Dear neighbor,

The Adult Continuing Education Office of Chesterfield County Public Schools values your input and is making changes to meet your needs. For example, you can now register online at ace.mychesterfieldschools.com using a credit card. We are offering more workforce certifications than ever, and we are adding classes you have requested.

This program guide is your passport to lifelong learning, and I encourage you to take advantage of the opportunities it contains.

Sincerely,

Dawn Wells
Program Manager
Adult Continuing Education

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**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.
Registration

Details — Adult Continuing Education courses are open to adults 18 and older who are out of high school. Room assignments will be posted at the school entrance on the first night of class.

Register early — Many classes fill quickly. Register early to secure your preferred course and to avoid classes being canceled because of 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. 5 or Nov. 23-25.

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, we will refund your money.
• Refund requests must be made in writing at least three business days before the starting date of the course.
• Non-recoverable costs are not refundable.

How to Register

Online — ace.mychesterfieldschools.com

Mail in — Complete the form on the next page, attach payment and mail to the school system’s 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. to 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.

Payment — Payment is due at registration. Partial payments can only be made with a credit card for class over $300. There is a 3.21 percent convenience charge for credit card processing. Make checks and money orders out to CCPS. We prefer exact cash because we do not keep change 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.

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 748-1405 or applying in person at the School Administration Building, 9900 Krause Road. Super Senior Passport holders receive discounted fees for 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.
Mail-in Registration Form

Registration begins at 8:30 a.m. Aug. 8, 2016.
Mail-in registration will not be accepted for GED, ESOL or workforce certification classes.

Mark appropriate box:

- [ ] Regular registration
- [ ] Super Senior Passport registration (You will be asked to show your card on the first night of class.)

Name ____________________________________________

Spouse’s 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, call 768-6140. If special accommodations are needed, call 768-6140.

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, go to mychesterfieldschools.com.
**Environmental Services**

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

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

### 2000 OSHA 10

This Occupational Safety and Health Administration course for construction and general industry teaches workplace safety and helps workers reduce the risk of job-site hazards. The course consists of four mandatory safety subjects plus six additional safety areas that can be selected by the class as areas the students would like to cover. After completing the OSHA hazard recognition training and passing the final exam, you will receive the OSHA-10 card. (takes two to three weeks) This course is recognized and authorized by the OSHA outreach training department. The instructor is OSHA-500 and OSHA-510 certified. **Attendance at every class is mandatory.**

**Carver College and Career Academy, 12400 Branders Bridge Road, Chester, VA 23831**

- **Sept. 27-Nov. 1** Tuesdays 6:30-8:30 p.m.
- **Total Hours: 12** Limit: 15 Fee: $150

### 2032 Asbestos (AHERA) Certification

This Asbestos Abatement Worker Initial Certification course is required for individuals who perform asbestos-related work. The asbestos abatement worker is responsible for activities that disturb asbestos containing building materials including asbestos removal, repair, encapsulation, enclosure and operations and maintenance. Certification as an asbestos abatement worker ensures that the individuals who perform asbestos-related work are properly trained. Course will cover the requirements for the of Virginia, Maryland, Washington, D.C., North Carolina and other states. Certificate is provided for each student upon successful completion of the course. Virginia license cost not included.

**BizWorks Enterprises Center, 2545 Bellwood Road, Suite 115, North Chesterfield, VA 23237**

- **Sept. 27-30** (Tuesday-Friday) and Oct. 3-6 (Monday-Thursday) 6:30-9:30 p.m.
- **Total Hours: 32** Limit: 20 Fee: $425

### 2033 Certificación de Asbesto

Este curso para Certificación Inicial de Trabajador de Reducción de Asbesto es requerido para las personas que realizan la actividad laboral relacionada con el asbesto. El trabajador del asbesto es responsable de las actividades que alteran el materiales que contiene asbesto en la construcción (ACBM), incluyendo la retirada de asbesto, reparación, encapsulación, encierre, y operaciones y mantenimiento. La certificación como un trabajador del asbesto asegura que las personas que realizan la actividad laboral relacionada con el asbesto estén debidamente capacitados. Curso cubrirá los requisitos para el Estado Libre Asociado de Virginia, Maryland, Washington, D.C., Carolina del Norte, y otros Estados. Se proporciona certificado para cada estudiante después de haber superado el curso. Curso no incluye licencia del Estado Libre Asociado de Virginia.

**BizWorks Enterprises Center, 2545 Bellwood Road, Suite 115, North Chesterfield, VA 23237**

- **Septiembre 27-30 (martes-viernes) y octubre 3-6 (lunes-jueves) 6:30-9:30 p.m.**
- **Horas Total: 32** Limit: 20 Cuesta: $425

### 2034 Asbestos (AHERA) Supervisor Certification

This course is necessary for the accreditation of individuals such as general contractors, building owners, regulatory officials, industrial hygienists and safety officers to supervise an asbestos abatement project. Everyone who will serve as the competent person on an asbestos abatement project must take this course. The supervisor course addresses EPA, OSHA, Maryland, Virginia, Washington, D.C., Delaware and North Carolina regulations for asbestos abatement projects. It is ideal training for building owners, regulatory officials, industrial technicians and safety officers who need to be knowledgeable of the details of abatement projects. This course meets the AHERA, ASHARA and TSCA Title II Accreditation for asbestos. Certificate is provided for each student upon successful completion of the course. Virginia license cost not included.

**BizWorks Enterprises Center, 2545 Bellwood Road, Suite 115, North Chesterfield, VA 23237**

- **Oct. 31-Nov. 4** Monday through Friday 8:30 a.m.-4 p.m.
- **Total Hours: 40** Limit: 20 Fee: $575

### 2035 Lead Abatement Certification

This course is required for lead workers who are employed by contractors performing lead abatement projects. This course meets the training requirements for lead workers included in the EPA Requirements for Lead Based Paint Activities in 40 CFR 745 Subpart L. It is also the required training course for individuals who will work on lead paint maintenance and repainting projects performed in residential rental properties located in Maryland (for individuals looking to expand their employment options). Certificate is provided for each student upon successful completion of the course.

**BizWorks Enterprises Center, 2545 Bellwood Road, Suite 115, North Chesterfield, VA 23237**

- **Nov. 17-18** Thursday and Friday 8:30 a.m.-4 p.m.
- **Total Hours: 16** Limit: 20 Fee: $295

### 2036 Lead Abatement Supervisor Certification

Prerequisite: One year experience as a licensed lead abatement worker or two years experience in a related field (e.g. lead, asbestos or environmental remediation) or in the building trades

A certified supervisor can perform all of the duties that a lead worker can, and a supervisor is responsible for occupant safety during the abatement process and for writing the abatement plan. The course focuses on essential abatement procedures including site preparation, contract planning, project management, abatement implementation and record keeping. This workshop prepares you to apply your knowledge to the field, with extensive hands-on training and real-world examples from experienced instructors. This course meets EPA, Virginia, D.C., and Maryland training requirements for S2 supervisors. This course also meets the training requirements for individuals who will perform lead risk reduction treatments in Maryland residential rental properties. Certificate is provided for each student upon successful completion of the course. Virginia license cost not included. Test fees not included.

**BizWorks Enterprises Center, 2545 Bellwood Road, Suite 115, North Chesterfield, VA 23237**

- **Sept. 19-22** Monday through Thursday 8:30 a.m.-4 p.m.
- **Total Hours: 16** Limit: 20 Fee: $550

Office of Adult Continuing Education 804.768.6140  Register online at ace.mychesterfieldschools.com.
1983 Introduction to Health Care
This course must be taken before Nurse Aide and Medical Assistant I. An introduction to the field of health care, this class focuses on core competencies shared by all healthcare professions: communication, infection control, medical terminology, first aid, CPR, anatomy and physiology, medical law and ethics, and medical math. No high school diploma or equivalency needed for this class.
Career and Technical Center @ Courthouse, 10101 Courthouse Road, Chesterfield, VA 23832
Aug. 30-Dec. 6 Tuesdays 6-9 p.m.
Total Hours: 45 Limit: 20 Fee: $810

2021 Introduction to Health Care
This slightly longer version includes integrated instruction in reading, writing and mathematics.
Career and Technical Center @ Courthouse, 10101 Courthouse Road, Chesterfield, VA 23832
Sept. 28-Dec. 14 Mondays and Wednesdays 9:30 a.m.-12:30 p.m.
Total Hours: 66 Limit: 10 Fee: $325

1998 Nurse Aide
Prerequisite: successful completion of Introduction to Health Care with CCPS Adult Continuing Education
Designed for anyone seeking employment as a nurse aide in a hospital or nursing home, this course provides instruction in the classroom, lab and nursing home. Students will complete a minimum of 80 hours in class and 40 hours in a clinical setting. After successfully completing this course, students are eligible to take the Virginia Board of Nursing examination for certification as a nurse aide. This course requires participation 7 a.m.-3:30 p.m. on at least five Saturdays in addition to the regular class 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 (not included) are required. Books and supplies are included. You may be accepted into the class before completion of your background check. If the completed inquiry finds that you are unqualified to attend clinical instruction, you may be dismissed from class. High school diploma or equivalency required. This class is approved for veterans benefits.
Career and Technical Center @ Courthouse, 10101 Courthouse Road, Chesterfield, VA 23832
Aug. 29-Dec. 5 Mondays and Wednesdays 6-9 p.m.
Total Hours: 81 Limit: 20 Fee: $660

1998 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 healthcare 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. 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. This class is approved for veterans benefits.
Career and Technical Center @ Courthouse, 10101 Courthouse Road, Chesterfield, VA 23832
Sept. 6-Dec 8 Tuesdays and Thursdays 6-9 p.m.
Total Hours: 81 Limit: 20 Fee: $660

1989 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 healthcare 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 a 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. This class is approved for veterans benefits.
Career and Technical Center @ Courthouse, 10101 Courthouse Road, Chesterfield, VA 23832
Aug. 29-Dec. 5 Mondays and Wednesdays 6-9 p.m.
Total Hours: 81 Limit: 20 Fee: $570

Heartsaver® First Aid
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, 10101 Courthouse Road, Chesterfield, VA 23832
1976 Oct. 18 Tuesday 6-9 p.m.
1977 Dec. 7 Wednesday 6-9 p.m.
Total Hours: 3 Limit: 10 Fee: $65

Office of Adult Continuing Education 804.768.6140 Register online at ace.mychesterfieldschools.com.
1954 EKG/ECG Technician Certification Preparation
This course offers classroom and practical instruction on reading electrocardiograms in healthcare 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 students looking to enter the healthcare field as well as healthcare 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, 10101 Courthouse Road, Chesterfield, VA 23832
Sept. 27-Dec. 6 Tuesdays and Thursdays 6-9 p.m.
Total Hours: 60 Limit: 20 Fee: $345

1993 Medication Aide Technician
Prerequisite: successful completion of a Nurse Aide Certification or Personal Care Certification course
Designed for anyone seeking employment as a medication aide, this course will provide instruction and training on the procedures for preparation and administration of medication with instruction in the classroom, lab and nursing home. Students will complete a minimum of 40 hours in class and 28 hours in a clinical setting. After successfully completing this course, students are eligible to take the Virginia Board of Nursing exam. A valid ID is required. A TB test will be done before attending clinical (fee not included). Uniforms (not included) are required. Testing fee not included. This class is approved for veterans benefits.

Career and Technical Center @ Courthouse, 10101 Courthouse Road, Chesterfield, VA 23832 (classroom)
St. Francis Home, 65 W. Clopton St., Richmond, VA 23225 (clinical)
Aug. 29-Sept. 28 Mondays-Thursdays (classroom) 6-9 p.m.
Oct. 4-6 Tuesday-Thursday (clinical) 7a.m.-3 p.m.
Total Hours: 78 Limit: 20 Fee: $500

2002 Phlebotomy
This 90-hour program prepares professionals to collect blood specimens from clients for laboratory analysis. Students will become familiar with all aspects of blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology, blood collection procedures, hands-on practice and training in skills and techniques for puncture methods. There is no outside externship rotation included with this program. After successfully completing this course, students qualify to take the certifying exam. Testing fee not included. High school diploma or equivalency required.

Career and Technical Center @ Hull, 13900 Hull Street Road, Midlothian, VA 23112 (Use Door 20)
Sept. 27-Jan. 24 Tuesdays and Thursdays 6-9 p.m.
Total Hours: 90 Unlimited Fee: $999

1990 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. This class is approved for veterans benefits.

Career and Technical Center @ Courthouse, 10101 Courthouse Road, Chesterfield, VA 23832
Aug. 22-Dec. 8 Mondays and Thursdays 6-9 p.m.
Total Hours: 90 Limit: 20 Fee: $1,149

2001 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. High school diploma or equivalency required. Testing fee not included.

Career and Technical Center @ Hull, 13900 Hull Street Road, Midlothian, VA 23112 (Use Door 20)
Oct. 4-Dec. 1 Tuesdays and Thursdays 6-9 p.m.
Total Hours: 51 Unlimited Fee: $530

1956 Electronic Health Record
The healthcare field is taking hold of 21st-century technology and changing the way doctors care for patients. Regulated by the government, electronic health record management is making it easier and more convenient for providers to better coordinate patient care so all healthcare providers have access to the same information at their fingertips. Electronic health records capture patients’ health information, such as medical history, allergies, laboratory test results, radiology images and payment, in an electronic form that enables clinicians and other providers to access and share the information across medical specialties or facilities. This class prepares students to use and understand electronic records in a medical setting. It incorporates real-world exercises using software to create patient records, lab reports, nurse and physician notes, code setting and much more. Upon completion of the program, students will be well-equipped to sit for the National Healthcareer Association’s Certified Electronic Health Record Specialist exam. Testing fee not included.

Career and Technical Center @ Hull, 13900 Hull Street Road, Midlothian, VA 23112 (Use Door 20)
Sept. 27-Nov. 15 Tuesdays and Thursdays 6-9 p.m.
Total Hours: 45 Limit: 15 Fee: $325

Office of Adult Continuing Education 804.768.6140 Register online at ace.mychesterfieldschools.com.
Medical Services
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, Aug. 8.

1999 Ophthalmic Assistant
This program prepares students for entry-level positions in ophthalmology, one of the fastest growing healthcare segments. Using classroom lecture and labs, this program includes anatomy and physiology of the eye, general principles of pharmacology, prescriptions written for the eye, visual acuity and tonometry (basic) and glaucoma tests. The course also includes a review of ocular dressing procedures, maintenance of equipment and instruments and other areas. This program meets the necessary requirements of a leading national certification examination. After successfully completing this course, students qualify to take the certifying exam. Testing fee not included. High school diploma or equivalency required.

Career and Technical Center @ Hull, 13900 Hull Street Road, Midlothian, VA 23112 (Use Door 20)
Oct. 4-Dec. 1 Tuesdays and Thursdays 6-9 p.m.
Total Hours: 51 Unlimited Fee: $699

1948 Dialysis Technician
This program is for students interested in entering the field of hemodialysis as a patient care technician. It will also prepare those who 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 is no clinical rotation provided for this class. Testing fee not included. High school diploma or equivalency required.

Career and Technical Center @ Courthouse, 10101 Courthouse Road, Chesterfield, VA 23832
Sept. 12-Dec. 5 Mondays and Wednesdays 6-8 p.m.
Total Hours: 48 Limit: 15 Fee: $350

1997 HVAC I-NATE Core Essentials
This is the beginning course for a service technician. It will include safety, tools and equipment, basic construction and electrical components, installation procedures, refrigerant fundamentals, EPA regulations, soldering and brazing techniques. The class will be 90 percent classroom theory and 10 percent practical application. 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 solid in-depth instruction for technicians preparing to take the NATE (North American Technician Excellence) Common Core Certification exam and EPA certification Type 608. Testing fee not included. This class is approved for veterans benefits.

Career and Technical Center @ Courthouse, 10101 Courthouse Road, Chesterfield, VA 23832
Aug. 23-Dec. 6 Tuesdays and Thursdays 6-9 p.m.
Total Hours: 90 Limit: 25 Fee: $445

1980 HVAC II NATE Air Conditioning Service and Heat Pump Service Installation
Prerequisite: successful completion of HVAC I with CCPS Adult Continuing Education
Students will review refrigerant circuits and basic heating, air conditioning and refrigeration. The course includes an introduction to and operation of related electricity. Students will work with wiring diagrams and perform the necessary soldering and brazing to service, repair and hook up shop units. Shop work includes wiring air conditioners and troubleshooting equipment. 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 solid in-depth instruction for technicians preparing to take the NATE (North American Technician Excellence) Air Conditioning Certification exam. Students must furnish safety glasses and small tools. This class is approved for veterans benefits.

Career and Technical Center @ Courthouse, 10101 Courthouse Road, Chesterfield, VA 23832
Aug. 23-Dec. 8 Tuesdays and Thursdays 6-9 p.m.
Total Hours: 90 Limit: 20 Fee: $600

1998 Physical Therapy Aide Program
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 disease. Physical therapy aides may be employed in nursing homes, hospitals, sports rehabilitation centers and orthopedic clinics. This program does not include a national or state certification.

Career and Technical Center @ Hull, 13900 Hull Street Road, Midlothian, VA 23112 (Use Door 20)
Oct. 4-Dec. 1 Tuesdays and Thursdays 6-9 p.m.
Total Hours: 51 Unlimited Fee: $599

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

1979 HVAC I-NATE Core Essentials
This is the beginning course for a service technician. It will include safety, tools and equipment, basic construction and electrical components, installation procedures, refrigerant fundamentals, EPA regulations, soldering and brazing techniques. The class will be 90 percent classroom theory and 10 percent practical application. 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 solid in-depth instruction for technicians preparing to take the NATE (North American Technician Excellence) Common Core Certification exam and EPA certification Type 608. Testing fee not included. This class is approved for veterans benefits.

Career and Technical Center @ Courthouse, 10101 Courthouse Road, Chesterfield, VA 23832
Aug. 23-Dec. 6 Tuesdays and Thursdays 6-9 p.m.
Total Hours: 90 Limit: 25 Fee: $445

1980 HVAC II NATE Air Conditioning Service and Heat Pump Service Installation
Prerequisite: successful completion of HVAC I with CCPS Adult Continuing Education
Students will review refrigerant circuits and basic heating, air conditioning and refrigeration. The course includes an introduction to and operation of related electricity. Students will work with wiring diagrams and perform the necessary soldering and brazing to service, repair and hook up shop units. Shop work includes wiring air conditioners and troubleshooting equipment. 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 solid in-depth instruction for technicians preparing to take the NATE (North American Technician Excellence) Air Conditioning Certification exam. Students must furnish safety glasses and small tools. This class is approved for veterans benefits.

Career and Technical Center @ Courthouse, 10101 Courthouse Road, Chesterfield, VA 23832
Aug. 23-Dec. 8 Tuesdays and Thursdays 6-9 p.m.
Total Hours: 90 Limit: 20 Fee: $600

Office of Adult Continuing Education 804.768.6140 Register online at ace.mychesterfieldschools.com.
1981 HVAC III NATE Gas and Oil Heating Service and Installation
Prerequisite: successful completion of HVAC I and II with CCPS Adult Continuing Education
This third-semester course provides training and enough additional classroom hours to meet the state’s educational requirements for a journeyman’s exam; the state also requires four years working in the field before taking the test. Specialty equipment will be provided. This class is approved for veterans benefits.
Career and Technical Center @ Courthouse, 10101 Courthouse Road, Chesterfield, VA 23832
Aug. 22-Dec. 7 Mondays and Wednesdays 6-9 p.m.
Total Hours: 90 Limit: 15 Fee: $450

2014 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 consists of electrical theory, AC/DC fundamentals, wiring devices and circuits, blueprint reading and terminology. This class qualifies as 90 hours toward the Department of Professional and Occupational Regulation’s 240-hour requirement for a journeyman’s exam tradesman license.
Career and Technical Center @ Courthouse, 10101 Courthouse Road, Chesterfield, VA 23832
Aug. 22-Dec. 7 Mondays and Wednesdays 6-9 p.m.
Total Hours: 90 Limit: 15 Fee: $450

1957 Electrical Groundsman I
This is the first part of a two-semester course designed to prepare students for the energy utility industry, which is facing a potential workforce crisis because large numbers of employees will be eligible to retire within the next 10 years. The Center for Energy Workforce Development, a nonprofit consortium of electric, natural gas and nuclear utilities and their associations, developed this course to help find solutions to the coming workforce shortage. The energy industry fundamentals certificate was developed to prepare candidates to work in the business and to make screening candidates easier. It will also ensure that potential employees gain an understanding of the industry as a whole to make occupation-specific training more meaningful and to help them understand the basics before being hired. 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, 10101 Courthouse Road, Chesterfield, VA 23832
Sept. 19-Nov. 30 Mondays and Wednesdays 6-9 p.m.
Total Hours: 63 Limit: 15 Fee: $350

2020 Plumbing I
This is the first part of a three-semester course. This part 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 Regulation’s 240-hour requirement for a journeyman’s exam tradesman license.
Career and Technical Center @ Courthouse, 10101 Courthouse Road, Chesterfield, VA 23832
Aug. 23-Dec. 6 Tuesdays and Thursdays 6-9 p.m.
Total Hours: 90 Limit: 20 Fee: $400

1955 Electrical Technician I
This is the first part of a three-semester course. This class consists of electrical theory, AC/DC fundamentals, wiring devices and circuits, blueprint reading and terminology. This class qualifies as 90 hours toward the Department of Professional and Occupational Regulation’s 240-hour requirement for a journeyman’s exam tradesman license.
Career and Technical Center @ Courthouse, 10101 Courthouse Road, Chesterfield, VA 23832
Aug. 23-Dec. 6 Tuesdays and Thursdays 6-9 p.m.
Total Hours: 90 Limit: 15 Fee: $395

Need Money for Class?
If you have a disability or low-income household, funding may be available for GED and workforce classes. RESOURCE offers counseling, diagnostic testing, job training and employment assistance.
Call RESOURCE at 804-271-8510.
## Personal Services

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, Aug. 8.

### 2027 Nail Technician I

This is the first part of a two-semester course. Students learn to provide nail salon services including manicures, pedicures, acrylic nails, gel nails, nail tips, nail art and polishing. Included is a study of safety and sanitation, workplace ethics, the health and science of nail technology, salon operation/management and state regulations for nail technicians. Testing fee not included.

**Career and Technical Center @ Courthouse,**  
10101 Courthouse Road, Chesterfield, VA 23832  
Aug. 30-Dec. 6  
Tuesdays and Thursdays  
6-9 p.m.  
Total Hours: 84  
Limit: 18  
Fee: $620

### 2016 Nail Technician II

**Prerequisite: successful completion of Nail Technician I with CCPS Adult Continuing Education**

Students learn to provide nail salon services including manicures, pedicures, acrylic nails, gel nails, nail tips, nail art and polishing. Included is a study of safety and sanitation, workplace ethics, the health and science of nail technology, salon operation/management and state regulations for nail technicians. Testing fee not included.

**Career and Technical Center @ Courthouse,**  
10101 Courthouse Road, Chesterfield, VA 23832  
Aug. 29-Dec. 7  
Mondays and Wednesdays  
6-9 p.m.  
Total Hours: 84  
Limit: 18  
Fee: $420

### 1946 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 certificate in radiation safety required by the Virginia Board of Dentistry. This class is approved for veterans benefits.

**Career and Technical Center @ Courthouse,**  
10101 Courthouse Road, Chesterfield, VA 23832  
Sept. 6-Nov. 29  
Tuesdays and Thursdays  
6-9 p.m.  
Total Hours: 72  
Limit: 18  
Fee: $695

### 1947 Dental Assistant II

**Prerequisite: successful completion of Dental Assistant I with CCPS Adult Continuing Education**

This is the second semester 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. It is each student's responsibility to obtain the necessary certificate in radiation safety required by the Virginia Board of Dentistry. This program does not include a national or state certification. This class is approved for veterans benefits.

**Career and Technical Center @ Courthouse,**  
10101 Courthouse Road, Chesterfield, VA 23832  
Aug. 22-Dec. 7  
Mondays and Wednesdays  
6-9 p.m.  
Total Hours: 90  
Limit: 18  
Fee: $395

### 1940 Barbering I

This is the first part of a two-semester course that allows students to gain a basic understanding of the skills required to become a barber. Students will be required to demonstrate an understanding of procedures and methods to complete these tasks: manicures, shampooing, rinsing, scalp and hair care, hair styling, permanent waving, hair coloring, hair sculpting, bacteriology, haircutting, sanitation methods and facial shaves. Students will be required to complete an apprenticeship of 36 hours a week for a total of 3,000 hours. Books and supplies included.

**Career and Technical Center @ Hull,**  
13900 Hull Street Road, Midlothian, VA 23112  
Aug. 30-Dec. 6  
Tuesdays and Thursdays  
6-9 p.m.  
Total Hours: 84  
Limit: 18  
Fee: $890

### 2015 Barbering II

**Prerequisite: successful completion of Barbering I with CCPS Adult Continuing Education**

This is the first part of a two-semester course that allows students to gain a basic understanding of the skills required to become a barber. Students will be required to demonstrate an understanding of procedures and methods to complete these tasks: manicures, shampooing, rinsing, scalp and hair care, hair styling, permanent waving, hair coloring, hair sculpting, bacteriology, haircutting, sanitation methods and facial shaves. Students will be required to complete an apprenticeship of 36 hours a week for a total of 3,000 hours. Books and supplies included. This class is approved for veterans benefits.

**Career and Technical Center @ Courthouse,**  
10101 Courthouse Road, Chesterfield, VA 23832  
Aug. 29-Dec 7  
Mondays and Wednesdays  
6-9 p.m.  
Total Hours: 84  
Limit: 18  
Fee: $300

### 1945 Cosmetology I

This is the first part of a two-semester course. Students will be required to demonstrate an understanding of procedures and methods to complete these tasks: manicures, pedicures, facials, body massages, shampooing, rinsing, scalp and hair care, finger waving, hair styling, permanent waving, hair coloring, hair sculpting, makeup, bacteriology, haircutting and sanitation methods. Students will be required to complete in a salon an apprenticeship of 36 hours a week for a total of 3,000 hours. Books and supplies included. This class is approved for veterans benefits.

**Career and Technical Center @ Courthouse,**  
10101 Courthouse Road, Chesterfield, VA 23832  
Aug. 30-30-Dec 6  
Tuesdays and Thursdays  
6-9 p.m.  
Total Hours: 84  
Limit: 18  
Fee: $770

### 1944 Cosmetology II

This is the first part of a two-semester course. Students will be required to demonstrate an understanding of procedures and methods to complete these tasks: manicures, pedicures, facials, body massages, shampooing, rinsing, scalp and hair care, finger waving, hair styling, permanent waving, hair coloring, hair sculpting, makeup, bacteriology, haircutting and sanitation methods. Students will be required to complete in a salon an apprenticeship of 36 hours a week for a total of 3,000 hours. Books and supplies included. This class is approved for veterans benefits.

**Career and Technical Center @ Courthouse,**  
10101 Courthouse Road, Chesterfield, VA 23832  
Aug. 30-30-Dec 6  
Tuesdays and Thursdays  
6-9 p.m.  
Total Hours: 84  
Limit: 18  
Fee: $770

### 1945 Cosmetology II

**Prerequisite: successful completion of Cosmetology I with CCPS Adult Continuing Education**

This class focuses on theory and on practical applications in texture services, hair coloring, haircutting and salon business. Students will be required to complete in a salon an apprenticeship of 36 hours a week for a total of 3,000 hours. After successfully completing this course, students qualify to take the certifying. Testing fee not included. This class is approved for veterans benefits.

**Career and Technical Center @ Courthouse,**  
10101 Courthouse Road, Chesterfield, VA 23832  
Aug. 29-Dec. 7  
Tuesdays and Thursdays  
6-9 p.m.  
Total Hours: 84  
Limit: 18  
Fee: $365
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. Fee includes certification test fee for students who pass the practice test.

1996 Bird High School, 10301 Courthouse Road, Chesterfield, VA 23832
Oct. 11-Dec. 6 Tuesdays 6-9 p.m.
Total hours: 24 Limit: 15 Fee: $75
No class Nov. 8

2030 Career and Technical Center @ Courthouse, 10101 Courthouse Road, Chesterfield, VA 23832
Oct. 14-Dec. 2 Fridays 9:30 a.m. -12:30 p.m.
Total Hours: 24 Limit: 15 Fee: $75

2013 Workplace Readiness Skills Certificate
Prove that you have the professional, people and technology skills that employers are asking for today. This certification was designed to demonstrate competency in the 21 Workplace Readiness Skills adopted by the Virginia Board of Education in 2010. Instruction is accomplished using self-paced online modules. Fee includes certification test fee for students who pass the practice test.

Bird High School, 10301 Courthouse Road, Chesterfield, VA 23832
Oct. 13-Dec. 15 Thursdays 6:30 -8:30 p.m.
Total Hours: 18 Limit: 10 Fee: $50
No class Nov. 24

1965 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: how to prepare a demo, be successful and earn great income. Students will have the opportunity to ask questions and hear examples of demos recorded by professional voice actors. Students will also have a chance to record a commercial script under the direction of a voicecoaches.com producer. This is informative, fun and a great first step for anyone interested in voice acting professionally. For more information, go to www.voicecoaches.com/gptt.

Bird High School, 10301 Courthouse Road, Chesterfield, VA 23832
Oct. 18 Tuesday 6-8:30 p.m.
Total Hours: 2.5 Limit: 20 Fee: $28

2012 Winning Ways for Startup and Existing Businesses
Taught by experienced business attorneys and business advisers, this course focuses on helping you plan your business, avoid common mistakes and improve the chances of success for startup and existing businesses. It will address a number of operational and legal aspects of starting and running a successful business. Topics include business planning, budgeting and cash flow, selecting the right type of business entity (including tax considerations of the various options), sales and employment contracting issues, marketing, branding and intellectual property considerations.
Midlothian High School, 401 Charter Colony Parkway, Midlothian, VA 23114
Oct. 6-27 Thursdays 6:30-8:30 p.m.
Total hours: 8 Limit: 20 Fee: $40

Career Readiness Certificate
Show employers what you know NOW while working on your GED!

The Career Readiness Certificate assures employers that a job applicant actually has the basic skills they seek. Individuals can earn a Career Readiness Certificate based on their test performance in applied mathematics, locating information, and reading for information. Three levels of certification are awarded based on test performance.

Bronze signifies that a recipient possesses skills for about 30% of the jobs profiled by WorkKeys
Silver signifies that a recipient possesses skills for about 65% of the jobs profiled by WorkKeys
Gold signifies that a recipient possesses skills for 85% of the jobs profiled by WorkKeys

Call Mrs. Thompson at 804-271-8510 to make an appointment and get started.

Need Money for Class?
If you have a disability or low-income household, funding may be available for GED and workforce classes. RESOURCE offers counseling, diagnostic testing, job training and employment assistance.
Call RESOURCE at 804-271-8510.
**Office of Adult Continuing Education**
804.768.6140  
Register online at ace.mychesterfieldschools.com.

**Information Technology**

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

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

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**2028 Northstar Digital Literacy Basic Computer Skills Certification Training**

Prove your computer skills and boost your employability. The teacher will review basic skills in Microsoft Word, PowerPoint, Excel, email, internet and more. Students work at their own pace to master 10 topics and demonstrate mastery using online practice tests. See www.digitalliteracyassessment.org for details.

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

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Limit</th>
<th>Fee</th>
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<td>Oct.6-Dec.15</td>
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<td>Thursdays</td>
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**NEW**

**2017 Computer Certification (IC3)**

**Prerequisite:** successful completion of Northstar Digital Literacy Basic Computer Skills with CCPS Adult Continuing Education

This course is an introduction to the fundamentals of computer/IT literacy. Three two-hour classes will be devoted to each of the three content areas of Certiport's IC3 Exam. Key Applications will teach you the basics of word processing, spreadsheets and presentation software. Computing Fundamentals will explore hardware and peripherals, software and operating systems. The final section, Living Online, will explore the fundamentals of networked computing, electronic communication and collaboration and the use and misuse of the internet. Students who successfully complete this course will be prepared to take the Certiport IC3 Digital Literacy Certification (Global Standard 3). Testing fee not included.

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

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<tr>
<th>Start Date</th>
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<td>Oct. 20-Nov. 17</td>
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**1938 A+ IT Computer Support Technician (Boot Camp)**

**Prerequisite:** successful completion of IC3 with CCPS Adult Continuing Education

This course is a two-week boot camp designed to help people interested in an IT career become industry certified. This course covers hardware, software and networking concepts and will help you prepare for the CompTIA A+ IT professional certification. This course includes two free CompTIA A+ exam vouchers.

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

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
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<td>Total Limit: 18</td>
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**1997 Network IT Technician (Boot Camp)**

**Prerequisite:** successful completion of A+ IT Computer Support with CCPS Adult Continuing Education

This course is a two-week boot camp designed to help people interested in an IT career become industry certified. This course covers basic to intermediate networking concepts and will help you prepare for the Cisco CCENT Networking Professional certification. This course includes a free voucher for the Cisco CCENT exam.

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

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
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<td>Oct.10-20</td>
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<td>Total Limit: 18</td>
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**Driver’s Education**

**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 5 points to your driving record. It is offered at two convenient times and is taught by a certified DMV instructor.

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

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<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Limit</th>
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<tr>
<td>1950</td>
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<td>Saturday</td>
<td>8:30 a.m.-5:30 p.m.</td>
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<td>1951</td>
<td>Nov. 19</td>
<td>Saturday</td>
<td>8:30 a.m.-5:30 p.m.</td>
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<tr>
<td>1952</td>
<td>Oct. 24-25</td>
<td>Monday and Tuesday</td>
<td>5:30 p.m.-9:30 p.m.</td>
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<td>1953</td>
<td>Dec.12-13</td>
<td>Monday and Tuesday</td>
<td>5:30 p.m.-9:30 p.m.</td>
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<td>$65</td>
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<td>Total Hours: 8</td>
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<td>Limit: 20</td>
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### 2029 Masonry
Learn the basics of masonry including hand-tool usage, project planning, material usage, installation techniques, industry safety and skills needed for a career in masonry work. Students will gain hands-on experience with projects that will include bricklaying, block laying and stone veneer work. The class will also cover blueprint reading as it pertains to masonry installations and learn how to estimate the materials needed for projects. By the end of this course, students will be ready to take on projects of their own or have a clear understanding of the skills needed to start in the masonry field. Hand tools, equipment and material to perform the class projects will be provided.

Carver College and Career Academy, 12400 Branders Bridge Road, Chester, VA 23831  
Sept. 27-Nov. 29 Tuesdays and Thursdays 6:30-8:30 p.m.  
Total Hours: 36 Limit: 15 Fee: $300

### 1978 Horticulture Essentials
Learn about all aspects of horticulture geared towards the home enthusiast. Explore topics such as trees, shrubs, annuals, perennials, vegetables, turf, pruning, pest control, organic gardening, plant propagation, irrigation, permaculture and landscape design. Bring your gardening frustrations and accomplishments so that they can be shared with others. Whether you’re a beginner or an experienced home gardener, this class will offer something for everyone.

Career and Technical Center @ Courthouse, 10101 Courthouse Road, Chesterfield, VA 23832  
Sept. 13-Nov. 29 Tuesdays 6-8 p.m.  
Total Hours: 36 Limit: 15 Fee: $150

### 1982 Interior Design
Decorating is a process that evolves over time, but where do you start? Bring photos of a room or rooms and pick up designer tips to help achieve the look you are seeking. We will cover four major components: Part 1 covers working with what you already own and making your best look even better. Part 2 covers understanding how to make a room balance, flow and harmonize. Part 3 develops character in your home by tapping your creative instincts. Part 4 focuses on the do’s and don’ts of accessorizing while putting your personal signature on your home.

Midlothian High School, 401 Charter Colony Parkway, Midlothian, VA 23114  
Sept. 13-Oct. 18 Tuesdays 6:30-8:30 p.m.  
Total Hours: 12 Limit: 20 Fee: $60

### 2009 Upholstery for Beginners
Students will be guided through the steps of removing old fabric, cutting foam and fabric and upholstering furniture. Instructions will be given in repairing wood joinery, webbing and tying springs. Students will learn the upholstery skills needed to work inside and outside the classroom. Students are responsible for purchasing their own fabric. Most upholstery materials are provided. Tools needed and fabric yardage will be discussed during the first class. Basic sewing skills are helpful. This is a beginning upholstery class. Furniture needs to be approved. No sofas or wood refinishing. Furniture must be small enough to be carried by one person and may be stored at the school while work is in progress.

Career and Technical Center @ Courthouse, 10101 Courthouse Road, Chesterfield, VA 23832  
Sept. 12-Nov. 28 Mondays 6-9 p.m.  
Total Hours: 36 Limit: 8 Fee: $330

### 1942 Clutter Clearing: Winning the War Against Paper
Paper is unrelenting. It keeps pouring in, cluttering up our homes, offices and brains. It is the most difficult organizing challenge that most people face in their homes and offices. In this class, you will learn what makes paper management so challenging, strategies for clearing paper clutter and daily paper management, what papers to keep and what can be pitched and habits that will make it possible to prevent future paper clutter nightmares.

Midlothian High School, 401 Charter Colony Parkway, Midlothian, VA 23114  
Sept. 27 Tuesday 6-8 p.m.  
Total Hours: 2 Limit: 20 Fee: $25

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**Need Money for Class?**

If you have a disability or low-income household, funding may be available for GED and workforce classes. RESOURCE offers counseling, diagnostic testing, job training and employment assistance. Call RESOURCE at 804-271-8510.
Computers and Technology

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

BEGINNERS

1943 Computer Basics
The objective of this hands-on class is to give each student a basic foundation of a Windows-based computer and provide a level of confidence to continue learning. It begins by practicing basic mouse and keyboard techniques targeted to help you move around your computer and the internet with more ease and speed. Learn about the basic elements of computer hardware and software. Practice file management as you create, save, send and open files and folders on your computer. All versions of Windows are welcome. Differences are minimal.

Midlothian High School, 401 Charter Colony Parkway, Midlothian, VA 23114
Sept. 6-Oct. 6 Tuesdays and Thursdays 6:30-9 p.m.
Total Hours: 25 Limit: 12 Fee: $115
Super Senior Passport Fee: $70

INTERMEDIATE

1994 Microsoft Word and Excel for the Office Professional I
Prerequisite: successful completion of Computer Basics
This hands-on course is designed to introduce the basic elements of Microsoft Word and Excel. In this two-part series, this first course 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.

Midlothian High School, 401 Charter Colony Parkway, Midlothian, VA 23114
Nov. 8-Dec. 13 Tuesdays and Thursdays 6:30-9 p.m.
Total Hours: 25 Limit: 12 Fee: $175
Super Senior Passport Fee: $85

2019 Microsoft Word and Excel for the Office Professional II
Prerequisite: successful completion Microsoft Word and Excel for the Office Professional I
This hands-on course is designed to introduce the intermediate elements of Microsoft Word and Excel programs. In this two-part series, this second course will focus on creating more complex Word documents using columns, tables and graphic elements and will introduce Excel’s charting, pivot table and filter/sort features. Keyboard shortcuts and program menus will be included 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.

Midlothian High School, 401 Charter Colony Parkway, Midlothian, VA 23114
Oct. 11-Nov. 3 Tuesdays and Thursdays 6:30-9 p.m.
Total Hours: 20 Limit: 12 Fee: $90
Super Senior Passport Fee: $45

ADVANCED

1949 Digital Photography I
Learn how your digital camera works in this hands-on class, which will cover the basics of photo making and editing. You will study what digital means to photography as well as lighting, composition and creativity techniques. You will load photographs into the computer and share assignments with the class. Learn to manipulate photos with Photoshop Elements. Students must bring their own digital camera with camera manual and cables.

Bird High School, 10301 Courthouse Road, Chesterfield, VA 23832
Sept. 15-Nov. 17 Thursdays 6:30-8:30 p.m.
Total Hours: 20 Limit: 14 Fee: $135

2018 Digital Photography II
Prerequisite: successful completion of Digital Photography I with CCPS Adult Continuing Education
This course is for intermediate to advanced photographers who have a good working knowledge of the fundamentals of photography. Students should already understand concepts such as ISO, aperture, shutter speed, depth of field and flash. This class will concentrate mainly on advanced use of the DSLR camera, composition, lighting, aesthetics, equipment and further exploration of Photoshop Elements. Students must have their own DSLR cameras with at least one lens. Accessory equipment such as tripods, releases, filters, external flash and specialty lenses is not required but is encouraged.

Bird High School, 10301 Courthouse Road, Chesterfield, VA 23832
Sept. 13-Nov. 15 Tuesdays 6:30-8:30 p.m.
Total Hours: 20 Limit: 14 Fee: $135

2003 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, 10101 Courthouse Road, Chesterfield, VA 23832
Sept. 14-Nov. 16 Wednesdays 6-9 p.m.
Total Hours: 30 Limit: 15 Fee: $185

2031 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, 10101 Courthouse Road, Chesterfield, VA 23832
Sept. 21-Dec. 14 Wednesdays 6-8 p.m.
Total Hours: 22 Limit: 15 Fee: $180
No class Oct. 26.

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

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

2006 Spanish for Everyday Use
Individuals who have significant contact with Spanish-speaking people in their professional or personal lives will benefit from this extensive, interactive course to communicate in Spanish with cultural understanding. This goal will be achieved by learning correct pronunciation and practicing everyday expressions using interactive class activities. Students will practice other skills such as learning correct grammatical structure and developing reading, writing and listening skills. The course reinforces and expands conversational skills to help students become more confident using Spanish in the community, for business or during travel.

Bird High School, 10301 Courthouse Road, Chesterfield, VA 23832
Sept. 6-Dec. 6 Tuesdays 6-8 p.m.
Total Hours: 28 Limit: 20 Fee: $145
Super Senior Passport Fee: $55

1961 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.

Midlothian High School, 401 Charter Colony Parkway, Midlothian, VA 23114
Sept. 13-Nov. 15 Tuesdays 6:30-8:30 p.m.
Total Hours: 20 Limit: 20 Fee: $125
Super Senior Passport Fee: $60

1963 German for Tourists
In just a short time, you will pick up all the German you need for most everyday situations: meeting and greeting people, asking directions, ordering from a menu and finding accommodations. This is perfect for anyone traveling to a German-speaking country. Books, audio material and movie clips will supplement instruction.

Midlothian High School, 401 Charter Colony Parkway, Midlothian, VA 23114
Sept. 15-Nov. 17 Thursdays 6:30-8:30 p.m.
Total Hours: 20 Limit: 20 Fee: $130
Super Senior Passport Fee: $60

1984 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.

Midlothian High School, 401 Charter Colony Parkway, Midlothian, VA 23114
Sept. 13-Nov. 15 Tuesdays 6:30-8:30 p.m.
Total Hours: 20 Limit: 20 Fee: $130
Super Senior Passport Fee: $60

1939 American Sign Language
Students will learn basic American Sign Language including ABCs, numbers, greetings and simple sentences and will be exposed to deaf culture. This is a great course for those wanting to communicate with deaf or hard-of-hearing people. If you have been contemplating a career change, there are endless opportunities in deaf education and sign language interpreting.

Midlothian High School, 401 Charter Colony Parkway, Midlothian, VA 23114
Sept. 13-Nov. 15 Tuesdays 6-8 p.m.
Total Hours: 20 Limit: 20 Fee: $160
Super Senior Passport Fee: $120

Oops!
We canceled your class because we didn’t know you were interested. Sometimes we cancel wonderful classes with excellent instructors because people wait too long to register. Our programs have minimum enrollment requirements that must be met one week before the first class. If the minimum enrollment is not met, the class is canceled.

What are you waiting for?
Register today at ace.mychesterfieldschools.com.
2024 Build a Better Budget and Eliminate Debt
Have you ever felt that your money is out of control? You no longer have to feel that way! You can acquire the tools and gain the skill to effectively manage your money. This workshop will address proven strategies for saving money, managing spending and improving credit. You will receive practical advice for creating and sticking to a budget with tools to track spending and set SMART financial goals. You will learn how to reduce your debt through specific examples and strategies. The goal of this workshop is to help you gain peace of mind and greater control over your money.

Midlothian High School, 401 Charter Colony Parkway, Midlothian, VA 23114
Nov. 1 Tuesday 6:30-8:30 p.m.
Total Hours: 2 Limit: 20 Fee: $8

2025 Combat Identity Theft
Identity theft has become one of the fastest growing white collar crimes. There were 781 data breaches in 2015, according to the Identity Theft Center (www.idtheftcenter.org). When savvy thieves steal your personal information and use it without your permission, this can wreak havoc in your life and impact your finances and reputation. This workshop will address strategies to minimize your risk of becoming a victim of identity theft and address the steps to take if you become a victim.

Bird High School, 10301 Courthouse Road, Chesterfield, VA 23832
Dec. 1 Thursday 6-8 p.m.
Total Hours: 2 Limit: 20 Fee: $8

2022 Understanding Your Credit Scores and Credit Report
Are you curious about credit reports and credit scores? This class will address how to access a free copy of your credit report and the importance of reviewing and understanding the report. The components of a sample credit report will be provided and discussed. The process to dispute information on your report will also be addressed. Because information in the credit report determines the credit score, you will learn the components to build, manage and maintain a great credit score. Although not required for the class, you can obtain a free copy of your credit report at www.annualcreditreport.com and bring it to class with you to have your questions answered.

Midlothian High School, 401 Charter Colony Parkway, Midlothian, VA 23114
Sept. 15 Thursday 6:30-8:30 p.m.
Total Hours: 2 Limit: 20 Fee: $8

2023 Home Sellers Workshop
Selling your home can get complicated. Find out how to get the best price for your home in the shortest amount of time. Get answers to important questions including should you hire an agent to list your house; how to pick the right Realtor; how important is curb appeal, de-cluttering and staging your home. Find out who pays for inspections, warranties and closing costs. Understand listing etiquette, fiduciary responsibility, dual agency and the appraisal process. Learn how the buyer’s financing can affect your bottom line. This seminar will help you better understand the selling process, avoid some common mistakes and pitfalls associated with selling a home and streamline the real estate process to help ensure a smooth, stress free transaction and closing.

Bird High School, 10301 Courthouse Road, Chesterfield, VA 23832
Oct. 3 Monday 6:30-8:30 p.m.
Total Hours: 2 Limit: 20 Fee: $8

1986 Little-Known Secrets of Paying for College
The cost of college is higher than ever. How will you afford this expense? What if your children attend an elite or out-of-state school? What if they don’t graduate in four years? The costs can be monumental. This class will teach you how to send your children to the college of their dreams without bankrupting your retirement. You’ll discover strategies that may enable you to qualify for financial aid, sources for scholarships and strategies for minimizing your tax exposure giving you greater cash flow for funding a college education. Spouses may attend free.

Midlothian High School, 401 Charter Colony Parkway, Midlothian, VA 23114
Oct. 18 Tuesday 6-8:30 p.m.
Total Hours: 2.5 Limit: 20 Fee: $25 Super Senior Passport Fee: $15

2010 Wills and Trusts
This course is for anyone who wants a basic explanation of living trusts, living wills and wills. These legal documents are commonly confused because of their similar-sounding names. While all three are vital estate-planning tools, each serves a distinct purpose. There will be an examination of the legal tools available for making decisions about healthcare and finances. The course covers the use and relationships of a living trust, durable powers of attorney and advance directives for health care, living wills and wills. Even though the course is basic, students will receive a strong understanding of these powerful tools.

Midlothian High School, 401 Charter Colony Parkway, Midlothian, VA 23114
Nov. 17 Thursday 6:30-8:30 p.m.
Total Hours: 2 Limit: 20 Fee: $30 Super Senior Passport Fee: $15

Office of Adult Continuing Education 804.768.6140 Register online at ace.mychesterfieldschools.com.
**1992 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.

_Midlothian High School, 401 Charter Colony Parkway, Midlothian, VA 23114_

Oct. 11  
Total Hours: 2  
Limit: 20  
Fee: $8

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**2011 Wilton Cake Decorating**

You don’t have to be a chef or even experienced in the kitchen to decorate a cake, cookie cupcake, or brownie. The Wilton method of cake decorating will teach you the techniques for making treats that will amaze your friends and family. Fees include the course kit and student guide. Students are responsible for making cakes, cupcakes, cookies or brownies to practice on and purchasing their own gum paste and fondant. Everyone must help clean up after class. This class contains three courses:

- In decorating basics, a Wilton method instructor teaches you the essentials for making the perfect party cake, adorned with colorful flowers, beautiful borders and fun accents that set the tone for your celebration.
- In flowers and cake design, you'll learn core techniques to make a wide variety of flowers using royal icing.
- In gum paste and fondant, you will develop your skills working with fondant and gum paste. Learn essential techniques, such as covering a cake with fondant, cutting shapes and even painting on fondant. You’ll learn to create different types of flowers, such as calla lilies, roses and carnations.

_Career and Technical Center @ Courthouse, 10101 Courthouse Road, Chesterfield, VA 23832_

Sept. 27-Nov. 10  
Total Hours: 28  
Limit: 15  
Fee: $220

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**1987 Long-Term Care Insurance**

This course will help you understand long-term care and the insurance options that can help pay for long-term care expenses. Buying long-term care insurance should be an educated decision. You will learn the core benefits and features of long-term care policies to include traditional stand-alone long term care insurance, life insurance with long-term care rider and annuities with long-term care rider. After taking this course, you will be able to design a long-term care plan that may or may not include a long-term care insurance policy, choose a long-term care insurance product that fits your circumstances and decide how to fund the long-term care insurance premium. The course is taught by Linda Tsironis Caruthers, CSA, LTCP, president and owner of Long-Term Care Consultants in Richmond.

_Midlothian High School, 401 Charter Colony Parkway, Midlothian, VA 23114_

Nov. 15  
Total Hours: 2  
Limit: 20  
Fee: $8

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**1964 Get Golf Ready**

This class will help beginners, higher handicappers or golfers returning to the game. Learn posture, grip, aim and swing for putts, chips, pitches, irons and woods. Understand the skills it takes to hit a fairway shot with an iron or wood. Discover how to get the ball out of a bunker. You will learn important rules and what equipment is right for you. You will put your newfound 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. 22-Oct. 20  
Total Hours: 7.5  
Limit: 8  
Fee: $103

Super Senior Passport Fee: $58

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**1985 Knitting**

Are you ready to learn knitting for the first time, or do you need to learn new techniques for a specific project? If so, this class is just what you’re looking for. Participants will work toward completing specific projects or techniques in a group setting. Beginners will learn basic knitting techniques: cast on, knit stitch, purl stitch and cast off. More advanced knitters will hone their skills and learn new techniques. Knitters will learn to understand the construction of knitting, repair common errors, drop down rows instead of ripping out and generally gain confidence with their knitting. Bring smooth, light-colored, medium-weight yarn and size 8 needles to the first class.

_Midlothian High School, 401 Charter Colony Parkway, Midlothian, VA 23114_

Sept. 29-Nov. 17  
Total Hours: 16  
Limit: 15  
Fee: $70

Super Senior Passport Fee: $15

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**1992 Financial Planning**

Registration begins at 8:30 a.m. on Monday, Aug. 8.
Overview
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, mathematical reasoning and reasoning through language arts. A strong foundation in reading, writing and critical thinking is needed for success. Learn more at GED.com.

- Most students will require one or more years of preparation classes.
- Adults with high school diplomas or previous GED credentials are welcome to participate.
- Participants must be 18 or older at the time of registration.

Fees
- Tuition $50. You may take multiple classes without paying an additional fee.
- Books $25. Each class has a required textbook.
- Calculators $15. All math students will need model TI-30XS for homework and testing.

Payment
- All payments are due before the first day of class. No refunds are issued after the first day of class.
- Bring exact cash, personal check with printed address or credit/debit card to your counseling date.
- FREE tuition is available for many parents with students in Chesterfield County Public Schools.

Attendance and Incentives
- Students who obtain 50+ hours of class attendance and complete the post-test in class receive a $50 tuition credit toward the next session. Students who miss class and do not complete makeup work will be dropped without a refund.

### Step 1 of 2: Pick an Assessment Session
This session will take three hours. Arrive on time and be prepared to stay the entire time.

- Students will learn about the program and take the TABE assessment in reading, writing, and mathematics.
- If you have GED or GEDReady scores from January 2014 or later, please bring a copy.
- If you require accommodations for a documented disability, call 768-6140, ext. 1917 for a testing appointment.

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>TIME OF DAY</th>
<th>DAY AND DATE</th>
<th>TIME</th>
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<tbody>
<tr>
<td>Career and Technical Center @ Courthouse,</td>
<td>NIGHT</td>
<td>Tuesday, Sept. 13</td>
<td>6-9 p.m.</td>
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<tr>
<td>10101 Courthouse Road,</td>
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<td>Monday, Sept. 19</td>
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<tr>
<td>Chesterfield, VA 23832, Door 3</td>
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<td>Tuesday, Sept. 20</td>
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<td>*Tuesday, Sept. 27</td>
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<td></td>
<td>DAY</td>
<td>Wednesday, Sept. 14</td>
<td>9:30 a.m.-12:30 p.m.</td>
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<td>Wednesday, Sept. 21</td>
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</tbody>
</table>

*Late registration: You will miss the first night of class.

### Step 2 of 2: Pick a Counseling Session
This session will take three hours. Arrive on time and be prepared to stay the entire time. Bring money order, personal check or exact cash.

- Students will re-test as needed.
- You will receive your assessment scores and choose your class schedule.

<table>
<thead>
<tr>
<th>LOCATION</th>
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<td>Thursday, Sept. 15</td>
<td>6-9 p.m.</td>
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<tr>
<td>10101 Courthouse Road,</td>
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<td>Wednesday, Sept. 21</td>
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<tr>
<td>Chesterfield, VA 23832, Door 3</td>
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<td>Thursday, Sept. 22</td>
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<td><em>Thursday, Sept. 29</em></td>
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<td></td>
<td>DAY</td>
<td>Friday, Sept. 16</td>
<td>9:30 a.m.-12:30 p.m.</td>
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<td>Friday, Sept. 23</td>
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</table>

*Late registration: You will miss the first night of class.
## Class Schedule and General Information

No classes Nov. 7-8 or Nov. 23-25.

- Qualifying scores are required for each class level.
- Makeup days or hours will be added to the schedule only if four or more classes are canceled.
- You may select more than one class at no additional tuition charge. Books sold separately.

### Class Description

<table>
<thead>
<tr>
<th>Class Description</th>
<th>Time</th>
<th>Location, Dates, Days and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>Night</td>
<td>Bird High School (6-9 p.m. Tuesdays and Thursdays, Sept. 27-Dec. 15)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Critical Thinking</td>
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<tr>
<td></td>
<td>Night</td>
<td>Bird High School (6-9 p.m. Tuesdays and Thursdays, Sept. 27-Dec. 15)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Night</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>Day</td>
<td>Career and Technical Center @ Courthouse (9:30 a.m.-12:30 p.m. Mondays and Wednesdays, Sept. 26-Dec. 14)</td>
</tr>
<tr>
<td></td>
<td>Night</td>
<td>Bird High School (6-9 p.m. Tuesdays and Thursdays, Sept. 27-Dec. 15)</td>
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<tr>
<td></td>
<td></td>
<td>Night</td>
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<tr>
<td>Science</td>
<td>Night</td>
<td>Hening Elementary School (6-9 p.m. Mondays and Wednesdays, Sept. 26-Dec. 14)</td>
</tr>
<tr>
<td></td>
<td>Day</td>
<td>Career and Technical Center @ Courthouse (9:30 a.m.-12:30 p.m. Mondays and Wednesdays, Sept. 26-Dec. 14)</td>
</tr>
<tr>
<td>Social Studies</td>
<td>Night</td>
<td>Bird High School (6-9 p.m. Tuesdays and Thursdays, Sept. 27-Dec. 15)</td>
</tr>
<tr>
<td>Math 1</td>
<td>Day</td>
<td>Career and Technical Center @ Courthouse (9:30 a.m.-12:30 p.m. Tuesdays and Thursdays, Sept. 27-Dec. 15)</td>
</tr>
<tr>
<td></td>
<td>Night</td>
<td>Bird High School (6-9 p.m. Tuesdays and Thursdays, Sept. 27-Dec. 15)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hening Elementary School (6-9 p.m. Mondays and Wednesdays, Sept. 26-Dec. 14)</td>
</tr>
<tr>
<td>Math 2</td>
<td>Day</td>
<td>Career and Technical Center @ Courthouse (9:30 a.m.-12:30 p.m. Sept. 27-Dec. 15, Tuesdays and Thursdays)</td>
</tr>
<tr>
<td></td>
<td>Night</td>
<td>Bird High School (6-9 p.m. Tuesdays and Thursdays, Sept. 27-Dec. 15)</td>
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<tr>
<td></td>
<td></td>
<td>Hening Elementary School (6-9 p.m. Mondays and Wednesdays, Sept. 26-Dec. 14)</td>
</tr>
</tbody>
</table>

### Need Money for Class?

- If you have a disability or low-income household, funding may be available for GED or workforce classes.
- RESOURCE offers counseling, diagnostic testing, job training and employment assistance.

To see if you are eligible for services, call RESOURCE at 804-271-8510.

### Distance Learning

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

Students work online using their own computers and internet connections at home, the library or a lab location.

Students must be strong readers and meet minimum assessment scores.

Fee $50. Call Mrs. Thompson at 804-271-8510 to make an appointment and get started.
Free GED® Exam Writing Seminars

Students will be presented with samples, scoring, strategies and study guides for preparing each written response required on the GED® 2014 series of exams.

Reasoning Through Language Arts Exam
- Learn to read two opposing arguments and write a 45-minute response defending the stronger side using evidence from the passages.

Science
- Learn to write a short-answer response to passages, graphics or both.
- Learn to design a science experiment.

<table>
<thead>
<tr>
<th>Location</th>
<th>Room</th>
<th>Day</th>
<th>Date</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Hening Elementary School, 5230 Chicora Drive, North Chesterfield, VA 23234</td>
<td>113</td>
<td>Wednesday</td>
<td>Oct. 26</td>
<td>6-9 p.m.</td>
</tr>
<tr>
<td>Bird High School, 10301 Courthouse Road, Chesterfield, VA 23832</td>
<td>325</td>
<td>Tuesday</td>
<td>Oct. 25</td>
<td>6-9 p.m.</td>
</tr>
</tbody>
</table>

Call Mrs. Thompson at 804-271-8510 to reserve your seat.

GED PROGRAM LOCATIONS

A) Bird High School, 10301 Courthouse Road
   Chesterfield, VA 23832

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

C) RESOURCE Workforce Center, 304 Turner Road, North
   Chesterfield, VA 23225

D) Hening Elementary School, 5230 Chicora Drive,
   North Chesterfield, VA 23234

Start Your Career While You Work Toward a GED Credential

Special Offers for Currently Enrolled ABE/GED Students

- FREE TUITION: NATIONAL PROFESSIONAL CUSTOMER SERVICE AND SALES CERTIFICATION CLASS. PAGE 11.
- FREE TUITION: WORKPLACE READINESS SKILLS CERTIFICATION CLASS. PAGE 11.
- FREE TUITION: NORTHSTAR DIGITAL LITERACY CERTIFICATION CLASS. PAGE 12.
- DISCOUNTED PRICING: INTRODUCTION TO HEALTH CARE DAY CLASS. PAGE 6.
- EXTRA TUTORING AVAILABLE: DENTAL ASSISTING 1. PAGE 10. REGULAR PRICING APPLIES.
- EXTRA TUTORING FOR NATE EXAM: HVAC PAGE 9. REGULAR PRICING APPLIES.

CALL 804-768-6140, EXT. 1917 FOR DETAILS
ADULT LEARNING LABS: FREE TO CURRENT ABE/GED STUDENTS

- Free GEDReady™ Practice Testing for Registered Students
- Preparation for Career Readiness or Workplace Readiness Skills Certifications
- Distance Learning Setup or Assistance
- Learning Express Library
  Explore careers, study for certification exams, create a resume by answering prompts
- Homework help for registered students
- Virginia Workforce Connection
  Create a login, setup your profile, sign up to have job announcements emailed to you

<table>
<thead>
<tr>
<th>Lab Location</th>
<th>Room</th>
<th>Day</th>
<th>Date</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Bird High School, 10301 Courthouse Road, Chesterfield, VA 23832</td>
<td>325</td>
<td>Thursdays</td>
<td>Oct. 6-Dec. 15</td>
<td>6:30-8:30 p.m.</td>
</tr>
<tr>
<td>Career and Technical Center @ Courthouse, 10101 Courthouse Road, Door 3,</td>
<td>312</td>
<td>Tuesdays and Wednesdays</td>
<td>Oct. 4-Dec. 7</td>
<td>12:30-2:30 p.m.</td>
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<tr>
<td>Chesterfield, VA 23832</td>
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FREE PRACTICE TESTING DATES
TAKE UP TO FOUR GEDREADY™ TESTS FOR FREE!
EARN TESTING VOUCHERS FOR PASSING SCORES OF 150+

- You will have the opportunity to take up to two practice tests of your choice on each date that you attend.
- Earn a free official test voucher for each GEDReady subject test that you pass with a score of 150+

<table>
<thead>
<tr>
<th>Location</th>
<th>Room</th>
<th>Days</th>
<th>Times</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career and Technical Center @ Courthouse, 10101 Courthouse Road, Door 3</td>
<td>312</td>
<td>Saturdays</td>
<td>Oct. 15</td>
<td>1-4 p.m.</td>
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<tr>
<td>Chesterfield, VA 23832</td>
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<td>Nov. 19</td>
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<td>Dec. 10</td>
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For best results, review these test tutorials before attending:
www.gedtestingservice.com/educators/freepracticetest

NORTHSTAR DIGITAL LITERACY
EARN CERTIFICATES PROVING YOUR SKILLS
LEARN TO USE MICROSOFT WORD, POWERPOINT, EXCEL, EMAIL AND MORE

- Students will have the opportunity to earn up to 10 certificates from Northstar Digital Literacy.
- Visit www.digitalliteracyassessment.org

<table>
<thead>
<tr>
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<th>Room</th>
<th>Days</th>
<th>Times</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career and Technical Center @ Courthouse, 10101 Courthouse Road, Door 3</td>
<td>312</td>
<td>Mondays</td>
<td>Oct. 10-Dec. 12</td>
<td>6-9 p.m.</td>
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<td>Chesterfield, VA 23832</td>
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</table>

FREE TUITION FOR STUDENTS IN ABE/GED CLASSES
SEE PAGE 12 FOR MORE INFORMATION
**GED® TESTING**

The 2002 Series GED Test expired on Dec. 31, 2013. Any incomplete scores have expired. Test takers who passed some but not all of the 2002 Series GED® Test must start over. Old testing transcripts may be requested at GED.com.

**WWW.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:

<table>
<thead>
<tr>
<th>Prepare</th>
<th>Perform</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Get information</td>
<td>Schedule</td>
<td>Print scores</td>
</tr>
<tr>
<td>Test preparation material</td>
<td>Test day tips</td>
<td>Order transcripts</td>
</tr>
<tr>
<td>Register</td>
<td>Review scores</td>
<td>Transition to college</td>
</tr>
<tr>
<td>Apply for accommodations</td>
<td>Retest</td>
<td></td>
</tr>
</tbody>
</table>

**GED® Test on Computer**

The GED test takes about eight hours total. A passing score of 150 is needed on each test module. 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 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. Two short-answer questions included that require about 10 minutes each.

**Registration**

- Call center: 1-877-EXAM-GED (392-6433).
  Monday through 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.
- Students can test three times on the same subject without waiting.
- After the third attempt, there is a 60-day waiting period before trying again.

**Test Dates and Times**

- Day: Every Wednesday 9 a.m.-5 p.m.
- Night: Every Monday and Wednesday 5-9 p.m.

**Official GED Ready™ Practice Tests**

Practice tests cost $6 per subject. Practice tests may be taken online at GED.com.

- GED Ready™ has the same look and feel as the real GED test.
- Get firsthand experience answering computer-based test questions.
- Evaluate your scores to decide if you’re prepared to test.
- GED Ready™ will link you to test preparation books and courses.

**FREE GEDReady™ Practice Testing and Testing Vouchers**

- The GEDReady is the best indicator of your readiness to take the official GED test.
- A diagnostic is provided to show areas that require additional study.
- You will need an email account and GED.com login and password.
- Students with practice test scores of 150+ are eligible for free subject test vouchers.
- This promotion is only valid for students testing onsite during our regular schedule.

See Page 21 for FREE Practice Testing dates.
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: preliteracy, literacy, low beginning, high beginning, low intermediate, high intermediate, advanced and high advanced transitions. Students receive a textbook, access to speakers and seminars and a seat in a distance learning program. Registration takes two hours. No children, please. Please call 768-6140 if you have questions. We accept only money orders and checks — no cash.

### Class Schedules

#### Night Classes
- **Meadowbrook High School**, 4901 Cogbill Road, North Chesterfield 23234
- **Mondays & Wednesdays**, 6:30-9 p.m.
- **Register** 5:30-7 p.m. Aug. 29-31. No late registration. $100
- **Classes** meet Sept. 7-Dec. 14.

#### Day Classes
- **Beulah United Methodist Church**, 6930 Hopkins Road, North Chesterfield, VA 23234
- **Mondays & Wednesdays**, 10:00 a.m.-12:30 p.m.
- **Register** 10-11 a.m. Aug. 29-31. Registration continues every Monday and Wednesday until Jan 30. $100
- **Classes** meet Sept. 7-Dec. 14.

#### Distance Education Class
- **Online-only, year-round, training and technical support provided**.
- **Register** Oct. 5-Nov. 16. Open registration 10-10:30 a.m. every Wednesday at Beulah or 6:30-7 p.m. at Meadowbrook. (*Rosetta Stone & Burlington English* $100, includes headphones)

#### Citizenship Class
- **Meadowbrook High School**, Saturdays, 9 a.m.-noon
- **Register** Sept. 28 at 9:30 a.m. at Beulah or 6 p.m. at Meadowbrook or Oct. 1 at 8:30 a.m. at Meadowbrook. $50 for students, $75 for non-students. Includes book.
- **Classes** meet Oct.1-Dec.10.

#### 2033 Certificación de Asbesto
Este curso para Certificación Inicial de Trabajador de Reducción de Asbesto es requerido para las personas que realizan la actividad laboral relacionada con el asbesto. El trabajador del asbesto es responsable de las actividades que alteran el materiales que contiene asbestos en la construcción (ACBM), incluyendo la retirada de asbesto, reparación, encapsulación, encierre, y operaciones y mantenimiento. La certificación como un trabajador del asbesto asegura que las personas que realizan la actividad laboral relacionada con el asbestos estén debidamente capacitados. Curso cubrirá los requisitos para el Estado Libre Asociado de Virginia, Maryland, Washington DC, Carolina del Norte, y otros Estados. Se proporciona certificado para cada estudiante después de haber superado el curso. Curso no incluye licencia del Estado Libre Asociado de Virginia.

**BizWorks Enterprises Center**, 2545 Bellwood Road, Suite 115, North Chesterfield, VA 23237
septiembre 27-30 (martes-viernes) y octubre 3-6 (lunes-jueves)
6:00 p.m.-9:30 p.m.
Total Hours: 32 Limit: 20 Fee: $425

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Venga y únase a nuestra comunidad de aprendizaje! En nuestras clases para adultos, los estudiantes mejoran sus habilidades de inglés en la lectura, escritura, conversación, y comprensión. Los estudiantes aprenderán sobre la cultura de América, agencias de trabajo y sistemas de educación. Tenemos ocho niveles de clases: Pre-literatura, Literatura, Principiantes, Principiantes Avanzados, Intermedios, Intermedios Avanzados, Avanzado, y Superior Avanzado de Transición. Además, los estudiantes reciben un libro de texto, acceso a charlas y seminarios, y como parte de su matrícula, un asiento para clases de inglés a distancia, a través del internet. La registración se demora dos horas. Favor de no traer niños. Para información adicional, favor de llamarnos al: 768-6140

**No efectivo. Aceptamos giros postales o cheques.**

### Itinerario de clases

#### Clases nocturnas
- **Meadowbrook High School**, 4901 Cogbill Road, North Chesterfield, VA 23234.
- **lunes y miércoles**, 6:30-9 p.m.
- **Inscripciones** los días 29, 30, 31 de agosto de 5:30-7 p.m. No habrá otro día para inscribirse. $100
- **Clases** comienzan 7 de septiembre-14 de diciembre.

#### Clases diurnas
- **Iglesia Metodista Beulah**, 6930 Hopkins Road, North Chesterfield, VA 23234.
- **lunes y miércoles**, 10 a.m.-12:30 p.m.
- **Inscripciones** 29, 30, y 31 de agosto, y todos los lunes y miércoles hasta el 30 de enero. 10-11 a.m. $100
- **Clases** comienzan 7 de septiembre-14 de diciembre.

#### Clases de educación distante
- **Escuela Meadowbrook High**, 6930 Hopkins Road, North Chesterfield, VA 23234.
- **Inscripciones** 5 de octubre-16 de noviembre. Inscripciones abiertas todos los miércoles en la iglesia Beulah Methodist de 10-10:30 a.m. ó en Meadowbrook de 6:30-7:00 p.m. (*Rosetta Stone & Burlington English* $100, incluye audífonos)

#### Clases de ciudadanía
- **Escuela Meadowbrook High**, sábados de 9-noon
- **Inscripciones** el 28 de septiembre a las 9:30 a.m. en Beulah, a las 6 p.m. en Meadowbrook ó el 1 de octubre a las 8:30 a.m. en Meadowbrook. $50 para estudiantes, $75 para no-estudiante. Incluye el libro.
- **Las clases se reúnen** 1 de octubre-10 de diciembre.
REGISTER ONLINE:
ace.mychesterfieldschools.com