LOUDOUN COUNTY
Adult Education | Educación para Adultos

LCPS – Adult Education
715 Childrens Center Road
Leesburg, VA 20175

Tel: 571-252-2930 | Fax: 571-252-1633

EMAIL: adult.education@lcps.org
WEB: www.lcps.org/adulted
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Courses information are subject to change.
Please visit our website frequently for updates: www.lcps.org/adulted

ADULT EDUCATION LOCATIONS
The Adult Education Office is located adjacent to North Star School:
715 Childrens Center Road, Leesburg, VA 20175

Other Locations:

- **Academies of Loudoun (ACL)**
  42075 Loudoun Academy Dr.
  Leesburg, VA 20175

- **Adult Education Learning Center**
  715 Childrens Center Road
  Leesburg, VA 20175

- **North Star School**
  715 Childrens Center Road
  Leesburg, VA 2017503

- **Park View High School (PVH)**
  400 West Laurel Ave.
  Sterling, VA 20164

- **Rock Ridge High School (RRH)**
  43460 Loudoun Reserve Dr.
  Ashburn, VA 20147
# Spring Schedule 2022

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEC 20</td>
<td>Registration for English Learners (EL) classes until January 7th, 2022</td>
</tr>
<tr>
<td>JAN 3</td>
<td>Registration begins for Enrichment classes. Refer to our online catalog for specific classes and dates, <a href="http://www.lcps.org/adulted">www.lcps.org/adulted</a></td>
</tr>
<tr>
<td>JAN 3</td>
<td>Registration for Practical Nursing (PN) until April 13th, 2022</td>
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<tr>
<td>JAN 17</td>
<td>Holiday – Martin Luther King, Jr.</td>
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<tr>
<td>JAN 24</td>
<td>English Learners (EL) classes begin</td>
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<tr>
<td>JAN 24</td>
<td>Enrichment classes begin</td>
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<tr>
<td>FEB 1</td>
<td>Holiday – Staff/Student</td>
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<td>FEB 21</td>
<td>Holiday – Presidents’ Day</td>
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<td>APR 11 – 15</td>
<td>Holiday – Spring Break</td>
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<tr>
<td>MAY 3</td>
<td>Holiday – Staff/Student</td>
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<tr>
<td>MAY 30</td>
<td>Holiday – Memorial Day</td>
</tr>
<tr>
<td>AUG 29</td>
<td>Practical Nursing classes begin</td>
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## SCHOOL CLOSINGS — Inclement Weather Information

When Loudoun County Public Schools experiences inclement weather conditions, the safety of our students and staff is the most important consideration. **There will be no classes when LCPS schools are canceled.** Classes will NOT meet when schools are closed for holidays (NOTE: Teacher workdays are not considered holidays). Announcements will be made over the local radio, TV stations and Adult Education website: [www.lcps.org/adulted](http://www.lcps.org/adulted).
Registration Payments & Process

Enrichment Classes
Online registration procedures,
www.lcps.org/adulted

ONLINE REGISTRATION PROCEDURES:
Registration Link: www.lcps.org/adulted
Click on online registration. Please read the disclaimer and follow the link to the Adult Education Online Registration website. In order to register online, you MUST have a student account.

English Learners/GED Preparatory Classes

Registration information & instructions are located on our website, www.lcps.org/adulted, click on the English Learners and GED Preparatory classes tabs.

Payments can be completed with credit card online.

GENERAL INFORMATION:

Registration for General Classes
Courses are open to residents and non-residents alike (age 18 and older). Registration can be completed online. Students MUST register before attending a class. Registrations are processed in the order they are received and are not accepted after the start of a class.

Senior Citizen discounts
There is a 25% discount in some courses for citizens 60 years or over. In order to receive the discount, please send us an email and include your name and phone number, at adult.education@lcps.org. Discounts are NOT AVAILABLE on: English Learners, Business/Career, Practical Nursing, Financial Awareness, Horticulture, Computer Technology/Software or Trade & Industry classes.

Tuition Fees
Payment is due at the time of registration. Payments are by credit card.

Refunds
Full refund is automatic if the class selected has been filled or canceled. Full refunds are also given if schedule changes are made by the Adult Education Office. Please complete the Online Refund Request Form located on our website. Refunds request must be completed two business days before class start. REFUNDS are not given once class starts.

Additional Fees
Some classes may require additional fees that are paid the first night of class. Please review the course descriptions regarding these fees.

Non Discrimination Disclosure
The LCPS Adult Education Office does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to adult students. If you have a disability and require accommodations in order to fully participate, please contact the Leave & Disability Programs, 571-252-1690 or via email: LCPSLeaveDisability@lcps.org to discuss your specific needs.
Practical Nursing Program

Practical Nursing is a 2 year program
(No senior discount available)

Practical Nursing (PN) I & II - $2,700

Practical Nursing semester I & semester II is the first year of the two-year Practical Nursing pathway and is approved by the Virginia Board of Nursing. PN I class units include geriatric nursing, nursing skills, nutrition, growth and development, nursing fundamentals, administration of medication, and anatomy and physiology. There is also a 40-hour clinical experience at a long-term care facility. PN I students are eligible to take the Certified Nurse Aide exam after successful completion. PN II class units taught are medical and surgical nursing, mental health nursing, obstetrical and neonatal nursing, pediatric nursing, advanced nursing skills, and professional issues. There is also a requirement of clinical experience at hospitals and doctors’ offices. During clinical time the students give direct patient care under the supervision of the clinical instructors. All students must provide their own transportation to all clinical sites and to the school.

Practical Nursing (PN) III - $3,600

Prerequisite: Completion of Practical Nursing I & II
This is the second year of a two-year practical nursing program that is accredited by the Virginia Board of Nursing. After successful completion of both years the graduate is eligible to take the NCLEX-PN licensing exam and upon passing is able to work as a Licensed Practical Nurse (LPN). The LPN works in all healthcare settings under the direction of a medical doctor or a registered nurse. The job outlook for the LPN is strong and in demand. LPNs often continue their education to become a Registered Nurse (RN) or similar health care provider. Class units taught are medical and surgical nursing, mental health nursing, obstetrical and neonatal nursing, pediatric nursing, advanced nursing skills, and professional issues. The students have a rigorous schedule of 16 hours a week of classroom instruction and 16 hours a week of clinical experiences. During clinical time the students give direct patient care.

After completing the pathway, students may apply to the Board of Nursing and sit for the NCLEX-PN licensing examination to become Licensed Practical Nurses.

Important Dates:
• Registration/Application:
  January 3rd, 2022 – April 13th, 2022
• Required TEAS Test: TBD
• Test Fee: $65.00 paid by April 13th

Requisite(s) to Start the Practical Nursing Program:
• Immunization Record
• Physical exam
• COVID 19 vaccines
• PDD test (done within 3 months before program starts)
• Background check
• American Heart Association Basic Life Saving certification for healthcare professionals.

Admissions Prerequisites:
1. Completed admission Packet: (available on February 1st on our website)
   • Application form (four pages)
   • Transcripts (High School Diploma or General Educational Development/ GED)
   • Resume
   • Test of Essential Academic Skills (TEAS).

The admission packet must include all requirements mentioned above.
2. Three Personal References
   • References forms must be sent directly to the office by the referral person.

3. Panel Interview (finalists only)
General Educational Development (GED) Preparatory Classes

Earning your GED® credential is just a click away!

**Adult Education Preparatory Class**

Our General Education Development Preparation classes are designed to prepare adult students, 18 and older, for the GED® High School Equivalency. Classes are designed to provide basic skills instruction for adults whose math and reading skills have been assessed at or below the GED® readiness level. A placement test is given prior to class registration to help with proper class placement.

For detailed information on the GED program, please attend one of our required GED informational sessions (free of cost). To register for an informational session, please visit our website: www.lcps.org/adulted, GED Prep tab.

*English Language Proficiency is required for all GED* preparatory classes.

**Ready to take the GED test?**

All GED® Tests are given at official Pearson VUE Testing Sites. Testing sites are located throughout the state of Virginia and throughout the Country. Individuals may register for the official GED Test in one of the following ways:

- **Online:** www.ged.com
- **Pearson VUE Call Center:** 1-877-392-6433

Loudoun County Adult Education's Pearson VUE testing site is located at Adult Education Learning Center, 715 Childrens Center Road, Leesburg, 20175.

For special accommodations, please contact the Adult Education office.

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**2021 – 22: GED In-Person Course Schedule – $180 per session**

($20 Non refundable registration/testing + $160 Tuition Fee)

**1st Session – Online**

Students will meet once a week per subject (Language Arts, Math, Social Studies, Science) for a live online class and assignments utilizing a distance learning platform assigned by the instructor.

August 3rd – Classes Begin
October 14th – Classes End

**2nd Session – In Person**

January 20th – Classes End

**3rd Session – In Person**

April 5th – Classes End

**4th Session - In-Person**

June 28th – Classes End

**GED Distance Learning – Self-Paced Courses**

Classes are self-paced, online (NOT Live). All 4 subjects available. Student will work independently with instructor support. Recommended for higher level students. All students MUST take a placement test.

**1ST SESSION:** 8/09/2021 – 10/29/2021

**2ND SESSION:** 11/29/2021 – 2/1//2021

**3RD SESSION:** 3/21/2021 – 6/10/2021
English Learners (EL)

Loudoun County Adult Education program offers EL classes for adults who desire to improve their understanding of the English language. Classes range from basic to advanced levels. Instruction is given in reading, writing, listening and speaking. Students will meet twice per week for 13 weeks. Classes are offered in-person and online (Google Meet & Schoology). Seats are limited. Students MUST register and take a placement test.

Classes start the week of January 24th, 2022.

Registration & Tuition

Registration starts on December 20th, 2021 through January 7th, 2022. Please visit the website, www.lcps.org/adulted, click on English Learners tab for registration information & instructions.

The cost of EL classes is $170 for the 13 weeks. This includes $150 for the class and a $20 non-refundable registration/testing fee.

The LCPS Adult Education Program does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to adult students. If you have a disability and require accommodation in order to fully participate, please contact the Leave & Disability Programs, 571-252-1690 or via email: LCPSLeaveDisability@lcps.org to discuss your specific needs.

Class Locations

Daytime Classes (9:00am – 11:30am or 11:45am – 2:15pm)
Specific time and days will depend on the placement test results.
- Adult Education Learning Center: Leesburg
- Evening Classes (6:30pm – 9:00pm)

Required Information

- Current, Non-Expired Picture ID
- Proof of Current Address
- Online payment (credit card)

For more Information:

Phone: 571-252-2930
Email: adult.education@lcps.org
Website: www.lcps.org/adulted

Clases de inglés (EL)

La educación para adultos del condado de Loudoun ofrece clases de EL para adultos que deseen aprender y mejorar su conocimiento del idioma inglés. Las clases van desde nivel básico hasta nivel avanzado. La instrucción incluye lectura, escritura, comprensión y expresión oral. Los estudiantes se reunirán dos veces por semana durante 13 semanas. Las clases se ofrecen en persona y en línea (Google Meet & Schoology). El cupo es limitado.

Todos los estudiantes DEBEN registrarse y tomar una exámen de ubicación de nivel.

Las clases comienzan la semana del 24 de enero de 2022.

Registro y Matrícula

Las inscripciones comienzan el 20 de diciembre de 2021 hasta el 7 de enero de 2022. Visite el sitio web, www.lcps.org/adulted, haga clic en la pestaña “Clases de inglés” para obtener información e instrucciones de inscripción.

El costo de las clases de EL es de $170 por las 13 semanas. Esto incluye $150 de matrícula y $ 20 (no reembolsable) de tarifa de inscripción y exámen de nivel.

Información requerida

- Identificación con foto vigente
- Comprobante de vivienda actual
- Pago en línea (Tarjeta de crédito/débito)

Si tiene dificultades con el registro en línea, comuníquese con nuestra oficina.

Localidad de las Clases

Clases Diurnas (9:00am – 11:30am ó 11:45am – 2:15pm)
El día y la hora dependerá del resultado del exámen de nivel.
- Adult Education Learning Center: Leesburg
- Clases Nocturnas (6:30pm – 9:00pm)

Para más información:

Teléfono: 571-252-2930
Correo Electrónico: adult.education@lcps.org
Página Web: www.lcps.org/adulted

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- Clases Nocturnas (6:30pm – 9:00pm)

Para más información:

Teléfono: 571-252-2930
Correo Electrónico: adult.education@lcps.org
Página Web: www.lcps.org/adulted

El Programa de Educación para Adultos de LCPS no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas y actividades, y proporciona igual acceso a los estudiantes adultos. Si tiene una discapacidad y necesita acomodación para poder participar plenamente, comuníquese con el programa “Leave & Disability” al 571-252-1690 o por correo electrónico a LCPSLeaveDisability@lcps.org para analizar sus necesidades específicas.
Enhance Your English Language Skills!

Students MUST test & register before attending classes.
(No senior discount available)

2022S01: English Grammar and Writing – $150
INSTRUCTOR: John-Ekanem
This course teaches students how to conjugate verbs correctly and makes sure their subject/verb agrees. Parts of speech and how to use them in daily conversation and writing would be taught. Becoming better writers to communicate effectively would be a big part of the class.
START DATE: 1/25/22, 12 sessions
DAYS: Tuesday & Thursday
TIME: 6:30pm - 9:00pm
LOCATION: Rock Ridge High School

2022S02: Advanced Conversation A – $150
INSTRUCTOR: Buckman
Students are taught to develop in natural conversation in the community and workplace. Advanced vocabulary and pronunciation are addressed through presentations on student choice topics dealing with cultural and daily challenges and a demonstration speech. Improvement in listening comprehension and grammar will be achieved through awareness-building drills and pronunciation practice. Online activities and homework will be expected.
START DATE: 1/24/22, 12 sessions
DAYS: Monday
TIME: 6:30pm - 9:00pm
LOCATION: Park View High School

2022S03: Speech & Grammar – $150
INSTRUCTOR: Ruiz
This course will cover the definition of speech, importance of speech; organs of Speech; The Speech Production (Process); The Speech Chart Characteristics of Effective Speaking; Elements of Speech, types, and purposes of speeches; Speech as Communication, types of Communication, the Process of Communication (speaker, message, channel, receiver interference, feedback); and analysis and practice of the IPA-for Phonetics and Phonology. The Instructor will lecture and discuss with the students and then practice the content through drills and exercises.
START DATE: 1/24/22, 12 sessions
DAYS: Monday
TIME: 6:30pm - 9:00pm
LOCATION: Park View High School

2022S04: Advanced Conversation B – $150
INSTRUCTOR: Dickerson
Students are taught to develop competence in natural conversation. Advanced vocabulary and grammar skills are addressed through demonstration speeches and presentations on students’ choices dealing with cultural and daily challenges. Listening skills will be improved through these classroom activities. Online activities will be recommended, and homework will be assigned to coincide with class presentations.
START DATE: 1/28/22, 12 sessions
DAYS: Friday
TIME: 9:00am - 11:30am
LOCATION: Adult Education Center
2022S05: Public Speaking for English Language Learners – $150

INSTRUCTOR: Hartless
Gain confidence and competence in Public Speaking. Develop skills to prepare, practice and present in English. Students will generate and transmit a variety of communications including interpersonal, informative, persuasive, entertainment, and “special occasion” speeches. Students will practice body and voice control and learn how to enhance their pronunciation and communication by gaining knowledge of public speaking techniques as well as common English idioms and phrases.


START DATE: 1/25/22, 12 sessions
DAYS: Tuesday
TIME: 9:30am - 12:00pm
LOCATION: Online Only

2022S06: Advanced Conversation C – $150

INSTRUCTOR: Nikoolkan
Students are taught to develop competence in natural conversation. Advanced vocabulary skills are addressed through demonstration speeches and presentation on topics of student’s choice dealing with cultural and daily challenges. Improvement in listening comprehension and grammar will be achieved through awareness-building drills and pronunciation skills. Online activities and homework will be expected.

START DATE: 1/25/22, 12 sessions
DAYS: Tuesday
TIME: 6:30pm - 9:00pm
LOCATION: Online Only

2022S07: Improve your Reading & Vocabulary Skills – $150

INSTRUCTOR: Reynolds
Develop a solid core of reading skills and increase your vocabulary. This course will provide students with a valuable and practical language base by presenting readings within an American cultural context. Through class discussion and activities, you will apply various techniques to improve your reading comprehension and boost your English vocabulary.

START DATE: 1/26/22, 12 sessions
DAYS: Wednesday
TIME: 6:30pm - 9:00pm
LOCATION: Online Only

2022S35: Improve Your Writing Skills – $150

INSTRUCTOR: Hartless
Gain confidence in your writing skills. Topics include sentence structure, word choice, punctuation, transitions, formatting, and revision. Students will be expected to produce a variety of writing samples such as paragraphs, emails, summaries, and essays. Students will develop a writing portfolio of their work.

START DATE: 1/27/22, 12 sessions
DAYS: Thursday
TIME: 9:30am -1200pm
LOCATION: Online Only
Adult High School

For students needing additional credits in order to complete their high school Standard Diploma requirements. Students should be 18 years old and not currently enrolled in a high school program.

Ongoing registration is from **August 9th, 2021 – February 25th, 2022**. A transcript from the last school attended must be presented prior to registration.

Classes begin on **September 7th, 2021** and end on **June 2nd, 2022**. All course work must be completed by June 2nd, 2022.

Classes are online and self-paced. Therefore, students must have internet access. Students must meet weekly with classroom teachers at Park View High School:

**Math:** Mondays, 6:30-8:30pm  
**English:** Wednesdays 6:30-8:30pm  
**Social Studies:** Tuesdays 6:30-8:30pm  
**Science:** Thursdays, 6:30-8:30pm

**Tuition is $300 per course.** Must be payable at time of registration by either cash, check, or credit card.

Upon completion of coursework, students may obtain a transcript showing their diploma status. Diplomas are available to students in June.

Arts, Hobbies & Crafts

**2022S08: Acrylic Painting for Adults – $150**

**INSTRUCTOR:** Suitor  
This acrylic painting course is perfect for beginners and more experienced artists as well. We will review color mixing, brushstroke and paint application techniques, basic composition, and use of perspective during this course. Attendees will be asked to bring in photos either in electronic form or print with the following subject matter ideas as a guideline: pets or favorite animals, family members or friends, flowers or something from nature, and a landscape or favorite place.

**MATERIALS:** $50 fee paid directly to the instructor.  
**START DATE:** 1/26/22, 8 sessions  
**DAYS:** Wednesday  
**TIME:** 6:30pm - 9:00pm  
**LOCATION:** Adult Education Center

**2022S10: Photography: Introduction – $150**

**INSTRUCTOR:** May  
For new, inexperienced camera users. New camera? Just tired of using Automatic? Want better photos? Learn the settings to get the proper exposure, sharpness, composition & effects—lecture, demo, practice, plus outside assignments to reinforce concepts.

**MATERIALS:** Access to a manually-adjustable D-SLR camera with owner’s manual  
**START DATE:** 1/26/22, 8 sessions  
**DAYS:** Wednesday  
**TIME:** 6:30pm - 9:00pm  
**LOCATION:** Online Only

**2022S11: Photography: After the Basics – $150**

**INSTRUCTOR:** May  
For experienced camera users only who want to improve skills & get creative! Hands-on workshop format: studio lighting; print-making, special effects & techniques; mat-cutting/framing; in-depth critiques & portfolio review. Develop a portfolio of 10-12 images: portraits, events, landscapes, macro, abstracts, fine art prints.

**MATERIALS:** TBD at first session.  
**START DATE:** 2/7/22, 10 sessions  
**DAYS:** Monday  
**TIME:** 6:30pm - 9:00pm  
**LOCATION:** Park View High School
2022S12: Intermediate/Continuing Photography – $150

INSTRUCTOR: May
For novice camera users. Refresh, improve, or continue to develop your ability to use your camera and take better photos. Improve skills in exposure control, composition, lighting & special effects. Produce beautiful landscape, portrait, action & still life images—lecture, demo, practice & outside assignments.
MATERIALS: Access to a manually-adjustable D-SLR camera with owner’s manual;
START DATE: 3/30/22, 8 sessions
DAYS: Wednesday
TIME: 6:30pm - 9:00 pm
LOCATION: Online Only

2022S13: Beginning Weaving – $150

INSTRUCTOR: Wolfe
Learn the basics of small loom weaving with this fun and relaxing class! Students will construct a temporary loom with which to learn basic weaving techniques. During this class, students will complete two guided projects: a wall hanging and a fold-over bag. Information will be provided for additional projects that could be completed independently.
MATERIALS: Large piece of cardboard, yarn of varying colors, scissors, and a tapestry needle.
START DATE: 4/4/22, 8 sessions
DAYS: Monday
TIME: 6:30pm - 9:00 pm
LOCATION: Online Only

Music

2022S09: Beginner Guitar – $100

INSTRUCTOR: Campayno
Beginning Guitar covers the basics of the instrument, giving you a solid foundation in history, study, and performance.
MATERIALS: Guitar picks, extra strings, reliable acoustic guitar (nylon or steel string), notebook, pencil/pens
START DATE: 1/25/22, 8 sessions
DAYS: Tuesday
TIME: 6:30pm - 9:00 pm
LOCATION: Online Only

2022S14: Improv – $120

INSTRUCTOR: Schafer
We will use improvisation to build social skills in groups, including self-confidence, team building, and even making people laugh!
MATERIALS: Notebook and pencil
START DATE: 1/25/22, 10 sessions
DAYS: Tuesday
TIME: 9:00am - 11:30am
LOCATION: Online Only

2022S15: Public Speaking – $120

INSTRUCTOR: Schafer
We will use theatre basics of improvisation, speaking techniques, etc. to work on public speaking skills.
MATERIALS: Notebook and pencil
START DATE: 1/25/22, 10 sessions
DAYS: Tuesday
TIME: 11:45am - 2:15pm
LOCATION: Online Only
2022S16: Are You An Entrepreneur? – $120

INSTRUCTOR: Price

This seminar helps streamline the entrepreneurship process. We mentor individuals in different stages of life who want to start a business, or currently own a business, and need help with improvement strategies. This is a boot camp to teach entrepreneurs how to be successful in the industry. Do you need help starting a business? Businesses can provide a substantial amount of income, a rewarding career, and provide you with financial freedom. This course will teach you: How to improve your business strategy by developing business goals, writing a business plan, financial guidance, marketing strategies, business insurance, funding, getting clients, building business networks, registering your business, and contracting with the Federal Government.

ISBN 146542979

START DATE: 1/27/22, 4 session
DAYS: Thursday
TIME: 6:30pm - 9:00pm
LOCATION: Online Only

2022S17: How to Write A Professional Resume – $75

INSTRUCTOR: Price

Are you looking for a new position? If so, you will need a resume that markets your most valuable skills, knowledge, and abilities. Recruiters and managers have been busy filling positions, and your resume is the first impression during the hiring process.

MATERIALS: Laptop & Draft of a Resume

START DATE: 3/10/22, 3 session
DAYS: Thursday
TIME: 6:30pm - 9:00pm
LOCATION: Online Only

2022S18: How to Work from Home as a Virtual Assistant – $50

INSTRUCTOR: Hardy

Thousands of administrative and creative professionals around the country have taken their skillset and transitioned into a successful career as a Virtual Assistant (VA), making more than $5000 a month working from home on a schedule that suits their specific needs. The VA industry might be the path for you too! Consider this session a crash course in how to start and market your own VA business, find your ideal clients, and make money in a new career you’ll love!

START DATE: 3/23/22, 1 session
DAYS: Wednesday
TIME: 9:30am - 12:00pm
LOCATION: Online Only

2022S19: Dining Skills for the Business Professional – $120

INSTRUCTOR: Cermola

Polished table manners will distinguish you from the crowd in the business arena. Learn how to host luncheons/dinners like a diplomat; learn how to be the most gracious guest; dine with exquisite manners, and much more. Note: Last class will take place at a local restaurant, and each student is in charge of paying for their Food/Beverage at a local restaurant. The instructor will provide a manual for students at $25 each.

MATERIALS: Instructor will provide manual

START DATE: 3/7/22, 6 session
DAYS: Monday
TIME: 6:30pm - 9:00pm
LOCATION: Park View High School
## Computer Software & Technology

### 2022S21: MS Excel - Introduction – $130

**INSTRUCTOR:** TBD  
Introduction to Excel includes understanding and working with menu and tool bar commands to create, and populate spreadsheets with data and the use of simple formulas. Please bring a USB drive to class to save work.  
**START DATE:** 1/24/22, 5 sessions  
**DAYS:** Monday  
**TIME:** 6:30pm - 9:00pm  
**LOCATION:** Adult Education Center

### 2022S20: MS Excel Intermediate – $130

**INSTRUCTOR:** TBD  
Use of functions and pivot tables with data lists and database extracts. Customize formatting of worksheets and charts for presentation. Exploring practical uses of Excel. Please bring a USB drive to class to save work.  
**PREREQUISITES:** Previous experience with Excel and a basic knowledge of Windows Skills.  
**START DATE:** 3/14/22, 5 sessions  
**DAYS:** Monday  
**TIME:** 6:30pm - 9:00pm  
**LOCATION:** Adult Education Center

### 2022S22: Getting to Know Google Workspace – $150

**INSTRUCTOR:** Helsley  
Get to know Google Workspace with the Applied Digital Skills curriculum! We will explore Drive, Docs, Sheets, Slides, and Gmail. Through a series of videos and tasks, students will utilize the 4 C’s (communication, collaboration, creativity, and critical thinking) to complete projects such as data analysis, creating engaging presentations, and organizing digital files and folders.  
**MATERIALS:** Computer, internet access, google account, headphones, access to google classroom  
**START DATE:** 1/25/22, 10 sessions  
**DAYS:** Tuesday  
**TIME:** 6:30pm - 9:00pm  
**LOCATION:** Online Only

### 2022S23: Introduction to Databases (MS-SQL) – $200

**INSTRUCTOR:** Kazanova  
In today’s world, data is the heart of every application regardless of whether it is used for mobile, web or desktop.  
A solid knowledge of building relational data and querying the existing data is a must for every developer. This course is designed to go over fundamentals of relational databases such as creating tables, views, triggers, transactions, functions and stored procedures.  
**START DATE:** 2/1/22, 10 sessions  
**DAYS:** Tuesday  
**TIME:** 6:30pm - 9:00pm  
**LOCATION:** Rock Ridge High School

### 2022S24: Intro to iPhone and iPad for Beginners – $120

**INSTRUCTOR:** Cermola  
The iPhone, Apple’s smartphone, and the iPad, Apple’s tablet computer, are trendy tools in our world today. To use them, we must learn how to operate their multi-touch screen and virtual keyboard. Both can also shoot videos, take photos, play music, and perform Internet functions and web browsing and emailing. This is a hands-on class, students must bring their phones or ipads to class.  
**MATERIALS:** Instructional Manual $25 paid to instructor.  
**START DATE:** 1/24/22, 6 sessions  
**DAYS:** Monday  
**TIME:** 6:30pm - 9:00pm  
**LOCATION:** Park View High School

Courses information are subject to change. Please visit our website [www.lcps.org/adulted](http://www.lcps.org/adulted) frequently for updates.
Computer Software & Technology (continued)

**2022S25: Introducción a las Computadoras y a Google en Español (Nivel Principiante) – $100**

**INSTRUCTOR:** Cermola

En esta clase aprenderás los temas básicos de cómo utilizar una computadora. Se cubrirá la utilización del teclado, búsquedas efectivas en el internet, cómo mantener y realizar prácticas seguras al proporcionar o publicar datos personales en Internet, con fin de evitar el uso y abuso de la identidad. Hablaremos y utilizaremos programas para crear y guardar documentos, hojas de cálculo, presentaciones y demás. Los alumnos deben traer una laptop a la clase.

**MATERIALES:** Guía de Entrenamiento $20.

Pagar directamente al Instructor

**START DATE:** 5/2/22, 4 sessions

**DAYS:** Monday

**TIME:** 6:30pm - 9:00pm

**LOCATION:** Park View High School

Health & Nutrition


**INSTRUCTOR:** Wigglesworth

Eating in 2022 is very complicated. Some people are vegan; others are Keto or Paleo. At the grocery store, you will find options that are organic, gluten-free, fat-free, etc. This class will teach you how to think about food in a new way to make better choices for yourself and your family.

**START DATE:** 1/25/22, 1 session

**DAYS:** Tuesday

**TIME:** 6:30pm - 9:00pm

**LOCATION:** Rock Ridge High School


**INSTRUCTOR:** Wigglesworth

Eating in 2022 is very complicated. Some people are vegan; others are Keto or Paleo. At the grocery store, you will find options that are organic, gluten-free, fat-free, etc. This class will teach you how to think about food in a new way to make better choices for yourself and your family.

**START DATE:** 2/9/22, 1 session

**DAYS:** Wednesday

**TIME:** 9:00am - 11:30am

**LOCATION:** Adult Education Center

Financial Awareness

**2022S26: A,B,C,D of Medicare – $45**

**INSTRUCTOR:** Sams

Do you need the parts of Medicare explained? Medicare is divided into four parts, and most people new to Medicare find this very confusing. Why do there have to be so many different Medicare parts? And what’s the difference between the parts of Medicare and Medicare plans? This course will break it all down to make it simpler for you to understand.

**START DATE:** 2/22/22, 1 session

**DAYS:** Tuesday

**TIME:** 6:30pm - 9:00pm

**LOCATION:** Rock Ridge High School
2022S29: What is Mindful Eating? – $45

INSTRUCTOR: Wigglesworth
In this class, we will discuss and develop the framework for a healthy and satisfying relationship with food. This is not a dieting class; instead, it introduces a mindset that can help you make better choices with your eating habits.


START DATE: 3/8/22, 1 session
DAYS: Tuesday
TIME: 6:30pm - 9:00pm
LOCATION: Rock Ridge High School

2022S30: What is Mindful Eating? – $45

INSTRUCTOR: Wigglesworth
In this class, we will discuss and develop the framework for a healthy and satisfying relationship with food. This is not a dieting class; instead, it introduces a mindset that can help you make better choices with your eating habits.


START DATE: 4/6/22, 1 session
DAYS: Wednesday
TIME: 9:00am - 11:30am
LOCATION: Adult Education Center

World Languages

2022S31: Spanish for Beginners – $150

INSTRUCTOR: Ramirez
This course will help students develop basic language proficiency, including vocabulary and language structure. Students will use the four skills: listening, speaking, reading, and writing.

START DATE: 1/26/22, 10 sessions
DAYS: Wednesday
TIME: 6:30pm - 9:00pm
LOCATION: Adult Education Center

2022S32: Spanish for Educators – $150

INSTRUCTOR: Carrasco
Spanish for Educators focuses on developing communication skills in Spanish to engage with Spanish-speaking students and parents successfully. Learn to speak, understand, read and write Spanish through hands-on practice. This class is designed for teachers, administrative support, counselors, nurses, instructional aides, librarians, resource officers, and coaches.

START DATE: 1/24/22, 10 sessions
DAYS: Monday
TIME: 6:30pm - 9:00pm
LOCATION: Online Only

2022S33: Italian for Travelers – $150

INSTRUCTOR: Brunelli
Are you planning to visit Italy post-COVID? This course will explore the many regional food festivals from the hills of Tuscany to the Amalfi Coast and the Milano-Cortina 2026 Winter Olympics. This course is for new Italian speakers who will practice basic conversational skills while virtually traveling and hosting dinners with friends across the thirty regions of Italy. This course will cover chapters in Cristina Mazzoni's Italian Made Simple, 2nd edition, emphasizing the present tense and exposure to letter writing in the past and future tenses.

START DATE: 1/24/22, 10 sessions
DAYS: Monday
TIME: 6:30pm - 9:00pm
LOCATION: Online Only
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