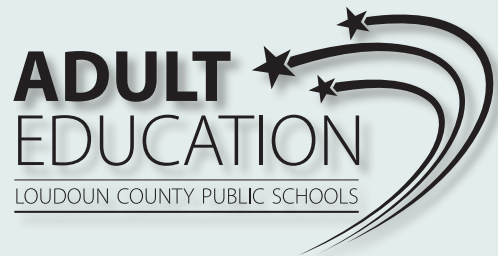


FALL 2022



LOUDOUN COUNTY PUBLIC SCHOOL **Adult Education | Educación para Adultos**

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

TEL: 571-252-2930

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

Loudoun County High School (LCH)

415 Dry Mill Rd SW
Leesburg, VA 20175

Fall Schedule 2022

JUL 18 – AUG 4		Registration for English Learners (EL) classes
AUG 1		Registration begins for Enrichment classes. Refer to our online catalog for specific classes and dates, www.lcps.org/adulted
AUG 29		English Learners (EL) Classes begin
SEP 2 – 5		<i>Holiday – Labor Day</i>
SEP 12		Enrichment classes begin
OCT 5		<i>Holiday – Yom Kippur</i>
OCT 10		<i>Holiday – Indigenous Peoples’ Day</i>
OCT 24		<i>Holiday – Diwali</i>
NOV 8		<i>Holiday – Election Day</i>
NOV 21 – 25		<i>Holiday – Thanksgiving</i>
DEC 19 – JAN 2		<i>Holiday – Winter Break</i>
JAN 16		<i>Holiday – Martin Luther King, Jr.</i>
JAN 23		<i>Holiday – Lunar New Year</i>
FEB 20		<i>Holiday – Presidents’ Day</i>
APR 3 – 7		<i>Holiday – Spring Break</i>
APR 21		<i>Holiday – Eid al Fitr</i>
MAY 29		<i>Holiday – Memorial Day</i>

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.

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

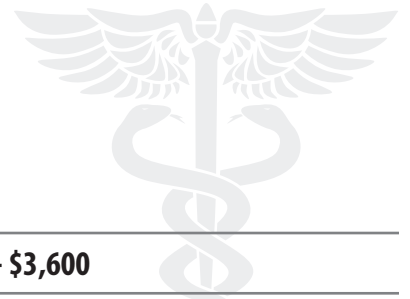
The LCPS Adult Education Office does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to adult students. If you have a disability and require accommodations in order to fully participate, please contact the 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

Application window opens January 3rd, 2023 – April 14th, 2023.

(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, 2023 – April 14th, 2023
- Required TEAS Test: April 20th, 2023 at 10:00 a.m.
- Test Fee: \$65.00 paid by April 14th, 2023

Requisite(s) to Start the Practical Nursing Program:

- Immunization Record
- Physical exam
- COVID 19 vaccines
- PDD test
- Background check
- American Heart Association Basic Life Saving certification for healthcare professionals.

Admissions Prerequisites:

1. Completed admission Packet:
(available on January 3rd, 2023 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.

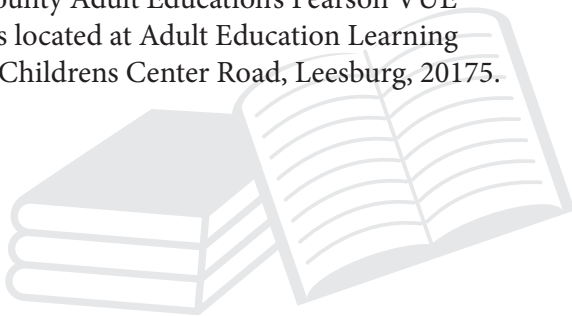
**English Language Proficiency is required for all GED® preparatory classes.*

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.



2022 – 23: GED Preparatory Class

We provide basic skills instruction to adults whose math and reading skills have been assessed at or below the GED® readiness level.

We offer In-Person & Online Classes.

In Person Classes:

Mondays & Wednesdays

6:30pm - 9:00pm

715 Childrens Center Road, Leesburg, VA 20175

Online Classes:

Tuesdays

6:30pm - 9:00pm

Classes online are self-paced

Must have access to: Telephone, computer & Internet

Registration:

July 5th - August 5th

Students will take a placement test before class starts

Tuition: \$180.00

\$160 per session + \$20 registration fee (Non-Refundable)

Due in full prior to scheduling your placement test

Classes begin the week of September 5th, 2022 Ready to Test?

Create a free account at www.ged.com

Join the millions of people enjoying a better future.

For special accommodations, please contact the Adult Education office.

PEARSON

VUE - Authorized
Test Center

LCPS – Adult Education is a Pearson VUE Authorized Test Center (PVTC). The center offers computer-based testing services on behalf of many certifying organizations. We follow the highest standards for testing and delivery. Our testing center environment is safe and secure.

Certifications are shaping the future of education, be a part of what is to come.

Visit the website for more information: <https://home.pearsonvue.com/>

All appointments are scheduled online.

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 August 29th, 2022.

Registration & Tuition

Registration starts on July 18th, 2022 through August 4th, 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@lcp.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)

- Adult Education Learning Center: Leesburg
- Park View High School: Sterling
- Rock Ridge High School: Ashburn

Online morning and evening classes

Required Information

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

If you experience difficulties with the online registration, please contact our office.

For more Information:

Phone: 571-252-2930

Email: adult.education@lcp.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 29 de agosto de 2022.

Registro y Matrícula

Las inscripciones comienzan el 18 de julio de 2022 hasta el 4 de agosto 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.

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 ó por correo electrónico a LCPSLeaveDisability@lcp.org para analizar sus necesidades específicas.

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)

- Adult Education/North Star School: Leesburg
- Park View High School: Sterling
- Rock Ridge High School: Ashburn

Clases en línea (online) diurnas y nocturnas

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.

Para más información:

Teléfono: 571-252-2930

Correo Electrónico: adult.education@lcp.org

Página Web: www.lcps.org/adulted

Enhance Your English Language Skills!

Students MUST test & register before attending classes.

(No senior discount available)

2022F01: Advanced Conversation A – \$150

INSTRUCTOR: Buckman

Students are taught to develop natural conversation in the community and workplace. Advanced vocabulary and pronunciation are addressed through presentations 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.

START DATE: 8/29/2022, 12 sessions

DAYS: Monday

TIME: 6:30pm - 9:00pm

LOCATION: Park View High School

2022F02: Advanced Conversation B – \$150

INSTRUCTOR: Dickerson

This online course focuses on developing skills in speaking English at work, at school, and in the community. The method used is employing chosen topics that students participate in with observation from the instructor on tone, cadence, and pronunciation. The goal is in developing clearer speech patterns which result in the confidence to increase verbal communication.

START DATE: 9/2/2022, 12 sessions

DAYS: Friday

TIME: 9:00am - 11:30am

LOCATION: Online Only

2022F04: English Grammar and Writing – \$150

INSTRUCTOR: Palmigiano

This course teaches students how to conjugate verbs correctly and make 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: 9/1/2022, 12 sessions

DAYS: Thursday

TIME: 9:00am - 11:30am

LOCATION: Online Only

2022F06: American Popular Culture – \$150

INSTRUCTOR: Reynolds

This course studies the English language by exploring American popular culture. If you want to learn how to make “small talk” when meeting someone, what to say when someone sneezes, or understand the significance of events on the news, this course can show you. We will study TV, music, art, film, and more to help you improve your English skills and enhance your understanding of American popular culture.

START DATE: 8/31/2022, 12 sessions

DAYS: Wednesday

TIME: 6:30pm - 9:00pm

LOCATION: North Star School

2022F07: English for Academic Purposes for English Learners – \$150

INSTRUCTOR: Nikoolkan

This course is intended for EL students who are approaching near-advanced levels of proficiency in the English language. Students approaching this level can: 1) understand the main ideas of complex text on both concrete and abstract topics, including technical discussion in fields of specialization; 2) interact with a degree of fluency and spontaneity that makes regular interaction with a native speaker possible without strain for either party; 3) and produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.

MATERIALS: *Oxford English for Academic Purposes Upper-Intermediate Student's Book + DVD Pack* (Oxford EAP) Student Edition, ISBN-13: 978-0194001786

START DATE: 8/30/2022, 12 sessions

DAYS: Tuesday

TIME: 6:30pm - 9:00pm

LOCATION: Online Only

2022F40: 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: 8/31/2022, 12 sessions

DAYS: Wednesday

TIME: 6:30pm - 9:00pm

LOCATION: Park View High School

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 17th, 2022 – February 24th, 2023**. A transcript from the last school attended must be presented prior to registration. Classes begin on **August 29th, 2022 and end on June 1st, 2023**. All course work must be completed by June 1st, 2023.

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

2022F09: Introduction to Painting with Acrylics – \$150

INSTRUCTOR: Disse-Garrison

Introduction to Painting with Acrylics is for anyone wanting to learn how to use acrylic paint as a medium. We will discuss brush basics, tips for using this media, how to transitionally and directionally shade, how and why we layer paint, as well as techniques on how to create specific topical objects. At the end of the course, students should have a good understanding of how to use this media to create a Non-Objective, Landscape, Still Life, and Portrait Feature with acrylic paint. Students will be able to confidently use the media to create their own paintings.

MATERIALS: Acrylic Paint, Brushes, Canvases, Sketchbook.

START DATE: 10/6/2022, 10 sessions

DAYS: Thursday

TIME: 6:30pm - 9:00pm

LOCATION: Online Only

2022F10: Introduction to Photography – \$150

INSTRUCTOR: May

For new, inexperienced camera users. New camera? Just tired of using Automatic? Want better photos? Learn the settings to get the right exposure, sharpness, composition & effects. Lecture, demo, practice plus outside assignments to reinforce concepts.

MATERIALS: Manually-adjustable D-SLR camera with flash and copy of Camera Owner's Manual.

BOOK: *Understanding Exposure* by Bryan Peterson - ISBN: 0817439390; ISBN13: 9780817439392

START DATE: 9/14/2022, 8 sessions

DAYS: Wednesday

TIME: 6:30pm - 9:00pm

LOCATION: Online Only



2022F11: 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, and fine art prints.

MATERIALS: Access to manually-adjustable D-SLR with flash. Materials and costs are to be decided at the first session.

START DATE: 9/12/2022, 10 sessions

DAYS: Monday

TIME: 6:30pm - 9:00pm

LOCATION: Park View High School

Music

2022F23: Piano Class A – \$85

INSTRUCTOR: Pennix

Come and learn how to play familiar songs on the piano keyboard! We will be learning to play songs. This is a fun beginner piano class featuring familiar tunes and popular radio songs. Students will learn the basics of reading music and playing the piano (keyboards).

MATERIALS: Piano or keyboard; *Alfred's Basic Adult All-in-One Course, Book 1*, ISBN- 9780882848181

START DATE: 9/12/2022, 12 sessions

DAYS: Monday

TIME: 7:00pm - 8:00pm

LOCATION: Online Only

2022F24: Piano Class B – \$85

INSTRUCTOR: Pennix

Come and learn how to play familiar songs on the piano keyboard! We will be learning to play songs This is a fun beginner piano class featuring familiar tunes and popular radio songs. Students will learn the basics of reading music and playing the piano (keyboards).

MATERIALS: Piano or keyboard; *Alfred's Basic Adult All-in-One Course, Book 1*, ISBN- 9780882848181

START DATE: 9/12/2022, 12 sessions

DAYS: Monday

TIME: 8:00pm - 9:00pm

LOCATION: Online Only

2022F25: Beginning Guitar – \$100

INSTRUCTOR: Campayno

The course on beginning guitar is for those who have never played the guitar or have played previously and wish to refresh their playing skills. Course topics include fingerpicking, strumming, chord progression memorization, tab and chord chart reading, beginning songwriting, and guitar maintenance. Emphasis will be on developing a strong foundational technique and teaching yourself to learn songs.

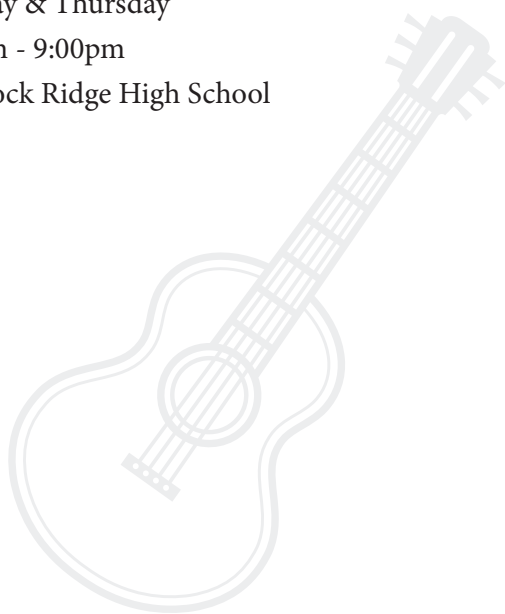
MATERIALS: Personal Guitar, picks, and notebook/pencil. *Optional:* electronic tuner and extra strings.

START DATE: 10/18/2022, 8 sessions

DAYS: Tuesday & Thursday

TIME: 6:30pm - 9:00pm

LOCATION: Rock Ridge High School



Personal Improvement

2022F26: Writing for Academic Purposes – \$150

INSTRUCTOR: Nikoolkan

This course is intended for native or near-native speakers approaching advanced levels of proficiency in the English language. Students approaching this level can: 1) understand a wide range of demanding, longer texts, and recognize implicit meaning; 2) can express ideas fluently and spontaneously without much obvious searching for expressions; 3) can use language flexibly and effectively for social, academic, and professional purposes; and 4) can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organizational patterns, connectors, and cohesive devices.

MATERIALS: *Oxford English for Academic Purposes Advanced*. Student's Book + DVD Pack, ISBN-13: 978-0194001793

START DATE: 9/15/2022, 12 sessions

DAYS: Thursday

TIME: 6:30pm - 9:00pm

LOCATION: Online Only

2022F27: The Elevator Speech: Who are You? – \$60

INSTRUCTOR: Mead

Students will deepen their understanding of self, and identify interests, abilities, skills, and goals. They will then use this information to develop and demonstrate mastery of communicating this information to others by way of 30- 60 second Elevator Speech.

START DATE: 9/16/2022, 3 sessions

DAYS: Friday

TIME: 11:45am - 2:15pm

LOCATION: Online Only

2022F28: US Citizenship – \$80

INSTRUCTOR: Rybowski

Are you applying to be a US citizen? This class will prepare you for the interview and exam with US Citizenship and Immigration Services (USCIS). Students will learn about American history, government, and geography. Students will also practice the English skills needed to meet the requirements of the citizenship process.

MATERIALS: Suggested but not required: *US Citizenship Test Study Guide 2021 and 2022: Naturalization Test Prep for all 100 USCIS Civics Questions and Answers* [3rd Edition], ISBN-10: 1628457163 and a notebook.

START DATE: 9/12/2022, 10 sessions

DAYS: Monday

TIME: 11:45am - 2:15pm

LOCATION: Adult Education Building

Business & Career

2022F12: How to be More Successful in Your Career & Life Journey. – \$60

INSTRUCTOR: Price

This course teaches and explains critical soft and hard skills necessary for individuals to succeed in their career and personal journey. This course will explain developmental skills, strategies, and resources to help the student achieve greater success in their professional career and personal life. Topics discussed include: Setting Smart Goals, Vision Boards, Career Planning, Resume Writing, Job Interviews, Leadership Development, Emotional Intelligence, Listening Skills, Conflict Resolution, Work-Life Balance, & Time Management.

MATERIALS: Computer/Lap Top.

START DATE: 10/6/2022, 2 session

DAYS: Thursday

TIME: 6:30pm - 9:00pm

LOCATION: Online Only

2022F13: How to Start a Side Business – \$70

INSTRUCTOR: Price

Do you need extra income? Have you thought about starting a side business? A small business can provide a substantial amount of income, a rewarding career, and financial freedom. This course will teach you how to improve your business model by developing smart business goals, writing a business plan, creating a budget, marketing strategies, business insurance, networking, registering your business, and government contracts.

MATERIALS: Laptop, notebook, & pen

BOOK: *How Business Works* by Alexandra Black. ISBN:146542979

START DATE: 9/15/2022, 3 session

DAYS: Thursday

TIME: 6:30pm - 9:00pm

LOCATION: Online Only

2022F14: How to Transition Your Administrative and Creative Skills Into a Career 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. Learn from a VA business owner with 20+ years in the industry how to start and promote your own VA practice, find and work with your ideal clients, and make money in a new career you'll love!

START DATE: 11/11/2022, 1 session

DAYS: Friday

TIME: 9:00am - 11:30am

LOCATION: Online Only

2022F15: Remote Work Job Search – \$60

INSTRUCTOR: Mead

Students will complete a remote work skills assessment. They will determine whether remote work is for them based on their skills, knowledge, and abilities. They will learn how to adapt their expertise to the skills in demand for employers who prefer to hire remote workers. They identify knowledge gaps related to remote work. They will then use this information to find free or low-cost places to obtain remote-specific experience. The final project will be to develop a remote work-specific resume and video that can be shared with potential employers.

START DATE: 10/21/2022, 3 sessions

DAYS: Friday

TIME: 11:45am - 2:15pm

LOCATION: Online Only

2022F16: How to Pass a Background Screen – \$30

INSTRUCTOR: Mead

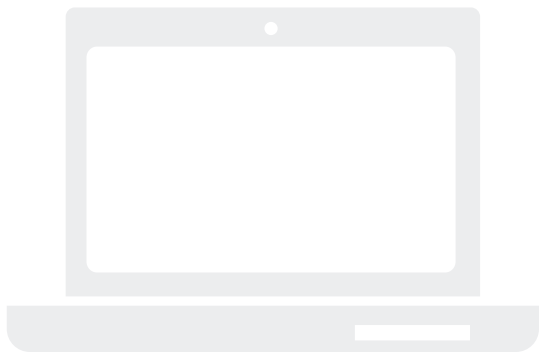
Can you pass a state, federal or private company background check? What are some of the tips you need to know when a potential employer conducts a screening to verify that you are who you claim to be? Take the time now to check your references, social media, and employment record. Learn more about FCRA, EEO and Ban the Box rights so that you are equipped to present your best self.

START DATE: 11/11/2022, 1 session

DAYS: Friday

TIME: 11:45am - 2:15pm

LOCATION: Online Only



2022F42: Voice Overs... Now is Your Time! – \$50

INSTRUCTOR: Kamp

In what could be the most enlightening 2 hours you've ever spent, this class will show you how you can begin using your speaking voice for commercials, films, videos, and more. Most people go about it the wrong way. In this introductory class, you will learn about a unique, outside-the-box way to break into this creative, fulfilling, and potentially lucrative industry. Voice-overs can be managed on your terms, on your turf, in your own time, and with minimal overhead! Whether you pursue voice-overs part-time or full-time, this could be the game changer.

START DATE: 10/5/2022, 1 session

DAYS: Wednesday

TIME: 6:30pm - 8:30pm

LOCATION: Park View High School

Computer Software & Technology

2022F17: MS Excel Introduction – \$130

INSTRUCTOR: Oshiro

Introduction to Excel includes understanding and working with menu and toolbar commands to create and populate spreadsheets with data and the use of simple formulas for data analysis.

MATERIALS: USB drive to save work.

START DATE: 9/14/2022, 5 sessions

DAYS: Wednesday

TIME: 11:45am - 2:15pm

LOCATION: Adult Education Building

2022F18: MS Excel Intermediate – \$130

INSTRUCTOR: Oshiro

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.

MATERIALS: USB drive to save work.

START DATE: 10/26/2022, 5 sessions

DAYS: Wednesday

TIME: 11:45am - 2:15pm

LOCATION: Adult Education Building

Health & Nutrition

2022F19: Nutrition 101- How Should I Think About Food? – \$30

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 so you can make better choices for yourself and your family.

START DATE: 9/20/2022, 1 session

DAYS: Tuesday

TIME: 6:30pm - 9:00pm

LOCATION: Rock Ridge High School

2022F20: Nutrition 101 - How Should I Think About Food? – \$30

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 so you can make better choices for yourself and for your family.

START DATE: 10/18/2022, 1 session

DAYS: Tuesday

TIME: 9:00am - 11:30am

LOCATION: Adult Education Building

2022F21: What is Mindful Eating? – \$30

INSTRUCTOR: Wigglesworth

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

MATERIALS: Suggested but not required reading: Bays, J.C. (2017). *Mindful Eating: A Guide to Rediscovering a Healthy and Joyful Relationship with Food*. Shambhala Publications, Inc. ISBN - 978-1-61180-465-2

START DATE: 11/15/2022, 1 session

DAYS: Tuesday

TIME: 6:30pm - 9:00pm

LOCATION: Rock Ridge High School

2022F22: What is Mindful Eating? – \$30

INSTRUCTOR: Wigglesworth

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

MATERIALS: Suggested but not required reading: Bays, J.C. (2017). *Mindful Eating: A Guide to Rediscovering a Healthy and Joyful Relationship with Food*. Shambhala Publications, Inc. ISBN - 978-1-61180-465-2

START DATE: 12/6/2022, 1 session

DAYS: Tuesday

TIME: 9:00am - 11:30am

LOCATION: Adult Education Building



World Languages

2022F29: 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: 9/13/2022, 10 sessions

DAYS: Tuesday

TIME: 6:30pm - 9:00pm

LOCATION: Rock Ridge High School

2022F30: 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.

MATERIALS: Spanish workbook for adults beginner. ISBN 9798481973173

START DATE: 9/14/2022, 10 sessions

DAYS: Wednesday

TIME: 6:30pm - 9:00pm

LOCATION: North Star School

22F32: Intermediate Spanish – \$150

INSTRUCTOR: Porta

Students will continue their linguistic growth in Spanish by reinforcing the parts of speech learned before and practicing language functions orally and in writing, through conversations and guided reading.

START DATE: 9/15/2022, 12 sessions

DAYS: Thursday

TIME: 6:30pm - 9:00pm

LOCATION: Online Only



2022F33: Italian for Travelers – \$150

INSTRUCTOR: Brunelli

Are you planning to visit Italy post-COVID? The 2026 Winter Olympics will be in Italy! This course is for new Italian speakers who will practice basic conversational skills while virtually traveling by auto, train, plane, etc. across the twenty regions of Italy. Class projects include negotiating at an outdoor Italian market, shopping, and cooking a meal with friends. This course will cover chapters 1-13 in Cristina Mazzone's Italian Made Simple, 2nd edition, emphasizing the present tense and exposure to letter writing in the past and future tenses.

BOOK: *Italian Made Simple*/ISBN-13: 978-0767915397

START DATE: 9/12/2022, 10 sessions

DAYS: Monday

TIME: 6:30pm - 9:00pm

LOCATION: Adult Education Building

2022F34: Off to Italy! – Italian History, Folklore, Festival Foods and Wine – \$75

INSTRUCTOR: Brunelli

The secret to visiting Italy is to immerse oneself off the beaten path where traditional folklore comes to life with food and wine festivals. This workshop is for Italian and English speakers who will share a virtual meal together and share their experiences across the twenty regions of Italy. Guest speakers from the Italian Folk Arts Federation of America will provide insights into culture, folk tales, and folk songs from the Alps to the Adriatic shores and from the hills of Barolo to the ancient Roman temples.

MATERIALS: *Italian Festival Food: Recipes and Traditions from Italy's Regional Country Food*. ISBN-13: 978-0028623320

START DATE: 9/29/2022, 5 sessions

DAYS: Thursday

TIME: 6:30pm - 9:00pm

LOCATION: Online Only



World Languages (continued)

2022F35: Introduction to French – \$150

INSTRUCTOR: Ramirez

Interested in learning French? This course will help students develop basic proficiency in the French language. Students can expect to read, speak, write, and listen using basic vocabulary and language structure learned in class.

START DATE: 9/12/2022, 10 sessions

DAYS: Monday

TIME: 6:30pm - 9:00pm

LOCATION: Park View High School

2022F37: Arabic – \$150

INSTRUCTOR: Jacob

Teaching the Arabic skills “speaking and listening” to Beginner Adult learners.

MATERIALS: Note Book and Book, *Kallimni ‘Arabi Bishweesh*, ISBN-13: 978-9774162206 ISBN-10: 977416220X

START DATE: 9/12/2022, 10 sessions

DAYS: Monday

TIME: 9:00am - 11:30am

LOCATION: Online Only

2022F38: Turkish Language – \$150

INSTRUCTOR: TBD

You will learn the fundamentals of basic conversation including the alphabet, days, months, seasons, colors, weather, numbers, telling time, greetings, introduction, daily life, and travel phrases, offers, and suggestions. Daily 20 minutes review/homework will be helpful.

MATERIALS: *Turkish A1 for Foreigners Istanbul Beginner Course Book* with Workbook.

START DATE: 9/13/2022, 10 sessions

DAYS: Tuesday

TIME: 11:45am - 2:15pm

LOCATION: Online Only

2022F39: Introduction to Latin – \$150

INSTRUCTOR: Boscovitch

Introduction to Latin will explore the language of the Romans as an active, living language. Students will learn to read, listen to, and speak Latin. Students will also develop proficiency with and appreciation for Roman history and customs.

MATERIALS: *Lingua Latina Per Se Illustrata*, 978-1585104208

START DATE: 9/14/2022, 10 sessions

DAYS: Wednesday

TIME: 6:30pm - 9:00pm

LOCATION: Adult Education Building

Trade & Industry

(No senior discount available)

2022F41: Wood Shop for Adults – \$220

INSTRUCTOR: Post

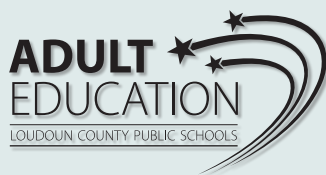
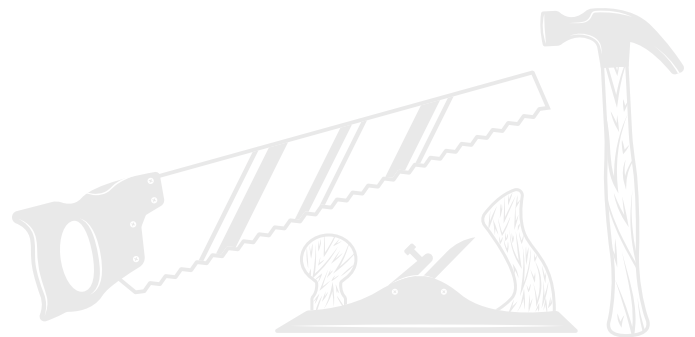
Experience the fun of working with wood! Learn woodworking and tool use while building a sliding lid box and more! Or, restore/repurpose an existing piece. Furniture should be small and easy to carry by the student. Tools needed for the class will be provided.

START DATE: 09/21/2022, 8 sessions

DAYS: Wednesday

TIME: 6:30pm - 9:00pm

LOCATION: Loudoun County High School



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