Total Hours: 87  Limit: 20  Fee: $395

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**2653 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

Aug. 26-Dec. 11  Mondays and Wednesdays  6-9 p.m.

Total Hours: 93  Limit: 18  Fee: $400

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**2740 Veterinary Assistant**

This Veterinary Assistant program introduces students to the growing field of veterinary medicine. Students will learn about the care of animals as well as how to recognize signs of illness and disease. Also included is interpersonal communication, interaction with clients and their animals, as well as how to assist the veterinarians during examinations. Administrative duties such as fee collection, banking, and accounts payable are also emphasized for front office efficiency. This program provides the necessary knowledge and skills for an entry level position in the field of veterinary technology. High school diploma or equivalency required. Testing fee is not included.

**Career and Technical Center @ Courthouse (Use Door 3)**

10101 Courthouse Road, Chesterfield, VA 23832

Sept. 12-Dec. 12  Tuesdays and Thursdays  6-9 p.m.

Total Hours: 65  Limit: 20  Fee: $500

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**2648 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 (Use Door 3)**

10101 Courthouse Road, Chesterfield, VA 23832

Sept. 23-Dec. 2  Mondays and Wednesdays  6-8 p.m.

Total Hours: 40  Limit: 15  Fee: $300

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**2221 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

Sept. 23-Oct. 8  Mon.-Thurs.  6-9:30 p.m.

Total hours: 35  Limit: 20  Fee: $399

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Office of Adult Continuing Education  804.768.6140  Register online at ace.mychesterfieldschools.com.
**Tradesman (Workforce)**

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

Registration begins at 8:30 a.m. on Monday, July 29.

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**2693 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. You can obtain 3 credits for Air 121 and 122 at John Tyler Community College with a qualifying score on their test out exam.

**Career and Technical Center @ Courthouse (Use Door 3)**
10101 Courthouse Road, Chesterfield, VA 23832
Aug. 20-Dec. 3 Tuesdays and Thursdays 6-9 p.m.
Total Hours: 90 Limit: 20 Fee: $355

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**2694 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. You can obtain 3 credits for Air 134 at John Tyler Community College with a qualifying score on their test out exam.

**Career and Technical Center @ Courthouse (Use Door 3)**
10101 Courthouse Road, Chesterfield, VA 23832
Aug. 19-Dec. 4 Mondays and Wednesdays 6-9 p.m.
Total Hours: 90 Limit: 20 Fee: $475

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**2695 HVAC III Heating Systems**

**Prerequisite:** successful completion of HVAC I and II with CCPS Adult Continuing Education

This course introduces types of fuels such as oil, gas, electric, air source, and geothermal heat pump systems and their characteristics of combustion; types, components and characteristics of burners and burner efficiency analyzers. Includes troubleshooting, preventative maintenance and servicing. This third-semester course provides enough additional classroom hours to meet the state's educational requirements for a journeyman's exam. You can obtain 3 credits for Air 154 at John Tyler Community College with a qualifying score on their test out exam.

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

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**2691 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
19 de agosto-9 de diciembre lunes y miércoles 6-9 p.m.
Horas Totales: 90 Limite: 25 Pago: $475

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**2649 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 circuitos 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.

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

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**2726 Sistemas de Calefacción HVAC III**

**Prerrequisito:** Haber culminado el curso de HVAC I y II con el Departamento de Educación Continua para Adultos de CCPS

El curso introduce tipos de combustibles y sus características de combustión; componentes y características de los quemadores, y los analizadores de la eficacia del quemador. El estudio de calefacción de aire forzado incluye solución de problemas de averías, mantenimiento preventivo y servicio. 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.

**Career and Technical Center @ Courthouse**
(usa la puerta 3 para ingresar al edificio)
10101 Courthouse Road, Chesterfield, VA 23832
20 de agosto-5 de diciembre martes y jueves 6-9 p.m.
Horas Totales: 90 Limite: 25 Pago: $355

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Office of Adult Continuing Education 804.768.6140 Register online at ace.mychesterfieldschools.com.
### 2719 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 (Use Door 3)**
10101 Courthouse Road, Chesterfield, VA 23832
Aug. 20-Dec. 3 Tuesdays and Thursdays 6-9 p.m.
Total Hours: 90 Limit: 15 Fee: $400

### 2720 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 (Use Door 3)**
10101 Courthouse Road, Chesterfield, VA 23832
Aug. 19-Dec. 4 Mondays and Wednesdays 6-9 p.m.
Total Hours: 90 Limit: 15 Fee: $480

### 2721 Plumbing III
This is the final part of a three-semester course. This course continues with electrical skills and theory, and teaches students how to apply those skills to the practical aspects of plumbing. It covers topics such as electrical systems, codes, and maintenance. 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
Aug. 20-Dec. 3 Tuesdays and Thursdays 6-9 p.m.
Total Hours: 90 Limit: 15 Fee: $480

### 2667 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 electrician position.

**Career and Technical Center @ Courthouse (Use Door 3)**
10101 Courthouse Road, Chesterfield, VA 23832
Aug. 19-Dec. 4 Mondays and Wednesdays 6-9 p.m.
Total Hours: 90 Limit: 15 Fee: $395

### 2668 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, and teaches students how to apply those skills to the practical aspects of electrical work. It covers topics such as electrical systems, codes, and maintenance. 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
Aug. 19-Dec. 4 Mondays and Wednesdays 6-9 p.m.
Total Hours: 90 Limit: 15 Fee: $395

### 2669 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
Aug. 20-Dec. 3 Tuesdays and Thursdays 6-9 p.m.
Total Hours: 90 Limit: 15 Fee: $480

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**Office of Adult Continuing Education** 804.768.6140 Register online at ace.mychesterfieldschools.com.
These classes are in partnership with Condensed Curriculum International (CCI)

Program features:
- Programs are 100% online - available anytime, anywhere (student receives username and password after registration)
- Instructor and mentor support - ongoing discussion threads, collaboration and live access to professionals
- Career Services - career mentors, resume writing, interview techniques, and related career guidance
- Nationally-recognized certifications
- Externship Placement - see classes for more information
- eBook and textbook materials included in all pricing
- Testing fees not included
- No payment plan available

2670 Electronic Health Record Management Program
This Electronic Health Record (EHR) Management program prepares students to understand and use electronic records in a medical practice. Course reviews the implementation and management of electronic health information using common electronic data interchange systems and maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record. High school diploma or GED required.
Total Hours: Minimum of 95 and a maximum of 350 hours to complete this course. Fee: $1040

2741 Paralegal Professional
This program includes training and exam preparation to become a Paralegal. This class will cover basic competencies such as legal research and writing, source citing, filing and other skills delegated to Paralegals. High school diploma or GED required. This program includes an externship.
Total Hours: 6 months Fee: $1040

2743 Computer Technician Professional for CompTIA A+
This program includes training and exam preparation to become a certified CompTIA A+ Specialist for entry level service technicians in the IT industry. High school diploma or GED required. This program includes an externship.
Total Hours: 200 hrs or 9 months Fee: $1040

2744 Child Care Specialist
This program is to prepare students to apply knowledge of theoretical and developmental foundations for educating and caring for children as well as ensuring child safety, well-being, and appropriate education. Students may choose to sit for the National Career Certification Board (NCCB) Certified Child Care Worker certification exam (CCCW). High school diploma or GED required.
Total Hours: 6 Months Fee: $1040

2745 Accounting Professional
This program provides the basic competencies involved in an accounting or financial role for small businesses or in a support role for CPAs and other accounting professionals in a larger firm. High school diploma or GED required. This program includes an externship.
Total Hours: 6 months Fee: $1040

2746 Project Management Professional (PMP®)
This program includes training and exam preparation to become a Project Management Professional (PMP). This class covers basic competencies involved in management and oversight, scope and estimation of project undertaking and devising a detailed project plan alongside project risk and cost analysis. High school diploma or GED required. This program includes an externship.
Total Hours: 6 months Fee: $1040

2739 Medication Aide
*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. The Online Medication Aide Class is approved by the Virginia Board of Nursing. This course requires a high level of independent student learning. To help facilitate student learning, we will be exploring the content using a variety of methods including Powerpoints, videos, and hands on demonstration. Students must complete the 48 hours of online training before attending clinicals; one, in person, lecture to review insulin administration and 20 hours of clinicals (see clinical schedule). A TB test will be done before attending clinical (fee not included). After successfully completing this course, students are eligible to take the Virginia Board of Nursing exam. Board of Nursing registration fee included in class fee. A valid ID is required. Testing fee not included.

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
Sept. 4 (Orientation) Wednesday 6 p.m.
Oct. 7-9 (Clinical) Monday-Wednesday 7 a.m.-3 p.m.
Total Hours: 78 Fee: $585

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, July 29.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Time</th>
<th>Limit</th>
<th>Fee</th>
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<tbody>
<tr>
<td>2751</td>
<td>Sept. 28-29</td>
<td>8 a.m.-6 p.m.</td>
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<td>2752</td>
<td>Dec. 7-8</td>
<td>8 a.m.-6 p.m.</td>
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Total Hours: 18, Limit: 15

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
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<td>2692</td>
<td>Oct. 19</td>
<td>8 a.m.-noon</td>
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<tr>
<td>2693</td>
<td>Nov. 30</td>
<td>8 a.m.-noon</td>
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Total Hours: 4, Limit: 15

Registration 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

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

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<th>Course</th>
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<td>2681</td>
<td>Nov. 9</td>
<td>8 a.m.-4 p.m.</td>
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<tr>
<td>2682</td>
<td>Dec. 7</td>
<td>8 a.m.-4 p.m.</td>
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Total Hours: 3, Limit: 15

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

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<tr>
<th>Course</th>
<th>Dates</th>
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<th>Limit</th>
<th>Fee</th>
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<td>2724</td>
<td>Oct. 12</td>
<td>8 a.m.-4 p.m.</td>
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<td>2725</td>
<td>Nov. 23</td>
<td>8 a.m.-4 p.m.</td>
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Total Hours: 32, Limit: 15

Unarmed Security Officer
With **CCPS Adult Continuing Education**

**Armed Security Officer and Arrest Authority**
**Prerequisite**: successful completion of Unarmed Security Officer

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 loader 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

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<th>Limit</th>
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<td>2635</td>
<td>Oct. 4-7</td>
<td>8 a.m.-4 p.m.</td>
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<td>Nov. 15-18</td>
<td>8 a.m.-4 p.m.</td>
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Total Hours: 32, Limit: 15

Total Hours: 4, Limit: 15

Total Hours: 3, Limit: 15

Total Hours: 3, Limit: 15
Employability Skills (Enrichment)

Registration begins at 8:30 a.m. on Monday, July 29.

2710 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 customer satisfaction. Test fee is included in cost of class for students who pass the practice test.
Bird High School (Use Door 1)
10301 Courthouse Road, Chesterfield, VA 23832
Oct. 1 - Dec. 10 Tuesdays 6-9 p.m.
Total hours: 30 Limit: 15 Fee: $85

2723 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 and 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
Nov. 5 and 12 Tuesdays 6-8:30 p.m.
Total Hours: 6 Limit: 15 Fee: $65

2646 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
Sept. 23-Dec. 2 Mondays 6-8:30 p.m.
Total hours: 27.5 Limit: 15 Fee: $85

2678 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, documentaries 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
Oct. 3 Thursday 6-8:30 p.m.
Total hours: 2.5 Limit: 20 Fee: $28

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.
2630 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. Fundamental concepts are the same.

Career and Technical Center @ Hull (Use Door 20)
13900 Hull Street Road, Midlothian, VA 23112
Sept. 10-Oct. 10  Tuesdays and Thursdays  6:30-9 p.m.
Total Hours: 25  Limit: 12  Fee: $95
Senior Passport Fee: $70

2708 Microsoft Word and Excel I
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
Sept. 9-Oct. 16  Mondays and Wednesdays  6:30-9 p.m.
Total Hours: 30  Limit: 12  Fee: $110
Senior Passport Fee: $85

2738 Microsoft Word and Excel II
Prerequisite: successful completion Microsoft Word and Excel I
This hands-on course is designed to introduce the intermediate elements of Microsoft Word and Excel. In this two part series, this second course will focus on using on creating more complex Word documents using columns, tables, and graphic elements, as well as introduce Excel’s charting, pivot table and filter/sort features. 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
Oct. 28-Dec. 9  Mondays and Wednesdays  6:30-9 p.m.
Total Hours: 30  Limit: 12  Fee: $110
Senior Passport Fee: $85

2735 Web Design
Every website ever made was built with HTML and CSS. Whether you want to be developer, a designer, a blogger or something else website-related, learning these languages will give you a solid foundation for understanding and working with websites. This course will teach you to write HTML and CSS by hand so you can understand the code at the heart of every site on the web.

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
Sept. 24-Nov. 26  Tuesdays  6-8 p.m.
Total Hours: 22  Limit: 15  Fee: $180

2718 Photo Organization
Are your pictures overwhelming you? Do you have digital pictures on the computer, camera cards, phones, ipads, external hard drives or printed pictures in boxes, drawers, closets, etc? Are you afraid of losing all your digital photos? Would you like to find a picture, but have no idea where it is? If you answered yes to any of these questions, this class is for you! Take your photo mess and turn it into an organized collection of memories that your family will enjoy for generations by setting up photo goals, learning basics of photo organization and about methods to store photos safely.

Career and Technical Center @ Hull (Use Door 20)
13900 Hull Street Road, Midlothian, VA 23112
Oct. 15 and 22  Tuesdays  6-7:30 p.m.
Total Hours: 3  Limit: 15  Fee: $35

2650 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
Sept. 18-Nov. 20  Wednesdays  6-9 p.m.
Total Hours: 30  Limit: 15  Fee: $185

Office of Adult Continuing Education  804.768.6140  Register online at ace.mychesterfieldschools.com.
**Languages (Enrichment)**

Registration begins at 8:30 a.m. on Monday, July 29.

### 2727 Spanish for Everyday Use

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
Sept. 10-Dec. 10  Tuesdays  6-8 p.m.
Total Hours: 28  Limit: 20  Fee: $145
Senior Passport Fee: $65

### 2729 Spanish II

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
Sept. 12-Dec. 12  Thursdays  6-8 p.m.
Total Hours: 26  Limit: 20  Fee: $100
Senior Passport Fee: $5

### 2633 American Sign Language I

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 hearing impaired or hard-of-hearing people. If you have been contemplating a career change, there are endless opportunities in hearing impaired education and sign language interpreting.

Bird High School (Use Door 1)
10301 Courthouse Road, Chesterfield, VA 23832
Sept. 9-Dec. 2  Mondays  6-8:30 p.m.
Total Hours: 32  Limit: 20  Fee: $110
Senior Passport Fee: $55

### 2633 American Sign Language II

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
Sept. 10-Dec. 3  Tuesdays  6-8:30 p.m.
Total Hours: 32  Limit: 20  Tuition: $170
Senior Passport Fee: $85

### 2700 Italian for Tourists

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
Oct. 1-Dec. 3  Tuesdays  6:30-8:30 p.m.
Total Hours: 20  Limit: 20  Fee: $130
Senior Passport Fee: $65

### 2677 French for Tourists

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
Oct. 3-Dec 12  Thursdays  6:30-8:30 p.m.
Total Hours: 20  Limit: 20  Fee: $125
Senior Passport Fee: $60

**REGISTERING FOR ENRICHMENT CLASSES**

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

- **Mail:**
  - Adult Continuing Education
    10101 Courthouse Road, Chesterfield, VA 23832
  - In person: 8:30 a.m.-4 p.m. Monday-Thursday

Office of Adult Continuing Education  804.768.6140  Register online at ace.mychesterfieldschools.com.
Special Interest (Enrichment)

Registration begins at 8:30 a.m. on Monday, July 29.

**2734 Upholstery**

**AGES 16 +**

Students will learn the basic modern upholstery skills needed to work inside and outside the classroom. Students will be guided through the steps of removing old fabric, cutting foam and fabric, and upholstering furniture. Instructions will be given in minor repairs, webbing and tying springs. Most upholstery materials are provided. Plan to bring your chair/item to the first class. Tool need and fabric yardage will be discussed during the first class. Students are responsible for purchasing their own fabric. Furniture must be approved by the instructor. No sofas or recliners. Basic sewing skills are helpful but not necessary. 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
Sept. 23-Dec. 9  Mondays  6-9 p.m.
Total Hours: 36  Limit: 6  Fee: $330

**2630 Acoustic Guitar**

**AGES 12 +**

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
Sept. 24-Dec. 3  Tuesdays  6:30-8:30 p.m.
Total Hours: 22  Limit: 8  Fee: $150
Senior Passport Fee: $75

**2679 Golf for Adults**

**AGES 18 +**

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 how the game works. 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
Sept. 9-Oct. 7  Mondays  5:30-7 p.m.
Total Hours: 7.5  Limit: 8  Fee: $103

**2729 The Art of Wine Tasting**

**AGES 18 +**

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. "Come celebrate Virginia Wine Month this October". No alcohol is allowed on school property.

Bird High School (Use Door 1)
10301 Courthouse Road, Chesterfield, VA 23832
Oct. 9 and 16  Wednesdays  6-8:30 p.m.
Total Hours: 5  Limit: 15  Fee: $65

**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
**2803**  Sept. 21  Saturday  8:30 a.m.-5:30 p.m.
**2804**  Oct. 19  Saturday  8:30 a.m.-5:30 p.m.
**2749**  Nov. 16  Saturday  8:30 a.m.-5:30 p.m.
Total Hours: 8  Limit: 20  Fee: $65

**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.
Registration begins at 8:30 a.m. on Monday, July 29.

2643 Crock Pot and One Pan Meals
Want a delicious, comforting meal when you come home from a busy day, or something to pop in the oven while you unwind? Learn many recipes that are easy, tasty and ready for the table. Bring a crock pot for tomorrow's meal! Please bring an apron and to-go containers. Everyone must clean up after class.

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
Sept. 25 Wednesday 6-9 p.m.
Total Hours: 3 Limit: 15 Fee: $40

2676 Phyllo Dough and Puff Pastries
What is Phyllo and Puff Pastry? How do you work with it? Learn how to make sweet and savory pastries and snacks and impress your friends! Please bring an apron and to-go containers. Everyone must clean up after class.

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
Nov. 4 Monday 6-9 p.m.
Total Hours: 3 Limit: 15 Fee: $40

2644 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 an apron and to-go containers. Everyone must clean up after class.

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
Oct. 7 Monday 6-9 p.m.
Total Hours: 3 Limit: 15 Fee: $40

2655 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.

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
Nov. 20 Wednesday 6-9 p.m.
Total Hours: 6 Limit: 15 Fee: $40

2674 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.

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
Dec. 16 Monday 6-9 p.m.
Total Hours: 3 Limit: 15 Fee: $40
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.

2631 Career and Technical Center @ Hull (Use Door 20)
13900 Hull Street Road, Midlothian, VA 23112
Oct. 1 Tuesday 6-8 p.m.

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
2691 Oct. 1 Tuesday 6:30-8:30 p.m.
2692 Bird High School (Use Door 1)
10301 Courthouse Road, Chesterfield, VA 23832
Nov. 7 Thursday 6-8 p.m.
Total Hours: 2 Limit: 20 Fee: $8

2634 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
Oct. 22 Tuesday 6-8 p.m.
Total Hours: 2 Limit: 20 Fee: $8

2730 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®.

Career and Technical Center @ Hull (Use Door 20)
13900 Hull Street Road, Midlothian, VA 23112
Sept. 24 Tuesday 6-8 p.m.
Total Hours: 2 Limit: 20 Fee: $8

2704 Financial Planning (Enrichment)
Registration begins at 8:30 a.m. on Monday, July 29.

2701 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
Oct. 22 Tuesday 6-8 p.m.
Total Hours: 2 Limit: 20 Fee: $8

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

RE Registering for enrichment classes
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
• Mail:
Adult Continuing Education
10101 Courthouse Road, Chesterfield, VA 23832
• In person: 8:30 a.m.-4 p.m. Monday-Thursday
Adult Continuing Education (use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
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.

Senior Home Services

Senior Home Services is a volunteer organization tasked with assisting county seniors with minor home repairs and services. We receive our requests from various county agencies. Service requests can be categorized as follows:

- Accessibility (ADA modification or ramps) - these are transferred to other organizations (Project Home, RAMPS, Shepherds Center) as they are beyond our current volunteer capabilities.
- Painting (interior or exterior) - these are subject to height restrictions based from a six (6) foot stepladder.
- House infrastructural issues - siding repair, window repair/replacement, roof repair, plumbing and electrical repair. Most of these are currently beyond our capabilities but we are exploring partnerships with other organizations (Project Homes, Chesterfield Technical Center, and individual companies) that may be able to render skilled assistance.
- Yard work - this includes mowing, debris removal, tree/shrub trimming and storm damage cleanup. This represents the largest percentage of service requests. We are in need of individuals or organizations to assist. As winter approaches, we may add snow/ice removal as appropriate.

For more information, please contact (804) 895-2015.

2733 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
Sept. 23-Nov. 11 Mondays 3:30-5:30 p.m.
Total Hours: 16 Limit: 15 Fee: $80 Senior Passport Fee: $40

2651 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. Fundamental concepts are the same.

Career and Technical Center @ Courthouse (Use Door 3)
10101 Courthouse Road, Chesterfield, VA 23832
Sept. 20-Nov. 22 Fridays 9:30-12:00 p.m.
Total Hours: 25 Limit: 12 Fee: $95 Senior Passport Fee: $70

2709 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
Oct. 4-Dec. 13 Fridays 12:30-3:00 p.m.
Total Hours: 30 Limit: 12 Fee: $110 Senior Passport Fee: $85

2680 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
Sept. 9-Oct. 7 Mondays 3:00-4:30 p.m.
Total Hours: 7.5 Limit: 8 Fee: $103 Senior Passport Fee: $58

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 the next page for the school year 2019-2020. 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 will use the TABE 11/12 Test of Adult Basic Education to determine class placements. 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 in this booklet. Select one or two classes from the schedules offered on the next page. You may also call for office hours to register in person.

GED Testing

- Our teachers will recommend practice testing as students show a mastery of GED content. Students who pass a proctored practice test with a score of 150+ will receive a voucher for free testing. See the GED Testing page 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.
High School Equivalency and Career Readiness

General Information

No Classes November 25-29 and December 23-January 20

- 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 through the mid-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.

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<thead>
<tr>
<th>Session</th>
<th>Date Range</th>
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<tr>
<td>2751</td>
<td>Sept. 16-May 21</td>
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<td>2752</td>
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<td>Mar. 9-May 21</td>
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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.

Build Your Career Skills While You Work Toward a GED

FREE Classes for Co-Enrolled GED or ESOL Students

INTRODUCTION TO HEALTH ASSISTING

- This class is a pre-requisite for all other medical service classes offered through Chesterfield County Adult Continuing Education.

CUSTOMER SERVICE AND SALES CERTIFICATE

- 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.

NORTHESTAR DIGITAL LITERACY and BASIC COMPUTER SKILLS

- Create simple documents in Microsoft Word, Excel, and PowerPoint. Use Email and the Internet.

BUSINESS WRITING

- 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.

Office of Adult Continuing Education 804.768.6140 Register online at ace.mychesterfieldschools.com.
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. Tests must be proctored by GED staff.
- 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>
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</thead>
<tbody>
<tr>
<td>Career and Technical Center @ Courthouse (Use Door 3) 10101 Courthouse Road, Chesterfield, VA 23832</td>
<td>311</td>
<td>Saturdays</td>
<td>Sept. 21, Oct. 19, Nov. 16, Dec. 14</td>
<td>10 a.m.-1 p.m. last test starts at 12 p.m.</td>
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<tr>
<td>Virginia Career Works 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>
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This is a computer-based test. For best results, explore the test preview at: ged.com/study/free_practice_test

Virginia Career Works
FREE services for adults ages 18 and up

Get connected to education, training and career information. Financial assistance is available for individuals with low income or barriers to employment. Job seekers can learn about job fairs, and recruitment events and attend workshops to improve their skills.

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

NORTHSTAR DIGITAL LITERACY & BASIC COMPUTER SKILLS

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

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<th>Lab Location</th>
<th>Room</th>
<th>Day</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Virginia Career Works 304 Turner Road, North Chesterfield, VA 23225</td>
<td>Lab</td>
<td>Thursdays</td>
<td>ongoing</td>
<td>9-11 a.m.</td>
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<tr>
<td>Chesterfield Technical Center at Courthouse 10101 Courthouse Road, Chesterfield VA 23225</td>
<td>T-6</td>
<td>Fridays</td>
<td>Oct. 11- Dec. 20 no class Nov. 29</td>
<td>9:30-11:30 a.m.</td>
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Walk-ins welcome. FREE to Current GED/ABE students.

Office of Adult Continuing Education 804.768.6140 Register online at ace.mychesterfieldschools.com.
Attention GED Near Passers!

- Are you on your **LAST** test?
- Are you **STUCK** in the 140-144 range?
- Are you looking for that **BOOST** to get a few more points?

We can help! We have online lessons, learning videos, tutors, book loans, and workbooks for self-study. **FREE** to qualifying students. TABE diagnostic test required.

**Email or text to ccpsged@gmail.com to get started.**

**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 preparation class to get started.

**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
- Participants may transfer to the next session of Math or Critical Thinking classes

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<tr>
<td>Virginia Career Works</td>
<td>Tuesdays</td>
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<td>304 Turner Road, Suite N</td>
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Office of Adult Continuing Education 804.768.6140 Register online at ace.mychesterfieldschools.com.
GED® TESTING

All testing, transcripts and accommodation 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 the hours:
• Day: Every Wednesday 9 a.m.-5 p.m.
• Night: Every Monday and Wednesday 5-9 p.m.
• Some Saturdays 8 a.m.-1 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 Previous Page For Dates.

Office of Adult Continuing Education 804.768.6140 Register online at ace.mychesterfieldschools.com.
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 - no cash or checks.** 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 Aug. 26, 27, and 28. 5:30-7 p.m. $100  
- No late registration.  
- Classes meet Sept. 4-Dec. 11.  
- Mondays and Wednesdays, 6-9 p.m.

#### Day Classes
Beulah United Methodist Church  
6930 Hopkins Road, North Chesterfield, VA 23234  
- Register Aug. 26, 27, and 28. 10-11:30 a.m. $100  
- Classes meet Sept. 4-Dec. 11.  
- 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 Sept. 25, 9:30 a.m. at Beulah United Methodist Church and 5:30 p.m. at Meadowbrook High School or Oct. 1 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 Oct. 9 and Oct. 16 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.

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

***Introduction to Health Assisting***  
This class is a pre-requisite for all other medical service classes offered through Chesterfield County Adult Continuing Education.

***Customer Service Certificate***  
Learn to build relationships with customers, create customer loyalty, determine customer needs, and go the extra mile.

***Northstar Digital Literacy/Basic Computer Skills***  
Create simple documents in Microsoft Word, Excel, and PowerPoint. Use Email and the Internet.

***Business Writing***  
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.**

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