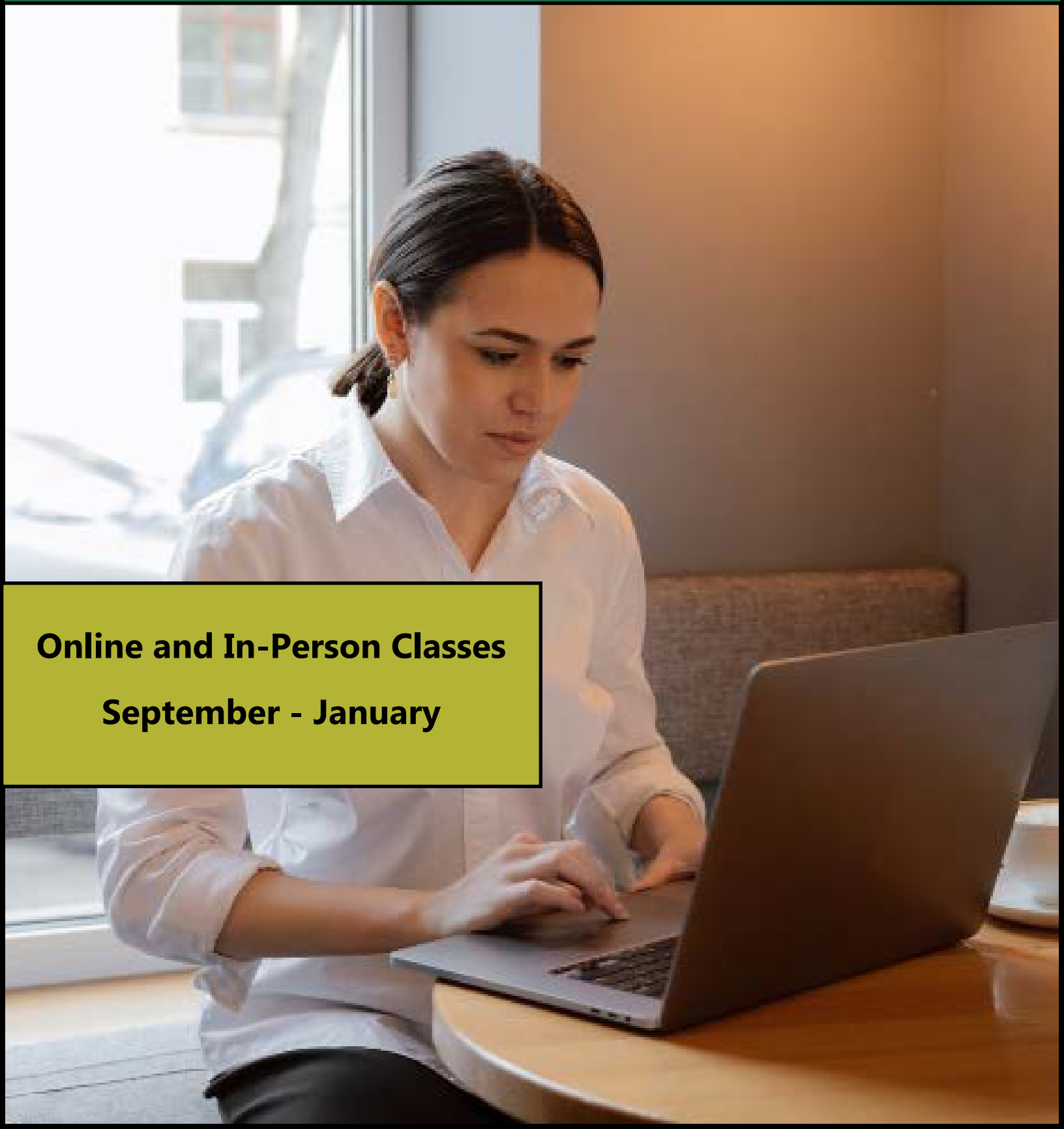


Adult Education Course Catalog

FALL



Online and In-Person Classes
September - January



2021 ADULT EDUCATION FALL CATALOG



Dear Citizen:

The past year has been difficult for many of us. I am truly thankful that our team of educators and support staff rose to the challenge and were able to provide the Henrico County community with safe alternatives to traditional classroom instruction. We truly appreciate all of our teachers who have continued to persevere, as well as our patrons who have participated in this new learning environment. With each new catalog we strive to offer our community access to relevant course offerings with a focus on workforce and career development skills, along with personal enrichment. We are here to help you achieve your dreams!

Thank you for considering the Henrico County Public Schools Adult Education Center.

Sincerely,

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

OUR LOCATIONS

Highland Springs Location

(East End)

201 E Nine Mile Road
Highland Springs, VA 23075
(804) 328-4095

Mt. Vernon Location

(West End)

7850 Carousel Lane
Richmond, VA 23294
(804) 527-4660



2021 FALL REGISTRATION INFORMATION

For additional information call: 328-4095 or visit our website at: www.henricoadulteducation.com
Please DO NOT call the schools where classes are being held. Registration will not be taken by phone.

REGISTRATION FOR GED CLASSES - SEE PAGE 29-30

REGISTRATION FOR ELA CLASSES - SEE PAGE 31-33

GENERAL ADULT CLASSES

See page 5 for [registration form](#).

ONLINE PAYMENTS AUGUST 12, 2021

Link Below:

<https://osp.osmsinc.com/HenricoVA/default.aspx>

REGISTER ONLINE

No preregistration will be accepted before August 12, 2021. Be prepared to pay tuition, fees, and cost of textbooks unless otherwise indicated. Payment may be made by credit card. All credit card payments will incur a NON-REFUNDABLE 4% processing fee. Click for the [Online Registration Form](#).

REGISTER BY MAIL

Mail-in registrations will be processed with mail delivered on August 12, 2021.

1. Print out the General Adult registration form on page 5 and mail it with a check or money order, payable to Henrico County Public Schools. (See Golden Age Program information.)
2. Send check for tuition, fees, and textbooks unless otherwise indicated.
3. Receipts will be automatically emailed to the email address you provide. If you have no email address or wish a paper copy, please provide a self-addressed stamped envelope.

REFUNDS

Refunds are processed ONLY in the event a class is canceled due to insufficient enrollment. Check processing can take up to 6 - 8 weeks.

ENROLLMENT

When the General Adult [registration form](#) and tuition are received, an individual is immediately enrolled and SHOULD BE IN ATTENDANCE AT THE FIRST CLASS SESSION. Enrollment is accepted on a "first-come, first-served" basis until the maximum number of persons is accommodated. GENERAL ADULT REGISTRANTS WILL NOT BE NOTIFIED unless the requested course has been **CANCELLED**. Courses are open to adults eighteen (18) years of age or older who are not enrolled in a day school program.

See page 34 for directions to class locations.

TEXTBOOK INFORMATION

Textbook information has been provided in the course description. Should the course be cancelled due to insufficient enrollment, Henrico County Public Schools is not responsible for refund of textbooks purchased from outside sources.

CLASS CANCELLATIONS/SCHOOL CLOSINGS

Class sessions may be extended due to weather cancellations or other unforeseen circumstances. Classes may be cancelled due to insufficient registration or other reasonable causes. Classes **WILL NOT MEET** when schools are closed for holidays or emergencies; schools may be closed all day or early. If schools close early, announcements will be made on the HCPS website and other local TV/radio stations.

IMPORTANT DATES TO REMEMBER

SEPT. 6.....Schools closed - Labor Day
SEPT 7.....Student Holiday - Rosh Hashanah
SEPT. 16.....Student Holiday - Yom Kippur
OCT. 11.....Student Holiday
NOV. 2.....Student Holiday- Election Day
NOV. 4.....Student Holiday- Diwali
NOV. 24 - 26.....School Closed - Thanksgiving holiday
DEC. 20 - 31.....School Closed- Winter Break
DEC. 25.....Christmas
JAN. 3.....School Re-opens
JAN. 17.....School Closed - MLK Holiday
JAN. 26Student Half Day
FEB. 21.....Student Half Day

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

SPECIAL NOTES

You may use photostatic copies of the registration form if needed. The Henrico County School Board assumes no responsibility or liability for injuries incurred while attending any of these classes.

The [General Adult registration form](#) is located online and page 5. It must be turned in electronically.

OUR MISSION STATEMENT

The mission of the Adult Education Program is to provide diverse educational opportunities that will assist students in acquiring the skills and knowledge that will lead to further education, employment and personal success.

DON'T DELAY! REGISTER EARLY!
Our classes require a minimum number of participants.

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GENERAL ADULT FALL 2021 [REGISTRATION FORM](#)



Registration Begins: Thursday, August 12, 2021, at 8:30 a.m.

Online payments will be accepted using the following link:

<https://osp.osmsinc.com/HenricoVA/default.aspx>

All credit card payments will incur a NON-REFUNDABLE 4% processing fee.

Mail Registration Form To:

Adult Education Center, Henrico County Public Schools, 201 E. Nine Mile Road, Highland Springs, VA 23075

PLEASE ENROLL ME IN THE FOLLOWING GENERAL ADULT COURSE. CHECK APPROPRIATE BOX(ES).

- ☐ I am enclosing my check, made payable to Henrico County Public Schools. ☐ Golden Age Program (if space available)
- ☐ FOR MEDICAL COURSES: I have enclosed the required documentation of successful completion of any prerequisite requirements. See individual course descriptions. Registration forms with incomplete and/or missing documentation will not be processed.

Course No: _____ (Located above each course description.)	Course Title _____	School/Loc ation _____
Date Class Starts _____	Day of Week _____	Time AM/PM _____
Name _____		
Daytime Phone (required) _____	Email Address _____	
Home Address _____	Street _____	City _____ Zip Code _____

I have read and understand the refund policies regarding the classes at the Adult Education Center. I also understand that if a course is cancelled due to insufficient enrollment, my registration payment will be refunded. Otherwise, **no refund** will be provided. Check processing can take up to 6 - 8 weeks.

Signature _____

Notes:

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

See page 3 for additional registration information.

If a textbook is required for this class, the book title and ISBN Number will be listed in the course description.

Receipts will be automatically emailed to the email address provided on this registration form. If you have no email address or wish a paper copy, please provide a self-addressed stamped envelope. Otherwise, registrants will not be notified unless the requested course has been cancelled.

Tuition.....	\$ _____
Henrico Golden Age	\$ _____
(If Golden Age, enclose copy of the photo ID)	

OFFICE USE ONLY	
Receipt Number _____	
<input type="checkbox"/> Check <input type="checkbox"/> Cash	
Date Received _____	



Education at a Great Cost! AEC offers affordable classes that will provide effective training opportunity. We also offer fun enrichment courses such as the Art of Painting. At AEC our priority is to help you balance your work and career schedules with learning a new skill. We offer both in-person and online courses. We believe in being as flexible as possible. Education should be affordable and at AEC we keep our prices low. Sign up today! We offer online and in-person classes. Classes starting as low as \$40.

Computer System Requirements

For AEC Online Classes:

A computer and internet access with: Windows 7 or higher, or Mac OS X v 10.9 operating system; Screen resolution of 1280 x 720 or higher (1920 x 1080 pixels recommended); Chrome (latest versions), Microsoft Edge, Mozilla Firefox, or Apple Safari browsers; a minimum of 4 GB RAM; a computer camera and microphone.

If joining from a tablet or phone, be sure to download the free Google Meet app before class.



COVID 19 Safety

HCPS AEC is committed to safety and quality instruction. We are committed to making our in-person classes follow the health and safety guidelines provided by Henrico County Public Schools. For the most current listing of health and safety protocols, please visit: <https://henricoschools.us/returntoschool/>

AEC is planning on expanding in-person classes as soon as we are able to safely return to buildings.



Class Cancellations

Class sessions may be extended due to weather cancellations or other unforeseen circumstances. Classes may be cancelled due to insufficient registration or other reasonable causes. Classes WILL NOT MEET when schools are closed for holidays or emergencies; schools may be closed all day or early. If schools close early, announcements will be made on the HCPS website and other local TV/radio stations.

[VISIT OUR WEBSITE](#)

WE BELIEVE IN

#SecondChances

Empowering Our Community Through Education



Safety Policy

HCPS and AEC believe that effective health and safety management supports our delivery of learning and services to adults.

We are committed to:

- Developing and maintaining a positive Health and Safety culture
- Assessing and controlling the risks that arise from our school.
- Complying with and where possible exceeding statutory requirements.

HCPS Safety Video:

<https://youtu.be/8EjZnmpUGvM>

Closings & Delays

If emergency conditions change the school schedule in any way, all staff, parents and guardians will be contacted via the SchoolMessenger phone, email and text notification system as soon as a decision is made by the superintendent.

HCPS Sources

The following outlets are totally controlled by HCPS and will have the most complete and accurate information available.

SchoolMessenger: Phone, email and text notification system to all staff and student households.

HCPS Websites:

(henricoschools.us); announcements and updates will appear on the home page.

Facebook:

facebook.com/henricocountypublicschools

Instagram:

@henricocountyschools

Twitter:

@HenricoSchools

Media Sources

The following local media sources are notified, however, information may be edited or incomplete.

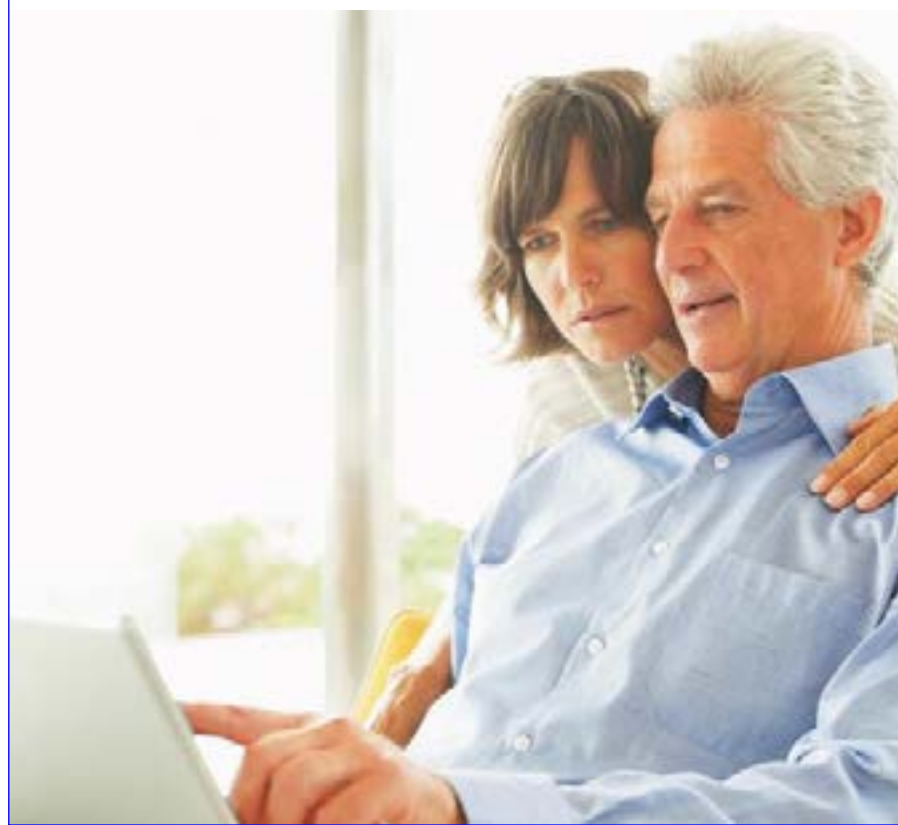
Television: CBS6, 8News and NBC12

AM radio: FOX Sports 910 and 1140 WRVA

FM radio: iPower 92; Q94; K95; 96.1 The Planet; Classic Rock: 96.5; Mix 98.1; BIG 98.5; KISS 99.3; Easy 100.9; XL102; ESPN Richmond 102.7, 103.7 Play; iPower 104.1, Praise 104.7; KISS 105.7; Hot 106.1; and 106.5 The Beat



HENRICO COUNTY GOLDEN AGE PROGRAM



Henrico County residents, age 60 or older, are eligible to participate in the Golden Age Program and receive benefits. One of these benefits is free tuition for certain classes offered through the Henrico County Public Schools Adult Education Center. Limited space (20% of each eligible class) is reserved for Golden Age Program members – provided there is a sufficient number of tuition-paying students enrolled. This is done on a “first-come, first-served” basis.

A copy of a government-issued photo ID (showing the name of the person) is needed for Golden Age registration.

Online registration is available through our website at <https://blogs.henrico.k12.va.us/adulteducation/golden-age-program/> or <https://forms.gle/tzKWRUY1645yDbQ78>.

School Custodians Needed

The Henrico County Public Schools (HCPS) Department of Facilities, P. O. Box 23120, Henrico, VA 23223, is actively recruiting applicants for the 2021-2022 school year.

Positions:

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

Custodial incentives include:

- Paid/Flexible Training Hours
- Convenient Work Hours
- Henrico Federal Credit Union
- Leadership Training



Full-time employees receive full benefits to include:

- Health and Dental Insurance
- Long and Short Term Disability
- Retirement
- Life Insurance
- Sick and Annual Leave

Please apply online at:
henricoschools.us/CAREERS

GENERAL ADULT COURSE DESCRIPTIONS

Information Technology



#200

Computer Maintenance and Networking PC's

(No Golden Age waiver)

This course is designed to prepare students to become an A+ Certified Computer Repair Technician. Students wishing to be certified in A+ CCRT will need to pass an exam with Microsoft. Emphasis on hardware and software will be taught: the visible PC (hardware installation), troubleshooting hardware issues, maintaining networking computers and mobile devices. You will learn how to assemble, install, configure, troubleshoot and build a computer, as well as operational procedures, IT terms and concepts, tools & diagnostics and customer service tips on starting your own Help Desk.

Prerequisites:

Basic Computer Skills

Supply List:

Pens, Notebook, Highlighter, Anti-Static Wrist Strap, PC tool kit. Your own Windows based device with at least Windows 10 installed. Students will be responsible for purchasing their own book.

Tuition:

\$500.00
(Minimum 7 paying students)

Textbook:

CompTIA A+ Certification All-in-One Exam Guide, 9th Edition
Author: Mike Meyers
ISBN: 13-9781259589515

Location and Times:

Highland Springs ACE
Instructor: TBA
16 Sessions
3 Hours
Mondays and Wednesdays
November 1 - January 12
5:00 pm - 8:00 pm
(No Classes During HCPS Student Holidays)

#201

Introduction to Coding

Introduction to Coding covers a basic introduction to the principles of programming, including algorithms and/or logic. Students engage in hands-on programming tasks in the Python programming language and test their own code using the Python interpreter. Students use in the field. Resources to solve problems and create solutions.

Prerequisites:

Basic Computer Skills

Tuition:

\$420.00
(Minimum 7 paying students)

Location and Times:

Highland Springs ACE
Instructor: TBA
18 Sessions
2 Hours Each
36 Hours
October 14 - November 14
Tuesdays and Thursdays
6:00 pm - 8:00 pm
(No Classes During HCPS Student Holidays)



ARTS & DESIGN

#300

Art of Painting

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

Supply List:

Basic brush set, 8 canvas size 10” and 12”, an apron to protect your clothes, Acrylic Assorted paints and a cup of water.

Tuition:

\$90
(Minimum 7 Students)
Henrico Golden Age: FREE

Location and Times:

East End Location
Instructor: Williams
8 sessions
2 hours
Tuesdays
October 19 - November 11
6:30 pm – 8:30 pm
(No Classes During HCPS Student Holidays)



#301

Digital Photography

Whether you own a point-and-shoot or a more advanced DSLR or even a modern smartphone, this class will give you a better grasp of your camera's capabilities and skills to make successful photos. We will focus on core concepts as well as some more advanced techniques. The course will include hands-on demonstrations with the camera as well as basic digital image editing techniques. Expect to leave the class with a project you are proud of and a working knowledge of your camera.

Supply List:

Camera (DSLR or Mirrorless with Manual Capabilities), Computer or device. A digital camera is your top priority. Storage Media: This means an external USB or hard drive or online storage like dropbox.com or Google Drive. Make sure you have a place to save your work every week, as this is a requirement. You'll also need a computer and smartphone with lightroom and Photoshop.

Tuition:

\$90
(Minimum 7 Students)
Henrico Golden Age: FREE

Location and Times:

East End Location
Instructor: Nelson
6 sessions
2 hours
Mondays
October 11 - October 27
6:30 pm – 8:30 pm
(No Classes During HCPS Student Holidays)



FINANCIAL LITERACY

#400

Money Management for those Living

Paycheck to Paycheck

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

Tuition:

\$40.00
(Minimum 7 Students)

Location and Times:

Online
Instructor: Commander
1 session
2 hours
Thursday
October 7, 2021
6:00 pm – 8:00 pm
(No Classes During HCPS Student Holidays)



#401

Saving Money Using Coupons

Join us for an exciting, engaging, and informational “Saving Money Using Coupons” class. In this class, you will quickly learn the process of couponing for retail, grocery, and restaurant shopping. Also, learn how to begin couponing, deal or no deal, how stores get you to spend more money, how to be organized, where to find the best money-saving coupons, free stuff websites, how to use coupons in your everyday lifestyle of shopping, and much more. Informational packets and lots of handouts will be provided with your enrollment. Register today! Packets of material will be provided the first night of class.

Tuition:

\$40.00

(Minimum 7 Students)

Location and Times:

Hermitage ACE Center
Instructor: Johnson
1 session
2 hours
Tuesday
November 16, 2021
6:00 pm - 8:15 pm
(No Classes During HCPS Student Holidays)





GOLDEN AGE PROGRAM

Your photo ID showing a Henrico County address must be presented at registration. See page 8 for more information.

LANGUAGE

#500

French (Beginners Conversation)

Students will be immersed in modern French language and culture. A great starter course for those who plan to visit French-speaking countries as tourists or on business. Learn the basic vocabulary for dining, shopping, finding your way and locating accommodations. Audio materials, movie clips, and books will supplement instruction. Participants who successfully complete the course will receive a certificate of attendance.

Tuition:

\$155.00

(Minimum 7 paying students)

Textbook:

Learn French The Fast & Fun Way - 4th Edition:

Author: Leete/Kendris

ISBN: 13-9781438074948

Location and Times

Online

Instructor: Naimon-Arnold

10 sessions

2 hours each

Mondays

October 18 - December 13

6:00 pm – 8:00 pm

(No Classes During HCPS Student Holidays)



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

#501

French (Intermediate Conversation)

This course will expand and reinforce your conversational skills. Learn more about the country and its language. It will take you one step further to more complete comprehension and usage of the French language. Audio and video enrichment materials will be used as much as possible. Simple conversational topics will be part of the lessons. (Conversational) is not a prerequisite. Participants who successfully complete the course will receive a certificate of attendance.

Tuition:

\$155.00

(Minimum 7 paying students)

Textbook:

Learn French The Fast & Fun Way - 4th Edition

Author: Leete/Kendris

ISBN: 13-9781438074948

Location and Times

Online

Instructor: Naimon-Arnold

10 sessions

2 hours each

Wednesdays

October 18 - December 15

6:00 pm – 8:00 pm

(No Classes During HCPS Student Holidays)



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

#502

German (Intermediate)

This is the third episode of Andre Klein's popular Baumgartner & Momsen mystery series for German language learners. While savoring naturally spoken everyday German, the student will help the 2 commissioners to unravel the mystery behind a dead body found in a seedy internet cafe. Included in the book are exercises for comprehension skills. Vocabulary and grammar will be discussed as well. Fun worksheets will be provided by teacher. Students with some basic conversational knowledge are welcome to participate.

Tuition:

\$130.00

(Minimum 7 paying students)

Textbook:

"Des Seins" - A German Through Storytelling

Author: [Name obscured]

ISBN: 978-1479186921

Location and Times:

Online

Instructor: Horn

10 sessions

1.5 hours

Wednesdays

October 6 – December 15

6:30 pm – 8:00 pm

(No Classes During HCPS Student Holidays)

#503

Italian for Travelers

(Beginners Conversation)

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

Tuition:

\$155

(Minimum 7 paying students)

Textbook:

Italian Step by Step

Author: Charles Berlitz

ISBN: 0-922066-42-6

#503 - Italian for Travelers - CONTINUED

Location and Times:

Online

Instructor: Nasti

10 sessions

2 hours

Tuesdays and Wednesdays

September 28 – October 27

6:00 pm – 8:00 pm

(No Classes During HCPS Student Holidays)

#504

Italian for Travelers

(Beginners Conversation)

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

Tuition:

\$155

(Minimum 7 paying students)

Textbook:

Italian Step by Step

Author: Charles Berlitz

ISBN: 0-922066-42-6

Location and Times:

Online

Instructor: Nasti

10 sessions

2 hours

Tuesdays and Wednesdays

November 2 – December 1

6:00 pm – 8:00 pm

(No Classes During HCPS Student Holidays)



LANGUAGE

#505

Spanish (Beginning Conversation)

Spanish (Beginning Conversation) speaking skills will only help you! This course will help those who want to learn conversational Spanish, with an emphasis on travel needs and everyday conversation.

Tuition:

\$155.00

Textbook:

Let's Talk Spanish

Author: Spark Notes ISBN: 978-1435160590

Textbook:

Easy Spanish Step by Step

Author: Bergstein ISBN:13- 9780071463386

Location and Times:

Online

Instructor: Torres

10 sessions

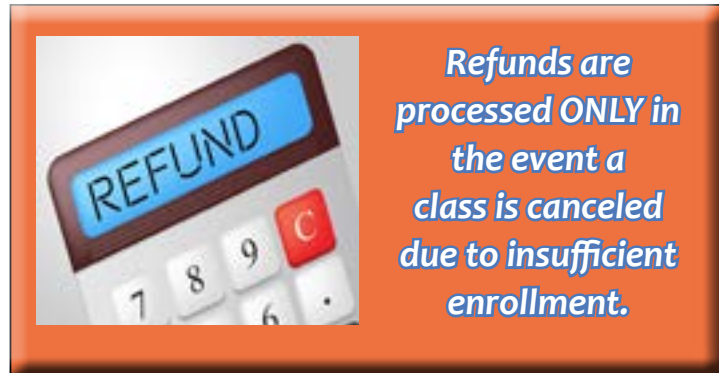
2 hours each

Mondays

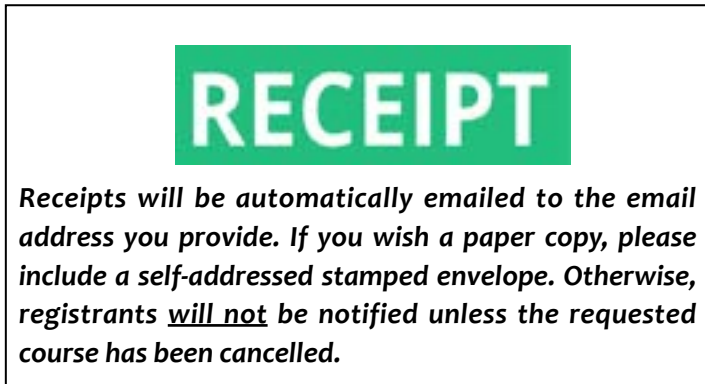
October 18- December 20

6:00 pm – 8:00 pm

(No Classes During HCPS Student Holidays)



INVEST IN YOURSELF AND YOUR FUTURE!
Looking to enhance your marketable skills?
Start a new career?
Check out our Medical Course offerings
on pages 16-20.



PERSONAL ENRICHMENT

#600

Life Skills for Beginners &

Those in Transition

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

Tuition:

\$40

(Minimum 5 students)

Location and Times:

Online

Instructor: Commander

1 session

2 hours

Thursday

October 14, 2021

6:00 pm – 8:00 pm

(No Classes During HCPS Student Holidays)

CANCELLED

#601

Improving Your Self-Esteem

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

Tuition:

\$40

(Minimum 5 students)

Location and Times:

Online

Instructor: Commander

1 session

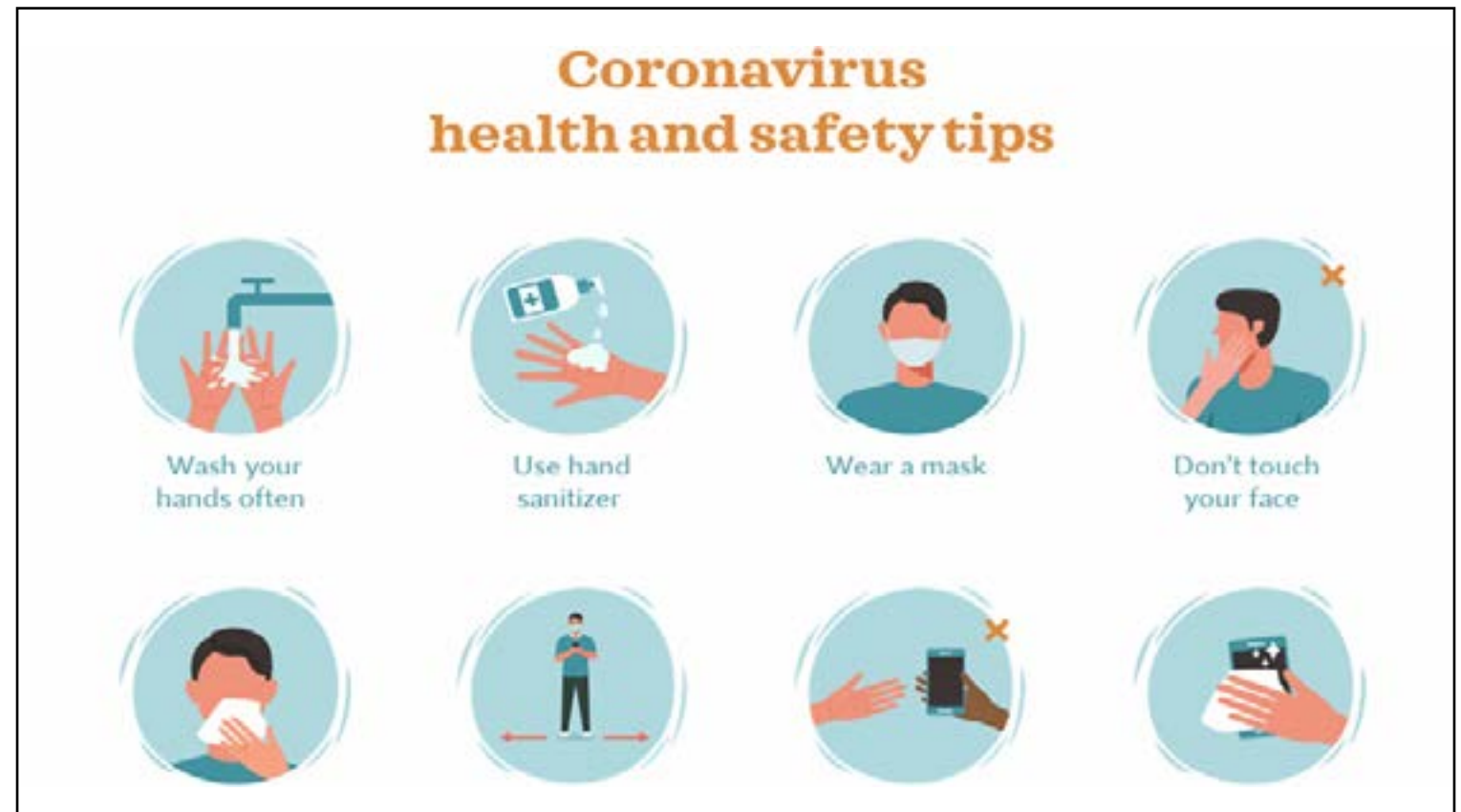
2 hours

Thursday

November 4, 2021

6:00 pm – 8:00 pm

(No Classes During the Holidays)



PERSONAL ENRICHMENT

#602

The Fenix Project

Are you ready to address your past issues and put them to rest? Do you want to face your future boldly and confidently? Are you ready to rewrite your life's story? Let the Fenix Project help you. This two-hour 10-week peer group program will help you with reconciling the past by identifying and bringing clarification to those issues that are still affecting you consciously or subconsciously. Topics of discussion to include:

- Moving Past the Fear of the Unknown
- Self-doubt to Self-awareness
- Healthy Relationships

Let's begin the journey to developing your full potential. A certificate of attendance will be given to participants who successfully complete the program.

Supply List:

Students need to bring notebook and pen.

Tuition:

\$55

(Minimum 10 paying students)

Location and Times:

Online and In-person
Adult Ed. Center West
Instructor: Coleman
10 sessions
2 hours
Tuesdays

November 9 - January 18

6:00 pm – 8:00 pm

(No Classes During HCPS Student Holidays)

#603

Legal Terminology

Much like learning a foreign language, developing a basic understanding of some of the essential legal terms can help you navigate through legal documents. Since Legal terminology requires specific definitions and wording, it's important to know the exact meaning of each term. Listed below are examples of terms that will be discussed: Processes in Court: Docket, Arraignment, Deposition and Subpoena Judgement Terms: Acquit, Guilty, Malpractice, Negligence, Not-Guilty, Not-Guilty by Reason of Insanity.

Supply List:

Pens and note paper

#603

Legal Terminology - CONTINUED

Tuition:

\$160.00

(Minimum 7 paying students)

Location and Times

Online
Instructor: Beckett
14 sessions
2 hours

Tuesdays and Thursdays

October 8 – December 10

5:00 pm - 7:00 pm

(No Classes During HCPS Student Holidays)



#604

Winning the War Against Paper

Paper is unrelenting. It just keeps pouring in, cluttering up our homes and offices. It is the most difficult organizing challenge that we face in our daily lives. Paper clutter can shut down even the best organizers and send very capable people for the car keys or remote control. In this class you will learn what makes paper management so challenging, strategies for clearing paper clutter and daily paper management, what papers to keep and what can be pitched, and habits that will make it possible to prevent future paper clutter nightmares.

Tuition:

\$40.00

(Minimum 7 paying students)

Location and Times:

Online and In-person
Hermitage High School ACE
Instructor: Bowie
1 session
2 hours
Thursday

October 21, 2021

6:00 pm – 8:00 pm

(No Classes During HCPS Student Holidays)

See page 3 for student holidays.

Computer Skills

THE IMPORTANCE OF

TECHNOLOGY IN EDUCATION

5 BENEFITS OF TECH IN ED



Technology in the field of education can be a powerful tool.

1. FUTURE ORIENTED

The future is all about technology and multi-screening. Education can't lag behind.



#605

Navigating Through Technology

These are unprecedented and intimidating times. The backdrop of our communities has changed overnight, and we are relying on technology even more. Navigating through a pandemic without the technology skills can be another obstacle for our community seniors. This class will help you navigate the challenges that people are facing and the necessary protocols of the pandemic. This course will help to assist with the below issues:

- Basic Computer Application
- Social Media
- Grocery delivery/pick-up websites and apps
- Paying electronically
- Internet safety
- Using your Smart Phone
- Locating useful community tools and activities.

Tuition:

\$190.00

(Minimum 7 paying students)

Location and Times:

Online
Instructor: Jenkins
16 sessions
2 hours
Tuesdays
March 18 - April 18
6:00 pm – 8:00 pm

Join US!

Computer Skills

#606

Basic Computer: Microsoft Word For Beginners

This Introduction to Microsoft Word course is designed for students new to working with Microsoft Word in Windows. Students will learn to create, edit, format, and print Microsoft Word documents.

- Learn to create and edit Microsoft Word documents.
- Learn about the Ribbon.
- Learn about the File tab.
- Learn to create new documents and use Word templates.
- Learn to format Word documents.
- Learn to add page numbers, headers and footers, and spell and grammar.

Prerequisites:

- Familiarity with using a personal computer, mouse, and keyboard.
- Comfortable in the Windows environment.
- Ability to launch and close programs, navigate to information stored on the computer, and manage files and folders.

Tuition:

\$60

(Minimum 7 paying students)

Textbook:

Microsoft Word for Beginners 2021: Learn Word Processing Skills

Author: Richard Steve

ISBN-13 979-8587185654

Location and Times:

Online and In-person
Adult Ed. Center East
Instructor: Beckett
10 sessions
2 hours
Mondays
November 8 - December 13
5:00 pm – 7:00 pm
(No Classes During HCPS Student Holidays)



#607

Basic Computer Literacy For Beginners

This introductory course is designed for beginning users of Windows based computers. This hands-on class will provide basic instruction from turning on the computer, to using the mouse, to performing basic computer tasks in the Windows environment. Participants will learn about computer hardware/software and develop a working knowledge of computer terminology. Students will also be introduced to topics related to computer usage, such as security, the Internet, photo handling, and computers in the business world. The objective is to give participants a good foundation on which to continue building their computer skills.

Supply list:

Flash drive 4MG or higher, notebook and pen

Tuition:

\$60

(Minimum 7 paying students)

Textbook:

Computer Basics – Absolute Beginner’s Guide 9th Edition

(Students will be responsible for purchasing their own book.)

Author: Michael Miller

ISBN: 0-13-649881-7

Location and Times:

Online and In-person
Adult Ed. Center East
Instructor: Beckett
10 sessions
2 hours
Thursdays
November 11 - December 16
5:00 pm – 7:00 pm



#700

Medical Billing and Coding

(No Golden Age waiver)

Our Medical Billing and Coding Training Program is an online course that is developed to prepare students to become a part of the Allied Healthcare Industry as Medical Billers and Coders. This training course has been the foundation of many gainfully employed Certified Billers and Coders in the field for many years.

The course is designed to prepare students in becoming Medical Reimbursement and Coding professionals, by providing a comprehensive course of study which includes: understanding the medical billing process, insurance, and reimbursement, coding from physician documentation, use of guidelines and HIPAA compliances, along with hands-on, real-world practical strategies to guide learners of all kind, toward Certification success. Students will be able to use this course as the foundation to Healthcare Administration, applying the concepts learned to any medical billing or coding exam offered by credentialing associations (i.e., AAPC, AHIMA, NHA, AMBA, MAB, CMAA etc).

Participants will connect each week via video conferencing sessions, with a Live Instructor to guide you throughout the course. Students will utilize an online portal for Ebook, materials, and other resources. Each student that successfully completes the course, will receive a “Certificate of Completion” and will be prepared to enter the world of Healthcare in addition to becoming Certified in this thriving industry. Successful completion of the course requires an 85% class attendance rate and completing assignments to the satisfaction of the instructor.

- Certification examination fees are not included.
- Students must provide their own up-to-date coding manuals (ICD10CM, CPT, and HCPCS).

Prerequisites:

- High school diploma or GED® is REQUIRED and the student must provide copy of diploma, GED® certificate or transcript at the time of registration.
- Completion of a basic medical terminology course and/or knowledge of basic medical terminology is recommended but not necessary.

Tuition:

\$650.00

(Minimum 8 paying students)

Tuition does not include the cost of textbooks or supplemental coding manuals Books:

HEALTH & MEDICAL

Students must provide their own online materials and Coding manuals including ICD-10, CPT, HCPCS. Students may ask questions regarding these materials during the first-class meeting. Students will be responsible for purchasing their own books.

Student Materials Required:

- Computer
- Internet with Audio/Visual /Speaker Capabilities
- Headset with Speaker

Digital Platform:

MindTap 2 Terms (12 Months) + Bound Book

ISBN: 9781337818889

\$213.95

Understanding Health Insurance: A Guide to Billing and Reimbursement, 14th Edition - Cengage

Coding Manuals: 2021 (CPT, HCPCS, ICD-10-CM)

Coding Manual Book Bundles can be purchased at the below link:

<https://www.aapc.com/medical-coding-books/#tab2021>

Location and Times:

Online

Instructor: Bragg

24 sessions

3 hours

Tuesdays and Wednesdays

October 12 - January 19

5:30 pm – 8:30 pm

(No Classes During HCPS Student Holidays)



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

#704 Emergency Medical Technician (No Golden Age waiver)

This course will prepare the student to sit for the National Registry Emergency Medical Technician Exam. After the successful completion of this course and National Registry testing, you'll be issued a Virginia Emergency Medical Technician certification and National Registry Certification.

Topics to be covered will include theory and application of the following areas: foundations of EMS, research, human systems, shock, medical terminology, patient assessment, vital signs, airway management, childbirth, assessment-based approach and management. At a minimum, this class conforms to the curriculum of the Virginia Office of EMS.

You will come into the classroom in small groups to practice skills. It uses an online learning management system. You must utilize the e-book in the LMS, complete interactive assignments, watch videos, and take quizzes and tests online. This course will require at least a 15-20 hours a week investment of time to be given to be successful. Each week the student will be online with the instructor in the classroom on Monday and Wednesday nights from 6:00 pm to 9:00 pm for lecture and review any questions and reinforcement of anything needed from the book.

Course Expectations:

To be successful in this course you must have:

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



- Self-motivation. All of the work in this class is online. There will be online modules including online videos, online powerpoints, reading assignments, tests, and quizzes that must be completed by a specific date. As with all online educational programs, the student must be self-motivated to complete all assignments on time.
- To be able to complete the physical requirements of the class. You must be able to complete all skills, which can at times be physically demanding. This will include kneeling, crouching, bending, performing compressions, reaching, pushing, pulling, and lifting at least 150 lbs. For more detailed information about the physical requirements of this course, see the EMT Job Description attached to the application online.

Tuition:
\$600.00
(Minimum 12 paying students)

Textbook:
Prehospital Emergency Care
ISBN: 978-0134704456
Author: Mistovich and Karren
(Students are responsible for purchasing their own books)

Liability Insurance and Other Supplies:
(Students must purchase)
Liability Insurance \$34-\$40 for a year, Boots, (steel toe recommended but not required), Belt (black), EMS pants (dark navy blue)
Class Polo Shirt: \$20

Location and Times:
Online and In-Person
Hermitage High School ACE
Instructor: Chandler
October 4 - February 19
Mondays and Wednesdays
Time: 6:00 pm - 9:00 pm
2nd & 4th Saturdays
9:00 am - 4:00 pm
47 Hours
Small Groups for Skills
(No Classes During HCPS Student Holidays)

#705 Nurse Aide (No Golden Age waiver)

This course is designed to provide students with the knowledge and skills necessary to perform health care services. This course, taught by a Registered Nurse (RN), includes theory and a clinical experience to prepare students for the role of nursing assistant. CPR and First Aid are also included. Upon successful completion of the course, students are eligible to take the Virginia Nurse Aide Certification Examination. A uniform (scrub top and bottom, stethoscope, wrist watch, and name tag) will be required for clinicals. The required CPR for Health Care Providers will be included in this course.

A Tuberculin Skin test must be completed prior to beginning the clinical component. Students should be able to lift, pull, and push up to 50 lbs. Students will also be responsible for acquiring a criminal background check through the Virginia State Police, a urine drug screen, and CPR certification prior to attending clinical instruction. Clinical instruction may begin after 24 total hours of classroom instruction. Successful completion of the course requires 100% attendance for all clinicals, 90% of classroom hours and a final grade of 80% or higher.

Students will be issued their Health Care Provider CPR/First Aid Certification before Clinicals (this class is included in the tuition). Students will be issued their Health Care Provider CPR/First Aid Certification before Clinicals (this class is included in the tuition). Students will be responsible for purchasing their own books. (see below)

Important Information Required For Registration:
Course Prerequisites (In order to register for the Nurse Aide course individuals must present the required documentation as outlined below. This information must be presented at the time of registration.)

High School Diploma or GED® Certificate (Must provide copy of diploma, GED® certificate or official transcript.)

Tuition:
\$890.00
(Minimum 8 paying students)

(Does not include the State Board Nurse Aide examination fee)
ALL FEES ARE NON-REFUNDABLE UNLESS THE CLASS IS CANCELLED

Textbooks:

- Basic Life Support (BLS) provider Student Manual
ISBN: 13-9781616690397 ISBN: 10-1616690399
- Lippincott Textbook for Nursing Assistants: A Humanistic Approach to Caregiving 4th Ed.
Author: Pamela Carter RN BSN Med CNOR
ISBN: 13-9781451194661
- Workbook for Lippincott Textbook for Nursing Assistants 4th Ed.
Author: Pamela Carter RN BSN Med CNOR
ISBN: 13-9781451194746 ISBN: 10-1451194749

Location and Times:
Online and In-Person
Adult Education (East)
Program Instructor: Toney, RN
Clinical and Skills Instructor: Aaron, LPN
September 20 - January 13
Mondays and Wednesdays
Time: 5:00 pm - 8:00 pm
Saturdays Clinicals: 7:00 am - 3:00 pm (required)
Classroom:
50 Hours
Skills:
50 Hours
Lab:
8 Hours
Clinical Hours:
40 hours
(No Classes During HCPS Student Holidays)



See page 31 for English Classes.



Henrico County St. Mary's Hospital School of Practical Nursing



(No Golden Age waiver)

The Henrico County St. Mary's Hospital School of Practical Nursing, an 18-month LPN program, is currently accepting applications for the class to begin September 2022. Information about the program and application forms are available on-line at:

**Application deadline:
March 1, 2022**

Questions?

Call 804-527-4660, ext. 82004 or 82007

How to Apply for the Practical Nursing Program

The program is 18 months in length (PNI, II, & III). Students who successfully complete the program are eligible to take the NCLEX-PN to obtain licensure in Virginia as a Licensed Practical Nurse (LPN). LPNs obtain employment in long term care facilities, physician offices, school clinics, and hospitals.

Program Approval/Accreditation

This program is approved by the Virginia Board of Nursing and the Virginia Department of Education. It is also accredited by the Accreditation Commission for Education in Nursing (ACEN) at 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326 and Certified to Operate by the State Council of Higher Education for Virginia (SCHEV) at 101 North 14th Street, 10th Floor, James Monroe Building, Richmond, VA 23219, phone number 804-225-2600.

Total Estimated Cost of the Program:

In County or Bon Secours Employee: \$2800.00
Out of County: \$3000.00.

Follow these steps for classes beginning September 2022:

1. Print an application, letters of reference and a brochure from the following website: <http://blogs.henrico.k12.va.us/adulteducation/licensed-practical-nursing/> or come by the office at **7850 Carousel Lane, Henrico, VA 23294**. Applications must be received in the nursing office by March 1, 2021 to be considered for admission. Submit the application, all transcripts, letters of recommendation, GPA 2.5, and personal statement to the address listed above. Classes are held at the Advanced Career Education (ACE) Center at Highland Springs or the Advanced Career Education (ACE) Center at Hermitage during the first year and at the Mount Vernon Adult Education Center - West during the second year.
2. Once the application deadline has passed, an entrance test (Test of Essential Academic Skills - TEAS) will be administered to aid in the selection process. This test consists of math, reading comprehension, science, and English. You may learn more about this test by visiting www.atitesting.com.
3. Eligible students may receive financial aid while attending to help cover the cost of the program. You must fill out the Free Application for Federal Student Aid (FAFSA) in order to be considered for financial aid. You will need to complete this no later than May 1, 2021 to ensure timely processing of available funds. You will need your tax information available when completing the application. Visit www.fafsa.ed.gov to fill out the form and make sure to put in the school code of 013629 so we receive the information.
4. Please note that you will be required to submit a criminal background check with sex offender history and a urine drug screen prior to attending the program.

**Please call: 804-527-4660,
ext. 82004 or 82007**

#800

Basic Furniture Re-upholstery

This hands-on class is for beginners who have hesitated to attempt re-upholstery on their own. With guidance from an experienced upholsterer, students will learn the basic fundamentals of beginning upholstery, such as properly removing old fabric, measuring and cutting fabric, and upholstering a piece of furniture. A supply list will be provided at the time of registration. Basic knowledge of sewing and operating a sewing machine is required. Students are responsible for purchasing their own fabric. Due to limited space, no sofas or loveseats. Furniture must be small enough to be transported by one person. For this class, students should choose a simple piece of furniture such as a dining room chair or ottoman. Students are about the level of difficulty for and consult with the instructor.

Tuition:

\$200

(Minimum 8 paying students)

Location and Times

In-Person

Adult Education Center - East

Instructor: Athy

10 Sessions

3 Hours

Tuesdays

October 5 – December 11

9:00 am-12:00 pm

(No Classes During HCPS Student Holidays)



#801

Basic Furniture Re-upholstery

This hands-on class is for beginners who have hesitated to attempt re-upholstery on their own. With guidance from an experienced upholsterer, students will learn the basic fundamentals of beginning upholstery, such as properly removing old fabric, measuring and cutting fabric, and upholstering a piece of furniture. A supply list will be provided at the time of registration. Basic knowledge of sewing and operating a sewing machine is required. Students are responsible for purchasing their own fabric. Due to limited space, no sofas or loveseats. Furniture must be small enough to be transported by one person. For this class, students should choose a simple piece of furniture such as a dining room chair or ottoman. Students who are unsure about the level of difficulty for a particular project should consult with the instructor during the first class.

Tuition:

\$200.00

(Minimum 8 paying students)

Location and Times:

In-Person

Adult Education Center - East

Instructor: Athy

10 Sessions

3 Hours

Thursdays

October 7 – December 13

9:00 am-12:00 pm



Vocational

#903

Woodworking

All Levels are welcome. Beginning, Intermediate, and Advanced students are welcome regardless of experience. Students are expected to design and construct with assistance on a useable product within the time constraints for the class. Emphasis on safety, cooperation, and problem-solving throughout the class as well as individual planning and prep time provided. Students must purchase their own safety glasses and class materials. Students may also use their own layout, hand and power tools.

Supply List:

- ANSI Safety glasses if you prefer to bring your own,
- Personal hearing protection.
- Dust/particle masks, specialty
- Hardware or finishes as desired or needed.
- Lumber for selected projects.

Tuition:

\$180
(Minimum 8 paying students)

Location and Times

In-Person
Hermitage High School ACE
Instructor: Turner
15 Sessions
3 Hours
Thursdays
September 30 – January 13
5:30 pm – 8:30 pm
(No Classes During HCPS Student Holidays)



#904

ServSafe® Food Handling & Manager Course
(No Golden Age waiver)

Our ServSafe® courses are committed to providing the most professional and comprehensive training. If you are an employee seeking your Food Handler Card or Manager ServSafe® Certification or a business seeking a consistent education solution for your employees, the National Restaurant Association's ServSafe® Food Handler and Manager Certification can be beneficial to a successful restaurant career. Additionally, the ServSafe® Manager Certification helps to substantiate that a manager has ample food safety knowledge to safeguard the public from foodborne illness.

What to Expect:

Our courses are designed to prepare students for the ServSafe® Food Handler and Manager exam. These courses will assist students with the following:

- Increase safe food handling practices
- Understanding of HACCP principles
- Personal Hygiene
- Maintain a sanitary facility
- Understanding the regulations and the inspection process

Exams:

The exam can be administered through a computer or it can be completed on a paper copy. Our computers are limited, therefore, you may have to take the paper exam. Students can also bring their own laptops to use.

Exam Schedule:

Times will be included on our website.

Tuition:

\$300.00
Books and Exam Vouchers are included in the price.

Location and Times

In-Person
Adult Education Center – (West end)
Instructor: (Nasti)
4 sessions
2 hours
Tuesdays and Wednesdays
Dates: TBA
9:00 am - 11:00 am
(No Classes During HCPS Student Holidays)



Agriculture Education

#905

Basic Greenhouse Management and Production

Understanding Greenhouse Management and Construction. Manipulating Greenhouse environment to grow plants and use chemicals (pesticides and growth regulators) effectively and in an environmental friendly manner. The course covers the production of greenhouse crops by working in a greenhouse setting. Study flower and plant arrangement, soils, nutrients, and the propagation and transplantation of plants. Produce foliage and bedding plants. Students will have the option to take an industry credentialing assessment related to the course.

Supply List:

- Seeds
- Seedlings
- Potting Soil
- Gloves

Tuition:

\$350.00
Exam Vouchers are not included in the price.

Location and Times:

In-Person
Adult Education Center – (West end)
Instructor: (Gareau)
24 sessions
2 hours
Mondays
September 13 - December 8
12:30 pm - 2:30 pm
(No Classes During HCPS Student Holidays)



#906

Residential Landscaping Design

Explore the basics of landscaping architecture/design in preparing residential projects and addressing environmental aspects and neighbor settings. Students learn basic landscape design techniques. From there, they learn to apply techniques to the development of landscaped properties. The on-line landscape design class also provides instruction on the identification and application of the plants. Study structural materials used to execute landscape design projects. Additionally, the course provides instruction on basic business concepts. Review practices necessary to operate a landscape design business. Plus, master the theories and knowledge needed to maintain existing landscaped systems.

Supply List:

- Sketch pad with paper
- Pencils
- Markers or Color Pencils
- Drawing Pen
- Eraser
- Drafting Tape
- T-Square

Tuition:

\$350.00
Exam Vouchers are not included in the price.

Location and Times:

In-Person
Adult Education Center – (West end)
Instructor: (Gareau)
24 sessions
2 hours
Tuesdays and Thursdays
November 9 - March 3
6:00 pm - 8:00 pm



Official GED® Testing

(No Golden Age waiver)

What is the GED® Test?

The GED assessment measures high school equivalency skills and assesses career and college readiness.

The test is computer-based and includes the following subjects:

- Reasoning through Language Arts
- Mathematics
- Science
- Social Studies



How much does the GED® test cost?

There are 4 parts to the GED®, each initially costing \$30.

Should re-takes be necessary, there will be additional fees.

How do I register for the GED® test?

Registration for the GED® test is available on-line **ONLY**.

Test-takers should visit: www.GED.com to register for the test.

Where can I take the GED® test?

The Henrico Adult Education Center located at 201 E. Nine Mile Road in Highland Springs, VA serves as an authorized location to deliver the GED® test. Test-takers should visit: www.GED.com to register for the test, check available testing dates, locate other authorized testing centers (if desired), request an official GED® transcript, and more! This website is your one-stop resource for official GED® testing information.

In addition to GED® testing, Pearson VUE delivers a full suite of certification, admissions, and licensure exams for a variety of information technology, academic, government, and professional testing programs. For more information on exams available through Pearson VUE or to schedule a test, visit: www.pearsonvue.com and select Test Taker Services.



Need A GED?

See pages 29 for information about the GED®.



GED

(General Educational Development)

Adult Basic Education

- Adult Basic Education (ABE) Classes are designed to help adults improve their skills in reading, writing, and mathematics.
- Classes are for adults age 18 and older who are not currently enrolled in public school. An official school withdrawal form may be required for students recently withdrawn from high school.

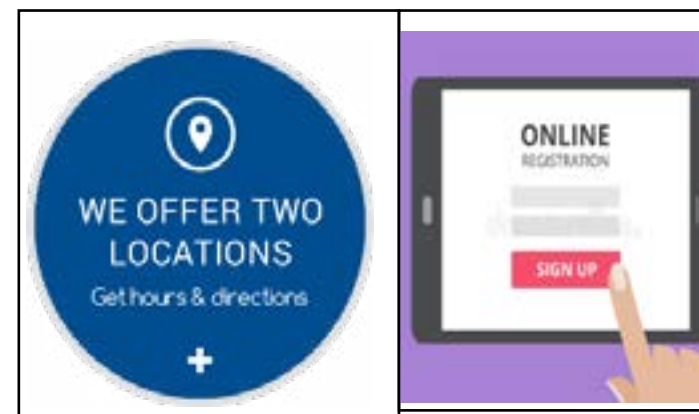
Before beginning classes, students are required to:

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

Registration Process

Registration Starts August 16

During the Fall 2021 semester we will begin to conduct on-site TABE Testing. Students can also register and request a test date on the Henrico County Adult Education website at henricoadulteducation.com, or call for an appointment at 804-527-4660 (westend) or (804) 328-4095 (eastend).



See Page 30 for More GED Class Information

Fast Track to GED®

Fast Track classes provide targeted instruction to students preparing to take the Official GED® test.

Small group and individualized instruction are provided in the content areas of the 2014 GED® test including:

- Reasoning through Language Arts
- Mathematical Reasoning
- Science
- Social Studies

Additional areas of fast track preparation include:

- Test taking strategies
 - Digital Literacy and Preparing for Computer-Based Testing
 - Practicing Evidence-Based Writing
 - Official Practice Testing- GED Ready™ (additional fees may apply for this assessment)
- An approved TABE test score needed to qualify.



GED

(General Educational Development)

TUITION, SESSION DATES & FEES

HENRICO ADULT EDUCATION CENTER NINE MILE ROAD

TABE PRE-ASSESSMENT 2-DAY TESTING

Will Begin In-Person on **Monday, August 16, 2021**

Monday and Wednesday – 9:00 am to 11:30 am
Tuesday and Thursday – 6:00 pm to 8:30 pm

CLASS INFORMATION

IN-PERSON

Classes Begin – September 13, 2021

CLASS SCHEDULE

Morning GED Classes: Monday and Wednesday –
9:00 am to 11:30 am
Evening GED Classes: Tuesday and Thursday –
6:00 pm to 8:30 pm
Afternoon GED Classes: Monday and Wednesday –
1:00 – 3:30 pm
Enrichment Classes: Friday - 9:00 – 11:30 pm
(Ex.: Computer/Tutoring/Reading, etc.)

MOUNT VERNON ADULT EDUCATION CENTER

TABE PRE-ASSESSMENT 2-DAY TESTING

Will Begin In-Person on **Monday, August 16, 2021**

Tuesday and Thursday – 9:00 am to 11:30 am
Monday and Wednesday – 6:00 pm to 8:30 pm

CLASS INFORMATION

IN-PERSON

Classes Begin – September 13, 2021

CLASS SCHEDULE

Morning GED Classes: Tuesday and Thursday –
9:00 am to 11:30 am
Evening GED Classes: Monday and Wednesday –
6:00 pm to 8:30 pm
Afternoon GED Classes: Tuesday and Thursday –
1:00 – 3:30 pm
Enrichment Classes: Friday - 9:00 – 11:30 pm
(Ex.: Computer/Tutoring/Reading, etc.)

Session	Cost	Date
Session I	\$25.00	September 13, 2021 – November 23, 2021
Session II	\$25.00	December 6, 2021 – March 4, 2022)
Session III	\$25.00	March 14, 2022 – May 27, 2022

Calculator - \$20.00

Textbooks – (Approved GED® textbooks) - \$20.00 - \$30.00

**fees are subject to change*

ELA

(English Language Acquisition)

Henrico County Adult ELA classes will be available virtually and in-person. Using the Burlington English On-Line Program, classes will feature basic English Language Instruction/Civics Education/Workplace Readiness Skills.

Requirements:

- **A 70+ hour commitment is required.**
- Students will need a computer with internet access. A tablet or iPad with internet access or a smart phone can also be used.
- A printer may be necessary for some assignments.
- Students will need to have an e-mail address to participate in the courses.

Registration and Evaluation:

More Information will be available on our [website](#).

- **Information Sessions Start on August 16**
- ELA Level classes will begin the week of September 13, 2021.
- Be prepared for 2½ hours of a required evaluation
- Registration and evaluation are offered on a first-come, first-served basis, space may be limited.
- Must provide a government issued photo ID

**NO CHILDREN UNDER 18 ARE
ALLOWED TO REGISTER FOR CLASSES.**



Class Fee:

- \$106.00 for school year.
- Unlimited access to class level curriculum.
- Class material is online.
- No text book required for this course.
- Classes do not qualify for the Golden Age Waiver.
- Acceptable forms of payment include money order, credit card.
- NON-REFUNDABLE processing fee will be applied for online payments.
- No refunds will be granted.

Class Schedule:

Classes start on September 13, 2021

Monday	Tuesday
9:00 am - 11:30 am	9:00 am - 11:30 am
6:00 pm - 8:30 pm	6:00 pm - 8:30 pm

Wednesday	Thursday
9:00 am - 11:30 am	9:00 am - 11:30 am
6:00 pm - 8:30 pm	6:00 pm - 8:30 pm

Six levels of classes are offered:

1. Literacy
2. Low Beginning
3. Low Intermediate
4. High Beginning
5. High Intermediate
6. Advanced

*The General Adult Catalog Course's
registration is online.
View the registration form on page 5.*

ELA (English Language Acquisition)

ELA Information Fall 2021

Nine Mile Road ELA Classes

Classes may be offered in-person, virtual or hybrid. You decide.

Registration

- Ongoing Walk-ins on Monday nights at 6:00 pm & Tuesday mornings at 9:00 am
- Tuesday, October 5, 2021 at 9:00 am
- Wednesday, October 6, 2021 at 6:00 pm
- Prepare to complete testing and pay fees (Credit & debit only. You will need a government issued ID with photo.

Class Schedules

- Tuesday/Thursday – 9:00 am – 11:30 am
- Monday/Wednesday – 6:00 pm – 8:00 pm

Mount Vernon Complex ELA Classes

Registration

- ~~Tuesday, October 5, 2021 at 6:00 pm~~ [Now Full, contact Ann Gareau](#)
- ~~Wednesday, October 6, 2021 at 9:00 am~~
- Prepare to complete testing and pay fees (Credit & debit only. You will need a government issued ID with photo.

Class Schedules

- Monday/Wednesday – 9:00 am – 11:30 am
- Tuesday/Thursday – 6:00 pm – 8:00 pm

For more information, contact Ann Gareau at amgareau@henrico.k12.va.us



ELA (English Language Acquisition)

Special Classes

Coming this Fall

- **Conversation Class**
- **Customer Service**
- **Citizenship Class**

Writing and Public Speaking Class

Effective writing is a large part of education. However, did you know that employers often look for workers who can communicate effectively through good writing and oral communication skills? Whether you are writing a GED essay, a business proposal, an email to your child's teacher, or a flyer for services you are offering, the ability to capture the reader's attention and effectively relay your message remains the main priority.

This class will offer you the opportunity to develop effective writing skills or advance the skills you already have. Through targeted assignments, we will review common grammar and punctuation mistakes, elevate your writing skills to the next level, and provide a forum for you to develop good public speaking skills. Remember, writing skills only improve with practice, so come practice with us!

More information will be provided soon!



CONNECT WITH US

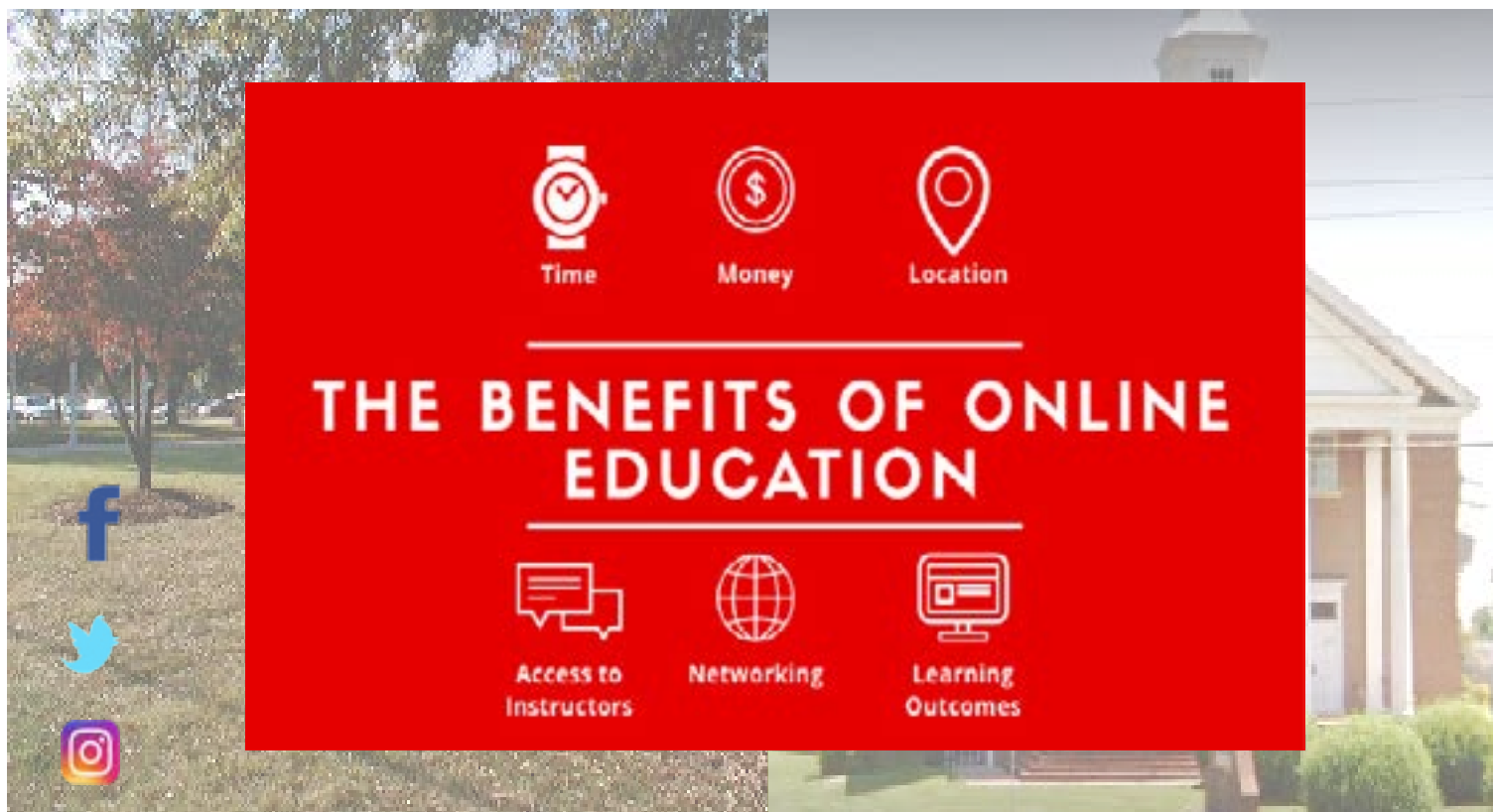


VISIT OUR WEBSITE

**DON'T DELAY!
REGISTER EARLY!**

Our classes require
a minimum
number of participants.
Sometimes we have
to cancel great classes due
to insufficient enrollment.





MISSION STATEMENT

The mission of the Adult Education Program is to provide diverse educational opportunities that will assist students in acquiring the skills and knowledge that will lead to further education, employment and personal success.

Class Locations and Directions

Advanced Career Education (ACE) Center at Hermitage 8301 Hungary Spring Road, Henrico, VA 23228

- On I-64 West, take Exit 183C onto West Broad Street. Go 1 mile, turn right onto Hungary Spring Road. Go 1 mile; school is on the right.
- On I-295 North, take Exit 49B to Staples Mill Road. Go 3 miles, turn right onto Hungary Spring Road; school is on the left.

Advanced Career Education (ACE) Center at Highland Springs 100 Tech Drive, Highland Springs, VA 23075

- On I-64 East, take Exit 197B onto S. Airport Drive. Go .75 mile and turn left onto Nine Mile Road. Go almost .25 mile and turn left onto Tech Drive. You will see the sign for Highland Springs Technical Center.
- On I-295 South (or North), take Exit 31B onto N. Airport Drive. Go to 2nd stoplight and turn right onto Nine Mile Road. Go almost .25 mile and turn left onto Tech Drive.

Highland Springs Adult Education Center - East 201 E. Nine Mile Road, Highland Springs, VA 23075

- On I-64 East, take Exit 197B onto S. Airport Drive. Go .75 mile and turn left onto Nine Mile Road. Go 1 mile. Adult Education Center is on the left.
- On I-295 South (or North), take Exit 31B onto N. Airport Drive. Go to 2nd stoplight and turn right onto Nine Mile Road. Go 1 mile. Adult Education Center is on the left.

Mount Vernon Adult Education Center - West 7850 Carousel Lane, Henrico, VA 23294

- On I-64 West, take Exit 183C onto West Broad Street. Go 1.75 miles and turn right onto Carousel Lane. Adult Education Center is on the left (faces West Broad Street).
- On I-64 East, take Exit 181 and turn left onto Parham Road North. Go 1.25 miles and turn right onto West Broad Street. Adult Education Center is on the left.



Henrico County Public Schools

P. O. Box 23120
3820 Nine Mile Road
Henrico, VA 23223-0420
(804) 652-3600

Dr. Amy E. Cashwell, Superintendent

henricoschools.us

Henrico County School Board

Kristi B. Kinsella - Brookland District
Roscoe D. Cooper, III - Fairfield District
Michelle F. "Micky" Ogburn - Three Chopt District
Marcie F. Shea - Tuckahoe District
Alicia S. Atkins - Varina District