

Chesapeake Public Schools

# Adult Continuing & Education Department

369 Battlefield Blvd., S. Chesapeake, VA 123322

## Adult Course Offerings 2018 - 2019

Beginning August 20th

- *Computer Classes*
- *Business Technology*
- *Career Development*
- *Vocational Technology*
- *Trade & Industrial*
- *Health Occupations*
- *Financial Awareness*
- *Culinary Arts*
- *Special Interest*
- *Fitness*
- *Sign Language Spanish Language*
- *Adult Basic Education Classes*
- *GED Classes*
- *ESOL Classes Citizenship Preparation*

3 ways to register; Online, Walk-In, Mail-In

**757-482-5680**

[www.cpschools.com/adult-education](http://www.cpschools.com/adult-education)



Chesapeake Public Schools  
**Adult & Continuing Education**  
 369 Battlefield Blvd. S., Chesapeake, VA 23322  
 757-482-5680

## Program Offerings

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*Location Key*

|                                                                             |                                                                 |                                                                  |
|-----------------------------------------------------------------------------|-----------------------------------------------------------------|------------------------------------------------------------------|
| <p><b>CCC</b> Chesapeake Career Center<br/>1617 Cedar Road</p>              | <p><b>GFH</b> Grassfield High School<br/>2007 Grizzly Trail</p> | <p><b>IRH</b> Indian River High School<br/>1969 Braves Trail</p> |
| <p><b>DCH</b> Deep Creek High School<br/>2900 Margaret Booker Drive</p>     | <p>Great Bridge High School<br/>301 Hanbury Road, West</p>      | <p><b>RBW</b> Rena B. Wright Primary<br/>600 Park Ave</p>        |
| <p><b>ESC</b> Educational Services Center<br/>369 Battlefield Blvd., S.</p> | <p>Great Bridge Primary School<br/>408 Cedar Road</p>           |                                                                  |

## Professional Re-Certification

### Continuing Education Units (CEU)

Many community education courses are eligible for Continuing Education Units (CEU) via Old Dominion University (ODU) College of Continuing Education & Professional Development. The CEU is a nationally recognized unit of measurement for participation in non-credit continuing education programs. ODU awards one (1) CEU point for every ten (10) class hours. Students who wish to obtain CEUs for their course participation should obtain the certificate from their instructor upon course completion and forward to Old Dominion University for consideration and proper recording.

A **CEU transcript maintenance fee** will be assessed by ODU. For more information, call College of Continuing Education and Professional Development, 757-453-6867, or visit <https://www.odu.edu/cepd>.

**Recertification Points** are a measure of participation in a credit-based continuing education program. Adult education courses can be an excellent opportunity for teachers to enhance classroom instruction **and** obtain additional licensure points.

Students earn one (1) recertification point per contact hour.

### General Information

#### Senior Citizen Gold Card

The Chesapeake Public Schools Gold Card entitles the cardholder to enroll in many community education courses at a reduced fee. Gold Card eligibility requirements for applicants are as follows:

- Chesapeake resident
- Must be at least 55 years of age
- Must not be employed full time

First time Gold Card applicants must apply in person and provide proof of age and residency.

New **and** existing Gold Card citizens will be assessed a \$15 annual registration fee. Gold Cards are valid July 1, 2018 - June 30, 2019.

**Gold Cards may be used to obtain discounted prices on select classes and allows free admission to Chesapeake Public Schools (regular season) sponsored athletic and other school sponsored events.**

**Note:** The Gold Card **may not** be used for any Southeastern District/Regional activities or events.

## English for Speakers of Other Language (ESOL)

**Are you interested in improving your English Language Proficiency?**

**English for Speakers of Other Languages (ESOL)** classes are designed for individuals whose primary language is not English. Emphasis is placed on learning basic communication skills necessary for successful living in American communities. Classroom activities reflect real life situations to help prepare students for success in the workplace, community, and home environments. **Students who wish to attend ESOL classes must call the main office to schedule an assessment.**

### *ESOL Class Schedule*

| Location                                                                               | Dates             | Weekdays   | Times                                     |
|----------------------------------------------------------------------------------------|-------------------|------------|-------------------------------------------|
| <b>Educational Services Center</b><br>369 Battlefield Blvd. S.,<br>Chesapeake VA 23322 | 09/18/18– 05/9/19 | T / W / TH | 9:00 a.m. - Noon<br>6:00 p.m. - 9:00 p.m. |

## U.S. Citizenship Preparation Course

The Citizenship Preparation course is a six-week class designed to help participants pass the United States Citizenship test. A \$20 registration fee is payable at the time of registration. Cash will not be accepted after 2:00 p.m. (Credit cards are not accepted.)

| U.S. Citizenship Preparation Course Schedule |   |                  |                |
|----------------------------------------------|---|------------------|----------------|
| ESC                                          | F | 09/21 - 10/26/18 | 10 a.m. - Noon |
| ESC                                          | F | 02/15 - 03/22/19 | 10 a.m. - Noon |

The Chesapeake Public School system is an equal opportunity school system. The School Board of the City of Chesapeake also adheres to the principles of equal opportunity in employment and therefore prohibits discrimination in terms of employment on the basis of race, sex, national origin, color, religion, age, or disability.

Are you interested in earning Your GED?

**Adult Basic Education (ABE)** and **General Educational Development (GED)** preparation classes are offered to students wishing to improve their reading, writing, and math skills. Classes are offered both day and evening. A two-part assessment is required for proper placement in ABE/GED classes.

**Part I:** Mondays 8:15 a.m. or 5:15 p.m.

**Orientation:** Wednesdays 10:00 a.m. or 5:00 p.m. A \$20.00 registration/TABE fee will be collected *after* the completion of Part II. This is an annual fee for all new and returning students.

**Part II:** Tuesdays 9:30 a.m.-12:30 p.m. or 5:00 p.m.- 8:00 p.m. Students must return to the Assessment Center for Part II.

The total cost for all 4 GED subject tests is \$120.00. You don't have to take all 4 tests at once and can space them out however you choose.

### ***ABE/GED Class Schedule***

| Class Locations                                                                        | Dates         | Days       | Times                  |
|----------------------------------------------------------------------------------------|---------------|------------|------------------------|
| Educational Services Center<br>369 Battlefield Blvd. S., Chesapeake VA<br>23322        | 09/18 - 05/16 | T / W / TH | 9:00 a.m. - 12:00 p.m. |
| Educational Services Center                                                            | 09/18 - 05/16 | T / W / TH | 6:00 p.m. - 9:00 p.m.  |
| Dr. Clarence V. Cuffee Library<br>2726 Border Road, Chesapeake, VA 23324               | 09/18 - 05/16 | T / TH     | 5:00 p.m. - 8:00 p.m.  |
| Geneva Square Community Center<br>700 Geneva Avenue, Chesapeake, VA 23323              | 09/18 - 05/16 | T / TH     | 9:00 a.m. - 12:00 p.m. |
| Indian River High School<br>1969 Braves Trail,<br>Chesapeake, VA 23325                 | 09/18 - 05/16 | T / TH     | 4:00 p.m. - 7:00 p.m.  |
| South Norfolk Memorial Public Library<br>801 Poindexter Street, Chesapeake, VA 23324   | 09/18 - 05/16 | T / TH     | 5:00 p.m. - 8:00 p.m.  |
| Trinity Faith Diamond Baptist Church<br>1023 Deep Creek Blvd., Chesapeake, VA<br>23323 | 09/18 - 05/16 | T / TH     | 5:00 p.m. - 8:00 p.m.  |
| New Vision Youth Services<br>1200 Chesapeake Avenue, Chesapeake, VA<br>23324           | 09/18 - 06/16 | T / TH     | 1:00 p.m. - 4:00 p.m.  |

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# Computer Technology Essentials

## PC Basics I

*Recommended Prerequisite: No Prerequisite*

Have a computer, but still not comfortable with your computer knowledge? Learn basic components of the computer, how to get around in the Windows environment, computer terminology, and copy, cut and paste. Plus much more!

**4 Weeks** 12 Contact Hours

Resident \$49 / Non-Resident \$93 / Gold Card \$38

IRH TH 09/20 - 10/11 5 p.m. - 8 p.m. Jordan

IRH TH 02/07 - 02/28 5 p.m. - 8 p.m. Jordan

## PC Basics II

*Recommended Prerequisite: PC Basic I*

If you are eager to expand your computer knowledge, this is the course for you! Learn how to insert ClipArt into word processing documents. Get hands-on experience with cut, copy and paste. Create and send email messages. Increase your word processing skills and have fun while you learn to use the internet.

**4 Weeks** 12 Contact Hours

Resident \$49 / Non-Resident \$93 / Gold Card \$38

IRH TH 03/07 - 03/28 5 p.m. - 8 p.m. Jordan

## Internet & Email Basics

*Recommended Prerequisite: No Prerequisite*

Feel lost on the World Wide Web or blamed for unfamiliar downloads? The information you want is out there somewhere, but you are not quite sure how to find it? If so, this is the course for you! This course is aimed at the novice internet, search engine, and/or email user. Learn Internet buzzwords, how to use the search engine to find information, and how to electronically correspond and send files via email. Gain knowledge on these topics and more in a fun, simple to understand atmosphere!

**3 Weeks** 9 Contact Hours

Resident \$38 / Non-Resident \$71 / Gold Card \$30

IRH TU 10/09 - 10/23 5 p.m. - 8 p.m. Jordan

## Maintaining your Computer

*Recommended Prerequisite: No Prerequisite*

Learn preventive maintenance tasks to help keep your computer and Windows Operating System running at peak efficiency. Don't pay big bucks to someone else to fix your computer problems when you can prevent problems from occurring in the first place. Taking this class can empower you and may possibly prevent you from spending money on expensive computer repairs. Topics covered in this course include essential Windows tasks such as application clean-up, virus and malware protection, defragmenting the hard drive, backing up and restoring critical data. Also included in the use of Windows is the free third-party performance tools and anti-virus protection. Students will have the opportunity during the latter classes in this section to bring their own computers to physically clean them and solve any problems they are experiencing.

**5 Weeks** 10 Contact Hours

Resident \$42 / Non-Resident \$79 / Gold Card \$33

CCC M 02/04 - 03/11 6 p.m. - 8 p.m. Jennings

## Microsoft Excel 2016: Basic Skills

*Recommended Prerequisite: Basic Computer Knowledge*

Learn basic capabilities of the Microsoft Excel spreadsheet program: format, edit, and manage a workbook. Students will also be introduced to formulas and charts. Whether used for a quick calculation or creating financial reports and tracking the family budget or investments, the uses for Excel are limitless!

**4 Weeks** 12 Contact Hours

Resident \$49 / Non-Resident \$93 / Gold Card \$38

ESC M 09/17 - 10/08 6 p.m. - 9 p.m. Robb-Holmes

## Microsoft Word 2016: Basic Skills

*Recommended Prerequisite: Basic Computer Knowledge*

This course introduces basic and intermediate capabilities of Microsoft Word: create, preview, format, and print documents. Enter, find, replace, copy, and move text. Learn to use the thesaurus and all formatting tools. Insert Clipart, pictures, and graphics as well as shapes and WordArt.

**4 Weeks** 12 Contact Hours

Resident \$49 / Non-Resident \$93 / Gold Card \$38

ESC TU 02/05 - 02/26 6 p.m. - 9 p.m. Robb-Holmes

## Microsoft Word and Excel 2016

*Recommended Prerequisite: Basic Computer Knowledge*

Have you mastered the basics of Microsoft Word and Excel 2010 and are ready to take it up a notch? This course introduces intermediate functions and use of Microsoft's Word and Excel programs. Learn how to format letters, flyers, and memos in Word and create spreadsheets in Excel. We will even combine the two and learn how to do a mail merge. Since Office 2010 is used in the classroom, this would be a great course for the Office 2007 user!

**6 Weeks** 18 Contact Hours

Resident \$71 / Non-Resident \$137 / Gold Card \$55

ESC W 09/19 - 10/24 6 p.m. - 9 p.m. Robb-Holmes

ESC W 02/06 - 03/13 6 p.m. - 9 p.m. Robb-Holmes

## Keyboarding

The student will learn basic keyboarding skills. Emphasis is on the touch system, correct technique, safety, and the development of speed and accuracy. Upon completion, students should be able to key at acceptable speed and accuracy using the touch system.

**6 Weeks** 12 Contact Hours

Resident \$49 / Non-Resident \$93 / Gold Card \$38

IRH TU 09/18 - 10/23 6 p.m. - 8 p.m. Ridley

IRH TU 11/06 - 12/11 6 p.m. - 8 p.m. Ridley

## Vocation & Computer Technology

### Administrative Support Technology

*Recommended Prerequisite: Basic Computer Knowledge*

This program is designed to equip students with skills needed to earn the National Career Readiness Certificate (NCRC) and receive training necessary to succeed in office occupations. With an introduction to keyboarding, document preparation, spreadsheets, databases, and presentations, this is a great opportunity for individuals pursuing employment in office occupations as well as those seeking a promotion and/or to upgrade their skills. The tuition price for this course includes a \$35 NCRC testing fee.

**8 Weeks** 24 Contact Hours

Resident \$123 / Non-Resident \$211 / Gold Card \$101

CCC TH 09/20 - 11/08 6 p.m. - 9 p.m. Jordan

CCC TH 02/07 - 03/28 6 p.m. - 9 p.m. Jordan

### Basic PC Hardware

*Recommended Prerequisite: Basic Computer Knowledge*

Learn how to perform your own computer hardware troubleshooting, upgrades, and repairs. This course identifies the hardware components of your computer, what they do, and how they work together. Learn to perform common upgrades, such as boosting system memory, installing CD/DVD drives, upgrading the video card, adding a larger hard drive, and more. Learn to diagnose why a computer won't turn on. Is it because of a failed power supply, or is it the motherboard? Find out how to replace a noisy or failed system cooling fan and more. Students will have the opportunity to bring their computers to class, troubleshoot any problems, and determine if a repair is cost-effective. This class is focused on desktop computers, but simple tasks on laptops, like adding memory or replacing a broken keyboard are also possible. Instruction is for both the home user to increase their general knowledge and also as a basis for those interested in advanced training in the IT industry, such as *A+ Technician Certification*.

**5 Weeks** 10 Contact Hours

Resident \$42 / Non-Resident \$79 / Gold Card \$33

CCC W 02/06 - 03/06 6 p.m. - 8 p.m. Jennings



## Comp TIA A+ Certification

*Recommended Prerequisite: Basic Computer Knowledge*

Held by over 1 million IT professionals worldwide, A+ certification is the most essential IT certification for establishing an IT career. If you are new to the IT industry, this will help you put your best foot forward. If you are already an IT professional, the A+ certification validates your skills and can boost your career. A+ certification exam validates foundational skills. A+ certification establishes best practices in troubleshooting, networking and security across a variety of devices to set the stage for IT careers. The certification also matches professional tech skills with communication skills. The tuition price for this course includes a \$20 fee for instructional materials.

**12 Weeks** 36 Contact Hours

Resident \$231 / Non-Resident \$364 / Gold Card \$198

*(Tuition fee does include textbooks)*

ESC W 09/19 - 12/12 6 p.m. - 9 p.m. Martin

ESC W 02/06 - 05/01 6 p.m. - 9 p.m. Martin

\*Class will not be held 11/21/2018 or 04/17/2019

## 3-Dimensional Printing

*Recommended Prerequisite: Basic Computer Knowledge*

Have you ever wondered how a 3-D printer works? Learn the basics of the 3-Dimensional modeling program, Inventor, a Computer Aided Design (CAD) software program. You will learn how to design an object on the computer and print it out, such as a key and other projects in class. No experience with 3-D modeling is necessary, just a basic understanding of a computer. The tuition price for this course includes a \$24 fee for instructional materials.

**6 Weeks** 18 Contact Hours

Resident \$90 / Non-Resident \$156 / Gold Card \$74

GBH W 02/06 - 03/13 6 p.m. - 9 p.m. Satterfield

## Social Media

*Recommended Prerequisite: Knowledge of Computers and Internet*

Social media can be used for many things: staying in touch with friends and family, promoting your cause, and keeping up with trending topics. You will download the Facebook app to your phone and learn how to use and maintain your page; store photos on Instagram; "Pin" on Pinterest or Facetime a friend; download Google Duo for Android video Facetime; use Vine for video sharing; and learn the basics of YouTube. Social media know-how is essential in the 21<sup>st</sup> century so come aboard as this promises to be fun and yet informative.

**6 Weeks** 18 Contact Hours

Resident \$71 / Non-Resident \$137 / Gold Card \$55

ESC M 09/24 - 10/29 6 p.m. - 9 p.m. Jordan

IRH W 02/06 - 03/13 6 p.m. - 9 p.m. Jordan

## Desktop Publishing

*Recommended Prerequisite: Basic Computer Knowledge*

Do you want to create presentations or improve the appearance of your presentation? Are you interested in learning how to present from your browser, desktop, Prezi, iPad, iPhone, or Android device? If so, this class is for you. Create and organize casual or professional presentations in a logical and easy way. Once you have created your presentation, you are ready to edit, change, and share it with others with a simple click of the mouse. Minimal effort is required to produce presentations that yield maximum impact! This class includes key features like 'how to' insert text, move text and pictures, insert sound or video, and save to the cloud.

**5 Weeks**

15 Contact Hours

Resident \$60 / Non-Resident \$115 / Gold Card \$46

ESC M 02/04 - 03/11 6 p.m. - 9 p.m. Staff

## Healthcare & Medical Training

### Mental Health First Aid M H F A

*Recommended Prerequisite: No Prerequisite*

Training will help you identify, understand, and respond to signs of addictions and mental illnesses. Learn the five-step action plan to identify individuals in crisis and where to turn for help. Receive professional, peer, self-help resources, and much more. For those with nursing or other medical credentials, this is a great opportunity to earn CEUs!

**3 Days**

9 Contact Hours

Resident \$38 / Non-Resident \$71 / Gold Card \$30

RBW M/ T/ W 10/08 - 10/10 6 p.m. - 9 p.m. Prescott

RBW M/ T/ W 03/04 - 03/07 6 p.m. - 9 p.m. Prescott

### Medical Office Practices and Procedures

*Recommended Prerequisite: No Prerequisite*

Gain the skills necessary to set up a well-run medical office and improve the overall quality, safety, and efficiency of the practice. Learn basic medical office practices to include medical terminology, scheduling, medical records, and ethics.

**6 Weeks**

12 Contact Hours

Resident \$49 / Non-Resident \$93 / Gold Card \$38

CCC M 10/08 - 11/12 6 p.m. - 8 p.m. Roediger

CCC M 03/04 - 04/09 6 p.m. - 8 p.m. Roediger

### Fundamentals of Medical Billing and Coding

*Recommended Prerequisite: No Prerequisite*

Billing and coding skills are in high demand due to the expansion of hospital and medical facilities. This is an introduction to medical terms and forms. Learn what ICD means and why it is used. Could this growing field be the career choice for you?

**4 Weeks**

8 Contact Hours

Resident \$42 / Non-Resident \$79/ Gold Card \$33

IRH TH 09/20 - 10/11 6 p.m. - 8 p.m. Polite

## Nurse Assistant Training

*Recommended Prerequisite: No Prerequisite*

Are you looking for a rewarding medical related career where you can be an integral part of a healthcare team? If so, consider our Nurse Assistant Training course. Nurse Assistants work in skilled health care environments, as well as in long-term care. This comprehensive training course includes 107 hours of classroom instruction, as well as 43 hours of hands-on clinical practical experience. This course also prepares participants to take the Certified Nurse Assistant examination. The AHA Heartsaver First Aid/CPR/AED certification training module is included in the curriculum. The tuition price for this course includes a \$22 fee for instructional materials.

**49 Classes**            150 Contact Hours

Resident \$573 / Non-Resident \$1,125 / Gold Card \$435

*(Tuition fee does not include textbooks and uniforms.)*

CCC    M/ W/ TH    09/24 - 02/04    6 p.m. - 9 p.m.    Pope

CCC    M/ W/ TH    02/20 - 06/20    6 p.m. - 9 p.m.    Pope

## AHA First Aid / CPR / AED Training

This course is for grandparents, parents, or anyone with limited or no medical training who desires or is required to have a course completion card in first aid, CPR and AED use to meet job, regulatory or other requirements. Upon completion of this course, students receive an American Heart Association Heartsaver First Aid/CPR/AED Course Completion Card that is valid for two years. The tuition price for this course includes a \$12 fee for instructional materials.

**6 Hours**                    6 Contact Hours

Resident \$45 / Non-Resident \$67 / Gold Card \$40

RBW    TU & W        09/18 - 09/19    5 p.m. - 8 p.m.    Prescott

RBW    TU & W        01/15 - 01/16    5 p.m. - 8 p.m.    Prescott

RBW    TU & W        04/09 - 04/10    5 p.m. - 8 p.m.    Prescott

## Parenting

### Authentic Parenting

*Recommended Prerequisite: No Prerequisite*

This 8-week Authentic Parenting training series is designed to help parents shed their cocoon of brokenness, poor decision making, educational barriers, painful childhood, memories, and ineffective communication that is crippling effective parenting and blocking their child's educational growth. Learn and understand what it means to parent "authentically" and apply healthy parenting skills that boost relationships between the parent and child.

**8 Weeks**                    12 Contact Hours

Resident \$93 / Non-Resident \$181 / Gold Card \$71

ESC    M            10/01 - 11/19    6 p.m - 9 p.m.    McMillian

# Trade Preparation

## Welding Fundamentals

*Recommended Prerequisite: No Prerequisite*

Are you considering welding as a career or hobby? If so, this hands-on introductory course is a great place to begin your welding education. In this course, students are instructed in the operation of both oxy-fuel and electric welding systems, as well as the joining processes of SMAW, GMAW, GTAW, and plasma cutting. The tuition price for this course includes a \$25 fee for instructional materials.

**10 Weeks**      60 Contact Hours

Resident \$245 / Non-Resident \$466 / Gold Card \$190

CCC    M / W    02/04 - 04/22    6 p.m. - 9 p.m.    Staff

## Small Engine Maintenance & Repair

*Recommended Prerequisite: No Prerequisite*

Keep those engines purring! This hands-on course is aimed at homeowners, as well as those interested in turning small engine repair into a source of extra income. Learn basic troubleshooting techniques needed to maintain and repair both two-and four-cycle engines. Two-and four-cycle engines are dismantled and reassembled as part of this course. Please bring your own tools. The tuition price for this course includes a \$6 fee for instructional materials.

**10 Weeks**      30 Contact Hours

Resident \$116 / Non-Resident \$227 / Gold Card \$89

CCC    TH    09/20 - 11/29    6 p.m. - 9 p.m.    Staff

CCC    TH    02/07 - 04/11    6 p.m. - 9 p.m.    Taylor

## Woodworking for the Novice

*Recommended Prerequisite: No prerequisite*

This course is designed for individuals who are interested in learning how to create from wood. Instruction will cover basic techniques in woodworking. The course emphasizes safe use and operation of tools and machinery for woodworking.

**8 Weeks**      24 Contact Hours

Resident \$93 / Non-Resident \$181 / Gold Card \$71

*(Tuition fee does not include lumber/building materials needed for course.)*

DCH    W    09/19 - 11/07    6 p.m. - 9 p.m.    Carson

DCH    W    02/06 - 04/03    6 p.m. - 9 p.m.    Carson

## Wood Turning

*Recommended Prerequisite: Basic Woodworking Course*

Experienced in woodworking and ready for the next step? This course is designed for individuals ready to expand their knowledge of power tools and woodturning. Individualized instruction will be provided to the experienced woodworker as needed.

**6 Weeks**      18 Contact Hours

Resident \$71 / Non-Resident \$137 / Gold Card \$55

*(Tuition fee does not include lumber/building materials needed for course.)*

DCH    TU    11/06 - 12/11    6 p.m. - 9 p.m.    Carson

## Woodworking for Backyard Projects

*Recommended Prerequisite: Basic Woodworking Course*

This class focuses on skills needed to construct your own backyard project. The class emphasizes use and selection of appropriate exterior lumber, glue, fasteners and finishes. The class project is an Adirondack chair for the school to keep but students may pursue a project of their own design if desired. Materials are not included for student projects. Participants should be comfortable in the shop or have taken woodworking for the novice.

**6 Weeks** 18 Contact Hours

Resident \$99 / Non-Resident \$194 / Gold Card \$75

*(Tuition fee does not include lumber/building materials needed for course.)*

DCH W 03/27 - 05/08 6 p.m. - 9 p.m. Carson

## Do-It-Yourself

### Home Electrical Know-How

Are you putting off the electrical “to do” list because you are not confident that you can handle the task or do you need more information before delving into that project? This hands-on instructional environment focuses on safety, basics of common electrical home repairs, and simple projects: Learn how to install a ceiling fan, dimmer switch, including fluorescent dimmers, and outlet repair. If you are a do-it-yourselfer, this class is for you! The tuition price for this course includes a \$20 fee for instructional materials.

**4 Weeks** 12 Contact Hours

Resident \$64 / Non-Resident \$108 / Gold Card \$53

ESC M 10/01 - 10/22 5:30 p.m. - 8:30 p.m. Staff

ESC M 02/04 - 03/04 5:30 p.m. - 8:30 p.m. Staff

## Financial Well-Being

### Empowering Women: Getting Your Affairs in Order

Are you prepared for the unexpected loss of a loved one, divorce or change in employment? Do you have your affairs in order? Would your family members know what to do if something happened to you? If not, this five-week interactive class is just for you. Empower yourself with skill and knowledge that will ease your mind and reduce stress if faced with a life crisis. Sign up for this informative class where you will receive health/medical tips, wills, trusts and long-term care information, money management strategies, and much more! KNOWLEDGE IS POWER.

**5 Weeks** 15 Contact Hours

Resident \$60 / Non-Resident \$115 / Gold Card \$46

CCC TH 02/07 - 03/07 6 p.m. - 9 p.m. Parker

### Financial Peace

This class is based on America’s financial guru Dave Ramsey’s foolproof curriculum. A certified financial wellness instructor will teach basic budgeting, dump debt, planning for the future, and much more to guide you on your journey to financial prosperity.

**5 Weeks** 12.5 Contact Hours

Resident \$60 / Non-Resident \$115 / Gold Card \$46

CCC M 10/15 - 11/12 6 p.m. - 9 p.m. Staff

CCC W 02/06 - 03/06 6 p.m. - 9 p.m. Staff

# Photography

## Introduction to Digital Photography

*Recommended Prerequisite: No Prerequisite*

This introductory photography course is designed to make students aware of various camera controls on today's digital cameras. This course also discusses photo composition and the application of photo composition for personal photographs. Students will also learn basic Photoshop techniques to enhance digital photographs. Using Photoshop Creative Suite, students will organize and categorize photographs for proper storage and retrieval. As a bonus, the student will also learn about smartphone camera accessories and how to better use their smartphone cameras.

**4 Weeks** 10 Contact Hours

Resident \$42 / Non-Resident \$79 / Gold Card \$33

DCH TU 09/18 - 10/09 6 p.m. - 8:30 p.m. Pollock

DCH W 02/06 - 02/27 6 p.m. - 8:30 p.m. Pollock

## Digital Image Manipulation

*Recommended Prerequisite: No Prerequisite*

The student will learn basics of digital image manipulation using Adobe Photoshop CS5 as well as more affordable image manipulation tools. Topics covered include: making composites, selective colorization of black and white photographs, scanning photographs, and using Photoshop CS5 healing tools to repair damaged photos.

**4 Weeks** 10 Contact Hours

Resident \$42 / Non-Resident \$79 / Gold Card \$33

DCH TH 10/18 - 11/09 6 p.m. - 8:30 p.m. Pollock

## Tell a Story with Photographs using iMovie

*Recommended Prerequisite: Digital Image Manipulation using Photoshop CS5 helpful, but not required*

This course is designed to teach students to use the iMovie computer program to display personal photographic images in a slideshow format set to music. Several small iMovie assignments will be used to teach program functionality, for the purpose of producing a personal "story" at the end of the course.

**4 Weeks** 10 Contact Hours

Resident \$42 / Non-Resident \$79 / Gold Card \$33

DCH TH 03/07 - 03/28 6 p.m. - 8:30 p.m. Pollock

# Language

## Spanish for the Workplace

*Recommended Prerequisite: No Prerequisite*

Communicate more effectively with those who speak Spanish as their first language. Establish the foundation for increased understanding with employees and/or clients in a variety of business settings. Learn basic communication skills and leave with confidence and ready-to-use reference guides.

**4 Weeks** 12 Contact Hours

Resident \$49 / Non-Resident \$93 / Gold Card \$38

ESC M 11/05 - 11/26 1 p.m. - 4 p.m. Feliciano

## Sign Language, Level I

*Recommended Prerequisite: No Prerequisite*

Students will study vocabulary, grammar, and syntax of the language of the Deaf, as well as Deaf Culture. Lessons will be presented through in-class participation, individual projects, and games. These activities will be entertaining while engaging the student's mind. Beginning American Sign Language (ASL) focuses on building basic vocabulary and conversational skills. The goals for this course are that students become familiar with ASL and gain an understanding of the Deaf World through engaging activities.

**5 Weeks** 12.5 Contact Hours

Resident \$51 / Non-Resident \$97 / Gold Card \$39

GBH TU 09/18 - 10/16 6 p.m. - 8:30 p.m. Hoggard

GBH TU 02/05 - 03/05 6 p.m. - 8:30 p.m. Hoggard

## Sign Language, Level II

*Recommended Prerequisite: Basic Sign Language*

This class is designed for individuals with some ASL experience. Students will expand their vocabulary, grammar, and syntax of American Sign Language in a fun and supportive setting. Lessons will be presented through class participation, individual projects, and games. These activities will be entertaining while engaging. The course goals are that students will become more comfortable using ASL, expanding conversational skills, and gain an understanding of Deaf Culture through engaging activities.

**5 Weeks** 12.5 Contact Hours

Resident \$51 / Non-Resident \$97 / Gold Card \$39

GBH TU 03/26 - 04/30 6 p.m. - 8:30 p.m. Hoggard

## Conversational Spanish I

*Recommended Prerequisite: Basic Knowledge of Spanish*

Are you planning a business or pleasure trip to a Spanish-speaking country? Do you desire to converse and respond appropriately while you are there? You will leave this lively and interactive beginner's course more confident about your conversational Spanish skills and abilities.

**5 Weeks** 10 Contact Hours

Resident \$42 / Non-Resident \$78 / Gold Card \$33

ESC M 09/17 - 10/15 6 p.m. - 8 p.m. Feliciano

ESC M 02/04 - 03/11 6 p.m. - 8 p.m. Feliciano

## Conversational Spanish II

*Recommended Prerequisite: Conversational Spanish I*

Now that the fundamentals of the language and culture have been conquered, kick your conversational Spanish skills up a notch. This class gives you the opportunity to exercise those previously learned skills whether for conversation, travel, or business. In this course, students work on improving oral comprehension and fluency via proper use of verbs, adverbs, and pronouns. ¡Atrévete a aprender más Español!

**5 Weeks** 10 Contact Hours

Resident \$42 / Non-Resident \$78 / Gold Card \$33

ESC M 10/29 - 11/26 6 p.m. - 8 p.m. Feliciano

ESC M 03/18-04/22 6 p.m. - 8 p.m. Feliciano

## Advanced Conversational Spanish

*Recommended Prerequisite: Conversational Spanish II*

Student should already have a basic knowledge of the language and culture of Spanish-speaking people or should have attained a reasonable proficiency in using the language. It is designed to enhance student's oral and written performance in Spanish. The course is taught entirely in Spanish. Students will be reading selected topics.

**5 Weeks** 10 Contact Hours

Resident \$42 / Non-Resident \$78 / Gold Card \$33

ESC M 04/29 - 06/03 6 p.m. - 8 p.m. Feliciano

## Leisure Pursuits

### Ceramic for Beginners

Students will learn to express their creativity through the use of clay and glaze. Clay stages, ceramic process, ceramics hand-building techniques, color theory, and functional forms are just a few topics that will be covered. By the end of the course, students will walk with a sense of confidence and a newfound love for everything ceramic. The tuition price for this course includes a \$20 fee for instructional materials.

**6 Weeks** 18 Contact Hours

Resident \$86 / Non-Resident \$152 / Gold Card \$70

GBH TU 09/18 - 10/23 6 p.m. - 9 p.m. Grieff

GBH TH 11/01 - 12/14 6 p.m. - 9 p.m. Grieff

### Introduction to Stained Glass Art

*Recommended Prerequisite: No Prerequisite*

This course is designed for individuals who are interested in learning the basics of how to create stained glass art. We will focus on the Copper Foiling Method where students will learn how to cut, grind, and foil glass and solder it together creating your unique piece of stained glass art. This course will require students to purchase basic specialized tools.

*(Tuition fee does not include supplies needed for the class project.)*

**5 Weeks** 15 Contact Hours

Resident \$60 / Non-Resident \$115 / Gold Card \$46

GBH W 09/19 - 10/17 6 p.m. - 9 p.m. Wiggs

GBH W 02/06 - 03/06 6 p.m. - 9 p.m. Wiggs



## Grant Writing 101

*Recommended Prerequisite: No Prerequisite*

Grant writing is essential for nonprofit organizations, but most people struggle with getting through the process. In this course participants will learn the basics of effective grant writing. The participants will gain knowledge of different grant writing formats in addition to learning how to develop a budget for their project.

*(Tuition fee does not include supplies needed for the class project.)*

**5 Weeks** 15 Contact Hours

Resident \$60 / Non-Resident \$115 / Gold Card \$46

ESC W 09/19 - 10/17 6 p.m. - 9 p.m. McMillian

## Physical Well-Being

### Easing Into Yoga

Still not sure yoga is for you? Ease into this relaxed, easy paced yoga class to soothing music and learn to increase your strength and range of motion. Bring a mat and wear comfortable clothes to this morning day brightener!

**10 Weeks / Meets Twice per Week** 20 Contact Hours

Resident \$78 / Non-Resident \$152 / Gold Card \$60

ESC M / W 09/17 - 11/21 10 a.m. - 11:00 a.m. Slagle

ESC M / W 02/04 - 04/22 10 a.m. - 11:00 a.m. Slagle

### Yoga

Yoga is for everyone! Practicing yoga can increase strength, range of motion, and create a positive self-image. Bring a mat, wear comfortable clothes, and be prepared to have fun while learning something that can improve your life and body!

**10 Weeks / Meets Twice per Week** 20 Contact Hours

Resident \$78 / Non-Resident \$152 / Gold Card \$60

ESC M / W 09/17 - 11/21 8:00 a.m. - 9:00 a.m. Slagle

ESC M / W 02/04 - 04/22 8:00 a.m. - 9:00 a.m. Slagle

GBP TU / TH 09/18 - 11/27 5:45 p.m. - 6:45 p.m. Slagle

GBP TU / TH 02/05 - 04/08 5:45 p.m. - 6:45 p.m. Slagle

### Hip Hop Aerobics

No dance experience needed. Just be willing to move and have fun! Hip Hop aerobics provides total fitness, endurance and strength gains. The class opens with a warm-up to get muscles flexible and raise your heart rate. The warm-up can take up to 15 minutes and may include dance moves at a slower pace than the main exercise segment. Hip hop aerobic dancing to upbeat and pulsing music is the body of the session.

**6 Weeks / Meets Once per Week** 6 Contact Hours

Resident \$27 / Non-Resident \$49 / Gold Card \$22

ESC M 09/24 - 10/26 6:00 p.m. - 7:00 p.m. Green

# Culinary Arts

## Fall Food Festival

This is an in-depth study of falls flavorful foods: main dishes, side dishes, and desserts, even ciders. Lay down your rakes and experience the aromas and flavors the season has to offer. The tuition price for this course includes a \$30 fee for instructional materials.

**5 Weeks** 15 Contact Hours

Resident \$85 / Non-Resident \$140 / Gold Card \$71

GFH TU 09/18 - 10/16 6 p.m.- 9 p.m. Franklin

## The Holidays - Expanded Edition

Holidays 2-for-1 was a fun quick class. This time dive deeper into the holidays: turkey to mistletoe at a relaxed pace, focusing on presentation. The tuition price for this course includes a \$30 fee for instructional materials.

**5 Weeks** 15 Contact Hours

Resident \$85 / Non-Resident \$140 / Gold Card \$71

GFH W 10/10 - 11/07 6 p.m.- 9 p.m. Franklin

## Soups and Breads

Nothing is more soothing during the winter months than a meal of homemade soup and bread! Learn all about making stocks, soups, chowders and bisques with our very own Chef Franklin. He uses only the finest ingredients to create his soups and breads. The tuition price for this course includes a \$30 fee for instructional materials. LET'S HAVE SOME FUN!

**5 Weeks** 15 Contact Hours

Resident \$85 / Non-Resident \$140 / Gold Card \$71

GFH TU 02/05 - 03/05 6 p.m. - 9 p.m. Franklin

## Cake Boss 101

You bring your own layer cake and we will torte it, fill it, frost it, and decorate it using practical, yet beautiful methods that will leave you with a "Yes-I-can attitude". The tuition price for this course includes a \$12 fee for instructional materials. COME JOIN IN THE FUN!

**2 Weeks** 6 Contact Hours

Resident \$34 / Non-Resident \$56 / Gold Card \$29

GFH W 03/06 - 03/14 6 p.m. - 9 p.m. Franklin

**Chesapeake Public Schools - Adult & Continuing Education Department  
Class Registration Form**

**Last Name** \_\_\_\_\_ **First Name** \_\_\_\_\_ **MI** \_\_\_\_\_ **Date** \_\_\_\_\_

**Street Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Preferred Contact Phone** \_\_\_\_\_ **Alternate Contact Phone** \_\_\_\_\_ **Email Address** \_\_\_\_\_

| Course Name | Fall / Spring | Location | Day(s) | Time | Price | Comments |
|-------------|---------------|----------|--------|------|-------|----------|
| 1.          |               |          |        |      |       |          |
| 2.          |               |          |        |      |       |          |
| 3.          |               |          |        |      |       |          |

**REFUND POLICY:** Refunds for **continuing education classes** are granted only when a written request is received prior to the second class meeting. The *Refund Request Form* is located online at <http://www.cpschools.com/adult-education> and in the main office. However, if the class is cancelled the form is not required.

- **Note: ABE/ESOL/GED class registration fees are nonrefundable.**
- **No cash will be accepted after 2:00 p.m. Credit cards are not accepted.**

**Mail the completed registration form with full payment to:**  
Adult & Continuing Education Department, 369 Battlefield Blvd. S., Chesapeake, VA 23322

**For Office Use Only**

**Total Fee \$** \_\_\_\_\_ **GC** \_\_\_\_\_ **Payment Method:** **Cash** \_\_\_\_\_ **Check #** \_\_\_\_\_ **Money Order #** \_\_\_\_\_

**Voucher #** \_\_\_\_\_

**Registrar** \_\_\_\_\_ **Date** \_\_\_\_\_ **Entry Date:** \_\_\_\_\_ **Initials:** \_\_\_\_\_

| Transfer To / Comments | Fee Adjustment/Refund<br>(if applicable) | Date<br>Entry Corrected | Initials |
|------------------------|------------------------------------------|-------------------------|----------|
|                        |                                          |                         |          |

- ◆ **Cancellation Refund Policy** - Community education courses are occasionally canceled due to low enrollment. If this happens, enrollees will be contacted and given the opportunity to make an alternate course selection. A full tuition refund will be issued if an alternate course is not agreed upon.
- ◆ **Withdrawal/Transfer and Refund Policy** - Students who elect to withdraw or transfer from a community education course must do so *before the second class meeting*. **NO REFUNDS** will be issued if notification is not received prior to the second class meeting. The *Refund Request Form* is available in the main office of the Adult and Continuing Education Department or online at [https://cpschools.com/adult-education/wp-content/uploads/sites/18/2018/02/AdultEd\\_Refund\\_Request.pdf](https://cpschools.com/adult-education/wp-content/uploads/sites/18/2018/02/AdultEd_Refund_Request.pdf).

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Dr. Fontaine M. Ferebee-Johns  
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