Adult Course Offerings
Fall 2019

3 ways to register:
Online | Walk-In | Mail-In

Registration fees must be received no later than two weeks prior to the first class meeting.

Registration Begins
August 19

(757) 482-5680
www.cpschools.com/adult-education

Adult Basic Education Classes:
- GED Classes
- English Language Acquisition (ELA)
- U.S. Citizenship Preparation
- Military Preparation

Community Education Classes:
- Computer Technology Essentials
- Culinary Arts
- Financial Well-being
- Healthcare & Medical Training
- Leisure Pursuits
- Photography
- Physical Well-being
- Trade Preparation
- World Languages

369 S. Battlefield Blvd.
Chesapeake, VA 23322
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General Information

The Chesapeake Public Schools’ Department of Adult and Continuing Education offers a wide variety of both day and evening courses at locations throughout the city of Chesapeake. Residents and non-residents who are at least 18 years of age are invited to participate in Adult Education courses (non-resident fees may apply). Courses are available in the following areas:

- Adult Basic Education (ABE)
- General Educational Development (GED)
- English Language Acquisition (ELA)
- Community Education (CE)

Location Key

<table>
<thead>
<tr>
<th>Code</th>
<th>Location Name</th>
<th>Address</th>
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</thead>
<tbody>
<tr>
<td>CCC</td>
<td>Chesapeake Career Center</td>
<td>1617 Cedar Road</td>
</tr>
<tr>
<td>DCH</td>
<td>Deep Creek High School</td>
<td>2900 Margaret Booker Drive</td>
</tr>
<tr>
<td>ESC</td>
<td>Educational Services Center</td>
<td>369 S. Battlefield Blvd.</td>
</tr>
<tr>
<td>GFH</td>
<td>Grassfield High School</td>
<td>2007 Grizzly Trail</td>
</tr>
<tr>
<td>GBH</td>
<td>Great Bridge High School</td>
<td>301 Hanbury Road, West</td>
</tr>
<tr>
<td>GBP</td>
<td>Great Bridge Primary School</td>
<td>408 Cedar Road</td>
</tr>
<tr>
<td>IRH</td>
<td>Indian River High School</td>
<td>1969 Braves Trail</td>
</tr>
<tr>
<td>EWC</td>
<td>Edwards-Wilson Center</td>
<td>2107 Liberty Street</td>
</tr>
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The Chesapeake Public School System is an equal educational 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 and conditions of employment on the basis of race, sex, national origin, color, religion, age, or disability.
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. An orientation and a two-part assessment is required for proper placement in ABE/GED classes. The first assessment (approximately 1 hour) is necessary for proper placement in ABE/GED classes. This assessment is offered every Monday (see below for specific times). Student will need to return to the Assessment Center for the 2nd part of the testing (see below for specific times). A $20.00 registration fee will be collected after the completion of Part II. This is an annual fee for all new and returning students.

Prerequisite(s): Completion of assessments and orientation.

Location: Educational Services Center, 369 Battlefield Blvd. S. Chesapeake VA 23322
Date(s): 09/17 - 05/14, T, TH
Time(s): 9:00 a.m. - 12:00 p.m. or 6:00 p.m. - 9:00 p.m.

Location: Dr. Clarence V. Cuffee Library, 2726 Border Road Chesapeake, VA 23324
Date(s): 09/17 - 05/14, T, TH
Time(s): 5:00 p.m. - 8:00 p.m.

Location: Peaceful Village, 3000 Welcome Rd. Chesapeake VA 23324
Date(s): 09/17 - 05/14, T, TH
Time(s): 1:00 p.m. - 4:00 p.m.

Location: Indian River High School, 1969 Braves Trail, Chesapeake VA 23325
Date(s): 09/17 - 05/14, T, TH
Time(s): 4:00 p.m. - 7:00 p.m.

Location: South Norfolk Memorial Public Library, 801 Poindexter St. Chesapeake VA 23324
Date(s): 09/17 - 05/14, T, TH
Time(s): 5:00 p.m. - 8:00 p.m.

Location: New Vision Youth Services, 1200 Chesapeake Ave. Chesapeake VA 23324
Date(s): 09/17 - 05/14, T, TH
Time(s): 10:00 a.m. - 1:00 p.m.

Orientation and Assessment for the ABE and GED Classes
Students who wish to attend ABE/GED classes must call the main office to schedule a two-part assessment. In addition, an orientation is also required. The assessment and orientation schedule is below. All assessments and orientation classes will be held at the Educational Services Center.

Part I: Mondays 9:00 a.m. or 5:00 p.m.
Part II: Wednesdays 10:00 a.m.-12:30 p.m. or 5:00 p.m.-8:00 p.m.
Orientation: Mondays 9:30 a.m. or 5:30 p.m.

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English Language Acquisition (ELA)
These 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 ELA classes must call the main office to schedule a two-part assessment. A $20.00 registration/ELA fee will be collected after the completion of Part II. This is an annual fee for all new and returning students.

Prerequisite: Completion of assessments and orientation.
Location: Educational Services Center
Date(s): 09/17/2019 – 05/07/2020
Time(s): 9:00 a.m. – 12:00 p.m. or 6:00 p.m. – 9:00 p.m.

Assessment and Orientation for the English Language Acquisition (ELA)
Students who wish to attend ELA classes must call the main office to schedule a two-part assessment. In addition, an orientation is also required. The assessment and orientation schedule is below. All assessments and orientation classes will be held at the Educational Services Center.

Part I: Mondays 10:45 a.m. or 6:30 p.m.
Part II: Tuesday 10:00 a.m. or 6:00 p.m.
Orientation: Mondays 11:00 a.m. or 7:00 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).

Location: Educational Services Center
Date(s)/Time(s): 09/20/2019 – 10/25/2019; 10:00 a.m. – 12:00 p.m.

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, 2019 - June 30, 2020.

Gold Cards may be used to obten discounted prices on select classes and allows free admission to regular Chesapeake Public Schools athletic and school sponsored events.

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

**ASVAB**
The Armed Services Vocational Aptitude Battery (ASVAB) Boot Camp will help you prepare for military success by actively studying content that will be tested on the ASVAB. Practice tests are included with this course. If you desire to have a career in the military, the ASVAB Boot Camp is the starting point. The tuition price for this course includes a $20 fee for instructional materials.

**Prerequisite(s):** None  
**Instructor(s):** Coker-Bell  
**Contact Hours:** 15 | 5 weeks  
**Location:** ESC  
**Date(s)/Time(s):** 09/18 – 10/16, W 6:00 p.m. – 9:00 p.m.  
**or**  
**Location:** ESC  
**Date(s)/Time(s):** 10/23 – 11/20, W 6:00 p.m. – 9:00 p.m.  
**Fees:** Resident - $75 | Non-Resident - $130

Community Education

The Community Education program offers a variety of workforce preparation and special interest courses for adults. Subject areas include information technology, art, fitness, world languages, health occupations, and much more. Community Education course offerings are constantly changing and are a reflection of citizen requests, as well as workforce trends.

**Recertification Points** are available for Chesapeake Public School teachers and other professionals within the district. 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.

**Computer Technology Essentials**

**Administrative Support Technology**  
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 $39 NCRC testing fee.  
**Prerequisite(s):** Basic Computer Knowledge (recommended)  
**Instructor(s):** Jordan  
**Contact Hours:** 24 | 8 weeks  
**Location:** CCC  
**Date(s)/Time(s):** 09/19 – 11/07, TH 6 p.m. – 9 p.m.  
**Fees:** Resident - $127 | Non-Resident - $215 | Gold Card - $105
Comp TIA A+ Certification
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 an online book.

Prerequisite(s): Basic Computer Knowledge (recommended)
Instructor(s): Bushnell
Contact Hours: 36 | 12 weeks
Location: ESC
Date(s)/Time(s): 09/18 - 12/11, W 6 p.m. – 9 p.m. *Class will not be held 11/27/2019
Fees: Resident - $231 | Non-Resident - $364 | Gold Card - $198
(Tuition fee does include textbooks)

Internet & Email
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!
Prerequisite(s): None
Instructor(s): Jordan
Contact Hours: 9 | 3 weeks
Location: ESC
Date(s)/Time(s): 10/09 – 10/23, W 1 p.m. – 4 p.m.
Fees: Resident - $38 | Non-Resident - $71 | Gold Card - $30

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.
Prerequisite(s): None
Instructor(s): Ridley
Contact Hours: 12 | 6 weeks
Location: IRH
Date(s)/Time(s): 09/17 – 10/22, T 6 p.m. – 8 p.m.
Fees: Resident - $49 | Non-Resident - $93 | Gold Card - $38

Microsoft Excel 2016: Basic Skills
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!
Prerequisite(s): Basic Computer Knowledge (recommended)
Instructor(s): Robb-Holmes
Contact Hours: 12 | 4 weeks
Location: ESC
Date(s)/Time(s): 09/16 – 10/07, M 6 p.m. – 9 p.m.
Fees: Resident - $49 | Non-Resident - $93 | Gold Card - $38
**Microsoft Word and Excel 2016**
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!

**Prerequisite(s):** Basic Computer Knowledge (recommended)

**Instructor(s):** Robb-Holmes

**Contact Hours:** 18 | 6 weeks

**Location:** ESC

**Date(s)/Time(s):** 09/18 – 10/23, W 6 p.m. – 9 p.m.

**Fees:** Resident - $71 | Non-Resident - $137 | Gold Card - $55

**PC Basics**
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!

**Prerequisite(s):** None

**Instructor(s):** Jordan

**Contact Hours:** 12 | 4 weeks

**Location:** ESC

**Date(s)/Time(s):** 09/20 – 10/11, F 11 a.m. – 2 p.m.

**Fees:** Resident - $49 | Non-Resident - $93 | Gold Card - $38

**Social Media**
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 knowledge is essential in the 21st century so come aboard as this promises to be fun and yet informative.

**Prerequisite(s):** Knowledge of Computers and Internet

**Instructor(s):** Jordan

**Contact Hours:** 18 | 6 weeks

**Location:** ESC

**Date(s)/Time(s):** 09/23 – 10/28, M 6 p.m. – 9 p.m.

**Fees:** Resident - $71 | Non-Resident - $137 | Gold Card - $55
Culinary Arts

Fall Food Festival
This is an in-depth study of fall’s 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.

**Prerequisite(s):** None  
**Instructor(s):** Franklin  
**Contact Hours:** 15 | 5 weeks  
**Location:** GFH  
**Date(s)/Time(s):** 09/17 – 10/15, T 6 p.m. – 9 p.m.  
**Fees:** Resident - $85 | Non-Resident - $140 | Gold Card - $71

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.

**Prerequisite(s):** None  
**Instructor(s):** Franklin  
**Contact Hours:** 15 | 5 weeks  
**Location:** GFH  
**Date(s)/Time(s):** 10/09 – 11/06, W 6 p.m. – 9 p.m.  
**Fees:** Resident - $85 | Non-Resident - $140 | Gold Card - $71

Financial Well-being

Financial Peace
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.

**Prerequisite(s):** None  
**Instructor(s):** Fernheimer  
**Contact Hours:** 12.5 | 5 weeks  
**Location:** CCC  
**Date(s)/Time(s):** 10/16 – 11/13, W 6 p.m. – 9 p.m.  
**Fees:** Resident - $51 | Non-Resident - $97 | Gold Card - $39

Healthcare & Medical Training

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.

**Prerequisite(s):** None  
**Instructor(s):** Prescott  
**Contact Hours:** 6 | 2 days  
**Location:** EWC  
**Date(s)/Time(s):** 09/17 – 09/18, T,W 5 p.m. – 8 p.m.  
**Fees:** Resident - $48 | Non-Resident - $70 | Gold Card - $43
Medical Office Practices and Procedures
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.

**Prerequisite(s):** None

**Instructor(s):** Roediger

**Contact Hours:** 12 | 6 weeks

**Location:** CCC

**Date(s)/Time(s):** 10/07 – 11/18, M 6 p.m. – 8 p.m.

**Fees:** Resident - $49 | Non-Resident - $93 | Gold Card $38

Nurse Assistant Training
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 $10 fee for instructional materials.

**Prerequisite(s):** None

**Instructor(s):** TBD

**Contact Hours:** 150 | 49 Classes

**Location:** CCC

**Date(s)/Time(s):** 09/23 – 02/05, M,W,TH 6 p.m. – 9 p.m.

**Fees:** Resident - $586 | Non-Resident - $1,136 | Gold Card - $448

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

Youth Mental Health First Aid
Training will help to teach parents, family members, teachers, school staff, health workers, and other caring citizens how to help an adolescent (ages 12-18) who is experiencing a mental health or addictions challenge or is in crisis. Topics covered include anxiety, depression, substance use, disorders in which psychosis may occur, disruptive behavior disorders (including ADHD) and eating disorders.

**Prerequisite(s):** None

**Instructor(s):** Prescott

**Contact Hours:** 9 | 3 days

**Location:** EWC

**Date(s)/Time(s):** 10/07 – 10/09, M,T,W 4:30 p.m. – 7:30 p.m.

**Fees:** Resident - $38 | Non-Resident - $71 | Gold Card - $30

*8*
Leisure Pursuits

Creative Floral Design
Interested in learning how to create eye-catching flower arrangements? Considering a career in floral design? This hands-on course provides instruction and practice with the eight basic principles of floral design, as well as selected seasonal floral projects. Use either fresh or artificial materials to produce attractive floral masterpieces for your home or office! The tuition price includes a $10 materials fee.

Prerequisite(s): None
Instructor(s): Kessler
Contact Hours: 30 | 10 Weeks
Location: ESC
Date(s)/Time(s): 09/18 – 11/20, W 6 p.m. – 9 p.m.
Fees: Resident - $120 | Non-Resident - $231 | Gold Card - $93
*(Tuition fee does not include floral materials/supplies needed for projects)*

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!

Prerequisite(s): None
Instructor(s): Slagle
Contact Hours: 20 | 10 Weeks (meets twice per week)
Location: ESC
Date(s)/Time(s): 09/16 – 11/25, M,W 10 a.m. – 11:00 a.m.
Fees: Resident - $78 | Non-Resident - $152 | Gold Card - $60

Hip Hop Aerobics for Beginners
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.

Prerequisite(s): None
Instructor(s): Marshall
Contact Hours: 10 | 10 Weeks (meets once per week)
Location: ESC
Date(s)/Time(s): 09/16 – 11/25, M, 5:30 p.m. – 6:30 p.m.
Fees: Resident - $42 | Non-Resident - $78 | Gold Card - $33

Hip Fit: Advance Hip Hop Fitness
*Hip Fit* is a dance-based cardio class designed to get you moving to a variety of hip-hop songs. *Hip Fit* provides total body fitness through dance to improve your endurance, strengthen your muscles and sculpt your body all while having fun! The workouts follow a basic cardio movement routine, similar to Zumba or Aerobics. Expect at least 40-45 minutes of dance cardio workout with a combination of demonstration, instruction, and execution of various moves.

Prerequisite(s): None
Instructor(s): Marshall
Contact Hours: 10 | 10 Weeks (meets once per week)
Location: ESC
Date(s)/Time(s): 09/18 – 11/20, W 7:00 p.m. – 8:00 p.m.
Fees: Resident - $42 | Non-Resident - $78 | Gold Card - $33
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!

Prerequisite(s): None
Instructor(s): Slagle
Contact Hours: 20 | 10 Weeks (meets twice per week)
Location: ESC
Date(s)/Time(s): 09/16 – 11/25, M,W 8 a.m. – 9:00 a.m.

or

Location: GBP
Date(s)/Time(s): 09/17 – 11/26, T,TH 5:45 p.m. – 6:45 p.m.
Fees: Resident - $78 | Non-Resident - $152 | Gold Card - $60

Photography
Digital Image Manipulation
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.

Prerequisite(s): None
Instructor(s): Pollock
Contact Hours: 12.5 | 5
Weeks Location: DCH
Date(s)/Time(s): 10/17 – 11/14, TH 6:00 p.m. – 8:30 p.m.
Fees: Resident - $51 | Non-Resident - $97 | Gold Card - $39

Introduction to Digital Photography
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.

Prerequisite(s): None
Instructor(s): Pollock
Contact Hours: 10 | 4 Weeks
Location: DCH
Date(s)/Time(s): 09/17 – 10/08, T 6:00 p.m. – 8:30 p.m.
Fees: Resident - $42 | Non-Resident - $78 | Gold Card - $33
Trade Preparation

Small Engine Maintenance & Repair
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.

Prerequisite(s): None
Instructor(s): Taylor
Contact Hours: 30 | 10 Weeks
Location: CCC
Date(s)/Time(s): 09/19 – 11/21, TH 6:00 p.m. – 9:00 p.m.
Fees: Resident - $116 | Non-Resident - $227 | Gold Card - $89

Welding Fundamentals
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.

Prerequisite(s): None
Instructor(s): TBD
Contact Hours: 60 | 10 Weeks
Location: CCC
Date(s)/Time(s): 09/30 – 12/11, M,W 6:00 p.m. – 9:00 p.m.
Fees: Resident - $245 | Non-Resident - $466 | Gold Card - $190

Wood Turning
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.

Prerequisite(s): Basic Woodworking Course (recommended)
Instructor(s): Carson
Contact Hours: 18 | 6 Weeks
Location: DCH
Date(s)/Time(s): 11/12 – 12/17, T 6:00 p.m. – 9:00 p.m.
Fees: Resident - $71 | Non-Resident - $137 | Gold Card - $55
(ATTENTION the fee does not include lumber/building materials needed for course)

Woodworking for the Novice
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.

Prerequisite(s): None
Instructor(s): Carson
Contact Hours: 24 | 8 Weeks
Location: DCH
Date(s)/Time(s): 09/18 – 11/06, W 6:00 p.m. – 9:00 p.m.
Fees: Resident - $93 | Non-Resident - $181 | Gold Card - $71
(ATTENTION the fee does not include lumber/building materials needed for course)
World Languages

**Conversational Spanish I**
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.

**Prerequisite(s):** Basic Knowledge of Spanish (recommended)

**Instructor(s):** Feliciano

**Contact Hours:** 10 | 5 Weeks

**Location:** ESC

**Date(s)/Time(s):** 09/16 – 10/14, M 2:00 p.m. – 4:00 p.m.

**or**

**Location:** ESC

**Date(s)/Time(s):** 09/16 – 10/14, M 6:00 p.m. – 8:00 p.m.

**Fees:** Resident - $42 | Non-Resident - $78 | Gold Card - $33

**Conversational Spanish II**
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!

**Prerequisite(s):** Conversational Spanish I

**Instructor(s):** Feliciano

**Contact Hours:** 10 | 5 Weeks

**Location:** ESC

**Date(s)/Time(s):** 10/28 – 12/02, M 6:00 p.m. – 8:00 p.m.

**Fees:** Resident - $42 | Non-Resident - $78 | Gold Card - $33

**Sign Language, Level I**
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.

**Prerequisite(s):** None

**Instructor(s):** Hoggard

**Contact Hours:** 12.5 | 5 Weeks

**Location:** GBH

**Date(s)/Time(s):** 09/17 – 10/15, T 6:00 p.m. – 8:30 p.m.

**Fees:** Resident - $51 | Non-Resident - $97 | Gold Card - $39
Spanish for the Workplace
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.

Prerequisite(s): None
Instructor(s): Feliciano
Contact Hours: 12 | 4 Weeks
Location: ESC
Date(s)/Time(s): 11/04 – 12/02, M 1:00 p.m. – 4:00 p.m.
Fees: Resident - $49 | Non-Resident - $93 | Gold Card - $38
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.

- 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 S. Battlefield Blvd., 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 (if applicable) Date 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.
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